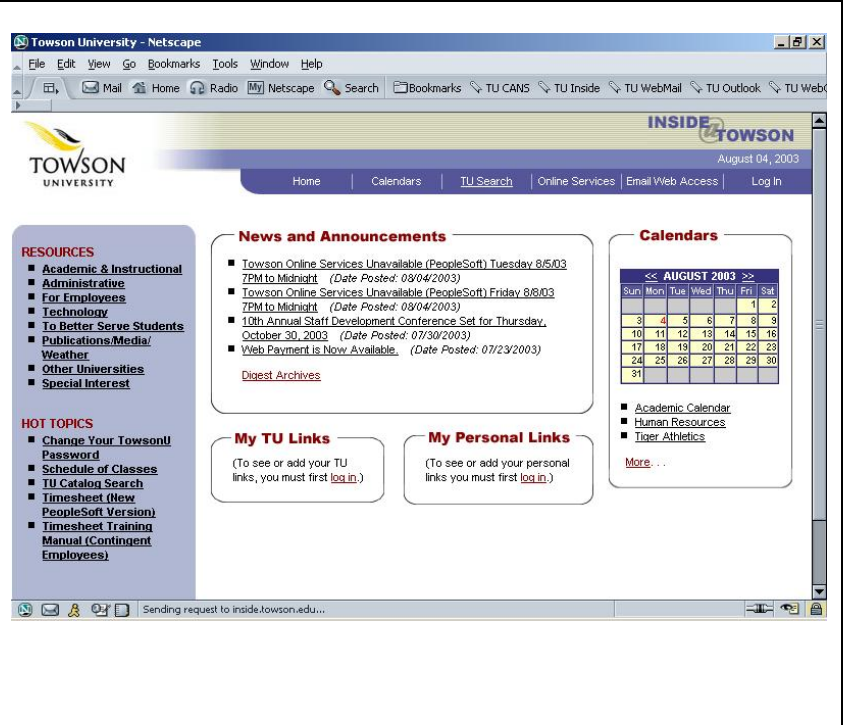


# Guidelines for Online Time Sheet Towson University Non-Exempt Employees – Page 1

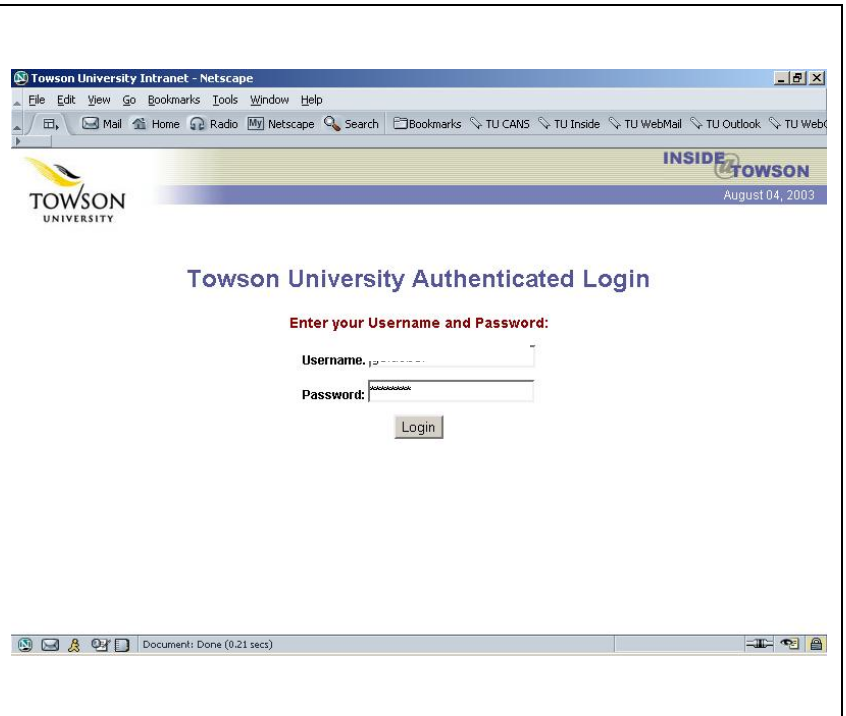
## ACCESSING THE WEB

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](#). 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.



