

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

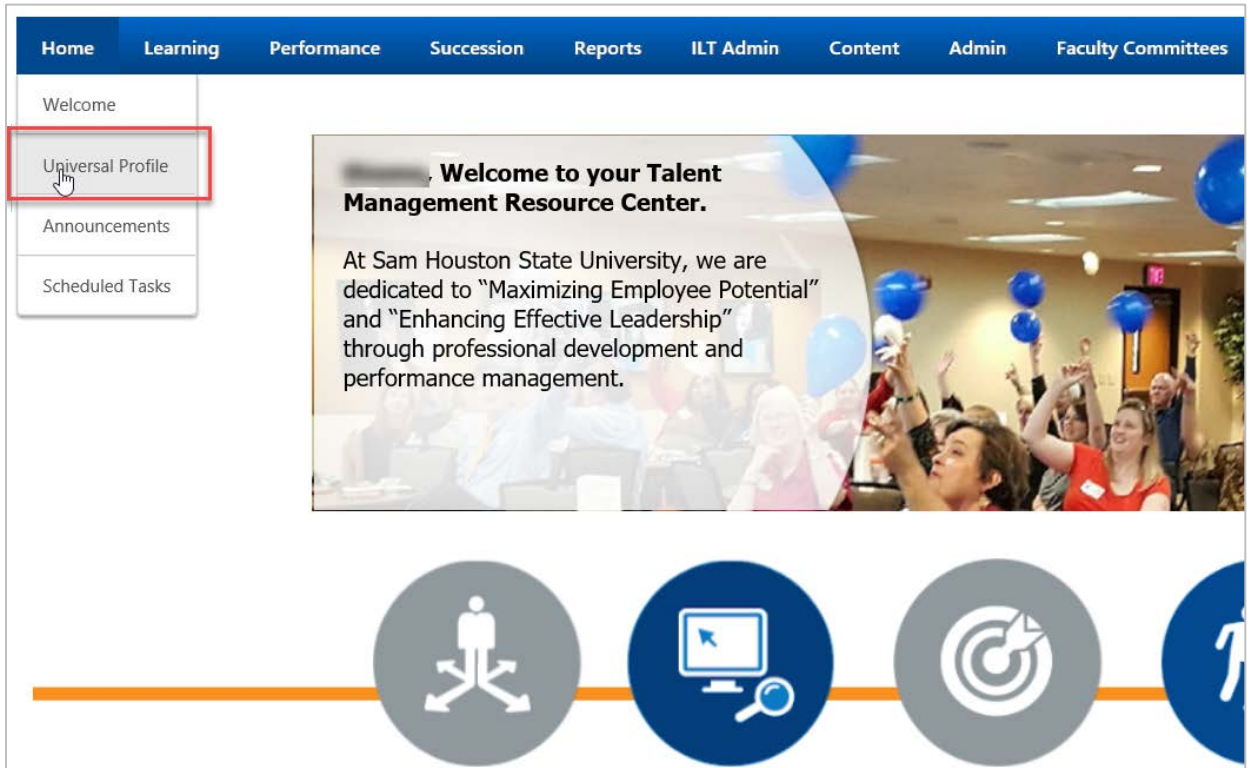
How to certify your time records in Talent Management:

