1. Log on to TeamWorks

2. Submitting an Absence Request

To submit an absence request, navigate to the *Absence Request* transaction by clicking on the following items on the left menu bar: ***Self Service > Time Reporting > Report Time > Absence Request***.

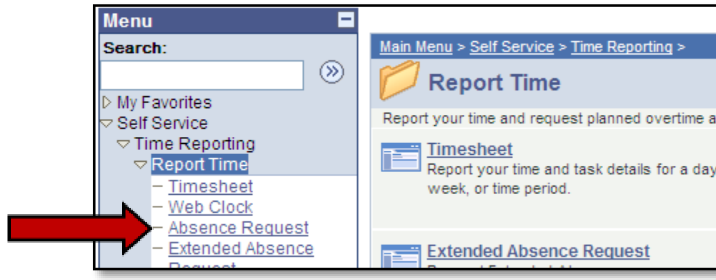
a. Enter the required information as fields become available on screen: ***From*** (start date of the absence), ***Absence Code***, ***Absence Name***, ***Reason***, and ***Partial/Full Day***.

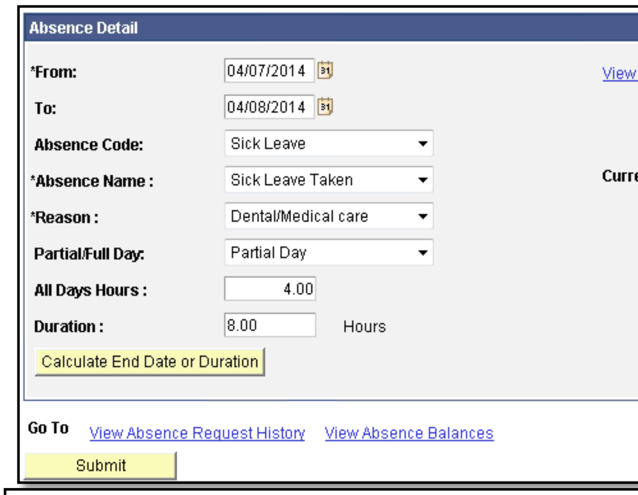
b. To submit a request based on the start and end date of the absence, enter the last day of the absence in the ***To*** field. **Note:** if the absence is for a single day (full day or partial hours) the ***From*** and ***To*** fields must have the same date.

c. To submit a request based on the start date and duration of the absence, enter the number of hours for the absence in the ***Duration*** field. **Note:** in this case, do not enter a date in the ***To*** field.

d. When submitting a request for partial days, enter the number of hours per day in the ***All Days Hours*** field. The number of hours per day you enter will be applied across all days within your requested period.

e. When you have completed filling out the request form, click on the ***Submit*** button to send the request to your manager for approval. **Note:** your request will only be submitted for approval after you click on the ***Yes*** button to confirm your submission.

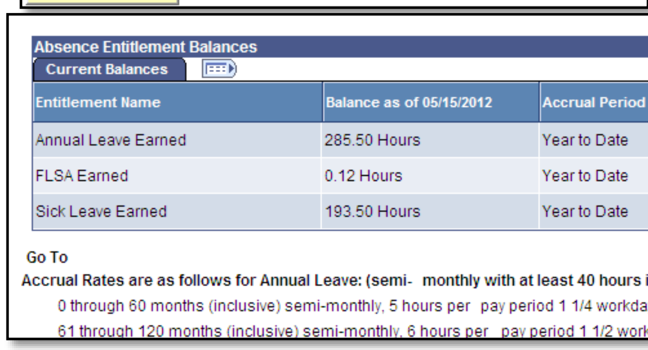




3. View Leave Balances

To view your absence balances, navigate to the *Leave Balances* transaction by clicking on the following items on the left menu bar: ***Self Service > Time Reporting > View Time > Leave Balances***.

