



# 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

Navigation –

- Log into myFSCJ 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 [myFSCJ](#) 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

Navigation –

- 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

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 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

Navigation –

- 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

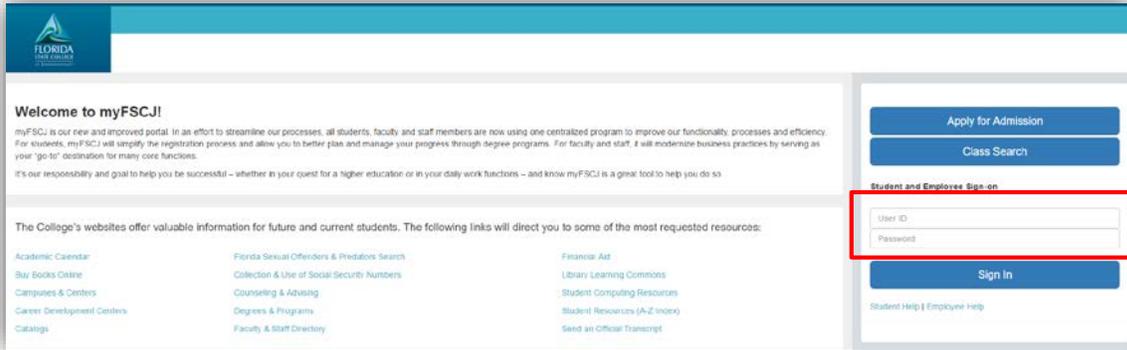
Navigation –

- 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

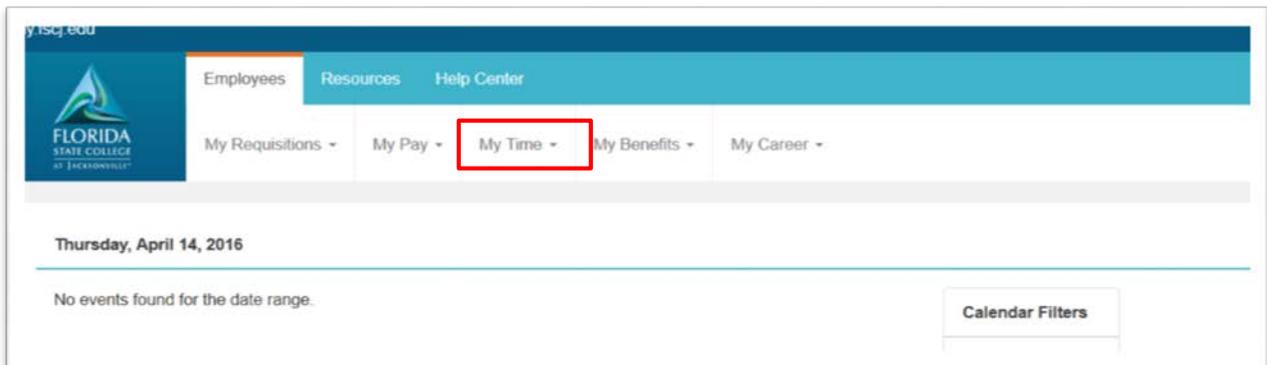
# Report Time

## Time Entry – Detailed Guide

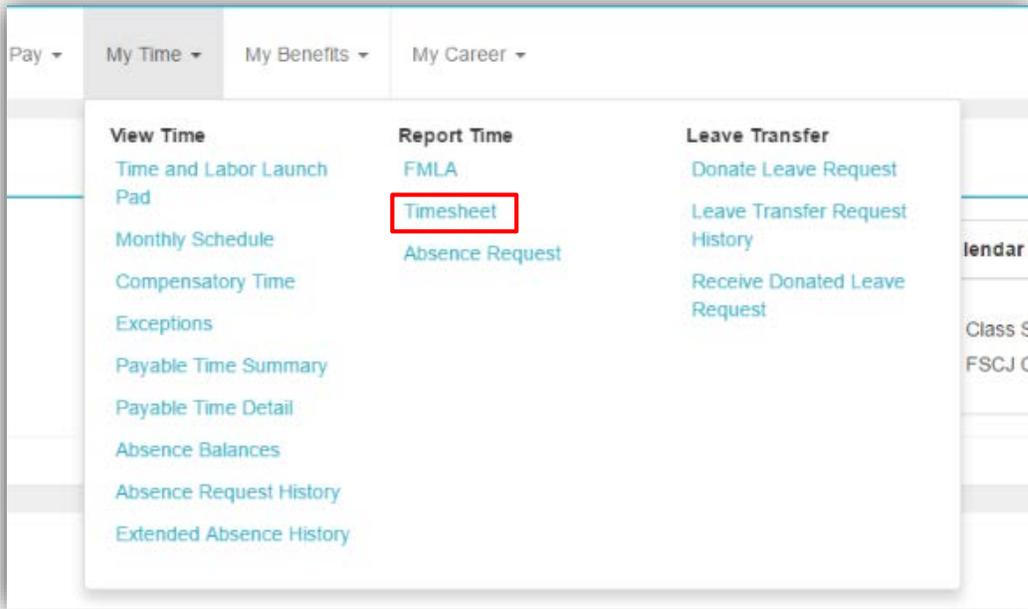
Log onto MyFSCJ using your FSCJ logon ID and password



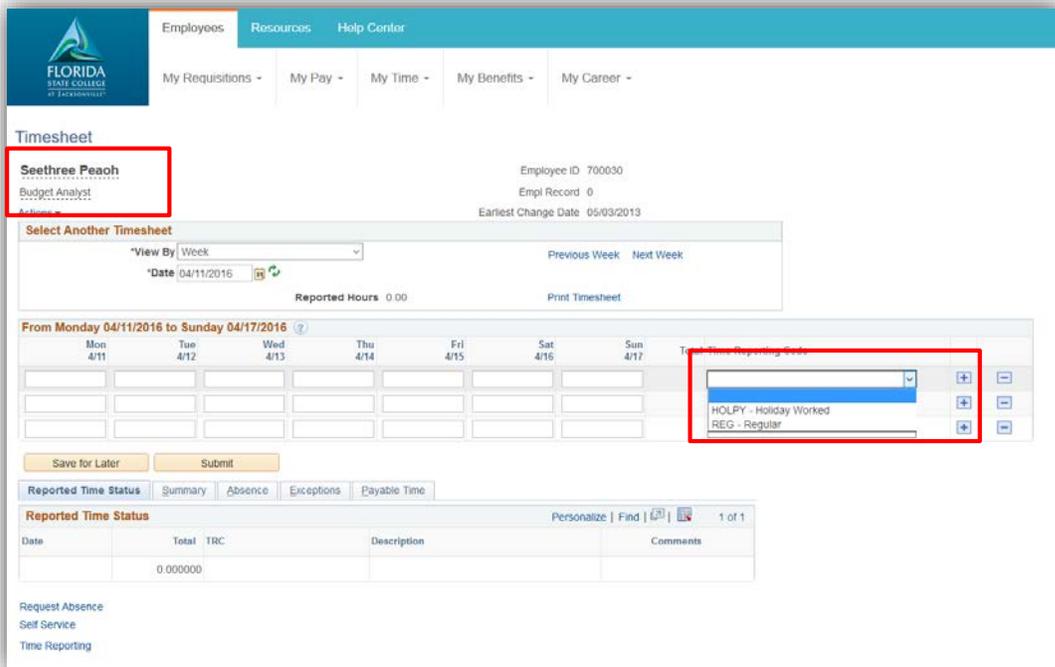
Select the My Time dropdown



Choose the Timesheet link under Report Time



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



## 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).

Timesheet

**Kylo Ren** Employee ID 0700033  
 A&P TC Adjunct Empl Record 0 Hourly Rate 35.000000  
 Actions ▼ Earliest Change Date 04/01/2016

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
 \*Date 06/26/2016 Reported Hours 3.00 Print Timesheet

From 06/26/2016 to 07/02/2016

Add Comments	Day	Date	Reported Status	In	Meal	In	Out	Punch Total	Time Reporting Code	Quantity	Override Reason	Date
	Sun	6/26	New									6/26
	Mon	6/27	Saved	9:00 00AM			12:00 00PM	0.00	REG - Regular			6/27
	Tue	6/28	New						HOLPY - Holiday Worked			6/28
	Wed	6/29	New						REG - Regular			6/29
	Thu	6/30	New									6/30
	Fri	7/1	New									7/1
	Sat	7/2	New									7/2

Save for Later Submit Clear

Summary Exceptions Payable Time

Reported Time Summary

Category	Total	Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1	Sat 7/2
Regular	3.00		3.00					
Total Reported Hours	3.00		3.00					
Time with no Category								

Self Service  
Time Reporting

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

Timesheet

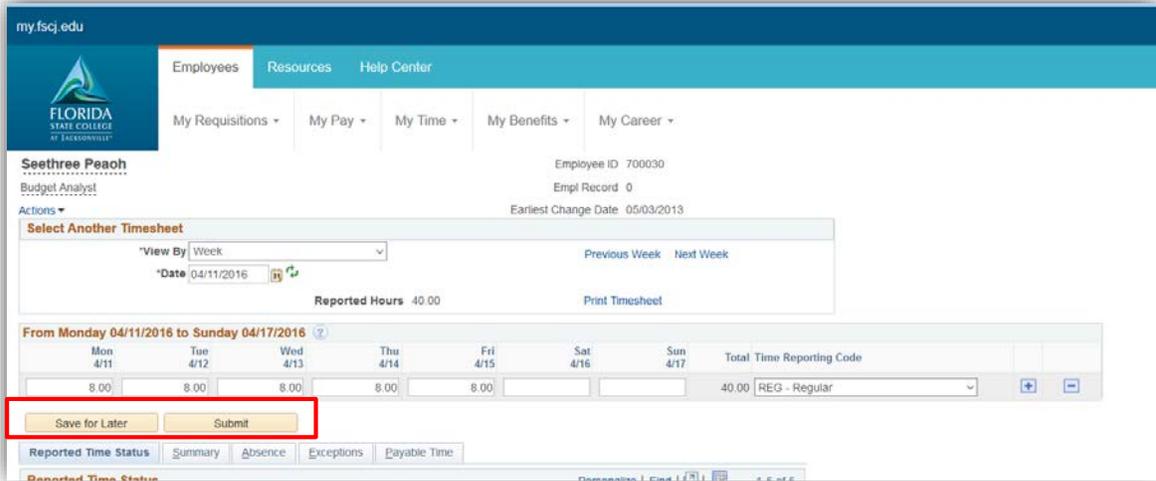
**Kylo Ren** Empl  
 A&P TC Adjunct Empl  
 Earliest Cha

