

Employee Self Service My Time

This document is being provided for training purposes and is subject to further edits, corrections and/or modifications.

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Report Time

Time entry – quick guide

Navigation -

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Choose the Timesheet link under Report Time
- Hourly employees select the correct job (if you have more than one job. If you only have one job it will already be selected)
- Check the dates for accurate pay period
- Double check that hours are entered on the correct dates
- Choose the correct Time Reporting Code
- Once all of the time has been entered, click either save for later or submit
- Please note that a summary of submitted hours will show under the timesheet once Save for Later or Submit have been clicked

**Please note that timesheets should be submitted on a daily basis to ensure that payroll due dates are met and the employee's full pay is processed for each pay period. Any delays in submitting time will result in an adjustment for the following pay period

Absence request – quick guide

- Log into <u>myFSCJ</u> using your FSCJ logon ID and password
- Click the My Time Dropdown
- Choose the Absence Request link under Report Time
- Select the correct job (if you have more than one job. If you only have one job it will already be selected)
- Double check that the correct Start Date is chosen (Please note that if only one day is taken, or only a partial day is taken, only the Start Date needs to be filled in.)
- If multiple days are taken, double check that the correct End Date is chosen
- Choose the correct leave type under the Filter by Type dropdown
- Choose the correct Absence Name
- If any partial days were taken be sure to choose the Partial Days and choose the appropriate response
- Fill in the Duration
- Click Calculate End Date or Duration to complete the form

- You must choose Forecast Balance before you can submit leave
- Comments are not required but can be entered if clarification is needed
- Click the Submit button if you are ready to submit your request
- If you are not ready to submit the request, click the Save for Later button

FMLA – Quick Guide

Navigation -

- Log into <u>myFSCJ</u> using your FSCJ logon ID and password
- Click the My Time Dropdown
- Choose the Extended Absence Request link under Report Time
- Enter the Start Date, Expected Return Date, Absence Type and Absence Name. (You must enter values for the **Start Date**, **Expected Returned Date**, **Absence Type**, and **Absence Name** before the system displays the entire page.)
- If you would like to add any comments, you may add them in the Requestor Comments Box
- If you are missing information, click the Save for Later button. You can return later and add details.
- If all information is provided, click the Submit button.
- Confirm the Submission

View Time

Time and Labor Launch Pad - Quick Guide

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown then the Time and Labor Link
- Use the Time and Labor Launch Pad page to view which days in the specified month have payable time, forecasted payable time, reported elapsed time, reported punch time, exceptions, and recommended actions associated with each exception.
- You can change the calendar view to display time sheet information, forecasted payable time, the actual number of payable hours (detail and summary), or scheduled hours that were reported for each day. Use the Time and Labor Launch pages to navigate to other Time and Labor pages enabling the user to manage all aspects of their time.

Monthly Schedule - Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, click on the Monthly Schedule link
- A basic view of your hours scheduled to work for the month will show
 - Each day of the month can be clicked link to show the daily details page

Compensatory Time - Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, Click on the Compensatory Time link to view your Compensatory Time Balance

Exceptions – Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, click on the Exceptions link
- Use the Exceptions page to view exceptions that have been resolved or allowed

Payable Time Summary - Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, click on the Payable Time Summary link
- View the week-by-week summary of payable time using this display-only page

Payable Time Detail - Quick Guide

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, click on the Payable Time Detail link

• View the details of payable time

Absence Balances - Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, click on the Absence Balances link
- A table with your Absence Entitlement Balances will display

Absence Request History - Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, click on the Absence Request History link
- Use the Absence Request History page to view your absence requests. (This is different from Absence Balances because this can include leave requested but not taken yet)

Extended Absence History - Quick Guide

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the View Time heading, click on the Extended Absence History link
- The Extended Absence Request Details page (click the link in Absence Name field on the Extended Absence Request History page) shows the user details about an extended absence request. Any defined attachments appear in the Related Links or the Other Documents regions. The bottom of the Extended Absence Request Details region displays any links to configurable sections.

Leave Transfer

Donate Leave Request - Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the Leave Transfer heading click on the Donate Leave Request link
- Enter all required information and click submit

Leave Transfer History Request - Quick Guide

Navigation -

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the Leave Transfer heading click on the Leave Transfer History Request link
- Complete the form and click submit

Receive Donated Leave Request - Quick Guide

- Log onto MyFSCJ using your FSCJ logon ID and password
- Click the My Time Dropdown
- Under the Leave Transfer heading click on the Receive Donated Leave Request link
- Complete the form and click submit

Report Time

Time Entry – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

FORIDA IMAR COMING			
Nelcome to myFSCJ! myFSCJ is our new and improved portal. In in students, myFSCJ will simplify the regis our "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an ration process and allow you to better plan and manage your progress through ons.	now using one centralized program to mprove our fundionality, processes and efficiency, segree programs. For faculty and staff, if will modernize business practices by serving as	Apply for Admission Class Search
I's our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions – and know myFSCL is a great tool to help you do so	Student and Employee Sign-on
The College's websites offer valual	ble information for future and current students. The following lini	is will direct you to some of the most requested resources:	User ID Persword
Academic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	
ky Eocks Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Courseling & Advising	Student Computing Resources	
lareer Development Centers	Degrees & Programs	Bludent Resources (Av2 Index)	Stadent Help Employee Help
	Frank, B. Plant Provident	Final an Official Transmissi	

	Employees Resources Help Center	
FLORIDA STATE COLLEGE	My Requisitions • My Pay • My Time • My Benefits • My Career •	
Thursday, April	14, 2016	
No events found	for the date range.	Calendar Filters

Choose the Timesheet link under Report Time

Pay 🔻	My Time - My Benefits -	My Career -		
	View Time	Report Time	Leave Transfer	
	Time and Labor Launch	FMLA	Donate Leave Request	
	Pad	Timesheet	Leave Transfer Request	
	Monthly Schedule	Absence Request	History	lendar l
	Compensatory Time		Receive Donated Leave	-
	Exceptions		Request	Class S
	Payable Time Summary			FSCJ C
	Payable Time Detail			-
	Absence Balances			
	Absence Request History			
	Extended Absence History			

Choose the Correct Time Reporting Code (Comp Time Taken, Holiday Worked or Regular)

STATE COLLEGE	My Requ	isitions - 1	Ny Pay - M	/ Time - My Be	nefits - My (Career -			
at Iscenosymum									
nesheet									
ethree Peach					Employee ID	700030			
dget Analyst					Empl Record	0			
llone -				Ea	rliest Change Date	05/03/2013			
elect Another Times	sheet								
	*Date 04/11/2	2016 🗑 🗘	*		Previou	Week Next Wee	ж.		
			Reported Hours	0.00	Print Tin	esheet			
rom Monday 04/11/2	016 to Sund	av 04/17/2016	2						
Mon	Tue 4/12	Wed 4/13	Thu	Fri	Sat 4/16	Sun 4/17	Tepal Time Reporting Code		
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Save for Later	SI	ıhmit							
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ate	Total T	RC	De	scription	, cison	Com	nents		
	0.000000								
	2.0000000								

Hourly Employees and Timesheet Adjunct Faculty

Hourly employees - select the correct job (if you have more than one job. If you only have one job it will already be selected) Choose the Correct Time Reporting Code (Holiday Worked or Regular).

