Quick Reference Guide:
Quick Reference for Employee Self Service Time Entry:
HOURLY & STUDENT HOURLY EMPLOYEES

1. Access LeoOnline at: http://www.leoonline.odu.edu
2. Upon entering into the system, select *the Enter LeoOnline News and Secure Area* link at the top of the page list, then scroll to the bottom of the page and click *Enter Secure Area*.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (*see below*), click *Employee*,

Main Menu

- **Personal Information**
  Update Addresses or Contact Information; Review Name or Social Security Number Change Information; Change PIN; View MIDAS User ID and University Identification Number (UIN).
- **Admissions, Registration, Student Records, Graduation Information**
  Check Admissions Application Status and Transfer Credit Evaluation; View Holds; Register for Classes; Display Class Schedule; Review Charges and Payments; Display Grades or Transcripts. Check Graduation Information.
- **Financial Aid**
  Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- **Faculty & Advisors**
  Enter Grades and Registration Overrides, View Class Lists and Student Information.
- **Employee**
  Benefits, Leave or Job Data; Pay Stubs, W2 and W4 data.
- **Finance**
  Create or Review Financial Documents, Budget Information, and Approvals.
- **Proxy Access**
  Assign and maintain access for others to view your information.
- **Make a payment on account, sign up for e-Refunds and/or sign up**
  You will be redirected to a secure site to make your payment or set up an electronic
- **Alternate Searchable Schedule**

Employee

- **Time Sheet**
- **Classic**
  Classic menu for items under pmenu.P_MainMnu except time sheet.
- **Employee Self Service**
  Employee Self Service

RELEASE: 8.9.1

Then *Employee Self Service* to open the Employee Dashboard:

5. Once in the Employee Dashboard, select *Enter Time* (*as highlighted below*).

| 68.15 | Personal and Family Leave-VSDP in hours | 16.00 | Compensatory Leave in hours | 36.00 |
| 32.25 | Overtime Leave in hours | 0.00 | Community Service Leave in hours | 16.00 |

