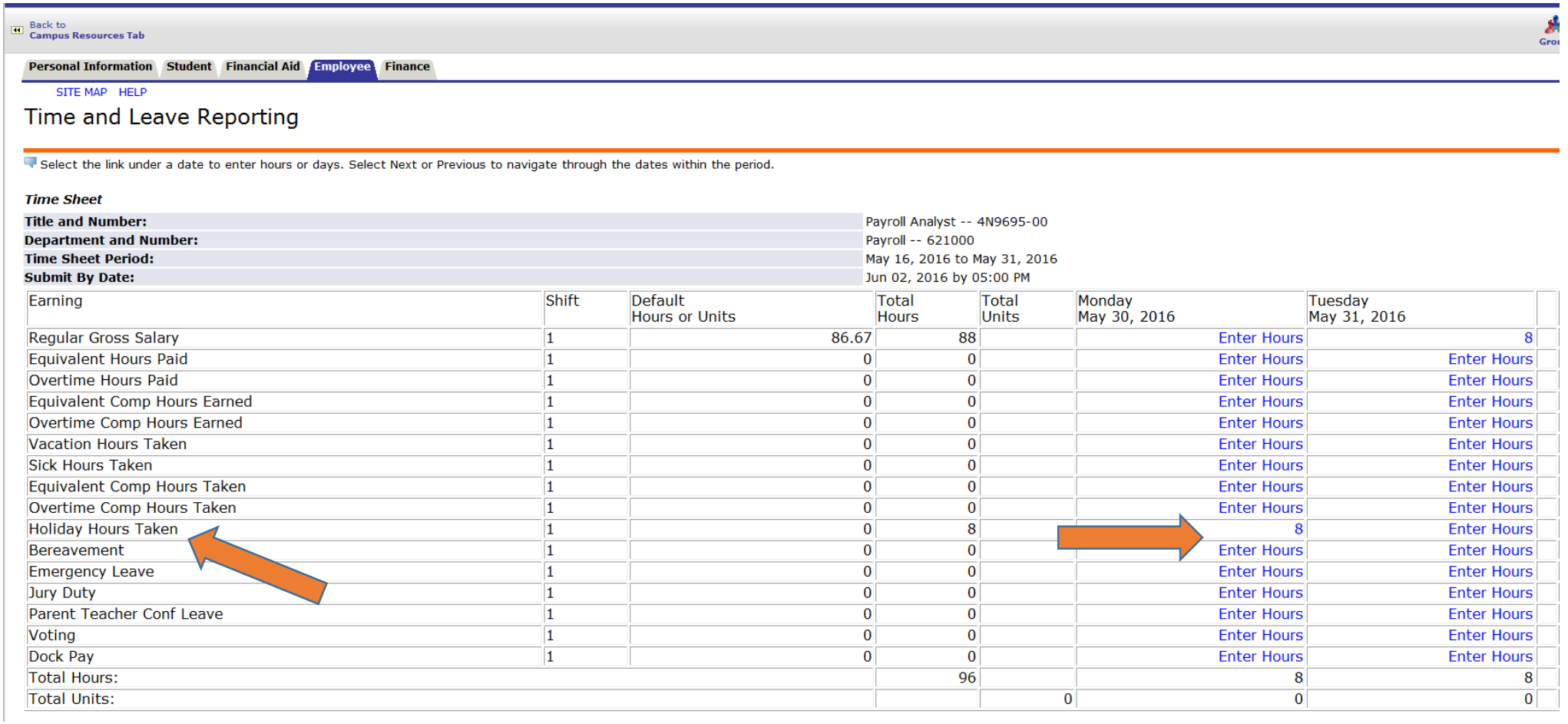


Back to Campus Resources Tab

Personal Information | Student | Financial Aid | Employee | Finance

SITE MAP HELP

## Time and Leave Reporting

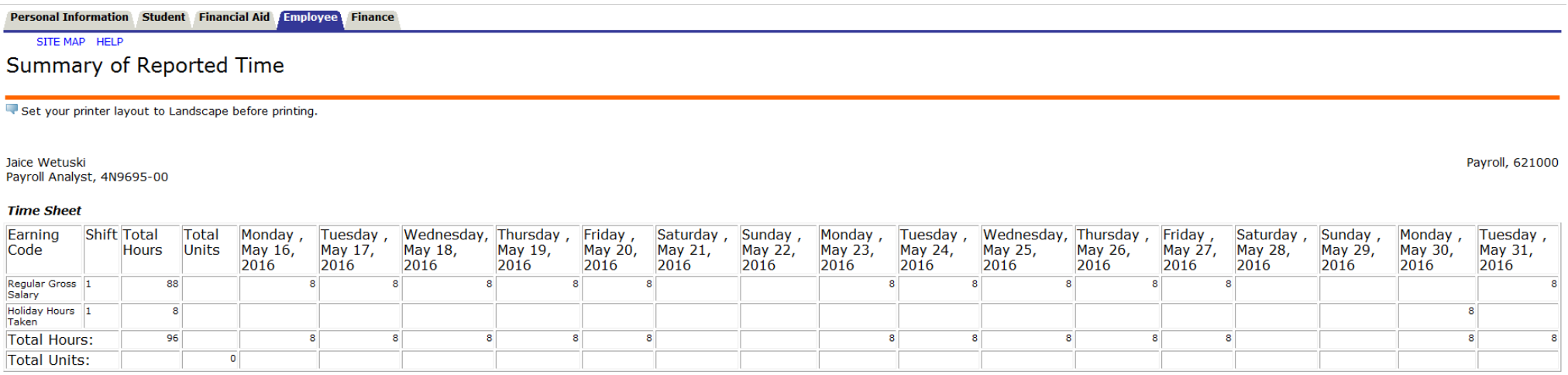
Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

***Time Sheet***

| | |
|---|---|
| **Title and Number:** | Payroll Analyst -- 4N9695-00 |
| **Department and Number:** | Payroll -- 621000 |
| **Time Sheet Period:** | May 16, 2016 to May 31, 2016 |
| **Submit By Date:** | Jun 02, 2016 by 05:00 PM |

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 |
|---|---|---|---|---|---|---|
| Regular Gross Salary | 1 | 86.67 | 88 | | Enter Hours | 8 |
| Equivalent Hours Paid | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Overtime Hours Paid | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Equivalent Comp Hours Earned | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Overtime Comp Hours Earned | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Vacation Hours Taken | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Sick Hours Taken | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Equivalent Comp Hours Taken | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Overtime Comp Hours Taken | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Holiday Hours Taken | 1 | 0 | 8 | | 8 | Enter Hours |
| Bereavement | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Emergency Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Jury Duty | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Parent Teacher Conf Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Voting | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Dock Pay | 1 | 0 | 0 | | Enter Hours | Enter Hours |
