


## Manager Self-Service Enter Time

To review and submit time on behalf of your employee:

1. Login to [MyFIU](#)
2. Navigate to: Manager Self Service > Team Time Tile > Enter Time
3. Click on the “Filter” button and enter the employee’s name or ID and select the “Done” button.
4. The employee’s name and information will populate on your search results.
5. Select the employee.
6. The timesheet will open to the current pay period. To view a different period, use the left and right arrows next to the current pay period dates.

The screenshot displays the 'Manager Self-Service Enter Time' interface. On the left, a sidebar contains menu items: 'Approve Payable Time', 'Enter Time' (highlighted), 'Time Summary', 'Weekly Time Entry', 'Exceptions', 'Time and Labor WorkCenter', 'Leave / Comp Time', 'Payable Time Detail', 'Combination Code Table', and 'eLeave Request'. The main area is titled 'Enter Time' and includes a 'Filter' button. A 'Filters' dialog box is open, allowing search criteria to be set. The 'Include Terminated Employees' toggle is set to 'Yes'. Search fields for 'Employee ID', 'Empl Record', 'Last Name', 'First Name', 'Business Unit', 'Job Code', 'Department', 'Supervisor ID', 'Reports To Position Number', 'North American Pay Group', and 'Workgroup' are present. The 'Employee ID', 'Last Name', and 'First Name' fields are highlighted with red boxes. A 'Done' button is highlighted in the top right of the dialog, and a 'Reset' button is at the bottom. Below the dialog, the 'Enter Time' section shows a table with one row of employee data:

Name/Title	BU/Department	Workgroup/Job Code	Supervisor/Reports To	Exceptions	Hours to be Approved
 1350990 0 <b>Roary Panther</b> Office Clerk	HUMRE Payroll	EXS12 1080	34213000		

### Reporting Time/Leave for a Non-Exempt Employee

1. Non-exempt employees must report the “IN” and “OUT” punch times for each day worked.
  - Select a “Time Reporting Code” when you are reporting leave for the employee and enter the number of hours under the quantity column.
2. “SUBMIT” the timesheet once you have entered all the hours worked and/or leave taken.

### 3. Leave and Compensatory Time Balances are at the bottom of the timesheet.

Return to Select Employee

May 13, 2023 - May 26, 2023 \*View By Period

Reported 42.00

Leave/Comp Time Submit Clear

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Reported Status
<b>15</b> Monday						
May Reported 8.00	8:30:00AM	5:00:00PM				Submitted + -
<b>16</b> Tuesday						
May Reported 8.00	8:30:00AM	5:00:00PM				Submitted + -
<b>17</b> Wednesday						
May Reported 8.00			VAH - Vacation Leave Hourly	8.00		Submitted + -
<b>18</b> Thursday						
May Reported 10.00	8:30:00AM	7:00:00PM				Submitted + -
<b>19</b> Friday						
May Reported 6.00	8:30:00AM	5:00:00PM				Submitted + -

### Reporting Time for a Temporary Non-Exempt Employee

1. Non-exempt temporary staff employees must report the “IN” and “OUT” punch times for each day worked.
  - Lunch (meal) breaks must be recorded in the “Lunch Out,” “Lunch In” columns if the employee takes a break during their shift.
2. If the employee is being paid from multiple accounts, click on “Time Details” and select the corresponding Task Profile ID.
3. “SUBMIT” the timesheet upon entering the hours worked.

May 27, 2023 - June 9, 2023 \*View By Period

Reported 0.00

Leave/Comp Time Submit Clear

Day Summary	In	Lunch Out	Lunch In	Out	Time Reporting Code	Quantity	Time Details	Reported Status
<b>29</b> Monday								
May Reported 0.00	8:30:00AM	12:00:00PM	12:30:00PM	5:00:00PM	REN - Regular			New
<b>30</b> Tuesday								
May Reported 0.00	8:00:00AM			12:00:00PM	REN - Regular			New
<b>31</b> Wednesday								
May Reported 0.00	8:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM	REN - Regular			New
<b>01</b> Thursday								
Jun Reported 0.00								New
<b>02</b> Friday								
Jun Reported 0.00	9:00:00AM			1:00:00PM	REN - Regular			New

## Reporting Leave for an Exempt Employee

1. Exempt employees only need to report leave on the days that the employee did not work.
2. Only report up to a maximum of 40 hours of leave in a work week.
3. Enter the quantity of leave hours per day.
4. Select the appropriate Time Reporting Code (TRC) from the drop down menu.
  - Note: Multiple days for the same TRC will all be reported on one row.
5. Click on the left and right arrows above the days to navigate between week 1 and week 2.
6. "Submit" the timesheet after entering all the leave and time reporting codes used.
7. Leave and Compensatory Time Balances are at the bottom of the timesheet.

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

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.