

TU Timesheet

Regular Exempt, 12-Month Faculty Regular, 10-Month Faculty, Lecturer, Contingent II Exempt

Introduction

Towson University has implemented a new TU Timesheet reporting system. This self-help document will walk a regular exempt, 12-month faculty regular, 10-month faculty, lecturer and contingent II exempt employee through how to record time and leave using this new system.

Logging In & Submitting Time for Approval

1. From your favorite browser, type **mytu.towson.edu** and press ENTER.

Note: TU Timesheet is not supported by Internet Explorer.

2. Click **SIGN IN** in the upper right-hand corner of the screen.



Figure 1

3. Enter your **Username (NetID)** and **Password** and click **Login**.
4. From the **myTU** page, scroll down and click on the **Timesheets** tile.

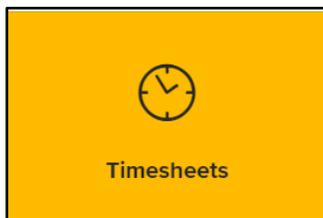


Figure 2

5. You will land on the **TIMESHEETS** tab. Information such as your name, employee ID, internal job title, department and manager will appear at the top of the page.
6. The current pay period will appear with the pay period begin date appearing under **PAY PERIOD** in the right corner of the page. You may view previous and future pay periods by clicking the **PREV** or **NEXT** buttons.

Note: You may **view** unlimited previous pay periods and view and submit up to four future pay periods.

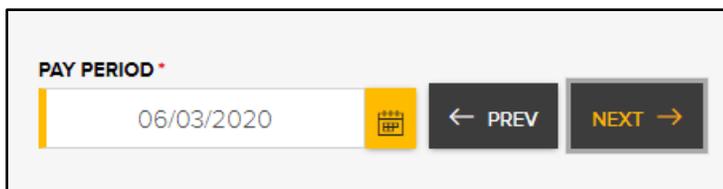


Figure 3

Note: Pay periods run bi-weekly from Wednesday to Tuesday.

- For exempt employees, 8 hours of Regular (REG) time or Holiday Leave (HLUSE) if applicable will automatically be entered into the timesheet for each day of the pay period. You will see this in the time block beneath the date.

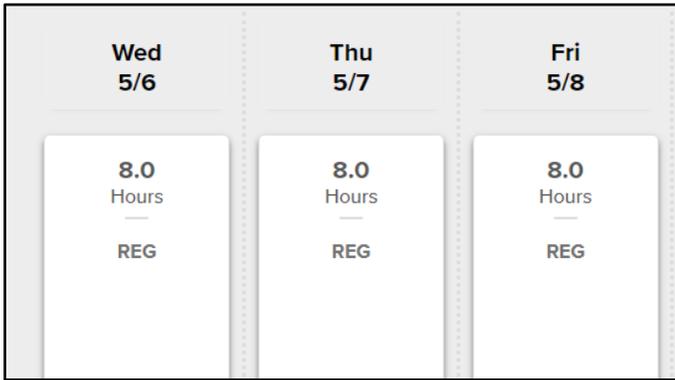


Figure 4

Revising/Adding Time Reporting Codes

- To revise the existing time block with a new reporting code (such as sick or personal leave), click on the time block for the appropriate date and the **TIME ENTRY** box will appear.

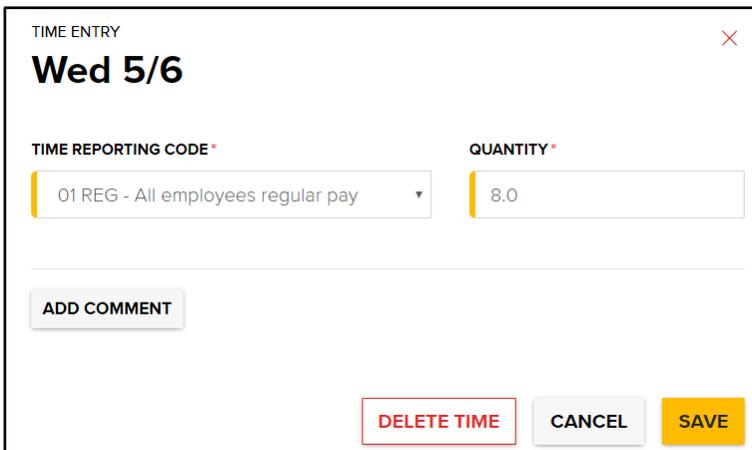


Figure 5

- Using the drop-down arrow under **TIME REPORTING CODE**, choose the appropriate code from the list. Enter the number of hours for the chosen time reporting code under **QUANTITY** and click **SAVE**.

Note: If you are not making any changes to the time, click **CANCEL**.

