

How to fill out your electronic time sheet

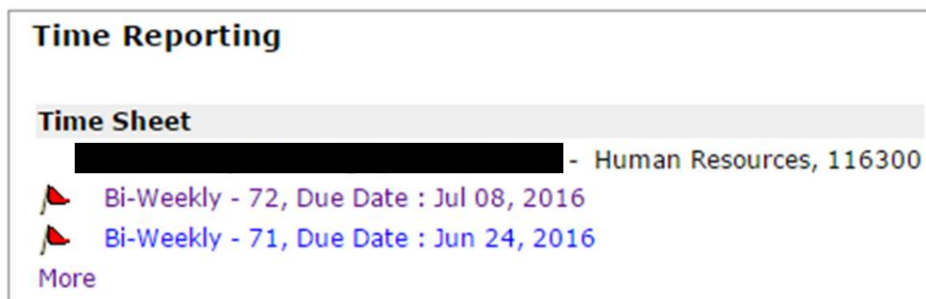
Log into 'The Rock' using your S-Number and personal password. If you are having issues logging into 'The Rock', visit the IT helpdesk in room 1451 or by calling 303.914.6677.



Once you are logged in, go to your employee tab.



In your employee tab, you should see a channel labeled 'Time Reporting'. In this channel, you will see a link to your job and the dates of the current pay period. If you have multiple jobs, all of your jobs will appear within this channel as well. Occasionally, past or future timesheets will also be visible. Make sure to enter your time on the appropriate timesheet. To access your time sheet, click on the link. The red flags will not disappear, even after you've successfully submitted your time sheet. You will also receive email reminders from the payroll office, even if you've already submitted you current time sheet.



Your timesheet will provide a link for each day of the pay period. Click the link on the appropriate day to enter your hours.

Total Units	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016
	Enter Hours	Enter Hours	Enter Hours
	0	0	0
0	0	0	0

Enter your arrival time and departure time for each day. Make sure to subtract lunch periods or any break period greater than fifteen minutes in duration.

Date: Tuesday, Jul 05, 2016

Earnings Code: Regular

Shift	Time In	Time Out	Total Hours
1	09:30 AM ▼	01:45 PM ▼	4.25
1	02:15 PM ▼	05:00 PM ▼	2.75

Once you save the hours you've entered, they'll appear on your time sheet.

Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016
Enter Hours	7	8.5
0	7	8.5

You will notice that time can only be entered in fifteen minute increments. Therefore, some rounding is required. For example: if you arrived to work at 8:09 a.m., you will enter 8:15 a.m. on your time sheet. If you leave for lunch at 9:55 a.m., you will enter 10:00 a.m. on your timesheet.

Date: Monday, Jun 27, 2016

Earnings Code: Regular

Shift	Time In		Time Out		Total Hours
1	8:15	AM ▾	10:00	AM ▾	0
1	10:30	AM ▾	2:45	PM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

A rounding guide where X represents the given hour:

Round down if you arrive or depart between X:00 and X:07, X:15 and X:22, X:30 and X:37, or X:45 and X:52.

Round up if you arrive or depart between X:08 and X:15, X:23 and X:30, X:38 and X:45, or X:53 and X:00.

On the final day of the biweekly pay period (or on a day of your supervisor's preference) submit your time sheet for approval.

Total Units:		
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Submitted for Approval By:

If you experience issues with any of these steps, please contact the Human Resources Office at 303.914.6300.