## 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.



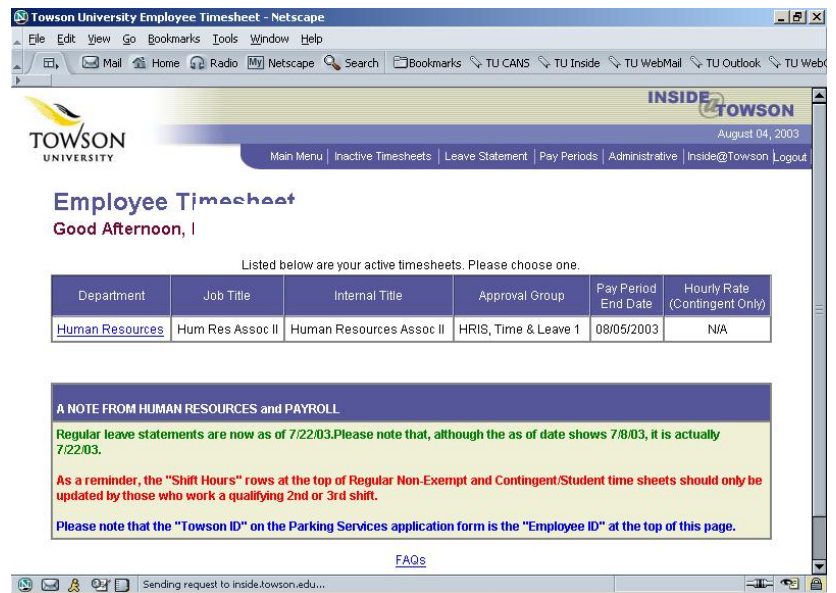
# Guidelines for Online Time Sheet Towson University Non-Exempt Employees – Page 2

## 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 Page, Inactive Timesheets, Leave Statement, Pay Period Dates, Administrative, [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.

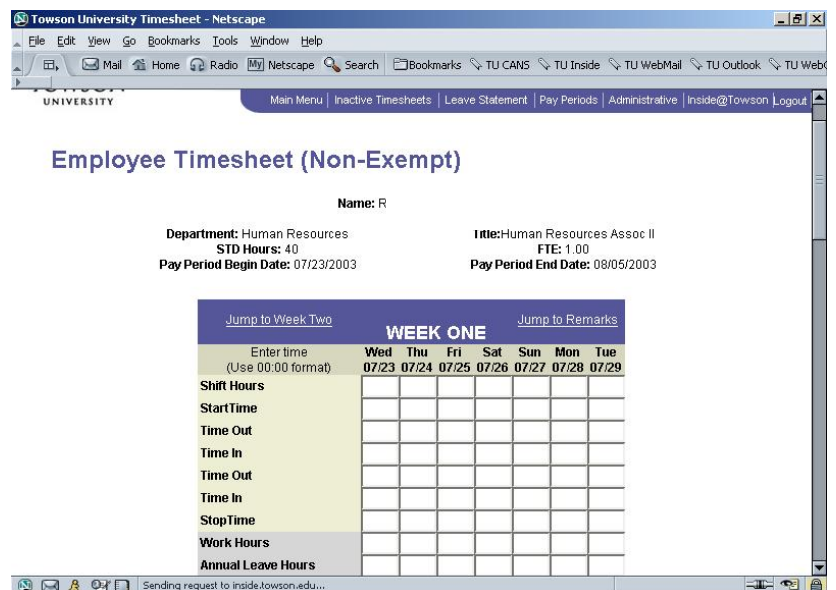
## HOURS WORKED

1. **Shift Hours** – Record number of hours attributable to shift differential pay.