Sen TC Adju	inct						Emplo Empl R	vee ID 070 lecord 0	0033 Hourly Rate	35.000000						
ctions - Select And	other Ti	nesheet	t				Earliest Change	e Date 04/0	1/2016							
		"View B	y Calendar Period		2 4 2		P	revious Peri	od Next Period							
		*Dat	e 06/26/2016	Repo	ted Hour	s 3.00	F	rint Timesh	eet							
From 06/26	5/2016 to	07/02/2	1016 (2)													
Add Comments	Day	Date	Reported Status	In	Meal	In	Out	Punch Total	ime Reporting Code			Quantity	Override Reason	Date		
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P	Tue	6/28	New						HOLPY - Holiday Wor	ked				Q 6/28	Ŧ	
P	Wed	6/29	New						REG - Regular					Q 6/29	+	-
p	Thu	6/30	New								•			Q 6/30	•	
P	Fri	7/1	New								Y			Q 7/1	ŧ	-
p	Sat	7/2	New								۲			Q 7/2	+	
Save	for Later		Submit			Clear										
Summary	Exce	ptions	Payable Time													
Reported	Time S	ummary	6						Persona	alize Find 🖟		1-3 of 3				
Category			Total		Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1		Sat 7/2				
Regular			3.0	D		3.00										
Total Repor	ted Hour	5	3.0	0		3.00										
Time with n	o Catego	ry														

Hover your mouse over the job title and Job Information will display.

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ar ic Aquici]II
Job Information			
Department	301006		
Position	155983	A&P TC Adjunct	
Full/Part Time	Part-Time		
Regular/Temporary	Temporary		
workgroup	FSCWKGP003	Time Card Adjunct Employee	
			þ
			-

Once all of the time has been entered, click either save for later or submit

A	Employees	Resources H	elp Center								
FLORIDA STATE COLLECE AT TACESONVILLE	My Requisition	s • My Pay •	My Time +	My Benefits 🕶	My Career	*					
Seethree Peach				Emp	ployee ID 700030)					
ludget Analyst				Emp	Record 0						
ctions •				Earliest Cha	nge Date 05/03/2	2013					
Select Another Time	sheet										
	New By Week		×		Previous Week	Next W	eek				
	*Date 04/11/2016	11 0									
		Reported	Hours 40.00		Print Timesheet						
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Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat V16	Sun 4/17	Total	Fime Reporting Code			
8.00	8.00	8.00	8.00	8.00			40.00	REG - Regular	÷	+	-

Reported Time Status of saved will show under the timesheet once Save for Later has been clicked.

Reported 1	līme Status		Personalize Find	🔎 🔜 1-5 of 5
Date	Reported Status	Total TRC	Description	Add Comments
04/11/2016	Saved	8.00 REG	Regular	9
04/12/2016	Saved	8.00 REG	Regular	9
04/13/2016	Saved	8.00 REG	Regular	9
04/14/2016	Saved	8.00 REG	Regular	9
04/15/2016	Saved	8.00 REG	Regular	ρ

A summary of submitted hours will show under the timesheet once Submit has been clicked.

Reported Time Summa	агу					Personali	ze Find 🖾 🗄	1-3 of
Category	Total	Sun 2/28	Mon 2/29	Tue 3/1	Wed 3/2	Thu 3/3	Fri 3/4	Sa 3/
Regular	40.00		8.00	8.00	8.00	8.00	8.00	
Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Time with no Category								

**Please note that timesheets should be submitted on a daily basis to ensure that payroll due dates are met and the employee's full pay is processed for each pay period. Any delays in submitting time will result in an adjustment for the following pay period

Absence Request - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

FLORIDA			
Welcome to myFSCJ!			Apply for Admission
nyFSCJ is our new and improved portal. In For students, myFSCJ will simplify the regis your "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an tration process and allow you to better plan and manage your progress through lons.	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and staff, it will modernize business practices by serving as	Class Search
t's our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	Student and Employee Sign-on
The College's websites offer valua	ble information for future and current students. The following lint	ks will direct you to some of the most requested resources:	User ID Password
Academic Calendar	Florida Sexual Offenders & Predators Search	Einancial Aid	
uy Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
ampuses & Centers	Counseiing & Advising	Student Computing Resources	
neer Development Centers	Degrees & Programs	Student Resources (A-Z index)	Student Help [Employee Help
dalogs.	Faculty & Statt Directory	Send an Official Transcript	

View Time	Report Time	Leave Transfer	
Time and Labor Launch	FMLA	Donate Leave Request	
 Pad	Timesheet	Leave Transfer Request	
Monthly Schedule	Absence Request	History	lendar Filters
Compensatory Time	i waratta i na galari	Receive Donated Leave	
Exceptions		Request	Class Schedule
Dauphic Time Cumman	1		ESC Calendar
Payable Time Summary			r SGJ Galeridai
Payable Time Detail			
Absence Balances			
Absence Request Histo	гу		
Extended Absence Hist	DITY		

Choose the Absence Request link under Report Time

Double check that the correct Start Date is chosen (Please note that if only one day is taken, or only a partial day is taken, only the Start Date needs to be filled in.)

