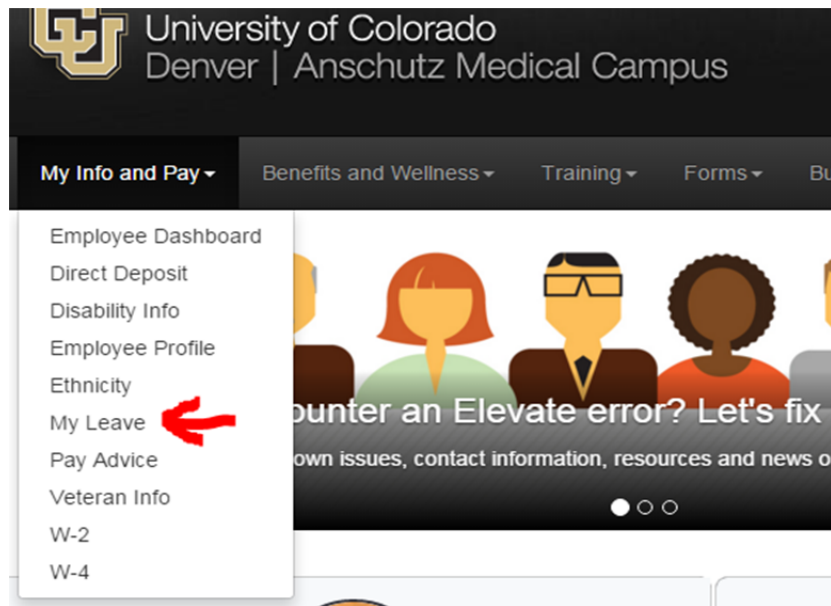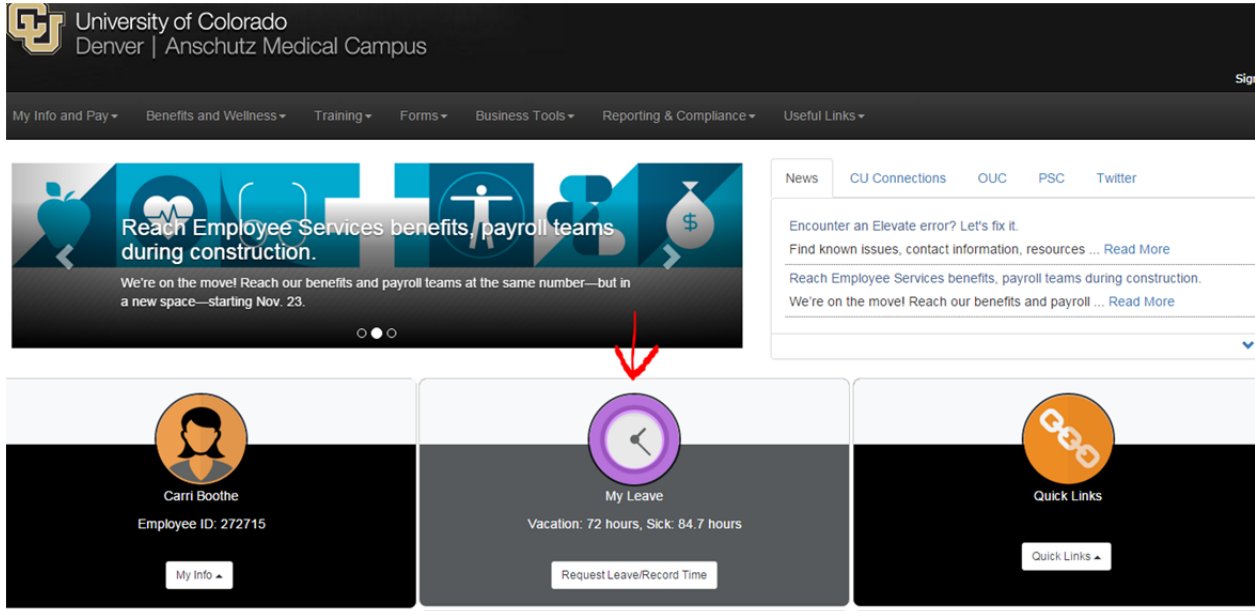# SUBMITTING TIMESHEETS IN MY.LEAVE – CLASSIFIED STAFF & OT ELIGIBLE UNIVERSITY STAFF

1. From UCD Access portal, navigate to My Leave by using the My Leave tile or by using the drop down menu under 'My Info and Pay'

- This will bring you to your monthly calendar. Navigate to the current reporting month and verify all leave has been entered and approved. To enter a leave event, double click on the date and complete the add/edit event window.

