

# Guidelines for Online Time Sheet Towson University Exempt Employees – Page 1

## ACCESSING THE WEB

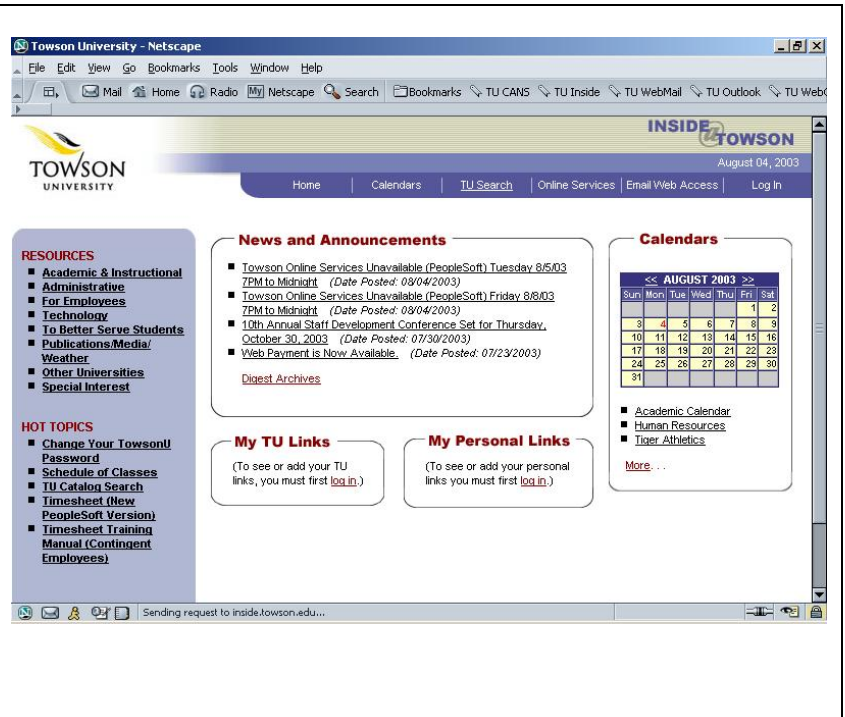
1. Click on Netscape Communicator or Microsoft Internet Explorer.

2. There are several ways to access your timesheet from this point which may depend on your system setup.

A. Connect to [Inside@Towson](http://inside.towson.edu). Under HOT TOPICS, click on [Timesheet \(New PeopleSoft Version\)](#);