**Job Information**

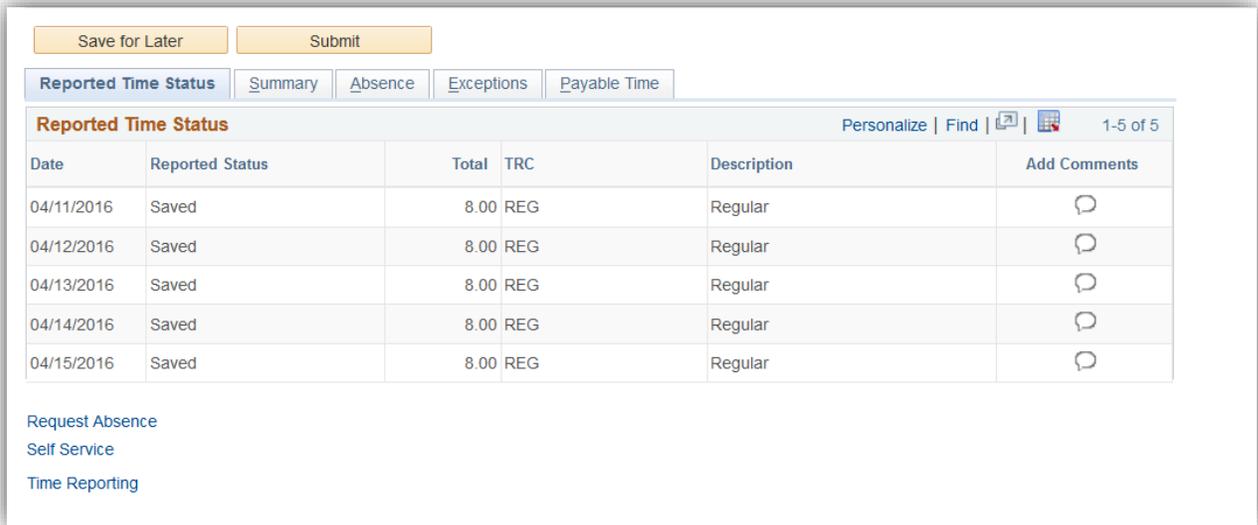
Department 301006  
 Position 155983 A&P TC Adjunct  
 Full/Part Time Part-Time  
 Regular/Temporary Temporary  
 Workgroup FSCWKGP003 Time Card Adjunct Employee

Summary Exceptions Payable Time

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



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



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

Summary		Absence	Exceptions	Payable Time							
<b>Reported Time Summary</b>					Personalize	Find	1-3 of 3				
Category	Total	Sun 2/28	Mon 2/29	Tue 3/1	Wed 3/2	Thu 3/3	Fri 3/4	Sat 3/5			
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											

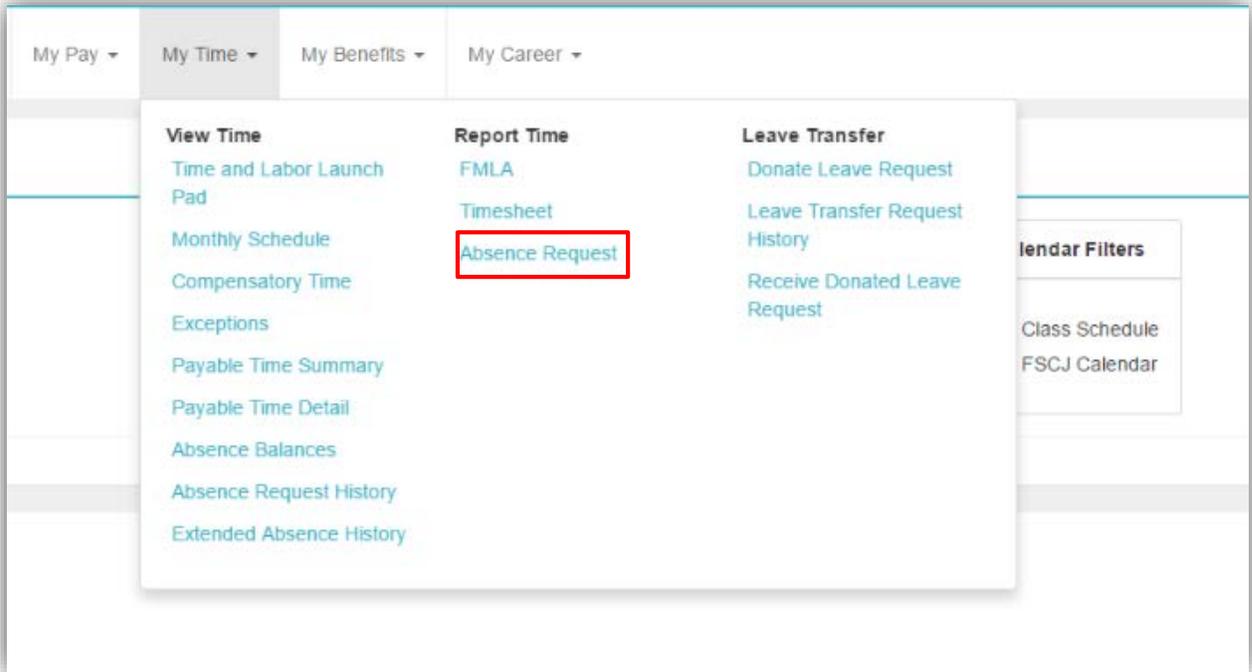
[Request Absence](#)

**\*\*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**

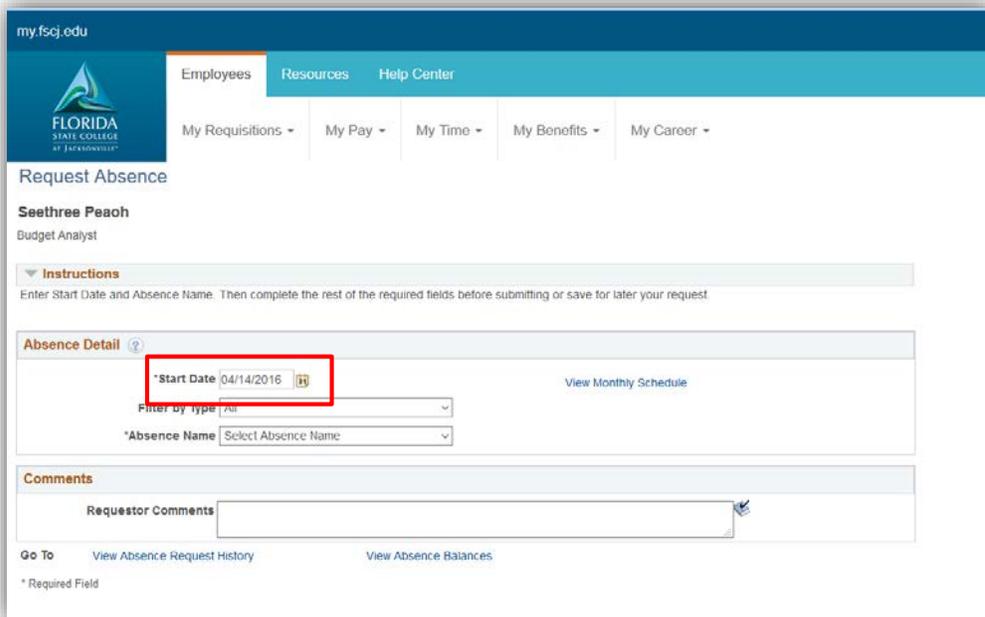
### Absence Request – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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.)



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

FLORIDA STATE COLLEGE AT JACKSONVILLE

My Requisitions ▾ My Pay ▾ My Time ▾ My Benefits ▾ My Career ▾

### Request Absence

**Seethree Peaoh**  
Budget Analyst

**Instructions**  
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

**Absence Detail** ?

\*Start Date: 04/14/2016

Filter by Type: All

\*Absence Name: All

Annual  
Bereavement  
Jury  
Other  
Sick

View Monthly Schedule

**Comments**

Requestor Comments:

Go To: [View Absence Request History](#) [View Absence Balances](#)

\* Required Field

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**

**Absence Detail** ?

Start Date: 04/14/2016

End Date: 04/14/2016

Filter by Type: Annual

\*Absence Name: Annual Leave

Reason: Personal Time

Partial Days: None

Duration: 0 Hours

View Monthly Schedule

Current Balance: 310.50 Hours

Calculate End Date or Duration  Forecast Balance

**Comments**

Requestor Comments:

Go To: [View Absence Request History](#) [View Absence Balances](#)

Submit  Save for Later

\* Required Field

## With Partial Days

**Absence Detail** ?

\*Start Date 04/14/2016

View Monthly Schedule

End Date

Filter by Type Annual

\*Absence Name Annual Leave

Reason Personal Time

Partial Days End Day Only

End Day Hours

Duration  Hours

Current Balance 310.50 Hours

Calculate End Date or Duration Forecast Balance

**Comments**

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

Submit Save for Later

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

**Absence Detail** ?

\*Start Date 04/14/2016

View Monthly Schedule

End Date

Filter by Type Annual

\*Absence Name Annual Leave

Reason Personal Time

Partial Days None

Duration  Hours

Current Balance 310.50 Hours

Calculate End Date or Duration Forecast Balance

**Comments**

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

Submit Save for Later

\* Required Field

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

**Absence Detail** ?

\* Start Date

End Date

Filter by Type

\* Absence Name

Reason

Partial Days

Duration  Hours

View Monthly Schedule

Current Balance 310.50 Hours

**Comments**

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

\* Required Field

## FMLA - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

**Welcome to myFSCJ!**

myFSCJ is our new and improved portal. In an effort to streamline our processes, all students, faculty and staff members are now using one centralized program to improve our functionality, processes and efficiency. For students, myFSCJ will simplify the registration process and allow you to better plan and manage your progress through degree programs. For faculty and staff, it will modernize business practices by serving as your "go-to" destination for many core functions. It's our responsibility and goal to help you be 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.

