

TU Timesheet

Non-Exempt Facilities & Parking

Introduction

Towson University has implemented a new TU Timesheet reporting system. This self-help document will walk non-exempt facilities and parking employees 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.

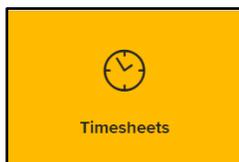


Figure 2

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

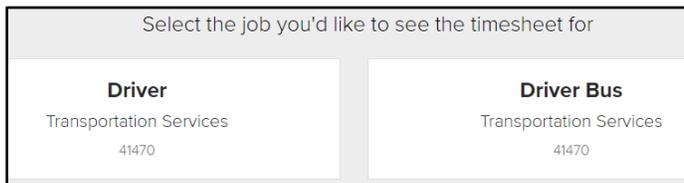


Figure 3

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.

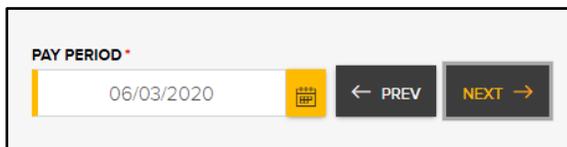


Figure 4

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.

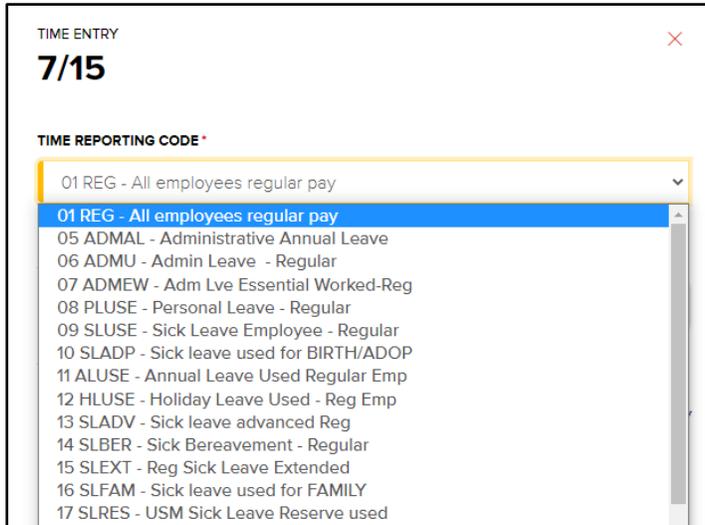


Figure 6

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**.

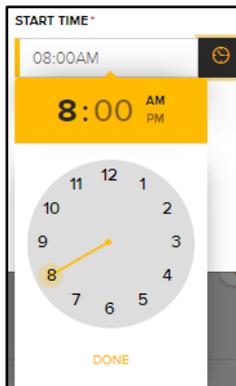


Figure 8

TU Timesheet: Non-Exempt Facilities & Parking Employees

- 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.

START TIME * END TIME * 4.0
08:00AM 12:00PM Hours per day

Figure 9

START TIME * END TIME * 4.0
12:30PM 04:30PM Hours per day

Figure 10

- The **Break** will automatically appear.

Wed 6/3	Thu 6/4	Fri 6/5
8:00AM 12:00PM REG	8:00AM 12:00PM REG	8:00AM 12:00PM REG
Break	Break	Break
12:30PM 4:30PM REG	12:30PM 4:30PM REG	12:30PM 4:30PM REG

Figure 11

- Using the drop-down arrow under **RATE CODE**, choose **QUALIFYING** or **NON-QUALIFYING** from the list. If you are unsure which code to use, check with your supervisor.

RATE CODE

NON-QUALIF
QUALIFYING

Comp Time

Figure 12

TU Timesheet: Non-Exempt Facilities & Parking Employees

- Using the drop-down arrow under **ACTIVITY** choose the activity performed during your shift from the list. If you are unsure which activity to select, check with your supervisor.

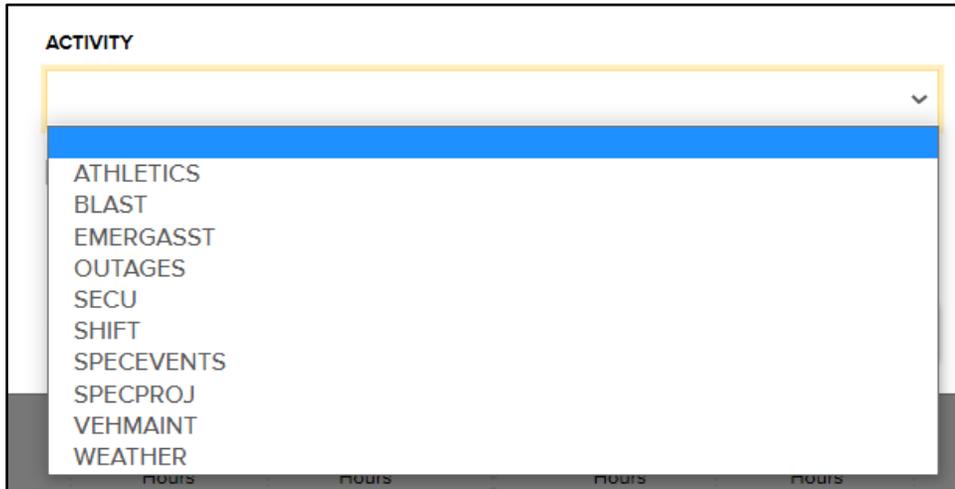


Figure 14

- If you are entering time in excess of your regular 40 hour workweek, you select **COMP TIME** to save your time to be taken as future leave.
- 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.

