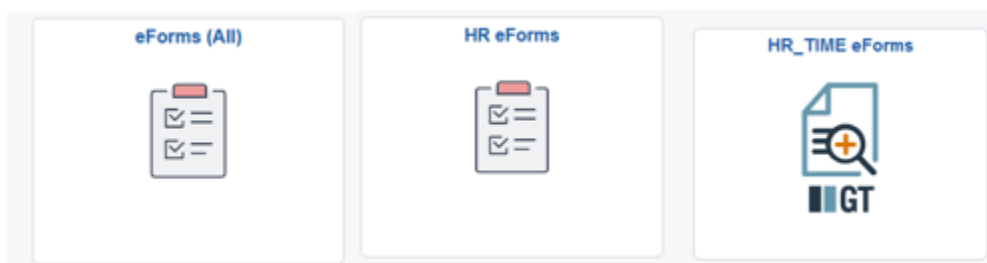


Online Timesheet Guide for Temporary Classified and Student Help with more than One Position or Work Location

Both With Hours to Report and With Zero Hours to Report

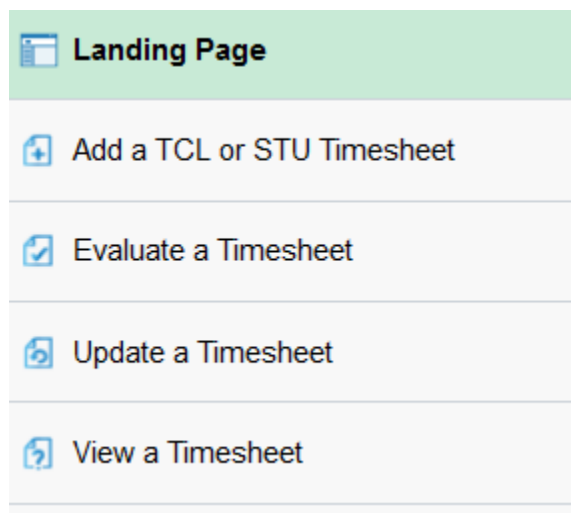
Step 1: Log into Employee Self Service

Step 2: Click on “eForms (All)” → “HR eForms” → “HR_TIME eForms”



Entering a New Timesheet:

Step 1: Select “Add a TCL or STU Timesheet” from the tab on the left side of the page.



Step 2: Select appropriate job record.

Search by:

Empl ID

Empl Record

First Name

Last Name

Position Number

Job Code


Department

Description

Location Code

Employee ID Number	Empl Record	First Name	Last Name	Position Number	Job Code	Department	Description	Location Code
1	2			00082896	T102	05STUDEV	Clerk II	05SCCMAIN
2	3			00081246	T102	05WSAC	Clerk II	05SCCMAIN

2 rows



Step 3: Complete Timesheet **with Hours to Report**

Employee ID Number – Will default to the users ID.

Empl Record – Will be filled in.

Reporting Period – Month – Select the appropriate pay period month. For example, if the pay period is Feb 25 – March 24, the month will be March.

Reporting Period – Year – Will be filled in.

Work Location – Will be filled in.

Job Code - Will be filled in.

Reviewer – Check with your supervisor if a Reviewer is required. If one is, click on and search for their name and select. Under search criteria you have several search options available. If no Reviewer is needed, leave blank.

Compensation Rate - Will be filled in.

Time Entry – Enter the hours worked on each day as appropriate for the pay period. You will enter regular hours worked under “Reg Hrs Week” and overtime hours under “OT Hrs Week”

	Report Date ▾	Day ▾	Reg Hrs Week 1 ▾	OT Hrs Week 1 ▾
1	04/25/2023	Tuesday	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2	04/26/2023	Wednesday	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Save – If you are entering your hours daily or weekly, after you enter the time, click on the “Save” button at the bottom of the page.


Submit – If you are finished entering all your time for the pay period, click on the “Submit” button at the bottom of the page. Your timesheet will be forwarded for approval and processing.



OR

Step 3: Complete Timesheet **with Zero Hours to Report**

Reporting Period – Month – Select the appropriate pay period month. For example, if the pay period is Feb 25 – March 24, the month will be March.

Reviewer – Check with the employee supervisor if a Reviewer is required. If one is, click on  and search for their name and select. Under search criteria you have several search options available. If no Reviewer is needed, leave blank.

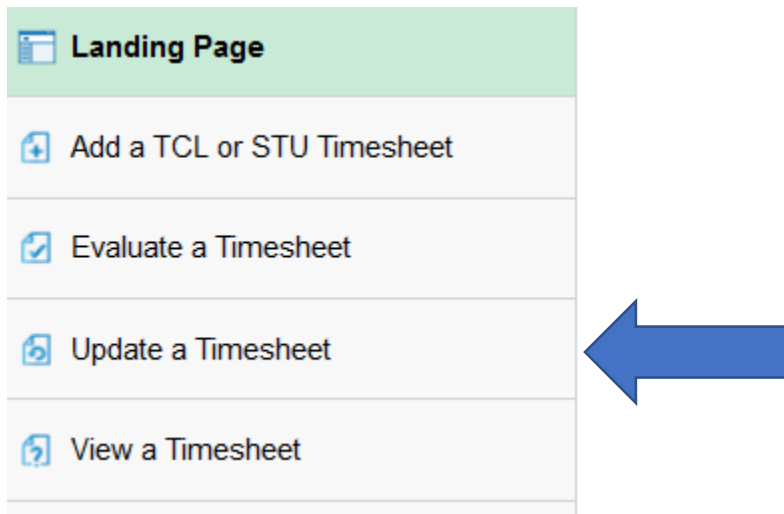
Zero Hours Reported – change to “Yes” by clicking on the button



Submit – Click on the “Submit” button at the bottom of the page. The timesheet will be forwarded for approval and processing.

Updating a Timesheet:

Step 1: Select “Update a Timesheet” from the tab on the left side of the page.



Step 2: Update timesheet as needed (e.g. add hours for days worked)

Save – If you are entering your hours daily or weekly, after you enter the time, click on the “Save” button at the bottom of the page.

Submit – If you are finished entering all your time for the pay period, click on the “Submit” button at the bottom of the page. Your timesheet will be forwarded for approval and processing.

