COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software. Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS
The U.S. Government’s rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.
# Table of Contents

**eUMB Electronic Timesheets**

**Exempt Employees**

- Electronic Timesheet (030210) ........................................................................................................... 1
- Exercise 1 - Entering Time Worked via "Apply Schedule" ................................................................. 18
- Exercise 2 - Entering Leave and Applying Edits ................................................................................. 20
- Exercise 3 - Entering Leave & a Comment, Saving as a Draft ......................................................... 28
- Exercise 4 - Recycled Timesheet & Other Paid Leave ....................................................................... 30
- Exercise 5 - Find an Existing Value (Older Timesheets) & Correct TimeSheet ............................... 32
- Workflow Inquiry ................................................................................................................................. 35
eUMB Electronic Timesheets

Exempt Employees

Electronic Timesheet (030210)

This topic covers Electronic Timesheets for Exempt Employees. Starting with the pay period that runs March 28 - April 10, 2010, exempt employees will enter their time electronically using the eUMB electronic timesheet.

Exempt employees includes administrative faculty, but does not include C-1 exempt employees.

- eUMB is the name that the University of Maryland, Baltimore, calls PeopleSoft. PeopleSoft is an internet-based application that is used at UMB for Payroll, Human Resources, and Financial System functions.

Procedure

This topic introduces you to eUMB and electronic timesheets. This includes an overview of the process, how to access the timesheet, how to navigate to a page, enter time, submit time for approval, and make corrections. We will walk through a number of scenarios as different employees to learn about the full functionality of the electronic timesheet.

For this topic, we will primarily be working with the pay period that runs January 31 - February 13, 2010. For most of the exercises in this topic, it is assumed that we are completing the timesheets during this pay period.

*** IMPORTANT *** In order to access the electronic timesheet, you will have to go through the myUMB Portal. This topic shows you how to access and enter the Portal. However, if you are a new user to the Portal and need more information, the following links may help you:

1 - To set up a new myUMB ID, please view the Creating a myUMB ID and Password (http://www.umaryland.edu/helpdesk/products/myumblogin/doc/setupmyumbpassword.pdf) instructions.

2 - For more details on the Campus Portal in general, there are myUMB Campus Portal UPKs (https://devfinweb.umaryland.edu/upk/player/toc.htm1) available.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Timesheets for Exempt Employees: What does this mean?</strong></td>
</tr>
<tr>
<td></td>
<td>• Entered on-line and automatically routed to your supervisor.</td>
</tr>
<tr>
<td></td>
<td>• Can be done from any computer with an internet connection. eUMB is available from 7 am to 8 pm daily.</td>
</tr>
<tr>
<td></td>
<td>• Can be done ahead of time if necessary.</td>
</tr>
<tr>
<td></td>
<td>• You can enter your time on a daily basis or at the end of the pay period.</td>
</tr>
</tbody>
</table>

**Time Parameters for Timesheets in eUMB**

• **Past Pay Periods** – Timesheets will be accessible to you up to 60 days (approximately 4 pay periods) to either enter or correct. For timesheets older than 60 days, you will need to contact your payroll rep. Timesheets will be available indefinitely to view.

• **Future Pay Periods** – You can enter and submit time for up to 6 pay periods into the future.
### Step 2. Timesheet Process

This diagram depicts the process that a timesheet goes through electronically. To start, the employee is responsible for entering his or her time and submitting it for approval.

### Step 3. Timesheet Process

Then, the supervisor is responsible for reviewing the timesheet and either approving it or returning it to the employee for any necessary corrections.

### Step 4. Timesheet Process

Once the supervisor approves, it is then the department's Payroll Representative's (in eUMB, they are called “T&L Initiators”) role to give 2nd level approval or recycle it back to the employee and supervisor.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>You can access eUMB through the myUMB Campus Portal. We are going to access the Portal through the UMB home page (<a href="http://www.umaryland.edu">www.umaryland.edu</a>). Click the red <strong>myUMB</strong> button in the far right-hand column.</td>
</tr>
</tbody>
</table>

**Note:** The Portal instructions in this topic are only to review how to access your timesheet in eUMB.

If you are a new user of the Portal, please view the Creating a myUMB ID and Password ([http://www.umaryland.edu/helpdesk/products/myumblogin/doc/setupmyumbpassword.pdf](http://www.umaryland.edu/helpdesk/products/myumblogin/doc/setupmyumbpassword.pdf)) instructions for details on setting up a new ID.