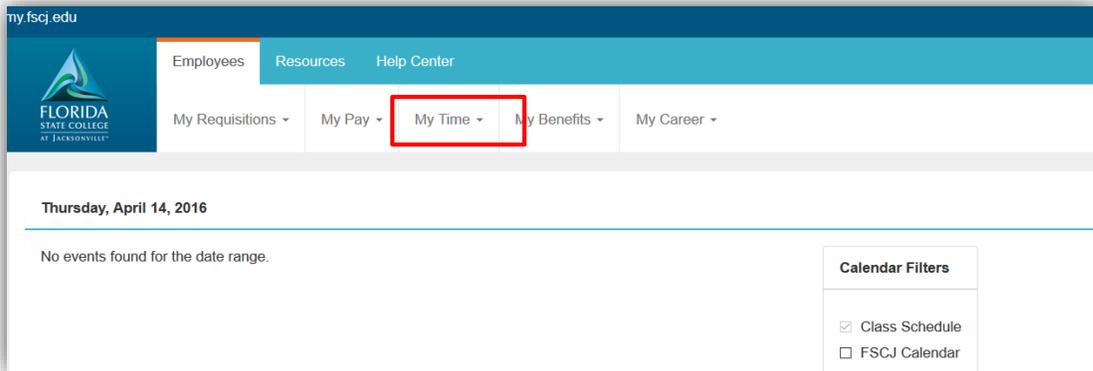
The College's websites offer valuable information for future and current students. The following links will direct you to some of the most requested resources:

<a href="#">Academic Calendar</a>	<a href="#">Florida Sexual Offenders &amp; Predators Search</a>	<a href="#">Financial Aid</a>
<a href="#">Buy Books Online</a>	<a href="#">Collection &amp; Use of Social Security Numbers</a>	<a href="#">Library Learning Commons</a>
<a href="#">Campuses &amp; Centers</a>	<a href="#">Counseling &amp; Advising</a>	<a href="#">Student Computing Resources</a>
<a href="#">Career Development Centers</a>	<a href="#">Degrees &amp; Programs</a>	<a href="#">Student Resources (A-Z index)</a>
<a href="#">Catalogs</a>	<a href="#">Faculty &amp; Staff Directory</a>	<a href="#">Send an Official Transcript</a>

**Student and Employee Sign-on**

[Student Help | Employee Help](#)

Select the My Time dropdown



Choose the FMLA 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.)

my.fscj.edu

Employees Resources Help Center

My Requisitions My Pay My Time My Benefits My Career

### Request Extended Absence

**Seethree Peaoh**  
Budget Analyst

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

**Extended Absence Request Details**

\* Start Date

\* Expected Return Date

Absence Type

\* Absence Name

**Related Links**  
FAQ

Go To View Extended Absence Request History View Absence Balances

\* Required Field

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.

**Extended Absence Request Details**

\* Start Date

\* Expected Return Date

Actual Return Date

Absence Type

\* Absence Name

\* Absence Reason

Current Balance 0.00 \*\*

FMLA Eligibility

**Absence Requests**

Absence Request Personalize Find View All First 1 of 1 Last

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments

Go To View Extended Absence Request History View Absence Balances

Submit Save for Later

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

The screenshot shows the Florida State College at Jacksonville portal. The user is logged in as an employee. The main navigation bar includes 'Employees', 'Resources', and 'Help Center'. Below this, there are dropdown menus for 'My Requisitions', 'My Pay', 'My Time', 'My Benefits', and 'My Career'. The current page is titled 'Request Extended Absence' and 'Save Confirmation'. A confirmation message states: 'The Extended Absence Request was successfully saved. The request must be submitted in order for it to be approved.' An 'OK' button is highlighted with a red box.

When you choose Submit you will get the confirmation page below

The screenshot shows the 'Request Extended Absence' confirmation page for Seethree Peaoh, a Budget Analyst. The page title is 'Request Extended Absence' and the user name is 'Seethree Peaoh'. Below the name, it says 'Budget Analyst' and 'View Request Status and Approval Details'. The main content area is divided into two sections: 'Extended Absence Request Details' and 'Related Links'. The 'Extended Absence Request Details' section contains the following information:

- Request: 805
- Start Date: 04/18/2016
- Expected Return Date: 05/27/2016
- Actual Return Date: (blank)
- Absence Type: Family and Medical Leave Act
- Absence Name: FMLA Medical
- Absence Reason: FMLA Maternity
- Current Balance: 0.00 \*\*
- Status: Submitted

There is a link for 'FMLA Eligibility' at the bottom left of the details section. The 'Related Links' section contains a link for 'FAQ'. Below the details section, there is an 'Absence Requests' section with a table. The table has columns for 'Absence Requests', 'Status', 'Start Date', 'End Date', 'Duration', and 'Source'. The table is currently empty. Below the 'Absence Requests' section, there is a 'Request History' section with a table. The table has columns for 'Status', 'Name', 'Date', and 'Comments'. The table contains one row:

Status	Name	Date	Comments
Submitted	Seethree Peaoh	04/14/2016	

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

**Seethree Peaoh**  
Budget Analyst

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

**Extended Absence Request Details** ?

\*Start Date  [BT]

\*Expected Return Date  [BT]

Absence Type  ▼

\*Absence Name  ▼

**Related Links** ?

[FAQ](#)

Go To [View Extended Absence Request History](#) [View Absence Balances](#)

\* Required Field

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.

Absence Self Service Req Hist

**Extended Absence Request History**

**Seethree Peaoh**  
Budget Analyst

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and use the Refresh push button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From  [BT] Through  [BT] [Refresh](#)

**Extended Absence Request History** Personalize | Find | View All | [Print] [PDF] First 1-2 of 2 Last

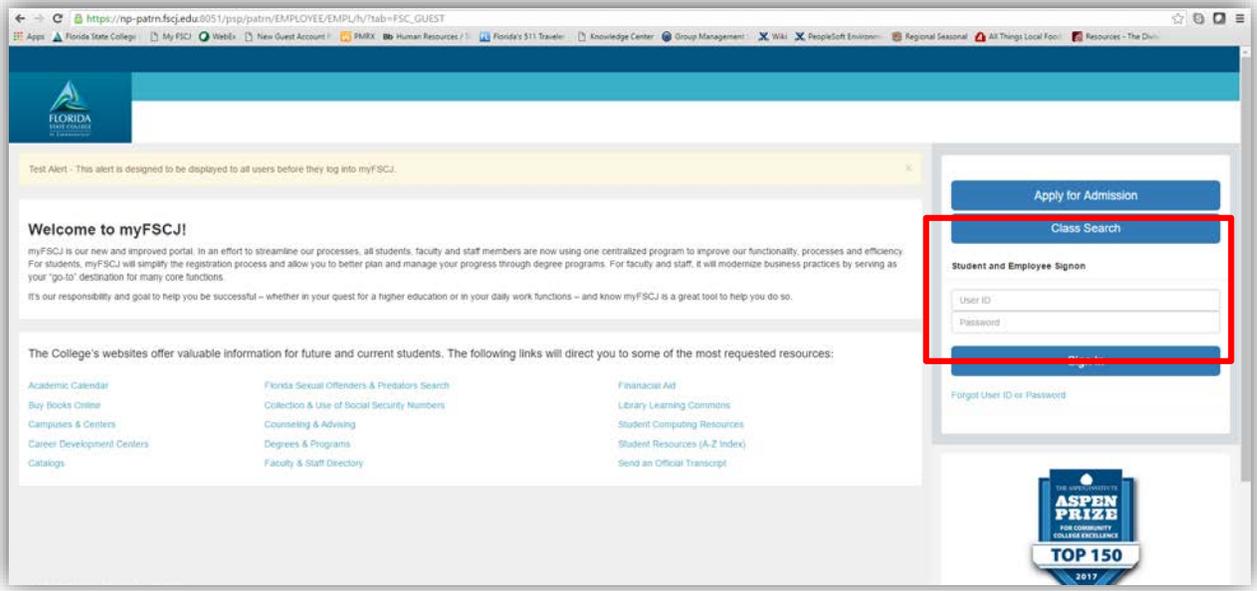
Absence Name	Status	Start Date	Expected Return Date	Source
<a href="#">FMLA Medical</a>	Submitted	04/18/2016	04/29/2016	Employee Extended Absence
<a href="#">FMLA Medical</a>	Submitted	04/18/2016	05/27/2016	Employee Extended Absence

[Return to Extended Absence Request](#)

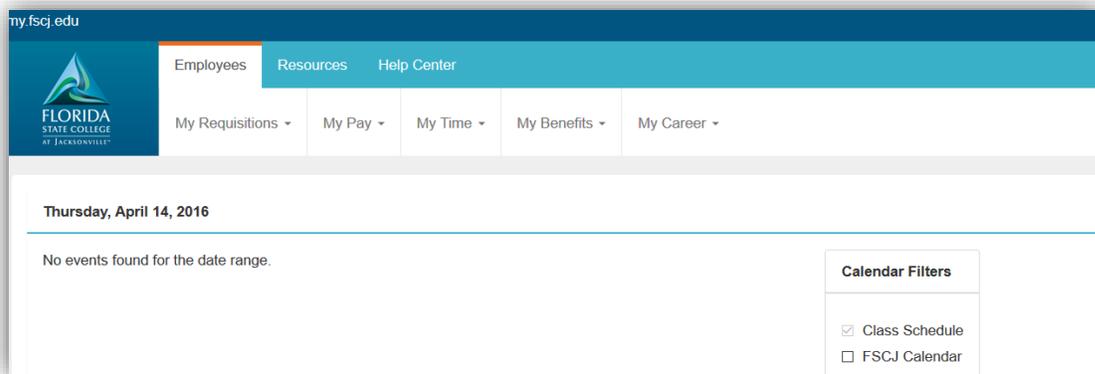
# View Time

## Time and Labor Launch Pad – Detailed Guide

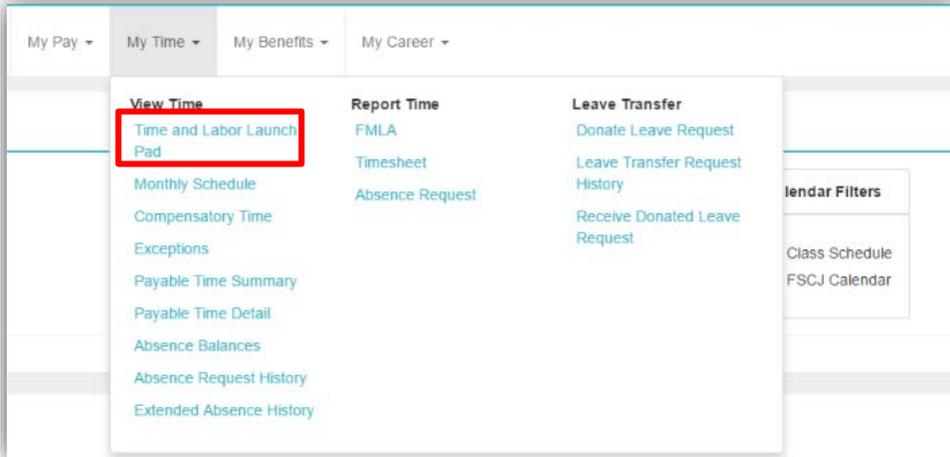
Log onto MyFSCJ using your FSCJ logon ID and password



