

Time and Leave Reporting User Guide for Hourly Employees

Table of Contents

Introduction	3
Login.....	3
Creating a Timesheet	4
Editing a Timesheet	5
Adding entries to timesheet and editing existing entries.....	5
Editing and deleting timesheet entries.....	6
Submitting a Timesheet	8
Deleting a Timesheet	8
Timesheet Status	8
Timesheet History	9

Introduction

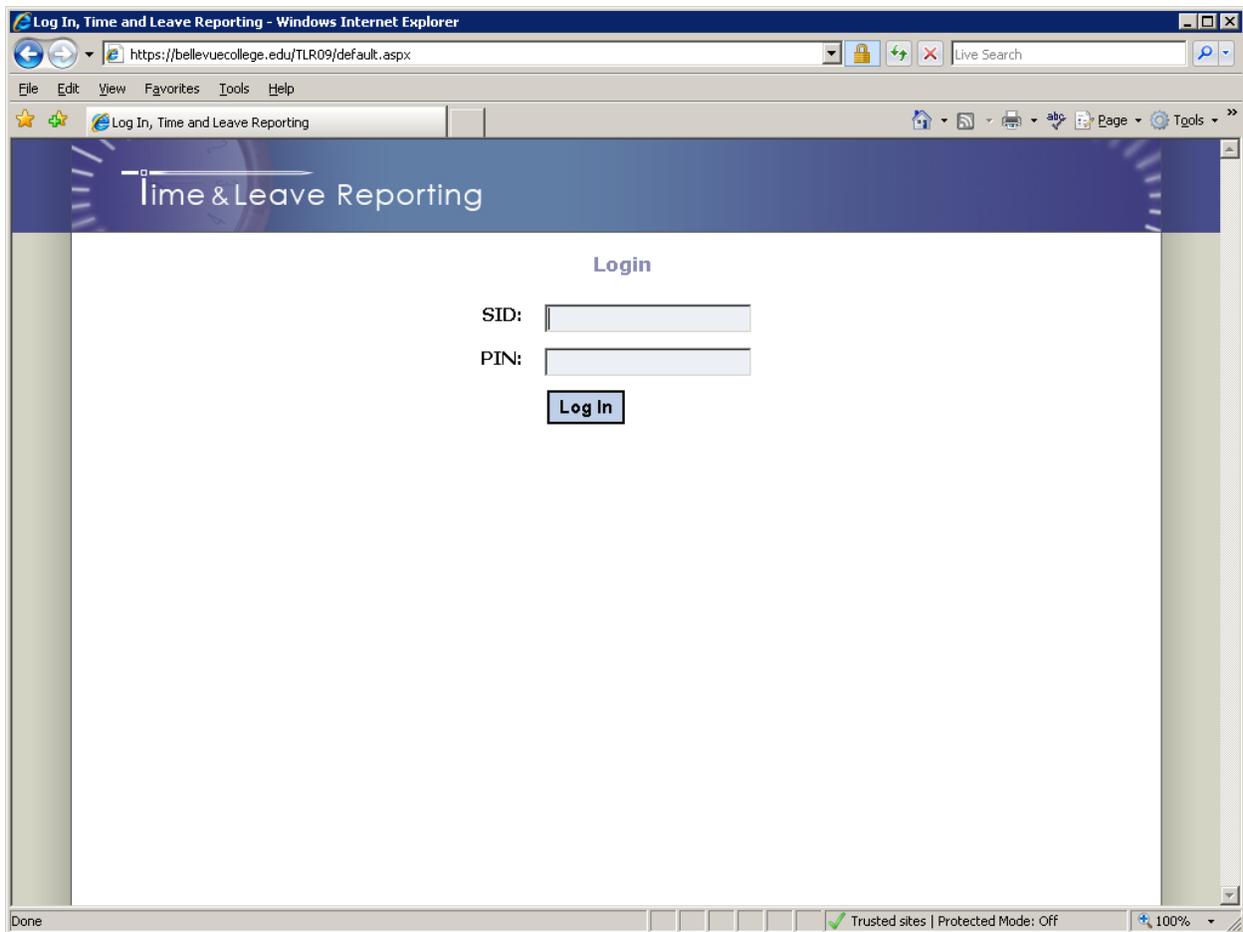
The Time and Leave Reporting (TLR) application is available to all hourly employees. TLR streamlines the process of reporting time.

