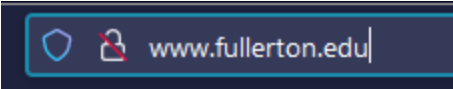
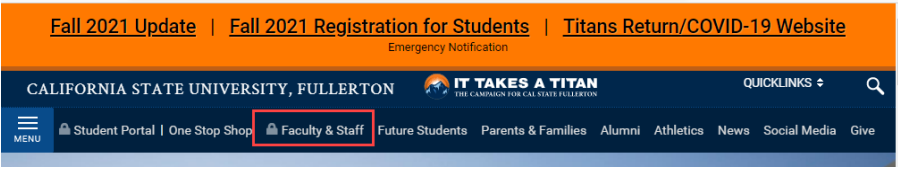
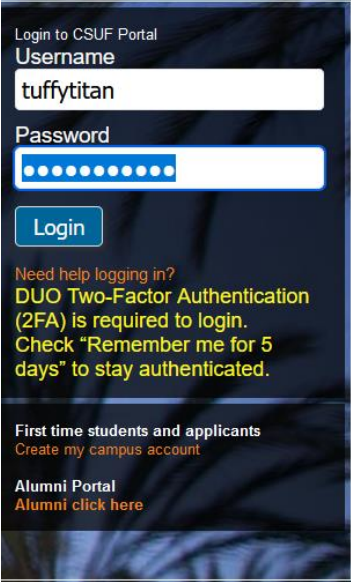


Hourly student employees are required to submit their hours worked using the Time Reporting functionality.

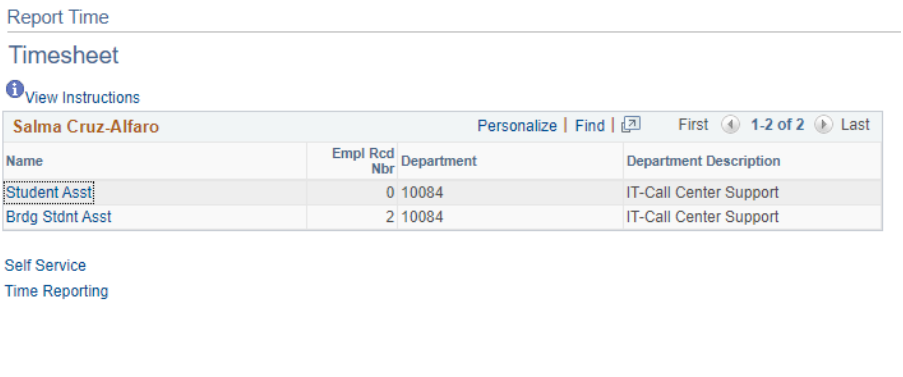
**!** It is recommended that **hours are entered at the end of each work day** to keep their Timesheet up to date and ensure timely payment. All hours worked must be submitted by the last day of the pay period.

## 1.0 Accessing your Timesheet

The Timesheet is available via the campus Employee portal.


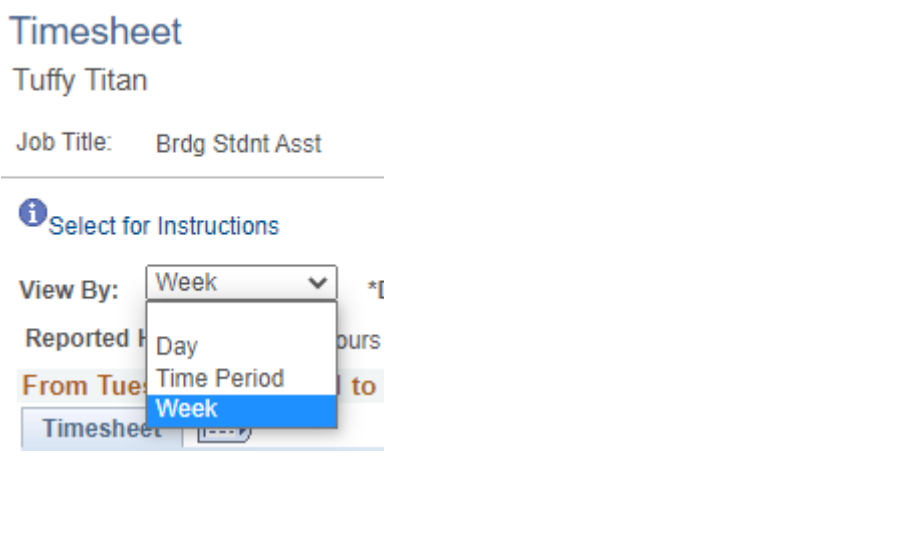
Processing Steps	Screen Shots
<p><b>Step 1:</b> Open any browser. In the address line, type <a href="http://www.fullerton.edu">www.fullerton.edu</a> and press "Enter".</p>	
<p><b>Step 2:</b> From the campus homepage, click on <b>Faculty &amp; Staff</b>.</p>	
<p><b>Step 3:</b> Enter your campus Username, Password and click <b>Login</b>.</p>	