1. Go to [Talent Management](#) (SHSU Website>Campus Tools>My Sam>Employees Tab>Human Resources>Talent Management Link.

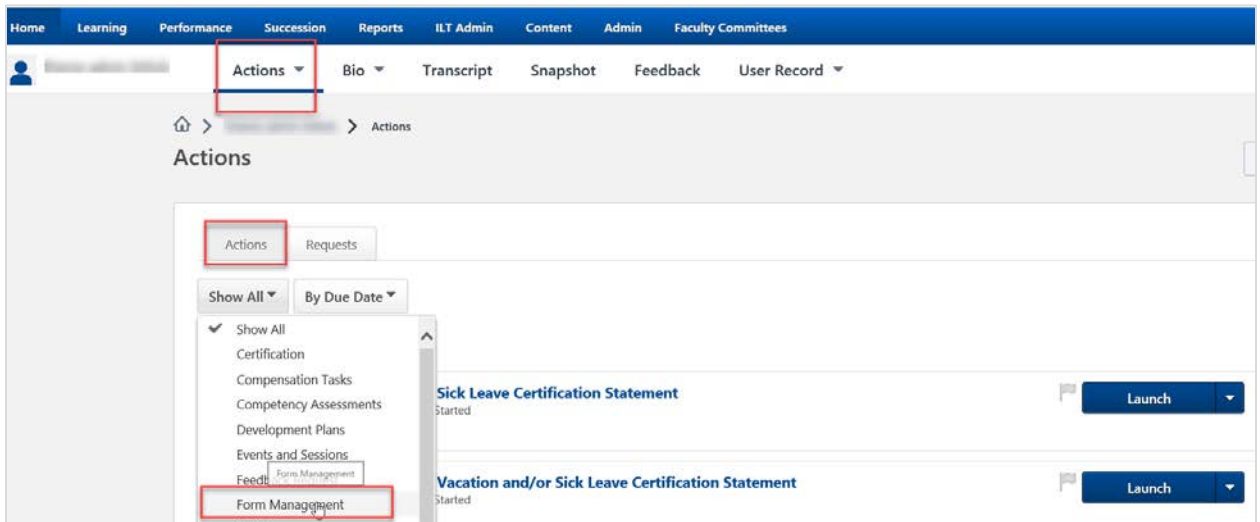
The screenshot displays the SHSU My Sam portal interface. On the left is a navigation menu with categories: All Users, Campus Resources, My Account, Registration, Employees, Faculty, and Students. The main content area is divided into several sections. At the top right, there is a notification banner regarding two-factor authentication. Below this, there are two main menu sections: 'Travel' and 'Human Resources'. The 'Human Resources' section contains a list of links, with 'Talent Management' highlighted by a red rectangular box. Other links in the 'Human Resources' section include Annual Performance Appraisal, PeopleAdmin, Human Resources Policies, Human Resources Forms, Holiday Schedule, Summary of Benefits, ERS- Texas Employees Group Benefits Program (GBP), New Employee Benefits Orientation Schedule, Graduate Student Insurance Information, Employee Wellness Program, Emergency Preparedness Training, Training, Leadership Academy, Staff Hiring Manager's Resources, and Human Resources Website. Below the 'Human Resources' section is a 'COGNOS Reports' section. At the bottom left, there is an 'IT@Sam Newsletter' section with a graphic.

How to Certify Time Records Statement in Talent Management

2. Select Home>Universal Profile.

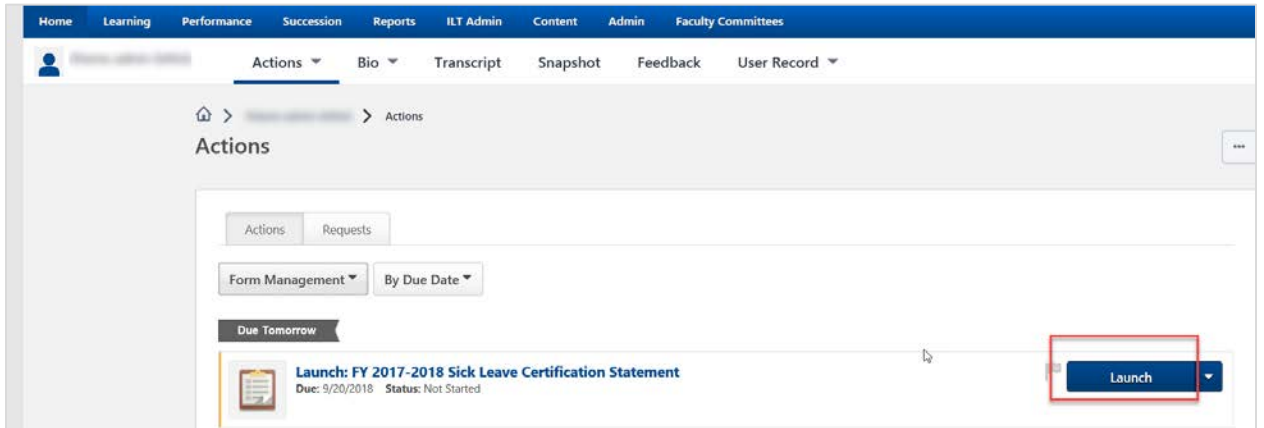


3. On the Actions tab, click the down arrow next to **Show All** and select "Form Management" if the form is not displaying at the top.



How to Certify Time Records Statement in Talent Management

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 *

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.

How to Certify Time Records Statement in Talent Management

6. Click Submit.

Phone

936-294

(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.

