



Log onto MyTC portal and click on the TC Services tab.

- Welcome
- Courses
- Community
- TC Services**
- Research
- Online workshops
- Search and Help

**Announcements**

No Announcements at this time.

More...

**TC Cares**

**TC Cares** - *Reaching out to others in need.*

- Boston Marathon Bombing - Ways to Help
- Hurricane Sandy Relief
- Annual Donations
- Community Service Opportunities

**TC Bookmarks**

Collapse All | Expand All

- TC Home Page
- TC Apps
- TC Community Email and Postings
- TC Cares Disaster Relief
- Experiencing Diversity - TC Study
- Room Assignments Request Form
- Event Planning Resource Center
- Media Services Reservation Form
- Submit eBoard Request
- Postini Message Center
- TC Policy Library
- Visitor Registration
- Computing and Technology**
- Library**
- News, Media and Publications**
- Search**

**WTPA Annual Notice**

[View Annual WTPA Notice](#)

**Message Center**

No Messages at this time.

Post Preferences More...

**Campus Weather**

**39 °F**  
**Fair**



Fri		Snow Showers Late High: 38 °F Low: 28 °F
Sat		Snow High: 34 °F Low: 16 °F
Sun		Partly Cloudy High: 29 °F Low: 10 °F
Mon		Partly Cloudy High: 30 °F Low: 27 °F
Tue		Rain/Snow Showers High: 38 °F Low: 31 °F

Full Forecast at Yahoo! Weather

Fri, 14 Feb 2014 2:50 pm EST by the Weather Channel

**Upcoming Events @ TC**

TC Calendar of Events

This week at TC

- [TC Event Calendar](#)
- [2/14/2014 : 31st Annual Winter Roundtable Registration](#)
- [2/14/2014 : 31st Annual Winter Roundtable](#)
- [2/14/2014 : Super Awesome Concert Time I](#)
- [2/14/2014 : Career Document Clinic](#)
- [2/15/2014 : Advocacy and the Job Search Panel](#)
- [2/17/2014 : Speed Review](#)
- [2/17/2014 : LinkedIn Photo Booth Event](#)

Click on Time Sheet



Announcements

No Announcements at this time.

More...

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- Software and Tools
- Human Resources
- Payroll
- Professional Policy

Personal Information

- TC Alert Signup
- My TC ID Number
- Update Emergency Contacts
- TC Gmail Terms of Agreement
- Manage My UNI Account
- Update E-mail Addresses
- Update Addresses and Phones

Payroll and Human Resources

- Pay Stub
- Benefits and Deductions
- W2 Wage and Tax Statement
- W4 Tax Exemptions or Allowances
- Make a Payment
- HR Notifications
- Conflict of Interest Form
- Performance Review
- Leave Balances

e-Procurement

- Unimarket
- Report an Issue / Give Feedback

Personnel Action Notices

Employee	Type of Change	Effective Date	Action	Preferences

Time Sheet

Time Sheet

Budget Report

- Department Budget Status Summary
- Department Budget Status Report - Detail
- Department Labor Distribution Report

WTPA Notice

View Annual WTPA Notice

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Time Sheet

Personal Information Employee Self Service

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# ESS

employee self service

## Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
HR Coordinator, 209546-00 Human Resources, 133100, 27.47	<input checked="" type="radio"/>	02/03/14 to 02/16/14 Not Started ▼



Select the appropriate pay period from the drop down menu.

Time Sheet

RELEASE: 8.8

Search

## Time In and Out

Enter the time you began your work day and the time you ended your work day. Enter time out for lunch and back from lunch. Only record hours worked.

Enter time at intervals of 15 minutes. For example, 9:00, 9:30, 9:45. Select the Save button to display Total Hours.

Date: Monday, 02/03/14

Earnings Code: Interim Earnings

Shift	Time In	Time Out	Total Hours
1	1 09:00 AM	01:00 PM	4
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
			4



Record and save any hours worked.

### Account Distribution

Earnings Code	Shift	Hours	
Interim Earnings	1	4	<input type="button" value="Account Distribution"/>

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Time Sheet

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SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the

Enter sick hours under the appropriate date(s) on the Sick Leave Usage line.

Time Sheet

**Title and Number:** Interim - Arts & Humanities -- AHINTR-00  
**Department and Number:** Human Resources -- 133100  
**Time Sheet Period:** 02/03/14 to 02/16/14

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 02/03/14	Tuesday 02/04/14	Wednesday 02/05/14	Thursday 02/06/14	Friday 02/07/14	Saturday 02/08/14	Sunday 02/09/14
Interim Earnings	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Usage	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

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# Time Sheet

Personal Information Employee Self Service

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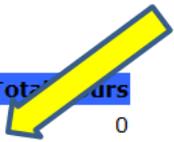
[SITE MAP](#) [HELP](#) [EXIT](#)

## Time In and Out

Enter the time you began your work day and the time you ended your work day. Enter time out for lunch and back from lunch. Only record hours worked.  
Enter time at intervals of 15 minutes. For example, 9:00, 9:30, 9:45. Select the Save button to display Total Hours.