Processing Steps	Screen Shots
<p><b>Step 4:</b> Authenticate using DUO.</p>	
<p><b>Step 5:</b> Click on the <b>Titan Online</b> icon.</p>	
<p><b>Step 6:</b> Click on the <b>Titan Online</b> icon again.</p>	
<p><b>Step 7:</b> In the Employee Self Service section, select "Time Reporting" under the My Absence &amp; Time Management menu.</p> <p>Navigation: <a href="#">Employee Self Service &gt; My Absence &amp; Time Management &gt; Time Reporting</a></p>	


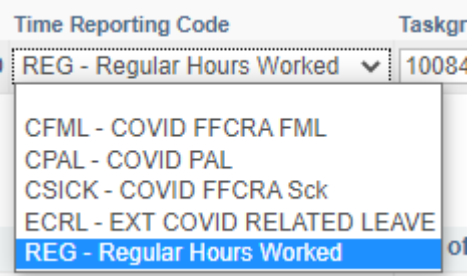

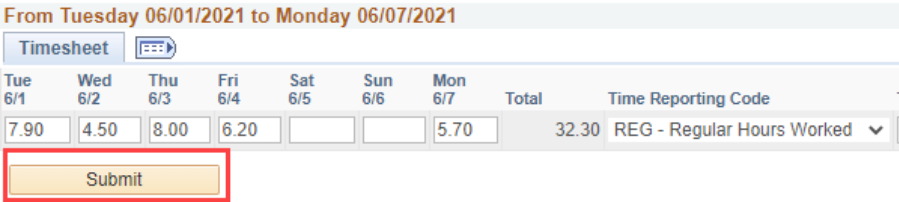

Processing Steps	Screen Shots
<p><b>Step 8:</b></p> <p>If you are employed in multiple appointments, you will have to select the appropriate appointment. If you are unsure which appointment to select, consult with your department Timekeeper.</p>	


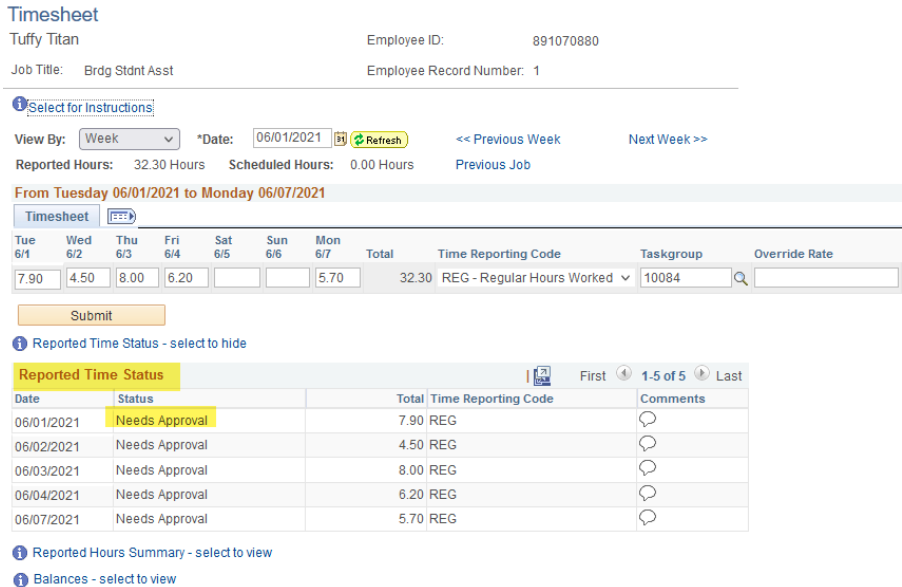
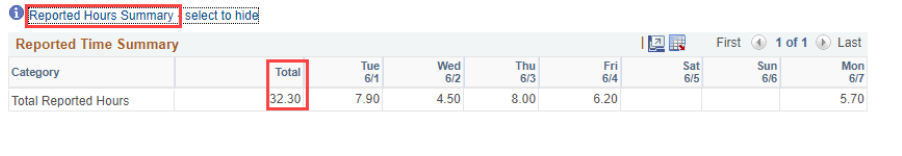
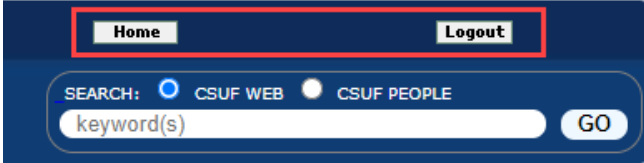
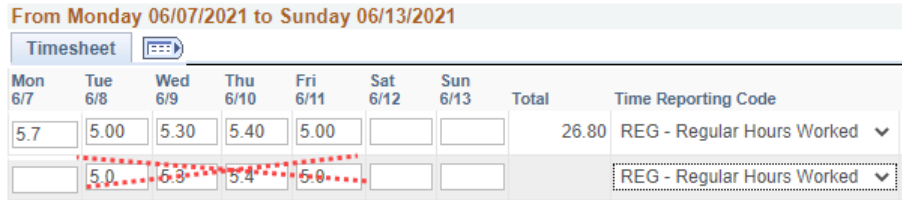
## 2.0 Report Hours Worked

While all hours worked may be entered at the end of the pay period, to ensure timely payment, it is strongly recommended to enter your hours at the end of your work day.