For more details on the Campus Portal in general, there are myUMB Campus Portal UPKs ([https://devfinweb.umaryland.edu/upk/player/toc.htm1](https://devfinweb.umaryland.edu/upk/player/toc.htm1)) available.
6. In this exercise, you are James Collery and your EmplID is 013753. Enter "013753" into the myUMBID field.

7. Enter "Test123!" into the Password field.

8. Click the Sign In button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>In the upper left-hand corner, click the <strong>My UMB Employee Info</strong> link.</td>
</tr>
</tbody>
</table>
Training Guide

eUMB Electronic Timesheets

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 10.  | **This page allows you to access many features, including Campus Contact information, Leave Balances, and Paycheck information.**  

The two features we are going to look at in this topic are **Enter Timesheet Data** and **My Timesheet Profile**. Before accessing your timesheet for the first time, it is recommended that you review **My Timesheet Profile**.  

Click the **My Timesheet Profile** link.  

**Note:** If either of these icons don't appear, contact your payroll rep. |

---

Note: If either of these icons don't appear, contact your payroll rep.
Step | Action
---|---
11. | **My Timesheet Profile**

This page will display your supervisors as they are recorded in eUMB. You will have a **Primary Supervisor** and an **Alternate Supervisor 1**. You may also have a second Alternate Supervisor depending on the needs of the department.

If you are recorded as a **Primary** or **Alternate** supervisor for any employees, those employees will be listed on the right side of the page.

It is recommended that you review this page to make sure it is accurate. If you see anything that you feel is wrong, contact your department payroll representative.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>My UMB Timesheet</strong> link.</td>
</tr>
</tbody>
</table>

![My UMB Timesheet link](image-url)
Step | Action
--- | ---
13. | This is the **UMB Exempt Timesheet Add a New Value** page. The End Date field will pre-fill with the last day of the present pay period.

Let's take a moment to review pay periods.
14. **Pay Periods** are 2 weeks and run Sunday to Saturday. Timesheets are due the following Monday.

The pay period in this example runs from **Sunday, January 31st to Saturday February 13th**. The end date is 2/13/10. If you enter your time up to and including the day it is due (Monday the 15th), the correct end date will pre-fill for you. However, if you enter your time after the timesheet is due (i.e. you wait until Tuesday the 16th), you will need to enter the correct end date.

For more information about Pay Periods and Pay Period ID's, click on the lightbulb icon below.

---

**Step** | **Action**
---|---
14. | **Pay Periods** are 2 weeks and run Sunday to Saturday. Timesheets are due the following Monday.

The pay period in this example runs from **Sunday, January 31st to Saturday February 13th**. The end date is 2/13/10. If you enter your time up to and including the day it is due (Monday the 15th), the correct end date will pre-fill for you. However, if you enter your time after the timesheet is due (i.e. you wait until Tuesday the 16th), you will need to enter the correct end date.

For more information about Pay Periods and Pay Period ID's, click on the lightbulb icon below.

---

**💡 Tip:** All pay periods have **Pay Period ID's**. These ID numbers are 4 digits (10-11, for example) and denote the fiscal year (10) and pay period (the 11th two-week pay period of the fiscal year). You may notice this ID on the electronic timesheets.

A fiscal year is a 12-month period over which a company or institution budgets its spending. A fiscal year does not always begin in January and end in December. The State of Maryland and the University System of Maryland report fiscal activity from July 1 through June 30 of the following year.
The fiscal year is known by the calendar year in which it ends. Thus, fiscal year 2010 begins July 1, 2009 and ends June 30, 2010. Everything between July 1, 2009 and June 30, 2010 would be referred to as FY 2010.

In turn, the pay period ID's are based on the fiscal year. Starting with the first pay period that falls in July, the ID would be 10-01—the first pay period in FY 2010. Using November 8 - 21, 2009 as another example, November 2009 is in FY 2010, or "10." Then the two-week time frame of the 8th through the 21st is the 11th pay period. The pay period ID is therefore 10-11.