	Employees Res	ources Help) Center			
FLORIDA STATE COLLEGE AT JACKNOWNER	My Requisitions -	My Pay -	My Time +	My Benefits +	My Career -	
Request Absend	e					
Seethree Peach						
ludget Analyst						
in an						
Enter Start Date and Abs	ence Name. Then complete t	he rest of the requ	red fields before su	ubmitting or save for	later your request	
Enter Start Date and Abs	ence Name. Then complete t	he rest of the requi	red fields before su	ubmitting or save for	later your request	
Absence Detail (2)	ence Name. Then complete t	he rest of the requi	red fields before su	ubmitting or save for	later your request	
Absence Detail	ence Name. Then complete t	the rest of the requi	red fields before su	ubmitting or save for View Mor	later your request	
Absence Detail (2)	*Start Date 04/14/2016	he rest of the requi	red fields before su	ubmitting or save for View Mor	later your request.	
Absence Detail (2)	*Start Date 04/14/2016	he rest of the requi	red fields before su	ubmitting or save for	tater your request	
Absence Detail (2) Fill Absence Detail (2) Fill Absence Detail (2)	ence Name. Then complete t "Start Date 04/14/2016 # ter by type Au ence Name Select Absence	he rest of the requi	v	ubmitting or save for	tater your request	
Absence Detail (2) Fh Absence Detail (2) Fh Absence Detail Comments	ence Name. Then complete f "Start Date 04/14/2016 # ter by type Au ence Name Select Absence	ne rest of the requi	v	ubmitting or save tor View Mor	later your request	
Absence Detail (2) Fh Absence Detail (2) Fh Absence Detail Fh Absence Th Absence Detail Fh Absence Det	ence Name. Then complete f "Start Date 04/14/2016 Et by type Per ence Name Select Absence Comments	he rest of the requi	v v	ubmitting or save for	the schedule	

Choose the correct leave type under the Filter by Type dropdown and then choose the correct Absence Name

FLORIDA STATE COLLEGE AT JACKSONVILLE"	My Re	equisitions -	My Pay 👻	My Time 🝷	My Benefits -	My Career 🕶
Request Abs	ence					
Seethree Peaoh	1					
Budget Analyst						
 Instructions 						
Enter Start Date and	Absence Name.	Then complete th	he rest of the requ	uired fields before	submitting or save for	later your request.
Absence Detail	(?)					
Absence Detail	? *Start Date	04/14/2016]		View Mon	thly Schedule
Absence Detail	? *Start Date Filter by Type	04/14/2016 🕅 All]	~	View Mon	Ithly Schedule
Absence Detail	?) *Start Date Filter by Type Absence Name	04/14/2016 🛐 All Annual]		View Mon	thly Schedule
Absence Detail	?) *Start Date Filter by Type Absence Name	04/14/2016 🛐 All Annual Bereavement]	×	View Mon	thly Schedule
Absence Detail	*Start Date Filter by Type *Absence Name	04/14/2016 All All Annual Bereavement Jury Other]		View Mon	thly Schedule
Absence Detail Comments	Start Date Filter by Type Absence Name stor Comments	04/14/2016 All Annual Bereavement Jury Other Sick	1		View Mon	ithly Schedule
Absence Detail	*Start Date Filter by Type *Absence Name stor Comments beence Request	0.4/14/2016) View A		View Mon	ithly Schedule

If any partial days were taken be sure to choose the Partial Days and choose the appropriate response and fill in the duration

Without Partial Days

L L	Start Date Oarnar201		View Monthly Schedule	
	End Date	B		
	Filter by Type Annual			
	*Absence Name Annual Le	ave v	Current Balance 310.50 Hours	
	Reason Personal	lime v		
	Partial Days None	0		
Ca	culate End Date or Duration	Hours Forecast Balance	•	
Comments				
Re	questor Comments		J.	
io To Vi	ew Absence Request History	View Absence Balances		
	Save for Later			

With Partial Days

	*Start Date 04/14/2016		View Monthly Schedule
	End Date 🛐		
	Filter by Type Annual	~	
*)	Absence Name Annual Leave	~	Current Balance 310.50 Hours
	Reason Personal Time	~	
	Partial Days End Day Only	~	
	End Day Hours		
	Duration	Hours	
Calculate	End Date or Duration	Forecast Balance	
Commonto			
Jommenus			
Request	tor Comments		
Go To View Ab	sence Request History	View Absence Balances	5 5
Submit	Save for Later		

Click Calculate End Date or Duration to complete the form. You must choose Forecast Balance before you can submit leave.

*Start Date 0	04/14/2016	View Monthly Schedule
End Date	31	
Filter by Type	Annual ~	
*Absence Name	Annual Leave ~	Current Balance 310.50 Hours
Reason	Personal Time v	
Partial Days	None ~	
Duration	Hours	
Calculate End Date or Dura	ation Forecast Balance	
Comments		
Requestor Comments		
• To View Absence Request His	story View Absence Balance	25
	for Later	

Click the Submit button if you are ready to submit your request or choose Save for Later if you are not ready to submit.

bsence Detail 👔		
*Start Date 04/14/2016		View Monthly Schedule
End Date		
Filter by Type Annual	~	
*Absence Name Annual Leave	~	Current Balance 310.50 Hours
Reason Personal Time	~	
Partial Days None	~	
Duration Hou	irs	
Calculate End Date or Duration	Forecast Balance	
omments		
Requestor Comments		بلغ .::
Diew Absence Request History Submit Save for Later	View Absence Balances	
lequired Field	•	

FMLA – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

A			
Nelcome to myFSCJI wyFSCJ is our new and improved portal. In for students, myFSCJ will simplify the region or "g-o-d" deliance for many core funct the our responsibility and goal to help you b	an effort to streamline our processes, all students, tocuity and staff members an ration process and allow you to better plan and manage your progress through one. e successful – whether in your quest for a higher education or in your daily work.	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and staff, it will modernize business practices by serving as functions – and know myFSGJ is a great tool to help you do so.	Apply for Admission Class Search
The College's websites offer valua	ble information for future and current students. The following lini	ks will direct you to some of the most requested resources:	User ID Password
Vodeinic Calendar	Florida Sexual Offenders & Predators Search	Emancial Aid	10 Mar 10
luy Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Counseing & Advising	Student Computing Resources	
laneer Development Centers	Degrees & Programs	Student Resources (ArZ index)	Student Help Employee Help

Select the My Time dropdown

	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions - My Pay - My Time - Ny Benefits - My Career -	
Thursday, Apr	ril 14, 2016	
Thursday, Apr	ril 14, 2016 nd for the date range.	Calendar Filters

Choose the FMLA link under Report Time

My Pay 👻	My Time • My Benefits •	My Career -		
	View Time Time and Labor Launch	Report Time	Leave Transfer Donate Leave Request	
	Pad Monthly Schedule	Timesheet Absence Request	Leave Transfer Request History	lendar Filters
	Compensatory Time Exceptions		Receive Donated Leave Request	Class Schedule

Enter the Start Date, Expected Return Date, Absence Type and Absence Name. (You must enter values for the **Start Date**, **Expected Returned Date**, **Absence Type**, and **Absence Name** before the system displays the entire page.)