Processing Steps	Screen Shots
<p><b>Step 1:</b></p> <p>“View By” defaults to “Week” – no action is required.</p> <p>To change your Timesheet view, use the drop-down menu and select the appropriate option.</p> <p> Do not use “Select for Instructions”. If you need further assistance with completing the Timesheet, consult with your department Timekeeper.</p>	


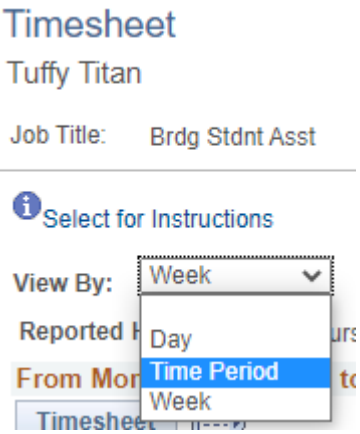
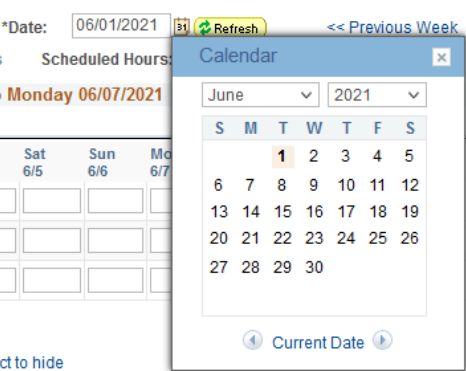
Processing Steps	Screen Shots																						
<p><b>Step 2:</b> Using the calendar icon, select the work day or first day of the work week for which you wish to report hours.</p> <p><b>Step 3:</b> Click <b>Refresh</b>.</p>																							
<p><b>Step 4:</b> On the appropriate date, enter the total hours worked for the day, using the <b>Partial Hours Conversion Chart</b> to convert minutes to 10ths.</p> <p><b>⚠ All minutes must be rounded to the 10<sup>th</sup>. Please refer to the Partial Hours Conversion Chart.</b></p> <p>For example, if total time work for the day is 7 hours and 51 minutes, the entry will be "7.9".</p>	<p><b>From Tuesday 06/01/2021 to Monday 06/07/2021</b></p> <p>Exmample: Worked 7 hours and 51 minutes, enter "7.9".</p> <p style="text-align: center;"><b>Partial Hours Conversion Chart</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Minutes</th> <th>10ths</th> </tr> </thead> <tbody> <tr><td>1 – 6</td><td>0.1</td></tr> <tr><td>7 – 12</td><td>0.2</td></tr> <tr><td>13 – 18</td><td>0.3</td></tr> <tr><td>19 – 24</td><td>0.4</td></tr> <tr><td>25 – 30</td><td>0.5</td></tr> <tr><td>31 – 36</td><td>0.6</td></tr> <tr><td>37 - 42</td><td>0.7</td></tr> <tr><td>43 – 48</td><td>0.8</td></tr> <tr><td>49 – 54</td><td>0.9</td></tr> <tr><td>55 – 60</td><td>1.0</td></tr> </tbody> </table>	Minutes	10ths	1 – 6	0.1	7 – 12	0.2	13 – 18	0.3	19 – 24	0.4	25 – 30	0.5	31 – 36	0.6	37 - 42	0.7	43 – 48	0.8	49 – 54	0.9	55 – 60	1.0
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<p><b>Step 4a:</b> You may enter time worked for more than one day at a time on the same row.</p>	<p><b>From Tuesday 06/01/2021 to Monday 06/07/2021</b></p>																						


