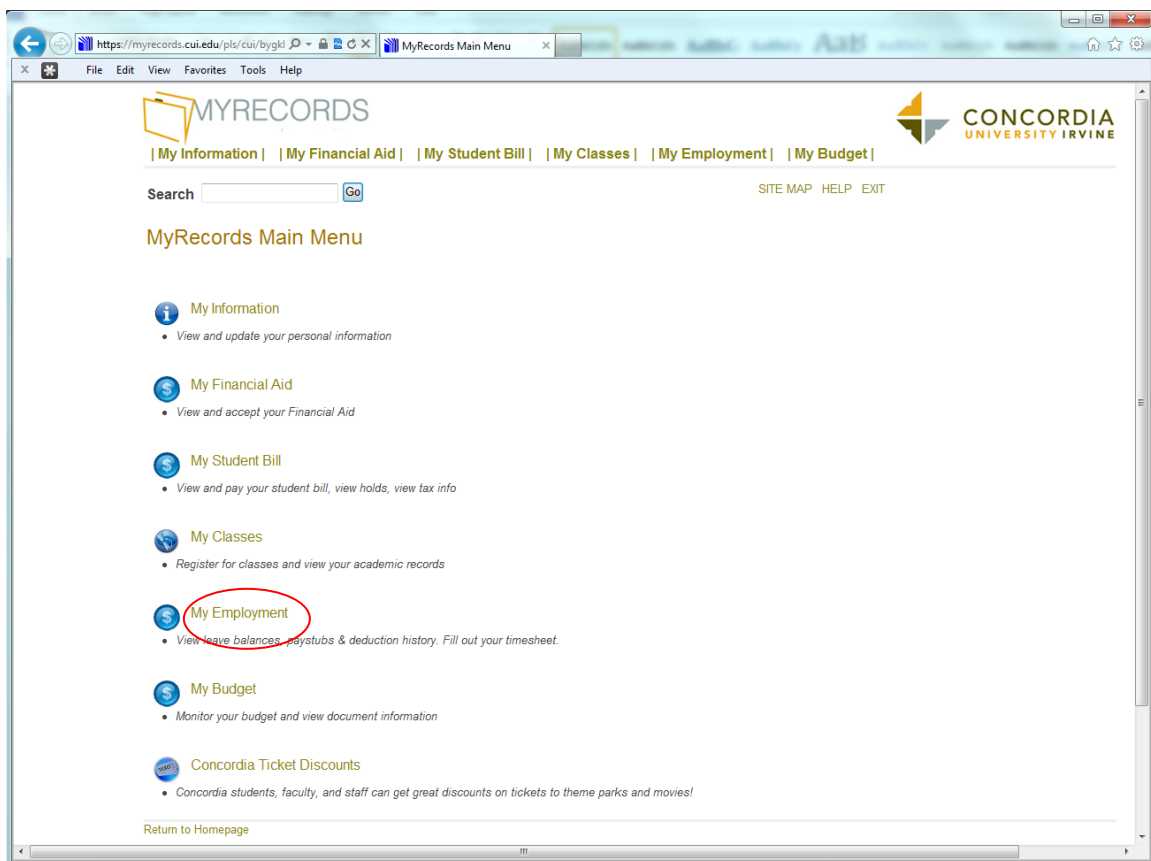


Hourly Employee Time Sheet Entry

Log into **MyRecords** at <https://myrecords.cui.edu>

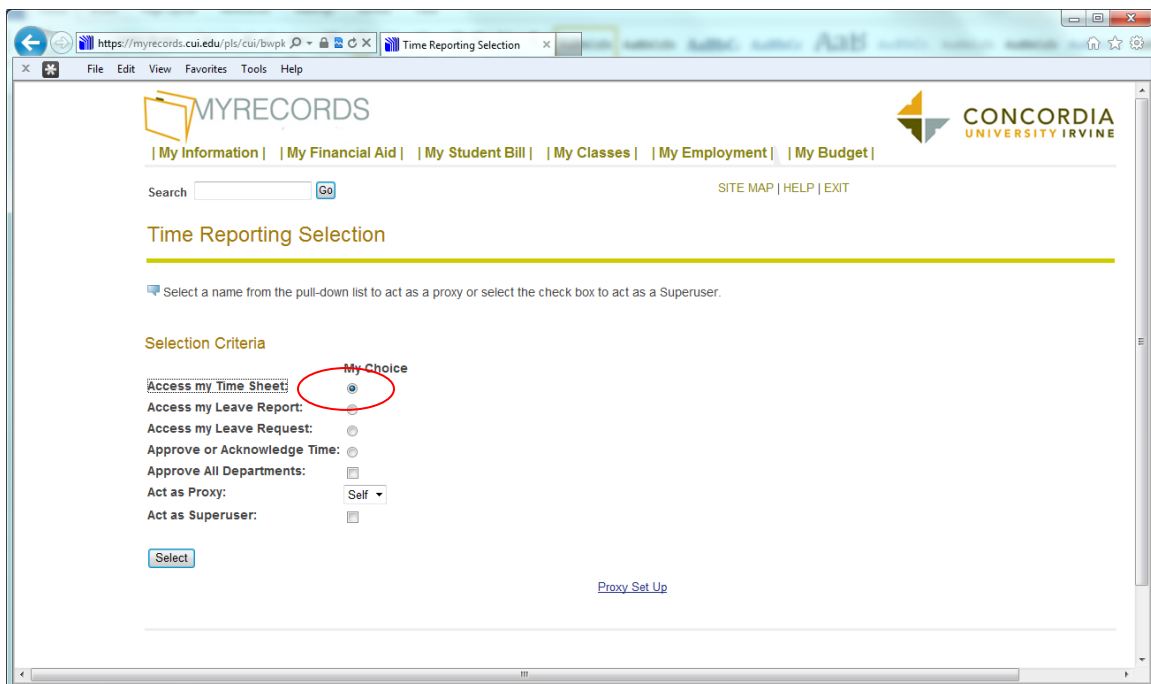
