An online time sheet is generated each pay period. The employee, timekeeper (if applicable), and supervisor must approve the time sheet each pay period and submit it by the deadline. Time sheets approved after the deadline may affect when you receive your pay.

Log into the Time Sheet
Connect to https://inside.towson.edu/mytu/myTU.cfm to go to the MYTU home page. Enter your NETID and password, select whether you are faculty/staff or student, and log into the system. Once you are logged in, click on the time sheet icon.
Complete the time sheet. “D” is used for duty day.

Enter “D” in the boxes that matches the dates you work.

If leave is used, indicate the number of hours and the type of leave used. Click on the tab to lookup leave codes. Leave codes are not needed for annual and holiday leave.

Once you have completed the time sheet, save your entries and click the approval box to submit the time sheet.

After you submit your timesheet, your supervisor will review your entries. Once approved, your timesheet will be sent to payroll.

Use the remarks section to include any notes you wish to show your supervisor. Both you and your supervisor have the ability to add notes to your time sheet.

<table>
<thead>
<tr>
<th>Date</th>
<th>Out Day</th>
<th>Start Time</th>
<th>Time Out</th>
<th>Time In</th>
<th>Time Out</th>
<th>Time In</th>
<th>Exit Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 06/26</td>
<td>D</td>
<td>08:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 06/27</td>
<td>D</td>
<td>08:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 06/28</td>
<td>D</td>
<td>08:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Thu 06/29</td>
<td>D</td>
<td>08:00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fri 06/30</td>
<td>D</td>
<td>08:00</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Weekly Leave:**
- **Annual Leave Hours:** 0.00
- **Holiday Leave Hours:** 0.00

**Weekly Totals:**
- **GeoPayroll:**
  - **Base Pay Hours:**
  - **Officer-In-Charge Hours:**
  - **Officer On Call Hours:**

**Remainder:**
- **Remarks:**
- **Click here to approve your timesheet**
- **Timekeeper click here to sign off on timesheet**
If you are a supervisor, please read the instructions below to approve time sheets for your staff.

**SUPERVISOR APPROVAL**

Click on the Administrative tab near the top of the page.

Click on the Approve timesheets for, etc. link to access the timesheets.

**NOTE:** Employees who are set up only as alternate approvers will not have an approval group name (e.g., IAALUMNI).

Select the appropriate Pay Type and Pay Run ID and click on the Process to Approvals/Sign Off Screen button.

**OPTION 1:** Review employee entries on this screen and check Sup Appr for supervisor approval. Click on the Submit Changes button to complete the approval process from this page.

**NOTE:** The shaded cell indicates that the employee has not recorded hours worked or duty days on their timesheet. Approve the timesheet only if the employee has work hours, duty days and/or leave.

**OPTION 2:** Click on the employee’s name to approve the actual timesheet. Approve by clicking on Supervisor click here to approve timesheet and the Save Entries button on the bottom of the screen.
Accessing the Leave Statement
Once you are logged into your time sheet, click on the leave statement tab to view your leave balances.

HR and Payroll Notices
Important HR and Payroll notices are posted on the main page of the timekeeping system.

If you have questions about completing your time sheet please contact Financial Services Help Line, at 410-704-5599, option 1 for Payroll.