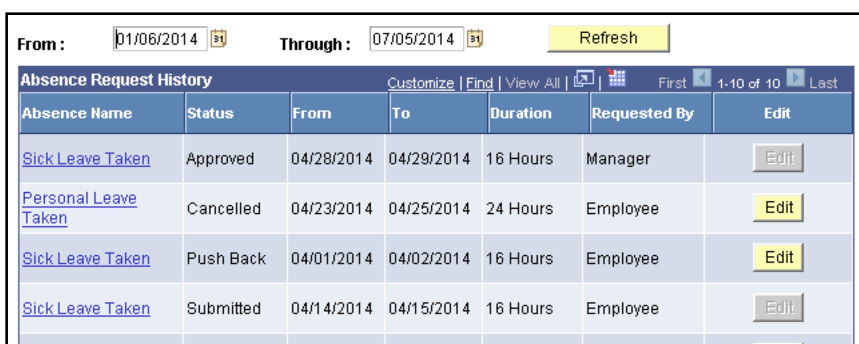
For each entitlement, the system will display the balance <u>if the balance is greater than zero</u>. The header of the ***Balance as of*** column indicates the date the displayed balances were calculated by the system. **Note:** the system updates the balances as part of the payroll process; this happens twice a month.



4. View Absence Request History

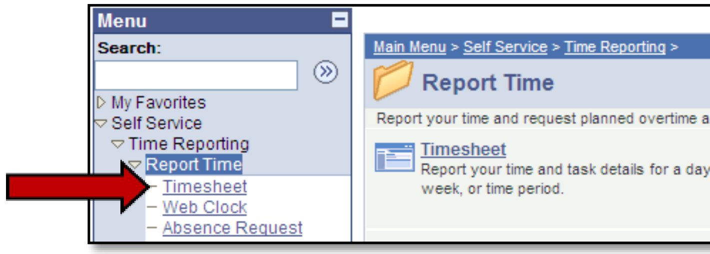
To view your absence request history, navigate to the *Absence Request History* transaction by clicking on the following items on the left menu bar: ***Self Service > Time Reporting > View Time > Absence Request History***.

Use the ***From*** and ***Through*** fields to set the period for which you want to see your absence requests; leaving these fields blank will return a list of all requests. You can view an absence request by clicking on the request's absence name link.



5. Reporting Time

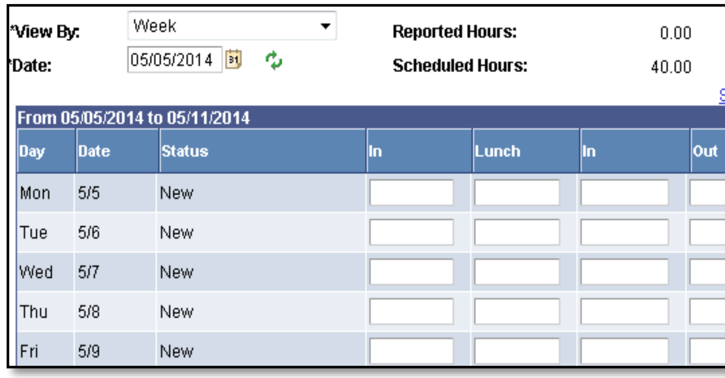
To report time, navigate to the *Timesheet* transaction by clicking on the following items on the left menu bar: ***Self Service > Time Reporting > Report Time > Timesheet***.



Salaried Non-Exempt and Hourly Employees

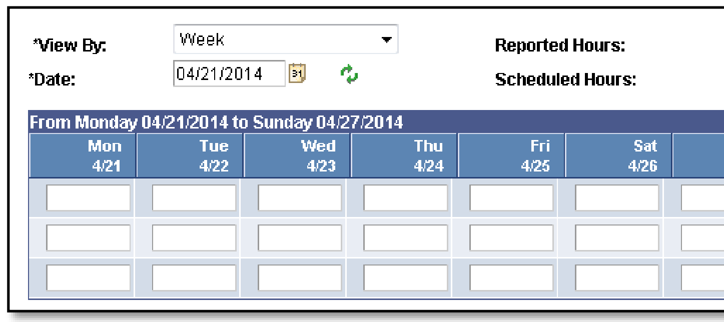
a. You are required to report the time you start and stop your work day (first ***In*** and ***Out*** columns, respectively), as well as the start and stop time for your lunch break (***Lunch*** and second ***In*** columns, respectively). **Note:** time can be reported in any of the notations show in the following examples—7:01 A (7:01 am), 8:08 A (8:08 am), 12:35P (12:35 pm), or 4:22p (4:22 pm)