Full Leave Balance Information

Deductions History

My Activities

Enter Time

Approve Time

Approve Leave Report

Effort Certification

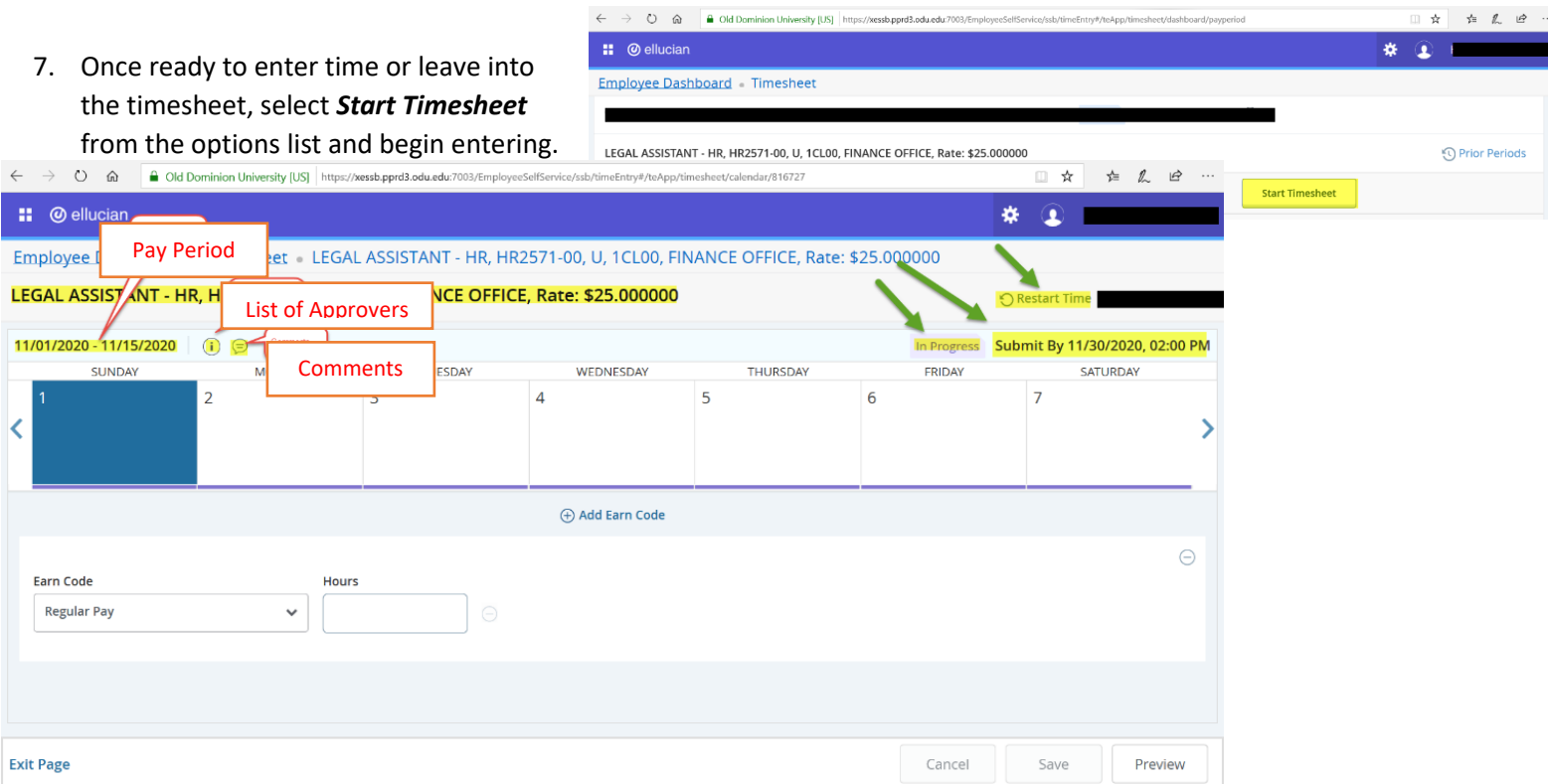Labor Redistribution

Pay Stub Administrator

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6. After selecting *Enter Time*, you will notice the