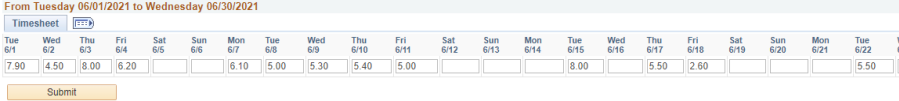

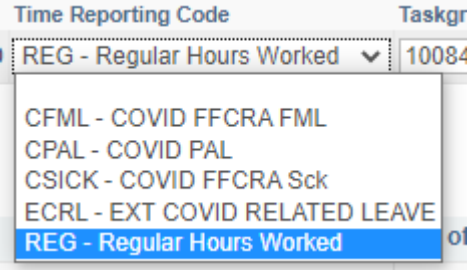

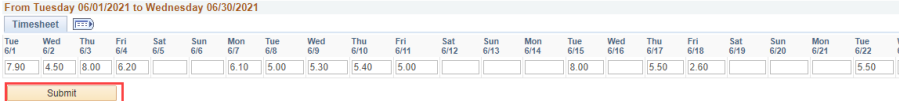
Processing Steps	Screen Shots																		
<p><b>Step 5:</b> <b>Time Reporting Code:</b> Select "REG – Regular Hours Worked"</p> <p> If you have other type of reported time, consult with your department timekeeper or Payroll Services.</p>	 <p>The screenshot shows a dropdown menu for 'Time Reporting Code' with 'REG - Regular Hours Worked' selected. Other options include CFML - COVID FFCRA FML, CPAL - COVID PAL, CSICK - COVID FFCRA Sck, and ECRL - EXT COVID RELATED LEAVE.</p>																		
<p><b>Step 6:</b> Click <b>Submit</b>.</p> <p> Clicking Submit does not finalize your timesheet. You can return to the timesheet to make additional entries until the pay period closes which is typically 5 calendar days after the start of the next month (i.e. the January pay period is closed as of February 5<sup>th</sup>). If you have additional entries or corrections after the period is closed, consult with your department Timekeeper.</p>	 <p>The screenshot shows a timesheet for the period 'From Tuesday 06/01/2021 to Monday 06/07/2021'. It includes a table with columns for days (Tue 6/1 to Mon 6/7), Total, and Time Reporting Code. The 'Submit' button is highlighted with a red box.</p> <table border="1" data-bbox="587 709 1481 793"> <thead> <tr> <th>Tue 6/1</th> <th>Wed 6/2</th> <th>Thu 6/3</th> <th>Fri 6/4</th> <th>Sat 6/5</th> <th>Sun 6/6</th> <th>Mon 6/7</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>7.90</td> <td>4.50</td> <td>8.00</td> <td>6.20</td> <td></td> <td></td> <td>5.70</td> <td>32.30</td> <td>REG - Regular Hours Worked</td> </tr> </tbody> </table>	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Mon 6/7	Total	Time Reporting Code	7.90	4.50	8.00	6.20			5.70	32.30	REG - Regular Hours Worked
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7.90	4.50	8.00	6.20			5.70	32.30	REG - Regular Hours Worked											
<p><b>Step 7:</b> You will receive a confirmation message that your submission was successful.</p> <p>Click <b>OK</b>.</p>	 <p>The screenshot shows a 'Submit Confirmation' message with a checkmark icon and the text: 'The Submit was successful. Time for the Week of 2021-06-01 to 2021-06-07 is submitted'. An 'OK' button is visible at the bottom.</p>																		