	Employees Res	ources Hel	o Center		
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions -	My Pay 👻	My Time 👻	My Benefits 👻	My Career 👻
Request Extended Al	osence				
Seethree Peaoh					
Budget Analyst					
*Start D	ate 04/14/2016 🛐			f FAQ	
*Expected Return D	ate 🛛				
*Expected Return D Absence T	ate 🛛 🕅 ype All		¥		
*Expected Return D Absence Ty *Absence Na	ate 19 19 19 19 19 19 19 19 19 19 19 19 19	me	T		

If you would like to add any comments, you may add them in the Requestor Comments Box. If you are missing information, click the Save for Later button. You can return later and add details. If all information has been provided, click the submit button.

	equest Details 🕐			Relat	ed Links 🕜
*!	Start Date 04/18/20	16 🛐		() F	AQ
*Expected Re	turn Date 05/27/20	16			
Actual Re	turn Date	BT			
Abse	ence Type Family a	nd Medical Leave Ad	ct 💌		
*Abser	nce Name FMLA M	edical	T		
*Absenc	e Reason FMLA M	aternity	T		
Curren	t Balance 0.00 **				
FMLA Eligibility					
absoluce idequests					
Absence Request ?			Personalize Find V	iew All 🔄 📑	First 🕚 1 of 1 🕭 Last
Absence Requests	Status	Start Date	Personalize Find Vi End Date	iew All 🔄 🔜	First ④ 1 of 1 D Last
Absence Requests	Status	Start Date	Personalize Find Vi	iew All 🖓 📑	First ④ 1 of 1 ④ Last Source
Absence Requests	Status	Start Date	Personalize Find Vi	iew All 🖓 🔢	First (1) 1 of 1 (1) Last Source

If you choose Save for Later you will get the following message.

	Employees Res	ources Hel	p Center		
FLORIDA STATE COLLECE AT JACKSONVILLE	My Requisitions 👻	My Pay 👻	My Time 👻	My Benefits 👻	My Career 👻
Request Extended Absend	ce				
Save Confirmation The Extended Abs	ence Request was si ibmitted in order for i	uccessfully sa t to be approv	ved. The ed.		
ОК			ou.		

When you choose Submit you will get the confirmation page below

Request	t Extended	Absence					
Seethree	Peaoh						
Budget Analy	yst						
View Reques	st Status and App	oroval Details					
Forte and a d	Abaaaa Daar	est Datalla				Polatod	inke 💿
Extended	Absence Requ	est Details 🕐				FAQ	
	R	equest 805					
	Sta	rt Date 04/18/20	16				
	Expected Retur	n Date 05/27/20	16				
	Actual Retur	n Date					
	Absenc	e Type Family a	nd Medical Leave Act	ł			
	Absence	Name FMLAM	edical				
	Absence R	eason FMLAM	aternity				
	Current B	alance 0.00 **	,				
	Guirent	Status Submitte	d				
	silit.	otatao otomito	-				
FINLA Eligit	DIIIty						
Absence R	lequests						
Absence	Request 🕐			Personalize Fin	d View All 🔄	📑 Fi	rst 🕚 1 of 1 🕑 Last
Absence Re	quests	Status	Start Date	End Date	Duration		Source
Request Hi	istory						Personalize 🗇
Status	Name	Date	Comments				
Submitted	Seethree Peach	04/14/2016					

To review your extended Absence Request history, click the Report Time Menu, then click on the Extended Absence Request menu.

nter Start Date, Expected End Date and Absence Take. Complete the rest of the quired information before submitting your request. If you are missing some formation, save your request for later to be able to add additional details.	
Extended Absence Request Details (?)	Related Links 👔
* Start Date 04/14/2016 5 *Expected Return Date 5 Absence Type All T *Absence Name Select Absence Name T	● FAQ
o To View Extended Absence Request History View Absence	Balances

Use the **Extended Absence Request History** page to view the history of extended absence requests for a specific time period. You can review the approval status, and edit existing requests.

A link for each extended absence request enables you to access the Extended Absence Request Details page for the specified request.

Seethree Peach Budget Analyst Specify the date range Through dates blank at o view request details.	of interest. To retrieve a comp nd use the Refresh push butto elect edit button to modify or	lete history, leave From and n. Select the absence name r delete the request.	link	
From 01/16/20	6 🗐 Thro	ugh 07/14/2016 🛐	Refresh	I View All I 🗷 I 📰 🛛 First 🚯 1-2 of 2 🛞 Last
Absence Name	Status	Start Date	Expected Return Date	
FMLA Medical	Submitted	04/18/2016	04/29/2016	Employee Extended Absence
	Submitted	04/18/2016	05/27/2016	Employee Extended Absence

View Time

Time and Labor Launch Pad – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

FLORIDA			
est Alert - This alert is designed to be dispi	uyed to all users before they tog into myFSCJ.	×	Apply for Admission
Velcome to myESC II			Class Search
VERCOME to My SCU: yFSCJ is our new and improved portal. In or students, my FSCJ will simplify the regist our "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an tration process and allow you to better plan and manage your progress through lons.	e now using one centralized program to improve our functionality, processes and efficiency degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
s our responsibility and goal to help you be	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	Oser ID
			Password
he College's websites offer valual	ble information for future and current students. The following lini	ks will direct you to some of the most requested resources:	
tademic Calendar	Florida Sexual Offenders & Predators Search	Finanacaa Aid	Encod Liner ID or Passant
ry Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	
impuses & Centers	Counseiting & Advising	Student Computing Resources	
reer Development Centers	Degrees & Programs	Student Resources (A-Z index)	
nalogs	Facony is shart one-dony	send an Official Hanscript	ASPEN PRIZE PRIZE TOPP 150

	Employees Res	ources Hel	p Center			
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions -	My Pay 👻	My Time 👻	My Benefits •	My Career -	
Thursday, Apr	il 14, 2016					
No events foun	d for the date range.					
						Calendar Filters

Choose the Time and Labor Launch Pad link under View Time

wy Pay ▼	My time • My Benefits •	My Career +		
	View Time Time and Labor Launch Pad Monthly Schedule Compensatory Time Exceptions Payable Time Summary Payable Time Detail Absence Balances Absence Request History Extended Absence History	Report Time FMLA Timesheet Absence Request	Leave Transfer Donate Leave Request Leave Transfer Request History Receive Donated Leave Request	lendar Filters Class Schedule FSCJ Calendar

Use the Time and Labor Launch Pad page to view which days in the specified month have payable time, forecasted payable time, reported elapsed time, reported punch time, exceptions, and recommended actions associated with each exception.