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2. Once all leave taken has been entered on the calendar, click on the 'Add Time' button to populate regular hours worked.

This will open an Add/Edit Event window

- 'From Date' and 'To Date' will already be pre-filled to the first and last day of the month.
- Confirm that the reporting to Supervisor field is correct.
- Select 'Regular Earnings Salary' as the Earnings Code.
- Change Status to 'Mark as Worked' and save.

- Your calendar should now show hours worked for all dates without requested and/or approved leave

1. Navigate to your timesheet by clicking on the timesheet tab. Make sure the 'Pay Period Ending' has been selected for the correct job and pay period.

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Calendar-Month	Calendar-Week	Calendar-Day	Timesheet	Department Employees

*Pay Period Ending: 11/01/15 - 11/30/15 leave to be reported for 12/31/15 Job 0, USX-OT Exempt ▼

_____ Job: 0, Department: 30087 -- Time Worked from 11/01/2015 through 11/30/2015. Based on standard hours per week of 40

Not Submitted

11/01/2015 through 11/07/2015

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	11/01	11/02	11/03	11/04	11/05	11/06	11/07				
Time In											
Time Out											
Time In											
Time Out											
Sick Leave	0	0	8	0	0	0	0		8	0	8
Total	0	0	8	0	0	0	0		8	0	8

11/08/2015 through 11/14/2015

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	11/08	11/09	11/10	11/11	11/12	11/13	11/14				
Total	0	0	0	0	0	0	0		0	0	0

- Review each week and verify weekly hours are correct. (Note: At this time, the 'time in' and 'time out' fields on the timesheet may not be feeding over from the calendar but the total hours should be accurate.)
- Scroll to the bottom of the timesheet to certify the hours and submit the timesheet.

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	SCK	Sick Leave	8	1	8	
N	HOL	Holiday	8	1	8	
		TOTAL:	16		16	

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	SCK	Sick Leave	8	1	8	Edit

Speed Type By %

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensentory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

☐ I agree with the above Certification and Overtime Eligibilty statements

Submit

Note: If you see any red deductions (DK1) on your timesheet, be sure to look them over before submitting your timesheet. If you forget to add hours and still submit your timesheet, that deduction will pull into Time

SUBMITTING TIMESHEETS IN MY.LEAVE – CLASSIFIED STAFF & OT ELIGIBLE UNIVERSITY STAFF

Collection and your paycheck will be docked. Also, before submitting your timesheet, check to make sure there are no overtime or comp hours recorded in My.Leave.

- After you submit your timesheet, notify your supervisor and ensure that your timesheet is approved. If you are not sure if you have submitted your timesheet or if it has been approved, you can check on the timesheet tab, which will tell you the date and time of both actions, once completed.

Calendar-Month	Calendar-Week	Calendar-Day	**Timesheet**	Department Employees

*Pay Period Ending: 11/01/15 - 11/30/15 leave to be reported for 12/31/15 Job 0, USX-OT Exempt ▾

██████████ Job: 0, Department: 30087 -- Time Worked from 11/01/2015 through 11/30/2015. Based on standard hours per week of 40
Approved on 12/07/2015, by 205050, (Submitted on 12/04/2015)

11/01/2015 through 11/07/2015

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	11/01	11/02	11/03	11/04	11/05	11/06	11/07				
Time In											
Time Out											
Sick Leave	0	0	8	0	0	0	0		8	0	8
Total	0	0	8	0	0	0	0		8	0	8

11/08/2015 through 11/14/2015

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	11/08	11/09	11/10	11/11	11/12	11/13	11/14				

11/15/2015 through 11/21/2015

Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total