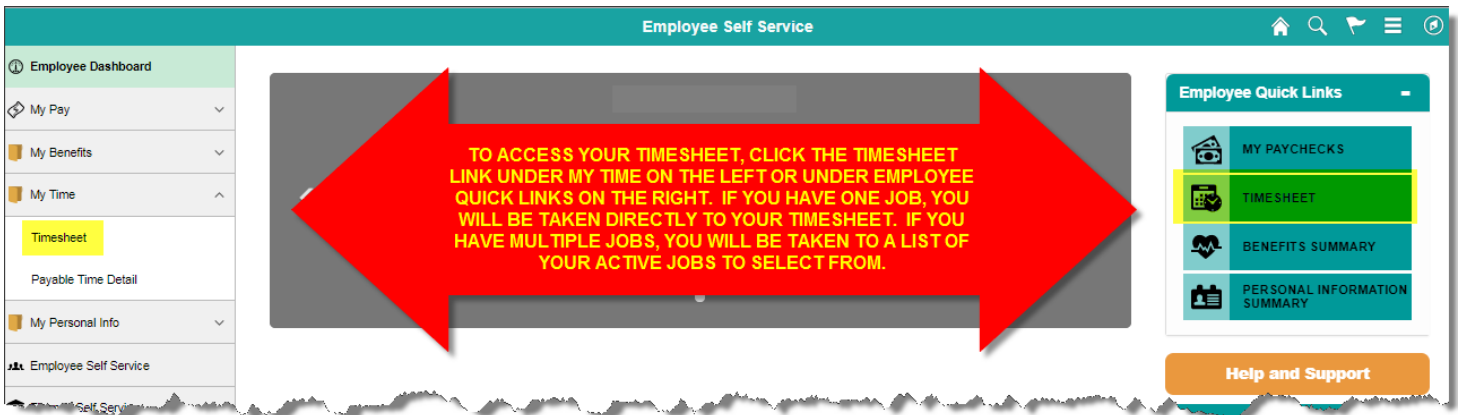


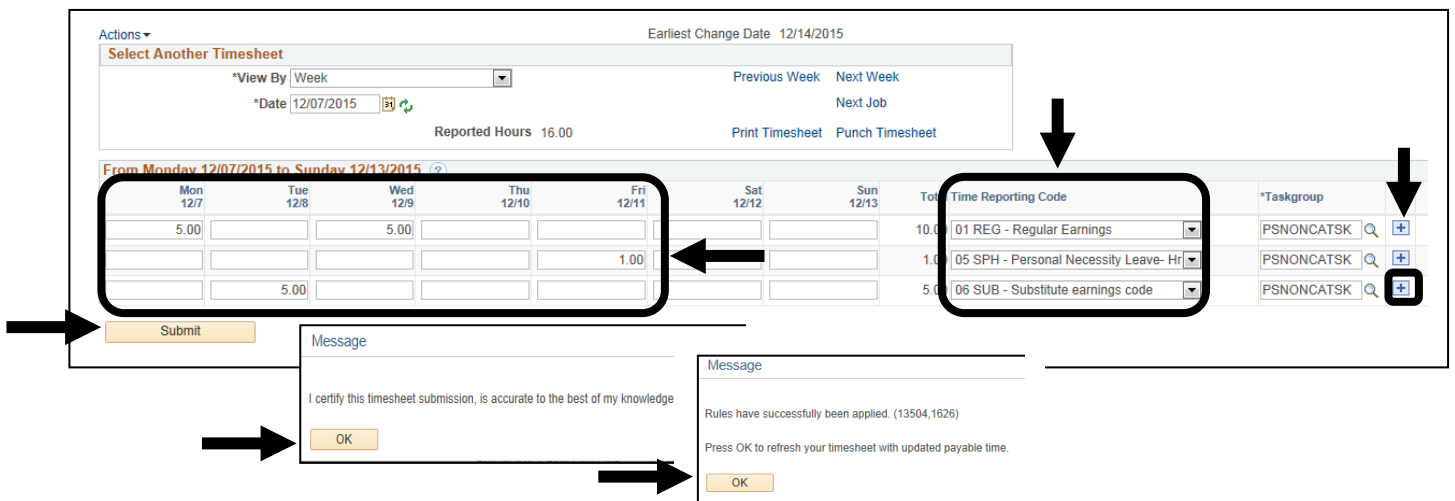
ACCESSING/COMPLETING A TIMESHEET

POSITIVE TIME REPORTERS – ADJUNCT/OL



TO ACCESS YOUR TIMESHEET, CLICK THE TIMESHEET LINK UNDER MY TIME ON THE LEFT OR UNDER EMPLOYEE QUICK LINKS ON THE RIGHT. IF YOU HAVE ONE JOB, YOU WILL BE TAKEN DIRECTLY TO YOUR TIMESHEET. IF YOU HAVE MULTIPLE JOBS, YOU WILL BE TAKEN TO A LIST OF YOUR ACTIVE JOBS TO SELECT FROM.

- Enter regular/sub hours worked or leave hours requested on the appropriate date
- **NOTE: for adjunct/OL assignment paid on equal payments, no time reporting is required; except to report hours absent**
- 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



Adjust or Delete Hours Not Worked/Leave Not Taken

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

