ONLINE TIME SUBMISSION

Employee Training

Everyone has his own specific vocation or mission in life; Everyone's task is unique as his specific opportunity to implement it.

Victor E. Frankel

Timekeeping – Non-exempt Employees

- A timesheet is an important, legal, time-recording document.

- The Fair Labor Standards Act requires that all hourly, non-exempt employees record the start and end times for hours actually worked on a time record.

- Employees must accurately maintain their own timesheet, sign it and forward to their supervisor for review and electronic approval.

- Employees with supervisory responsibilities must confirm the time worked each pay period and attest the timesheet is accurate by approving the timesheet.

Timekeeping – Non-exempt Employees

- Late timesheets could delay the payroll processing

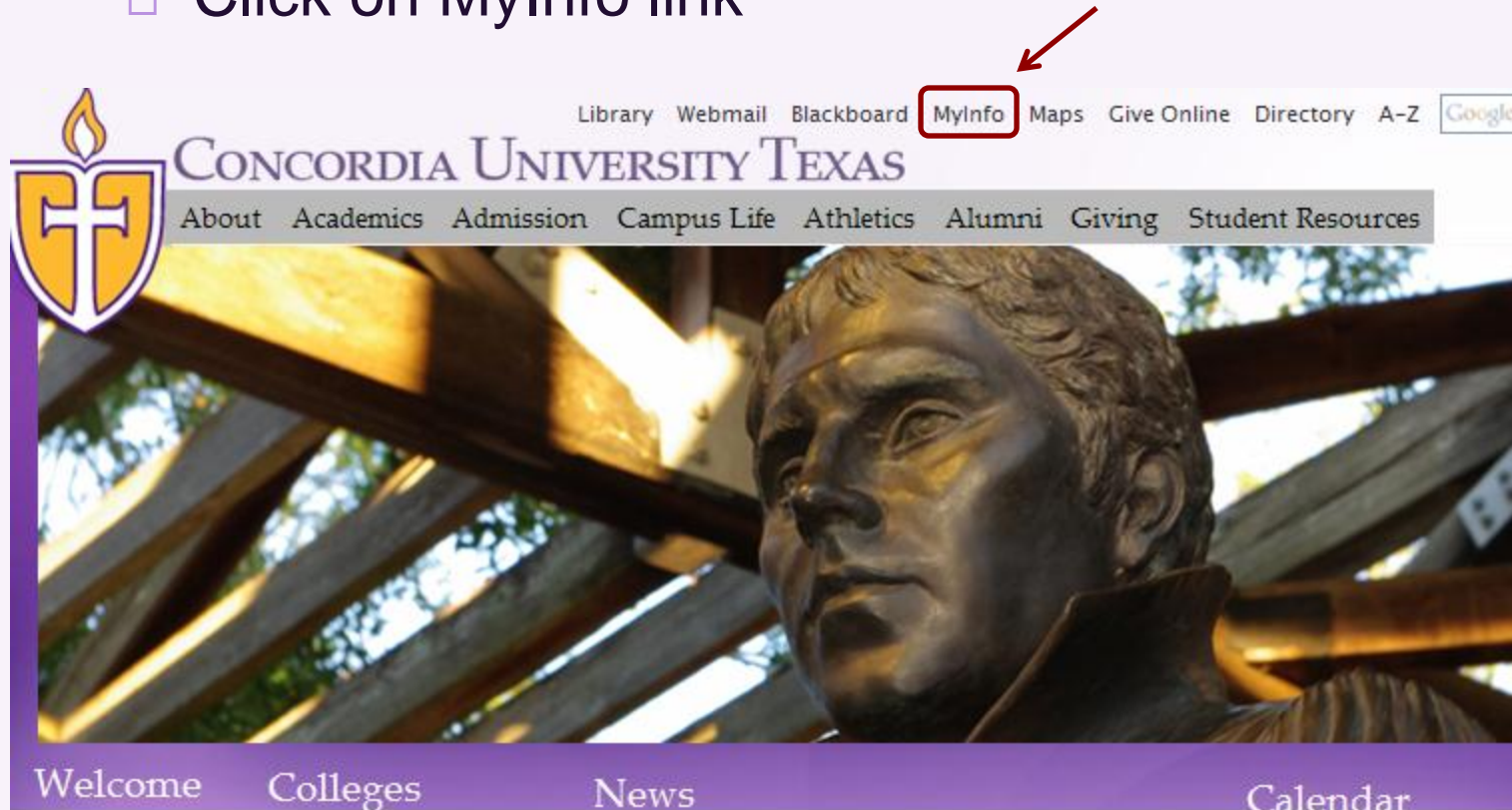- An employee and/or supervisor that knowingly submits a false timesheet is subject to disciplinary action.

