

## TIMESHEET ENTRY

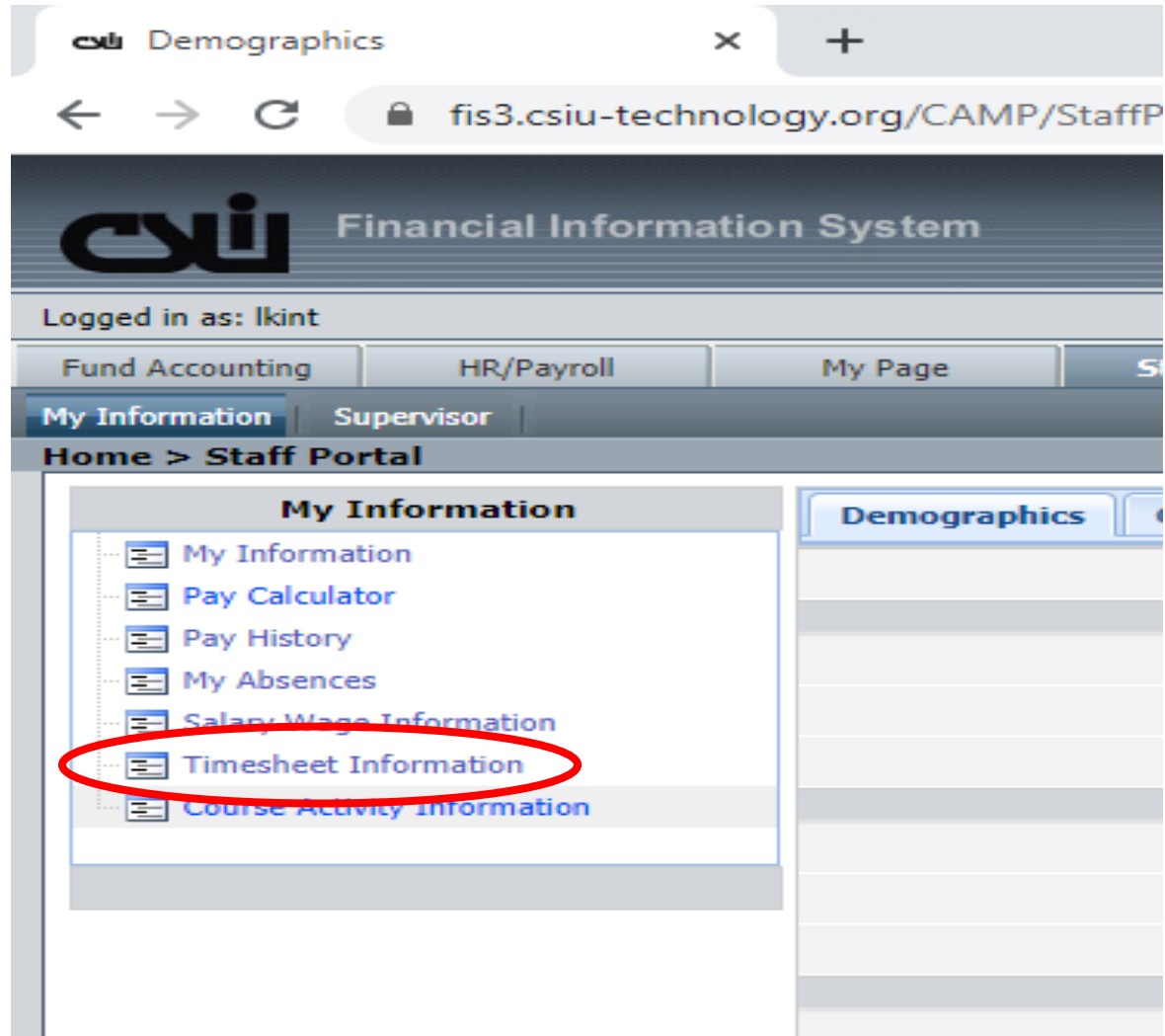
Timesheet Entry can be completed on your Staff Portal. In order to view/edit/submit your timesheet, log into your Staff Portal.

Once in your Staff Portal, click on the **My Information** tab above the words 'Home > Staff Portal'.

The screenshot shows a web browser window with the URL `fis5.csiu-technology.org/SMID/StaffPortal/Home`. The page header includes the CSU logo and the text "Financial Information System". Below the header, it says "Logged in as: lkint". A navigation bar contains several tabs: "Fund Accounting", "HR/Payroll", "My Page", "Staff Portal", and "System". Below this, there is a sub-navigation bar with "My Information" (circled in red) and "Supervisor". The main content area shows a breadcrumb trail "Home > Staff Portal" and an "Announcements" section with a table header "Announcement | Attachment" and a pagination control showing "Page 0 of 0" and "Rows Per Page: 15".