1. Click on the **My Employment** tab



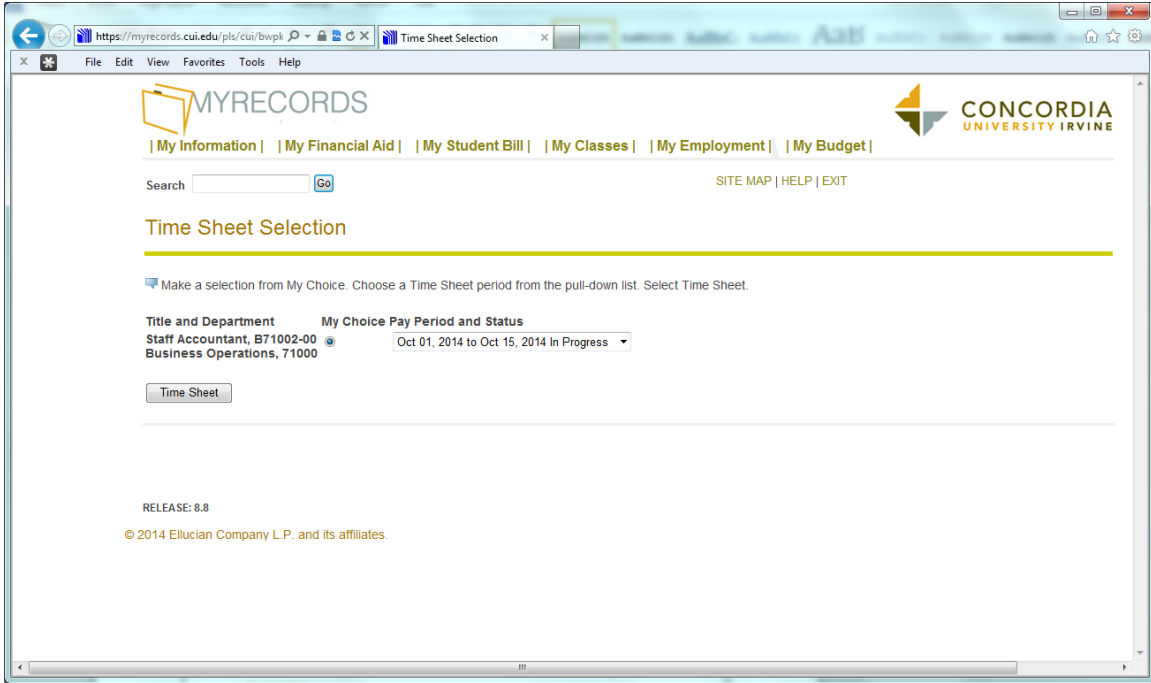
2. Click on the **Time Sheet** link