Goal: enhance compliance & reduce error through automation

Login

- URL = http://www.concordia.edu/
- Click on MyInfo link

Login (*cont.*)
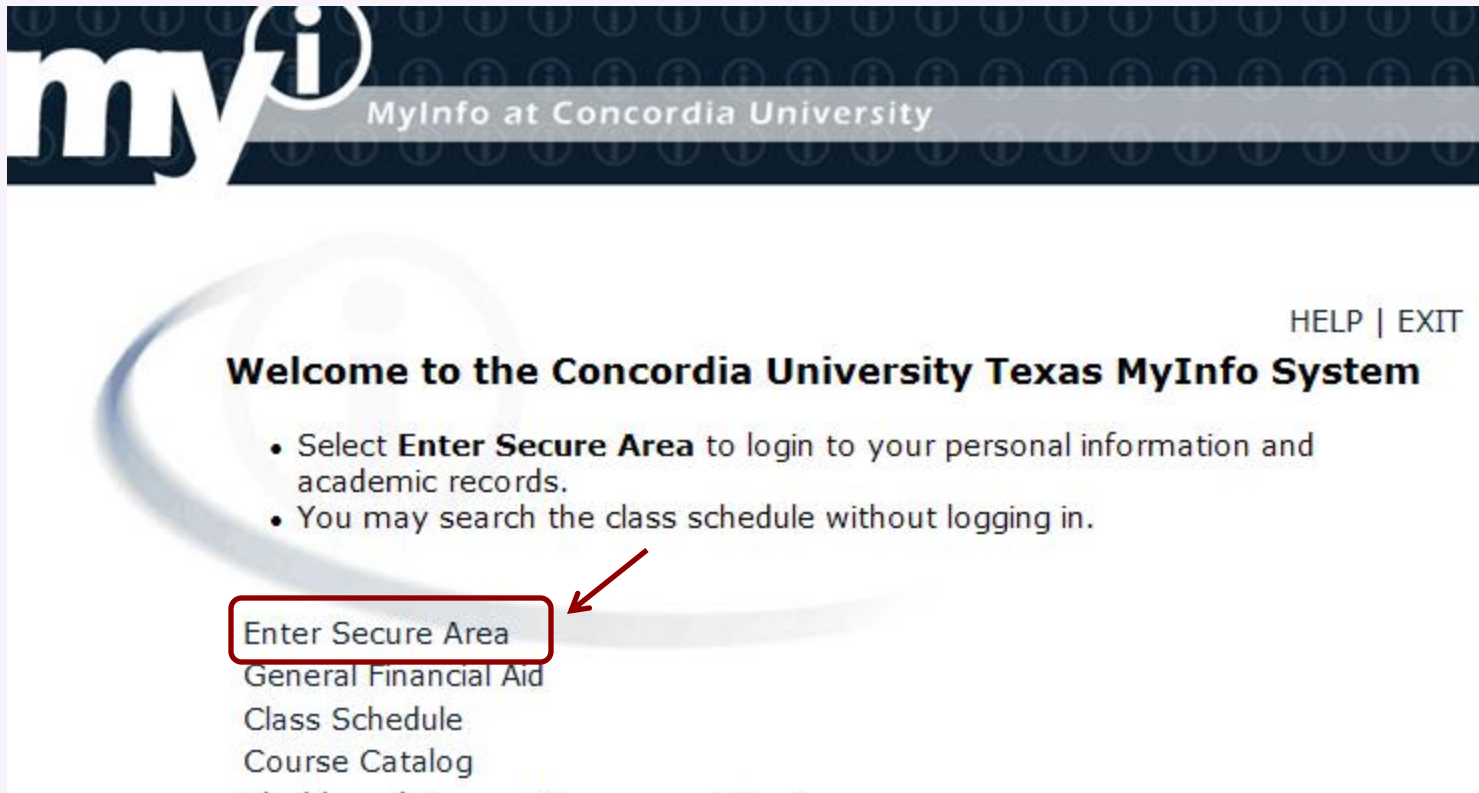
❑ MyInfo displays; click on *Enter Secure Area*

