

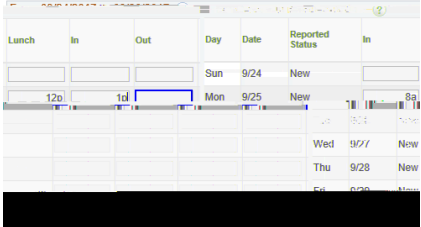



# Job Aid



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Step	Action
9.	Use the first <b>In</b>

Step	Action
16.	<p>Enter the appropriate information into the <b>Out</b> field.</p> <p>For this example, type <b>5p</b>.</p> <p><b>Note:</b> If the employee does not clock <b>Out</b>, the TL Time Admin process will create an Exception and not process the day.</p> 
17.	<p>You may choose to report time against a specific <b>Time Reporting Code (TRC)</b>.</p> <p>Click the <b>Time Reporting Code</b> drop down list option.</p> <p><b>Note:</b> If the hourly employee does not take a break, and works less than six (6) hours, the employee does not need to enter a Lunch or <i>In</i> from Lunch. The employee can merely enter the <i>In</i> and <i>Out</i> to document the total hours worked.</p> 
18.	<p>In this example, we will proceed without selecting a TRC, since the employee has only REGH - Regular Pay Hourly available and since the system will automatically assign any TRC for regular hours .</p>
19.	<p>To view the right side of the timesheet, the user needs to use the horizontal scrollbar.</p> <p>Click the <b>Horizontal</b> scrollbar.</p>
20.	<p>The <b>*Taskgroup</b> column contains editable fields, which defaults: <i>SOGALL-CC</i>.</p> <p><u>DO NOT</u> change the value in this field. If the field does NOT contain <i>SOGALL-CC</i>, notify your T&amp;L Administrator to correct your T&amp;L setup data.</p>



Step	Action
21.	<p>You may need to report time against a specific combination code.</p> <p>A <b>Combination Code</b> is only used when time must be reported against a specific project or task (such as a grant).</p> <p>Click the <b>Look up Combination Code</b> graphic.</p>
22.	<p>If a <b>Combination Code</b> is not required, the system will automatically charge the reported time to the default account code set up for your job.</p> <p><b>Note:</b> <u>Contact your manager to help you determine if you need to report time against a combination code.</u></p> <p>In this example, we will proceed without selecting a combination code, since the employee has not worked on any special projects.</p> <p>Click the <b>Cancel</b> button.</p>

23.

Step	Action
26.	<p>Use the <b>Submit</b> button to submit your timesheet.</p> <p>Click the <b>Submit</b> button.</p>
27.	<p>The system displays a confirmation page to indicate the timesheet has been submitted.</p> <p>Click the <b>OK</b> button.</p>
28.	<p>Click the <b>Vertical</b> scrollbar.</p>
29.	<p>The <b>Reported Time Summary</b> section compares your scheduled hours to your actual hours worked to show any deviation from your Assigned Schedule.</p> <p>Since Hourly Employees do not have a schedule assigned, this section is blank before actual Hours Worked are submitted.</p>