TU Timesheet

Non-Exempt Police

Introduction

Towson University has implemented a new TU Timesheet reporting system. This self-help document will walk a non-exempt police employee 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.

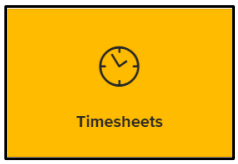

Figure 2

5. 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.

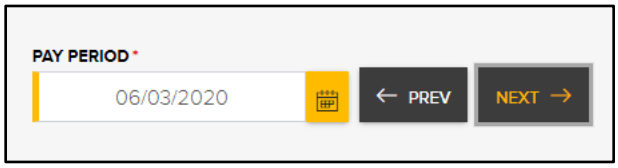

Figure 3

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Date made accessible 1/13/2021

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 4

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.

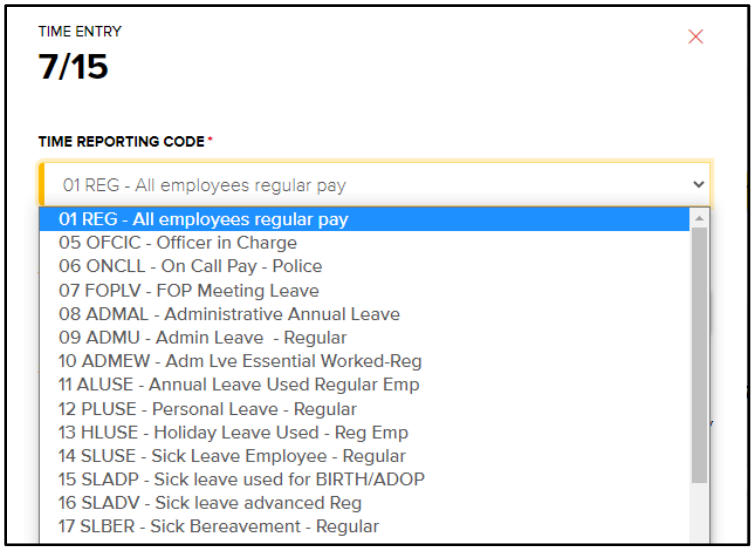

Figure 5

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.

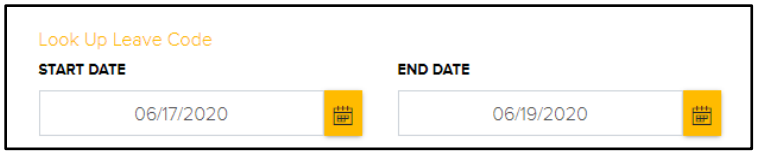

Figure 6

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**.

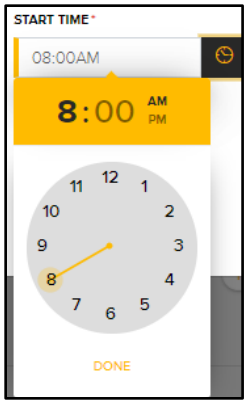

Figure 7

5. 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.