next timesheet available for editing/entering. Users now have the option to view the timesheet by pay period or by the month. Users may also view prior pay periods.
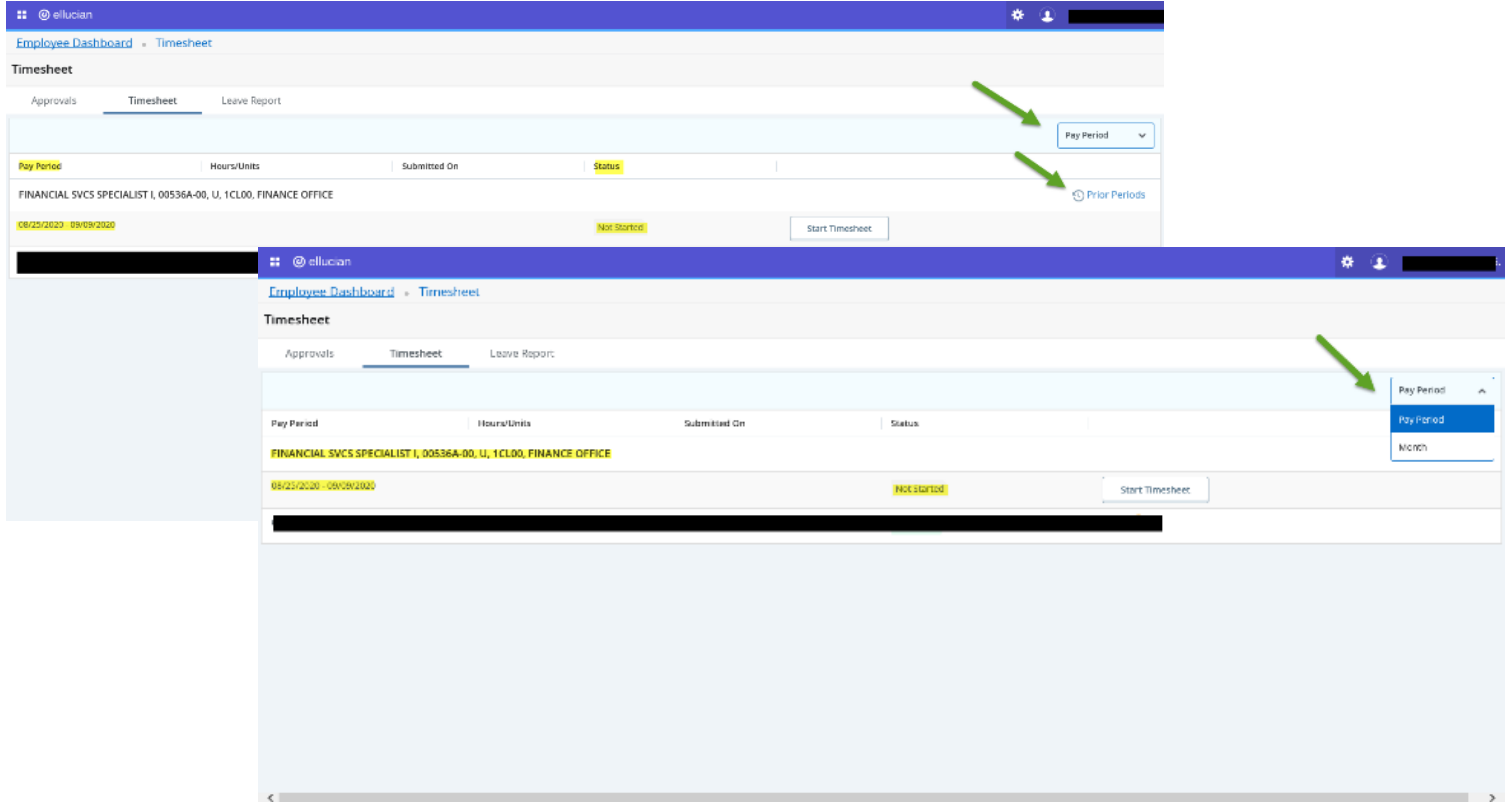
7. Once ready to enter time or leave into the timesheet, select *Start Timesheet* from the options list and begin entering.