	2	1	-												
	F	LO IATE	RIDA			М	ly Requis	sitions	- N	/ly Pay	- N	ly Tin	ne + My Be	nefits +	My Career +
	Time an	d I	abor	Lau	nch Pa	bi									
	Chew Bad	ca									Emple	yee II	D 0700031		
	Student Suc	cess	Advisor	1							Empl	Recon	d o		
pril .	Month 04 -	Ane	ril			•	2016		•	Ret	orted Hou	its		· View	
16		Sel	lection b	n View	Reporte	d Hou			Pre	vious M	onth		Next Month		
	destruction (incurrent in		Reporte	01100			2014 1915	999 1999 (d 909 1999 (d	911 (C) 92994 (S)				
	Sunday		Monday	1	Tuesda	У	Wednes	day	Thursd	lay	Friday	1	Saturday 2		
											PS	1			
	3	1		4		5		6		7		8	9		
	10.00	0	10.00	11	10.00	12	10.00	13	10.00	14		15	16		
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You can change the calendar view to display time sheet information, forecasted payable time, the actual number of payable hours (detail and summary), or scheduled hours that were reported for each day. Use the Time and Labor Launch pages to navigate to other Time and Labor pages enabling the user to manage all aspects of their time.

	1	2)						
	FLC STAT		M	y Requisitions +	My Pay	• My Time •	My Benefit	ts • My Caree
	Time and Chew Bacc Student Succe	Labor Lau a ss Advisor I	nch Pad			Employee ID 07 Empl Record 0	700031	
April 2016	"Month 04 - A	pril election In Viev	v Reported Hour	2016 *	Rep Fore Previor Nun Pau	corted Hours ecasted Payable Hou nber of Exceptions able Hours	* Irs	Vew
	Sunday	Monday	Tuesday	Wednesday 1	hun day Rep Sch	eduled Hours		
	3	4	5	6	7	PS 8	9	

Monthly Schedule - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

FLORIDA HAT COLIECT			
t Alert - This alert is designed to be disp	layed to all users before they log into myFSCJ.	×	Apply for Admission
elcome to myFSCJ!			Class Search
FSCJ is our new and improved portal. In students, myFSCJ will simplify the regis r "go-to" destination for many core func	an effort to streamline our processes, all students, faculty and staff members an stration process and allow you to better plan and manage your progress through tions.	e now using one centralized program to improve our functionality, processes and efficiency degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	User ID
			Password
e College's websites offer valua	ble information for future and current students. The following lini	ks will direct you to some of the most requested resources:	
demic Catendar	Florida Sexual Offenders & Predators Search	Finanacia Ad	
Books Online	Collection & Use of Social Security Numbers	Lerary Learning Commons	Forgot User ID or Password
npuses & Centers	Counseling & Advising	Student Computing Resources	
eer Development Centers	Degrees & Programs	Student Resources (A-Z index)	
ilogs	Faculty & Statt Directory	Send an Official Transcript	

Select the My Time dropdown

	Employees	Reso	ources Hel	p Center				
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitio	ons 👻	My Pay 👻	My Time 👻	My Benefits -	My Career -		
Thursday, Api	il 14, 2016							
Thursday, Ap	il 14, 2016 Id for the date rang	e.					 Calendar Filters	

Choose the Monthly Schedule link under View Time

	View Time	Report Time	Leave Transfer	
_	Time and Labor Launch	FMLA	Donate Leave Request	
	Pad	Timesheet	Leave Transfer Request	
	Monthly Schedule Compensatory Time	Absence Request	History	lendar Filters
		Construction of the Constr	Receive Donated Leave	
	Exceptions		Request	Class Schedule
	Pavable Time Summary			FSCJ Calendar
	Pavable Time Detail			
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	Absence balances			
	Absence Request History			
	Extended Absence History			

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revious Month	ł		04	- April			• 2016	*			Next Mo	nth
Sunday	Mon	day	Tuesda	y	Wednesd	lay	Thursd	ay	Fiday	/	Satur	day
									8 HOU <mark>II</mark> S 8 Hours	1	OFF	2
OFF	3 8 HOURS 8 Hours	4	8 HOURS 8 Hours	5	8 HOURS 8 Hours	6	8 HOURS 8 Hours	Z	8 HOURS 8 Hours	8	OFF	9
OFF .	8 HOURS 8 Hours	11	8 HOURS 8 Hours	12	8 HOURS 8 Hours	13	8 HOURS 8 Hours	14	8 HOURS 8 Hours	15	OFF	<u>16</u>
OFF .	8 HOURS 8 Hours	18	8 HOURS 8 Hours	<u>19</u>	8 HOURS 8 Hours	20	8 HOURS 8 Hours	21	8 HOURS 8 Hours	22	OFF	23
OFF	8 HOURS 8 Hours	25	8 HOURS 8 Hours	<u>26</u>	8 HOURS 8 Hours	27	8 HOURS 8 Hours	28	8 HOURS 8 Hours	29	OFF	30
Legend	Training	3	Planned Ab	sence	6	i) Holi	day	0	FF Schedule	ed OFF	Day	

Each day of the month can be clicked link to show the daily details page

Schedule Detail 10	04/01/2010		
Chew Bacca		Employee	ID 0700031
Student Success Advisor I		Empl Rec	ord 0
Primary Schedule			
Schedule Detail			
Shift ID	Taskgroup	Off Shift	Sched Hrs
8 HOURS			8.00
Alternate Schedule			
No schedule data for today			
Training Details			
No training data for today			
Absence Details			
No absence data for today			
Holiday Details			
No holiday data for today			
Return to Monthly Schedule			

Compensatory Time – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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st Alert - This alert is designed to be disp	sayed to all users before they log into myPSCJ.	*	Apply for Admission
elcome to mvFSCJ!			Class Search
FSCJ is our new and improved portal. In r students, myFSCJ will simplify the regis ur "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an stration process and allow you to better plan and manage your progress through stors.	e now using one centralized program to improve our functionality, processes and efficiency degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	User ID
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ademic, Calendar	Florida Sexual Offenders & Predators Search	Finanaciai Aid	
y Books Critine	Collection & Use of Social Security Numbers	Lerary Learning Commons	Forgot User ID or Password
impuses & Centers	Counseiing & Advising	Student Computing Resources	
reer Development Centers	Degrees & Programs	Student Resources (A-Z index)	
talogs	Faculty & Statt Directory	Send an Official Transcript	

ny.fscj.edu		
	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions • My Pay • My Time • My Benefits • My Career •	
Thursday, April [•]	14, 2016	
No events found f	or the date range.	Calendar Filters
		Class Schedule
		□ FSCJ Calendar

View Time	Report Time	Leave Transfer	
Time and Labor Launch	FMLA	Donate Leave Request	
 Pad	Timesheet	Leave Transfer Request	
Monthly Schedule	Absence Request	History	lendar Filters
Compensatory Time Exceptions		Receive Donated Leave Request	Class Schedule
Payable Time Summary Payable Time Detail			FSCJ Calendar
Absence Balances			
Absence Request History			
Extended Absence History			

Under the View Time heading click the Compensatory Time link.