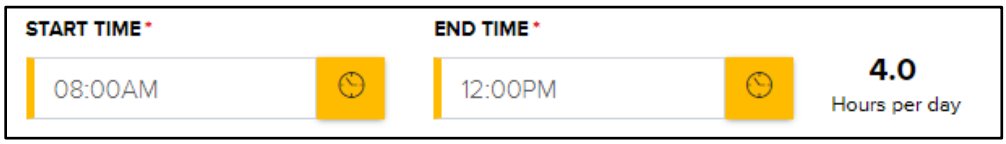

Figure 3

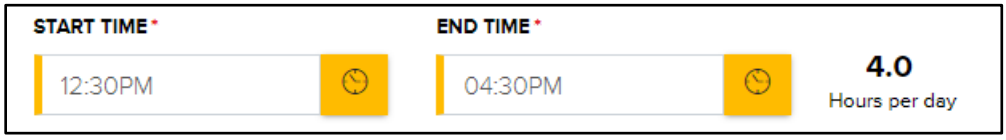

Figure 8

6. The **Break** will automatically appear.

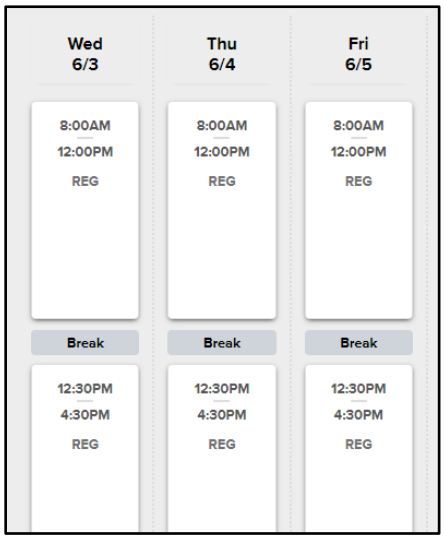

Figure 9

7. Using the drop-down arrow under **RATE CODE**, choose the appropriate code for your shift from the list. If you are unsure which code to use, check with your supervisor.

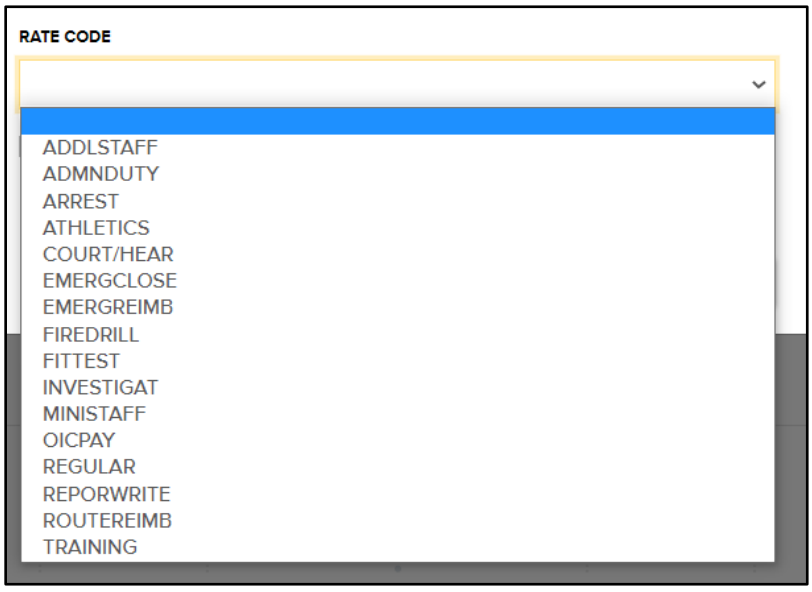

Figure 10

8. If you are entering time in excess of your regular 40-hour workweek, all hours will default to **overtime (OTP)**. If you prefer, you can select **COMP TIME** to save your time to be taken as future leave.
9. Continue to add time in this manner for the entire pay period.

Note: To revise a time block, click on the time block and edit or delete your previous entry. When you are finished making changes, 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.

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.

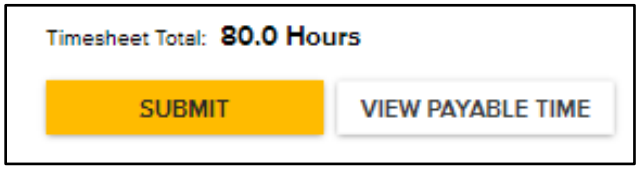

Figure 4

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

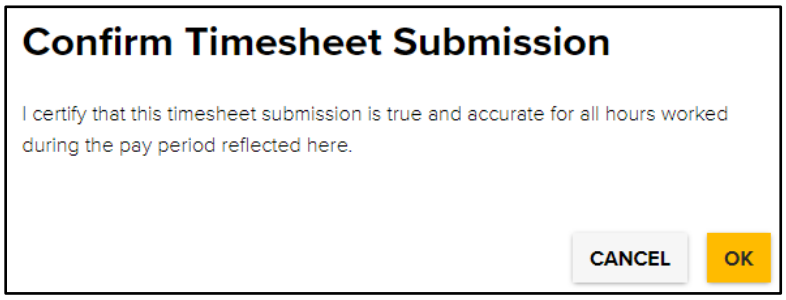

Figure 5

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

Figure 6

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.