8. After entering into the timesheet, users will scroll to the right to see each day in the current pay period. The specific day you are currently on is highlighted in a dark blue color. Users will use the **dropdown menu** to select the correct **Earn Code** and enter hours worked for that day.

9. Use the **dropdown menu** to see which **Earn Codes** are available to you.

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10. After selecting the correct **Earn Code**, enter the appropriate hours worked then select **Save**.

PLEASE NOTE: If you need to add an additional **Earn Code** for the same day worked, select **Add Earn Code**, followed by the appropriate **Earn Code** located in the **dropdown menu**. Then add the hours for that particular **Earn Code**.
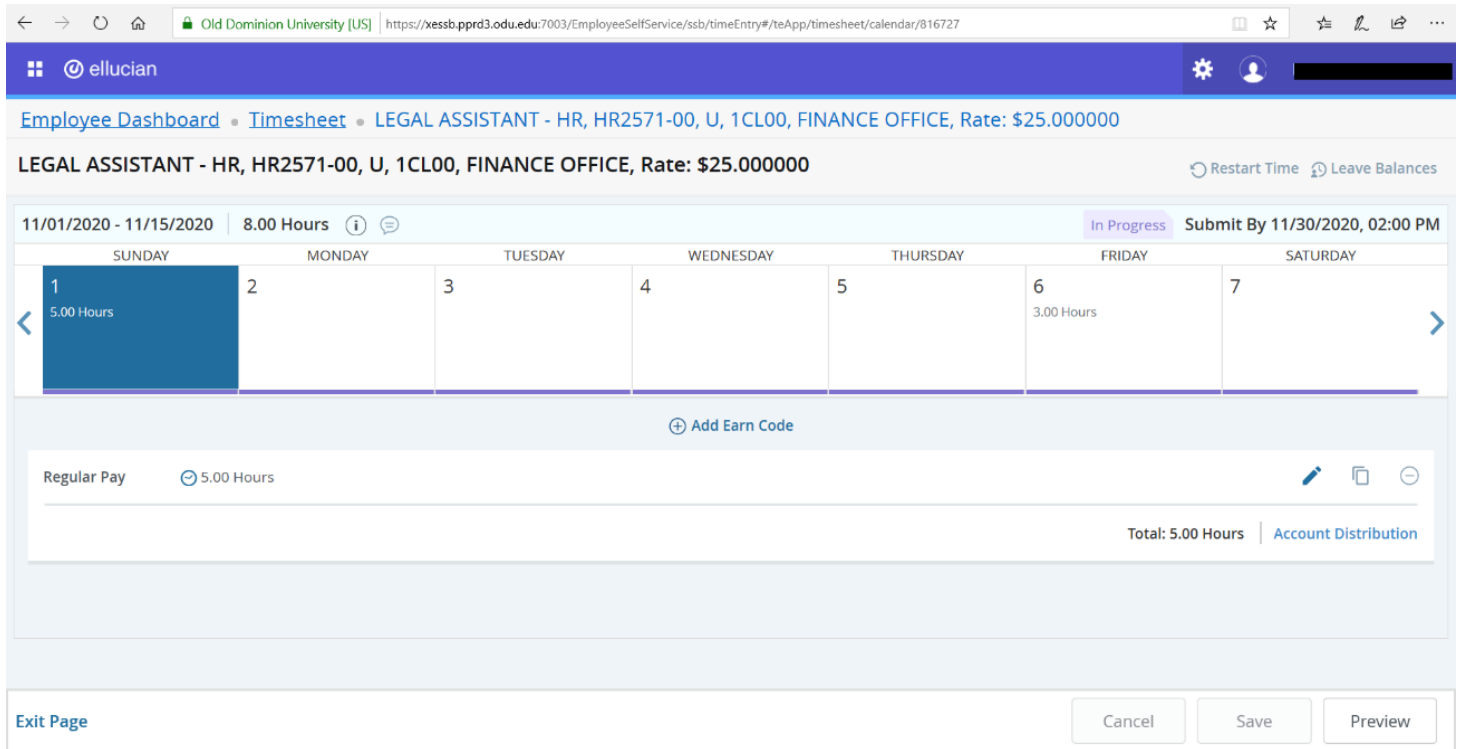
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11. To delete an earn code, select the ***Delete Button***: ⊖
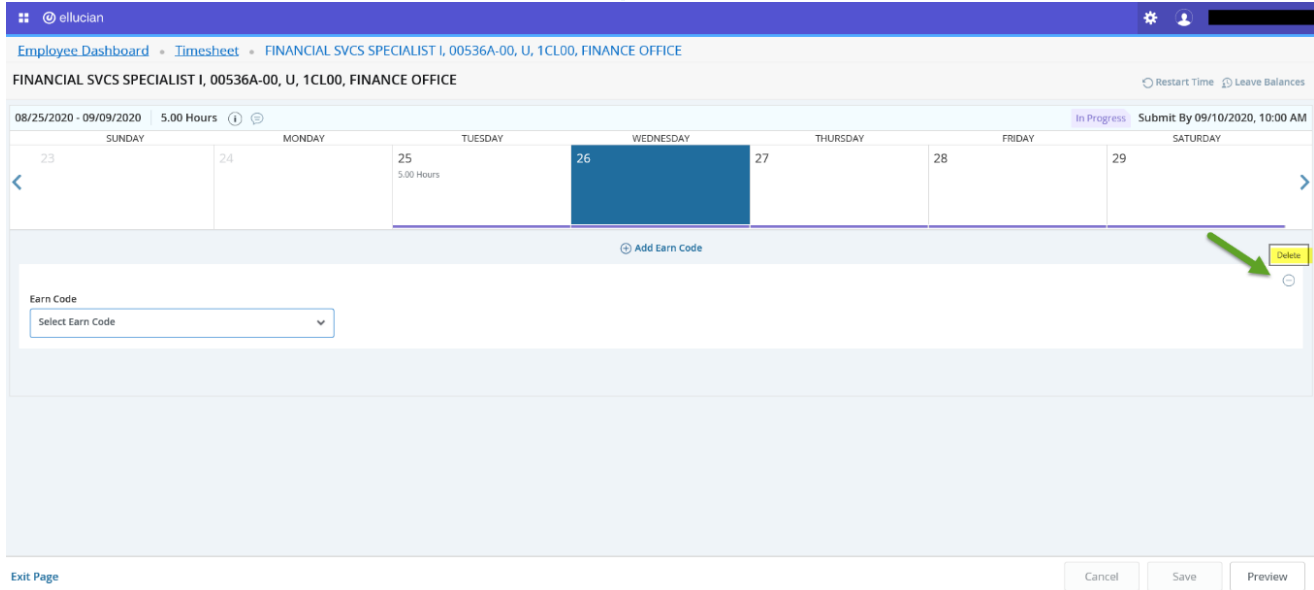
12. Repeat steps 7-11 above to complete entering hours/leave taken for the remaining workdays in the pay period. Then select ***Save***.

