
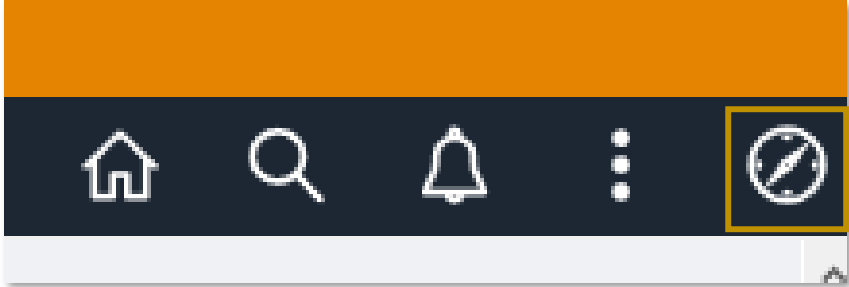
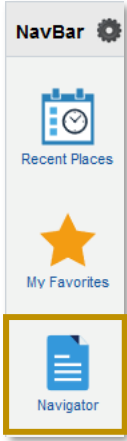




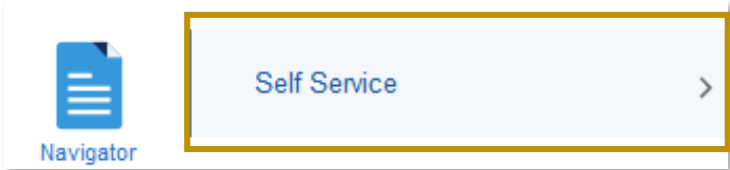
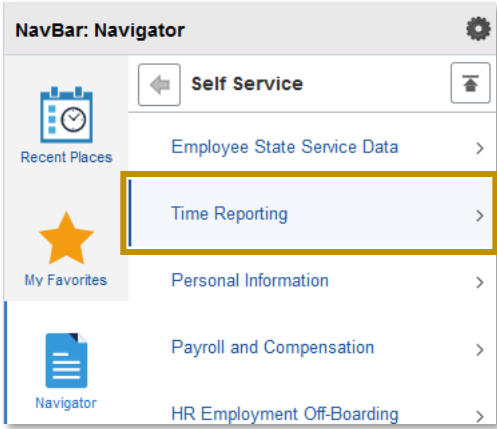
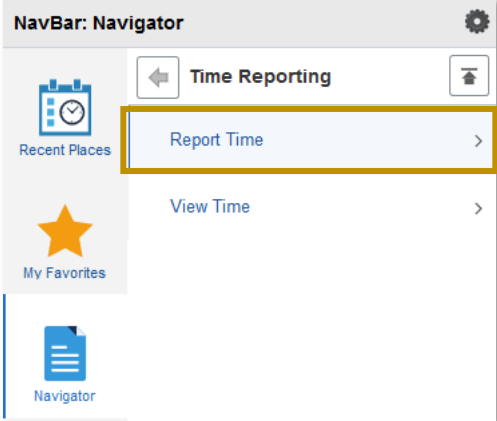
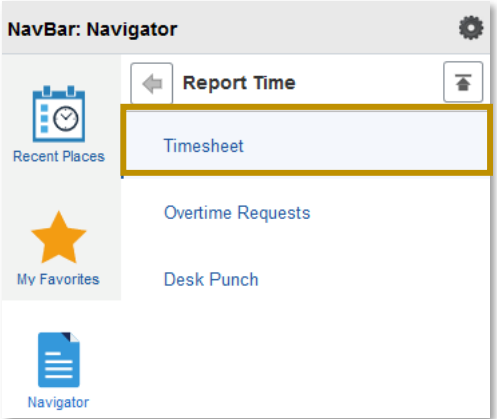
End User – How to Print Timesheet_Employee and Manager Use

How to Print Timesheet from Employee Self Service

Step 1	Log into your employee portal (MyUNTSysstem.edu)	 <p>Employee Self Service</p> <p>EUID _____</p> <p>Password _____</p> <p>Sign in</p> <p>Can't sign in? Clear your web browser cache or open a private browsing session. Check your EUID and password, or complete a service request for assistance.</p> <p>Service interruptions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.</p>
Step 2	Once logged into the portal, select the compass icon located in to the top right side of the page.	
Step 3	Select the "Navigator" icon.	

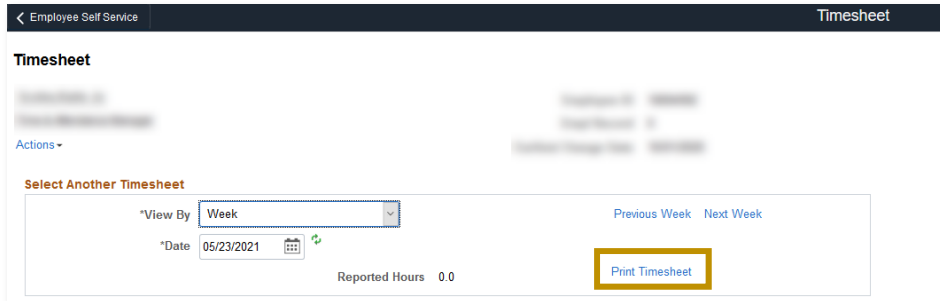


End User – How to Print Timesheet_Employee and Manager Use

<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>	



End User – How to Print Timesheet_Employee and Manager Use

<p>Step 8</p>	<p>Select "Print Timesheet".</p>	 <p>The screenshot shows the 'Employee Self Service' interface for 'Timesheet'. It includes a navigation bar with a back arrow and 'Employee Self Service' on the left, and 'Timesheet' on the right. Below the navigation bar, there is a 'Timesheet' section with some blurred text. Underneath, there is an 'Actions' dropdown menu. A 'Select Another Timesheet' section contains a '*View By' dropdown menu set to 'Week', a '*Date' field with '05/23/2021' and a calendar icon, and a 'Reported Hours' field with '0.0'. To the right of the date field are links for 'Previous Week' and 'Next Week'. A yellow box highlights the 'Print Timesheet' button.</p>
----------------------	----------------------------------	---