2. **Start Time** to **Stop Time** can be completed in regular time or military time.

3. Lunch breaks and other unpaid breaks in the work day are to be recorded in the **Time Out** and **Time In** cells.

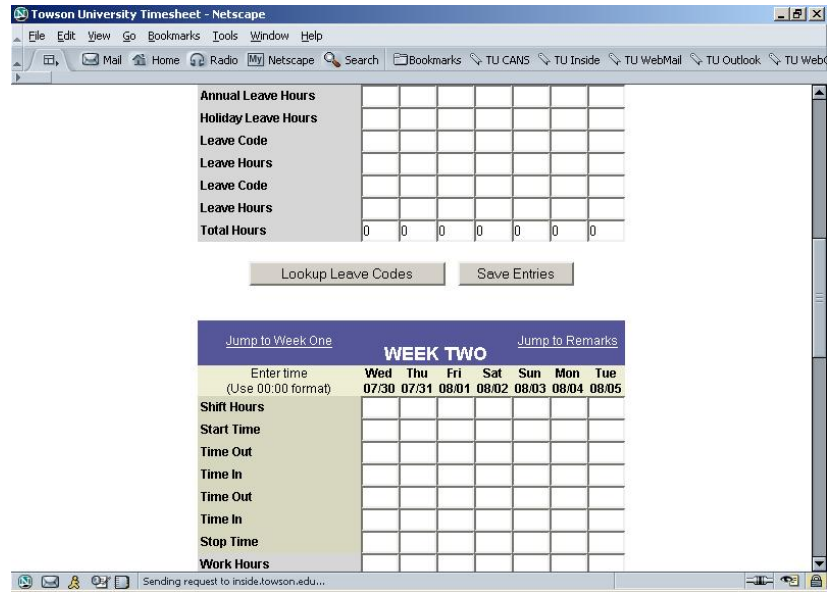
4. **Work Hours** and **Total Hours** calculate automatically after clicking the **Save Entries** button.



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

**LEAVE USED**

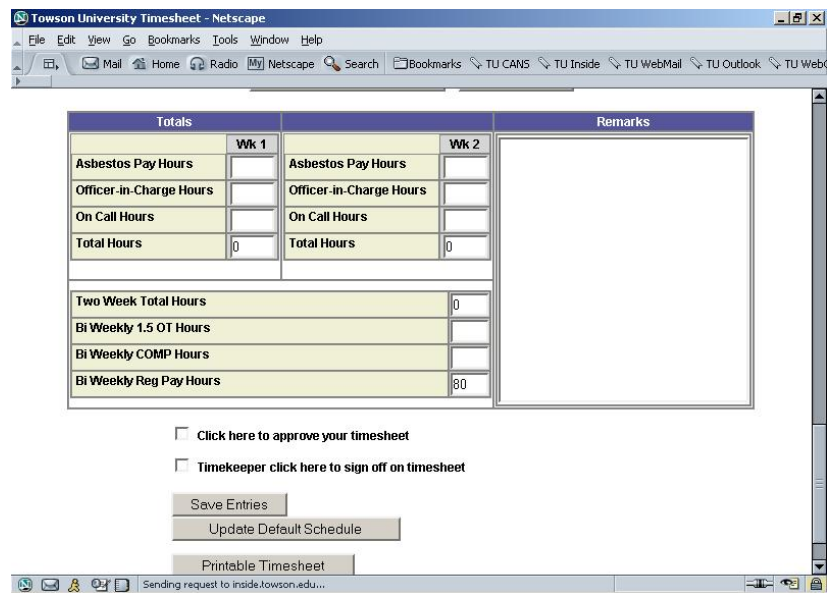
1. There are specific cells to record **Annual Leave and Holiday Leave hours**. No leave codes are necessary.
2. There are two other sets of cells to capture other types of leave used. Leave codes can be inserted directly into the **Leave Code** cell by clicking the **Lookup Leave Codes** button and 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.



