

OLD DOMINION UNIVERSITY

Quick Reference for Employee Self Service Time Entry Classified - Exempt Employees

NOTE: You will only record exception time taken on your time sheet (i.e., sick leave, personal leave, vacation). If you did not take leave during the pay period enter “No leave taken” in the comment field of the time sheet and submit it to your supervisor for approval.

1. Using **Internet Explorer**, log on to <http://www.leonline.odu.edu>.
2. Click on **Enter Leo Online News and Secure Area**; scroll down and Click on **Enter Secure Area**.
3. Login using your ODU USER ID and PIN. Click **LOGIN**.
If you need assistance with your USER ID or PIN, contact Customer Relations at 683-3030 (select option 1 from the menu), contact the Registrar’s Office at 683-4425 (select any option from the menu and someone will be able to assist you), or contact Human Resources at 683-3042.
4. Click **EMPLOYEE** and then **TIME SHEET**.
 - a. **If you are a designated Approver**, you have a choice on the next screen to either approve time or access your time sheet to enter your time. Choose **ACCESS MY TIME SHEET**. Click **SELECT**.
 - b. Choose the appropriate pay period from the drop down menu. If you have more than one job, they will be listed separately on the left side of the screen. Choose the appropriate job and pay period. You will need to complete a time sheet for each job worked.
 - c. Click **TIME SHEET**.
5. You only record exception time – i.e. “leave taken”. Click on **ENTER HOURS** on the appropriate earnings code and date for which the hours were taken.
6. In the **HOURS** field, enter the number of hours of leave taken. Click **SAVE**.
7. Repeat Steps 5 and 6 for each day displayed on the screen. **Note: The week displayed on the screen may not begin with Sunday.** To continue entering hours for the remaining days in the pay period, click **NEXT**.

OPTIONAL: Click **COMMENTS** to enter additional information for your supervisor/approver. After entering your comments, click **SAVE**. Click **PREVIOUS MENU** to return to the time sheet.

8. When you have completed your time sheet for the entire pay period, click **PREVIEW**. If changes are needed, or to submit your time sheet, click **PREVIOUS MENU**. Make appropriate changes. Once all changes are complete and you are satisfied that you have entered all your hours correctly, click **SAVE**. **NOTE: Only submit at the end of the pay period and after all necessary changes have been made. Once submitted, you will not be able to edit your entries.** Click **SUBMIT FOR APPROVAL**.
9. Enter your PIN to certify time. Click **SUBMIT**. The screen will display a confirmation message.

OPTIONAL: To print a copy of your time sheet, click **PREVIEW / FILE / PRINT**.

10. Click **EXIT** in the upper right hand corner of your screen to log off.