B. Click on the “Log In” link on the navigational bar at the top of the page.

C. Direct link – Navigational bar to TU timesheet.

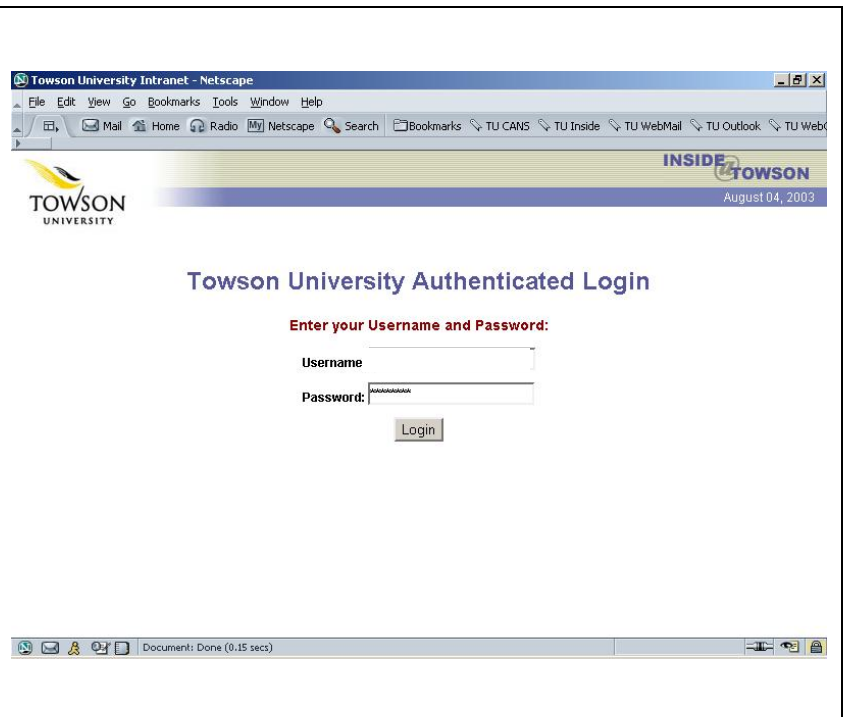


The screenshot shows the 'Inside@Towson' website interface. At the top, there is a navigation bar with links for Home, Calendars, TU Search, Online Services, Email Web Access, and Log In. Below the navigation bar, there are several sections: 'RESOURCES' with links for Academic & Instructional, Administrative For Employees, Technology, To Better Serve Students, Publications/Media/Weather, Other Universities, and Special Interest; 'HOT TOPICS' with links for Change Your TowsonU Password, Schedule of Classes, TU Catalog Search, Timesheet (New PeopleSoft Version), and Timesheet Training Manual (Contingent Employees); 'News and Announcements' with several news items; 'Calendars' with a calendar for August 2003; 'My TU Links' and 'My Personal Links' sections; and a 'More...' link. The website is displayed in a Netscape browser window.

## LOGIN TO TIMESHEET

1. Enter your Username and Password. Your username and password are the same as the ones used for your Towson U Domain login.

2. Click the Login Button to enter.



The screenshot shows the 'Towson University Authenticated Login' page. The page title is 'Towson University Authenticated Login'. Below the title, there is a section titled 'Enter your Username and Password:'. This section contains two input fields: 'Username' and 'Password:'. Below the password field, there is a 'Login' button. The page is displayed in a Netscape browser window.

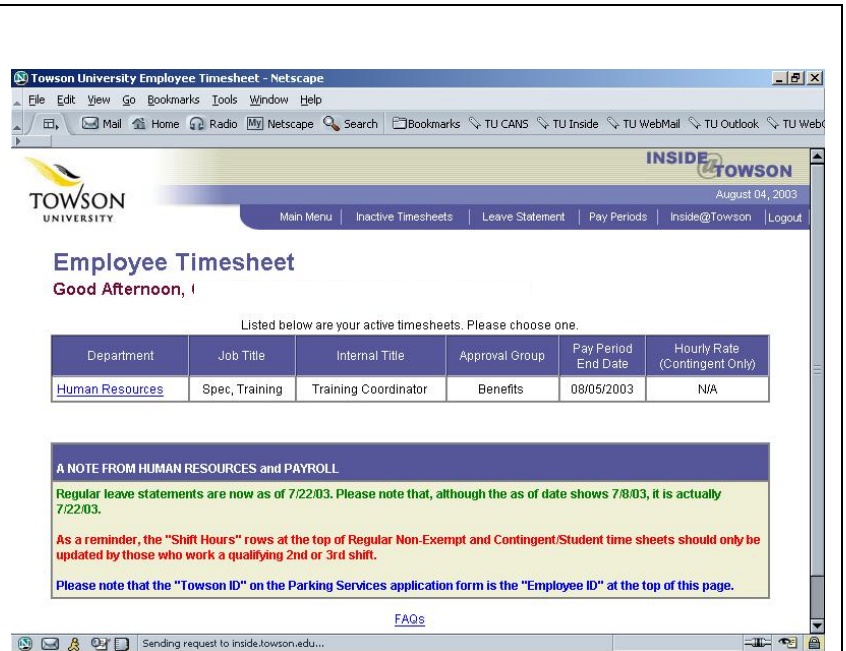
# Guidelines for Online Time Sheet Towson University Exempt Employees – Page 2

## HOME PAGE

The home page contains an employee's name, Employee ID#, title, a link to the current timesheet, and a section for important announcements from Human Resources and/or Payroll.

## FRAME

The frame navigational bar (along the top of the page) is always present and contains links to the Main Menu Page, Inactive Time Sheets, Leave Statement, Pay Period Dates, Administrative Capabilities, [Inside@Towson](mailto:Inside@Towson), and Logout screens.