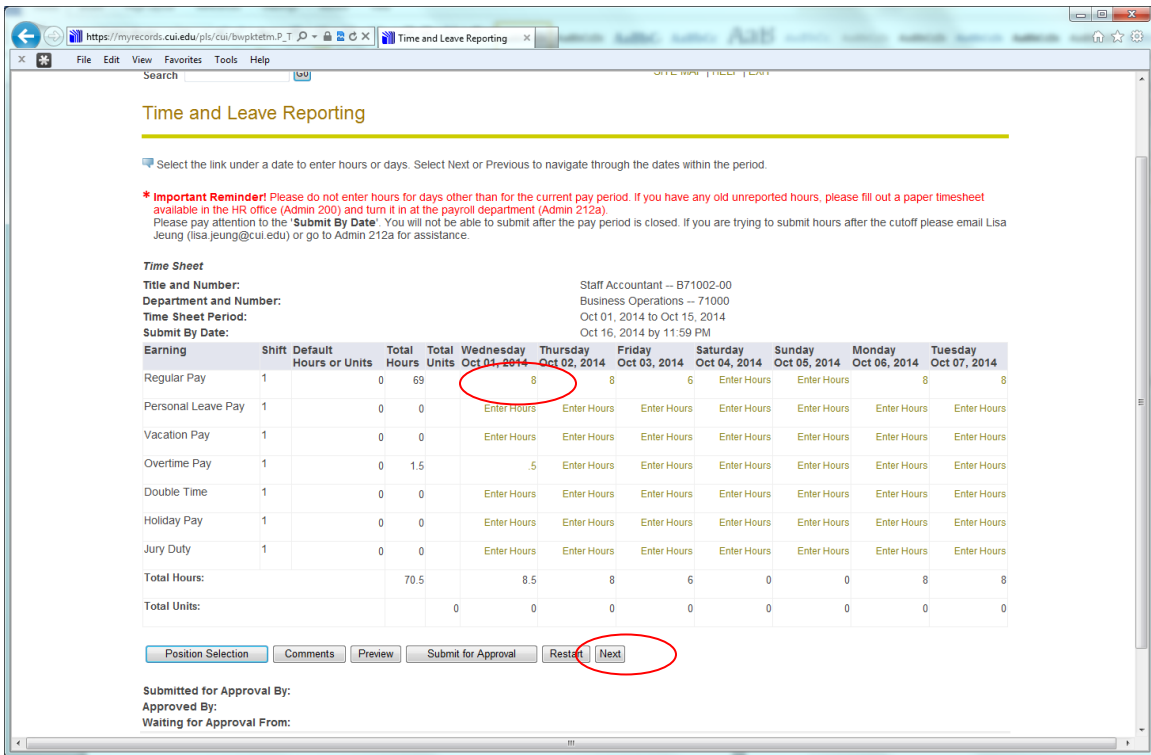
3. Select the Access my Time Sheet



- Select the appropriate pay period in the drop down menu and click the Time Sheet button



