Step-by-Step Tutorial for How to Certify Your Time Records in Talent Management

How to certify your time records in Talent Management:

1. Go to Talent Management (SHSU Website>Campus Tools>My Sam>Employees Tab>Human Resources>Talent Management Link.)
How to Certify Time Records Statement in Talent Management

2. **Select Home>Universal Profile.**

3. **On the Actions tab, click the down arrow next to Show All and select “Form Management” if the form is not displaying at the top.**
4. Click Launch.

5. Select the radio button that applies.

This certification is for those employees who must certify that they took no SICK leave during the stated period.

First Name *

[Input field]

Middle Name

[Input field]

Last Name *

[Input field]

Email

[Input field: email]

Phone

936-294 [Input field]

(Sick Leave) The university has been notified that leave records will be audited each fiscal year. To ensure compliance with the policy, we are requesting that you certify one of the following options:

- [ ] I hereby certify that I did not take any sick leave during the period Sept. 1, 2017 – Aug 31, 2018.
- [ ] My records DO NOT reflect accurate use of sick leave during the period Sept. 1, 2017 – Aug 31, 2018. I will contact Payroll to revise my time records accordingly within 30 days of receiving this email.

[Submit] [Cancel]
6. **Click Submit.**

   (Sick Leave) The university has been notified that leave records will be audited each fiscal year. To ensure compliance with the policy, we are requesting that you certify one of the following options:

   - I hereby certify that I did not take any sick leave during the period Sept. 1, 2017 – Aug 31, 2018.
   - My records DO NOT reflect accurate use of sick leave during the period Sept. 1, 2017 – Aug 31, 2018. I will contact Payroll to revise my time records accordingly within 30 days of receiving this email.

See the next page for **How to view/print the certification after submitting it.**
How to Certify Time Records Statement in Talent Management

How to view/print the certification after submitting it:

Note: It may take up to 15 minutes after submission for the document to display in your account.

1. Go to Home>Universal Profile.

2. Select Snapshot (under the menu ribbon).
3. Select the Documents folder.

4. Select the appropriate “...Certification Statement” folder.

5. Click on the link or the down arrow to select Open to view the document.
6. Click on Print to PDF to print or save the document.

FY 2017-2018 Sick Leave Certification Statement

This certification is for those employees who must certify that they took no SICK leave during the stated period.

First Name
...
Middle Name
...
Last Name
...
Email
...
Phone
...
(Sick Leave) The university has been notified that leave records will be audited each fiscal year. To ensure compliance with the policy, we are requesting that you certify one of the following options:

☐ I hereby certify that I did not take any sick leave during the period Sept. 1, 2017 – Aug 31, 2018.

☐ My records DO NOT reflect accurate use of sick leave during the period Sept. 1, 2017 – Aug 31, 2018. I will contact Payroll to revise my time records accordingly within 30 days of receiving this email.

7. If a menu popup displays, click Open to print or Save/Save As to save the form to your computer.

☐ I hereby certify that I did not take any sick leave during the period Sept. 1, 2017 – Aug 31, 2018.

☐ My records DO NOT reflect accurate use of sick leave during the period Sept. 1, 2017 – Aug 31, 2018. I will contact Payroll to revise my time records accordingly within 30 days of receiving this email.

For questions or assistance, please contact Human Resources at 936-294-1070.