

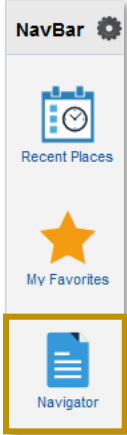




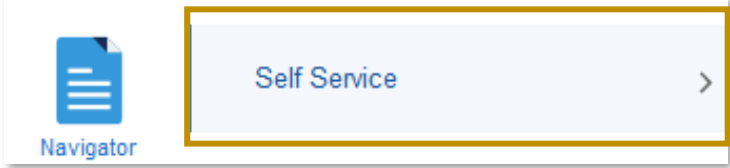
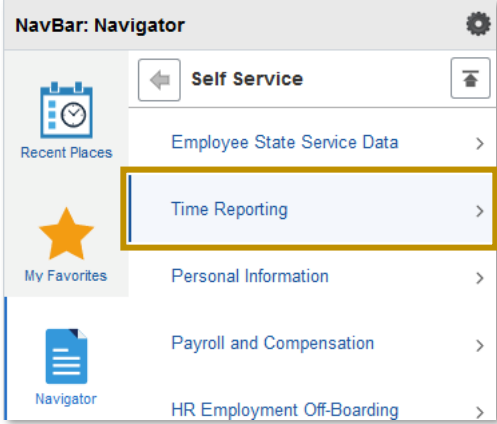
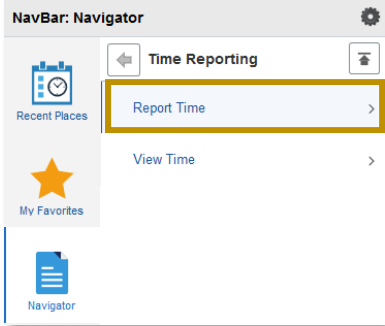
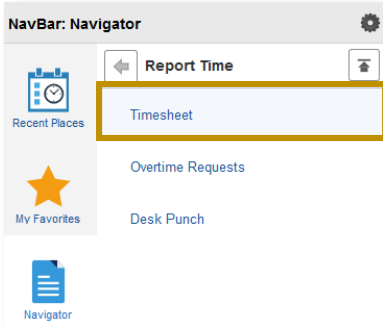
End User – How to Access Classic View of Timesheet Employee and Manager Use

How to Access Classic View of Timesheet from Employee Self Service

<p>Step 1</p>	<p>Log into your employee portal (MyUNTSysstem.edu)</p>	
<p>Step 2</p>	<p>Once logged into the portal, select the compass icon located in to the top right side of the page.</p>	
<p>Step 3</p>	<p>Select the "Navigator" icon.</p>	

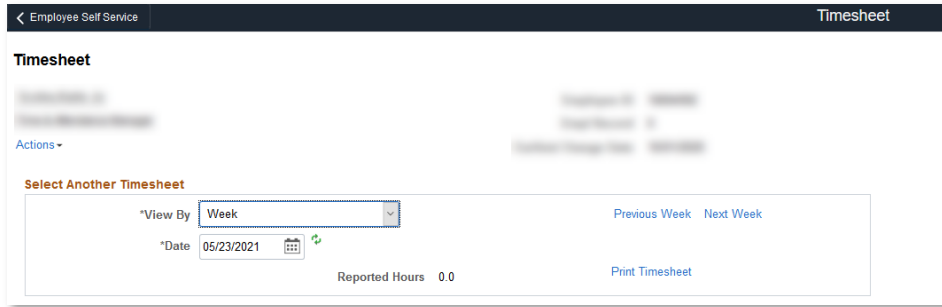


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<p>Step 4</p>	<p>Select "Self Service".</p>	
<p>Step 5</p>	<p>Select "Time Reporting".</p>	
<p>Step 6</p>	<p>Select "Report Time".</p>	
<p>Step 7</p>	<p>Select "Timesheet".</p>	



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<p>Step 8</p>	<p>Review Timesheet information as needed.</p>	
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If you have any questions or issues, please contact timeandlabor@untsystem.edu.



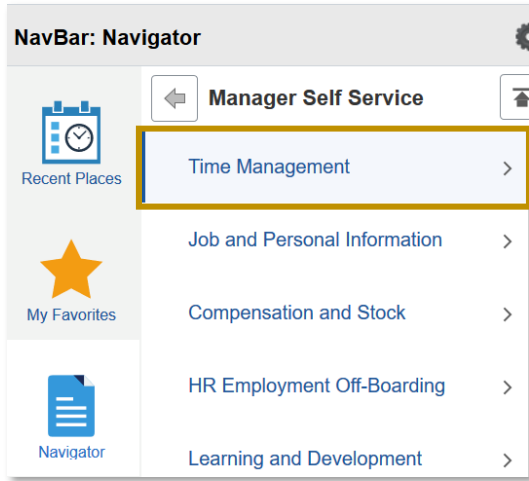
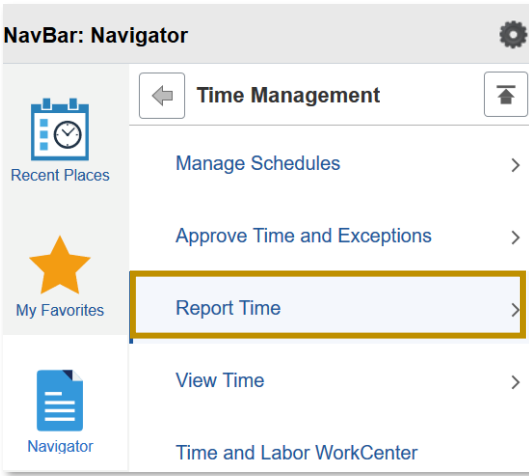
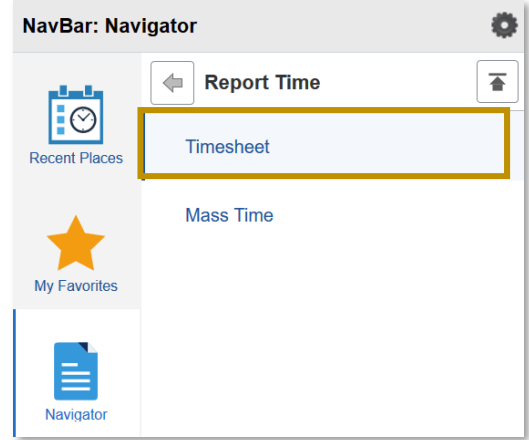
End User – How to Access Classic View of Timesheet Employee and Manager Use