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13. **PLEASE NOTE:** You will notice three editing buttons at the bottom of the screen. See below for a description of what each allows users to do in the system:

NOTE: _____ click here if you need to edit your hours after you have saved them

NOTE: _____ click here to copy to another day

NOTE: _____ click here to delete the entry from that day (it will warn you and ask you to confirm this action)

14. After entering Earn Codes, users will also notice the *Account Distribution* link, which shows users home Department Budget information.
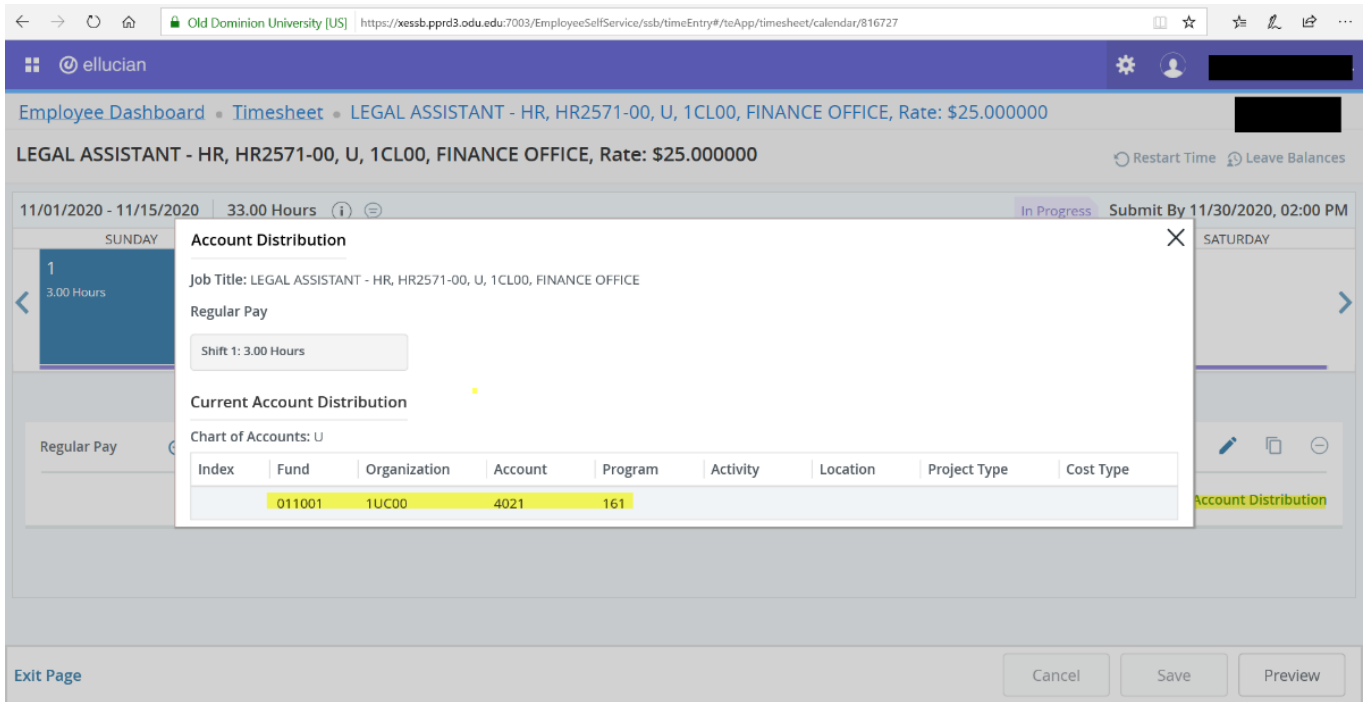