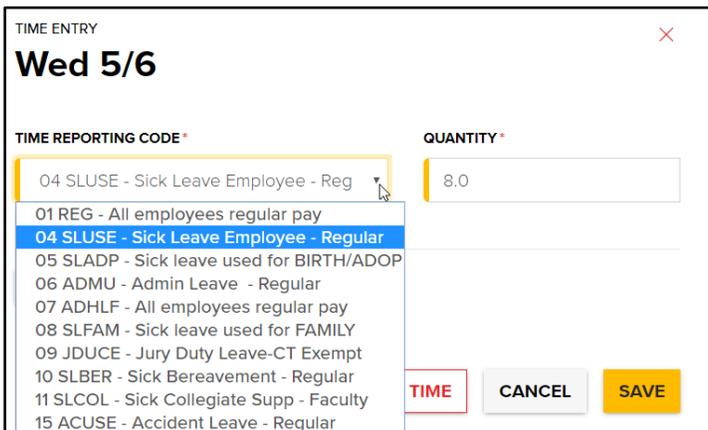


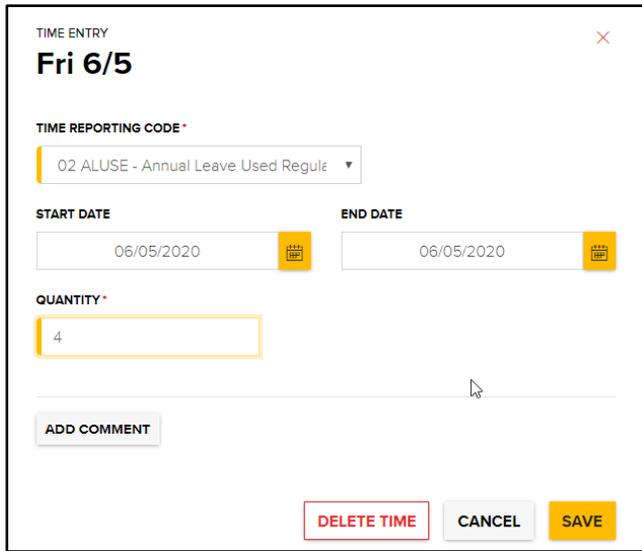
Figure 6

- To add an additional time and reporting code to a specific date (for example, you may have 4 hours of sick leave and 4 hours of regular pay on a single day), click the yellow plus sign under the existing time banner on a date.



Figure 7

- Choose the appropriate **TIME REPORTING CODE**, **QUANTITY (hours)**, and click **SAVE**.



TIME ENTRY ×

Fri 6/5

TIME REPORTING CODE*

02 ALUSE - Annual Leave Used Regule

START DATE: 06/05/2020

END DATE: 06/05/2020

QUANTITY*

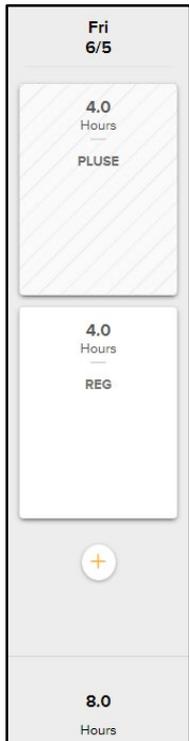
4

ADD COMMENT

DELETE TIME CANCEL SAVE

Figure 8

- Time blocks under the date will reflect the selected codes and hours.



Fri 6/5

4.0 Hours
—
PLUSE

4.0 Hours
—
REG

+

8.0 Hours

Figure 9

Submitting Time for Approval

After completing your timesheet, you must submit it for approval. Be sure before submitting, that you have accounted for all time worked.

1. Check the **Timesheet Total** at the top of the screen to make sure the appropriate number of hours are reflected for the current time period.
2. Click the **SUBMIT** button.

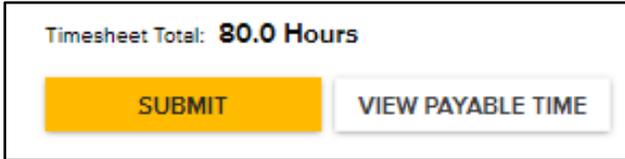


Figure 10

3. When the **Confirm Timesheet Submission** dialog box appears, click **OK**.

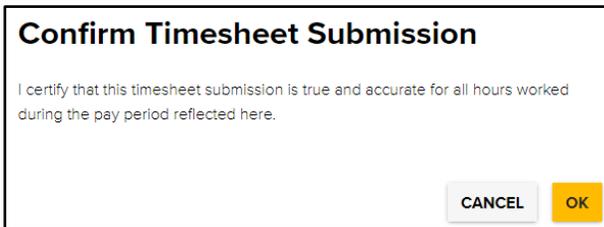


Figure 11

4. A green box will appear briefly at the top of your screen confirming the timesheet was submitted successfully.



Figure 12

5. You will notice a yellow **Needs Approval** status indicator in the upper right corner of each time block. This is an indicator that the timesheet has been submitted for approval.