Processing Steps	Screen Shots																																																				
<p><b>Step 8:</b></p> <p>The time you reported now appears in the Reported Time Status. The status will remain “Needs Approval” until the manager/MPP approves it.</p> <p> Entries cannot be corrected after they are approved. To make a correction, consult with your department Timekeeper.</p>	 <p>Timesheet Tuffy Titan Employee ID: 891070880 Job Title: Brgd Stndt Asst Employee Record Number: 1</p> <p>View By: Week *Date: 06/01/2021 Refresh &lt;&lt; Previous Week Next Week &gt;&gt; Reported Hours: 32.30 Hours Scheduled Hours: 0.00 Hours Previous Job</p> <p>From Tuesday 06/01/2021 to Monday 06/07/2021</p> <table border="1"> <thead> <tr> <th>Tue 6/1</th> <th>Wed 6/2</th> <th>Thu 6/3</th> <th>Fri 6/4</th> <th>Sat 6/5</th> <th>Sun 6/6</th> <th>Mon 6/7</th> <th>Total</th> <th>Time Reporting Code</th> <th>Taskgroup</th> <th>Override Rate</th> </tr> </thead> <tbody> <tr> <td>7.90</td> <td>4.50</td> <td>8.00</td> <td>6.20</td> <td></td> <td></td> <td>5.70</td> <td>32.30</td> <td>REG - Regular Hours Worked</td> <td>10084</td> <td></td> </tr> </tbody> </table> <p>Reported Time Status</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Total</th> <th>Time Reporting Code</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>06/01/2021</td> <td>Needs Approval</td> <td>7.90</td> <td>REG</td> <td></td> </tr> <tr> <td>06/02/2021</td> <td>Needs Approval</td> <td>4.50</td> <td>REG</td> <td></td> </tr> <tr> <td>06/03/2021</td> <td>Needs Approval</td> <td>8.00</td> <td>REG</td> <td></td> </tr> <tr> <td>06/04/2021</td> <td>Needs Approval</td> <td>6.20</td> <td>REG</td> <td></td> </tr> <tr> <td>06/07/2021</td> <td>Needs Approval</td> <td>5.70</td> <td>REG</td> <td></td> </tr> </tbody> </table>	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Mon 6/7	Total	Time Reporting Code	Taskgroup	Override Rate	7.90	4.50	8.00	6.20			5.70	32.30	REG - Regular Hours Worked	10084		Date	Status	Total	Time Reporting Code	Comments	06/01/2021	Needs Approval	7.90	REG		06/02/2021	Needs Approval	4.50	REG		06/03/2021	Needs Approval	8.00	REG		06/04/2021	Needs Approval	6.20	REG		06/07/2021	Needs Approval	5.70	REG	
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<p><b>Step 9:</b></p> <p>Click on <b>Reported Hours Summary</b> link to view total hours for the week.</p>	 <p>Reported Hours Summary</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Total</th> <th>Tue 6/1</th> <th>Wed 6/2</th> <th>Thu 6/3</th> <th>Fri 6/4</th> <th>Sat 6/5</th> <th>Sun 6/6</th> <th>Mon 6/7</th> </tr> </thead> <tbody> <tr> <td>Total Reported Hours</td> <td>32.30</td> <td>7.90</td> <td>4.50</td> <td>8.00</td> <td>6.20</td> <td></td> <td></td> <td>5.70</td> </tr> </tbody> </table>	Category	Total	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Mon 6/7	Total Reported Hours	32.30	7.90	4.50	8.00	6.20			5.70																																		
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<p><b>Step 10:</b></p> <p>To exit the Timesheet page, click <b>Home</b>.</p> <p>To exit the Employee Self Service portal, click <b>Logout</b>.</p>																																																					
<p><b>Step 11:</b></p> <p>Repeat the above steps to report hours for the remaining of the pay period.</p> <p>When reporting hours for subsequent week, enter the hours on the same row as the previous day/week – on the first row. They do not need to be entered on a separate row.</p>	 <p>Timesheet</p> <p>From Monday 06/07/2021 to Sunday 06/13/2021</p> <table border="1"> <thead> <tr> <th>Mon 6/7</th> <th>Tue 6/8</th> <th>Wed 6/9</th> <th>Thu 6/10</th> <th>Fri 6/11</th> <th>Sat 6/12</th> <th>Sun 6/13</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>5.7</td> <td>5.00</td> <td>5.30</td> <td>5.40</td> <td>5.00</td> <td></td> <td></td> <td>26.80</td> <td>REG - Regular Hours Worked</td> </tr> <tr> <td></td> <td>5.0</td> <td>5.3</td> <td>5.4</td> <td>5.0</td> <td></td> <td></td> <td></td> <td>REG - Regular Hours Worked</td> </tr> </tbody> </table>	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Sun 6/13	Total	Time Reporting Code	5.7	5.00	5.30	5.40	5.00			26.80	REG - Regular Hours Worked		5.0	5.3	5.4	5.0				REG - Regular Hours Worked																									
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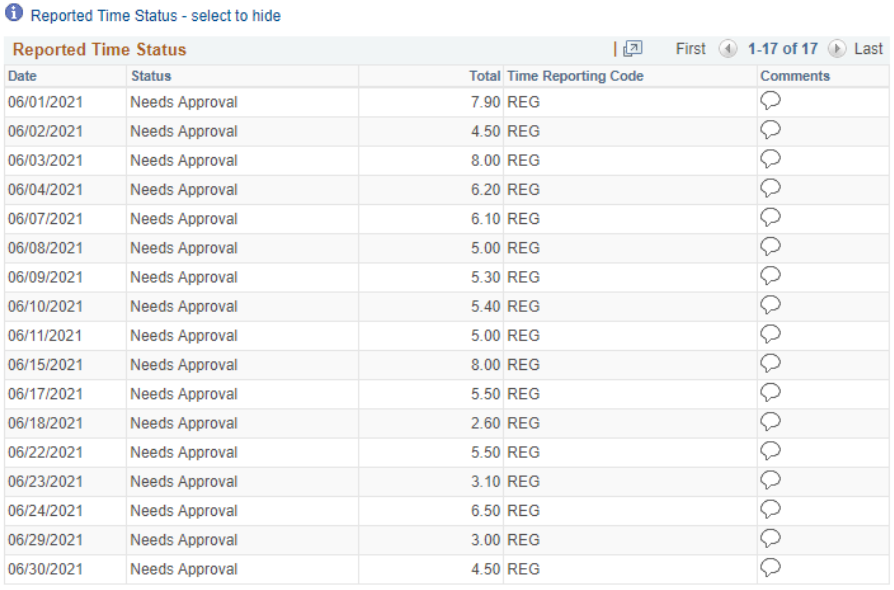

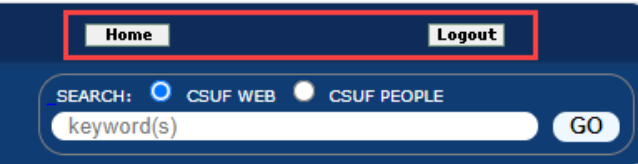
### 3.0 Review or Enter Hours for the Pay Period

While it is strongly recommended to submit hours worked through the pay period, you may submit hours for the entire the pay period.

