

# Time Reporter

Time Reporter – PASS access to report elapsed leave time – One week at a time

View By:  Date:   << [Previous Week](#) [Next Week](#) >>

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Wednesday 02/04/2009 to Tuesday 02/10/2009

| Wed<br>2/4           | Thu<br>2/5           | Fri<br>2/6           | Sat<br>2/7           | Sun<br>2/8           | Mon<br>2/9           | Tue<br>2/10          | Total | Time Reporting Code          | Taskgroup                                                                                                          |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="text"/> | <input type="text"/> | 8.00                 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |       | 140 - Jury Duty              | PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 8.00                 | <input type="text"/> | <input type="text"/> | <input type="text"/> |       | 170 - Vacation Used Salaried | PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 8.00                 | <input type="text"/> | <input type="text"/> |       | 182 - Sick Adjusted          | PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/> |

[Reported Time Status - click to hide](#)

| Date | Status | Total    | Time Reporting Code | Comments |
|------|--------|----------|---------------------|----------|
|      |        | 0.000000 |                     |          |

[Reported Hours Summary - click to view](#)

[Balances - click to hide](#)

| Plan Type | End balance as of 02/04/2009 |
|-----------|------------------------------|
| Sick      | 281.000                      |
| Vacation  | 72.000                       |

They will click submit for each week they enter elapsed leave hours and will receive this message

## Timesheet

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### Submit Confirmation



The Submit was successful.

Reported Time for the Week of 2009-02-11 to 2009-02-17 is submitted



If employees try to enter hours that exceed the hours in the leave bank, they will get this error

[Click for Instructions](#)

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 32.00 Hours Scheduled Hours: 0.00 Hours

From Wednesday 02/11/2009 to Tuesday 02/17/2009

Timesheet Overrides

| Wed 2/11 | Thu 2/12 | Fri 2/13 | Sat 2/14 | Sun 2/15 | Mon 2/16 | Tue 2/17 |
|----------|----------|----------|----------|----------|----------|----------|
| 8.00     | 8.00     | 8.00     |          |          |          |          |

Submit

**Microsoft Internet Explorer**

Vacation Leave Plan Type allows 0 hours and 8 hours have been reported which exceeds balance. (13504,9013)

OK

[Reported Time Status - click to](#)

| Date       | Status         | Total | Time Reporting Code | Comments |
|------------|----------------|-------|---------------------|----------|
| 02/11/2009 | Needs Approval | 8.00  | 170                 |          |
| 02/12/2009 | Needs Approval | 8.00  | 170                 |          |
| 02/13/2009 | Needs Approval | 8.00  | 170                 |          |
| 02/16/2009 | Needs Approval | 8.00  | 170                 |          |

[Reported Hours Summary - click to view](#)

[Balances - click to hide](#)

| Plan Type | End balance as of 02/11/2009 |
|-----------|------------------------------|
| Sick      | 281.000                      |
| Vacation  |                              |

This shows them the elapsed leave hour summary being sent for approval to the Time Approver

From Wednesday 02/11/2009 to Tuesday 02/17/2009

Timesheet Overrides

| Wed 2/11 | Thu 2/12 | Fri 2/13 | Sat 2/14 | Sun 2/15 | Mon 2/16 | Tue 2/17 | Total | Time Reporting Code          | Taskgroup  |
|----------|----------|----------|----------|----------|----------|----------|-------|------------------------------|------------|
| 8.00     | 8.00     | 8.00     |          |          | 8.00     |          | 32.00 | 170 - Vacation Used Salaried | PSNONCATSI |

Submit

[Reported Time Status - click to hide](#)

| Date       | Status         | Total | Time Reporting Code | Comments |
|------------|----------------|-------|---------------------|----------|
| 02/11/2009 | Needs Approval | 8.00  | 170                 |          |
| 02/12/2009 | Needs Approval | 8.00  | 170                 |          |
| 02/13/2009 | Needs Approval | 8.00  | 170                 |          |
| 02/16/2009 | Needs Approval | 8.00  | 170                 |          |

[Reported Hours Summary - click to hide](#)

| Category             | Wed 2/11 | Thu 2/12 | Fri 2/13 | Sat 2/14 | Sun 2/15 | Mon 2/16 | Tue 2/17 | Total |
|----------------------|----------|----------|----------|----------|----------|----------|----------|-------|
| Total Reported Hours | 8.00     | 8.00     | 8.00     |          |          | 8.00     |          | 32.00 |

[Balances - click to view](#)

## Valid Time Reporter Codes (TRC's)

Monthly Time Reporters/ Time Approvers/ Payroll Approvers

|     |                                 |
|-----|---------------------------------|
| 061 | Faculty Development Leave       |
| 071 | Professional Development Leave  |
| 075 | College Release Time            |
| 077 | Fitness Release Time            |
| 079 | Professional Release Time       |
| 120 | Bereavement                     |
| 140 | Jury Duty                       |
| 170 | Vacation                        |
| 180 | Sick                            |
| 185 | Marrow Donor Leave              |
| 186 | Organ Donor Leave               |
| 187 | Blood Donor Leave               |
| 230 | Military Leave                  |
| 420 | Unpaid Leave                    |
| 472 | Investigation Paid Time Off     |
| K18 | NRA - Teaching (Sick N18)       |
| K19 | NRA - Study/Training (Sick N19) |
| V18 | NRA - Vacation N18              |
| V19 | NRA - Vacation N19              |