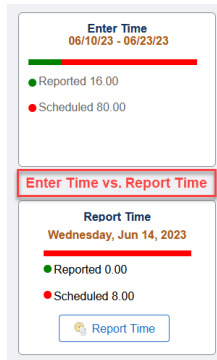


# Quick Reference Guide: Exempt Employee Enter/Report Time

## Enter Time vs. Report Time



**ENTER TIME:** Allows the user to enter time for multiple days within the current pay period.

### Reporting Leave in Current Pay Period:

- 1) Login to Login to [MyFIU](#)
- 2) Navigate to: Employee Self Service > Time Tile > Enter Time Tile
- 3) Select the appropriate TRC (Time Reporting Code) from the drop-down menu
- 4) Enter the Time Reporting Code and Quantity of leave hours per day

### Notes:

- Multiple days for the same TRC will all be reported on one row.
- To see the remaining days for the second week of the pay period, use the scroll bar at the bottom of the timesheet to scroll to the right.

5) Click “Submit” to process your timesheet and make it available for your manager to approve

Empl ID 1326910 0  
Department 156400000 Payroll  
Job Title Sr Payroll Analyst

June 10, 2023 - June 23, 2023  
Scheduled 80.00 | Reported 16.00

Leave/Comp Time ⓘ [Submit](#)

*Time Reporting Code / Time Details	Row Totals	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon
SKU - Sick Leave Salaried	12.00	0 of 0	0 of 0	8 of 8	8 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8
VAU - Vacation Leave Salaried	4.00				4.00						

Scroll to the right to see the remaining days for Week 2 of the pay period

## Additional Information:

### Top of the Timesheet:

Empl ID 1234567 0  
Department 156500000 Employee Records  
Job Title Employee Records Assoc

June 10, 2023 - June 23, 2023

Reported 36.00

Leave/Comp Time ⓘ

Leave / Comp Time		
<b>Sick</b>	<b>Vacation</b>	<b>Comp Leave</b>
Plan Type <b>Sick</b>	Plan Type <b>Vacation</b>	Plan Type <b>Comp Leave</b>
Recorded Balance <b>184.00</b>	Recorded Balance <b>50.00</b>	Recorded Balance <b>0.00</b>
Minimum Allowed <b>0</b>	Minimum Allowed <b>0</b>	Minimum Allowed <b>0</b>
Maximum Allowed <b>9999</b>	Maximum Allowed <b>250</b>	Maximum Allowed <b>9999</b>

Leave/Comp Time button: Navigates the employee to their respective available leave plans. Each plan is a TILE which provides historical usage of the selected accrual.

### Bottom of the Timesheet

Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Leave	Sick	184.00	0	9999
Leave	Vacation	50.00	0	250
Leave	Comp Leave	0.00	0	9999

Leave/Compensatory Time Balances: Reflects current leave balances including the unprocessed leave reported in the current pay period.

**REPORT TIME:** Report Time tile allows the user to enter leave for only one day at a time.

- 1) Login to Login to [MyFIU](#)
- 2) Navigate to: Employee Self Service > Time Tile > Report Time Tile
- 3) Select the appropriate TRC (Time Reporting Code) from the drop-down menu
- 4) Enter the Quantity of leave hours per day
- 5) Click "Submit" to process your timesheet and make it available for your manager to approve

Empl ID 1234567 0  
Department 304000000 COM Finance and Administration

Wednesday, Jun 14, 2023

Reported Status

Reported 0.00 Scheduled 8.00

\*Time Reporting Code VAU - Vacation Leave Salaried

Quantity 8 Hours

Submit

Time Details

\*Taskgroup PSNONCATSK Commitment Accounting