- Click on the **Enter Hours** link in the corresponding **Earning** row and date column



6. Enter **Time In and Time Out**

Be sure to enter time at intervals of 15 minutes

(For example, 10:00, 10:15, 10:30, 10:45)

Click Save button to display Total Hours

MYRECORDS

| My Information | | My Financial Aid | | My Student Bill | | My Classes | | My Employment | | My Budget |

Search Go SITE MAP | HELP | EXIT

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Wednesday, Oct 15, 2014
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	01:00 PM	5
1	01:30 PM	04:30 PM	3
1			0
1			0
1			0
			8

Time Sheet Previous Day
Add New Line Save Copy Delete

Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	8

Account Distribution

7. If you've worked the same hours for multiple days, you can click on the **Copy button** to copy hours to other dates

The screenshot shows a web browser window with the URL <https://myrecords.cui...> and the page title "Time In and Out". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The MYRECORDS logo is at the top left, with navigation links for My Information, My Financial Aid, My Student Bill, My Classes, My Employment, and My Budget. A search bar and a "Go" button are present, along with links for SITE MAP, HELP, and EXIT.

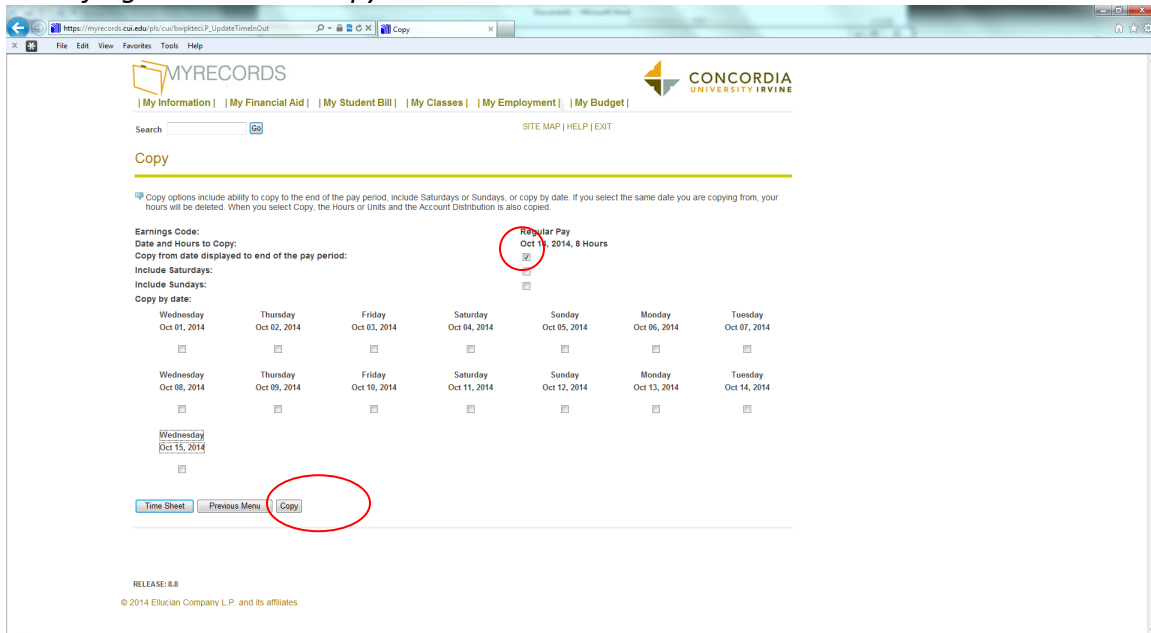
The main heading is "Time In and Out". Below it, a message states: "Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours."

