

TU Timesheet

Regular Non-Exempt, Contingent I Non-Exempt, Contingent II Non-Exempt, Students

Introduction

Towson University has implemented a new TU Timesheet reporting system. This self-help document will walk regular non-exempt, contingent I non-exempt, contingent II non-exempt and students through how to record time and leave using this new system.

Logging In & Entering Time

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. If you hold multiple positions at TU, select the position you wish to enter time for.

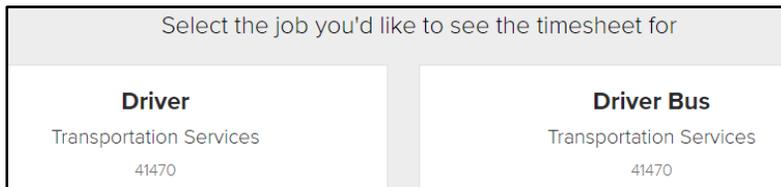


Figure 3

6. 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.
7. 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 4

Note: Non-exempt regular staff pay periods run bi-weekly from Wednesday to Tuesday. Non-exempt contingent employees (including student employees) pay periods run bi-weekly from Saturday to Friday.

Entering Time for a Specific Reporting Code

1. Click the yellow plus sign under the date you wish to add time for, and the **TIME ENTRY** box will appear.



Figure 5

2. Using the drop-down arrow under **TIME REPORTING CODE**, choose the appropriate code from the list.

Note: If you are unsure of which leave code to choose, click the **Look Up Leave Code** link and you will be forwarded to the **TU Leave** page for a complete explanation of leave codes.

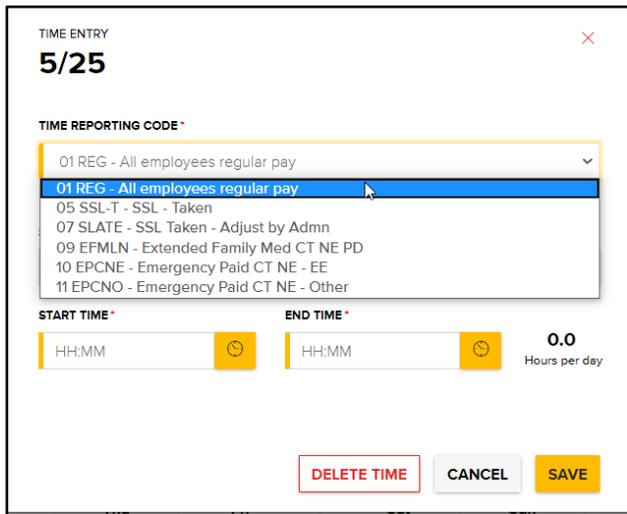


Figure 6

3. Enter the **START** and **END DATE** for the selected code. You may enter time for one (1) day or multiple days by adjusting the **END** date.



Figure 7

4. Enter the **START** and **END TIME** for the date(s) entered by clicking the **clock** icon. From the **dial** diagram, click the **hour** and then click the **minutes** (be sure to choose **AM** or **PM**) and then click **DONE**.

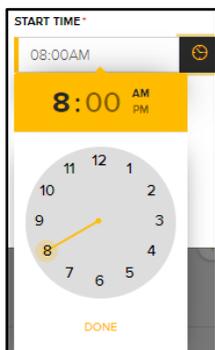


Figure 8

- To account for a break such as lunch, create two (2) time entries - entering a **START TIME** and **END TIME** before the break and a **START TIME** and **END TIME** after the break. Click **SAVE** after each entry.

A screenshot of a time entry form. It features two input fields: 'START TIME *' with the value '08:00AM' and 'END TIME *' with the value '12:00PM'. Each field has a yellow clock icon to its right. To the right of these fields, the text '4.0 Hours per day' is displayed.

Figure 9

A screenshot of a time entry form. It features two input fields: 'START TIME *' with the value '12:30PM' and 'END TIME *' with the value '04:30PM'. Each field has a yellow clock icon to its right. To the right of these fields, the text '4.0 Hours per day' is displayed.

Figure 10

- The **Break** will automatically appear.

A screenshot of a timesheet grid. The grid has three columns for the days: 'Wed 6/3', 'Thu 6/4', and 'Fri 6/5'. Each column contains two time blocks. The first block in each column shows '8:00AM' to '12:00PM' with 'REG' below it. The second block shows '12:30PM' to '4:30PM' with 'REG' below it. A 'Break' label is positioned between the two time blocks in each column.

Figure 11

- Continue to add time in this manner for the entire pay period.

Note: To revise a time block, make the necessary changes and click **SAVE**.

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.

- 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.
- Click the **SUBMIT** button.

