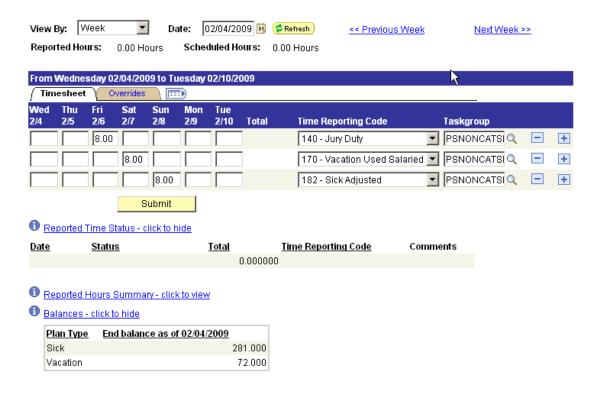
Time Reporter

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



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

Timesheet Submit Confirmation

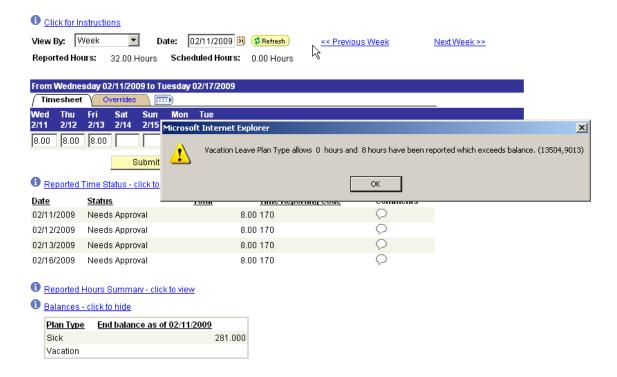


The Submit was successful.

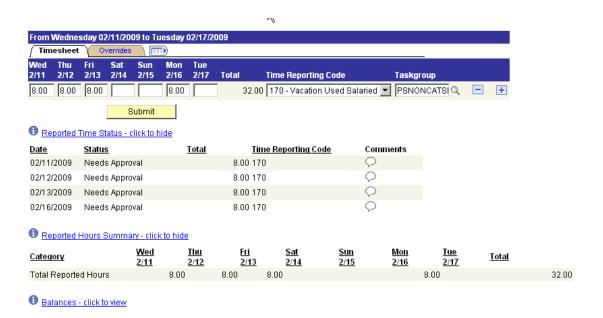
Reported Time for the Week of 2009-02-11 to 2009-02-17 is submitted



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



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



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