

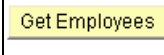
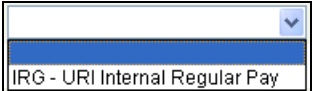
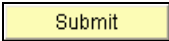




Time Reporting

1.	<p>Click the Manager Self Service link.</p> 
2.	<p>Under the Report Time folder, Click the Timesheet link.</p> 
3.	<p>Enter in the Group ID that you wish to enter hours for.</p> <p>Enter D + 4 digit department # to get a list of <i>all hourly</i> employees that need to have hours entered. This includes student and internal employees.</p> <p>Enter S + 4 digit department number to get a list of <i>only students</i>.</p> <p>Enter I + 4 digit department number to get a list of <i>only internal hourly</i> employees.</p>
4.	Enter in the first Sunday of the current pay period in the Date field.
5.	<p>Click the Get Employees button.</p> 
6.	Click an entry in the Name column.
7.	Enter in the hours in the appropriate boxes.
8.	<p>Click on the Time Reporting Code</p> <p>Choose IRG -URI Internal Regular Pay from the drop down menu.</p> 
9.	<p>Click the Submit button.</p> 
10.	<p>Click OK</p> 
11.	<p>Click on the Next Employee link to bring up the next employee in the list.</p> 
12.	Continue entering hours for each student as done for the previous one.
13.	End of Procedure.