Click on **Timesheet Information**.

# TIMESHEET ENTRY



Select your appropriate timesheet from the timesheet entry section.

# TIMESHEET ENTRY

The screenshot shows a web browser window with the URL `fis5.csiu-technology.org/SMID/StaffPortal/StaffPortalStaffTimesheets`. The page is titled "Financial Information System" and shows the user is logged in as "lkint (PROXY elutz)". The navigation menu includes "HR/Payroll", "My Page", and "Staff Portal". The "Staff Portal" section is active, showing "My Information" and "Timesheets".

**My Information**

- My Information
- Pay Calculator
- Pay History
- My Absences
- Salary Wage Information
- Timesheet Information
- Course Activity Information

**Timesheets**

Name: ERIN N LUTZ ID: 1706

[Timesheet Entry](#) [Timesheet History](#)

**Timesheet Entry Disclaimer**

Failure to submit hours by lock date may cause a delay in payment.

**Timesheet Selection**

Timesheet	Pay Date	Pay Period	Status	Complete by	Days Remaining	Needed for
<a href="#">SUPPORT HOURLY (W/HOLIDAY)</a>	07/08/2022	6/12/2022-6/25/2022	Not Found	06/28/2022	7	Tracking Time Worked

Page 1 of 1 Rows Per Page: 10

There will be a pay date listed, a pay period, status (on this example it is Not Found which means you haven't entered anything on the timesheet yet), when it needs completed by and how many days are remaining until the timesheet is due.

## TIMESHEET ENTRY

Once you click on the appropriate timesheet, you will see a page similar to the below:

The screenshot shows a web application interface for 'TIMESHEET ENTRY'. At the top, it indicates the user is logged in as 'ikint (PROXY elutz)'. The navigation bar includes 'HR/Payroll', 'My Page', and 'Staff Portal'. The main content area is titled 'Timesheet Entry' and displays the following information:

- Name: ERIN N LUTZ
- ID: 1706
- Class: SUPPORT STAFF - 251 DAY
- Timesheet: SUPPORT HOURLY (W/HOLIDAY)
- Pay Period: 06/12/2022 - 06/25/2022
- Pay Date: 07/08/2022

A warning message states: "This Timesheet must be completed prior to: 06/28/2022". Below this, a summary table shows:

Job Title	Location	Supervisor	Regular Hours
HR/PAYROLL SPECIALIST	ADMINISTRATION OFFICE	CARLESHA G HALKIAS	

Additional details include: "Minimum minute increment allowed: 15", "Total: 0.00 Hours", and a "Complete:" checkbox. A "Cancel" button is also present.

The main data table is as follows:

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Note
06/13/2022	Mon	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/14/2022	Tue	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/15/2022	Wed	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/16/2022	Thu	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/17/2022	Fri	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/20/2022	Mon	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/21/2022	Tue	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/22/2022	Wed	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/23/2022	Thu	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+
06/24/2022	Fri	--Select--	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE)	--:--:--	--:--:--			+

At the bottom, there is a "Save" button and a status message: "[Validate] was successful (0) Errors (0) Warnings".

On this screen, enter the following:

1. Type – select Work (even if you have an absence)
2. In Time – start time
3. Out Time – end time
4. Break – your 30-minute lunch break is automatically inserted; any change to this must be pre-approved by your supervisor and the Director of Business & Operations
5. Note – please add a note by selecting the green plus sign under the note column for each of the following:
  - a. Any hours worked OVER your normal daily hours – please provide a brief description; these should be pre-approved by your supervisor and the Director of Business & Operations
  - b. Absence (i.e. sick, personal, bereavement, etc.) – enter your normal work hours and record a note as to which absence it is (i.e. 3.5 hours Sick, Full Personal, etc.); or
6. If you need to add an additional line for a day (for example you left work at 3:00p but then at 5:00p you needed to come in for a student with play practice) you would select the green plus sign to the left of the date and add an additional time line and enter a note
7. Save – when complete

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8. **Copying entry.** Please note, if you generally work the same schedule, you can enter information for the first day and save it. THEN you can click on the italicized blue day that you just entered information for and it will allow you to copy the information to the other days (see screenshots below). You can still edit individual days if you have an absence, or if you may work additional time that day.

After clicking the italicized blue day, a popup will appear asking if you would like to duplicate entry. Click ok.