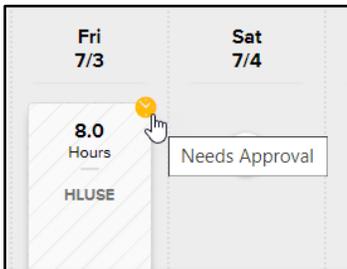


Figure 13

6. After the timesheet has been approved, the indicator turns to a green **Approved** status indicator.

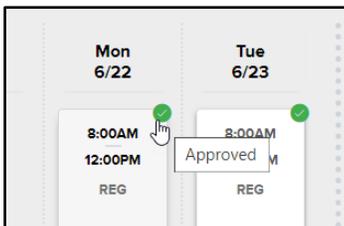


Figure 14

Checking Your Leave Balance

You may check your leave balance for each time reporting code (for example: Holiday, Sick, Personal, etc.)

1. Click the **LEAVE BALANCE** link at the top of the **Timesheets** page.
2. Each leave code that you have used throughout your tenure with TU will appear in a tile. The number of **Hours** accrued, is the bold number at the top of the tile. Also displayed are **Days** (of accrued leave), **Leave Used YTD (Hours)**, and **Leave Used YTD (Days)**.

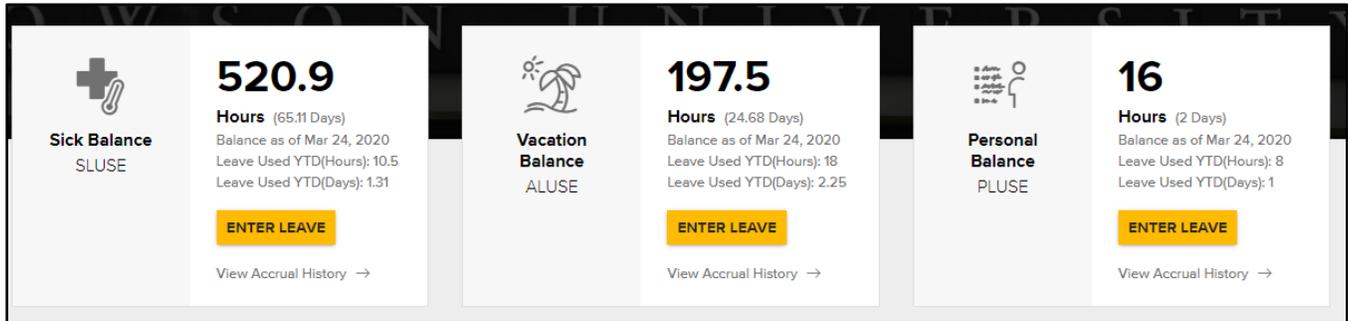


Figure 15

3. For an in-depth report, click the **View Accrual History** link. A detailed report will appear (going back 1 year).

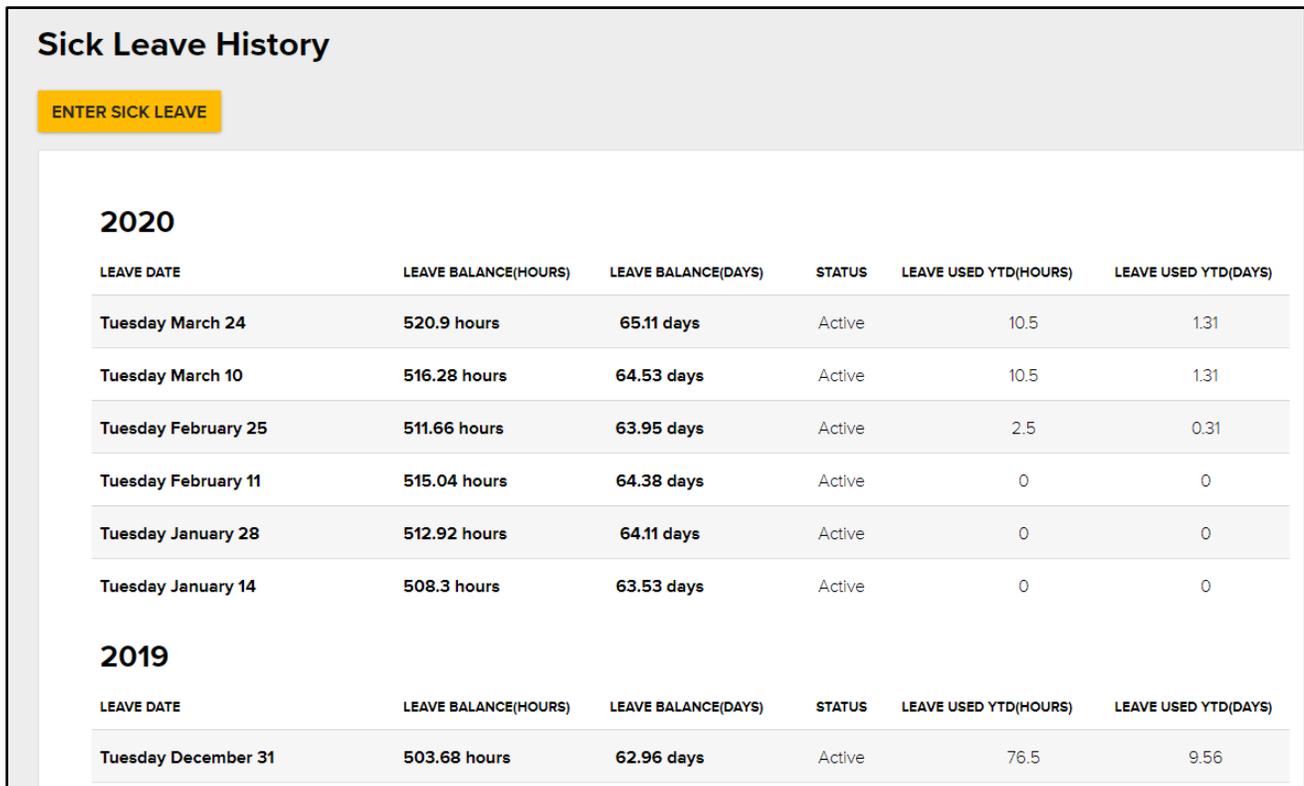


Figure 16

4. Click the **BACK TO LEAVE BALANCES** button at the top of the page.