The Compensatory Time page includes the compensatory time balance as of the date specified. This balance may be positive or negative, depending on how the plan is set up and what has been reported.

hew Bacca	Employee ID 070003
udent Success Advisor I	Employment Record 0
omp Time Balance Summary 👔	
Compensatory Time Off Plan COMPPLAN	Expiration Period Never
Date 04/21/2016	
Balance at Start of Day 15.00	
fService	
e Reporting	

Exceptions - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

A			
FLORIDA MATE CONTEGN IN TRANSPORT			
st Alert - This alert is designed to be disp	layed to all users before they log into myFSCJ.	8	
			Apply for Admission
elcome to myFSCJ!			Class Search
FSCJ is our new and improved portal. In r students, myFSCJ will simplify the regis ur "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members at stration process and allow you to better plan and manage your progress through tions.	e now using one centralized program to improve our functionality, processes and efficiency degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	User ID
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ademic Calendar	Florida Sexual Offenders & Predators Search	Presenaciat Ad	
y Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Forgot User ID or Password
mpuses & Centers	Counseling & Advising	Student Computing Resources	
reer Development Centers	Degrees & Programs	Student Resources (A-Z Index)	
ulogs	Faculty & Staff Directory	Send an Official Transcript	
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y.fscj.edu		
	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions • My Pay • My Time • My Benefits • My Career •	
Thursday, April 1	4, 2016	
No events found f	or the date range.	Calendar Filters
		Class Schedule
		□ FSCJ Calendar

Under the View Time heading, click on the Exceptions link

	View Time	Report Time	Leave Transfer		
Time and Labor Launch Pad Monthly Schedule Compensatory Time Exceptions	Time and Labor Launch Pad	FMLA Timesheet	Donate Leave Request Leave Transfer Request		
	Absence Request	History	lendar Filters		
	Exceptions		Request	Class Schedule	
	Payable Time Summary Payable Time Detail			FSCJ Calendar	
	Absence Balances				
	Absence Request History				

Use the Exceptions page to view exceptions that have been resolved or allowed

Payable Time Summary - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

st Alert - Thus alert is designed to be disp	skyed to all users before they log into myFSCJ.	*	Apply for Admission
alcome to myESC II			Class Search
FSCJ is our new and improved portal. In r students, myFSCJ will simplify the regis ur "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members ar stration process and allow you to better plan and manage your progress through tions.	e now using one centralized program to improve our functionality, processes and efficiency degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
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y Books Online	Collection & Use of Social Security Numbers	Lerary Learning Commons	Forgot User ID or Password
impuses & Centers	Counseiing & Advising	Student Computing Resources	
reer Development Centers	Degrees & Programs	Student Resources (A-Z index)	
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iscj.edu	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions • My Pay My Time • My Benefits • My Career •	
Thursday, April	14, 2016	
No events found	for the date range.	Calendar Filters
		 Class Schedule FSCJ Calendar

Under the View Time heading, click on the Payable Time Summary link

View Time	Report Time	Leave Transfer	
Time and Labor Launch	FMLA	Donate Leave Request	
Pad	Timesheet	Leave Transfer Request	
Monthly Schedule	Absence Request	History	lendar Filters
Compensatory Time	Contraster Sciences Contraster Contraster	Receive Donated Leave	
Eventions		Request	Class Schedule
Davable Time Cumman			ESC Calendar
Payable Time Summary			FS03 Galeridai
Payable Time Detail			
Absence Balances			
Absence Request History			
Extended Absence History			
Enclosed Absence Thorony			

View the week-by-week summary of payable time using this display-only page

dent Succe	a ss.Advisor I		Employment R	lecord 0					
Start Date End Date	04/15/2016	Previous W	leek Next We	μ.					
Payable Time	From 04/15/2016 To 0	04/21/2016 👔							
Ime Reporting Code	Description	Total Type Quantity Type	Fri 4:15	Sat 4/15	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4:20	Thu Currency 4/21
	Comp Time Earned	6.00 Hours							6.00
CMPER									

Payable Time Detail – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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st Alert - This alert is designed to be disp	layed to all users before they log into myFSCJ.	*	Apply for Admission
elcome to mvFSCJ!			Class Search
FSCJ is our new and improved portal. In r students, myFSCJ will simplify the regis ur "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an stration process and allow you to better plan and manage your progress through sons.	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
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ne College's websites offer valua	ble information for future and current students. The following lin	ks will direct you to some of the most requested resources:	Prost.
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	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE"	My Requisitions - My Pay My Time - My Benefits - My Career -	
-		
Thursday, April	14, 2016	
No events found t	for the date range.	Calendar Filters
		✓ Class Schedule
		E FSCJ Calendar

Under the View Time heading, click on the Payable Time Detail link

	View Time	Report Time	Leave Transfer	
_	Time and Labor Launch	FMLA	Donate Leave Request	
	rau	Timesheet	Leave Transfer Request	
	Monthly Schedule	Absence Request	History	lendar Filters
	Compensatory Time		Receive Donated Leave	
	Exceptions		request	Class Schedule
	Pavable Time Summary			FSCJ Calendar
	Payable Time Detail			
	Absence balances			
	Absence Request History			
	Extended Absence History			
	a construction from the construction of the second s			

View the details of payable time – Please note that there are four tabs: Overview; Time Reporting Elements, Task Reporting Elements, and Cost and Approval

