

Online Faculty Time Records

Online Faculty Time Records are housed within the UI Human Resources Self Service web site. Please login to the Self Service/FUS Web Applications portal to record sick leave.

In the center panel of the Self Service “My Information” page, there is a heading labeled “Employee Time Records.” To record your monthly leave, click **Employee Time Records**.

PLEASE NOTE: Even if you have no sick leave to report, an Employee Time Record must be submitted.

THE UNIVERSITY OF IOWA **EMPLOYEE SELF SERVICE**
Finance and Operations Web Applications

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Human Resources is a department of the Finance and Operations organization. **Date: 05/09/2005 9:36 AM**

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A screen will display listing both current and previous months' records and their status. Records noted as "Processed" can only be changed through the use of a hardcopy corrected Time Record. Records noted as "Submitted" can be changed by HR Unit Representatives or administrative staff in your department. The current monthly record will be noted as "Not Submitted." You may edit all records that have not yet been submitted by clicking on the "Period Ending" date to enter the time record.

Time Records List

Online Employee Time Records

Period Ending	Type	Time Record Status	Workflow Status
05/31/2005	Academic Faculty	Not Submitted	N/A (Faculty ETR)
04/30/2005	Academic Faculty	Submitted	N/A (Faculty ETR)

As indicated, to enter or change leave information click [Edit](#) in the heading area for that day. If you have no time to record, you must still submit the blank time record to Human Resources.

Employee Time Record

Edit/Review an Online Employee Time Record

➤ [XXXXXXXXXX](#)

The following is your **Monthly Leave Record for the Month ending 05/31/2005.**

(Master File Key: 000 11 1240 00000 00000000 0000 000 00000 00 0000)

- To enter or change leave information, please click [Edit](#) in the heading area for that day.
- When you are done entering information, click [Exit](#).
- When you are finished with the time record for the pay period, click [Submit to Human Resources](#).

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	Edit 02	Edit 03	Edit 04	Edit 05	Edit 06	Edit 07	Edit
	No Leave	No Leave	No Leave	No Leave	No Leave	No Leave	No Leave
08	Edit 09	Edit 10	Edit 11	Edit 12	Edit 13	Edit	
	No Leave	No Leave	No Leave	No Leave	No Leave	No Leave	

- When you are done entering information, click [Exit](#).
- When you are finished with the time record for the pay period, click [Submit to Human Resources](#).

Enter your leave information on the edit screen, putting the time in the left column, the reason (click the drop down list) in the middle column, and optional comments in the right column. If you need help deciding which category to use, please contact your departmental or collegiate Human Resource representative

Edit Your Leave Information for 05/04/2005 - Wednesday :

(To delete leave information, enter "0" in the # Hours Taken Column)

# Hours Taken	Code (Click Drop Down Box for List)	Comments (Should be brief - are viewable by supervisor)
1) 4	02-Sick Leave Regular	
2)	00-None Selected	
3)	00-None Selected	
4)	00-None Selected	

Note: "Save and Return" will save this information and return to the calendar view. If you choose the button to "repeat" a selected sequence over the course of several days, the information will be saved and you will be taken to a new screen to specify the duration of your leave.

[Save and Return](#)

[Cancel Changes and Return](#)

-or-

[Repeat Seq 1](#)

[Repeat Seq 2](#)

[Repeat Seq 3](#)

[Repeat Seq 4](#)

If you wish to repeat a specific # of hours and code taken -- for example, 1) 2 hours--regular sick leave and 2) 1 hour--family caregiving leave (up to 4 combinations, numbered to the left of the entry boxes) -- for multiple days, click on the button corresponding to the sequence number you wish to repeat (in this case Repeat Seq. 1). On the following page, check the dates on which the sequence information needs to be repeated.

Starting Date: 05/04/2005 - Wednesday
Hours: 4
Leave Type(Code): Sick Leave Regular (Code 02)
Comments:

Below, please choose the dates for which the above information should be repeated:

(Check to Select) Date of Leave

- Thursday - 05/05/2005
- Friday - 05/06/2005
- Saturday - 05/07/2005
- Sunday - 05/08/2005
- Monday - 05/09/2005
- Tuesday - 05/10/2005
- Wednesday - 05/11/2005

Scroll to the bottom of the screen and click **Submit and Return**, which will take you back to the monthly display screen to finalize and **Exit** or **Submit to Human Resources**

- When you are done entering information, click **Exit** .
- When you are finished with the time record for the pay period, click **Submit to Human Resources** .