15. To copy hours onto multiple date selections within a pay period, you may do so day-by-day or throughout the end of the pay period. Select either *Copy to End of Pay Period* or *Copy Day-by-Day*. If users select to copy hours through the end of the pay period, the selection starts from the current day selected and posts on each subsequent date. Edit as needed on each individual day's selection.
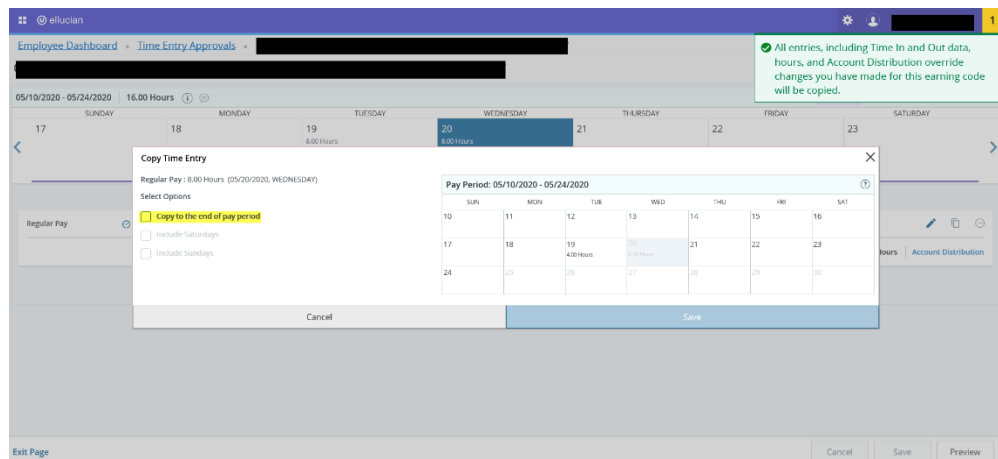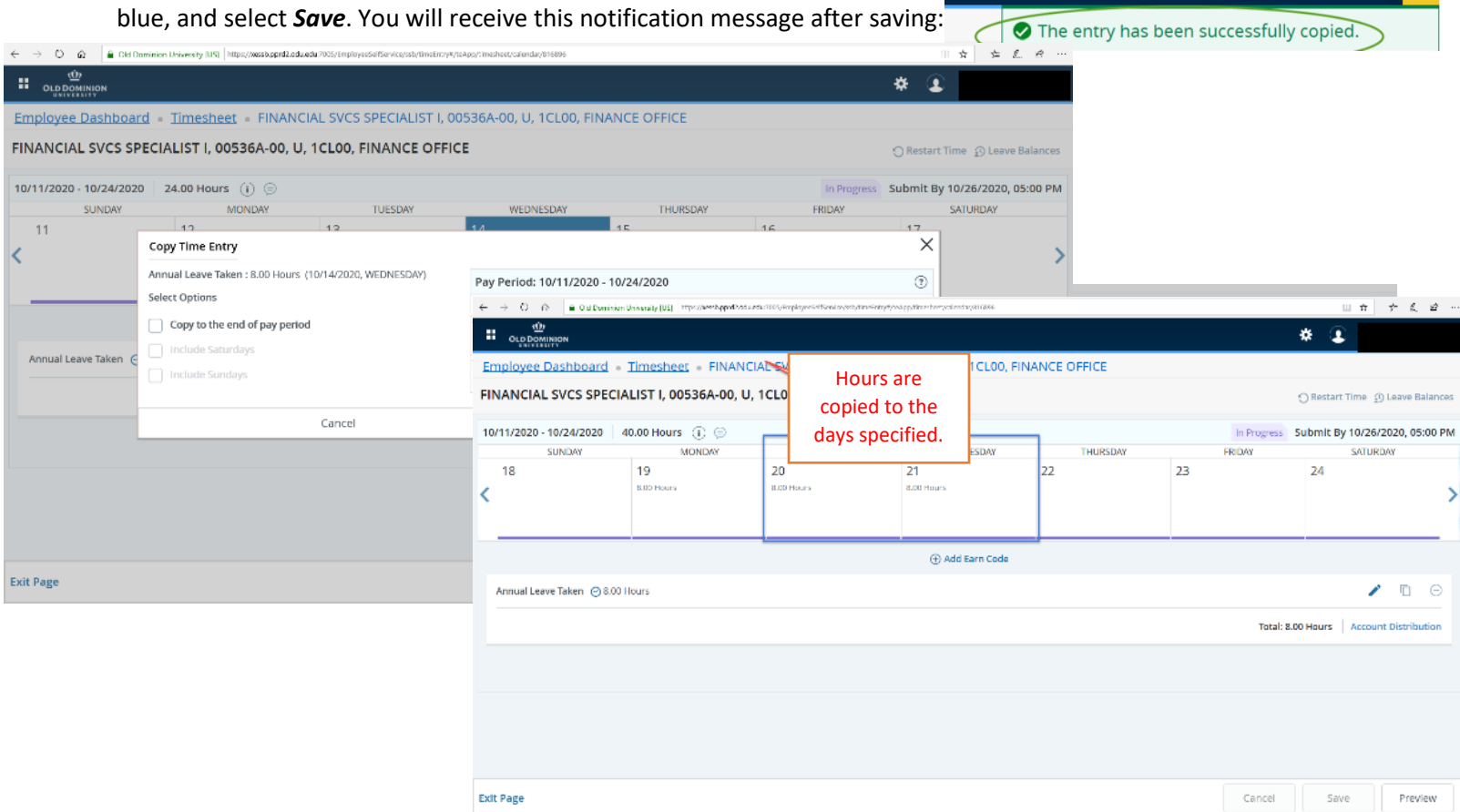
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16. To copy specific days information instead of the entire pay period, select the ***Copy*** button and highlight the day you wish to copy.
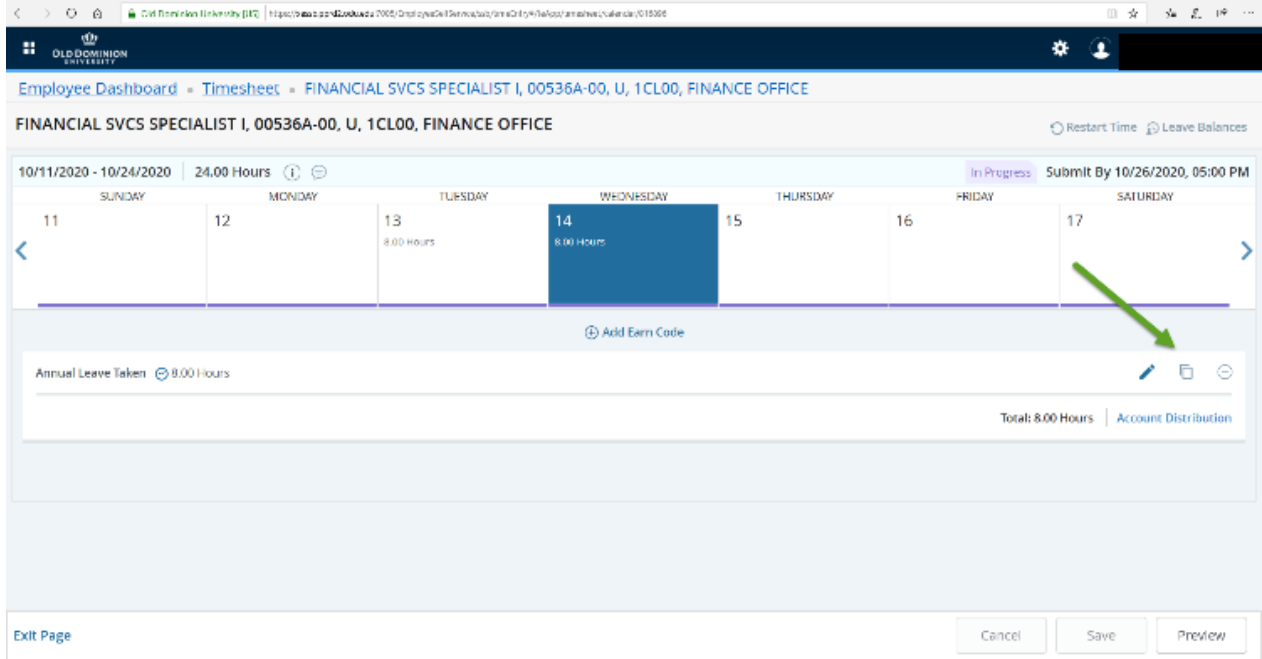