Payable	Time De	etail				
Chew Bad	ca			Employe	e ID 0700031	
Student Suc Actions -	Start Date 04/	15/2016		Employment Re	ecord 0	
Payable Tr	e Status Filt	er				
Overview	Time Repo	rting Elements Task R	eporting Elements	Cost and Approva		
Jate	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
4/18/2016	Closed	Not Sent to Payroll	REGLR	11.00	Hours	\$143.000000
4/18/2016	Closed	Not Sent to Payroll	REGLR	8.00	Hours	\$104.000000
4/18/2016	Closed	Not Sent to Payroll	REGLR	-11.00	Hours	\$-143.000000
4/18/2016	Closed	Not Sent to Payroll	REGLR	11.00	Hours	\$143.000000
4/18/2016	Closed	Not Sent to Payroll	REGLR	-8.00	Hours	\$-104.000000
4/19/2016	Closed	Not Sent to Payroll	REGLR	11.00	Hours	\$143.000000
1/19/2016	Closed	Not Sent to Payroll	REGLR	8 00	Hours	\$104 000000

Absence Balances - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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FLORIDA MATE CONTEGN IN TRANSPORT			
st Alert - This alert is designed to be disp	layed to all users before they log into myFSCJ.	8	
			Apply for Admission
elcome to myFSCJ!			Class Search
FSCJ is our new and improved portal. In r students, myFSCJ will simplify the regis ur "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members at stration process and allow you to better plan and manage your progress through tions.	e now using one centralized program to improve our functionality, processes and efficiency degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	User ID
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mpuses & Centers	Counseling & Advising	Student Computing Resources	
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ulogs	Faculty & Staff Directory	Send an Official Transcript	
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scj.edu	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE*	My Requisitions • My Pay My Time • My Benefits • My Career •	
Thursday, April	14, 2016	
No events found	for the date range.	Calendar Filters
		Class ScheduleFSCJ Calendar

Under the View Time heading, click on the Absence Balances link

View Time	Report Time	Leave Transfer	
Time and Labor Launch	FMLA	Donate Leave Request	
 Pad	Timesheet	Leave Transfer Request	
Monthly Schedule	Absence Request	History	lendar Filters
Compensatory Time Exceptions Payable Time Summary Payable Time Detail Absence Balances Absence Request History Extended Absence History		Receive Donated Leave Request	Class Schedule FSCJ Calendar

A table with your Absence Entitlement Balances will display

Chew Bacca				
onew Dacca				
Student Success Advisor I				
▼ Instructions				
View current absence entitle	ement balances. Currer	nt balances do not	reflect absen	ce requests that have not
been processed by payroll.	For more details please	e contact your abs	ence adminis	trator.
Absence Entitlement Ba	alances			Personalize [3]
Current Balances	9			
Entitlement Name	Balance as of 04/15/2016	From	То	Accrual Period
			12/31/2016	Year to Date
Annual Leave Balance	0.00 Hours	01/01/2016		i cui lo Duic
Annual Leave Balance Sick Leave Balance	0.00 Hours 300.00 Hours	01/01/2016	12/31/2016	Year to Date

Absence Request History - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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est Alert - This alert is designed to be disp	Syed to all users before they log into myFSCJ.	×	Apply for Admission
Velcome to mvFSCJ!			Class Search
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impuses & Centers	Counseling & Advising	Student Computing Resources	
reer Development Centers	Degrees & Programs	Student Resources (A-Z index)	
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	Employees R	esources	Help Center	1			
STATE COLLEGE	My Requisitions	My Pay	My Time 👻	My Benefits -	My Career -		
Thursday, April	14. 2016						
Thursday, April	14, 2016 for the date range.					Octore das Elliteras	
Thursday, April	14, 2016 for the date range.					Calendar Filters	_

Under the View Time heading, click on the Absence Request History link

View Time	Penort Time	Leave Transfer	
Time and Labor Launch	EMI A	Donate Leave Dequest	
 Pad	Transford	Lonate Leave Request	
Monthly Schedule	limesneet	Leave Transfer Request History	2.010202.111
Company States Tree	Absence Request	Deceive Develop Leave	lendar Filters
Compensatory Time		Receive Donated Leave	
Exceptions		A STATE OF A STATE OF	Class Schedule
Payable Time Summary			FSCJ Calendar
Payable Time Detail			
Absence Balances			
Absence Request History			
Extended Absence History			

Use the Absence Request History page to view your absence requests. (This is different from Absence Balances because this can include leave requested but not taken yet)

Chew Bacca Student Success A	dvisor I					
▼ Instructions						
From 03/31/2 Absence Reque	st History	rough 09/27/2016	Re	fresh Personalize	Find View All 🖉 🔜 Firs	st 🛞 1-2 of 2 🛞 Last
From 03/31/2 Absence Reques	2016 🗊 Th st History Status	rough 09/27/2016 Start Date	End Date	fresh Personalize Duration	Find View All 🖓 🔜 Firs Requested By	t 🚯 1-2 of 2 🛞 Last Edit
From 03/31/2 Absence Reque Absence Name Sick	st History Status Submitted	rough 09/27/2016 Start Date 06/15/2016	End Date 06/15/2016	Personalize Duration 9 Hours	Find View All 🖓 🔜 Firs Requested By Employee Absence Request	st 🕚 1-2 of 2 🛞 Last Edit Edit

Extended Absence History (FMLA) - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

FLORIDA INTERNIT			
est Alert - This alert is designed to be disp	Syed to all users before they log into myFSCJ.	×	Apply for Admission
Velcome to mvFSCJ!			Class Search
yFSCJ is our new and improved portal. In or students, myFSCJ will simplify the regis our "go-to" destination for many core funct	an effort to streamline our processes, all students, facuity and staff members as stration process and allow you to better plan and manage your progress through sons.	e now using one centralized program to improve our functionality, processes and efficiency degree programs. For faculty and staff, it will modernize business practices by serving as	Student and Employee Signon
s our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	User ID
			Password
he College's websites offer valua	ble information for future and current students. The following lin	ks will direct you to some of the most requested resources:	
tademic Calendar	Florida Sexual Offenders & Predators Search	Finanacia Ad	
y Books Online	Collection & Use of Social Security Numbers	Lerary Learning Commons	Forgot User ID or Password
impuses & Centers	Counseling & Advising	Student Computing Resources	
reer Development Centers	Degrees & Programs	Student Resources (A-Z index)	
dalogs	Faculty & Statt Directory	Send an Official Transcript	

scj.edu	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE*	My Requisitions • My Pay My Time • My Benefits • My Career •	
Thursday, April	14, 2016	
No events found	for the date range.	Calendar Filters
		Class ScheduleFSCJ Calendar

Under the View Time heading, click on the Extended Absence Request History link

View Time	Report Time	Leave Transfer	
Time and Labor Launch	FMLA	Donate Leave Request	
 Pad	Timesheet	Leave Transfer Request	
Monthly Schedule	Absence Dequest	History	lendar Filters
Compensatory Time	Ausence Request	Receive Donated Leave	ienaar i iitera
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Payable Time Summary			F303 Galeridar
Payable Time Detail			
Absence Balances			
Absence Request History			
Extended Absence History			

The Extended Absence Request Details page (click the link in Absence Name field on the Extended Absence Request History page) shows the user details about an extended absence request. Any defined attachments appear in the Related Links or the Other Documents regions. The bottom of the Extended Absence Request Details region displays any links to configurable sections.