For a list of all pay periods and dates:

http://www.finncsvc.umd.edu/payroll/images/Pay-Date-Schedule.xls

Step | Action
--- | ---
15. | For this topic, it is assumed that we are entering our time *during* the pay period. We do not need to change the End Date.

**Note:** The *End Date* field will accept the date in a number of different formats, such as 21310, 2/13/2010, or 02-13-10. The system will only accept the end date of a pay period. If you enter any other date, the system will not accept it. You can click on the Search (magnifying glass) icon to look for the end date of a specific pay period based on the pay date parameters.

Click the **Add** button.
16. This is the UMB Exempt Timesheet. There are three tabs available at the top of the page. Let's take a moment to look at how the Exempt Timesheet tab is set-up:

**Header** – This section displays the employee’s name, schedule and pay period information as of the last day of the reporting pay period.

**Mark for Deletion?** – Available to the employee and supervisor. Deletes a timesheet that was entered in error. Should only be used by the employee under the direction of the supervisor.

**Corrected** – If checked, a timesheet for the same pay period had previously been processed and this timesheet will override the old one when approved.

**Status** – The stage of processing the timesheet is presently in.
- Not Submitted
- Submitted
- Submitted w/ Warnings
- Supervisor Approved
- TL Initiator Approved
- Time Recycled
- Time Loaded

The different Status categories on an Exempt Timesheet are as follows:
- *Not Submitted* – the initial status, no time has been entered or time has been entered and saved but not submitted
- **Submitted** – the timesheet has been submitted to the supervisor
- **Submitted w/ Warnings** – the timesheet has been submitted with warnings
- **Supervisor Approved** – the supervisor has approved
- **TL Initiator Approved** – the department payroll rep has approved
- **Time Recycled** – the timesheet has been returned by the supervisor or the T&L Initiator (payroll rep) to the employee for correction
- **Time Loaded** – approved time has been loaded for payroll processing

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td><strong>UMB Message</strong> - Will display messages important to all employees. For example, a reminder that there is a holiday this pay period.</td>
</tr>
</tbody>
</table>

**Data Entry fields** – Where you will enter your hours worked and leave taken. Under *Paid Leave*, the 4 most common types of leave (annual, holiday, personal, and sick) are always in view and available. Other types of both paid and unpaid leave are available, and we'll see an example of how to add another type of leave.
### Step 18
**Comments** – Free form, optional field intended for employee comments in reference to hours entered on the timesheet.

**Processing Buttons** – Once data has been entered, you can save it, review any applicable edits, or submit the timesheet.

**Employee E-mail Address** – This is the e-mail address that is in eUMB and where any timesheet related emails will be sent. If it is not correct, you will need to change it on the My UMB Personal Info page under "Campus Information." You can do this via the portal or you can access the link that is provided under the "Comments" box on this page.

**Primary Supervisor** – This is the supervisor that is assigned to review your timesheets and to whom the timesheets will be routed. If you think this is not correct, contact your department’s payroll rep. **Note:** Your timesheet will also be routed to alternate supervisors who also have the authority to approve your timesheet.

### Step 19
Now we’re going to briefly view the other two tabs at the top of the screen.

Click the **Leave Balance** tab.
Step | Action
--- | ---
20. | These are your Leave Balances associated with the time period on the timesheet you retrieved. It includes leave earned and any leave taken as of the respective As of Dates.

Click the **Workflow Inquiry** tab.
Step | Action
--- | ---
21. | The **Workflow Inquiry** page will display where your timesheet is in the submission/approval process. Once submitted, “Submitted By” and the Date and Time will be filled in. Then, as the timesheet moves through the process, the other columns will fill in with appropriate information and new lines of data will appear.

This can be helpful if you need to determine where your timesheet is in the process. At the end of this topic, we will look at the Workflow Inquiry of a timesheet that has been through the entire process.

Also found on this page is a list of those people who are assigned as your supervisors. Your Primary, Alternate 1 and Alternate 2 (if applicable) will be in view. If you think any of these are incorrect, contact your payroll rep.

Let's return to the timesheet and walk through a few examples of how to enter your time and leave.

