Click on this button to **Create** a record of the selected Charge Code.

Click on this button to **Delete** the selected Charge Code.

4.4 My Timesheets

The **My Timesheets** form displays a list of all timesheets created by the logged in user. See below for other functions that are available on this form.

To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213.

Doc Type	Document No	Date	Document Description	Workflow ID	Pay Date	...
Document Status: 0.5 - Preliminary Timesheet Documents (Anna Belle Martin)						
TSH	13-TS-1024	8/13/2015	TimeSheet for paydate ...	103	9/15/2015	
		1				
Document Status: 1 - Supervisor Documents (Anna Belle Martin)						
TSH	13-TS-1020	8/13/2015	TimeSheet for paydate ...	103	8/31/2015	
TSH	13-TS-1012	8/27/2013	TimeSheet for paydate ...	103	8/31/2013	
		2				
Document Status: 14 - Documents Transferred to Abila						
TSH	13-TS-1016	8/13/2015	TimeSheet for paydate ...	103	8/15/2015	
		1				
		4				

Record 1 of 4

Retrieve Records 1000 | New | Edit | View | Recall | Approve/Reject | Dist Code | Print

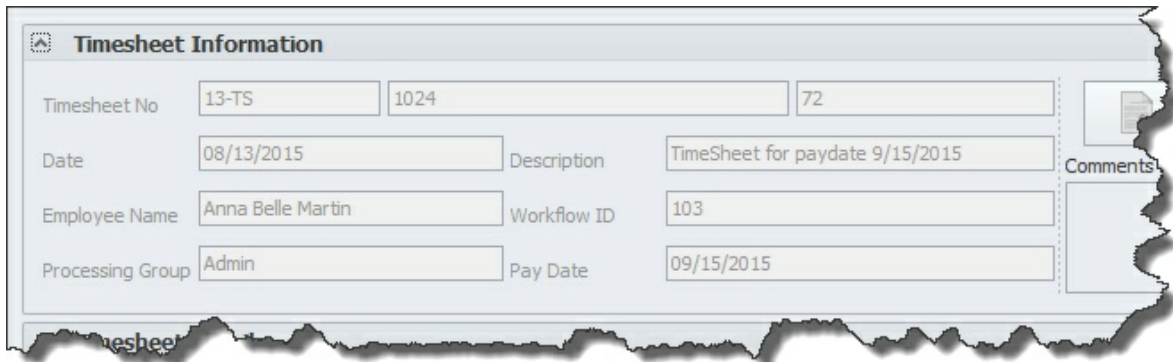| Buttons	Description
	Click on the button to **Create** a New Timesheet 43 for a specific pay date.
	Click on the button to **Edit** an existing timesheet. Edit function is not available after submitting your timesheet for approval.
	View the timesheet in read-only mode.
	If you've submitted your timesheet for approval and need to make any modifications, you can clickk on this button to **Recall** the timesheet to your queue. However, if it was approved, the system will not allow you to recall it.
	Click on the button to **Print** a copy of the My Timesheet list.

4.4.1 Create New Timesheet

To create a new timesheet, click on the **New** button and select a pay date. Use the **Edit** button to append time or whenever you need to make modifications. While preparing a timesheet, some of the values are defaulted based on the initial setup process. If you find any discrepancies please notify your payroll administrator.

Quick Start - How to complete your timesheet:

1. Click on the **Add** button to create a new row for entering your time by day. Repeat this step for additional lines when charging your time to multiple charge codes (i.e. department/programs/funds/grants/projects/etc).
2. Click on the **Insert Leave** button to insert any approved or paid holiday hours.
3. Click on the **Overtime Calculation** button to calculate any overtime hours (only if applicable).
4. Click on the **Submit** button to send your timesheet for approval.

<u>Timesheet Information</u>

Fields/ Buttons	Description
Timesheet No.	Assigned automatically by the system.
Date	The current date will be populated in this field.
Description	The system will automatically assign a document **Description** based on the selected pay date (read-only field). The pay date is appended to the words TIMESHEET FOR PAYDATE then it becomes your document **Description**.
Employee Name	Your name will be defaulted in this field (read-only field).
Workflow ID	Your **Workflow ID** will be defaulted in this field (read-only field).
Processing Group	This field represents the processing group for which the employee is associated. The information is retrieved from Abila MIP FA Payroll Module

Fields/ Buttons	Description
	employee database (read-only field).
Pay Date	This date is associated with your processing group pay schedule and it also dictates the period for which the timesheet belongs.
Comments	Enter any comments in this field. The **Comments** can be viewed by the approvers and are also printed on the timesheet form.
	Click on this button to **Delete** your timesheet.
	Click on this button to **Save** your timesheet.
	Click on this button to **Undo** the last changes.
	Click on this button to **Submit** your timesheet for approval.
	Click on this button to **Send** email correspondence. See Shared Activities>Email 210 for detailed instructions on how to send email messages.
	Click on this button to **Attach** any electronic documents to your timesheet. See Shared Activities>Attachments 211 for detailed instructions on how to include attachments.
	Click on this button to **Print** a copy of your timesheet.