The screenshot displays the 'Financial Information System' interface for 'Timesheet Entry'. The user is logged in as 'LINDSAY K KINT' (ID: 1285) for the pay period '11/09/2020 - 11/22/2020'. The job title is 'SUPPORT - 12-MONTH' at 'DISTRICT' location, supervised by 'TINA L DARCHICOURT'. A warning states: 'This Timesheet must be completed prior to: 11/22/2020'. The total hours are 56.00. A table of entries is shown below:

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Note
11/09/2020	Mon	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/10/2020	Tue	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/11/2020	Wed	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)					+
11/12/2020	Thu	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)					+
11/13/2020	Fri	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)					+
11/16/2020	Mon	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)					+
11/17/2020	Tue	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)					+
11/18/2020	Wed	--Select--	SUPPORT - 12-MONTH (DIST-DISTRICT)					+
11/19/2020	Thu	--Select--	SUPPORT - 12-MONTH (DIST-DISTRICT)					+
11/20/2020	Fri	--Select--	SUPPORT - 12-MONTH (DIST-DISTRICT)					+

A 'Duplicate Entry' dialog box is overlaid on the table, asking 'Would you like to duplicate the selected row/date?' with 'OK' and 'Cancel' buttons.

The duplicate timesheet entry screen will appear. Select the dates you want to duplicate and then click Save & Close to return to timesheet entry screen.

## TIMESHEET ENTRY

**Duplicate Timesheet Entry**

Name: LINDSAY K KINT	ID: 1285	Class: SUPPORT - FULL TIME
Timesheet: SUPPORT - 12-MONTH	Pay Period: 11/09/2020 - 11/22/2020	Pay Date: 11/27/2020

<input checked="" type="checkbox"/>	Date	Day	Type	Job Title	Location	In	Out	Break	Tot..
<input checked="" type="checkbox"/>	11/17/2020	Tue	Work	SUPPORT - 12-MONTH	DISTRJCT	7:30 AM	4:00 PM	0.5	8.00

<input type="checkbox"/>	Date	Day	Type	Job Title	Location	In	Out	Break	Total
<input type="checkbox"/>	11/09/2020	Mon	Work	SUPPORT - 12-MONTH	DISTRJCT	7:30 AM	4:00 PM	0.5	8.00
<input type="checkbox"/>	11/10/2020	Tue	Work	SUPPORT - 12-MONTH	DISTRJCT	7:30 AM	4:00 PM	0.5	8.00
<input type="checkbox"/>	11/11/2020	Wed	Work	SUPPORT - 12-MONTH	DISTRJCT	7:30 AM	4:00 PM	0.5	8.00
<input type="checkbox"/>	11/12/2020	Thu	Work	SUPPORT - 12-MONTH	DISTRJCT	7:30 AM	4:00 PM	0.5	8.00
<input type="checkbox"/>	11/13/2020	Fri	Work	SUPPORT - 12-MONTH	DISTRJCT	7:30 AM	4:00 PM	0.5	8.00
<input type="checkbox"/>	11/16/2020	Mon	Work	SUPPORT - 12-MONTH	DISTRJCT	7:30 AM	4:00 PM	0.5	8.00
<input checked="" type="checkbox"/>	11/18/2020	Wed		SUPPORT - 12-MONTH	DISTRJCT				0.00
<input checked="" type="checkbox"/>	11/19/2020	Thu		SUPPORT - 12-MONTH	DISTRJCT				0.00
<input checked="" type="checkbox"/>	11/20/2020	Fri		SUPPORT - 12-MONTH	DISTRJCT				0.00

You can complete this as you go throughout the pay period. **When you are ready to submit to your supervisor for approval, check the box to the right of Complete on your screen and it will submit to your supervisor.**

**Timesheet Entry**

Name: LINDSAY K KINT	ID: 1285	Class: SUPPORT - FULL TIME
Timesheet: SUPPORT - 12-MONTH	Pay Period: 11/09/2020 - 11/22/2020	Pay Date: 11/27/2020

This Timesheet must be completed prior to: 11/22/2020

Job Title	Location	Supervisor	Regular Hours
SUPPORT - 12-MONTH	DISTRJCT	TINA L DARCHICOURT	

Minimum minute increment allowed: 15 Total: 80.00 Hours Complete:

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Note
11/09/2020	Mon	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/10/2020	Tue	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/11/2020	Wed	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/12/2020	Thu	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/13/2020	Fri	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/16/2020	Mon	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/17/2020	Tue	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/18/2020	Wed	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/19/2020	Thu	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+
11/20/2020	Fri	Work	SUPPORT - 12-MONTH (DIST-DISTRICT)	07:30 AM	04:00 PM	30	8.00	+

## **TIMESHEET ENTRY**

Payroll has the ability to see timesheet entry, so if completing your timesheet slips your mind, you may receive an email reminder from them. They will also correspond with supervisor regarding approving, so there is no need to worry once you submit on your end.