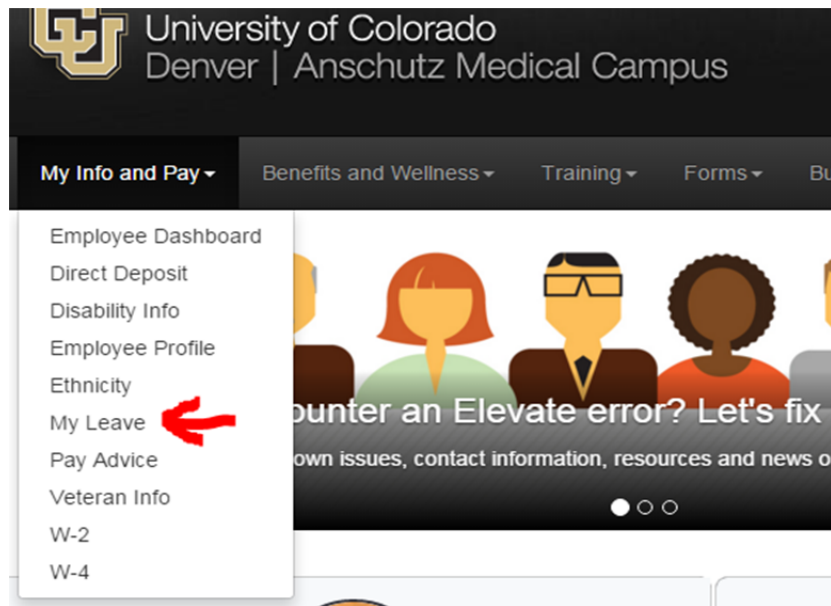
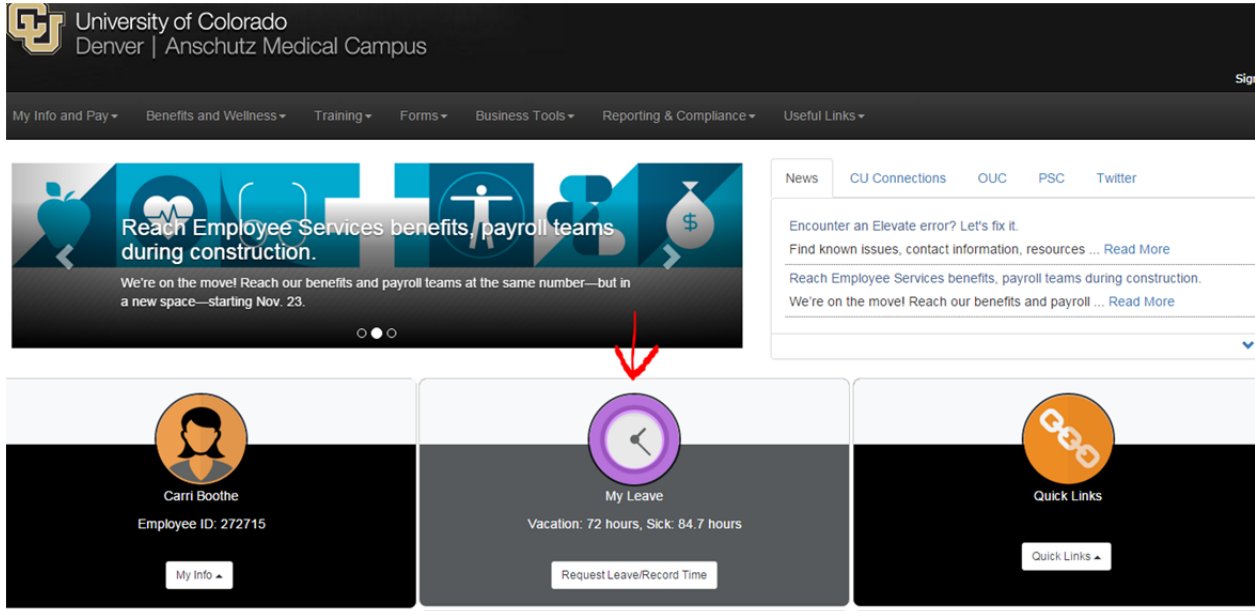


## SUBMITTING TIMESHEETS IN MY.LEAVE – EXEMPT EMPLOYEES (UNIVERSITY STAFF AND PRA’S)

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.

## SUBMITTING TIMESHEETS IN MY.LEAVE – EXEMPT EMPLOYEES (UNIVERSITY STAFF AND PRA’S)

- 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.

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 

**Not Submitted** Job: 0, Department: 30087 -- Time Worked from 11/01/2015 through 11/30/2015. Based on standard hours per week of 40

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
<b>Total</b>	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				
<b>Total</b>	0	0	0	0	0	0	0		0	0	0

- Review each week and verify leave hours are correct.
- Scroll to the bottom of the timesheet to certify the hours and submit your timesheet

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

Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	SCK	Sick Leave	8	1	8	<input type="button" value="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 compensatory 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 Eligibility statements