The date is set to "Wednesday, Oct 15, 2014" and the earnings code is "Regular Pay". A table displays the time in and out for five shifts:

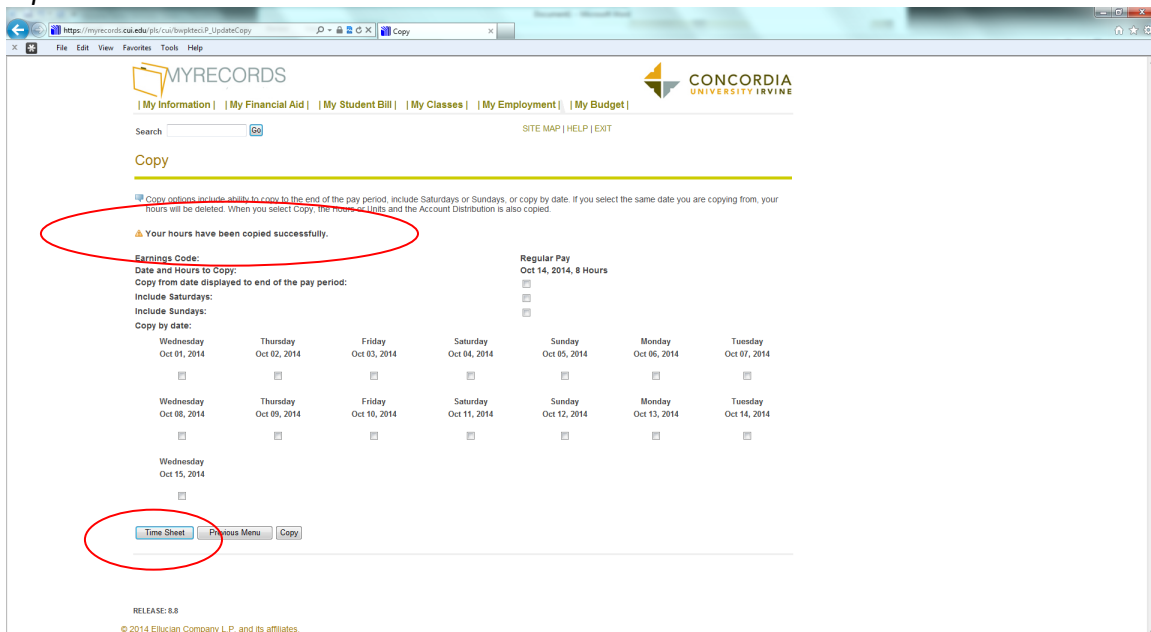
Shift	Time In	Time Out	Total Hours
1	08:00 AM	01:00 PM	5
1	01:30 PM	04:30 PM	3
1			0
1			0
1			0
			8

Below the table are buttons for "Time Sheet", "Previous Day", "Add New Line", "Save", "Copy", and "Delete". The "Copy" button is circled in red. At the bottom, the "Account Distribution" section shows "Regular Pay" with a shift of 1 and 8 hours, and an "Account Distribution" button.

For example: if you've worked the same hours every day for the entire pay period, you can check the first checkbox to copy the same hours into the remaining days. You can also check the appropriate dates if you're copying to specific dates. Don't forget to click the Copy button.



You will then get a yellow triangle with a note stating that you have successfully copied your hours. Click on Timesheet button and then the Preview button to see the hours reported.



- Click the Previous Menu button. Then click the **Submit for Approval** button when you're ready to submit your timesheet to your supervisor.

Summary of Reported Time

Set your printer layout to Landscape before printing.