Login (*cont.*)

- ☐ Login screen displays; scroll down
- ☐ Enter User ID & Pin, and click Login

the conditions and limitations of disclosure, review the Concordia U
FERPA guidelines.
- First time users must agree to these guidelines after login to use CT

To protect your privacy, Exit your browser when finished.

Enter your CTX ID (B00XXXXXX) and six-digit PIN, then select Login.
Please Note: the CTX ID **is** case sensitive. **The "B" MUST be UPPER C**

User ID: ⟵

PIN: ⟵

Login   Forgot PIN?

Access timesheet

- MyInfo homepage displays
- Click on *Employee*

Access Timesheet (cont.)

□ Click on *Select Time Sheet*

Employee

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Tax Forms
W4 information, W2 Form or T4 Form.
Jobs Summary
Leave Balances
Select Time Sheet

Access Timesheet (*cont.*)

- Select time period from drop-down
- Click on *Time Sheet* button

Enter hours: *PT employees*

☐ The *Time and Leave Reporting* screen will display

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Computer Dept Support Staff -- 000813-00
Department and Number: Campus Police -- 8012
Time Sheet Period: Oct 01, 2011 to Oct 15, 2011
Submit By Date: Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2(
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				0	0	0	0	0
Total Units:					0	0	0	0

| Position Selection | Comments | Preview | Submit for Approval | Restart | Next |

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.5

Enter hours (*cont.*)

- □ *Time In and Out* page displays

- □ Enter hours in correct format (*8:15, 9:30*) and **AM/PM**

- □ Round to the nearest quarter hour

Time In and Out

💬 Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Oct 03, 2011
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	8:00	AM ▾	12:00	PM ▾	0
1	1:00	AM ▾	5:00	PM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

Time Sheet	Previous Day	Next Day

Add New Line	Save	Copy	Delete

RELEASE: 8.5

Enter hours (*cont.*)

☐ Click *Save>Copy*

Time In and Out

💬 Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Oct 03, 2011
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	8:00	AM ▾	12:00	PM ▾	0
1	1:00	AM ▾	5:00	PM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

| Time Sheet | Previous Day | Next Day |
| Add New Line | Save | Copy | Delete |

RELEASE: 8.5

Step①

Step②

Copy same hours to other days

□ Select applicable checkboxes and hit the *Time Sheet* button

Copy same hours to other days

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:	Computer Services Technician -- 000261-00
Department and Number:	Information & Technology Admin -- 8006
Time Sheet Period:	Oct 01, 2011 to Oct 15, 2011
Submit By Date:	Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	F O
Regular Pay	1		0	80	Enter Hours	Enter Hours	8	8	8	8	
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:				80	0	0	8	8	8	8	
Total Units:					0	0	0	0	0	0	

Position Selection	Comments	Preview	Submit for Approval	Restar	Next

Submitted for Approval By:

*Click **Next** to see the second week of the pay period;
click Previous to return to this screen.*

When does the pay period end?

☐ Press **Next** multiple times

Leave a comment

Time and Leave Reporting

💬 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Computer Services Technician -- 000261-00
Department and Number: Information & Technology Admin -- 8006
Time Sheet Period: Oct 01, 2011 to Oct 15, 2011
Submit By Date: Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	F O
Regular Pay	1		0	80	Enter Hours	Enter Hours	8	8	8	8
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	0	8	8	8	8
Total Units:				0	0	0	0	0	0	0

| Position Selection | Comments | Preview | | Submit for Approval | Restart | Next |

Submitted for Approval By:

Click on Comments to leave a comment for your timesheet approver.

