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.

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.

### 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.
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.

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.