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

A market in the second state of the second	C X M Time Reporting Selection X	 ☆ ©
🗙 🎇 File Edit View Favorites Tools Help		
		Ě
		-
Search Go	SITE MAP HELP EXIT	
Time Reporting Sele	ection	
Relect a name from the pull-do	vn list to act as a proxy or select the check box to act as a Superuser.	
Selection Criteria		н
Access my Time Sheet: Access my Leave Report:	My Choice	
Access my Leave Request:	0	
Approve or Acknowledge Time		
Act as Proxy:	Self -	
Act as Superuser:		
Select		
	Proxy Set Up	
		- 11
		-
•	19	P.

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

K Kile Edit V	records.cui.edu/pls/cui/bwpk / 이 · · · · · · · · · · · · · · · · · ·
	My Information My Financial Aid My Student Bill My Classes My Employment My Budget
S	Search SITE MAP HELP EXIT
-	Time Sheet Selection
	Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet. Title and Department My Choice Pay Period and Status Staff Accountant, B71002-00 Cot 01, 2014 to Oct 15, 2014 in Progress Cot 01, 2014 to Oct 15, 2014 in Progress Time Sheet
R © 20	RELEASE: 8.8 D14 Ellucian Company L.P. and its affiliates.
<	m

5. Click on the Enter Hours link in the corresponding Earning row and date column

							_									x
\leftarrow	https://my	records.cui.edu/pls/cui/bwpk	tetm.P_	×5≦≜ + Q 1	削 Time a	nd Leav	e Reporting X	and the state of the	Address and	- Aat	and the second second			Autor in	କି ଛ ି	(i)) (i))
× 🗶	File Edit	View Favorites Tools H Search	lelp	60					OT E WA							
																Î
		Time and Lea	ve F	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 Remindert 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 (itsa jeung@cui.edu) or go to Admin 212a for assistance.															
		Time Sheet														
		Title and Number:	hor					Staff A	ccountant B71	71000						
		Time Sheet Period:	iber.					Oct 01	, 2014 to Oct 15	, 2014						
		Submit By Date: Earning	Shift	Default	Total	Total	Wednesday	Oct 16 Thursday	, 2014 by 11:59 Friday	PM Saturday	Sunday	Monday	Tuesday			
		Pequiar Pay	4	Hours or Units	Hours	Units	Oct 01, 2014	Oct 02, 2014	Oct 03, 2014	Oct 04, 2014	Oct 05, 2014	Oct 06, 2014	Oct 07, 2014			
		Regulai Pay			0 69		° (6	Enter Hours	Enter Hours	6	i ö			
		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 1.5		.5	Enter Hours	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:			70.5		8.5	8	6	0	0	8	8			
		Total Units:				0	0	C	0	0	0	(0			
		Position Selection		Comments Prev	iew	Submit	for Approval	Restatt Ne	xt							
		Approved By: Waiting for Approval	From													

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

			4 14 500		
	Edit View Fa	unites Tools	C X MIT	ime In and	d Out × Diana Contraction Con
		(REC	ORDS	S al Aid	My Student Bill My Classes My Employment My Budget
	Search		Go		SITE MAP HELP EXIT
	Time In	and Ou	t		
	Enter time Date: Farnings Co	at intervals o Wednes	of 15 minutes sday, Oct 15	s in the 9 5, 2014	99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.
	Shift Time	In	Time Out		Total Hours
	1 08:00	AM ·	01:00	PM -	• 5
	1 01:30	PM ·	• 04:30	PM -	- 3
	1	AM ·	•	AM 👻	• 0
	1	AM	•	AM -	• 0
	1	AM		AM -	• 0
					8
	Time Sheet Add New L	Previou ine Save	s Day Oopy De	elete	
	Account Dis	tribution			
	Earnings Co Regular Pay	de Shift Ho 1	8 Acc	ount Dist	tribution
•					

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

				L CELLUM		
	Edit Vie	ords.cui &	s Tools	C X 👔 Ti	me In and	d Out × 10 값 않
		MYF		DRDS y Financia	S al Aid	My Student Bill My Classes My Employment My Budget
	Search	1		Go		SITE MAP HELP EXIT
	Tim	e In an	id Out	t		
	Tente:	er time at ir	ntervals of	15 minutes	in the 9	99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.
	Earnir	igs Code:	Regular	Pay	, 2014	Tetellious
	1	08:00	AM 🔻	01:00	PM 🔻	• 5
	1	01:30	PM -	04:30	PM -	- 3
	1		AM -		AM -	• 0
	1		AM -		AM -	• 0
	1		AM -		AM -	• 0
						8
	Time	e Sheet	Previous	Day		
	Add	New Line	Save	Copy De	lete	
	Accou	nt Distribu	ution			
	Earnir Regula	igs Code : ar Pay	1 1	8 Acc	ount Distr	tribution
٠						

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.

(-) (-) https://myrecords	.cui.edu/pls/cui/bwpkteci.P_Updat	teTimeInOut 🔎		×	Scored Wood	-		1000	- 0 - 0 f
X 🔀 File Edit View	Favorites Tools Help	ORDS	My Student Bill M	y Classes My Emj	oloyment My Bud	get	ONCORDIA		
	Search	60			SITE MAP HELP EXIT				
	Сору								
	Copy options include a hours will be deleted.	ability to copy to the end (When you select Copy, th	of the pay period, include e Hours or Units and the .	Saturdays or Sundays, o Account Distribution is als	r copy by date. If you sele to copied.	ect the same date you a	re copying from, your		
	Earnings Code: Date and Hours to Cop Copy from date display Include Saturdays: Include Sundays: Copy by date:	ny: ved to end of the pay po	eriod:	(Regular Pay Oct 11, 2014, 8 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								
			_						
	Time Sheet Previo	ous Menu Copy	\mathcal{A}						
	RELEASE: 8.8	D and its officiatos							
	S 2014 Enocial Company Li	n, anu na aniliates.							