Timesheet Detail

Columns	Description
Pay Type	The system will automatically default EARNINGS into this column, do not change the default value unless additional instructions are provided by the payroll administrator.
Pay Code	Your default **Pay Code** will automatically populate in this column. Please do not change the default value unless additional instructions are provided by the Payroll Administrator.
	The list of **Pay Codes** are limited based on the employee's default

Columns	Description
	timesheet in Abila MIP FA Payroll Module. The default value is set in the Employee Default Value 33 form.
Charge Code	Your default C**harge Code** will populate in this column. You can use the drop-down list to change the value, if necessary. **Charge Codes** may represent the department,project, or program you are charging to your time. Do not change the default value unless additional instructions are provided by the Payroll Administrator. ⓘ The list of **Charge Codes** are limited based on the restrictions setup in each workflow or e**mployee** 39 record.
Total	Displays **Total** number of hours by charge code.
📝	Enter any comments in this field. The **Comments** can be viewed by the approvers and are also printed on the timesheet form.
➕	Click on this button to **Insert** new rows on your timesheet.
❌	Click on this button to **Delete** the selected timesheet row.
↩	Click on this button to **Undo** the last changes.
👤	Use this option to automatically insert any paid holidays and/or requested leave into your timesheet. (See Request Leave 46 section for details on how to request unexpected or planned leave). If your system is setup to manually enter leave on your timesheet then use the Add ➕ button and select the value **"Paid Leave"** from the Pay Type drop down list control. In the Pay Code column, select the leave code from the drop down list. 💡 To setup paid holidays go to Timesheet Module Tab>Setup>Shift Codes 35.
💰	If you are eligible for overtime, this option will automatically analyze your timesheet based on the overtime rule and insert any overtime hours you are entitled to receive. 💡 To setup overtime rules go to **Timesheet Module Tab>Setup>Overtime** 38.
🗓	This option is intended for employees who are charged to one specific charge code and work a default set of hours for the pay period. Use this button to insert default hours on your timesheet. 💡 To setup default hours go to Timesheet Module Tab>Setup>Shift Codes 35.
🧮	Open **Elapsed Time Calculator** that converts HH:MM to decimal.

4.5 Request Leave

Use the **Leave Request** form to perform the following tasks:
- ✓ Request planned or unexpected leave for past, present or future dates.
- ✓ Modify/Adjust requested leave.
- ✓ Delete leaves that were not taken.

ⓘ By default, the system will not allow users to manually enter leave on their timesheet. They must first request it by utilizing the ribbon menu option **Leave Request**. However, to change this default behavior, you can select the option **Manually Enter Leave** in the Timesheet>Setup>Options.

ⓘ By default, requested leave is not required to be approved before they are added to the employee's timesheet. However, after submitting for approval, the approver will not be able to approve any timesheets without approving the leave requests first. Use the global settings, located in the Timesheet>Setup>Options, to indicate the approval level where all leave requests will be submitted for approval.

| Home Page | Leave Request for Anna Belle Martin ✕ | | | | | | | | | |

Request Information

| From | 8/26/2015 | Leave Code | Vac | ▾ | ☐ FMLA |
| To | 8/28/2015 | Hours Per Day | 0 | | ✓ Use Shift Hrs |

Notes (Please do not enter any medical information.)

Family Vacation

Leave History

	LeaveDate	WeekDay	Leave	Requested	Taken	Differ...	Status	Notes	Type	ApprovedDate	DateSubmitted
⌕											
▸	9/10/2015	Thursday	Vac	8.0000	8.0000	0.0000	A	Vacation		8/13/2015 4:...	8/13/2015 4:53:07 ...
	8/19/2013	Monday	EPTO	5.0000	5.0000	0.0000	A	N/A		8/27/2013 12...	8/27/2013 12:47:1...
				13	13						

Submit   Edit   Delete   Toggle FMLA   Print

Field/ Button	Description
From Date	Enter the start date for your leave request.
To Date	Enter the end date for your leave request.
Leave Code	Select a **Leave Code** from the drop-down list. The list of leave codes are retrieved from the user's Default Timesheet in Abila MIP FA.

Hours   Enter the number of **Hours** per day you are requesting. You can also use the time **Converter** icon 📇 to convert minutes to decimal if needed.

Use Shift Hours   Select this option to insert the default hours specified in the shift code.

Leave Balance   This field retrieves the available balance from the selected leave code. The information is retrieved from the Abila MIP FA Payroll Module.

Notes   Enter a brief comment concerning the requested leave.

Leave History   A list of all requested leave along with their approval status.

          Use this button to **Submit** the leave request to a designated approver. The approver will receive an email notification of the requested leave.

          This button is used to **Modify/Adjust** any leave before or after approval. However, if the leave was transferred to a timesheet, the user will be prevented from making any changes.

          Use this button to **Delete** a requested or approved leave. However, if the leave was transferred to a timesheet, the user will be prevented from deleting it.

          Click on this button to **Print** a copy of the leave requested.

          💡 To filter, sort, and group the data please see Sorting/Grouping/Filtering Data Grids 213

4.6   Employee Information

The **Employee Information** tab provides easy access for employees to view their payroll information such as demographic information, leave balance, and pay stub information.