

UNCLASSIFIED SALARIED EXEMPT – WTE FOR FURLOUGHS WEEKLY

As a Work Share Program participant, how do I report my time and attendance weekly?

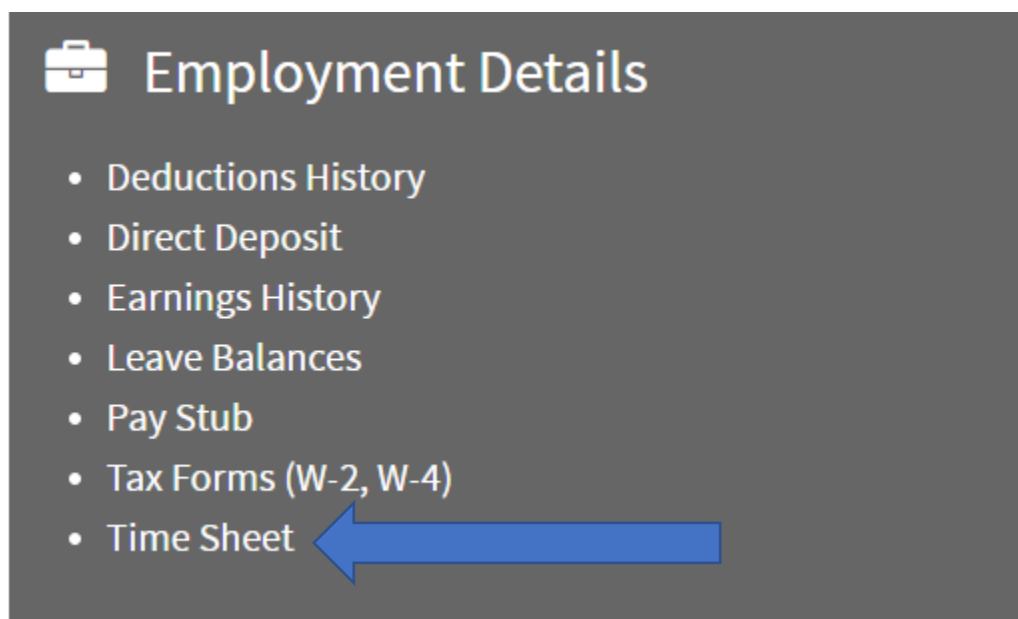
The work week begins on Sunday and ends on Saturday. The first week of furlough begins Sunday, May 3, 2020.

- Unclassified exempt employees are required to **report absences weekly** via InsideSOU.edu Banner Self-Service Web Time Entry. To do so, employees simply need to **enter** their absences **only**. Do not "submit for approval" unless it is the last day of the month.

It is strongly recommended that all participants schedule a reoccurring reminder to submit their weekly time and attendance on the last day of their scheduled work shift for the current work week.

Note: Employees ineligible for the Work Share Program do not report time and attendance weekly. Employees must, however, continue to report time and attendance in accordance with the SOU Payroll Services policies, procedures and deadlines.

Go to InsideSOU in the “Employment Details Tile” and click on Time Sheet to access WTE



Then select pay period in drop down list for the month you are reporting leave taken.

Search

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Sele

Title and Department	My Choice	Pay Period and Status
Payroll Manager, F99423-00 Payroll, 463000	<input checked="" type="radio"/>	May 01, 2020 to May 31, 2020 In Progress ▼

Then click on "Time Sheet" button

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select If returning for correction or changing time sheet you MUS

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units
Sick Leave Taken	1	
Vacation Time Taken	1	
Furlough Time Taken		
Leave without Pay	1	
Bereavement Pay	1	
Special Day Leave Taken	1	0
Other Time Taken	1	0
Military Training Leave Taken	1	0
Inclement/Closure Paid	1	0
Total Hours:		
Total Units:		

Select "Furlough Time Taken" on day of week when taking furlough

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Furlough Time Taken

Jun 05, 2020

1

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Enter # of Hours of
furlough in box

Save Copy Account Distribution

Click "Save" after

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Mo	Jur
Sick Leave Taken	1	0	0			
Vacation Time Taken	1	0	0			
Furlough Time Taken	1					
Leave without Pay	1	0	0			

DO NOT SUBMIT YOUR WTE TIMESHEET UNTIL THE LAST DAY OF THE MONTH