## GENERAL

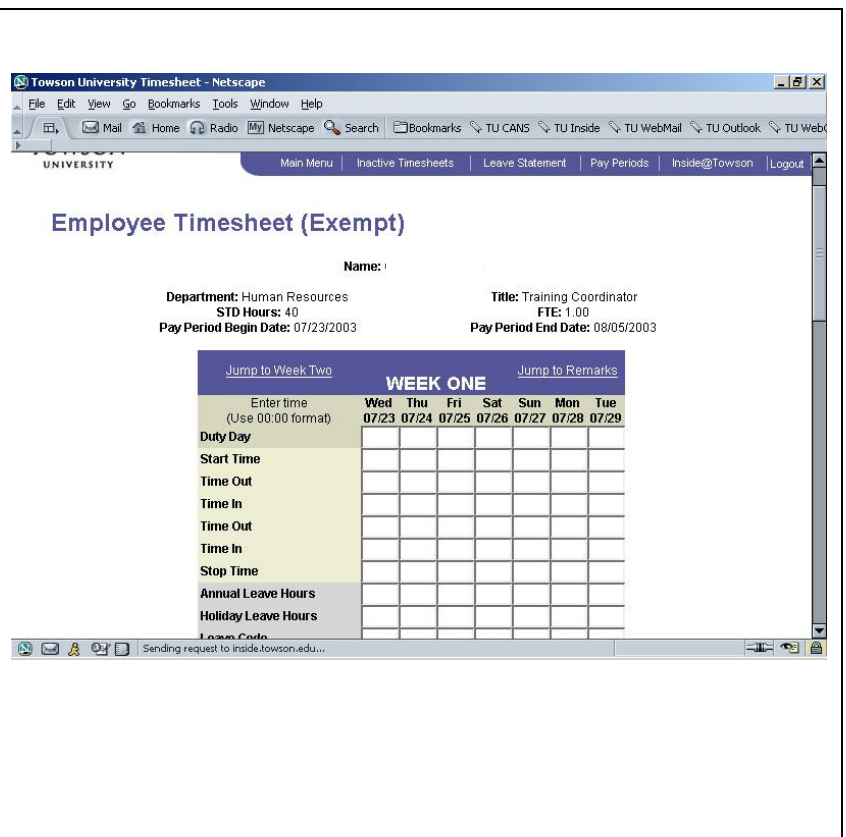
1. There is the ability to jump to and from pay **Week One**, pay **Week Two** and **Remarks** by clicking on the appropriate command at the top of week one and two images.

2. Entries will not be saved unless the **Save Entries** button is clicked.

## DAYS WORKED

1. **Exempt Employees** are to record a "D" in the **Duty Day** cell for days on which duties are performed.

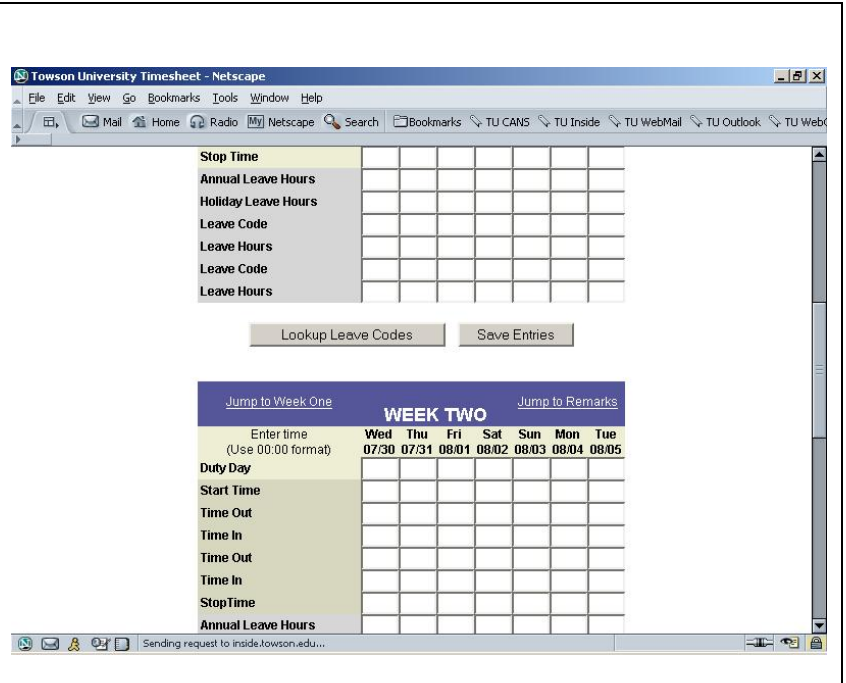
2. Department Management may require the completion of the **Start Time**, **Time Out**, **Time In**, and **Stop Time** sections; however, these hours will **not** automatically calculate.