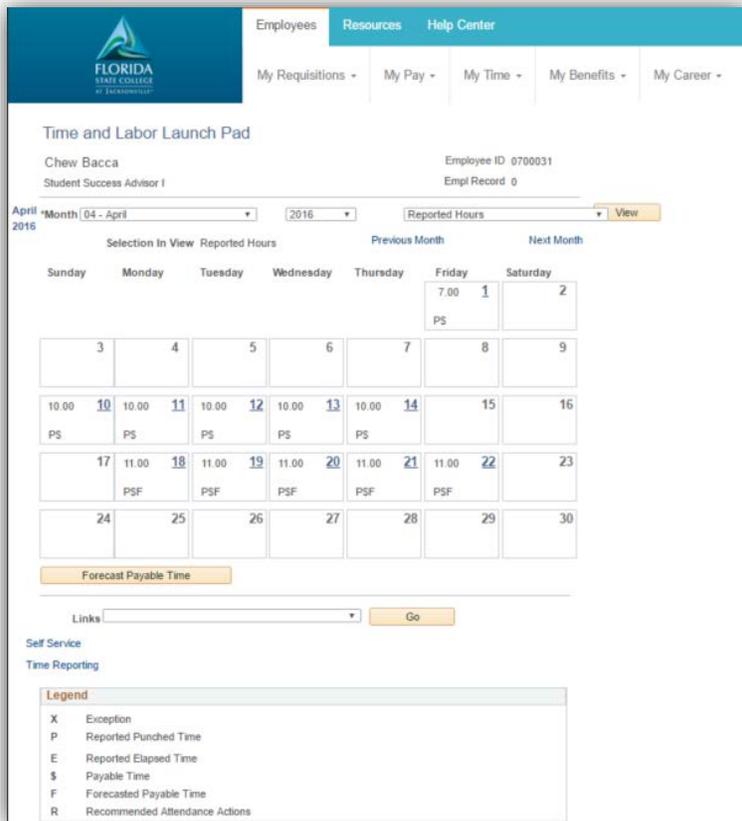
Select the My Time dropdown



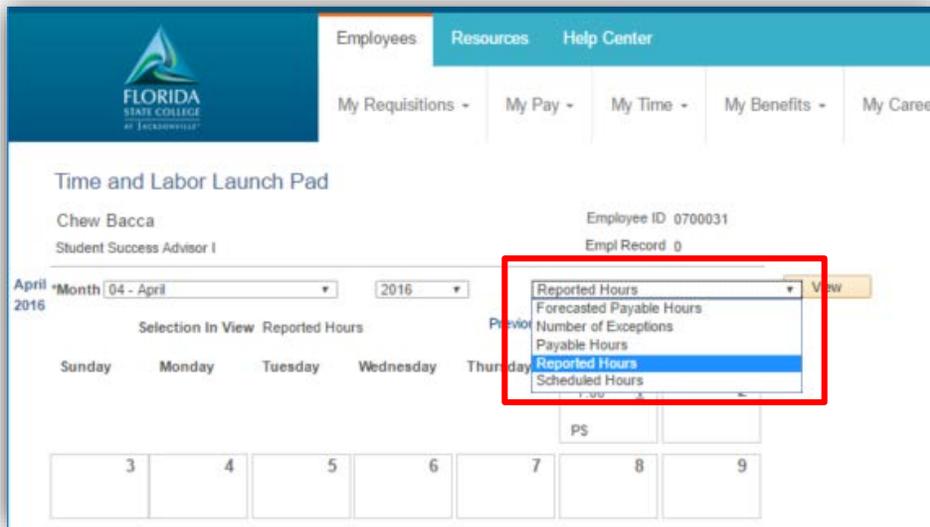
Choose the Time and Labor Launch Pad link under View Time



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.

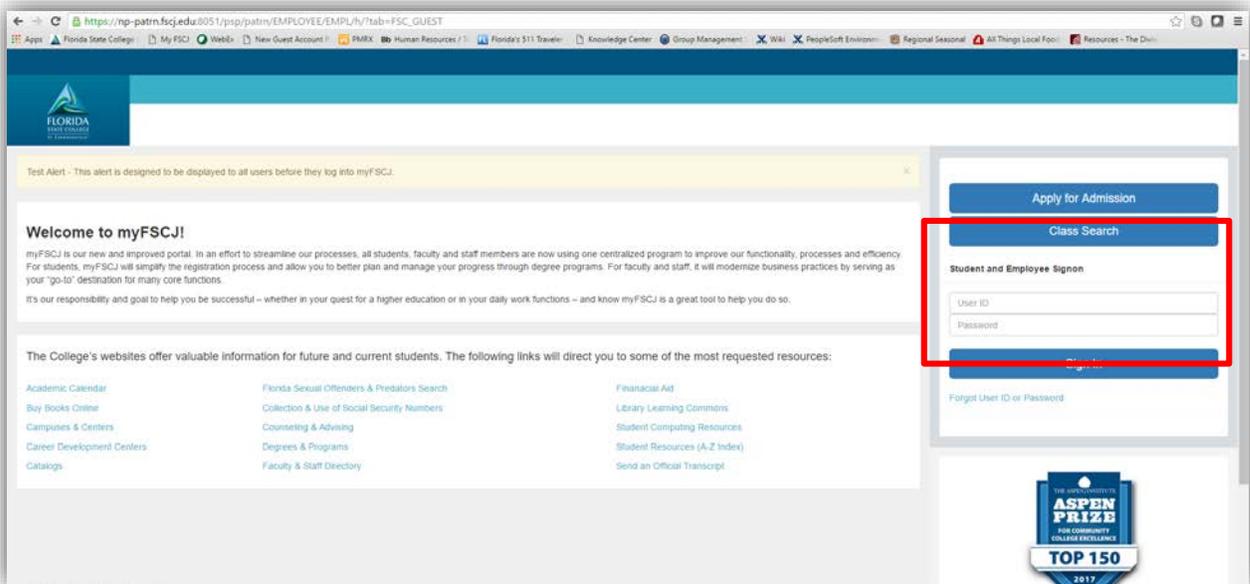


You can change the calendar view to display time sheet information, forecasted payable time, the actual number of payable hours (detail and summary), or scheduled hours that were reported for each day. Use the Time and Labor Launch pages to navigate to other Time and Labor pages enabling the user to manage all aspects of their time.

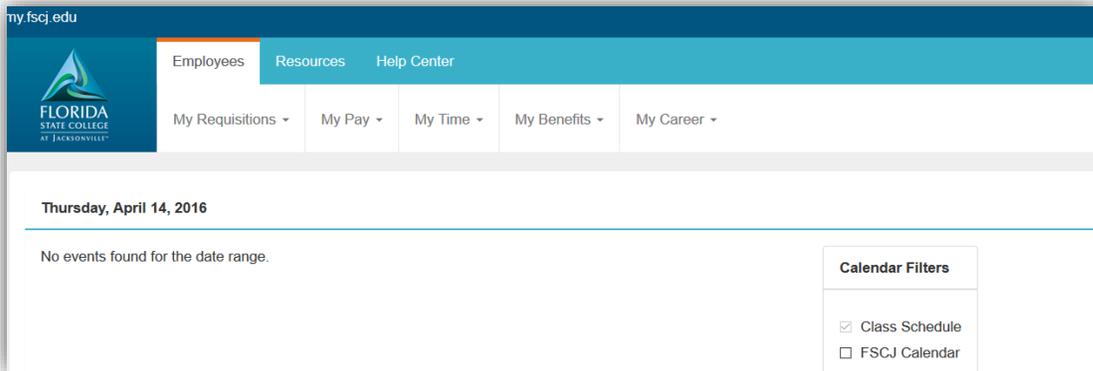


## Monthly Schedule – Detailed Guide

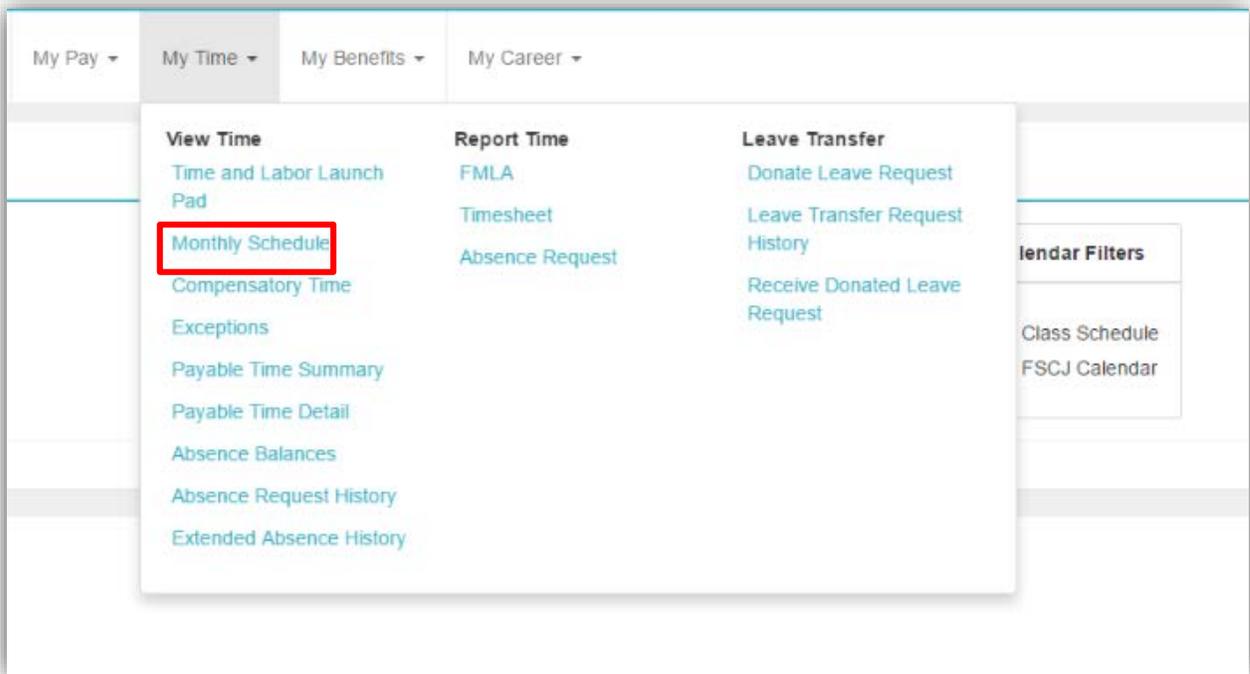
Log onto MyFSCJ using your FSCJ logon ID and password



Select the My Time dropdown



Choose the Monthly Schedule link under View Time



A basic view of your hours scheduled to work for the month will show

Monthly Schedule  
Chew Bacca Employee ID 0700031

Previous Month 04 - April 2016 Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					8 HOURS 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 7	8 HOURS 8 Hours 8	OFF 9
OFF 10	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 16
OFF 17	8 HOURS 8 Hours 18	8 HOURS 8 Hours 19	8 HOURS 8 Hours 20	8 HOURS 8 Hours 21	8 HOURS 8 Hours 22	OFF 23
OFF 24	8 HOURS 8 Hours 25	8 HOURS 8 Hours 26	8 HOURS 8 Hours 27	8 HOURS 8 Hours 28	8 HOURS 8 Hours 29	OFF 30

