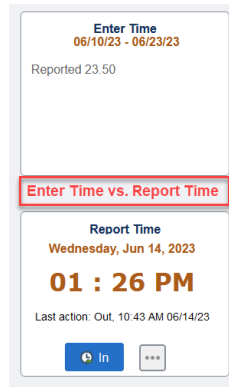


Quick Reference Guide: Non-Exempt Employee Enter/Report Time

Enter Time vs. Report Time




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

Reporting Time Worked and/or Leave in the Current Pay Period:

- 1) Login to Login to [MyFIU](#)
- 2) Navigate to: Employee Self Service > Time Tile > Enter Time Tile
- 3) Enter the “In” and “Out” Punch for each day worked or select the appropriate TRC (Time Reporting Code) from the drop down menu and report the “Quantity” of leave hours for that day

Notes:

Overnight Shifts: Enter the “Out” punch in the “Out” column for the next day

Report time worked and Leave TRC on the same day: Select the  icon on the specific date and enter the time worked punches on one row and the TRC with the quantity of hours on the next row

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

Empl ID 1234567 0
Department 156600000 Employee Records
Job Title Employee Records Assoc

June 10, 2023 - June 23, 2023
Reported 36.00
[Leave/Comp Time](#)

[Combination Code Table](#)
*View By [Period](#)

[Submit](#) [Clear](#)

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details
10 Saturday Jun Reported 20.00 Overnight Punch	10:00:00AM				
11 Sunday Jun Reported 0.00		6:30:00AM			
12 Monday Jun Reported 8.00	8:30:00AM	5:00:00PM			
13 Tuesday Jun Reported 8.00 Split Day: Time reported and TRC Quantity			SKH - Sick/Leave Hourly	3.00	
	8:30:00AM	1:30:00PM			

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

Sick	Vacation	Comp Leave
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

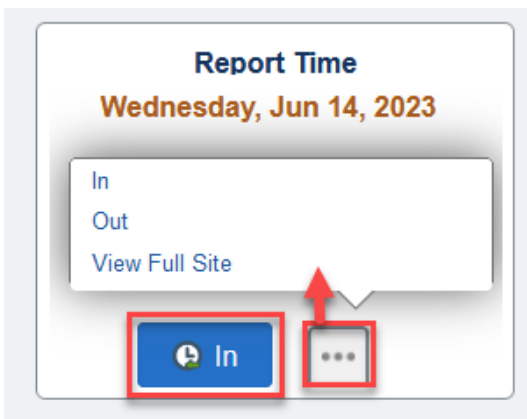
Leave and Compensatory Time Balances

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

REPORT TIME: Report Time tile allows the user to punch in and out for the day. Only one day of reported time may be entered using the Report Time tile.

- 1) Login to Login to [MyFIU](#)
- 2) Navigate to: Employee Self Service > Time Tile > Report Time Tile
- 3) The Report Time Tile may be used to punch IN and OUT for the day, the tile uses the system time and date.
 - In the example below, the user would select the IN punch to punch in for the day.
 - The IN or OUT punch options default based on the last punch time previously reported.
 - Select the 3 dots to see more punch type options.



4) User may use View Full Site option to open the full Report Time page, all the punch options for the day will be available for the day

5) Select the desired Punch Type

6) Click "Submit" to process your timesheet and make it available for your manager to approve

Empl ID 1234567 0
Department 111000000 Payroll Coordinator

◀ Wednesday, Jun 14, 2023 ▶

01 : 39 : 43 PM
Last action: Out, 05:00 PM 06/12/23

Time Details

Leave/Comp Time

*Punch Type
In
Out