TLR allows hourly employees to submit a timesheet and review past timesheets.

Login

Logon credentials required for TLR are employee System Identifier (SID) and Personal Identification Number (PIN) (**Figure 1**). If assistance with credentials is required, please contact your Payroll Services department. Note when entering a SID and PIN use digits (numbers) only.

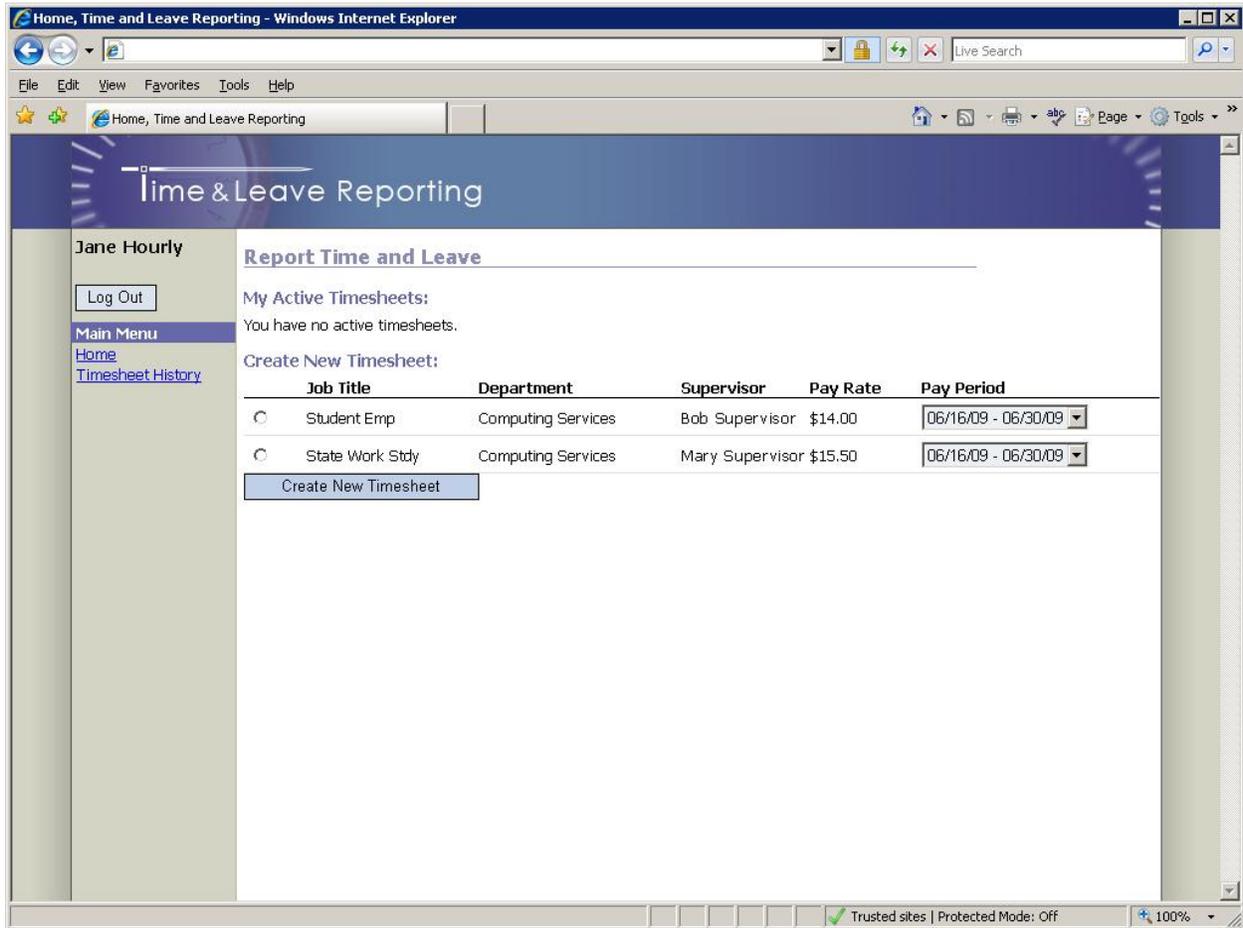
Figure 1 - Login page



The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Time and Leave Reporting (TLR) application. The browser's address bar shows the URL <https://bellevuecollege.edu/TLR09/default.aspx>. The page features a blue header with the text "Time & Leave Reporting". Below the header, the