Processing Steps	Screen Shots																																																
<p><b>Step 1:</b> “View By” defaults to “Week”, use the drop-down menu and select “Time Period”.</p> <p> Do not use “Select for Instructions”. If you need further assistance with completing the Timesheet, consult with your department Timekeeper.</p>	 <p><b>Timesheet</b> Tuffy Titan Job Title: Brdg Stdnt Asst</p> <p>Select for Instructions</p> <p>View By: Week Reported H Day From Mon Time Period Timesheet</p>																																																
<p><b>Step 2:</b> Using the calendar icon, select the first day of the pay period.</p> <p><b>Step 3:</b> Click <b>Refresh</b>.</p>	 <p>*Date: 06/01/2021 Refresh &lt;&lt; Previous Week</p> <p>S Scheduled Hours: Calendar</p> <p>&gt; Monday 06/07/2021</p> <table border="1"> <thead> <tr> <th>Sat</th> <th>Sun</th> <th>Mo</th> </tr> </thead> <tbody> <tr> <td>6/5</td> <td>6/6</td> <td>6/7</td> </tr> </tbody> </table> <p>Calendar: June 2021</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Current Date</p>	Sat	Sun	Mo	6/5	6/6	6/7	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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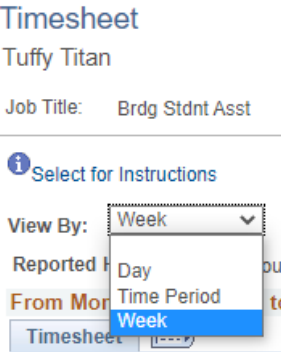
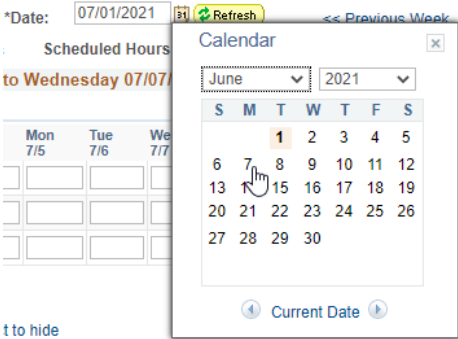
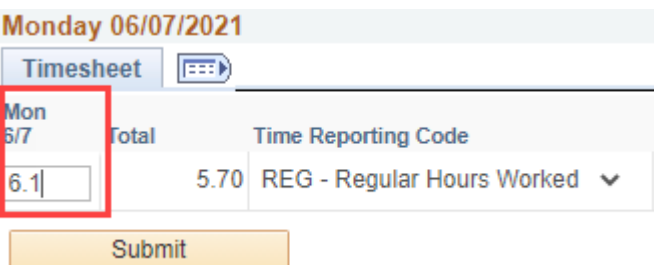
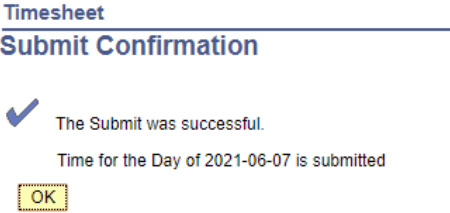
Processing Steps	Screen Shots																						
<p><b>Step 4:</b></p> <p>On each day worked, enter the total hours worked for that day, using the <i>Partial Hours Conversion Chart</i> to convert minutes to 10ths.</p> <p> All minutes must be rounded to the 10<sup>th</sup>. Please refer to the Conversion Chart.</p> <p>For example, if total time work for the day is 7 hours and 51 minutes, the entry will be “7.9”.</p>	 <p>From Tuesday 06/01/2021 to Wednesday 06/30/2021</p> <p>Timesheet</p> <p>7.90 4.50 8.00 6.20 6.10 5.00 5.30 5.40 5.00 8.00 5.50 2.60 5.50</p> <p>Submit</p> <p>Exmample: Worked 7 hours and 51 minutes, enter “7.9”.</p> <p><b>Partial Hours Conversion Chart</b></p> <table border="1" data-bbox="808 556 1253 961"> <thead> <tr> <th>Minutes</th> <th>10ths</th> </tr> </thead> <tbody> <tr><td>1 – 6</td><td>0.1</td></tr> <tr><td>7 – 12</td><td>0.2</td></tr> <tr><td>13 – 18</td><td>0.3</td></tr> <tr><td>19 – 24</td><td>0.4</td></tr> <tr><td>25 – 30</td><td>0.5</td></tr> <tr><td>31 – 36</td><td>0.6</td></tr> <tr><td>37 - 42</td><td>0.7</td></tr> <tr><td>43 – 48</td><td>0.8</td></tr> <tr><td>49 – 54</td><td>0.9</td></tr> <tr><td>55 – 60</td><td>1.0</td></tr> </tbody> </table>	Minutes	10ths	1 – 6	0.1	7 – 12	0.2	13 – 18	0.3	19 – 24	0.4	25 – 30	0.5	31 – 36	0.6	37 - 42	0.7	43 – 48	0.8	49 – 54	0.9	55 – 60	1.0
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<p><b>Step 5:</b></p> <p><b>Time Reporting Code:</b> Select “REG – Regular Hours Worked”</p> <p> If you have other type of reported time, consult with your department timekeeper or Payroll Services.</p>	 <p>Time Reporting Code Taskgr</p> <p>REG - Regular Hours Worked 10084</p> <p>CFML - COVID FFCRA FML CPAL - COVID PAL CSICK - COVID FFCRA Sck ECRL - EXT COVID RELATED LEAVE REG - Regular Hours Worked</p>																						
<p><b>Step 6:</b></p> <p>Click <b>Submit</b>.</p> <p> Clicking Submit does not finalize your timesheet. You can return to the timesheet to make additional entries until the pay period closes which is typically 5 calendar days after the start of the next month (i.e. the January pay period is closed as of February 5<sup>th</sup>). If you have additional entries or corrections after the period is closed, consult with your department Timekeeper.</p>	 <p>From Tuesday 06/01/2021 to Wednesday 06/30/2021</p> <p>Timesheet</p> <p>7.90 4.50 8.00 6.20 6.10 5.00 5.30 5.40 5.00 8.00 5.50 2.60 5.50</p> <p>Submit</p>																						

