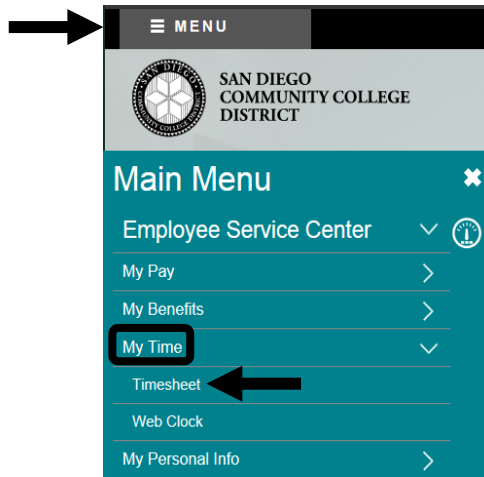


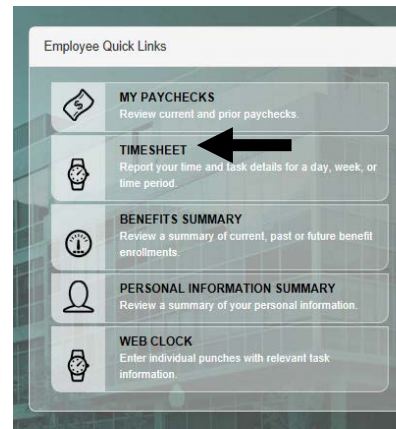
## ACCESSING/COMPLETING A TIMESHEET

### EXCEPTION TIME REPORTERS – CONTRACT EMPLOYEES

At the Portal landing page, click on the Quick Link for **Timesheet** on right of screen OR click on the **MENU** button on the top left of screen, and under **Main Menu > Employee Service Center > Click My Time > Click Timesheet**



**OR**



- Enter Leave hours requested on the appropriate date, or
- Enter Overtime/Comp Time hours worked on the appropriate date (hours worked over normal scheduled hours only; do not calculate at OT rate)
- Select the appropriate **Time Reporting Code (TRC)** from the drop down (employees will only see TRCs they are eligible for per their CBA/employee handbook)
- If reporting multiple TRCs, click the "+" button to add a row, enter hours and select TRC
- Click **Submit** button
- Click **OK** to electronically sign the timesheet
- Click **OK** to acknowledge rules applied and refresh timesheet

Earliest Change Date 12/14/2015

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 12/07/2015 Previous Employee

Reported Hours 33.00 Print Timesheet

Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Total	Time Reporting Code	*Taskgroup
	1.00						1.00	13 C15 - Comp Time Earned at 1.5	PSNONCATSK <span style="float: right;">+</span>
		8.00					8.00	05 SPN - Personal Necessity Leave	PSNONCATSK <span style="float: right;">+</span>
8.00			8.00	8.00			24.00	01 VAC - Vacation Leave	PSNONCATSK <span style="float: right;">+</span>

Submit

Message

I certify this timesheet submission, is accurate to the best of my knowledge

OK

Message

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

### **Adjust or Delete Leave Not Taken or OT/Comp Hours Not Worked**

- Adjust leave taken or OT/Comp hours not worked on appropriate date OR delete entire row by clicking the "-" button
- Click the Submit button to re-submit and update timesheet

Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Total	Time Reporting Code	*Taskgroup
	1.00						1.00	13 C15 - Comp Time Earned at 1.5	PSNONCATSK <span style="float: right;">+ -</span>
		8.00					8.00	05 SPN - Personal Necessity Leave	PSNONCATSK <span style="float: right;">+ -</span>
8.00			8.00				24.00	01 VAC - Vacation Leave	PSNONCATSK <span style="float: right;">+ -</span>

Submit