word "Login" is centered. There are two input fields: "SID:" followed by a text box, and "PIN:" followed by a text box. Below these fields is a "Log In" button. The browser's status bar at the bottom indicates "Done", "Trusted sites", "Protected Mode: Off", and "100%" zoom.

After logging in, users will be taken to the Home page of the application (**Figure 2**).

Figure 2 – Home page



The Home page is where employees are able to create new timesheets and also see the list of their active timesheets (those that have not been processed by payroll).

Creating a Timesheet

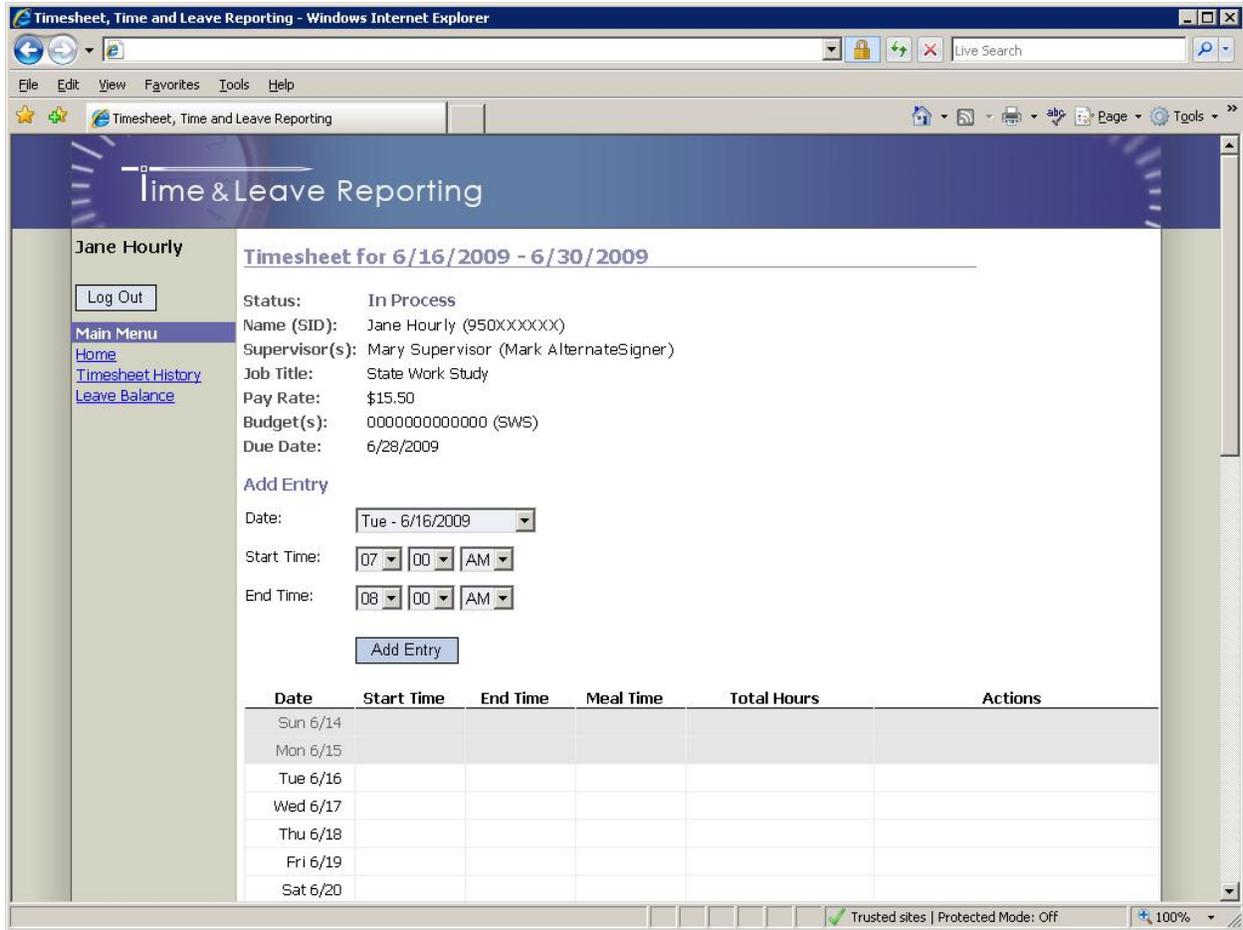
To create a timesheet, on the Home page (Refer to the "Create New Timesheet" section in **Figure 2**):

