Department of Administration
Excellent customer service, every time!

Employee Self Service: My Time

This document lists the pages available behind each Time & Labor-related Tile

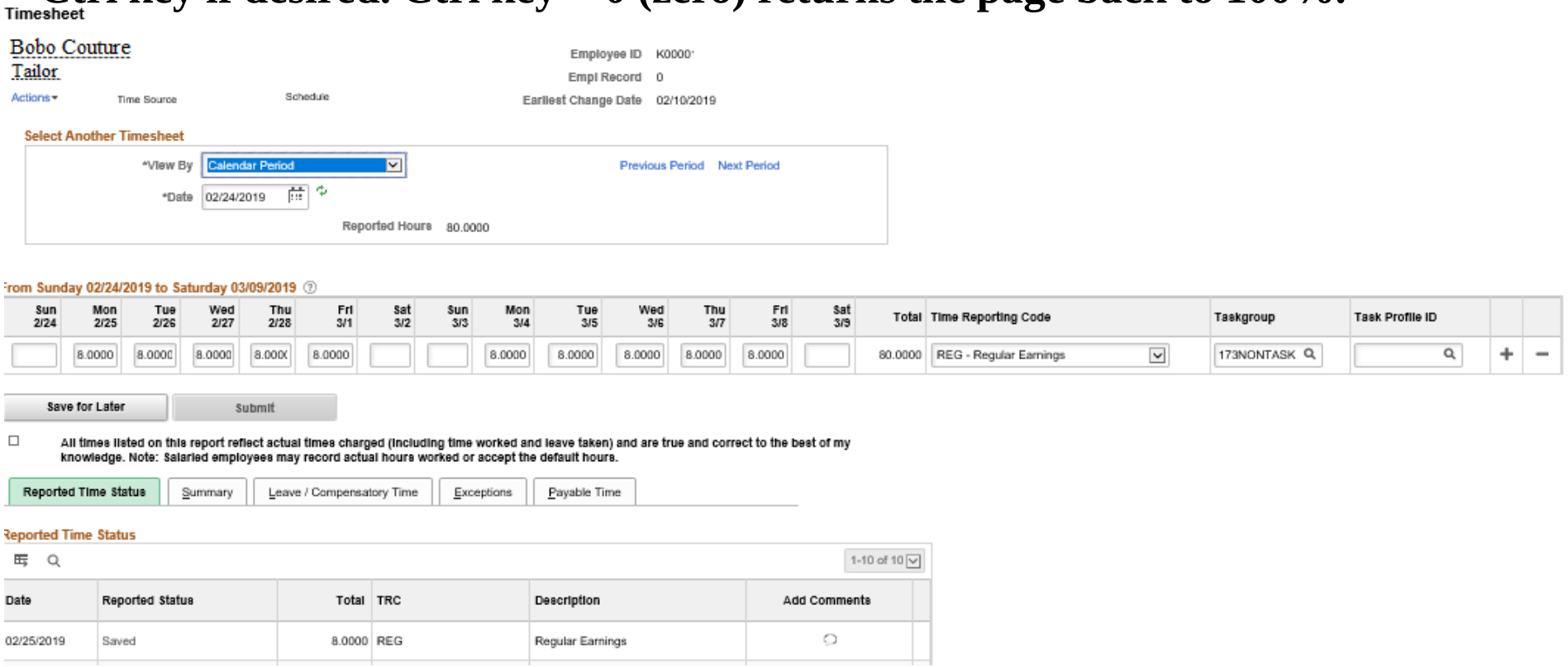
Individual employee timesheets are located within the My Time Tile. The My Time tile is visible for all Time and Labor Employee Self Service time entry users. The View Leave Balances tile is visible for all employees (excluding the Regents).



Employee Self Service: Timesheet

Employee Self Service Timesheet (My Time Tile):

Employee Self Service Timesheets look essentially the same as they do now, but they may appear large. The timesheet size is easily adjustable by pressing and holding the Ctrl key on the keyboard and clicking the plus (+) or minus (-) symbol to zoom in and out, or if the mouse has a scroll wheel, use it with the Ctrl key if desired. Ctrl key + 0 (zero) returns the page back to 100%.



Employee Self Service: Team Time

View employee timesheets and approve employee timesheets using the links within the Team Time Tile:

There are two Navigation Collection Items that appear after clicking on Team Time. The default is Approve Employee Time. The other item is View Employee Timesheets.