**Legend**

- Approved Training
- Planned Absence
- Holiday
- OFF Scheduled OFF Day

Schedule Preferences  
Self Service  
Time Reporting

Notify

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

Monthly Schedule  
Schedule Detail for 04/01/2016

Chew Bacca Employee ID 0700031  
Student Success Advisor! Empl Record 0

**Primary Schedule**

Schedule Detail

Shift ID	Taskgroup	Off Shift	Sched Hrs
8 HOURS		<input type="checkbox"/>	8.00

**Alternate Schedule**  
No schedule data for today

**Training Details**  
No training data for today

**Absence Details**  
No absence data for today

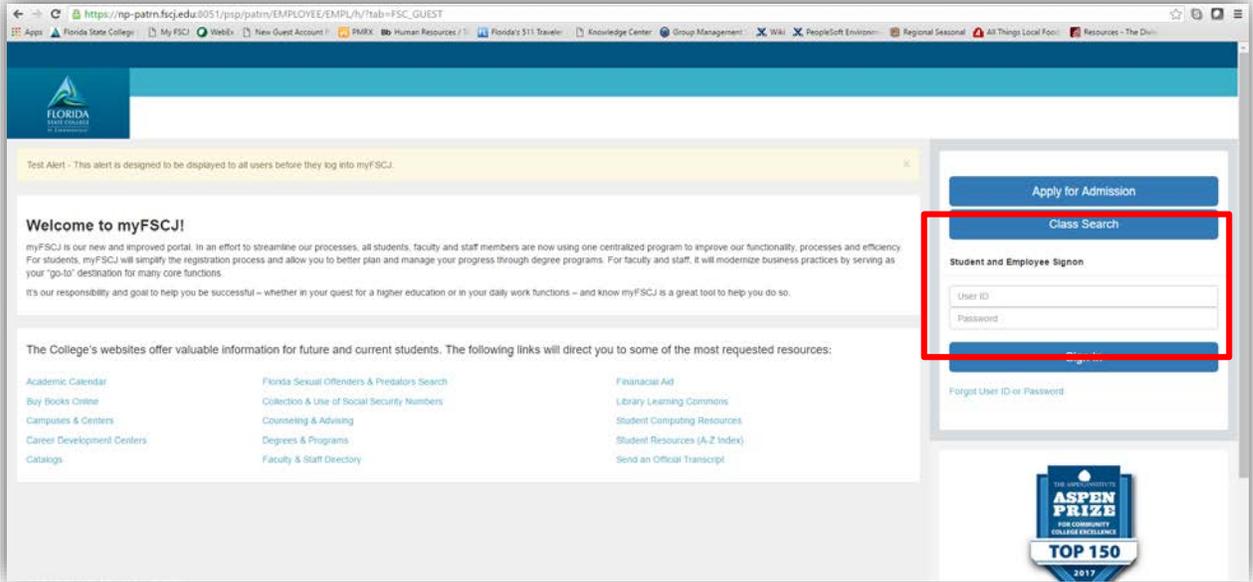
**Holiday Details**  
No holiday data for today

Return to Monthly Schedule

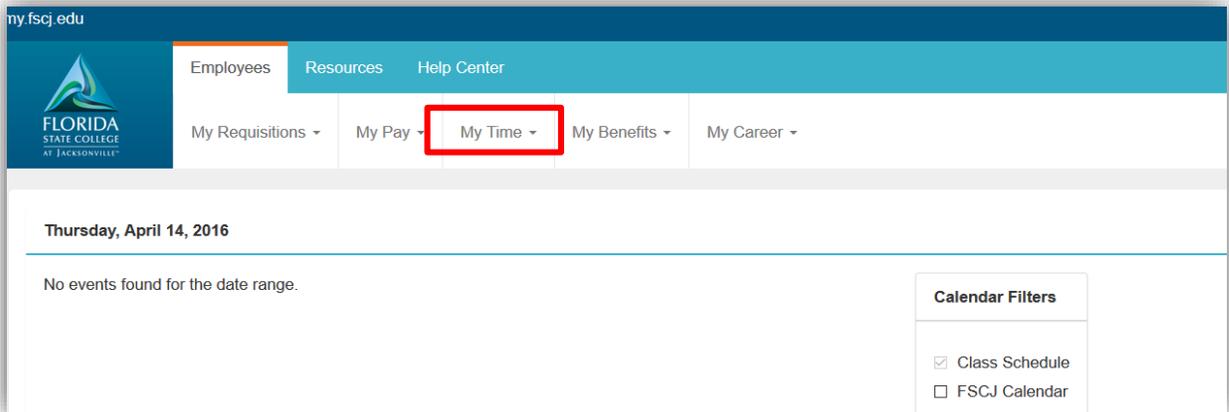
Notify

# Compensatory Time – Detailed Guide

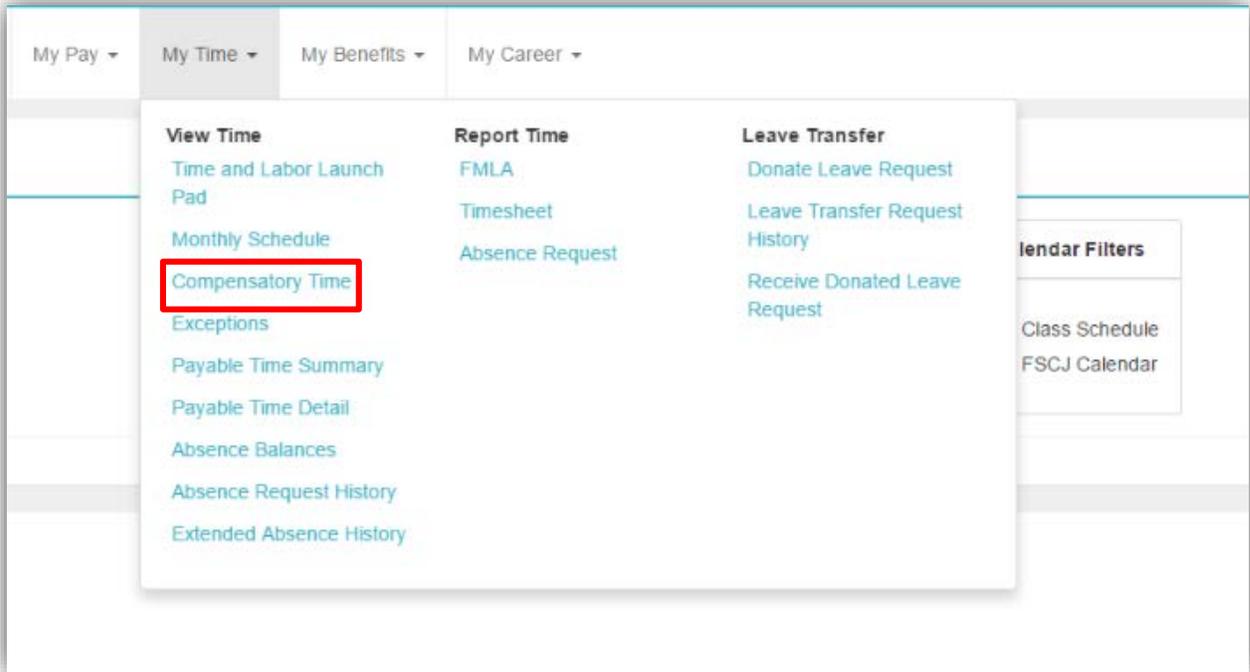
Log onto MyFSCJ using your FSCJ logon ID and password



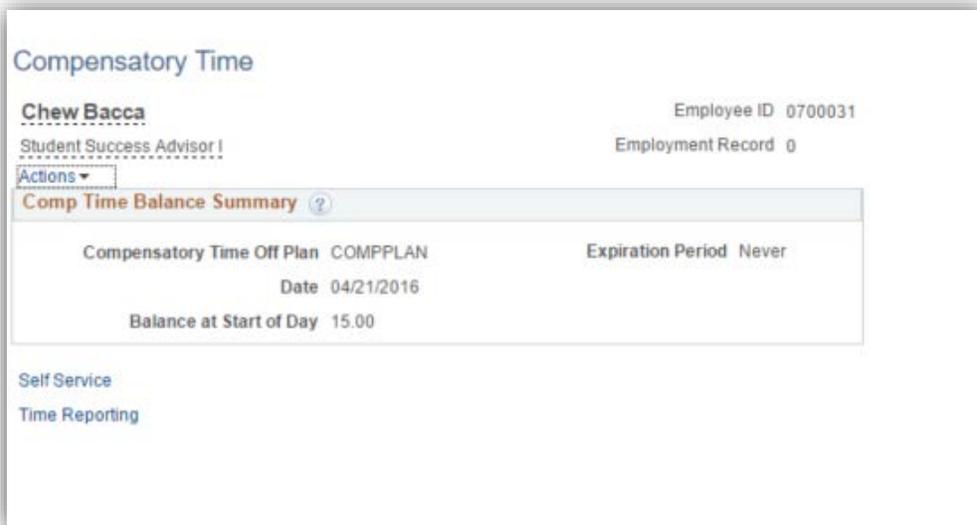
Select the My Time dropdown



Under the View Time heading click the Compensatory Time link.

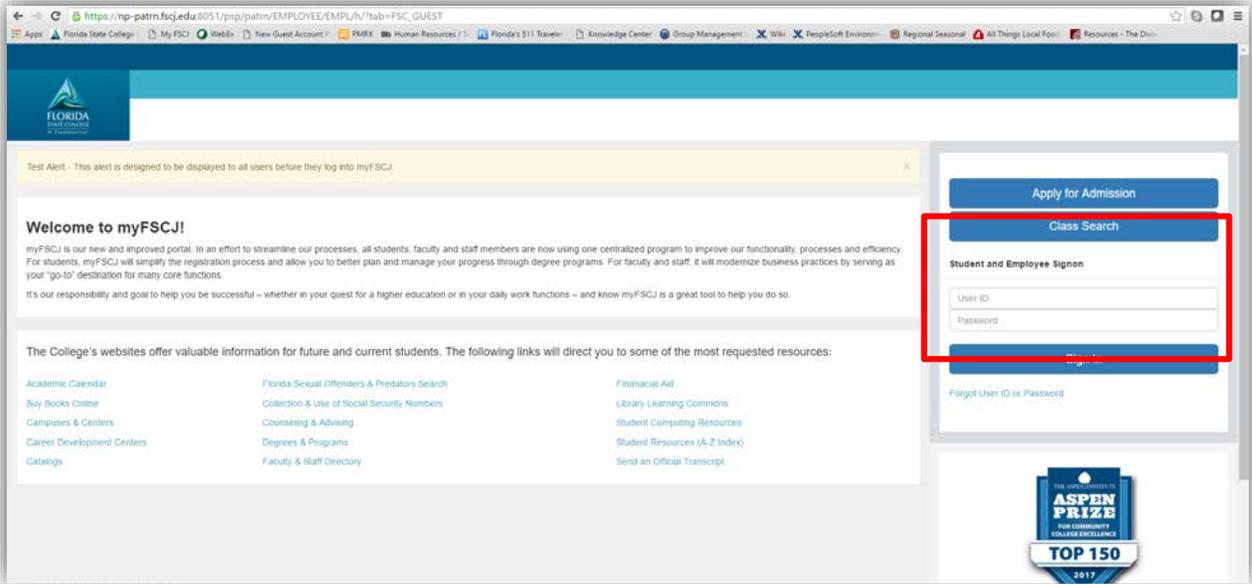


The Compensatory Time page includes the compensatory time balance as of the date specified. This balance may be positive or negative, depending on how the plan is set up and what has been reported.