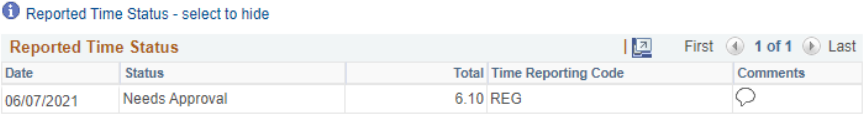


Processing Steps	Screen Shots																																																																																										
<p><b>Step 7:</b> You will receive a confirmation message that your submission was successful.</p> <p>Click <b>OK</b>.</p>	 <p>The screenshot shows a confirmation message titled "Submit Confirmation" with a checkmark icon. The text reads: "The Submit was successful. Time for the Week of 2021-06-01 to 2021-06-07 is submitted." Below the text is an "OK" button.</p>																																																																																										
<p><b>Step 8:</b> The time you reported now appears in the Reported Time Status. The status will remain "Needs Approval" until the manager/MPP approves it.</p> <p> Entries cannot be corrected after they are approved. To make a correction, consult with your department Timekeeper.</p>	 <p>The screenshot shows a table titled "Reported Time Status" with columns: Date, Status, Total, Time Reporting Code, and Comments. The status for all entries is "Needs Approval".</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Total</th> <th>Time Reporting Code</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>06/01/2021</td><td>Needs Approval</td><td>7.90</td><td>REG</td><td></td></tr> <tr><td>06/02/2021</td><td>Needs Approval</td><td>4.50</td><td>REG</td><td></td></tr> <tr><td>06/03/2021</td><td>Needs Approval</td><td>8.00</td><td>REG</td><td></td></tr> <tr><td>06/04/2021</td><td>Needs Approval</td><td>6.20</td><td>REG</td><td></td></tr> <tr><td>06/07/2021</td><td>Needs Approval</td><td>6.10</td><td>REG</td><td></td></tr> <tr><td>06/08/2021</td><td>Needs Approval</td><td>5.00</td><td>REG</td><td></td></tr> <tr><td>06/09/2021</td><td>Needs Approval</td><td>5.30</td><td>REG</td><td></td></tr> <tr><td>06/10/2021</td><td>Needs Approval</td><td>5.40</td><td>REG</td><td></td></tr> <tr><td>06/11/2021</td><td>Needs Approval</td><td>5.00</td><td>REG</td><td></td></tr> <tr><td>06/15/2021</td><td>Needs Approval</td><td>8.00</td><td>REG</td><td></td></tr> <tr><td>06/17/2021</td><td>Needs Approval</td><td>5.50</td><td>REG</td><td></td></tr> <tr><td>06/18/2021</td><td>Needs Approval</td><td>2.60</td><td>REG</td><td></td></tr> <tr><td>06/22/2021</td><td>Needs Approval</td><td>5.50</td><td>REG</td><td></td></tr> <tr><td>06/23/2021</td><td>Needs Approval</td><td>3.10</td><td>REG</td><td></td></tr> <tr><td>06/24/2021</td><td>Needs Approval</td><td>6.50</td><td>REG</td><td></td></tr> <tr><td>06/29/2021</td><td>Needs Approval</td><td>3.00</td><td>REG</td><td></td></tr> <tr><td>06/30/2021</td><td>Needs Approval</td><td>4.50</td><td>REG</td><td></td></tr> </tbody> </table>	Date	Status	Total	Time Reporting Code	Comments	06/01/2021	Needs Approval	7.90	REG		06/02/2021	Needs Approval	4.50	REG		06/03/2021	Needs Approval	8.00	REG		06/04/2021	Needs Approval	6.20	REG		06/07/2021	Needs Approval	6.10	REG		06/08/2021	Needs Approval	5.00	REG		06/09/2021	Needs Approval	5.30	REG		06/10/2021	Needs Approval	5.40	REG		06/11/2021	Needs Approval	5.00	REG		06/15/2021	Needs Approval	8.00	REG		06/17/2021	Needs Approval	5.50	REG		06/18/2021	Needs Approval	2.60	REG		06/22/2021	Needs Approval	5.50	REG		06/23/2021	Needs Approval	3.10	REG		06/24/2021	Needs Approval	6.50	REG		06/29/2021	Needs Approval	3.00	REG		06/30/2021	Needs Approval	4.50	REG	
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<p><b>Step 9:</b> Click on <b>Reported Hours Summary</b> link to view total hours for the pay period.</p>	 <p>The screenshot shows a table titled "Reported Hours Summary" with columns: Category, Total, WEEK 1 (from 06-01 to ), WEEK 2 (from 01-02 to ), WEEK 3 (from 01-02 to ), and WEEK 4 (from 01-02 to 06-30). The "Total" value is 92.10.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Total</th> <th>WEEK 1 (from 06-01 to )</th> <th>WEEK 2 (from 01-02 to )</th> <th>WEEK 3 (from 01-02 to )</th> <th>WEEK 4 (from 01-02 to 06-30)</th> </tr> </thead> <tbody> <tr> <td>Total Reported Hours</td> <td>92.10</td> <td>32.70</td> <td>20.70</td> <td>16.10</td> <td>22.60</td> </tr> </tbody> </table>	Category	Total	WEEK 1 (from 06-01 to )	WEEK 2 (from 01-02 to )	WEEK 3 (from 01-02 to )	WEEK 4 (from 01-02 to 06-30)	Total Reported Hours	92.10	32.70	20.70	16.10	22.60																																																																														
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<p><b>Step 10:</b> To exit the Timesheet page, click <b>Home</b>.</p> <p>To exit the Employee Self Service portal, click <b>Logout</b>.</p>	 <p>The screenshot shows a dark blue navigation bar with "Home" and "Logout" buttons. Below the bar is a search bar with "SEARCH:" and radio buttons for "CSUF WEB" and "CSUF PEOPLE". The search input field contains "keyword(s)" and a "GO" button.</p>																																																																																										