b. To report an additional break or block of time, add an additional row to the corresponding date by clicking on the ***plus (+)*** button.



Salaried Exempt Employees

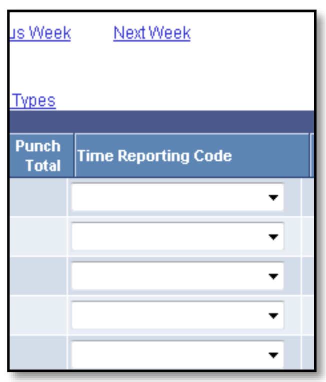
a. You are required to report the time worked regardless of when you started and stopped working. Use the columns for each day to report the appropriate time. **Note:** to report minutes worked, use the decimal notation by dividing the minutes worked by 60 and adding the result to the hours worked.

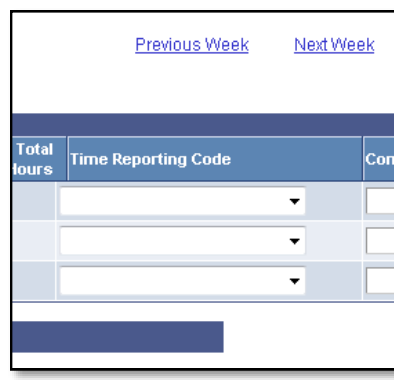


Time Reporting Code

Use the ***Time Reporting Code*** (TRC) column to record the type of time you are reporting. TRCs can be used to report both time worked (e.g., regular work, telework, etc.) or unbalanced absences (e.g., administrative leave, court leave, holidays, inclement weather, etc.).

Note: reporting against a time reporting code is optional; when one is not selected, the reported hours default to *Regular Pay*.





Combination Code

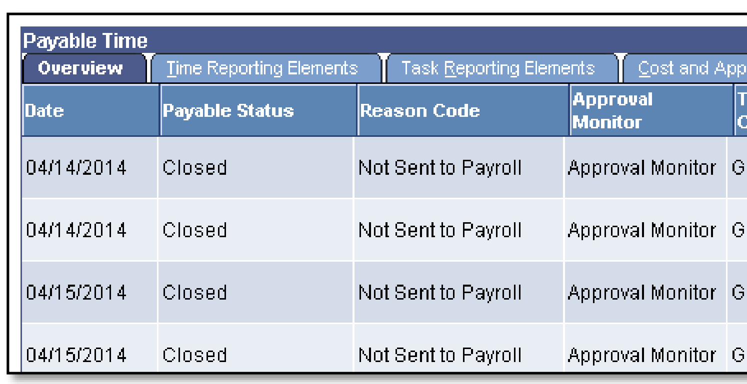
Use the ***Combination Code*** column to record time for a specific task or project in which you have worked during the selected day.

Note: reporting against a combination code is optional; contact your manager if you think you need to report time against one or multiple combination codes.

Submitting and Modifying a Timesheet

Once you have completed entering time on the timesheet, you can click on the ***Submit*** button.

If you need to make changes to a timesheet after it has been submitted, you may access the timesheet, make the changes, and submit the time. Modifications can be submitted for dates up to 30 days in the past.



6. View Payable Time Information

To view your payable time, navigate to the *Payable Time Details* transaction by clicking on the following items on the left menu bar: ***Self Service > Time Reporting > View Time > Payable Time Details***.