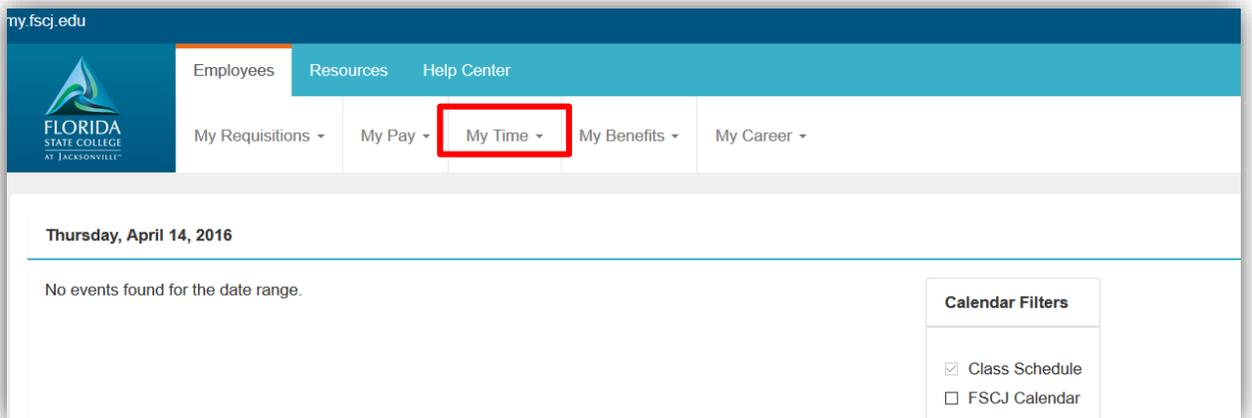


## Exceptions – Detailed Guide

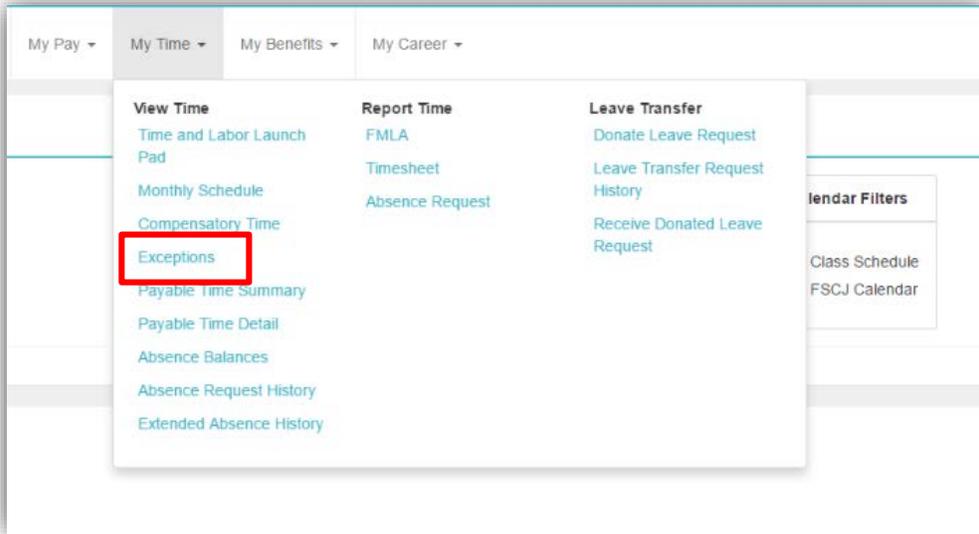
Log onto MyFSCJ using your FSCJ logon ID and password



Select the My Time dropdown



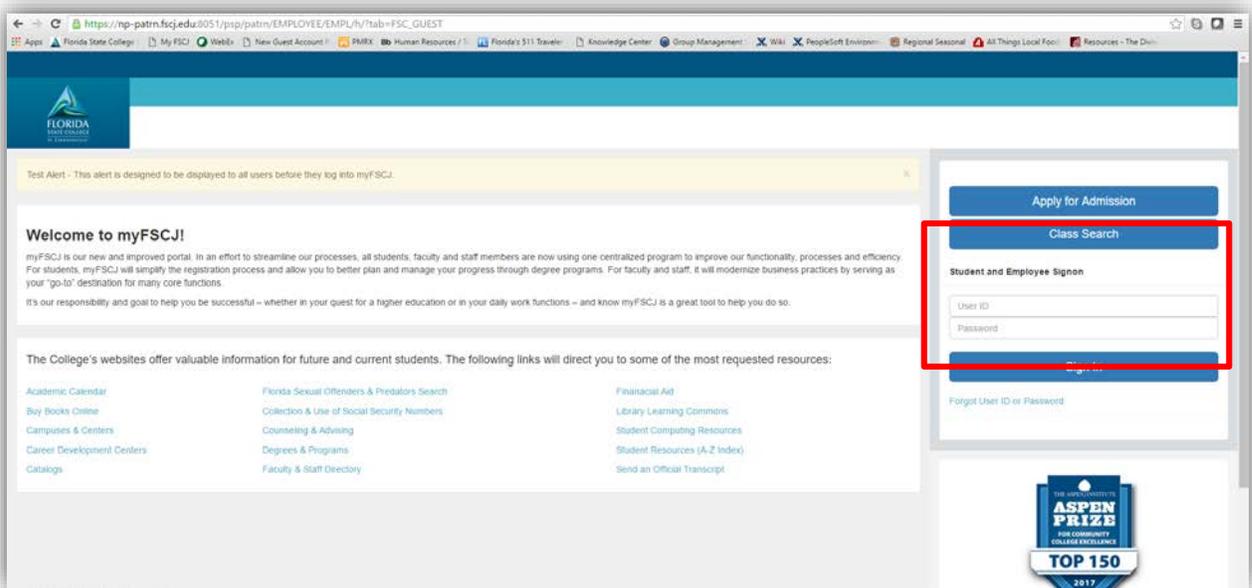
Under the View Time heading, click on the Exceptions link



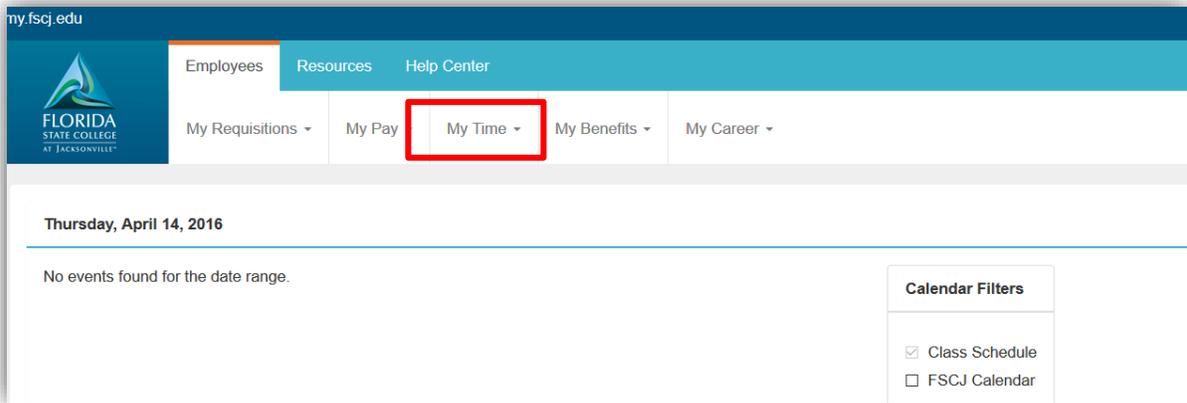
Use the Exceptions page to view exceptions that have been resolved or allowed

## Payable Time Summary – Detailed Guide

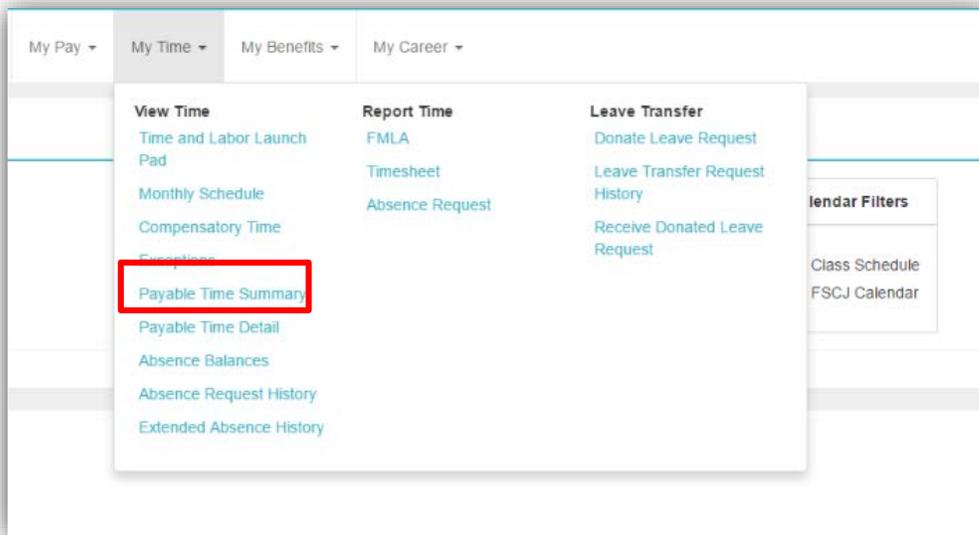
Log onto MyFSCJ using your FSCJ logon ID and password



Select 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 Summary**  
 Chew Bacca Employee ID 0700031  
 Student Success Advisor I Employment Record 0