- 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.



Figure 15

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

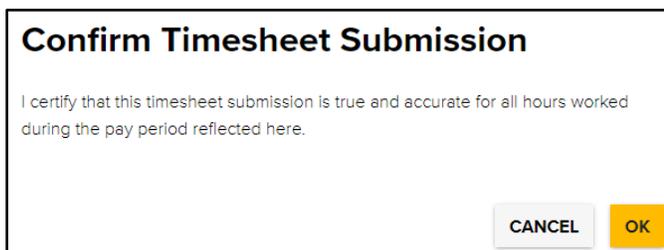


Figure 16

TU Timesheet: Non-Exempt Facilities & Parking Employees

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



Figure 17

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.

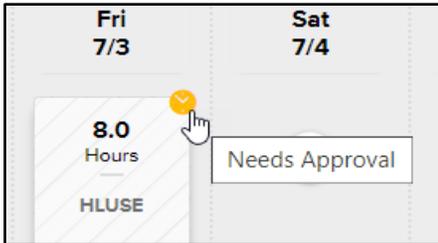


Figure 18

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

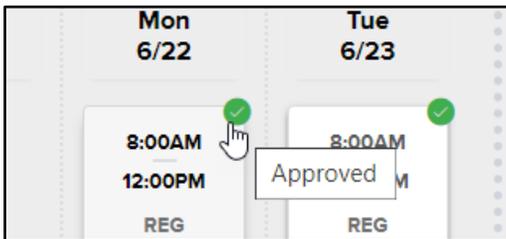


Figure 19

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)**.

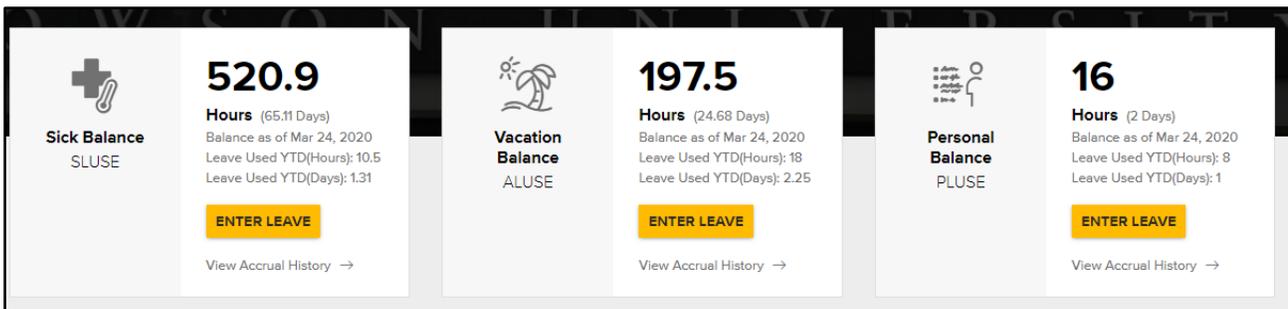


Figure 20

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

Sick Leave History

[ENTER SICK LEAVE](#)

2020

LEAVE DATE	LEAVE BALANCE(HOURS)	LEAVE BALANCE(DAYS)	STATUS	LEAVE USED YTD(HOURS)	LEAVE USED YTD(DAYS)
Tuesday March 24	520.9 hours	65.11 days	Active	10.5	1.31
Tuesday March 10	516.28 hours	64.53 days	Active	10.5	1.31
Tuesday February 25	511.66 hours	63.95 days	Active	2.5	0.31
Tuesday February 11	515.04 hours	64.38 days	Active	0	0
Tuesday January 28	512.92 hours	64.11 days	Active	0	0
Tuesday January 14	508.3 hours	63.53 days	Active	0	0

2019

LEAVE DATE	LEAVE BALANCE(HOURS)	LEAVE BALANCE(DAYS)	STATUS	LEAVE USED YTD(HOURS)	LEAVE USED YTD(DAYS)
Tuesday December 31	503.68 hours	62.96 days	Active	76.5	9.56

Figure 21

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



Figure 22

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.

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

Vacation Balance

ALUSE

197.5

Hours (24.68 Days)

Balance as of Mar 24, 2020

Leave Used YTD(Hours): 18

Leave Used YTD(Days): 2.25

ENTER LEAVE

[View Accrual History](#) →

Figure 23

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- 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).

TIME ENTRY ×

6/17

TIME REPORTING CODE *

11 ALUSE - Annual Leave Used Regular Emp

Look Up Leave Code

START DATE END DATE

06/17/2020 06/18/2020

QUANTITY *

8

Comp Time

DELETE TIME CANCEL SAVE

Figure 24

- 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 12

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