You have now successfully printed *your* timesheet!



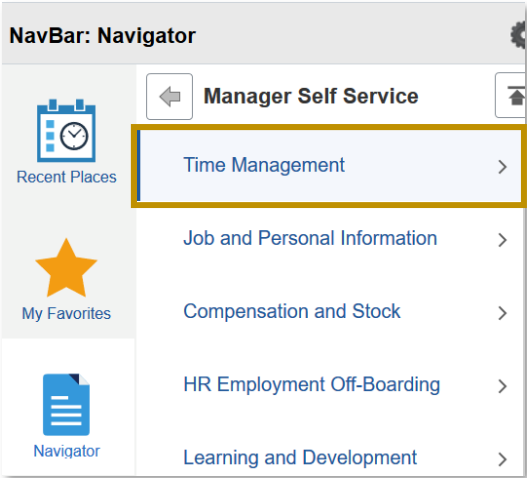
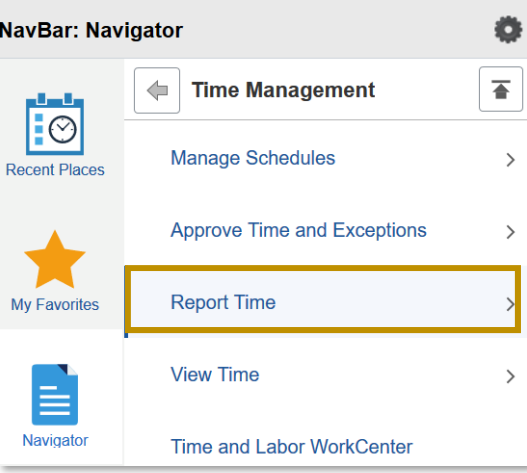
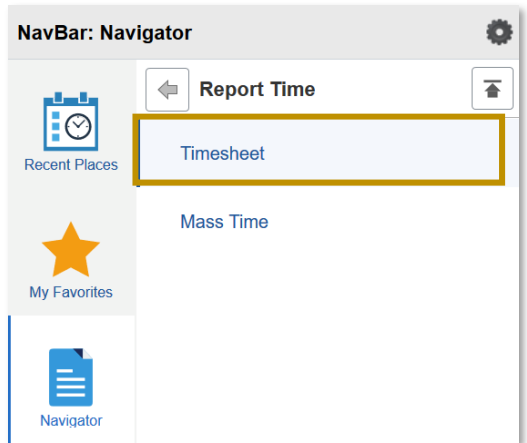
End User – How to Print Timesheet_Employee and Manager Use

How to Print 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 Print 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. The breadcrumb path is 'Manager Self Service'. The 'Time Management' option is highlighted with a yellow box. Other visible options include 'Job and Personal Information', 'Compensation and Stock', 'HR Employment Off-Boarding', and 'Learning and Development'. The left sidebar contains 'Recent Places', 'My Favorites', and 'Navigator' icons.</p>
<p>Step 6</p>	<p>Select "Report Time".</p>	 <p>The screenshot shows the 'NavBar: Navigator' interface. The breadcrumb path is 'Time Management'. The 'Report Time' option is highlighted with a yellow box. Other visible options include 'Manage Schedules', 'Approve Time and Exceptions', 'View Time', and 'Time and Labor WorkCenter'. The left sidebar contains 'Recent Places', 'My Favorites', and 'Navigator' icons.</p>
<p>Step 7</p>	<p>Select "Timesheet".</p>	 <p>The screenshot shows the 'NavBar: Navigator' interface. The breadcrumb path is 'Report Time'. The 'Timesheet' option is highlighted with a yellow box. The 'Mass Time' option is also visible below it. The left sidebar contains 'Recent Places', 'My Favorites', and 'Navigator' icons.</p>



End User – How to Print 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"/>																				
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"/>																																													
<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>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</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>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</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>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</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	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0		0.0	0.0
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																																				
...	0.0	0.0	0.0		0.0	0.0																																				
...	0.0	0.0	0.0		0.0	0.0																																				
...	0.0	0.0	0.0		0.0	0.0																																				
<p>Step 10</p>	<p>Select "Print Timesheet".</p>	<p>Timesheet</p> <p>Actions -</p> <p>Select Another Timesheet</p> <p>*View By: Week</p> <p>*Date: 05/23/2021</p> <p>Reported Hours: 0.0</p> <p>Print Timesheet</p>																																												

You have now successfully printed an employee’s timesheet!

If you have any questions or issues, please contact timeandlabor@untsystem.edu.