Start Date 04/15/2016 Previous Week Next Week  
 End Date 04/21/2016

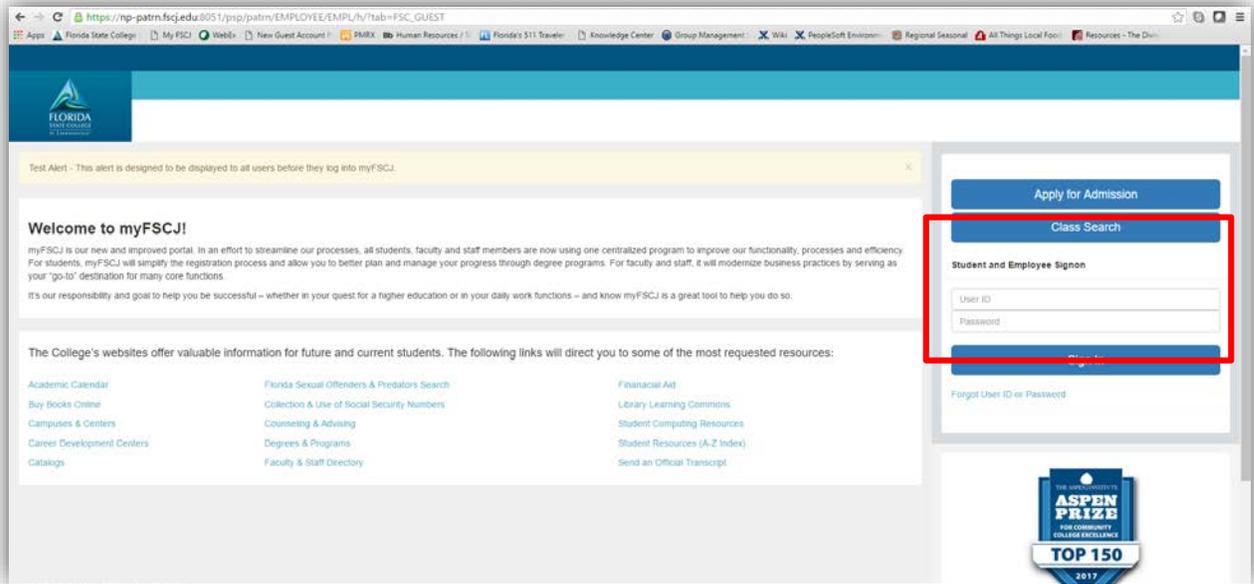
Payable Time From 04/15/2016 To 04/21/2016

Time Reporting Code	Description	Total Quantity	Type	Fri 4/15	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Currency
CMPER	Comp Time Earned	6.00	Hours								6.00
REGLR	Regular	40.00	Hours				11.00	11.00	11.00	7.00	

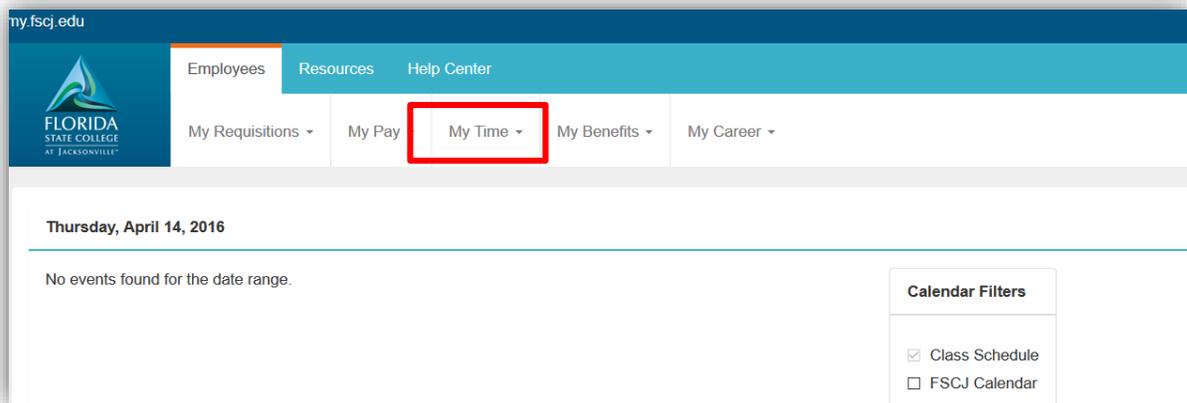
[Detail Page](#)

## Payable Time Detail – Detailed Guide

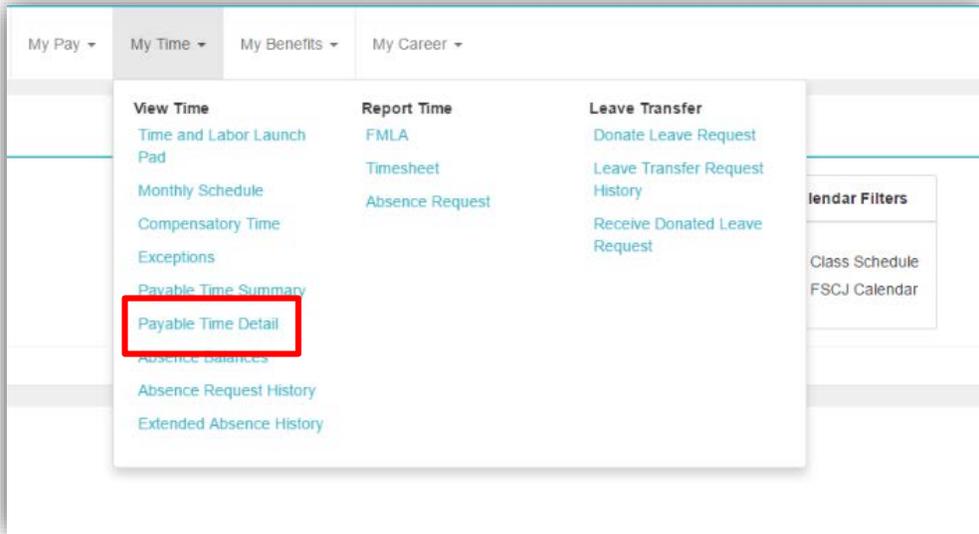
Log onto MyFSCJ using your FSCJ logon ID and password



Select the My Time dropdown



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



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 Detail**

**Chew Bacca** Employee ID 0700031  
 Student Success Advisor I Employment Record 0

Actions ▾  
 Start Date 04/15/2016 [calendar icon]  
 End Date 04/21/2016 [calendar icon] [refresh icon]

Payable Status Filter

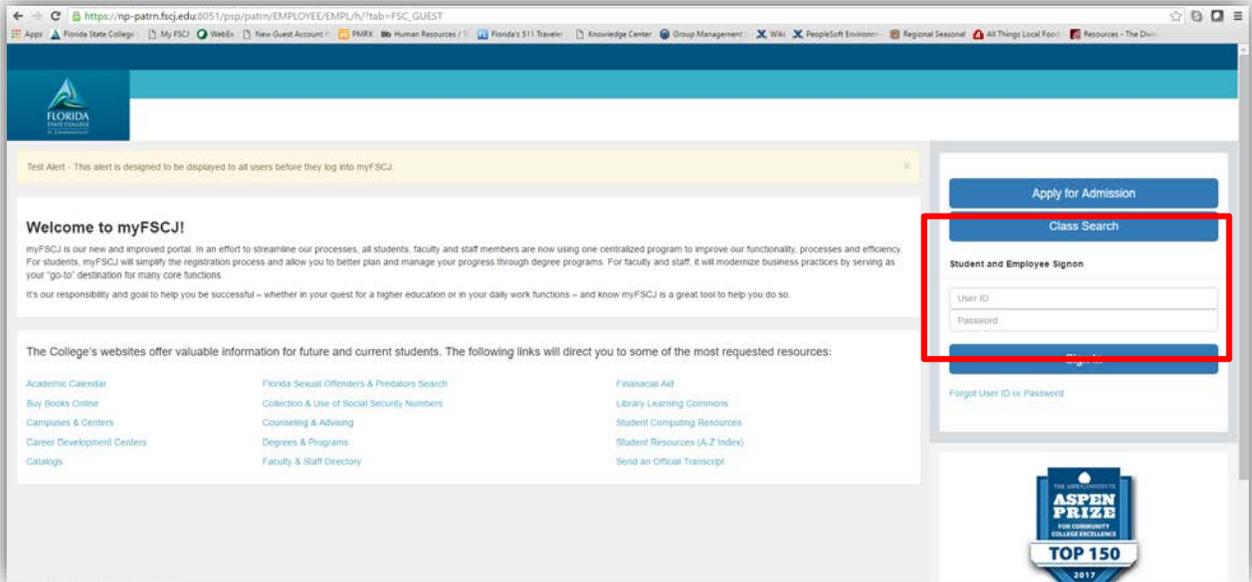
**Payable Time** [help icon]

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval [refresh icon]

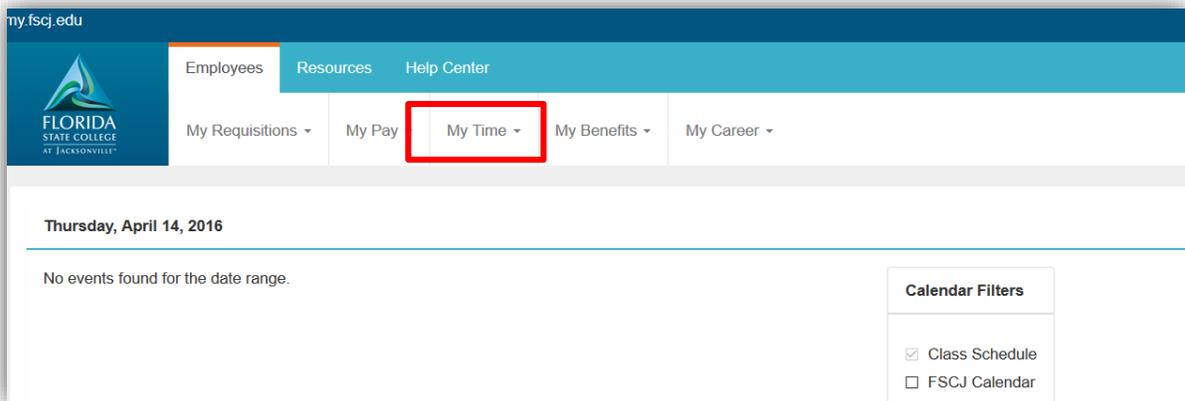
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
04/18/2016	Closed	Not Sent to Payroll	REGLR	11.00	Hours	\$143.000000
04/18/2016	Closed	Not Sent to Payroll	REGLR	8.00	Hours	\$104.000000
04/18/2016	Closed	Not Sent to Payroll	REGLR	-11.00	Hours	-\$143.000000
04/18/2016	Closed	Not Sent to Payroll	REGLR	11.00	Hours	\$143.000000
04/18/2016	Closed	Not Sent to Payroll	REGLR	-8.00	Hours	-\$104.000000
04/19/2016	Closed	Not Sent to Payroll	REGLR	11.00	Hours	\$143.000000
04/19/2016	Closed	Not Sent to Payroll	REGLR	8.00	Hours	\$104.000000