Cancel

Submit

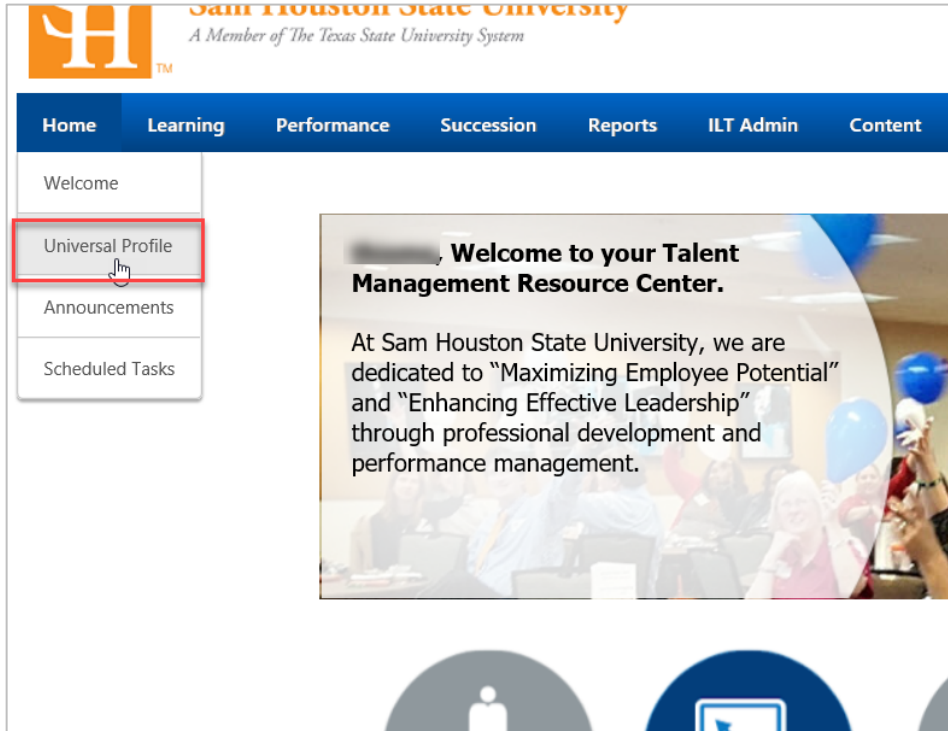
See the next page for **How to view/print the certification after submitting it.**

How to Certify Time Records Statement in Talent Management

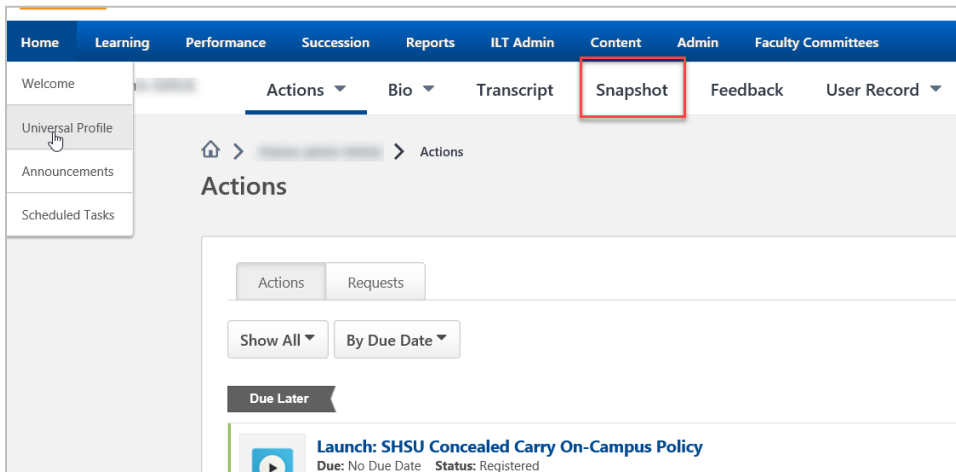
How to view/print the certification after submitting it:

