Additional Instructions to Assist with Completing Timesheets for Regular 10 month Faculty Members

A. Complete your timesheet using the same approach you took when you used the prior hard copy Faculty Report/Leave Record forms. The only thing that has changed is that the record is now on-line and you have to complete and approve it every two weeks. Your Sick Leave is now computed and maintained on-line as well. Access your most current Sick Leave balance by clicking on the Leave Statement on the upper row of your timesheet page. You may also review your Historical Leave Statement Summary by clicking Leave History on your Leave Statement page.

B. Use a D to indicate that you performed your required duties for each work day of the pay period.

C. Use the “Remarks” section for general information (e.g., days missed not covered by a code, partial day usage of a code, Faculty Exchange, initial days on Sabbatical Leave, etc.)

D. Click on the Lookup Leave Codes button to access the leave codes that should be used to cover any non-duty days during the pay period.

E. You are able to set up a Default schedule which results in a completed timesheet each new pay period. While a default schedule helps reduce the time involved in completing and approving your timesheet, it will require you to make adjustments if the default schedule doesn’t accurately represent your time for that particular pay period. Click on the Update Default Schedule button on the lower portion of your timesheet and follow the instructions.

F. In order to make changes to information already recorded on your timesheet, you should place your cursor in the cell immediately preceding the data that needs to be changed and hit the TAB key. The data to be changed will then be highlighted. Hit the DELETE key and that data will be completely deleted. Then, input the correct data in the empty cell.

G. Remember to always save your entries after making any changes or inputting data and especially before approving your timesheet.

H. Timesheets must be completed and approved by the end of the pay period listed on the timesheet (usually Tuesday by 10am). New timesheets are created by the Thursday following the last day of the pay period.