Quick Reference Guide: Non-Exempt Staff 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

### Additional Information:

**Top of the Timesheet:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time Summary</th>
<th>In</th>
<th>Out</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Time Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Saturday</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sunday</td>
<td>8:30 AM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Monday</td>
<td>8:30 AM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Tuesday</td>
<td>8:30 AM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
<th>Maximum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave</td>
<td>Sick</td>
<td>104.00</td>
<td>0</td>
<td>9999</td>
</tr>
<tr>
<td>Leave</td>
<td>Vacation</td>
<td>50.00</td>
<td>0</td>
<td>250</td>
</tr>
<tr>
<td>Leave</td>
<td>Comp Leave</td>
<td>0.00</td>
<td>0</td>
<td>9999</td>
</tr>
</tbody>
</table>

**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