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

1. Go to Home>Universal Profile.

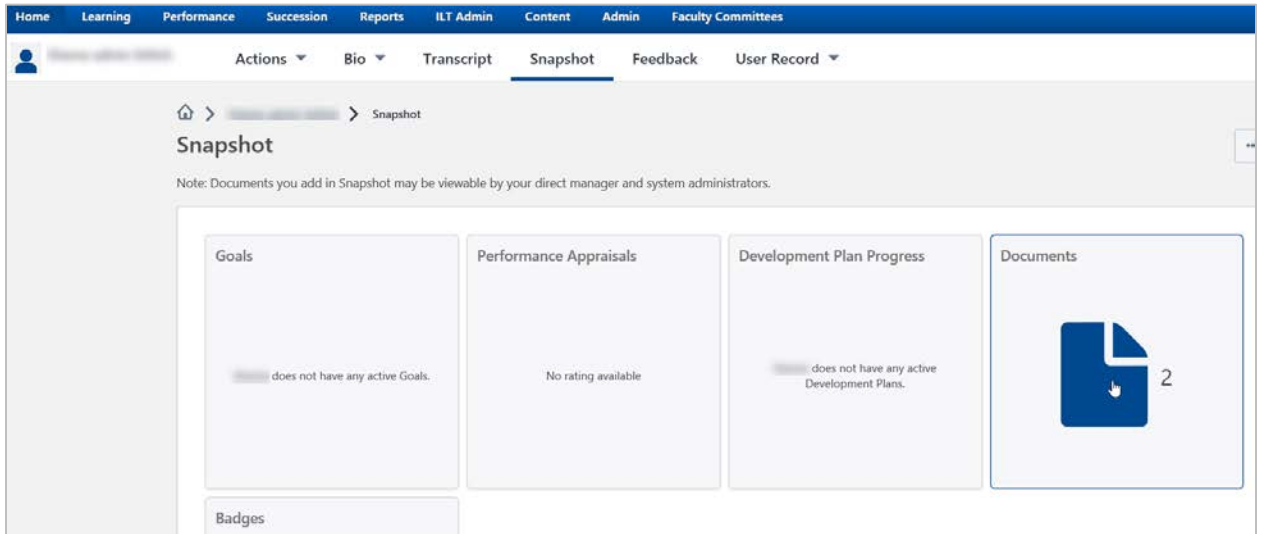


2. Select Snapshot (under the menu ribbon).

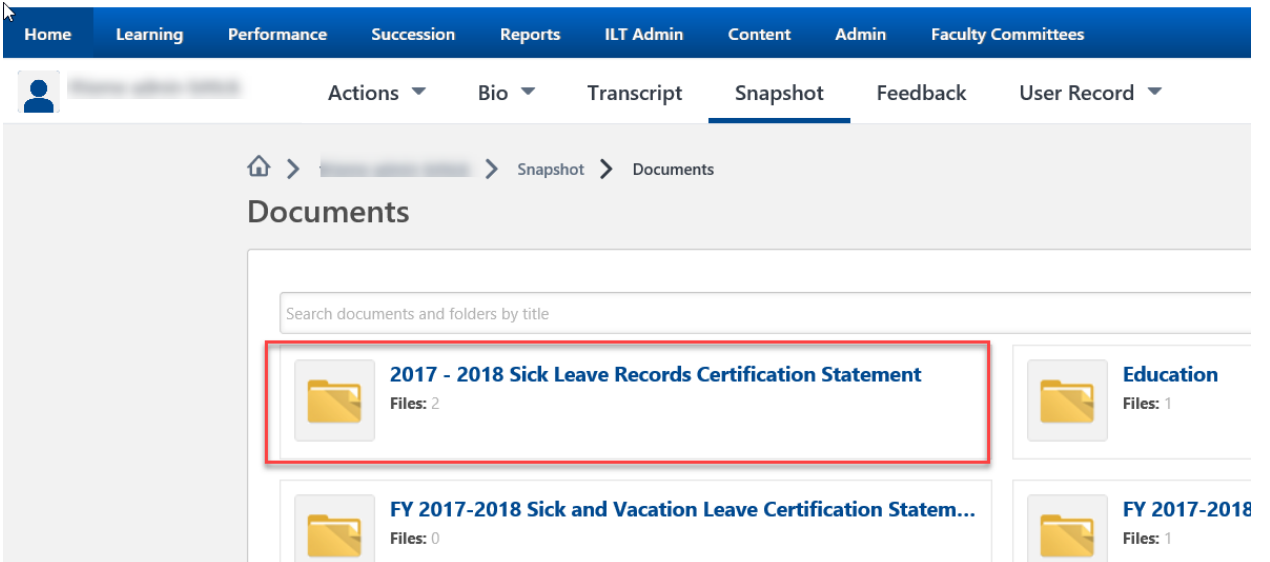


How to Certify Time Records Statement in Talent Management

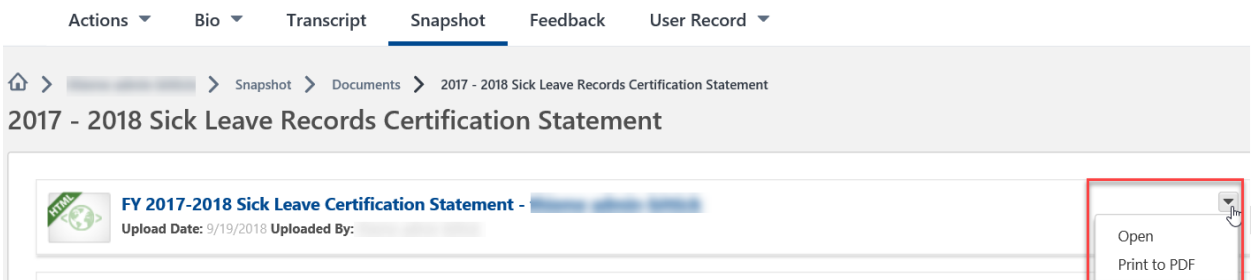
3. Select the Documents folder.



4. Select the appropriate "...Certification Statement" folder.



5. Click on the link or the down arrow to select Open to view the document.



How to Certify Time Records Statement in Talent Management

- 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

██████████@shsu.edu

Phone

936-294-██████████

(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.

Print to PDF

Done

- 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.

Print to PDF

Done

Do you want to open or save FY2017-2018SickLeaveCertificationStatement_...pdf (40.5 KB) from samhous.on.csod.com?

Open

Save

Cancel

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