Click the **Exempt Timesheet** tab.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 22.  | **Exercise 1 - Entering Time Worked via "Apply Schedule"**  
For this exercise, you are James Collery. James works a Tues - Fri, 10 hours a day, schedule.  
You worked the entire 2 weeks of the pay period and have no additional time or leave to record. |
| 23.  | Click the **Apply Schedule** button. |
| 24.  | Your scheduled hours will automatically fill in (if this is not your regular schedule, contact your payroll rep).  
**Note:** If there is an observed holiday in the pay period, these hours will automatically fill in on the HLS (Holiday Leave) line based on your schedule; however, they can be changed if necessary.  
**Scroll** to the bottom of the page. |
| 25.  | Click the **Submit** button to route your timesheet to your supervisor for approval. |
26. The timesheet will run through the edit cycle. For this exercise, there are no problems with the timesheet. The **Status** has changed to **Time Submitted**.

This is all you have to do! If you didn’t take any leave and only want to submit your regularly scheduled hours, it’s basically 2 clicks with your mouse!
Exercise 2 - Entering Leave and Applying Edits

For this exercise, you are Maria Lowe. Maria works a Mon - Fri, 8 hours a day, schedule.

You took 3 days of Personal leave and 2 1/2 days of Holiday leave. You want to review any edits that may apply to your timesheet before you Submit it.

27. **Exercise 2 - Entering Leave and Applying Edits**

   For this exercise, you are Maria Lowe. Maria works a Mon - Fri, 8 hours a day, schedule.

   You took 3 days of Personal leave and 2 1/2 days of Holiday leave. You want to review any edits that may apply to your timesheet before you Submit it.

28. **Click the Add button.**

29. **Before proceeding, let's review the Apply Schedule button in more detail.**

   As we saw in the last example, it will fill in your normally scheduled hours. If you are primarily entering your normal work hours, “Apply Schedule” is the quickest way to do so. However, you do not have to click this button.

   If you are entering a lot of vacation time, or if you want to record that you worked 10 hour days instead of 8 hours for the entire pay period, it may not save you time. It may be quicker to simply enter your time daily.

   For this reason, we are not going to use “Apply Schedule” for this exercise.

30. **Click in the PRS field for Mon 02/01.**

31. **Enter "8" into the PRS field.**

32. **Press [Tab].**

33. **Enter "8" into the PRS field.**

34. **Press [Tab].**

35. **Enter "8" into the PRS field.**

36. **Click in the Thu 02/04 field.**

37. **Enter "10" into the Thu 02/04 field.**

38. **Press [Tab].**
39. As a result of taking a few days off, you stayed later than usual on Thursday and Friday to get some work done.

On Friday, you stayed 1 1/2 hours late.

To enter 9 hours and 30 minutes, you will enter 9.5. Not 9.30. The decimal conversions are:

\[
.25 = 15 \text{ minutes} \\
.50 = 30 \text{ minutes} \\
.75 = 45 \text{ minutes}
\]

Enter "9.5" into the Fri 02/05 field.

40. Now Maria needs to enter the days she took as Holiday leave.

Click in the HLS field for Mon 02/08.

41. Enter "8" into the HLS field.

42. Press [Tab].

43. Enter "8" into the HLS field.

44. Press [Tab].

45. Enter "4" into the HLS field.

46. As you took a 1/2 day leave, it is necessary to fill in the hours you worked. On the Regular line, click in the Wed 02/10 field.

47. Enter "4" into the Wed 02/10 field.

48. Press [Tab].

49. As you can see, most of the timesheet is populated without having selected Apply Schedule. This is an example where it might not be faster or easier to click that button.

However, we do need to fill in the Regular Hours for the days that have no data yet.

Enter "8" into the Thu 02/11 field.

50. Press [Tab].

51. Enter "8" into the Fri 02/12 field.

52. Scroll to the bottom of the page.
You feel you have successfully completed your timesheet and are ready to Submit it. At this point, you can do one of two things:

1. **Apply Edits** – Will run the timesheet through the edit cycle without submitting it.
2. **Submit** – Runs through the edit cycle and if there are no errors, submits the timesheet to your supervisor for review and approval.