1. Select a job for which you are submitting a timesheet (if you have only one job in the list it will already be selected).
2. Select the appropriate pay period.
3. Click the "Create Timesheet" button.

Once the "Create Timesheet" button is clicked you will be redirected to the timesheet page (**Figure 3**).

Editing a Timesheet

Figure 3 - Timesheet Page



Adding entries to a timesheet and editing existing entries

To add a new entry to a timesheet:

1. Select the day from the "Date" dropdown list.
2. Specify "Start Time" and "End Time" of your shift.
3. Click the "Add Entry" button.

If your shift lasts five hours or more, you will be asked to specify the duration of a meal break as per Department of Labor & Industries' rules:

Add Entry

Date: Tue - 6/16/2009

Start Time: 07:00 AM

End Time: 12:00 PM

Meal Time: The Dept. of Labor & Industries rules state: Employees shall be allowed a meal period (break) of at least 30 minutes, no less than two hours, nor more than five hours from the beginning of the shift. Did you take a meal break?
15 minutes

As entries are added to a timesheet, they will appear in the calendar:

Add Entry

Date: Fri - 6/19/2009

Start Time: 07:00 AM

End Time: 09:00 AM

Date	Start Time	End Time	Meal Time	Total Hours	Actions
Sun 6/14					
Mon 6/15					
Tue 6/16	7:00 AM	9:00 AM		2 hrs	Edit Delete
Wed 6/17	7:00 AM	9:00 AM		2 hrs	Edit Delete
Thu 6/18	7:00 AM	9:00 AM		2 hrs	Edit Delete
Fri 6/19	7:00 AM	9:00 AM		2 hrs	Edit Delete
Sat 6/20					
Regular Hrs:				8 hrs 0 mins	
This week:				8 hrs 0 mins	
Overtime:				0 hrs 0 mins	

Editing and deleting timesheet entries

To edit a timesheet entry:

1. Click on the entry you want to edit. Details of the entry will be displayed above the timesheet.
2. Update the information using the same interface described in the “Add entry” section.
3. Click the “Update” button.

To delete a timesheet entry:

1. Click on the entry you want to delete. Details of the entry will be displayed above the timesheet.
2. Click the “Delete” button.

Adding, editing, and deleting timesheet remarks

The employee, supervisor and payroll personnel can add one or more remarks to timesheets.

