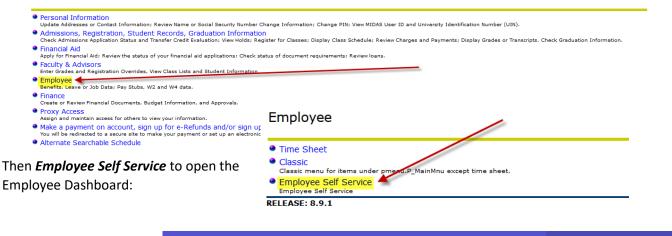
- 1. Access LeoOnline at: <u>http://www.leoonline.odu.edu</u>
- 2. Upon entering into the system, select *the Enter LeoOnline News and Secure Area* link at the top of the page list, then scroll to the bottom of the page and click *Enter Secure Area*.
- 3. Login using your Midas credentials. You will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

Main Menu



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

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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.

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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.

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#### 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*.

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**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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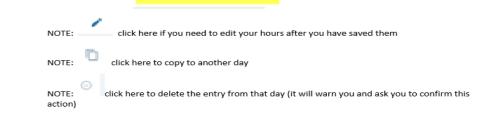
11. To delete an earn code, select the **Delete Button**:  $_{\bigcirc}$ 

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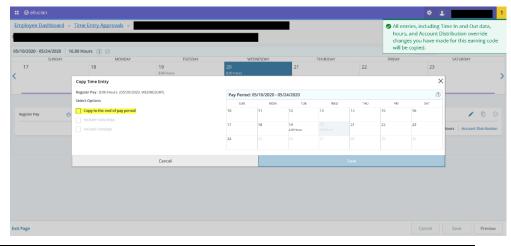
13. PLEASE NOTE: You will notice three editing buttons at the bottom of the screen. See below for a description of what each allows users to do in the system:



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

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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.



Quick Reference Guide – HOURLY & STUDENT HOURLY EMPLOYEES: Self-Service in Time Entry

16. To copy specific days information instead of the entire pay period, select the *Copy* button and highlight the day you wish to copy.

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Employee Dashboard	- Timesheet - FINANG	CIAL SVCS SPECIALIST I	, 00536A-00, U, 1CL00, FI	NANCE OFFICE			
FINANCIAL SVCS SPE	CIALIST I, 00536A-00, U	I, 1CL00, FINANCE OF	FICE			🔿 Restart Time 👔	) Leave Balances
10/11/2020 - 10/24/2020	24.00 Hours (i) 💬				In Progres	s Submit By 10/26/.	2020, 05:00 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURI	JAY
< 11	12	13 8.00 Hours	14 8.00 Hours	15	16	17	>
			( Add Earn Code				
Annual Leave Taken 🕞 8	.00 Hours					1	6 0
					Tota	II: 8.00 Hours Account	t Distribution
Exit Page					Cancel	Save	Preview

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:

← → O	Dominion University (US)   https://www.bupdl.adu.edu/2005/EmployeeSelfService/ssbytimeEncry#/te	App/timesheet/calendary816896				11 s	7 ≠ L.	ø					
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10/11/2020 - 10/24/20	20 24.00 Hours (i) 😑				In Progress S	ubmit By 10/	26/2020, 05:0	00 PM					
SUNDAY	MONDAY TUESDAY	WEDNESDAY	THURSDAY		FRIDAY		TURDAY						
11	Copy Time Entry	14 1	5	16		X		>					
	Annual Leave Taken : 8.00 Hours (10/14/2020, WEDNESDAY)	Pay Period: 10/11/2020 - 10	Pay Period: 10/11/2020 - 10/24/2020										
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	Copy to the end of pay period											* 🔹	
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											Total: 8.0	0 Hours Accou	unt Distribution
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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*.

() <mark>61</mark>						
MONDAY	TUESDAY	WEDNE	SDAY	THURSD	AY	
8	19	20		21	22	
	Comments					×
	2000 characters remaining					
	In Progress On 05/18/2020   04:57 PM Comment: Timesheet recalled (System Generated)					
	Cancel			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.

ve	Preview

Preview						
LEGAL ASSISTANT - HR, HR2571-00, U, 1CL00, FINANCE OF FICE						
Pay Period: 11/01	/2020 - 11/15/2	220 23.00 Hours				
Submit By: 11/30	/2020, 02:00 PM					
Earning Distr	ibution					
Earn Code	Shift	Total				
Regular Pay	1	23.00				
Total Hours		23.00				
Total Units		0.00				
Weekly Sum	nary					
Cancel		Submit				

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*.

					*	* 😟	1	
				•	The timesheet h	has been successfi	ully submitted.	
							Leave Balances	
<b>21.</b> After submitting a					Pending	Submitted On 05/1	9/2020, 10:58 AM	
timesheet, users receive	SDAY	WEDNESDAY	THURSDAY		FRIDAY		SATURDAY	
the message indicated		20 8.00 Hours	21 8.00 Hours	22 8.00 Hours		23		
below. The timesheet is		auto Hours	6.00 PAUIS	a.ou Hours			>	
now pending a								
Supervisor's Approval.	⊕ Add Earn Code							
							<ul> <li>•</li> <li>•</li></ul>	
					То	otal: 4.00 Hours Acco	ount Distribution	
							/ 🗅 🖂	
					То	otal: 4.00 Hours Acco	unt Distribution	
					Canc	el Save	Preview	

#### **<u>NOTE</u>**: To cancel a timesheet before it has been approved, select the **Recall Timesheet** option.

$\leftarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ $\circlearrowright$ $\circlearrowright$ $\circlearrowright$	Dominion University [US] https://x	essb.pprd3.odu.edu:7003/EmployeeS	elfService/ssb/timeEntry#/teApp/tim	nesheet/calendar/816727		
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Employee Dashboard	• <u>Timesheet</u> • LEGAL	ASSISTANT - HR, HR2	571-00, U, 1CL00, FIN	ANCE OFFICE, 📀 Th	e timesheet has beer	successfully submitted
LEGAL ASSISTANT - HF	R, HR2571-00, U, 1CL	00, FINANCE OFFICE	, Rate: \$25.000000			🕥 Leave Balances
11/01/2020 - 11/15/2020	33.00 Hours (i)				Pending Submitt	ed On 08/19/2020, 04:06 PN
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
< 3.00 Hours	3.00 Hours	3.00 Hours	3.00 Hours	3.00 Hours	3.00 Hours	
Regular Pay ⊘ 3.00	Hours				Total: 3.00 Ho	ours Account Distribution
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Exit Page					Recal	<mark>Timeshee</mark> t Preview