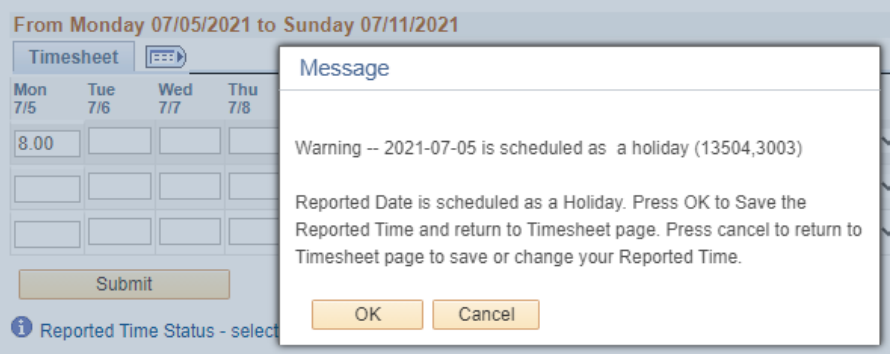
## 4.0 Correct an Entry














Only **unapproved** entry can be corrected. To correct an approved entry, consult with your department Timekeeper.

Processing Steps	Screen Shots
<p><b>Step 1:</b> Change “<b>View By</b>” option to “<b>Day</b>”.</p>	
<p><b>Step 2: Date</b> Using the calendar icon, select the work day or first day of the workweek for which you wish to report hours.</p> <p><b>Step 3:</b> Click <b>Refresh</b>.</p>	
<p><b>Step 4:</b> Make the necessary correction and click <b>Submit</b>.</p> <p>To delete an entry, you can enter “0.00” or blank out the entry.</p>	
<p><b>Step 5:</b> You will receive a confirmation message that your submission was successful.</p> <p>Click <b>OK</b>.</p>	

Processing Steps	Screen Shots
<p><b>Step 6:</b> Confirm the updated entry appears in the Reported Time Status section. You may wish to contact your department Timekeeper to let them know you have made a correction.</p>	

## 5.0 Troubleshooting

Processing Steps	Screen Shots
<p><b>1. Holiday Warning Message</b></p> <p>If you enter time on a day that is scheduled as a holiday, you will see a warning message. If you were required to work on the holiday, you may click <b>OK</b> to continue. If you did not work on the holiday, click <b>Cancel</b> to go back to correct the entry.</p>	

Processing Steps	Screen Shots																																		
<p><b>2. <u>Day is grayed out</u></b></p> <p>If the day you need to report hours is grayed out, change the "View By" option to "Day".</p> <p>Select the date you need to report hours and click <b>Refresh</b>.</p> <p>If the day is still grayed out, contact Payroll Services.</p>	<p>From Thursday 07/01/2021 to Wednesday 07/07/2021</p> <p>Timesheet </p> <table border="1"> <thead> <tr> <th>Thu 7/1</th> <th>Fri 7/2</th> <th>Sat 7/3</th> <th>Sun 7/4</th> <th>Mon 7/5</th> <th>Tue 7/6</th> <th>Wed 7/7</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> Select for Instructions</p> <p>View By: <input type="text" value="Day"/> *Date: <input type="text" value="07/01/2021"/>   Refresh &lt;&lt;  </p> <p>Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours Pre</p> <p>Thursday 07/01/2021</p> <p>Timesheet </p> <table border="1"> <thead> <tr> <th>Thu 7/1</th> <th>Total</th> <th>Time Reporting Code</th> <th>Taskgroup</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td></td> <td></td> <td><input type="text" value="10084"/> </td> </tr> <tr> <td><input type="text"/></td> <td></td> <td></td> <td><input type="text" value="10084"/> </td> </tr> <tr> <td><input type="text"/></td> <td></td> <td></td> <td><input type="text" value="10084"/> </td> </tr> </tbody> </table> <p><input type="button" value="Submit"/></p>	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Total	Time Reporting Code										Thu 7/1	Total	Time Reporting Code	Taskgroup	<input type="text"/>			<input type="text" value="10084"/> 	<input type="text"/>			<input type="text" value="10084"/> 	<input type="text"/>			<input type="text" value="10084"/> 
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