

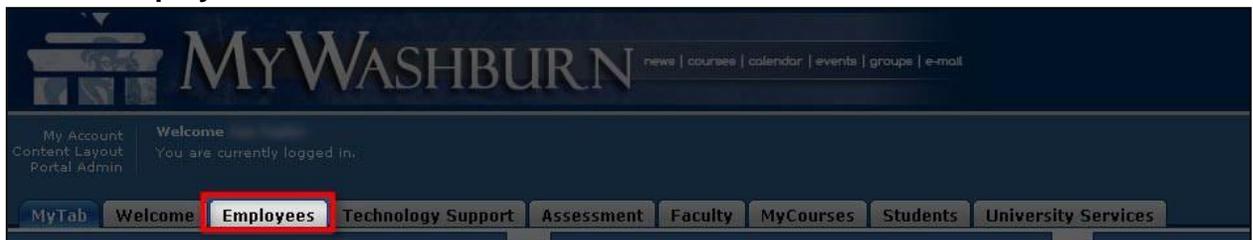
# Faculty and Exempt Staff (paid monthly) -Time Sheet Entry

## Getting to the Employee Services Menu

1. Go to [my.washburn.edu](http://my.washburn.edu)
2. Enter your **User Name** and **Password** then click the **Login** button



3. Click the **Employees** tab.



4. Click the **Submit/Approve Time Sheets** link.



**Make sure you have a popup reminder on your calendar for each months due date for timesheets, as the date changes depending on the month.**

## Accessing Your Time Sheet

1. Select Access my Time Sheet button and hit the select box at the bottom

Time Sheet/Leave Request/Proxy

• Determine the action you wish to take and select the corresponding radio button.  
• If you are acting as a Proxy for an approver, select a name from the list.  
• To act as a Superuser, select the corresponding check box.

Choose the **Select** button to continue.

Selection Criteria

**My Choice**

Access my Time Sheet:  ←

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:  Self ▾

Act as Superuser:

Select ←

2. Select the appropriate time sheet from the drop down menu (you can see the status of the time sheet next to the dates the time sheet covers) and click the **Time Sheet** button.

Select Time Sheet Position and Pay Period

1. Select your position under My Choice.  
2. Choose Pay Period and Status from the pull-down list.  
3. Select **Time Sheet**.

Title and Department: Finance Office, [redacted] My Choice Pay Period and Status: Aug 01, 2017 to Aug 31, 2017 Approved ▾

Time Sheet

## Entering Time on a Salaried Time Sheet

1. As a salaried employee, you only have to enter any time that you were away from work (using Sick Leave or Personal Leave). Click the **Enter Hours** link under the day you were gone (for example, if you were sick on May 4<sup>th</sup>, you would click the highlighted link below).

Time Sheet

Title and Number: [redacted]  
Department and Number: [redacted]  
Time Sheet Period: May 01, 2010 to May 31, 2010  
Submit By Date: May 24, 2010 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010	Thursday May 06, 2010	Friday May 07, 2010
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

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

2. Enter the number of hours you were out in the **Hours** box and click the **Save** button.

Time Sheet

Title and Number: [redacted]  
Department and Number: [redacted]  
Time Sheet Period: May 01, 2010 to May 31, 2010  
Submit By Date: May 24, 2010 by 05:00 P.M.

Earning: Sick Leave  
Date: May 04, 2010  
Shift: 1  
Hours: 1

Save | Copy | Account Distribution

- Repeat this process for all leave time used during the month or anticipated to use before the last day of the month. When you are completely finished with a time sheet, click the **Submit for Approval** button. **Time sheets have to be submitted by a specific date each pay period.** Be sure to pay attention to what date the time sheet says it has to be submitted.

**Time Sheet**  
 Title and Number: International Designer - 20079-00  
 Department and Number: International Designer & Services - 40000  
 Time Sheet Period: May 01, 2010 to May 31, 2010  
**Submit By Date:** May 24, 2010 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010	Thursday May 06, 2010	Friday May 07, 2010
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

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

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

- After you submit your time sheet, you will see a message indicating it was submitted successfully. If you need to make any changes to the time sheet after it is submitted, you can do so, as long as the sheet hasn't been approved by your supervisor, by clicking the **Return Time** button.

**⚠ Your time sheet was submitted successfully.**  
 ⚠ No hours entered.

**Time Sheet**  
 Title and Number: International Designer - 20079-00  
 Department and Number: International Designer & Services - 40000  
 Time Sheet Period: May 01, 2010 to May 31, 2010  
 Submit By Date: May 24, 2010 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010	Thursday May 06, 2010	Friday May 07, 2010
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection   Comments   Preview   Next   **Return Time**

Submitted for Approval By: You on May 11, 2010  
 Approved By:  
 Waiting for Approval From:

- Once submitted, your supervisor then either approves your time or sends it back to you for corrections. You will be able to view the status of your time sheet in the drop down menu when you are selecting which time sheet to edit or in the time sheet itself below the action buttons.

**Title and Department**   My Choice   **Pay Period and Status**

Time Sheet

May 01, 2010 to May 31, 2010 In Progress  
 May 01, 2010 to May 31, 2010 In Progress  
 Mar 01, 2010 to Mar 31, 2010 Completed  
 Feb 01, 2010 to Feb 28, 2010 Completed

Since we have to submit time and leave prior to the actual end of the month, there may be times when you actually use time the last week of the month and it was not reported on your timesheet due to the date the timesheets were due. If this happens email your supervisor and **HR** that you need to adjust your time used for the dates you were actually absent and how many hours to be adjusted.