**TOTALS,  
 OVERTIME,  
 COMPENSATORY HOURS,  
 REMARKS**

1. WK-1 Total, WK-2 Total, Two WK Total will automatically calculate when the **Save Entries** button is clicked.
2. **OT Hours (overtime) and/or COMP Hours in lieu of cash payments for overtime must be completed.** Record these hours as **actual hours**. The system will calculate these hours at time-and-one-half rate.
3. **Reg Pay Hours** is pulled from the PeopleSoft database.
4. 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.



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**Non-Exempt Employees – Page 4**

**EMPLOYEE APPROVALS**

Clicking the **Employee Approval** box equates to the employee signature. The timesheet is then automatically routed to the supervisor for approval.

**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.

The screenshots show the following data in the 'WEEK ONE' and 'WEEK TWO' grids:

	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Enter time (Use 00:00 format)	07/23	07/24	07/25	07/26	07/27	07/28	07/29
Shift Hours							
Start Time	8:00	8:00	8:00			8:00	8:00
Time Out	1:00	1:00	1:00			1:00	1:00
Time In	1:30	1:30	1:30			1:30	1:30
Time Out							
Time In							
Stop Time	4:30	4:30	4:30			4:30	4:30
Work Hours	8	8	8			8	8
Annual Leave Hours							
Holiday Leave Hours							
Leave Code							
Leave Hours							
Leave Code							
Leave Hours							
Total Hours	8	8	8	0	0	8	8

Totals	Wk 1	Wk 2	Remarks
Asbestos Pay Hours	0	0	
Officer-in-Charge Hours	0	0	
On Call Hours	0	0	
Total Hours	40	40	
Two Week Total Hours		80	
Bi Weekly 1.5 OT Hours		0	
Bi Weekly COMP Hours		0	
Bi Weekly Reg Pay Hours		80	

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**Non-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

**Employee Timesheet Administrative Module**

**Sign off (timekeeper) 001 group**

Select Pay Period

Select Pay Type:  Regular  Contingent

Select Pay Run ID:

All records:

Only unapproved records:

**Employee Timesheet Administrative Module**

Sign Off Search

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

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 Appr	Sup Appr	Time Sign
018	0	<a href="#">Ja</a>	Reg Ex	Provost & VP, Acad Affairs	Executive	<a href="#">Bo</a>	0	0.00	0.00	0.00	0.00	0.00	N	N	<input type="checkbox"/>
014	0	<a href="#">Lv</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	N	<input type="checkbox"/>
014	0	<a href="#">Ma</a>	Reg Ex	Dean, Honors College	Academic Affairs	<a href="#">Ja</a>	9	0.00	0.00	0.00	0.00	0.00	N	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	N	<input type="checkbox"/>
014	0	<a href="#">Ju</a>	Reg NE	Exec Admin Asst II	Academic Affairs	<a href="#">Ja</a>	NA	0.00	0.00	0.00	0.00	0.00	N	N	<input type="checkbox"/>
013	0	<a href="#">Te</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	N	<input type="checkbox"/>
014	0	<a href="#">Ja</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	N	<input type="checkbox"/>
014	0	<a href="#">Vil</a>	Reg Ex	Special Asst To The Provost	Academic Affairs	<a href="#">Ja</a>	0	0.00	0.00	0.00	0.00	0.00	N	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	N	<input type="checkbox"/>

Guidelines for Online Time Sheet  
 Towson University  
**Non-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: [R070505 - Reglr Pyrl 06/22/05-07/05/05]

Proceed to Approvals/Sign Off Screen

**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 Appr	Sup Appr	Time Sign
013	0	Ca	Reg Ex	Alumni Services Coord	Alumni	Lo	0	0.00	0.00	0.00	0.00	0.00	N	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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 Admin Asst I	Alumni	Lo	NA	40.00	40.00	0.00	0.00	8.00	N	<input type="checkbox"/>	N

Submit Changes

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.