Extended Absence Requ	uest History	
Chew Bacca		
Student Success Advisor I		
Specify the date range of interest. To r Through dates blank and use the Refi to view request details. Select edit but	etrieve a complete history, leave From and resh push button. Select the absence name link ton to modify or delete the request.	
E 02/24/20446 ITT	Through 09/27/2016	Refresh

Leave Transfer – Detailed Guide

Donate Leave Request - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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est Alert - This alert is designed to be disp	ayed to all users before they log into myFSCJ.	*	Apply for Admission
Velcome to mvFSCJ!			Class Search
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iscj.edu	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE"	My Requisitions - My Pay My Time - My Benefits - My Career -	
Thursday, Apri	14, 2016	
No events found	for the date range.	Calendar Filters
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Under the View Time heading, click on the Donate Leave Request link

View Time	Report Time	Leave Transfer	
Time and Labor Launch	FMLA	Donate Leave Request	
Pad	Timesheet	Leave Transfer Request	
Monthly Schedule	Absence Request	History	lendar Filters
Compensatory Time Exceptions Payable Time Summary Payable Time Detail Absence Balances Absence Request History Extended Absence History		Receive Donated Leave Request	Class Schedule FSCJ Calendar

Enter all required information and click Submit or Save for Later

Chew Bacca							
Student Success Advisor I							
This form may be used to Donate leave tin	e to either an eli	gible employee	e or to a leave bank.				
Employees on written warning may not do	hate accrued lea	ve time. Additic	nally, employees who ha	ve provided notice or have been			
Donation Program	inay not conale	ine.					
*Program Name	eave Pool		· •				
Category	Bank			Type Volunt	ary		
Contribution Type	One-Time			Frequency			
Unit Type	lours			Ceiling Limit 16.00			
Minimum Hours	0.00			Maximum Hours 16.00			
Begin Date	01/01/2015			End Date			
Leave Contribution				Personalize Find	Fi	rst 🛞 1 of 1	(E) Last
From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Dele	te
Sick Leave	300.00	16			Details	Dele	te
Comments							
Requester Comments					Č		
					6		
Agreement and Compliance							
I acknowledge that I have read the	Leave Donation	Policy. (Sick Le	ave Pool) APM 03-1006				
 I acknowledge that enrollment is op 	en once annual	y for full-time C	areer/Admin/Prof employ	ees and twice annually for full-time Faculty.			
	ility of one (1) ye	ar full-time em	ployment and a minimum	of 72 sick leave hours.			
 I acknowledge that I meet the eligit 			the pool.				
I acknowledge that I meet the eligit I acknowledge that I must contribut	a 16 hours from r	ny sick leave to					

Submit Confirmation by clicking Yes, or cancel by clicking No



After submitting you will receive the following confirmation



Leave Transfer Requests History - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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			Apply for Admission
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Select the My Time dropdown

	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions - My Pay My Time - My Benefits - My Career -	
Thursday, Ap	ril 14, 2016	
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Under the View Time heading, click on the Leave Transfer Request History link

My Pay 🔻	My Time - My Benefits	My Career -		
	View Time Time and Labor Launch	Report Time FMLA	Leave Transfer Donate Leave Request	
	Pad Monthly Schedule	Timesheet Absence Request	Leave Transfer Request History	lendar Filters
	Compensatory Time Exceptions	- And a start and a start a	Receive Donated Leave Request	Class Schedule

Any past Leave Transfer Requests will display

Leave na	naiel Nequeata n	instory			
Chew Bacca					
Student Succes	s Advisor I				
Request Type II	nk to view request details.	Select Edit button ti	o modify and delete the	request.	electrenean. Gelectric
Begin D	ate	End Date	9	Refresh	
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Receive Donated Leave Request - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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Thursday, Apri	14, 2016				
No events found	for the date range.	Calendar Filters			
		Class Schedule			

Under the View Time heading, click on the Receive Donated Leave Request link

My Pay 🔻	My Time • My Benefits •	My Career -		
	View Time Time and Labor Launch	Report Time FMLA	Leave Transfer Donate Leave Request	
	Pad Monthly Schedule	Timesheet Absence Request	Leave Transfer Request History	lendar Filters
	Compensatory Time Exceptions		Receive Donated Leave Request	Class Schedule
	Pavable Time Summary			FSCJ Calendar

Complete all required fields and submit

hew Bacca		
tudent Success Advisor I		
his form may be used to request donated leave from a leave program	n for yourself or on behalf of another employee.	
Jonation Program		
Program Name Leave Pool		
Category Bank	Type Voluntary	
Contribution Type One-Time		
Unit Type Hours	Ceiling Limit 16.00	
Minimum Hours 8.00	Maximum Hours 16.00	
Begin Date 01/01/2015	End Date	
eave Time Request		
Recipient Self	Recipient Name	
Begin Date	End Date	
Hours Requested	View Balances	
This is a Recurring Occurrence	ence	
eave Reason		
Reason		
Description		
I need to cover the 7 calendar day waiting period before Short T	erm Disability or Paid Family Leave (California employees only) begins.	
I am taking a Family Care Leave to care for an immediate family	member with a catastrophic illness or injury.	
I am taking a Leave for my own catastrophic illnes or injury.		
Other (Please provide additional details.)		
Additional Details		
greement and Compliance		
I acknowledge that I have read the Leave Donation Policy. (Sid	k Leave Pool) APM 03-1006 employment and a minimum of 72 sick leave hours. ve to the pool.	
 I acknowledge that I meet the eligibility of one (1) year full-time I acknowledge that I must contribute 16 hours from my sick lear 		
I acknowledge that I meet the eligibility of one (1) year full-time I acknowledge that I must contribute 16 hours from my sick lear I hereby confirm that I have read and comply with the given sta	alements.	