Date: Monday, 02/03/14  
Earnings Code: Sick Leave Usage

Shift	Time In	Time Out	Total Hours
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0



Record the hours of sick time usage in increments of 1 hour by entering your Time In and Time Out.

Time Sheet Next Day  
Add New Line Save Copy Delete

Search

## Time In and Out

Enter the time you began your work day and the time you ended your work day. Enter time out for lunch and back from lunch. Only record hours worked.

Enter time at intervals of 15 minutes. For example, 9:00, 9:30, 9:45. Select the Save button to display Total Hours.

**Date:** Monday, 02/03/14

**Earnings Code:** Sick Leave Usage

Shift	Time In		Time Out		Total Hours
1	1:00	PM ▾	3:00	PM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0

Save record.

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Search

## Time In and Out

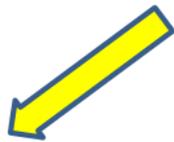
Enter the time you began your work day and the time you ended your work day. Enter time out for lunch and back from lunch. Only record hours worked.

Enter time at intervals of 15 minutes. For example, 9:00, 9:30, 9:45. Select the Save button to display Total Hours.

Date: Monday, 02/03/14

Earnings Code: Sick Leave Usage

Shift	Time In	Time Out	Total Hours
1	<input type="text" value="1"/> <input type="text" value="01:00"/> <input type="text" value="PM"/>	<input type="text" value="03:00"/> <input type="text" value="PM"/>	2
1	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	0
1	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	0
1	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	0
1	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	0
			2



The total number of hours will appear after Save is entered.

### Account Distribution

Earnings Code	Shift	Hours
Sick Leave Usage	1	2

**Personal Information** **Employee Self Service**

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## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

### Time Sheet

**Title and Number:**

Interim - Arts & Humanities -- AHINTR-00

**Department and Number:**

Human Resources -- 133100

**Time Sheet Period:**

02/03/14 to 02/16/14

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 02/03/14	Tuesday 02/04/14	Wednesday 02/05/14	Thursday 02/06/14	Friday 02/07/14	Saturday 02/08/14	Sunday 02/09/14
Interim Earnings	1	0	4		4	<a href="#">Enter Hours</a>					
Sick Leave Usage	1	0	2		2	<a href="#">Enter Hours</a>					
<b>Total Hours:</b>			6		6	0	0	0	0	0	0
<b>Total Units:</b>					0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

RELEASE: 8.8

Submit your time sheet for approval.

Search

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate.

 Your time sheet was submitted successfully.



This message should appear once you have submitted your time sheet for approval.

### Time Sheet

**Title and Number:** Interim - Art  
**Department and Number:** Human Resources -- 133100  
**Time Sheet Period:** 02/03/14 to 02/16/14

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 02/03/14	Tuesday 02/04/14	Wednesday 02/05/14	Thursday 02/06/14	Friday 02/07/14	Saturday 02/08/14	Sunday 02/09/14
Interim Earnings	1	0	4		4	<a href="#">Enter Hours</a>					
Sick Leave Usage	1	0	2		2	<a href="#">Enter Hours</a>					
<b>Total Hours:</b>			6		6	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:** You on 02/14/14

**Approved By:**

**Waiting for Approval From:** Easmatarah Ahmed

Announcements

No Announcements at this time.

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Time Sheet

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Personnel Action Notices

To check your leave balance. Go to the TC Services tab and click on 'Leave Balances' under Payroll and Human Resources.

Preferences

Employee Type of Change Effective Date Action

Leave Balances

Personal Information Employee Self Service

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Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned as of 02/14/14	Taken as of 02/14/14	Available Balance as of 02/14/14
<a href="#">Grandfathered Vacation Balance</a>	Hours	.00	08/28/13	.00	.00	.00	.00
<a href="#">Personal</a>	Hours	.00	08/28/13	.00	7.00	.00	7.00
<a href="#">Sick Leave</a>	Hours	.00	08/28/13	3.24	3.24	.00	6.48
<a href="#">Vacation</a>	Hours	8.08	11/26/13	.00	.00	.00	.00

[ [Pay Stub](#) ]

RELEASE: 8.3.0.1

Refer to 'Available Balance' for your current leave balance.