

Report Your Monthly Time

Important Information

This document provides detailed steps for reporting monthly time on the Timesheet page. For the detailed steps to report biweekly time, refer to Report Your Biweekly Time (tl_ss_reporttimeprocedure_ss.html).

The basic steps to report monthly time are to either report no exceptions for the month or to enter the exceptions to your normal work schedule. This is done by entering hours or amounts that are exceptions to your normal work schedule if applicable, selecting a time reporting code(s), and clicking the Submit button.

View information on time reporting codes (TRCs)

Check with your departmental timekeeper or supervisor for departmental guidelines on the deadlines of when you should complete your time entry.

View information about system deadlines

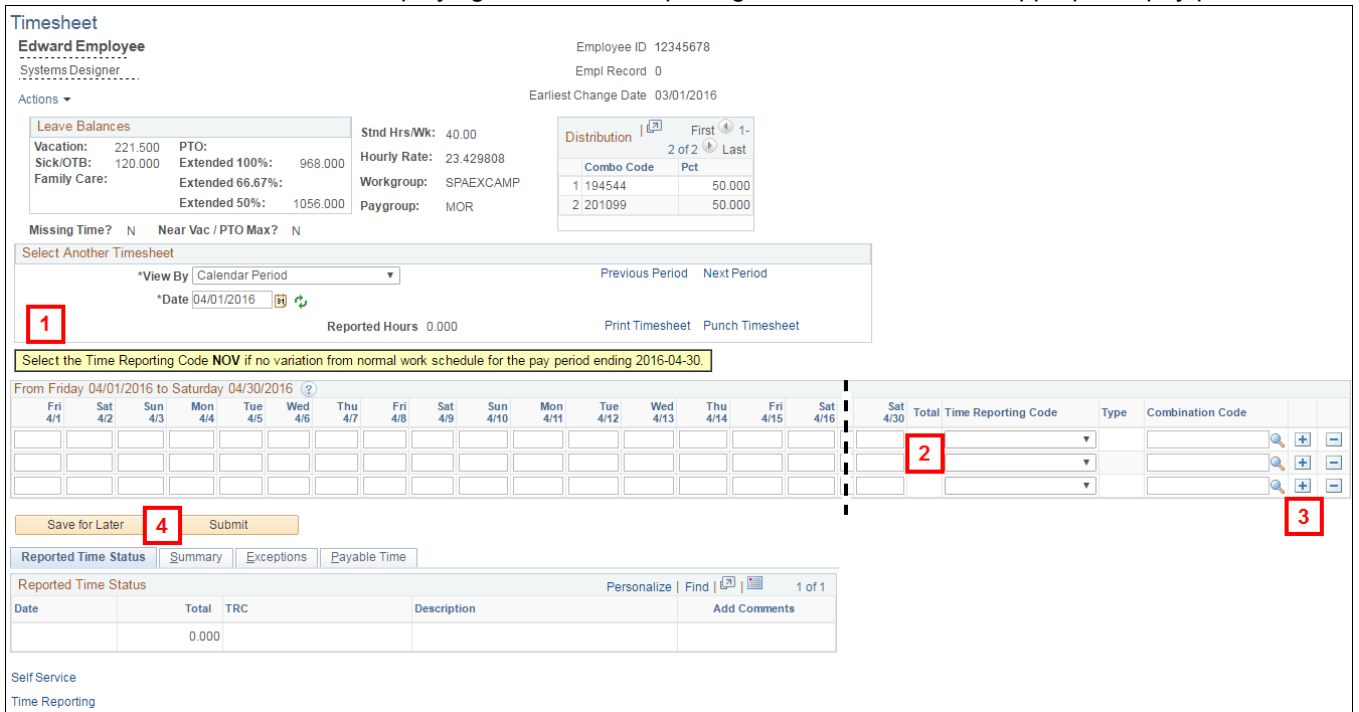
Navigation

Wolverine Access Gateway > Faculty & Staff > Employee Self-Service > Time Reporting > Report Time > Timesheet

Step-by-Step Process

Report Your Time

1. Check to make sure the dates displaying in the Time Reporting Row area are for the appropriate pay period.




The screenshot shows the Timesheet application interface for Edward Employee (Systems Designer). Key elements are highlighted with red boxes:




- 1**: The date selection field showing "Date 04/01/2016".
- 2**: The Time Reporting Code dropdown menu.
- 3**: The Submit button.
- 4**: The Save for Later button.

The interface also displays employee information (Employee ID: 12345678, Empl Record: 0, Earliest Change Date: 03/01/2016), leave balances, and a grid for reporting time from Friday 04/01/2016 to Saturday 04/30/2016. The grid shows reported hours of 0.000 for the selected date.

