



The screenshot shows the 'Timesheet' page for a Staff Accountant. At the top, there is a 'Pay Period' dropdown menu. Below it, a table lists pay periods with columns for 'Pay Period', 'Hours/Units', and 'Submitted On'. The first entry is for the period 02/23/2020 - 03/07/2020, which is 'Not Started' and has a 'Start Timesheet' button. The second entry is for 02/09/2020 - 02/22/2020, which is 'In Progress' and shows '15.50 Hours'.

Pay Period	Hours/Units	Submitted On
02/23/2020 - 03/07/2020		Not Started
02/09/2020 - 02/22/2020	15.50 Hours	In Progress

3. Select day of the week.
4. Select the earn code (regular pay, sick pay, vacation pay, etc.).
  - a. **Exempt Employees:** only submit exceptions to regular time (e.g., sick time, vacation time, etc.)
5. Enter hours, as relevant to your employee type. (A normal workday is considered 7.75 hours.)
6. Press **Save**, located at the bottom of the page.

The screenshot shows the weekly calendar view for the pay period 02/23/2020 - 03/07/2020. The calendar displays days from Sunday to Saturday. Below the calendar, there is an 'Add Earn Code' section with a dropdown menu for 'Regular Pay' and a text input field containing '7.75'. The 'Submit By' date is 03/09/2020 at 10:00 AM.



Copying the same time across several days:

- a. If you select the wrong earnings code you will need to delete the code first and then select the correct code. The “delete” icon is also located in the middle of the page on the right side.
8. Click “Save” after completing all entries.
9. Once the timesheet is complete, select “Preview” at the bottom of the page to see what you have entered before you the timesheet is submitted. You



**ILLINOIS TECH** Mouse, Mickey

Employee Dashboard • Timesheet • Staff Accountant, 101006-00, 1, 6503, Controller's Office

Timesheet Messages 1

02/23/2020 - 03/07/2020 69.75 Hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

Regular Pay 7.75 Hours

**Certify** →

I certify that the time entered represents a true and accurate record of my time. I am responsible

Submit ←

Total: 7.75 Hours | Account Distribution

**ILLINOIS TECH**

Employee Dashboard • Timesheet • Associate Controller, 101022-00, 1, 6500, Controller's Office

Associate Controller, 101022-00, 1, 6500, Controller's Office

02/23/2020 - 03/07/2020 7.75 Hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

Sick Pay Shift 1 7.75 Hours

Total: 7.75 Hours | Account Distribution

Cancel Save

- a. The comment bubble at the top of the page next to Pay Period Dates is a computer generated message regarding your timesheet. To view the message, click on the bubble.

11. Once completed