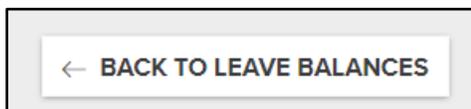


Figure 17

Entering Leave from a Leave Balance Tile

While checking your leave balance, you have the ability to enter time directly from any Leave Balance tile. Please note that you can enter time for the current pay period.

1. Click the **ENTER LEAVE** button from any leave balance tile.

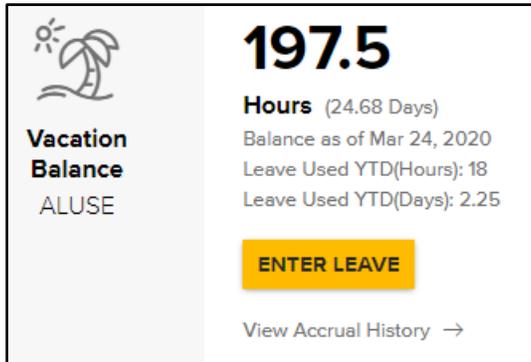


Figure 18

2. The **TIME ENTRY** box will appear with the **TIME REPORTING CODE** for the selected leave tile pre-filled. Enter the **START** and **END DATE** and also the **QUANTITY** of hours for each day (not the total hours).

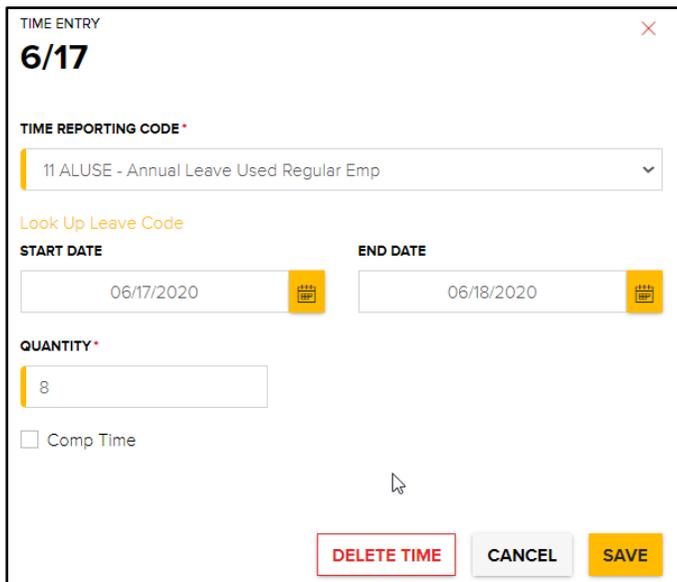


Figure 19

3. Click **SAVE** and you will return to the **TIMESHEETS** tab and the newly entered time will be visible under the appropriate date.

Signing Out

When complete, click **SIGN OUT** in the upper right-hand corner.



Figure 20

Note: You will automatically time out after 20 minutes of inactivity.