Guidelines for Online Time Sheet  
 Towson University  
**Exempt Employees – Page 3**

**LEAVE USED**

1. There are specific cells to record **Annual Leave and Holiday Leave hours**. No leave codes are necessary.
2. There are two other sets of cells to capture other types of leave used. Leave codes can be inserted directly into the **Leave Code** cell by clicking the **Lookup Leave Codes** button and then clicking on the appropriate leave code listed, or the code can be typed into the cell.
3. Record the accurate leave hours used associated with the leave type.



# Guidelines for Online Time Sheet Towson University Exempt Employees – Page 4

## EMPLOYEE APPROVAL

Clicking the **Employee Approval** box equates to the employee signature. The timesheet is then automatically available to the timekeeper and supervisor.

## PRINT CAPABILITY

A copy of the timesheet can be printed: click the **Printable Timesheet** button and then click the “Print” icon at the top of the screen.

## DEFAULT SCHEDULE

A default schedule can be created: click the **Update Default Schedule** button, complete the weekly schedule, and click the **Update Default Schedule** on the default schedule screen. **NOTE:** The default schedule changes will appear on the next time sheet.

## REMARKS

The **Remarks** section is a text section and can be used for special notations by the employee, timekeeper, supervisor, etc.

If you are a supervisor or timekeeper, speak to a member of the **Human Resources Time, Leave and Attendance Staff** to schedule additional training.

The screenshot displays the 'Towson University Timesheet - Netscape' application interface. At the top, it shows the user's department (Human Resources) and title (Training Coordinator), along with STD Hours (40), FTE (1.00), and the pay period dates (07/23/2003 to 08/05/2003).

The main area is divided into two weekly grids. The first grid is for 'WEEK ONE' (07/23-07/29) and the second is for 'WEEK TWO' (07/30-08/05). Each grid includes columns for days of the week and rows for 'Duty Day', 'Start Time', 'Time Out', 'Time In', 'Stop Time', and 'Annual Leave Hours'. Below the grids are buttons for 'Lookup Leave Codes' and 'Save Entries'.

Below the weekly grids is a summary table with columns for 'Totals' and 'Remarks'. The table includes rows for 'Asbestos Pay Hours', 'Officer-in-Charge Hours', and 'On Call Hours' for both Week 1 and Week 2. The 'Remarks' column is currently empty.

At the bottom of the screen, there is an approval section with a checked box for 'Approved by Employee on 08/04/2003' and buttons for 'Save Entries', 'Update Default Schedule', and 'Printable Timesheet'.

# Guidelines for Online Time Sheet Towson University Exempt Employees – Page 5

## TIMEKEEPER SIGN OFF

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

Timekeepers responsible for one location will only have one location listed. For those with multiple locations, click on the desired location(s) (see instructions on page for multiple locations) and click the **Submit** button.

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

**OPTION1:** Review employee entries on this screen and check **Time Sign** for Timekeeper sign off. Click on the **Submit Changes** button to complete the sign off process from this screen.

**NOTE:** Clicking on the supervisor's name will allow the timekeeper to send the supervisor an email. Also, clicking on the **Emp Name** or **Approval Group** heading will sort by that heading.

**OPTION2:** Click on the employee's name to sign off on the actual timesheet. Sign off by clicking on **Timekeeper click here to sign off on timesheet** and the **Save Entries** button on the bottom of the screen.



- Sign off on timesheets as a timekeeper - Hold down the Ctrl key and click the group(s) to select more than one...
 

