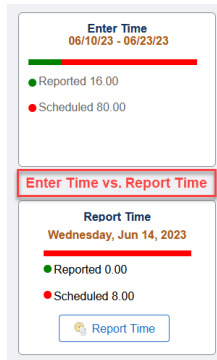# Quick Reference Guide: Exempt Employee Enter/Report Time

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

Additional Information:

Top of the Timesheet:

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/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