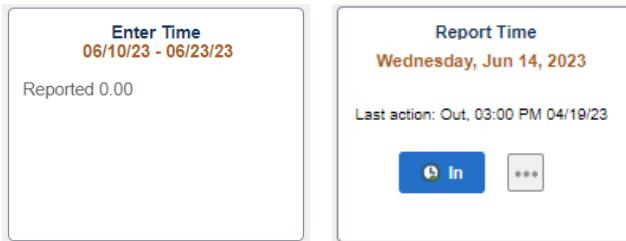


Quick Reference Guide: Non-Exempt Temporary Employee Enter/Report Time

There are two methods for reporting your time:



- 1) **Enter Time Tile** = Access your entire timesheet for the current pay period. Manually submit each punch on the day that you worked.
 - a. Employees with multiple jobs must use the Enter Time tile to report the hours worked on the corresponding time sheet for each individual job record.
- 2) **Report Time Tile** = Punch In & Out directly from the tile for the current day only. This option will record the current system time on your entry.

Enter Time Tile:

- 1) Login to [MyFIU](#)
- 2) Navigate to: Employee Self Service > Time Tile > **Enter Time Tile**
- 3) If you have multiple jobs, select the specific job from the “Job Title” drop down menu to report hours on the timesheet that corresponds to that job.
- 4) Enter the “In”, “Lunch Out”, “Lunch In” and “Out” Punch for each day worked. Use the scroll bar to the right to reach the end of your timesheet.
Note: “Lunch Out” and “Lunch In” do not have to be completed if you do not take a break during your shift. You would only enter your “In” punch and “Out” punch at the end of your work shift.
- 5) If you are paid from multiple funding sources, select “Time Details”, then “Task Profile ID” and elect the Task Profile ID that should be charged for the time you are reporting.
 - a. Reporting time worked for different Task Profile IDs on the same day: Select the **+** icon on the specific date and enter your punches, then select the “Time Details” icon and select the next Task Profile ID instead.
 - b. Overnight Shifts: Enter the “Out” punch in the “Out” column for the next day.
- 6) Click “Submit” to process your timesheet and make it available for your manager to approve.

This screenshot shows the "Enter Time" timesheet interface. The top navigation bar includes "Time", "Employee Self Service", "Time Tile", and "Enter Time". The main area displays a grid of days from June 11 to June 16, 2023. Each row has columns for "Day Summary", "In", "Lunch Out", "Lunch In", "Out", "Time Reporting Code", "Quantity", and "Time Details". A red box highlights the "Time Details" column for June 12, which contains a note: "Reporting an Overnight Shift" with a yellow box around the "19:00:00PM" and "7:00:00AM" entries. Red arrows point to various UI elements: "Quick Link" (top right), "Submit" button (top right), "Scroll Bar" (vertical bar on the right), and "Click to select the Task Profile ID" (bottom right). The top left shows employee details: Empl ID: 1234567, Department: 202654000, Job Title: Student Intermediate, and a dropdown showing "Student Intermediate" selected. The top right shows "Combination Code Table" and "View By Period".

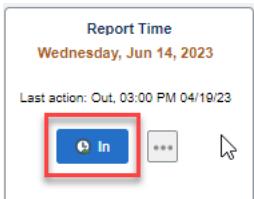
Quick Links Available:

[Combination Code Table](#)

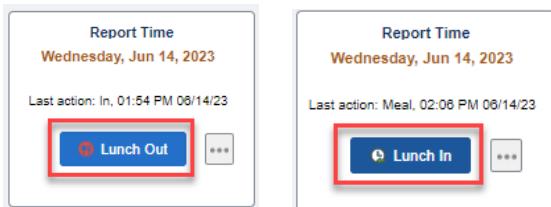
Click on this link if you need to view the details of the Task Profile ID you are selecting.

Report Time Tile:

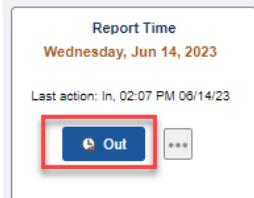
- 1) Login to [MyFIU](#)
- 2) Navigate to: Employee Self Service > Time Tile > **Report Time Tile**
- 3) Select the “In” icon to punch in for the current day. The icon will immediately update to the next available punch.
 - a. Employees with multiple timesheets cannot use this feature. You must click on the 3 dots and select “View Full Site” – see further instructions below.



- 4) If you punch out for lunch, return to the tile, and select the “Lunch Out” icon. When you return from your break, select the “Lunch In” icon. The icon will immediately update to the next available punch after each instance that it is clicked.



- 5) When you are done for the day, return to the tile, and select the “Out” icon.



Notes:

- 1) Click the 3 dots to select any of the available punch type options.



- 2) “View Full Site” will list all the punches that have been submitted for the current day. Employees can edit the punch type or Task Profile ID, delete, or submit punches for the current date from this view, however you will not be able to modify the time that was recorded for the punched entry.

- a. **Employees with multiple timesheets**, must use the “View Full Site” option and select the corresponding job from the drop-down menu, then select the “Punch Type” and submit the punch.
- 3) Select the Time Reporting Code as applicable to the punch you are submitting.
 - 4) If you are paid from multiple funding sources, select “Time Details”, then “Task Profile ID” and elect the Task Profile ID that should be charged for the punch you are reporting.
 - 5) Click “Submit” after each punch type entry to process your timesheet and make it available for your manager to approve.

The screenshot shows the "Report Time" page. At the top, it displays the Employee ID (1234567), Department (Math and Statistical Sciences), and the date (Wednesday, Jun 14, 2023). Below this, there are fields for "Punch Type" (dropdown), "Time Reporting Code" (REN - Regular), and "Job" (dropdown showing "Student Intermediate", "Federal Work Study", and "Student Intermediate"). A red box highlights the "Time Details" section, which includes "Time Zone" (EST), "Task Profile ID" (000024073), and "Taskgroup" (1_1234567). A red box also highlights the punch log table, which shows four entries: "Out" at 02:40:30PM, "Lunch In" at 02:40:22PM, "Lunch Out" at 02:39:58PM, and "In" at 02:36:51PM. The "Submit" button is highlighted with a red box. Red arrows point to specific UI elements with their respective descriptions.

Submitted 0.05 Hours	
Out	02:40:30PM
Lunch In	02:40:22PM
Lunch Out	02:39:58PM
In	02:36:51PM