How Access Classic View of Timesheet from Manager Self Service:

<p>Step 1</p>	<p>Log into your employee portal (MyUNTSysstem.edu)</p> <ul style="list-style-type: none"> • 	
<p>Step 2</p>	<p>Once logged into the portal, select the compass icon located in to the top right side of the page.</p>	
<p>Step 3</p>	<p>Select the “Navigator” icon.</p>	
<p>Step 4</p>	<ul style="list-style-type: none"> • Select “Manager Self Service”. 	



End User – How to Access Classic View of Timesheet Employee and Manager Use

<p>Step 5</p>	<ul style="list-style-type: none">Select "Time Reporting".	 <p>The screenshot shows the 'NavBar: Navigator' interface. On the left, there are three sections: 'Recent Places' with a calendar icon, 'My Favorites' with a star icon, and 'Navigator' with a document icon. On the right, a dropdown menu is open under the heading 'Manager Self Service'. The menu items are: 'Time Management' (highlighted with a yellow border), 'Job and Personal Information', 'Compensation and Stock', 'HR Employment Off-Boarding', and 'Learning and Development'. Each item has a right-pointing chevron.</p>
<p>Step 6</p>	<p>Select "Report Time".</p>	 <p>The screenshot shows the 'NavBar: Navigator' interface. The dropdown menu is now open under the heading 'Time Management'. The menu items are: 'Manage Schedules', 'Approve Time and Exceptions', 'Report Time' (highlighted with a yellow border), 'View Time', and 'Time and Labor WorkCenter'. Each item has a right-pointing chevron.</p>
<p>Step 7</p>	<p>Select "Timesheet".</p>	 <p>The screenshot shows the 'NavBar: Navigator' interface. The dropdown menu is now open under the heading 'Report Time'. The menu items are: 'Timesheet' (highlighted with a yellow border) and 'Mass Time'. Each item has a right-pointing chevron.</p>



End User – How to Access Classic View of Timesheet Employee and Manager Use

<p>Step 8</p>	<p>Enter Supervisor ID and Position number.</p> <p>Select "Get Employees".</p>	<p>Report Time Timesheet Summary</p> <p>Employee Selection</p> <p>Employee Selection Criteria</p> <table border="1"> <thead> <tr> <th>Selection Criterion</th> <th>Selection Criterion Value</th> </tr> </thead> <tbody> <tr><td>Time Reporter Group</td><td><input type="text"/></td></tr> <tr><td>Employee ID</td><td><input type="text"/></td></tr> <tr><td>Empl Record</td><td><input type="text"/></td></tr> <tr><td>Last Name</td><td><input type="text"/></td></tr> <tr><td>First Name</td><td><input type="text"/></td></tr> <tr><td>Job Code</td><td><input type="text"/></td></tr> <tr><td>Job Description</td><td><input type="text"/></td></tr> <tr><td>Department</td><td><input type="text"/></td></tr> <tr><td>Supervisor ID</td><td><input type="text"/></td></tr> <tr><td>Reports To Position Number</td><td><input type="text"/></td></tr> <tr><td>Workgroup</td><td><input type="text"/></td></tr> </tbody> </table> <p>Get Employees Clear Criteria Save Criteria</p>	Selection Criterion	Selection Criterion Value	Time Reporter Group	<input type="text"/>	Employee ID	<input type="text"/>	Empl Record	<input type="text"/>	Last Name	<input type="text"/>	First Name	<input type="text"/>	Job Code	<input type="text"/>	Job Description	<input type="text"/>	Department	<input type="text"/>	Supervisor ID	<input type="text"/>	Reports To Position Number	<input type="text"/>	Workgroup	<input type="text"/>																				
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<p>Step 9</p>	<p>Select the employee in which you need to print timesheet for.</p>	<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Employee ID</th> <th>Empl Record</th> <th>Job Title</th> <th>Reported Hours</th> <th>Hours to be Approved</th> <th>Scheduled Hours</th> <th>Exception</th> <th>Hours Approved or Submitted</th> <th>Denied Hours</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>	Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	0.0	0.0	0.0		0.0	0.0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	0.0	0.0	0.0		0.0	0.0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	0.0	0.0	0.0		0.0	0.0
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<p>Step 10</p>	<p>Review Timesheet information as needed.</p>	<p>Timesheet</p> <p>Select Another Timesheet</p> <p>*View By: Week</p> <p>*Date: 05/23/2021</p> <p>Reported Hours: 0.0</p> <p>Previous Week Next Week</p> <p>Next Employee</p> <p>Print Timesheet</p>																																												

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