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Faculty Services 9.0

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Helpful Links

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Note: MySPC runs on a secure server and requires Firefox 3.0 or Internet Explorer 6.0 or higher. Best performance is achieved using Internet Explorer 7.0.

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BiWeekly Time Entry

John Doe

EmpID: TEST000001

Pay Begin Dt: 08/22/2009

Pay End Dt: 09/04/2009

Employee Exception Hourly Approval Entered and Not Submitted
 Type: Status:

Job Details

Rcd Nbr	Job Code	Department	Manager Name	Std Hrs/Wk	Hrs WK1	Hrs WK2
0	H0901	PROVOST-SE	Roe,Richard R	40.00	0.00	0.00

Detail Time Reporting

Day	Date	Rcd Nbr	*Time Code	Description	Start Time	End Time	Meal Hrs	Worked Hrs	Leave Hrs
Sat	08/22/09	0	Regular					0.00	
Sun	08/23/09	0	Regular					0.00	
Mon	08/24/09	0	Regular					8.00	
Tue	08/25/09	0	Regular					8.00	
Wed	08/26/09	0	Regular					8.00	
Thu	08/27/09	0	Regular					8.00	
	Fri 08/28/09	0	PersLve					0.00	8.00
Sat	08/29/09	0	Regular					0.00	
Sun	08/30/09	0	Regular					0.00	
Mon	08/31/09	0	Regular					8.50	
Tue	09/01/09	0	Regular					9.50	
Wed	09/02/09	0	Regular					8.00	
Thu	09/03/09	0	Regular					8.00	
Fri	09/04/09	0	Regular					8.00	

Blue dot indicates there is a difference between the leave that was approved and what was entered on the time sheet or that the leave was never approved.

Click submit button to send your time sheet to your supervisor.

When you click submit you will get a 2nd screen giving you the option to enter the extra time as overtime or Comp Time. Note this only happens when you click submit not save of later

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Submit for Approval? (30000,62)

Do you want to submit your time entry for approval?

Click "YES" to continue and "NO" to cancel.

Click Yes to send the time sheet to your approver or select No to cancel.

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BiWeekly Time Entry

John Doe

Pay Begin Dt:08/22/2009

Pay Period End 09/04/2009
Date:

Time Entry							
Job Code:	H0901	Dept:	PROVOST-SE	Hourly Comp Rate:	18.590000	Status:	Entered
Overtime Distribution: Week Ending 8-29-2009							
OT Hours:	0.00	OT Comp Hours:		OT Pay Hours:			
Overtime Distribution: Week Ending 9-4-2009							
OT Hours:	2.00	OT Comp Hours:		OT Pay Hours:			

Overtime Comments:



This is the total hours eligible for overtime and/or comp time.

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John Doe

Pay Begin Dt:08/22/2009

Pay Period End 09/04/2009
Date:

Time Entry			
Job Code:	H0901	Dept:	PROVOST-SE
Hourly Comp Rate:	18.590000	Status:	Entered
Overtime Distribution: Week Ending 8-29-2009			
OT Hours:	0.00	OT Comp Hours:	OT Pay Hours:
Overtime Distribution: Week Ending 9-4-2009			
OT Hours:	2.00	OT Comp Hours:	OT Pay Hours:

Overtime Comments:



Of the eligible hours you can choose to take either all as overtime, all as comp time or a cobination of both. Once you have enter your hours click on OK.

BiWeekly Time Entry

John Doe EmpID: TEST000001 Pay Begin Dt: 08/22/2009 Pay End Dt: 09/04/2009

Employee Type: Exception Hourly Approval Status: **Submitted**

Rcd Nbr	Job Code	Department	Manager Name	Std Hrs/Wk	Hrs WK1	Hrs WK2
0	H0901	PROVOST-SE	Roe,Richard R	40.00	40.00	42.00

Detail Time Reporting									
Day Date	Rcd Nbr	*Time Code	Description	Start Time	End Time	Meal Hrs	Worked Hrs	Leave Hrs	
Sat 08/22/09	0	Regular					0.00		+ -
Sun 08/23/09	0	Regular					0.00		+ -
Mon 08/24/09	0	Regular					8.00		+ -
Tue 08/25/09	0	Regular					8.00		+ -
Wed 08/26/09	0	Regular					8.00		+ -
Thu 08/27/09	0	Regular					8.00		+ -
i Fri 08/28/09	0	PersLve					0.00	8.00	+ -
Sat 08/29/09	0	Regular					0.00		+ -
Sun 08/30/09	0	Regular					0.00		+ -
Mon 08/31/09	0	Regular					8.50		+ -
Tue 09/01/09	0	Regular					9.50		+ -
Wed 09/02/09	0	Regular					8.00		+ -
Thu 09/03/09	0	Regular					8.00		+ -
Fri 09/04/09	0	Regular					8.00		+ -

Please Note:
 It's very important that the approval status changes to submit otherwise it hasn't been sent to your supervisor for approval.

