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.

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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.

lendar-Month	Calendar-Week	Calendar-D	ay Times	heet Dep	partment Em	ployees					
ay Period End	ling: 11/01/15 - 11/3	0/15 leave to	be reported fo	r 12/31/15 Jo	ob 0, USX-O	T Exempt	• •				
	Job: 0, De	epartment: 30	087 Time V	/orked from	11/01/2015	through 11	/30/2015. 8	Based on standar	d hours per week of	40	
Not Submittee		•									
	rough 11/07/2015										
Week 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sub Total	Adjust	Total
week 1								out	Sub rotar	Adjust	. otai
Week 1		11/01	11/02	11/03	11/04	11/05	11/06	11/07	Sub Total	Aujust	Total
			11/02	11/03	11/04				Sub Total	Aujust	
Time In			11/02	11/03	11/04				300 10001		
Time In Time Out			11/02	11/03	11/04						
Time In Time Out Time In			11/02	11/03	11/04						
Time In Time Out Time In Time Out Sick Leave			11/02 	8	0				8	0	8

11/08/2015 through 1	1/14/2015									
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	lo lo	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
		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.



Submit

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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 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.

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Calendar-Month Calendar-Week Calendar-Day Timesheet Department Employees
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*Pay Period Ending: 11/01/15 - 11/30/15 leave to be reported for 12/31/15 Job 0, USX-OT Exempt 🔻

ob: 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 throug	h 11/21/2015									
Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sub Total	Adjust	Total