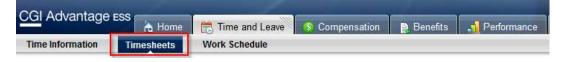
# **Create Timesheet**

- 1. Log into A360 at https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home
- 2. Click Employee Self Service



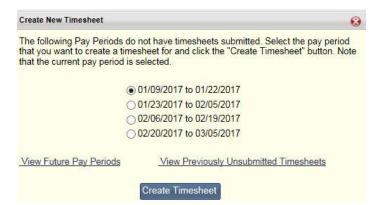
3. Click the Time and Leave tab, click the Timesheet subtab.



# 4. Create New Timesheet

View all in progress and submitted timesheets below. You can copy an existing timesheet, by selecting the Timesheet" button. For any timesheets that are in progress, you can select the item in the grid, click the "M									
Select	Pay Period Start Date	Pay Period End Date	Status	Approver					
0	09/18/2017	10/01/2017	Submitted	test2,mb					

To create a new timesheet, select the **Create New Timesheet** button. A popup window will open, displaying the four most recent pay periods (including the current pay period) for which timesheets have not been submitted.



You may select the View Future Pay Periods link to display twelve more pay periods. Selecting the View Previously Unsubmitted Timesheets link displays a list pay periods for timesheets which are past due. After selecting the pay period for which you would like to create a timesheet, select the *Create Timesheet button*. The Timesheet will be opened, allowing you to enter the necessary information.

			yourn	ours wor	rked be	1011.														
A	ppointment ID:							н	ome Dep	artment	t: IT						Title:	SR APP	SUPPORT	
	Work Cycle: MF 8-5 L60										t: SpecA	pps						Ib Title: FSR APP SUPPORT Class: FT		
	Reporting To: FTEAM LEADE Submitter ID: 0000013271	R							Dept Sp	ecific ID ocation						1000	ne Class: ne Group:			
									101.45.00											
Insert Row Event	Leave Balance Printer Accounting Overrides		Tue	Wed			Sat 16	Sun 17		Tue 19		Thu 21	Fri 22	Sat 23	Sun 24	Total Hours	Delete Row	Copy Row	Attachme	
Event		Mon	Tue 12	Wed 13		15				19	20								Attachme	
Event	Accounting Overrides	Mon 11	Tue 12	Wed 13	14	15			18	19	20		22			Hours	Row	Row		
Event	Accounting Overrides	Mon 11	Tue 12	Wed 13	14	15			18	19	20	21	22	23		Hours 64:00	Row	Row	<u>b</u>	
Event REGULAR PAY VACATION USED	Accounting Overrides	Mon 11 08:00	Tue 12 08:00	Wed 13 08:00	1 <b>4</b> 08:00	15 08:00			18 08:00	19	20	21	22	23		Hours 64:00 8:00	Row	Row	0	

**Timesheet Information:** 

- **Event** The Event Column allows you to select a pay event from the pick list and enter it on the timesheet. Multiple events can be added per day, by selecting the **Insert Row** button. Examples of Events are: Regular pay, Vacation, PTO, Doctor time, Jury Duty, etc.
- Accounting Overrides The Payroll Administrator in Fiscal Services can define accounting overrides for specific events at the Department, Unit, or Pay Policy level. These accounting overrides can be selected by you when creating the timesheet. You will only see the Accounting Overrides available to you AFTER you select a Pay Event.

*Note*: Most employees will *not* need to use Accounting Overrides.

- **Time Entry** Displays the total actual hours worked and the scheduled hours (default schedule is M-F, 8-5) for each day of the timesheet period for each event. Time can be entered as a total amount for the event for each day, or entered as Time In/Time Out Shifts. Select the Eicon to enter or modify Time In/Time Out information.
- **Total Hours** This **Hours** column contains a summation of the hours entered for each event on the specified row.
- **Delete Row** Select the trash can icon to delete a row. Only rows that you have inserted will have the trash can icon available.
- Copy Row Select the Copy 📝 Icon to copy an existing row.
- Attachment Do not add attachments to timesheets.

## **Timesheet Buttons**

Insert Row

Is used for inserting a row to account for additional pay events that occurred during this pay period. (i.e. time off taken, accounting overrides, etc). If you click "Insert Row" you can select an Event type for time off or regular pay events.