| Total Hours: | | | 96 | | 8 | 8 |
| Total Units: | | | | 0 | 0 | 0 |

- To report holiday hours, click on “Enter Hours” for the appropriate day next to “Holiday Hours Taken.”
- For full-time employees the holiday time is 8.00 hours per day, and for any part-time staff please record the appropriate amount of time for your FTE.
- Below is an example of a non-exempt time sheet with 8.00 RGS hours reported each day and 8.00 holiday hours reported for Memorial Day, 05/30/2016.



Personal Information | Student | Financial Aid | Employee | Finance

SITE MAP HELP

## Summary of Reported Time

Set your printer layout to Landscape before printing.

Jaice Wetuski
Payroll Analyst, 4N9695-00

Payroll, 621000

***Time Sheet***

| Earning Code | Shift | Total Hours | Total Units | Monday , May 16, 2016 | Tuesday , May 17, 2016 | Wednesday, May 18, 2016 | Thursday , May 19, 2016 | Friday , May 20, 2016 | Saturday , May 21, 2016 | Sunday , May 22, 2016 | Monday , May 23, 2016 | Tuesday , May 24, 2016 | Wednesday, May 25, 2016 | Thursday , May 26, 2016 | Friday , May 27, 2016 | Saturday , May 28, 2016 | Sunday , May 29, 2016 | Monday , May 30, 2016 | Tuesday , May 31, 2016 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Regular Gross Salary | 1 | 88 | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | | 8 |
| Holiday Hours Taken | 1 | 8 | | | | | | | | | | | | | | | | 8 | |
| Total Hours: | | 96 | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 |
| Total Units: | | | 0 | | | | | | | | | | | | | | | | |