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.leoonline.odu.edu.

2. Click on Enter Leo Online News and Secure Area; scroll down and Click on Enter Secure Area.

3. Login using your MIDAS ID and PASSWORD. Click LOGIN. If you need assistance with your MIDAS ID or PASSWORD, contact Information Technology Services (ITS) at 757-683-3192

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. 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.