To add a remark:

1. Click the “Add Remark” button.
2. Enter remark text.
3. Click the “Save Remark” button.

Tue 6/30					
Wed 7/1					
Thu 7/2					
Fri 7/3 Independence Day					
Sat 7/4					
Regular Hrs:				0 hrs 0 mins	
This week:				0 hrs 0 mins	
Overtime:				0 hrs 0 mins	
Grand Total: 17 hrs					
Remarks					
Remark Text: <input type="text" value="My remark text"/>					
				<input type="button" value="Save Remark"/>	<input type="button" value="Cancel"/>

The remark will be displayed directly below the timesheet:

Tue 6/30					
Wed 7/1					
Thu 7/2					
Fri 7/3 Independence Day					
Sat 7/4					
Regular Hrs:			Bob Supervisor	0 hrs 0 mins	
This week:				0 hrs 0 mins	
Overtime:				0 hrs 0 mins	
Grand Total: 17 hrs					
Remarks					
<i>My remark text</i>					
				Jane Hourly	Edit Delete
				6/29/2009 1:06 PM	
<input type="button" value="Add Remark"/>					

To edit a remark:

1. Click the “Edit” link next to the remark.
2. Make the necessary changes.
3. Click the “Save Remark” button.

To delete a remark:

1. Click the “Delete” link next to the remark.
2. Confirm the deletion by clicking “Ok” in the pop-up prompt.

Submitting a Timesheet

When you complete your timesheet you can submit it to your supervisor for approval by clicking the “Submit Timesheet” button towards the bottom of the Timesheet page. Unless rejected back to the employee, once timesheets are submitted they cannot be modified or deleted.

Deleting a Timesheet

You can delete a timesheet that you have created by clicking the “Delete Timesheet” button towards the bottom of the timesheet page. Only timesheets with the status “In Process” can be deleted.

Timesheet Status

The status of your active timesheet(s) can be viewed on the home page under the “My Active Timesheets” section (**Figure 6**). Timesheets are considered “Active” until processed by Payroll.

Figure 3 - Timesheet Status

Home, Time and Leave Reporting - Windows Internet Explorer

Home, Time and Leave Reporting

Time & Leave Reporting

Jane Hourly

Log Out

Main Menu

Home

Timesheet History

Report Time and Leave

My Active Timesheets:

Pay Period	Title	Department	Supervisor	Pay Rate	Status
06/16/09 - 06/30/09	Student Emp	Computing Services	Bob Supervisor	\$14.00	Awaiting Supervisor's Approval

Create New Timesheet:

Job Title	Department	Supervisor	Pay Rate	Pay Period
<input checked="" type="radio"/> Student Emp	Computing Services	Bob Supervisor	\$14.00	06/01/09 - 06/15/09
<input type="radio"/> State Work Study	Computing Services	Mary Supervisor	\$15.50	06/16/09 - 06/30/09

Create New Timesheet

Done

Trusted sites | Protected Mode: Off

100%

Timesheet History

The Timesheet History page allows all employees to search through previously created and submitted timesheets. To review timesheet history, click on the “Timesheet History” link in the navigation pane (**Figure 7**). By default, you will see the five latest timesheets; they can also be searched by start and end date. To specify dates for a search, type dates directly into the Start/End Date textboxes or click on the calendar icons to the right of the textboxes and select the appropriate dates. When finished entering dates, click on the “Search” button to run the search. Results will be displayed below the “Search” button.

Figure 4 - Timesheet History

Time & Leave Reporting

Jane Hourly

Log Out

Main Menu

Home

Timesheet History

My Timesheet History

Start Date: (m/d/yyyy)

End Date: (m/d/yyyy)

Search

Pay Period	Title	Department	Supervisor	Pay Rate	Status
06/16/09 - 06/30/09	Student Emp	Computing Services	Bob Supervisor	\$14.00	Awaiting Supervisor's Approval

For further assistance, please consult the Payroll Office.