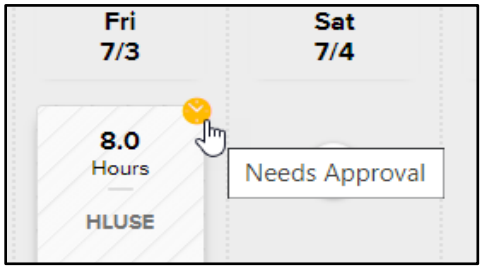

Figure 7

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

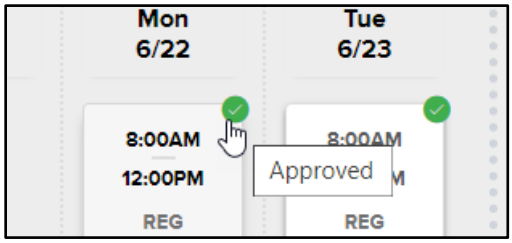

Figure 8

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)**.

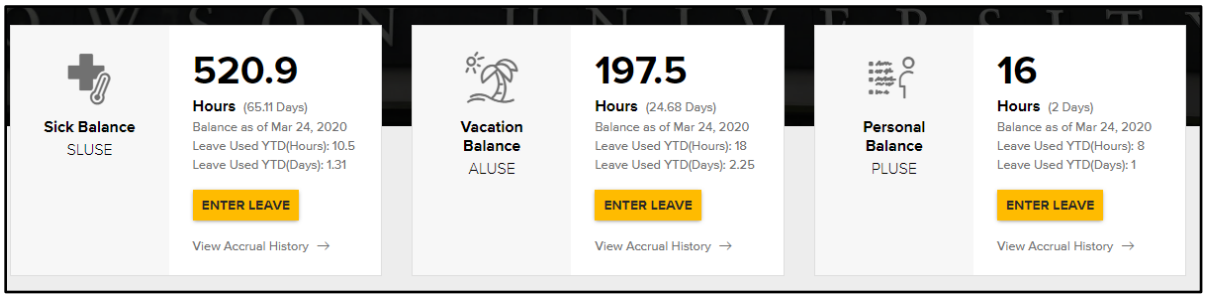

Figure 9

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

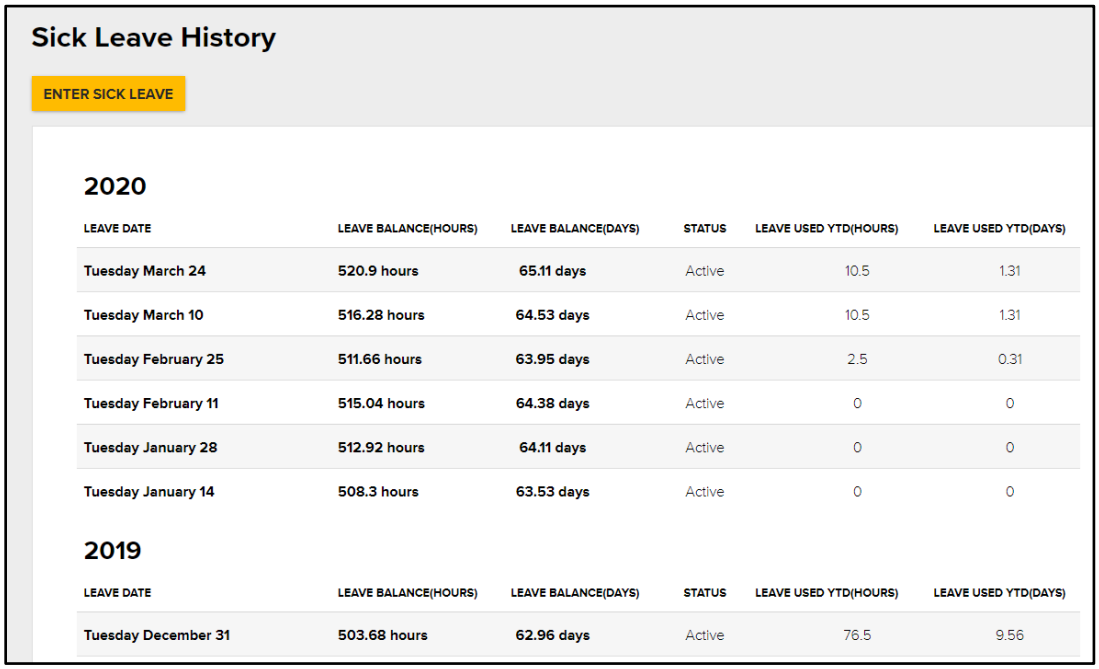

Figure 10

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