# • Easy Fill

If the same amount of time is regularly applied to a certain event the Easy Fill button can be used to fill in all fields of the timesheet automatically. *This is not available at go live* 

# • Time In/Time Out View

Select the **Time In/Time Out icon •** to enter your Time In/Time Out shift information (optional) as determined by your department management.

# • Standard Timesheet View

After you have finished entering your Time In/Time Out shift information, select OK to close the Time In/Time Out window and return to the standard view of the timesheet as shown below. The total number of hours entered for each day (including hours from all shifts for the day) will be displayed on the timesheet.

## Leave Balance

The Leave Balance button brings up a popup window containing current leave balances, maximum leave balances, accrual rates, and accrual frequencies. The window displays leave balance information using the current date (Month/Year) as the selection date.

D:							1	Home I	Departmen	nt: IT				
To: FTE	Leave Balance	e Informatio	on										8	
ID: 1327	Leave Balar	ice												
lance	Category	Balance		cimum ance	Accru Rate	ıal	Accrual Frequer		Amount Basis	Bala Typ	ance e	Leave End N		
ng Ove	PRSNL PTO	72:00	72:0	00			Pay Peri	od	Hour	Yea	r to Date	12		Sun
	RSRV SK BNK	2:00	999	99:00			Pay Peri	od	Hour	Yea	r to Date	12		05
-	VACATION	108:00	300	:00			Multiple		Hour	Yea	r to Date	12		
To	aı:													00:00
Se	heduled <sup>. 8:00</sup>	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00

## • Printer Friendly Version

The Printer Friendly Version button opens a window that displays the timesheet information in a format that can be printed to a local printer.

- **Discard** Discards all changes and returns you to the timesheet roster. All changes will be lost as the draft timesheet will be deleted. You will need to create a new timesheet for the pay period.
- Save Saves the data and allows you to continue working on the timesheet.
- Save and Close Saves your changes, closes the timesheet, and returns you to the Timesheet roster. You can return to this timesheet at a later date to continue with your changes.
- Submit Sends the timesheet for approval. Once submitted, the timesheet cannot be
  modified unless it is rejected. Upon selecting the Submit button, you will receive a pop up
  message that allows you to enter comments or to finalize the submission process by selecting
  Submit. If you do not agree to the terms on the timesheet submission pop up, select the Go
  back to Timesheet button and you will return to the timesheet without submitting it.

Once you submit your timesheet, you should receive the following confirmation message:

l	Messages		8
100	Severity	Message	
Ĩ	0	The document has been successfully submitted.	

Create New Timesheet

Copy Previous Timesheet View Timesheets

#### 5. Copy Previous Timesheet

The Timesheets widget allows you to copy a previous timesheet. Simply select any previous timesheet using the radio buttons in the grid, then select the **Copy Previous Timesheet** button. After selecting the pay period for which you would like to create a timesheet, select the **Create Timesheet** button. Copied timesheets are populated with the Event and Override codes from the timesheet which was copied. No hours (leave or pay) are copied forward.

#### 6. View Timesheets

The **View Timesheets** button allows you to see the details for a selected timesheet. Select the radio button next to the timesheet you would like to view, then select **View Timesheets**.

#### 7. Modify In Progress Timesheets

The **Modify In Progress Timesheets** button allows you to modify the details for a selected In Progress Timesheet. Select the radio button next to the timesheet you would like to modify, then select **Modify In Progress Timesheets**. The timesheet will be opened, allowing you to make the necessary changes. Only timesheets that are listed as "In Progress" can be modified.

### 8. Correcting a Rejected Timesheet

If you submit a timesheet and your supervisor rejects it for corrections, it will display as "In Progress" in your Timesheet widget. Select the timesheet and use the **Modify In Progress Timesheets** to make corrections and resubmit. To view comment from your supervisor, select the **Document Comments** tab in the timesheet window.

Timesheet	Other Ac	tivity	Document Comments			
locument Commen	nts	_	-			
-						
Version	Date/Time	User	Phase	Subject		
√ <u>1</u> 10	0/31/2017 8:58:34 Al	M mb.test	Draft	Doc Actioned		
First Prev Next	Last					
Save <u>Undo</u> Inse	ert Copy Paste S	earch				
Docum	ent Code : TIMEI					
Document De	pt. Code : 228					
Doc	ument ID: 1709260	000797				
	Version : 1					
	User : mb.test					
	Phase : Draft	~				
	*Subject : Doc Acti					
	Comment : xx					