

Monthly Payroll Web Time Entry Guidelines

OPENING YOUR LEAVE REPORT

1. Log into **my.opsu.edu** using your Aggie Access User Name and Password.
2. Under Applications click on the **Self Service** icon.
3. Click on the **Employee** tab.
4. Click on the **Leave Report** link.
5. Select the radio button next to the **Title and Department** for the leave report you wish to open.
6. Using the drop-down **Pay Period and Status**, select the correct pay period.
7. Click the **Leave Report** button.

ENTERING WORKED HOURS

1. Choose correct day, select 'Enter Hours', enter hours worked. Full day =7.5 hours.
2. Click **Save** to record the entry.
3. To Return to Leave Report, click **Leave Report BUTTON**.
4. To Return to myOPUSU, click on Exit at the top right hand corner of the screen.

Non-exempt employees must enter hours worked and leave hours. Total should equal 7.5 hours. Holidays do not have to be entered.
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ADJUSTING LEAVE REPORT ENTRIES

If you need to adjust worked or leave hours, follow the steps below:

1. Use the **Next** or **Previous** button below to select period that needs corrections.
2. Locate the day that requires adjustment on the first line (**Hours worked**).
3. Click on the text displayed on this day (text will vary).
4. Enter **Worked hours** as adjustment requires.
5. Click **Save**.
6. To return to report, click **Leave Report BUTTON**.
7. Repeat steps 1-6 for all remaining days that require an adjustment.

ENTERING LEAVE (Benefits-eligible employees)

1. Use the **Next** or **Previous** button below the timesheet to position on the correct week.
2. Locate the start date for the leave.
3. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.
4. Enter the appropriate number of hours that should be recorded for the leave.
5. Click **Save**.
6. If no additional days need to be recorded, go to Step 10.
7. Click **Copy**.
8. To copy hours from start date to end of pay period check "Copy from date displayed to end of the pay period." Otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).
9. Click **Copy** button.
10. Click **Leave Report** button to return .

ADJUSTING LEAVE (Benefits-eligible employees)

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the time sheet for approval.

1. Click '**Enter Hours**' or the **Hours** displayed for the date requiring correction.
2. Enter the appropriate number of hours (enter zero to remove the hours).
3. Click **Save**.
4. Click **Leave Report** button to return to timesheet.

LEAVING A COMMENT ON YOUR LEAVE REPORT

You can leave a comment on your time sheet your supervisor will see when s/he opens it for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. Note: Comments on your leave report are only visible to you in **Preview** mode.

REVIEWING YOUR LEAVE REPORT

1. Click the **Preview** button at the bottom of your time sheet.

2. Click the **Previous Menu** button to return to the Time Sheet view.

SUBMITTING YOUR TIME SHEET

Check your hours to make sure the days, numbers, and earnings codes are all correct.

1. Click the **Submit for Approval** button at the bottom of your time sheet.

Hint: Submit the time sheet on your last working day of the monthly pay period. You must submit no later than the **Submit By Date** at the top of the time sheet.

RECALLING YOUR TIME SHEET TO MAKE CORRECTIONS

If you have submitted your time sheet for approval, but it has not been approved, you can recall the timesheet to make corrections.

1. Open the timesheet that you wish to recall.
2. Click **Return Time** at the bottom of the time sheet.
3. Make the required corrections.
4. Save the time sheet.
5. Click **Submit for Approval**.

You will certify the time entered and enter your PIN.