

OLD DOMINION UNIVERSITY

Quick Reference for Employee Self Service Time Entry - Hourly Employees

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 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 the link labeled **EMPLOYEE** and then click **TIMESHEET**.
5. 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 (See the Hourly User Guide for instructions for entering time for multiple jobs). Choose the appropriate job and pay period. You will need to complete a separate timesheet for each job worked. Click **TIME SHEET**.
6. Click on **ENTER HOURS** in the column for the date in which you have worked to enter time.
7. In the **HOURS** field, enter the appropriate hours. Click **SAVE**.
8. Repeat Steps 6 and 7 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.

9. When you have completed your time sheet for the entire pay period, click **PREVIEW** to review accuracy of time entered. If changes are needed or to submit your time sheet, click **PREVIOUS MENU**. Make appropriate changes. Once all your changes are complete and you are satisfied that you have entered all 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**.
10. Click **SUBMIT**. The screen will display a confirmation message.

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

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