001 - Provost's Office  
 003 - Admissions  
 004 - Coll of Grad Educ & Research

**Submit**

## Employee Timesheet Administrative Module

### Sign off (timekeeper) 001 group

Select Pay Period

Select Pay Type:  Regular  Contingent

Select Pay Run ID: R070505 - Reglr PyrII 06/22/05-07/05/05

All records:

Only unapproved records:

**Proceed to Approvals/Sign Off Screen**

## Employee Timesheet Administrative Module

Sign Off Search

You are a Timekeeper for Group: 001 - Provost's Office

Select All Deselect All Reset to Original Values Submit Changes

Summary Timesheets for Pay Period Ending: July 5, 2005														
Emp ID	Emp Rcd	Emp Name	Emp Type	Title	Approval Group	Supervisor	Duty Days	Wk One Hrs	Wk Two Hrs	OT Hrs	Comp Hrs	Leave Hours	Emp Appl	Time Sign
018	0	<a href="#">JL</a>	Reg Ex	Provost & VP, Acad Affairs	Executive	<a href="#">JL</a>	0	0.00	0.00	0.00	0.00	0.00	N	<input checked="" type="checkbox"/>
014	0	<a href="#">LY</a>	Reg Ex	Dir Acad Advising	Acad Affairs Assoc Provost	<a href="#">De</a>	9	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>
014	0	<a href="#">Ma</a>	Reg Ex	Dean, Honors College	Academic Affairs	<a href="#">JL</a>	9	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>
014	0	<a href="#">De</a>	Reg NE	Exec Admin Asst I	Acad Affairs Honors College	<a href="#">Ma</a>	NA	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>
014	0	<a href="#">JL</a>	Reg NE	Exec Admin Asst II	Academic Affairs	<a href="#">JL</a>	NA	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>
013	0	<a href="#">TJ</a>	Reg Ex	Senior Director	Acad Affairs Assoc Provost	<a href="#">De</a>	0	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>
014	0	<a href="#">JL</a>	Reg Ex	Asst Dir, Honors College	Acad Affairs Honors College	<a href="#">Ma</a>	9	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>
014	0	<a href="#">VW</a>	Reg Ex	Special Asst To The Provost	Academic Affairs	<a href="#">JL</a>	0	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>
014	0	<a href="#">Em</a>	Reg Ex	Program & Projects Coord	Acad Affairs Assoc Provost	<a href="#">De</a>	0	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>

Select All Deselect All Reset to Original Values Submit Changes

Guidelines for Online Time Sheet  
 Towson University  
**Exempt Employees – Page 6**

**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.

OPTION1: 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.

OPTION2: 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.



**Employee Timesheet Administrative Module**

**Administrative menu for**

- [Approve timesheets for the IAALUMNI - Alumni group as a supervisor](#)

**Employee Timesheet Administrative Module**

**Approval (supervisor)**

Select Pay Period

Select Pay Type:  Regular  Contingent

Select Pay Run ID:

**Employee Timesheet Administrative Module**

Approval Search

This group is: IAALUMNI - Alumni

It has the following subgroup(s):

[\[IAALUMNI1 - Alumni.1\] \[-\]](#)

Summary Timesheets for Pay Period Ending: July 5, 2005

Emp ID	Emp Rcd	Emp Name	Emp Type	Title	Approval Group	Supervisor	Duty Days	Wk One Hrs	Wk Two Hrs	OT Hrs	Comp Hrs	Leave Hours	Emp Appt	Sup Appt	Time Sign
013	0	Ca	Reg Ex	Alumni Services Coord	Alumni	Lo	0	0.00	0.00	0.00	0.00	0.00	N	N	N
014	0	An	Reg Ex	Alumni Volunteer Coord	Alumni	Lo	6	0.00	0.00	0.00	0.00	8.00	N	<input type="checkbox"/>	N
014	0	Je	Reg Ex	Assoc. Dir. of Alumni Affairs	Alumni	Lo	0	0.00	0.00	0.00	0.00	0.00	N	N	N
017	1	Je	Reg NE	Admin Asst I	Alumni	Lo	NA	0.00	0.00	0.00	0.00	0.00	N	<input type="checkbox"/>	N
019	0	Ba	Reg NE	Exec Adm In Asst I	Alumni	Lo	NA	40.00	40.00	0.00	0.00	8.00	N	<input type="checkbox"/>	N

The shaded cell indicates that this employee **has not** recorded hours or duty days worked on their time sheet. Do not approve this time sheet if the employee did not work this pay period. If the employee did work, the time sheet must first be completed before it can be approved.