

## 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 screenshot displays the 'Employee Self Service' web application interface. At the top, there is a navigation bar with links for 'Home', 'Finance and Operations', 'Contact Us', 'Change User', and 'Sign Out'. Below this is a search bar with a 'SEARCH' button. The main navigation tabs are 'MY SELF SERVICE', 'PERSONAL', 'ADMINISTRATION', 'WORKFLOW', and 'EXTERNAL LINKS'. The 'PERSONAL' tab is selected, showing a grid of service categories:

- General**: Annual Salary Letter, Appointment & Salary History, Change Password, COGS Release, Demographics, Emergency Contacts, My Faculty Catalog Information, Merit Salary Projection, My HR Unit Rep, My Workflow Administrator, Review Higher Education Degrees, Review Licenses/Certifications, Stop Paper Mailings, University Bill.
- Name & Addresses**: Email Routing, Name and Address Change.
- Travel**: Create New Trip/Request Cash Advance, Create TEV (Travel Expense Voucher), My Reimbursements, Other ProTrav Functions.
- My Parking**: My Parking.
- Payroll**: Direct Deposit, Foreign Visitor Information, Paycheck Review, Savings Bonds Enrollment, W-4 Tax Withholding, Year-End Taxes.
- Time Reporting**: Employee Time Records, Online Absence Report, Vacation Sick Report.
- Benefits**: Benefits Enrollment, Current Benefits, Spending Account Recap/Forms, Workers Compensation - First Report of Injury.
- Learning and Development**: Learning Online with Skillsoft, My Training, Tuition Assistance Application.
- Other**: Charitable Giving, Higher Education Degrees, Licenses and Certifications.

On the right side of the page, there are several informational sections:

- LEARN ABOUT CUSTOMIZING SELF SERVICE**: A star icon and a link to learn more.
- Workflow**: A yellow header with a list of links: Human Resources (6), View Entire Inbox (6), and Workflow Training Manuals.
- History**: A section with a link: 26 form(s) may be viewed.
- Maintenance**: A section with a list of links: Ad Hoc Approvers, Delegates, Out of Office, Personal Profile (Set E-mail), and Workflow Test Transactions.
- Self Service Messages**: A yellow header with two message cards: 'Direct Deposit' (CATEGORY: EMPLOYEE NOTICE) and 'Home Address and Telephone Publication Restriction' (CATEGORY: EMPLOYEE NOTICE). Below these is a 'Welcome to the new version of Employee Self Service' message (CATEGORY: SELF SERVICE).
- Contact Us**: A section with a link: Self Service Suggestions.

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
<a href="#">05/31/2006</a>	Academic	Not Submitted	N/A (Academic ETR)
<a href="#">04/30/2006</a>	Academic	Not Submitted	N/A (Academic ETR)
<a href="#">03/31/2006</a>	Academic	Not Submitted	N/A (Academic ETR)
<a href="#">02/28/2006</a>	Academic	Not Submitted	N/A (Academic ETR)
<a href="#">01/31/2006</a>	Academic	Not Submitted	N/A (Academic 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.

The following is your Monthly Leave Record for the Month ending 01/31/2006.  
 (Master File Key: 000 16 2910 00000 00000000 0000 000 00000 00 0000)

- Full shift unpaid absences are to be recorded as an HRIS Unpaid Leave of Absence Transaction and not recorded on the Time Record. Employees should notify the HR Rep or supervisor of full shift unpaid absences for accurate absence recording.
- 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
	09  <u>Edit</u>	10  <u>Edit</u>	11  <u>Edit</u>	12  <u>Edit</u>	13  <u>Edit</u>	14  <u>Edit</u>
	No Leave	No Leave	No Leave	No Leave	No Leave	No Leave
15  <u>Edit</u>	16  <u>Edit</u>	17  <u>Edit</u>	18  <u>Edit</u>	19  <u>Edit</u>	20  <u>Edit</u>	21  <u>Edit</u>
No Leave	No Leave	No Leave	No Leave	No Leave	No Leave	No Leave
22  <u>Edit</u>	23  <u>Edit</u>	24  <u>Edit</u>	25  <u>Edit</u>	26  <u>Edit</u>	27  <u>Edit</u>	28  <u>Edit</u>
No Leave	No Leave	No Leave	No Leave	No Leave	No Leave	No Leave
29  <u>Edit</u>	30  <u>Edit</u>	31  <u>Edit</u>				
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 01/11/2006 - 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) <input type="text"/>	00-None Selected <input type="button" value="v"/>	<input type="text"/>
2) <input type="text"/>	00-None Selected <input type="button" value="v"/>	<input type="text"/>
3) <input type="text"/>	00-None Selected <input type="button" value="v"/>	<input type="text"/>
4) <input type="text"/>	00-None Selected <input type="button" value="v"/>	<input type="text"/>

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:** 01/11/2006 - Wednesday  
**Hours:** 2  
**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
<input type="checkbox"/>	Thursday - 01/12/2006
<input type="checkbox"/>	Friday - 01/13/2006
<input type="checkbox"/>	Saturday - 01/14/2006
<input type="checkbox"/>	Sunday - 01/15/2006
<input type="checkbox"/>	Monday - 01/16/2006
<input type="checkbox"/>	Tuesday - 01/17/2006

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** .