Leave a comment

□ Type comment, then click *Save>Previous Menu*

Submit timesheet

☐ *Time and Leave Reporting* page displays

☐ Click *Submit for Approval* button

Submit timesheet (*cont.*)

- ☐ Certification page displays
- ☐ Enter your PIN into the empty field & click submit

Certification

💬 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for ap
You will be redirected to the User Logout web page.

PIN: [   ]   ← Step①

[Submit]
Step②

Submit hours (*cont.*)

☐ Confirmation message displays

Time and Leave Reporting

💬 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ **Your time sheet was submitted successfully.**

Time Sheet

Title and Number:		Computer Services Technician -- 000261-00
Department and Number:		Administrative Computer Services -- 8008
Time Sheet Period:		Oct 01, 2011 to Oct 15, 2011
Submit By Date:		Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tu O(
Regular Pay	1	0	30		Enter Hours	Enter Hours	3	
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Sick Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Total Hours:			30		0	0	3	
Total Units:				0	0	0	0	

| Position Selection | Comments | Preview | Next | Return Time |

Recall timesheet

□ Oops! Need to correct that timesheet?

□ Click on *Return Time*

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ **Your time sheet was submitted successfully.**

Time Sheet

Title and Number:		Computer Services Technician -- 000261-00
Department and Number:		Administrative Computer Services -- 8008
Time Sheet Period:		Oct 01, 2011 to Oct 15, 2011
Submit By Date:		Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tu O
Regular Pay	1		0	30	Enter Hours	Enter Hours	3	
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Total Hours:				30	0	0	3	
Total Units:				0	0	0	0	

| Position Selection | Comments | Preview | Next | Return Time |

Recall timesheet (*cont*.)

☐ Message displays; you can now correct & resend

Time and Leave Reporting

💬 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ **Time transaction successfully returned.**

Time Sheet

Title and Number:				Computer Services Technician -- 000261-00	
Department and Number:				Information & Technology Admin -- 8006	
Time Sheet Period:				Oct 01, 2011 to Oct 15, 2011	
Submit By Date:				Oct 18, 2011 by 11:59 PM	

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 201
Regular Pay	1		0	80	Enter Hours	Enter Hours	8	
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Ent
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Ent
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Ent
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Ent
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Ent
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Ent
Total Hours:				80		0	0	8
Total Units:					0	0	0	0

Position Selection	Comments	Preview	Submit for Approval	Restart	Next

Submitted for Approval By:

If manager returns your timesheet:

□ Your manager will probably send you an email or tell you verbally. It looks like this in MyInfo:

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Computer Dept Support Staff, 000813-00 Information & Technology Admin, 8006	⊙	Aug 01, 2011 to Aug 15, 2011 Return for Correction ▾

Time Sheet

RELEASE: 8.3

□ Click on the *Time Sheet* button, correct, & resubmit

Paper Timesheets:

A paper timesheet submission will be required for:

- ❑ The first pay period for students and non-exempt employees in a new position to allow time for system setup

- ❑ Temporary positions lasting less than 4 weeks

When you're done…

- ☐ To close the form, click on the Exit icon in your browser, or
- ☐ log out of MyInfo

Gridlines!

- □ Firefox

Gridlines!

□ Internet Explorer

Your responsibilities are:

- ☐ …to use the correct format when entering your hours

- ☐ …to submit your timesheets according to the payroll schedule

- ☐ …to recall incorrect timesheets, correct, and resubmit

- ☐ …to correct timesheets returned by your manager, and resubmit

Your part is critical:

☐ Web Time Entry is very deadline dependent.

☐ You are responsible for submitting your electronic timesheets to your supervisor.

☐ *Tip: set a recurring reminder that timesheets are due.*

Process Flow

Questions?

□ Thank you!

Any piece of knowledge I acquire today has a value at this moment exactly proportional to my skill to deal with it. Tomorrow, when I know more, I recall that piece of knowledge and use it better.

-- Mark Van Doren