A screenshot of the submission screen. At the top, it says 'Timesheet Total: 80.0 Hours'. Below this, there are two buttons: a yellow 'SUBMIT' button and a white 'VIEW PAYABLE TIME' button.

Figure 12

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

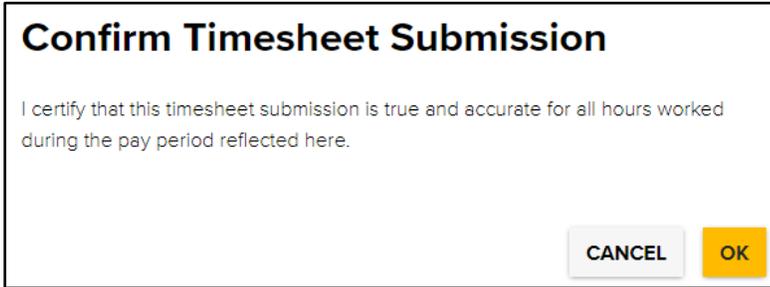


Figure 13

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



Figure 14

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.

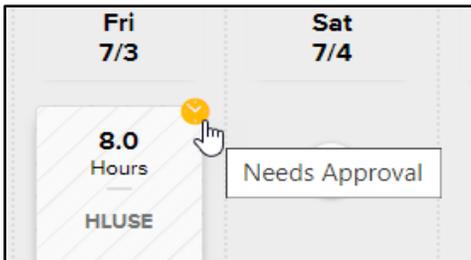


Figure 15

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

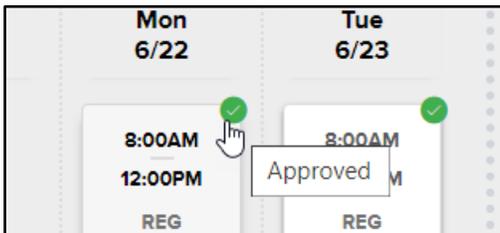


Figure 16

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)**.