Let’s take a moment to talk about the edits.

**Edit Cycle - Warnings and Errors**

There are two types of edits:

**Warning** - Changes do not have to necessarily be made to issues that are Warnings.

An example of a warning is “Total Hours entered is less than Scheduled hours” when fewer than 80 hours is entered for a pay period. In this example, if you actually worked less than 80 hours and want a record of that (i.e. you are switching from a full-time to part-time schedule), it is a valid entry and does not have to be corrected. However, a Warning may bring your attention to the fact that you mistyped an entry. For example, for a day where you meant to enter "10" hours, you actually entered "1." This is something that you would want to correct before proceeding.

**ERROR** – An Error must be corrected before you can Submit.

An example of an Error is “Total Hours for Day X is > 24.” As there are only 24 hours in a day, the system will not let you enter more than 24 hours. The system will not let you submit the timesheet until the error is corrected. However, you can "Save As Draft" with an error.

Click the **Apply Edits** button.
Step | Action
--- | ---
55. | A **Warning** message appears notifying you that you have reported HLS (Holiday) leave that is in excess of your available balance (16 hours) by 4 hours.

As this is a Warning instead of an Error, is it your choice as whether to fix this or not.

Click the **OK** button.
56. An **Error** message appears notifying you that you entered PRS (Personal) leave that exceeds the negative balance limit that the system will allow (in this case, zero hours) by 1 hour. This means that you only have 23 hours of PRS leave and you are trying to enter 24 hours.

This must be fixed before you will be able to proceed. Regardless if there are other warnings or errors, you will have to fix this error before proceeding.

Click the **OK** button.

---

57. Before we fix these issues, note that another feature of the timesheet is that the system automatically totals up the number of hours entered.

* **Total Hours Worked** - will appear below each day.
* **Total** of each code (regular pay and leave) will appear to the far right.
* A total representing both of the above will appear in the lower right-hand corner of the data entry fields.

This information may help you determine if there are any problems with your time entry before applying edits or submitting your timesheet.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 58.  | **Leave Balance System Limits** - Departments may establish stricter limits. However, the system is set up with the following limits for negative leave balances:<br><br>* **Annual** - 80  
* **Personal** - 0  
* **Holiday** - 16  
* **Sick** - no limit  
<br><br>You entered 24 hours of Personal leave and the system returned an error message saying that you exceeded the system limit of 0 hours by 1 hour. This means that you only have 23 hours.  
<br><br>To fix this Error, you are going to change 1 hour to Annual leave instead.  
<br><br>Click in the **PRS** field for **Wed 02/03**.  
<br><br>59. Enter "7" into the **PRS** field.  
<br><br>60. Click in the **VCS** field for **Wed 02/03**.  
<br><br>61. Enter "1" into the **VCS** field.  
<br><br>62. The error has been corrected, which is required in order to proceed.  
<br><br>You also received a warning that you have exceeded your balance for holiday hours. However, the system will allow you to go into the negative up to 16 hours. As long as your department follows the same limits, you do not have to change this.  
<br><br>63. Everything has been fixed that you want to fix.  
<br><br>Click the **Submit** button.
64. Even though you ran through the edit cycle when you selected "Apply Edits", the system will run through the cycle again once you select "Submit".

Since there are no errors that have to be fixed, we now see only the warning along with the new page behind it.

Click the OK button.

65. You are now receiving another Warning message. This one is informing you that you do not have an e-mail address on file for you in eUMB. You will not be forced to change this. However, if you do not:

1 - You will not receive automatic e-mails in reference to your timesheet (e.g., if it is recycled back to you), and

2 - The warning will appear every time you Submit a timesheet.

Click the OK button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 66.  | Once you've clicked on OK for all warning pop-up boxes, you will come to this page where you have a choice:  
|      | **OK** - this means you feel your timesheet is accurate and that you do NOT want to fix the warnings. Your timesheet will be **submitted** once you click on OK.  
|      | **Cancel** - you are "canceling" the submission. You want to return to your timesheet and make changes based on the warnings you received.  
|      | For this example, we are satisfied with our timesheet and want to Submit it.  
|      | Click the **Ok** button. |

| 67.  | The timesheet has been submitted. Since there was at least one warning that you chose to not correct, the status appears as **Submitted with Warnings**.  
|      | This completes Exercise 2. |
Exercise 3 - Entering Leave & a Comment, Saving as a Draft

For this exercise, you are Jonathan Brown. You took 2 days of Annual leave in order to stay home with your sick child. You are entering your time mid-pay period (Friday, 02/05) and will need to save the timesheet and then access it at a later time to submit it.