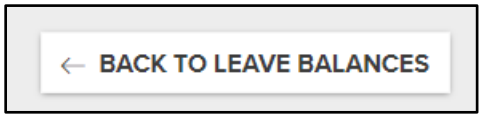

Figure 11

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.

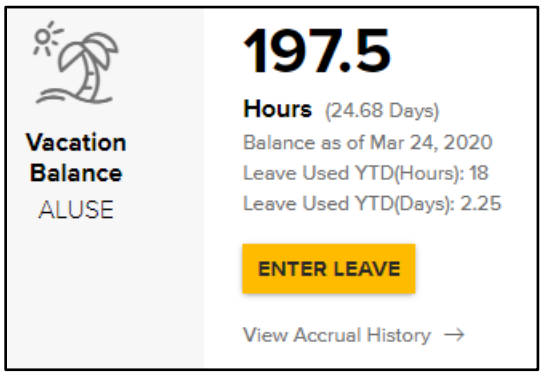

Figure 12

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).

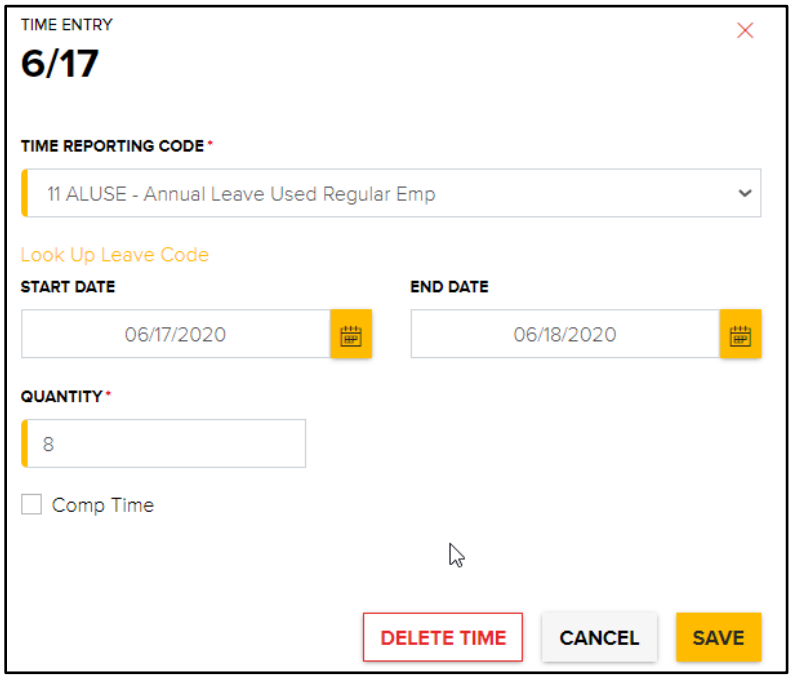

Figure 13

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 14

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