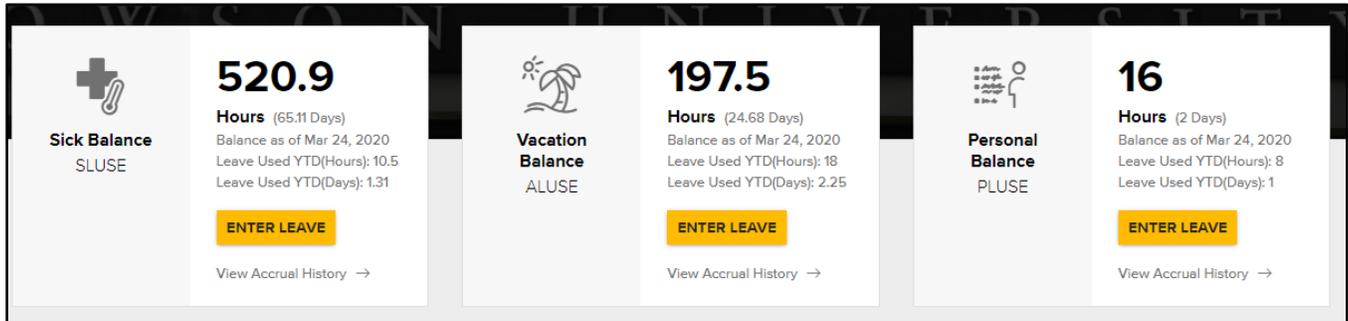


Figure 17

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

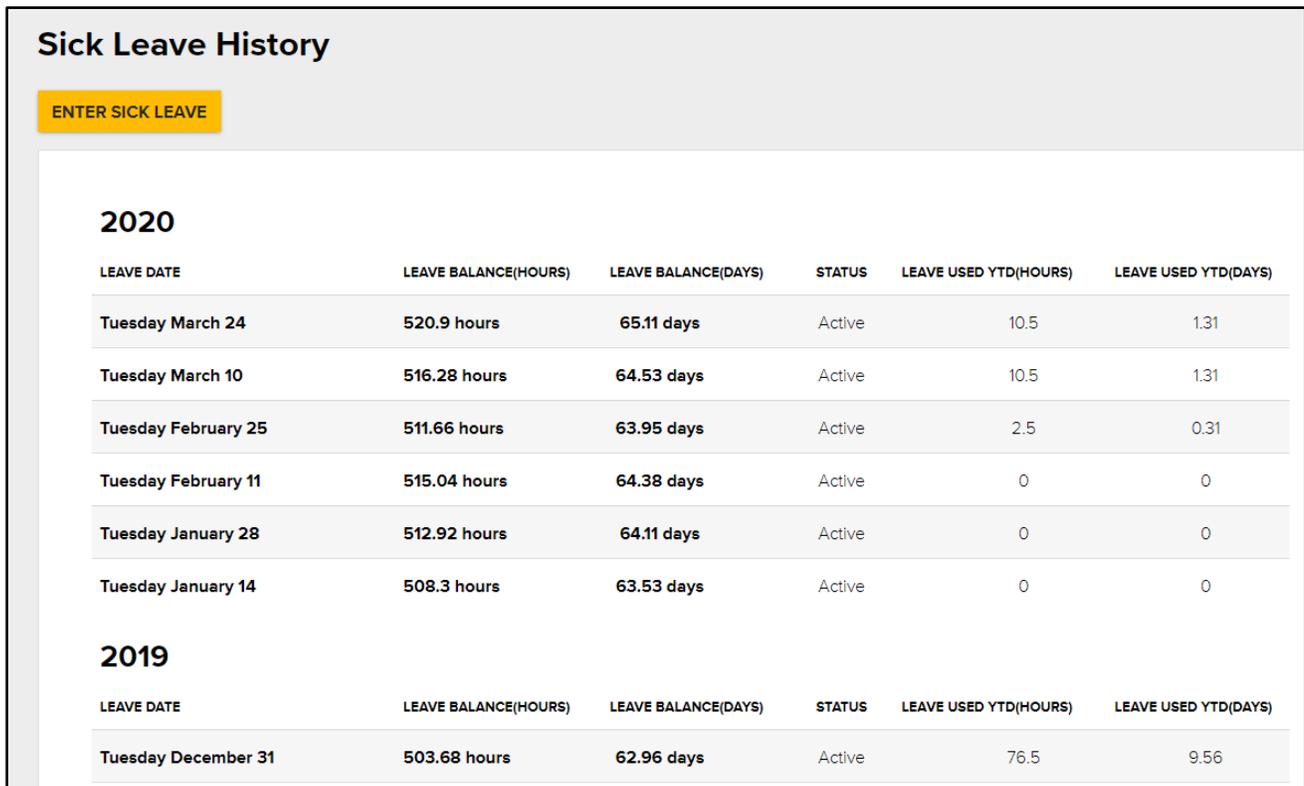


Figure 18

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

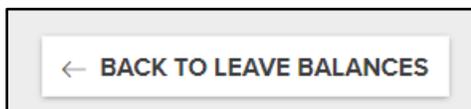


Figure 19

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.

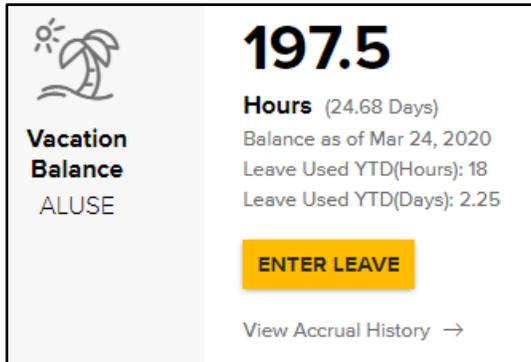


Figure 20

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).

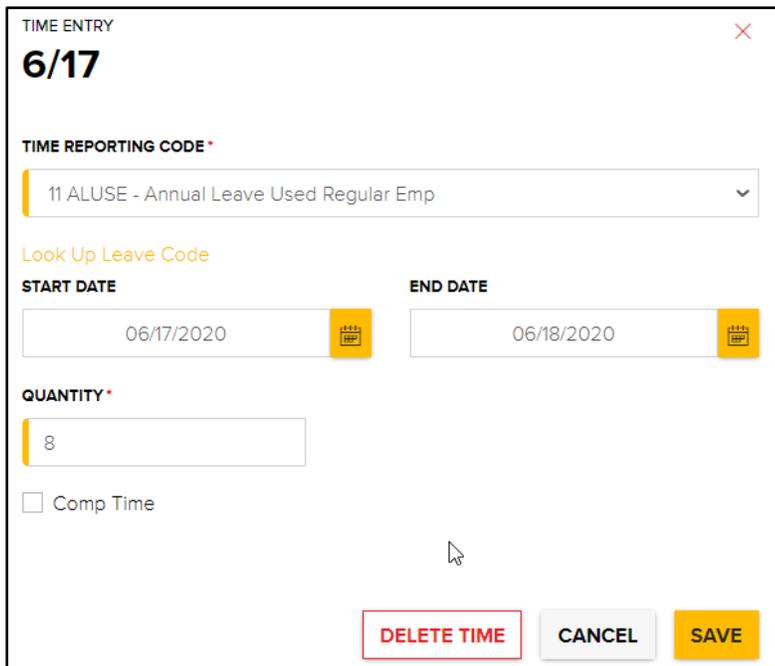


Figure 21

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 22

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