

Self Service Time Entry for Non-Exempt Employees



Click on Employee

Tax Information Here you can change your consent for e-delivery of tax information.	Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Faculty Here you can view your active classes and submit grades and waivers for students.	

Click on Time Entry

	Time Entry Here you can fill out your timecards.
	Earnings Statements Here you can view your earnings statement history.
	Leave Here you can view your leave balances.

Enter Time In and Out

Earn Type	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20
Regular	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>
	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>

[+ Additional Time](#)

*When entering your time, you will need to account for your lunch break or any other times you may have to leave. For example: 8:00-12:00. Add additional Line: 1:00-5:00.

If entering other time select the earn type and enter the # of hours in the box for that day

The screenshot shows a time entry interface. A dropdown menu titled "Choose Earn Type" is open, listing the following options: ---, Sick, Vacation, Administrative Holiday, Holiday Pay, Jury Duty, and Donated Sick Leave. Below the dropdown, there are four input fields, each containing the value "0.00". A blue button labeled "Submit for Approval" is positioned to the right of the input fields. At the bottom of the form, there is a section labeled "Weekly Total".

*Earn Type will be used for sick, vacation, jury duty, and holidays.

***Holiday Pay** is used for actual holidays: Christmas day, Thanksgiving Day, MLK, Juneteenth, Memorial Day, Independence Day and Labor Day.

***Administrative Holiday** is used for days outside of the actual holidays: Spring Break, Thanksgiving Break (all days except Thanksgiving Day), Christmas and New Year’s Break (all days except Christmas Day and New Year’s Day). For Christmas Day and New Year’s Day, you would use Holiday Pay.

Once your time is complete click submit for approval

The screenshot shows the bottom portion of the time entry form. It features a grey button with a plus sign and the text "+ Additional Time". Below this is a row with the label "Position Total Hours:" followed by two input fields, both containing the value "0.00". At the bottom, there are two buttons: a blue-outlined button labeled "Comments" and a solid blue button labeled "Submit for Approval".

IMPORTANT: Please note that once you click submit for approval, you CAN NOT go back and edit your time. Please be sure your time is entered completely and correctly before hitting submit.