Laura Corchado
Staff Accountant, B71002-00

Business Operations, 71000

Time Sheet

Earning Shift Code	Total Hours	Wednesday, Oct 01, 2014	Thursday, Oct 02, 2014	Friday, Oct 03, 2014	Saturday, Oct 04, 2014	Sunday, Oct 05, 2014	Monday, Oct 06, 2014	Tuesday, Oct 07, 2014	Wednesday, Oct 08, 2014	Thursday, Oct 09, 2014	Friday, Oct 10, 2014	Saturday, Oct 11, 2014	Sunday, Oct 12, 2014	Monday, Oct 13, 2014	Tuesday, Oct 14, 2014	Wednesday, Oct 15, 2014
Regular 1	8.5	8	8	6			8	8	7	8	8	8	8	8	8.25	8
Overtime 1	1.75		.5							1					.25	
Total Hours:	88.75	8.5	8	6			8	8	7	8	8	8	8	8	8.25	8
Total Units:	0															

Time In and Out, Regular Pay

Wednesday, Oct 01, 2014	Thursday, Oct 02, 2014	Friday, Oct 03, 2014	Saturday, Oct 04, 2014	Sunday, Oct 05, 2014	Monday, Oct 06, 2014	Tuesday, Oct 07, 2014	Wednesday, Oct 08, 2014	Thursday, Oct 09, 2014	Friday, Oct 10, 2014	Saturday, Oct 11, 2014	Sunday, Oct 12, 2014	Monday, Oct 13, 2014	Tuesday, Oct 14, 2014	Wednesday, Oct 15, 2014
08:00 AM	08:00 AM	07:00 AM			08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM			08:00 AM	08:00 AM	08:00 AM
11:15 AM	01:00 PM	01:00 PM			02:00 PM	02:15 PM	01:30 PM	02:00 PM	12:00 PM			01:00 PM	02:00 PM	02:00 PM
11:45 AM	01:30 PM				02:30 PM	02:45 PM	03:00 PM	02:30 PM	12:30 PM			01:30 PM	02:30 PM	02:30 PM
04:30 PM	04:30 PM				04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM			04:30 PM	04:30 PM	04:30 PM

Time In and Out, Overtime Pay

Wednesday, Oct 01, 2014	Thursday, Oct 02, 2014	Friday, Oct 03, 2014	Saturday, Oct 04, 2014	Sunday, Oct 05, 2014	Monday, Oct 06, 2014	Tuesday, Oct 07, 2014	Wednesday, Oct 08, 2014	Thursday, Oct 09, 2014	Friday, Oct 10, 2014	Saturday, Oct 11, 2014	Sunday, Oct 12, 2014	Monday, Oct 13, 2014	Tuesday, Oct 14, 2014	Wednesday, Oct 15, 2014
07:45 AM								04:30 PM					04:30 PM	
08:00 AM								05:30 PM					04:45 PM	
04:30 PM														
04:45 PM														

Previous Menu

Please be sure to check that you have **all work days** reported before submitting for approval.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

*** Important Reminder!** Please do not enter hours for days other than for the current pay period. If you have any old unreported hours, please fill out a paper timesheet available in the HR office (Admin 200) and turn it in at the payroll department (Admin 212a). Please pay attention to the 'Submit By Date'. You will not be able to submit after the pay period is closed. If you are trying to submit hours after the cutoff please email Lisa Jeung (lisa.jeung@cu.edu) or go to Admin 212a for assistance.

▲ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Staff Accountant -- B71002-00
 Department and Number: Business Operations -- 71000
 Time Sheet Period: Oct 01, 2014 to Oct 15, 2014
 Submit By Date: Oct 16, 2014 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Oct 01, 2014	Thursday Oct 02, 2014	Friday Oct 03, 2014	Saturday Oct 04, 2014	Sunday Oct 05, 2014	Monday Oct 06, 2014	Tuesday Oct 07, 2014
Regular Pay	1		0	85		8	8	6	Enter Hours	Enter Hours	8
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1		0	1.75		.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Double Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				86.75		8.5	8	6	0	0	8
Total Units:					0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Oct 15, 2014
 Approved By:
 Waiting for Approval From: Mary Woolfolk

Congratulations, your timesheet has been submitted to your supervisor. Should you come back to view your timesheet at a later time, you can view the status of your timesheet.