69. Click the **Add** button.

70. As you expect most of the timesheet to be primarily your hours worked, you decide to use the **Apply Schedule** feature.

   Click the **Apply Schedule** button.

71. Click in the **VCS** field under **Wed 02/03**.

72. Enter "8" into the **VCS** field.

73. Press **[Tab]**.

74. Enter "8" into the **VCS** field.

75. Since you entered leave, it is necessary to clear out the Regular line.

   Click in the **Regular** field under **Wed 02/03**.

76. Press **[Delete]** to remove the hours.

77. Press **[Tab]**.

78. Press **[Delete]**.

79. **Scroll** down to the bottom of the page.

80. Next, you want to enter a comment in the **Comment Text** section to remind your supervisor why you took leave (this is optional).

   Click in the **Comment Text** field.

81. Enter "Out due to child w/ flu" into the **Comment Text** field.

82. Click the **Save As Draft** button.

83. The draft has been saved. The Status will remain **Not Submitted**.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 84. | It is now February 15th and your timesheet is due and needs to be submitted.  
Click the **Add** button. |
| 85. | Even though you are on the **Add a New Value** page, as you already created the timesheet, a search was conducted and the timesheet has been returned as a Search Result.  
Click the **02/13/2010** link. |
| 86. | The timesheet will appear. You don't need to make any updates or changes. You only want to Submit it.  
**Scroll** down to the bottom of the page. |
| 87. | Click the **Submit** button. |
| 88. | The timesheet has been submitted.  
This completes Exercise 3. |
89. **Exercise 4 - Recycled Timesheet & Other Paid Leave**

For this exercise, you are Jonathan Brown. In Exercise 3, you submitted a timesheet including 16 hours of Annual leave. Your supervisor has recycled the timesheet to you with a comment that since you were out due to your child being sick, you can take family sick time instead of annual leave.

You will receive an automated e-mail informing you that the timesheet has been recycled. The e-mail will include comments from your supervisor as to why it is being returned to you. If the timesheet was recycled by the T&L Initiator instead, your supervisor would also receive an e-mail.

Additionally, a link is provided in the e-mail that will take you directly to the timesheet or the sign-in page.

90. **Click the Add button.**

91. **As the timesheet has already been created, the system won't let you “add” it again. However, as can be seen, the system will pull the timesheet for you and you can still access it from this page.**

In the **Search Results**, click the **02/13/2010** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 92.  | First, you will clear out the Annual leave (VCS) fields. Click in the VCS field under **Wed 02/03**.  
|      | ![Image](image1) |
| 93.  | Press [Delete] to remove the hours. |
| 94.  | Press [Tab]. |
| 95.  | Press [Delete]. |
| 96.  | To enter time taken for your sick child, you are going to use the Other Paid Leave code for Sick Immediate Family. Click the **Add a new row** button. |
| 97.  | On the Other Paid Leave line, click the **Search** button.  
|      | **Note**: If you know the code, you can type it into the field instead of clicking on the Search button. |
| 98.  | In the Search Results, click the **Sick Immediate Family Salaried** link.  
|      | **Note**: *Sick Immediate Family* uses your regular sick time. This code allows you to record that you used the time for a family sickness, not for yourself. |
| 99.  | Click in the **Other Paid Leave** field under **Wed 02/03**.  
|      | ![Image](image2) |
| 100. | Enter "8" into the **Other Paid Leave** field. |
| 101. | Press [Tab]. |
| 102. | Enter "8" into the **Other Paid Leave** field for **Thu 02/04**. |
| 103. | **Scroll** down to the bottom of the page.  
|      | ![Image](image3) |
| 104. | Click the **Submit** button.  
|      | ![Image](image4) |
| 105. | The timesheet has been submitted to your supervisor. Even if your payroll rep recycled the timesheet to you, it will go through the normal process again and will go to your supervisor first.  
|      | This completes Exercise 4. |
### Exercise 5 - Find an Existing Value (Older Timesheets) & Correct Timesheet

For this exercise, you are Christine Kopec. You submitted a timesheet two pay periods ago (pay period end date 01/16/10). You realize that you incorrectly recorded leave as annual instead of holiday. You want to change your Annual Leave to Holiday Leave.