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.



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

File Edit	View Favo	orites	Tools	Help	-														
	Sumn	nar	y of	Report	ed Time	Э													
	👎 Set you	ur prir	nter lay	out to Land	scape befor	e printing.													
	Laura Cor Staff Acco	rchad ountai	lo nt, B71	002-00												I	Business C	perations,	71000
	Time She	et																	
	Earning S Code	hift T H	otal To ours U	otal Wednes nits Oct 01, 2	day, Thursda 014 Oct 02, 2014	ay, Friday Oct 03, 2014	, Saturday Oct 04, 2014	, Sunday , Oct 05, 2014	Monday Oct 06, 2014	, Tuesd Oct 07 2014	ay,Wed , Oct0	nesday, 8, 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	, Wed Oct
	Regular 1 Pay		85		8	8	в		8	8	8	7		8	8		8	8 8	в
	Overtime 1 Pay		1.75		.5									1				.25	5
	Total Hou	rs:	86.75		8.5	8	8		8	8	8	7		9	8		1	8 8.25	5
	Total Unit	s:		0															
	Time In ai	nd Ou	ut, Reg	ular Pay															
	Wednesda Oct 01, 2014	ay Th Oc 201	ursday t 02, 14	Friday Oct 03, 2014	Saturday Oct 04, 2014	Sunday Oct 05, 2014	Monday Oct 06, 2014	Tuesday Oct 07, 2014	/ Wedr Oct 0 2014	nesday 18,	Thursday Oct 09, 2014	Frida Oct 1 2014	ay Satu 10, Oct 2014	urday 11, I	Sunday Oct 12, 2014	Monday Oct 13, 2014	Tuesday Oct 14, 2014	Wedne Oct 15	asday , 201
	08:00 AM 11:15 AM	08 01	:00 AM :00 PM	07:00 AM 01:00 PM			08:00 AM 02:00 PM	08:00 AM	/ 08:00 / 01:30) AM) PM	08:00 AM 02:00 PM	08:0	D AM D PM			08:00 AM 01:00 PM	08:00 AM	1 08:00 / 1 02:00 F	AM PM
	11:45 AM 04:30 PM	01 04	:30 PM :30 PM				02:30 PM 04:30 PM	02:45 PI 04:30 PI	/ 03:00 / 04:30) PM) PM	02:30 PM 04:30 PM	12:30 04:30	D PM D PM			01:30 PM 04:30 PM	02:30 PI 04:30 PI	/ 02:30 F	PM PM
	Time In ai	nd Ou	ut. Ove	ertime Pav															
	Wednesda Oct 01, 2014	ay Th Oc 201	ursday t 02, 14	Friday Oct 03, 2014	Saturday Oct 04, 2014	Sunday Oct 05, 2014	Monday Oct 06, 2014	Tuesday Oct 07, 2014	V Wedr Oct 0 2014	nesday 18,	Thursday Oct 09, 2014	Frida Oct 1 2014	ay Satu 10, Oct 2014	urday 11, I	Sunday Oct 12, 2014	Monday Oct 13, 2014	Tuesday Oct 14, 2014	Wedne Oct 15	esday , 201
	07:45 AM 08:00 AM										04:30 PM 05:30 PM						04:30 PI 04:45 PI	4	
	04:30 PM 04:45 PM																		
	Provinu	ic Mo	011																

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

<	https://my	yrecords. cui.edu /pls/cui/bw View Favorites Tools	pktes ,0 Help	- A 2 C X M	Time and I	.eave Re	porting ×		-		-	-		- □ ×
		Time and Lea	ive f	Reporting										
		Select the link unde	r a dat	e to enter hours or	days. Se	elect Ne	ext or Previous t	o navigate throi	ugh the dates wi	thin the period.				
		* Important Reminde available in the HR of Please pay attention Jeung (lisa jeung@o	er! Plea office (/ i to the ul edu	ase do not enter ho dmin 200) and tur 'Submit By Date' or go to Admin 21	ours for c n it in at You will 2a for as	lays oth the pay not be sistand	her than for the rroll department able to submit a ce.	current pay per (Admin 212a). Ifter the pay per	iod. If you have	any old unrepor you are trying to	ted hours, pleas o submit hours a	se fill out a pape	er <mark>timesheet</mark> Iease email Lisa	a
	\subseteq	Time Sheet	as su	omitted success	ully.									
		Title and Number: Department and Num Time Sheet Period: Submit By Date:	nber:					Staff A Busine Oct 01 Oct 16	ccountant B7 ss Operations , 2014 to Oct 15 , 2014 by 11:59	002-00 71000 , 2014 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) 85		8	8	6	Enter Hours	Enter Hours	8	8 8	3
		Personal Leave Pay	1) 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3
		Vacation Pay	1		0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3
		Overtime Pay	1		0 1.75		.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3
		Double Time	1		0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3
		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	8 8	3
		Total Units:				0	0	C	0	0	0	0 0) ()
		Position Selection		Comments Previ	ew Ne	xt F	Return Time							_
		Submitted for Appro Approved By:	val By	:				You or	0 Oct 15, 2014					
4		waiting for Approva	FIOM					wary v	VUUIIUIK					

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.