17. From the pop-up window, select the appropriate days you wish to copy the information to, which will highlight in blue, and select ***Save***. You will receive this notification message after saving:
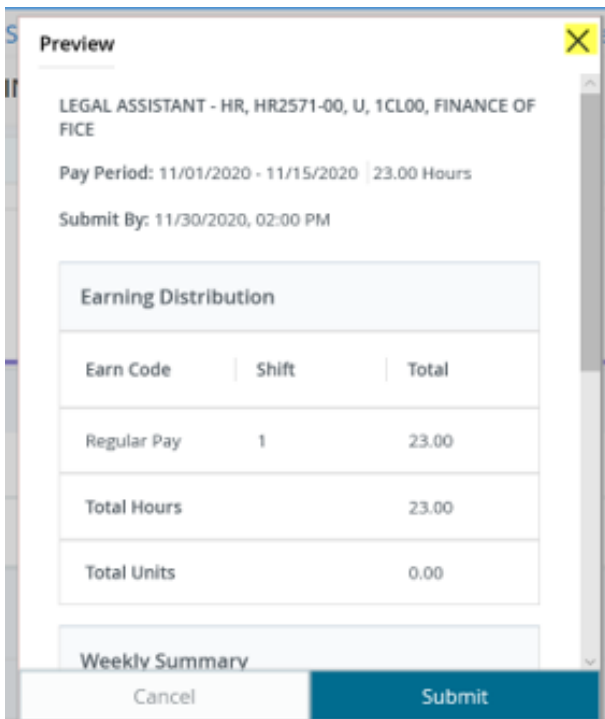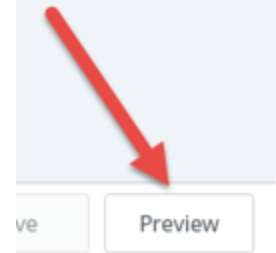
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18. To add comments to timesheet submissions, select *the Message Indicator*, noted below. Then add comments or justification as needed and select *Save*.
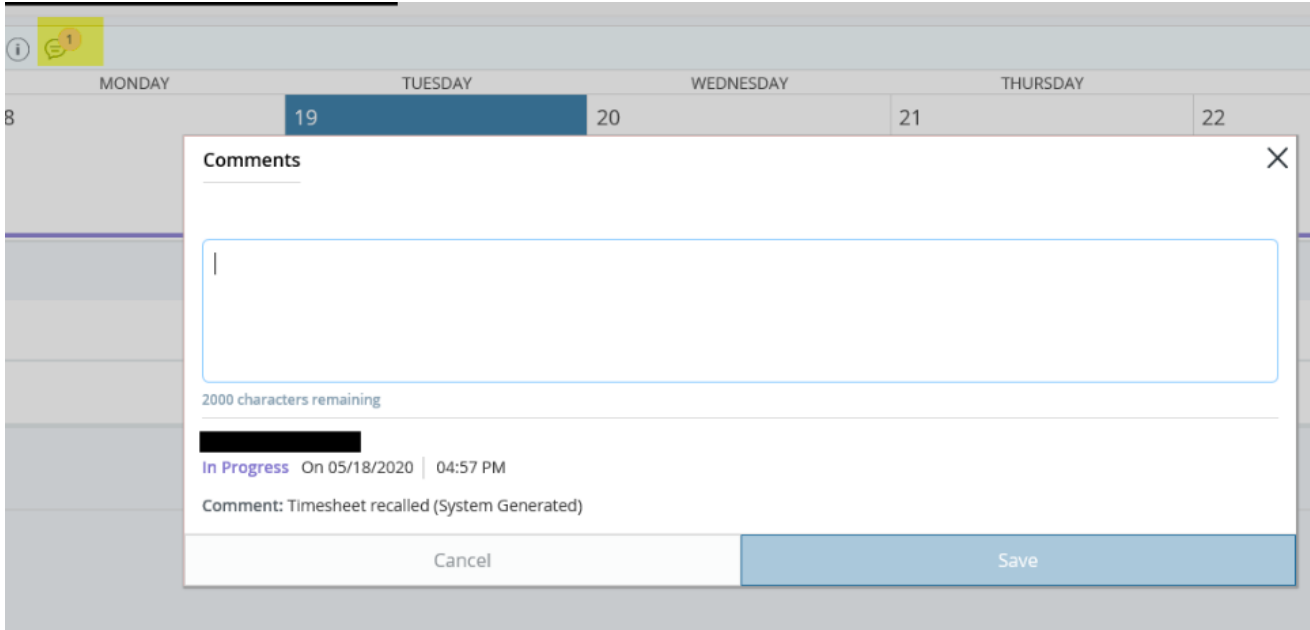
19. After entering all relevant days, users may Preview their timesheet/leave report. Select *Preview* to view a recap of hours entered for each *Earn Code*. As users scroll down, they may view the total hours submitted for each week.

20. *PLEASE NOTE*: If users enter a comment, the *Cancel* button becomes active, and may only be used to make changes to the comment entered. To return to your timesheet, select the *X* located in the upper right corner of the window.

If you have completed your timesheet to your satisfaction and are ready to submit, select *Submit*.

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21. After submitting a timesheet, users receive the message indicated below. The timesheet is now pending a Supervisor's Approval.

NOTE: To cancel a timesheet before it has been approved, select the *Recall Timesheet* option.