Date	Total	TRC	Description	Personalize	Find	1 of 1
		0.000			Add Comments	

Note: The screenshots of the monthly timesheet shown in this document have some of the dates cut out so that it is easier to see the full image of the Timesheet page. The cut out dates are indicated by the dashed line across the date rows.

- If you have no variations from your normal work schedule to report, select **NOV** from the Time Reporting Code (TRC) drop-down. If you have variations, enter the hours in the appropriate date fields and select a TRC from the **Time Reporting Code** drop-down.
 - Note:** If you report NOV (NO Variations), 1.000 is added to the first day of the month so that the NOV code can be saved. It is not processed as an actual hour of reported time.
- Three rows display initially. To add additional rows, click **Add Row** . You do not need to delete blank rows before submitting your time.
- After completing your time entry:
 - If you want to save your entries without submitting your timesheet for approval, click **Save for Later**. However, you must return to the timesheet before the end of the pay period to click Submit.
 - Click **Submit** to submit your time for the pay period. If your approver opted to receive approval email notifications, he/she will receive an email. You can make changes and click **Submit** again if necessary to report more time.
- If you wish to view the Approval Monitor, click the **Reported Status**.

Reported Time Status					
Summary					
Exceptions					
Payable Time					
Reported Time Status Personalize Find  1-2 of 2					
Date	Reported Status	Total	TRC	Description	Add Comments
03/08/2016	Approved 5	8.000	VAC	Vacation	
03/21/2016	Approved	8.000	SCL	Sick, Illness/Injury	


- If a single approver does not display on the Approval Monitor, click **Multiple Approvers** to view a list of everyone who can approve your reported time.

Approval Monitor

TLGroupMultiStageSOME_Stage10

Reported Time Approval for REG on 2015-06-08: Pending

Route to TL Primary Group

Pending  **6**


Reported Time Approval for REG on 2015-06-09: Pending

Route to TL Primary Group

Pending 

Reported Time Approval for REG on 2015-06-10: Pending

Route to TL Primary Group

Pending 

Reported Time Approval for REG on 2015-06-11: Pending

Route to TL Primary Group

Pending 

Reported Time Approval for REG on 2015-06-12: Pending

Route to TL Primary Group



Pending 

[Return to Timesheet](#)

- Click **Close**.
- Click **Return to Timesheet**.

Make Changes to Your Reported Time

Note: If you need to change the time reported for the current month or for a prior month (up to six prior months), you can do so up to the data entry deadline and submit again.

1. As needed, overwrite or delete the hours in existing Time Reporting Rows.
2. To delete a row, which includes all hours or amounts for a TRC, click **Delete Row** .
3. For each new TRC, click **Add Row**  and enter appropriate values in the TRC and date fields.
4. After changing your reported time, you must click **Submit**.

Enter Combo Codes (ShortCodes)

Some employees may be required to enter a Combo Code (ShortCode) in addition to hours and TRCs. Only do this if directed to do so by your supervisor.



Timesheet
Edward Employee Employee ID 12345678
Systems Designer Empl Record 0
Earliest Change Date 03/01/2016

Actions ▾

Leave Balances		Std Hrs/Wk: 40.00	Distribution L21 First 1-2 of 2 Last	
Vacation: 221.500	PTO:	Hourly Rate: 23.429808	Combo Code Pct	
Sick/OTB: 120.000	Extended 100%: 968.000	Workgroup: SPAEXCAMP	1 194544	50.000
Family Care:	Extended 66.67%:	Paygroup: MOR	2 201099	50.000
	Extended 50%: 1056.000			

Missing Time? N Near Vac / PTO Max? N




Select Another Timesheet

*View By Previous Period Next Period
*Date  
Reported Hours 0.000 [Print Timesheet](#) [Punch Timesheet](#)

Reported time on or after 04/01/2016 is for a future period.


Select the Time Reporting Code **NOV** if no variation from normal work schedule for the pay period ending 2016-04-30.

From Friday 04/01/2016 to Saturday 04/30/2016 [?](#)

Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Sun 4/10	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16	Sat 4/30	Total	Time Reporting Code	Type	Combination Code
			8.000	8.000	8.000	8.000	8.000											ONC - On Call Hours	Hours	237059   

[Save for Later](#) [Submit](#)

Reported Time Status [Summary](#) [Exceptions](#) [Payable Time](#)

Reported Time Status [Personalize](#) [Find](#) | [L21](#) |  1 of 1

Date	Total	TRC	Description	Add Comments
	0.000			

Self Service
Time Reporting