107. As we want to access an older timesheet that already exists, click the **Find an Existing Value** link.

108. The **Find an Existing Value** page will appear.

   If you know the End Date of the timesheet in question, you can enter it. However, if you want to get a list of all previous timesheets, click the **Search** button.

109. Your old timesheets will be available to you to **view** indefinitely. If you have a question or concern about an older timesheet, you will be able to retrieve and display it following these steps.

   To make a **correction**, though, as you are doing in this exercise, you are limited to timesheets that are 60 days (approximately 4 pay periods) old.

   Click the **01/16/2010** link.
Step | Action
--- | ---
110. | The timesheet will open. All the data entry fields will initially be unavailable for entry or changes.

The **Leave Balance** tab will show your balances as of the time you originally entered and submitted your timesheet, and the **Workflow Inquiry** tab will show the workflow for that specific timesheet.

If you need to make a correction and you are within the 60 day window, if the **Status** shows as **Time Loaded**, you can correct the timesheet as necessary.

**Scroll** down to the bottom of the page.

111. | Click the **Correct Timesheet** button.

**Note:** If you are past the 60 day window to make corrections, this button will not be available.

112. | The data fields will now be available to you for changes.

Click in the **VCS** field under **Mon 01/04**.

113. | Press **[Delete]** to remove the hours.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>114.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>115.</td>
<td>Press [Delete].</td>
</tr>
<tr>
<td>116.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>117.</td>
<td>Press [Delete].</td>
</tr>
<tr>
<td>118.</td>
<td>Click in the HLS field under Mon 01/04.</td>
</tr>
<tr>
<td>119.</td>
<td>Enter &quot;8&quot; into the HLS field.</td>
</tr>
<tr>
<td>120.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>121.</td>
<td>Enter &quot;8&quot; into the HLS field.</td>
</tr>
<tr>
<td>122.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>123.</td>
<td>Enter &quot;8&quot; into the HLS field.</td>
</tr>
<tr>
<td>124.</td>
<td>At this point you can Save, Apply Edits, or Submit. Click the Submit button.</td>
</tr>
<tr>
<td>125.</td>
<td>The timesheet has now been submitted again and will go through the regular approval process. This completes Exercise 5.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
126. | **Workflow Inquiry**

At the beginning of this topic, we briefly looked at the Workflow Inquiry tab on the **UMB Exempt Timesheet** page. Now that we've walked through a few examples of entering timesheets, let's take a look at this page in more detail to help you understand how to view it.

Starting with the first line of information:

1. The **Submitted By** column shows that Edward Brown submitted his timesheet on 12/18/09 at 1:16 pm.
2. The **Supervisor** column lists Jessica Butler as the supervisor who reviewed and then Recycled (**Supervisor Action** column) the timesheet at 1:21 the same day.

The next couple columns are blank.

3. To the far right the **Timesheet Status** shows "Time Recycled" and then the e-mail address to which the automatic notification was sent.
4. The **Comments** button will allow you to view any comments that were made when the timesheet was recycled.

Moving to the second line of information:

5. Edward Brown has submitted the timesheet again.
6. Jessica Butler reviewed it and this time, looking at the **Supervisor Action** column, she approved it (SuprApprvd) on 12/22.
7. The **TL Initiator** shows that Melissa James (the department payroll rep) approved it (**TL Init Action**) on 12/22 at 1:01 pm.
8. The **Timesheet Status** column now says "TL Initiator Approved."
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 127. | This concludes the topic **Electronic Timesheets**. If you have questions as you begin using the electronic timesheet, we recommend that you contact your department's Payroll Representative first as they are familiar with both timesheets and departmental policies.  
For technical difficulties call the ASC Help Desk at 6-HELP (6-4357). **End of Procedure.** |