## Absence Balances – Detailed Guide

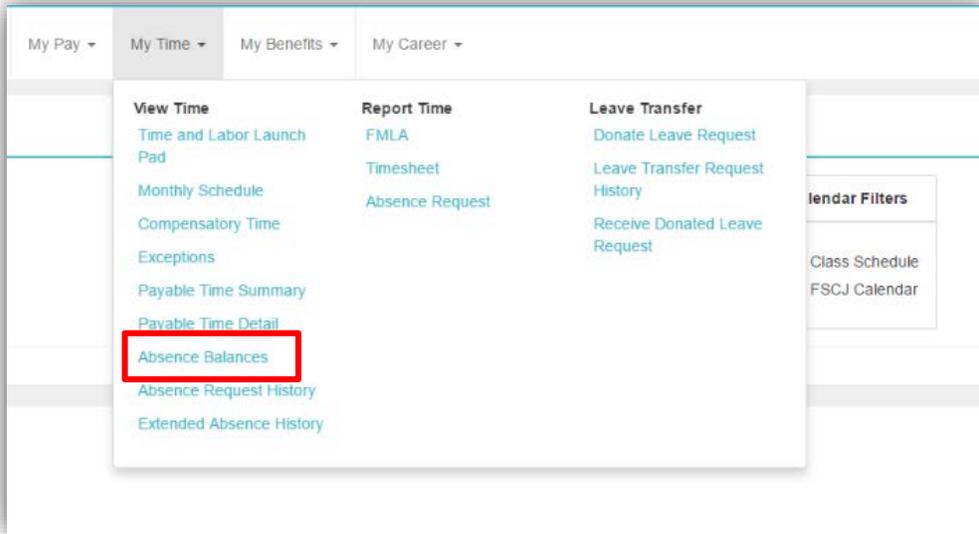
Log onto MyFSCJ using your FSCJ logon ID and password



Select the My Time dropdown



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



A table with your Absence Entitlement Balances will display

**View Absence Balances**

**Chew Bacca**  
Student Success Advisor I

**Instructions**  
View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

**Absence Entitlement Balances** Personalize |

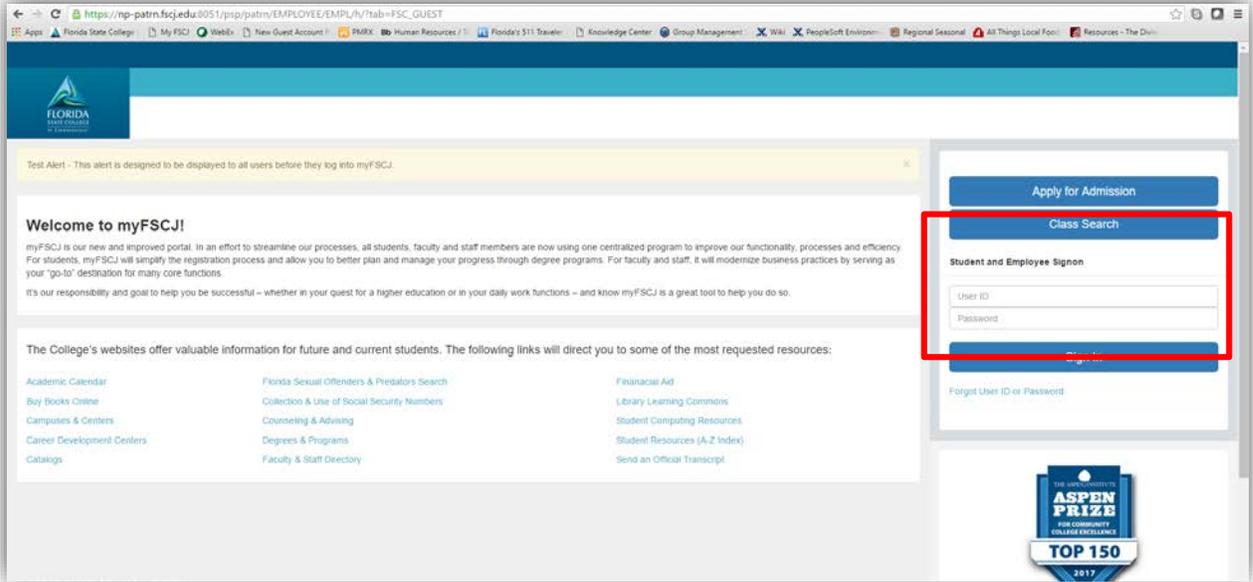
**Current Balances**

Entitlement Name	Balance as of 04/15/2016	From	To	Accrual Period
Annual Leave Balance	0.00 Hours	01/01/2016	12/31/2016	Year to Date
Sick Leave Balance	300.00 Hours	01/01/2016	12/31/2016	Year to Date
Sick Leave Personal Balance	32.00 Hours	01/01/2016	12/31/2016	Year to Date

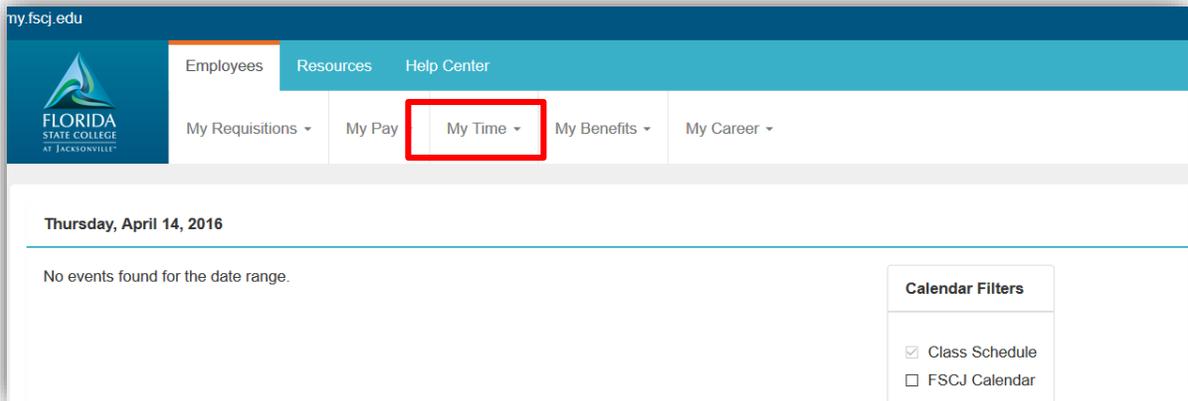
Go To [Forecast Balance](#)

# Absence Request History – Detailed Guide

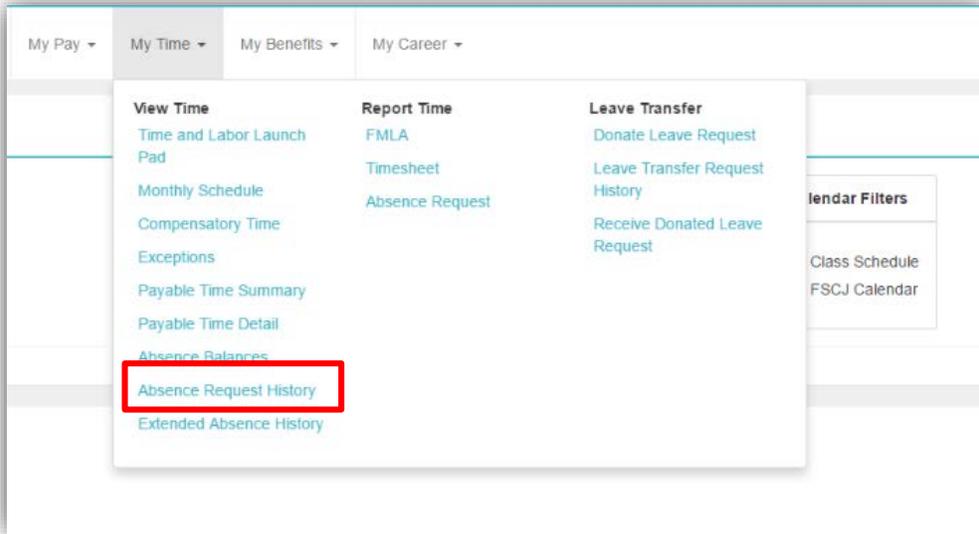
Log onto MyFSCJ using your FSCJ logon ID and password



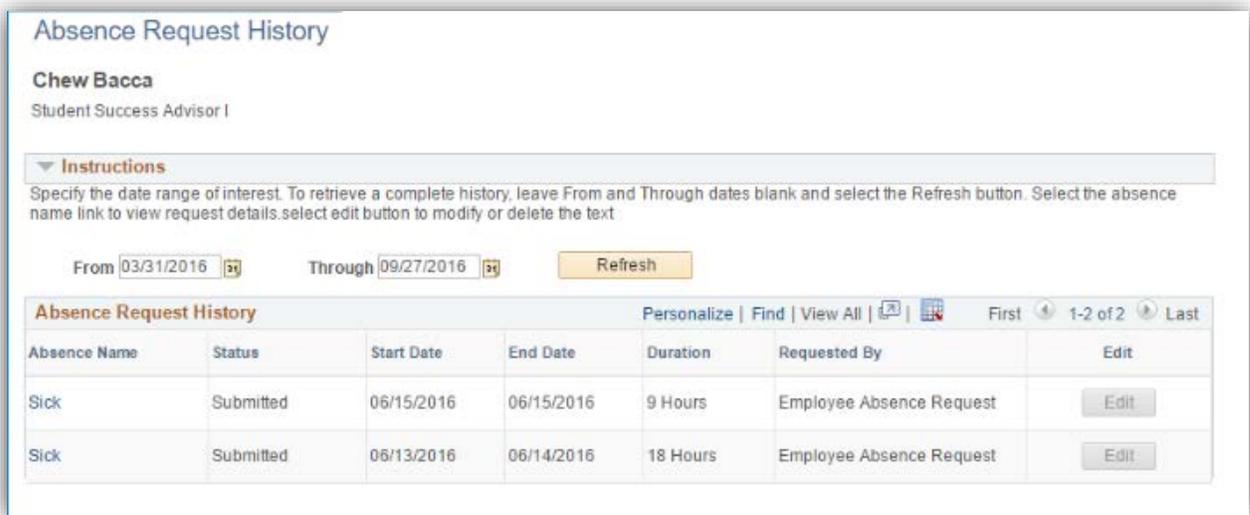
Select the My Time dropdown



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

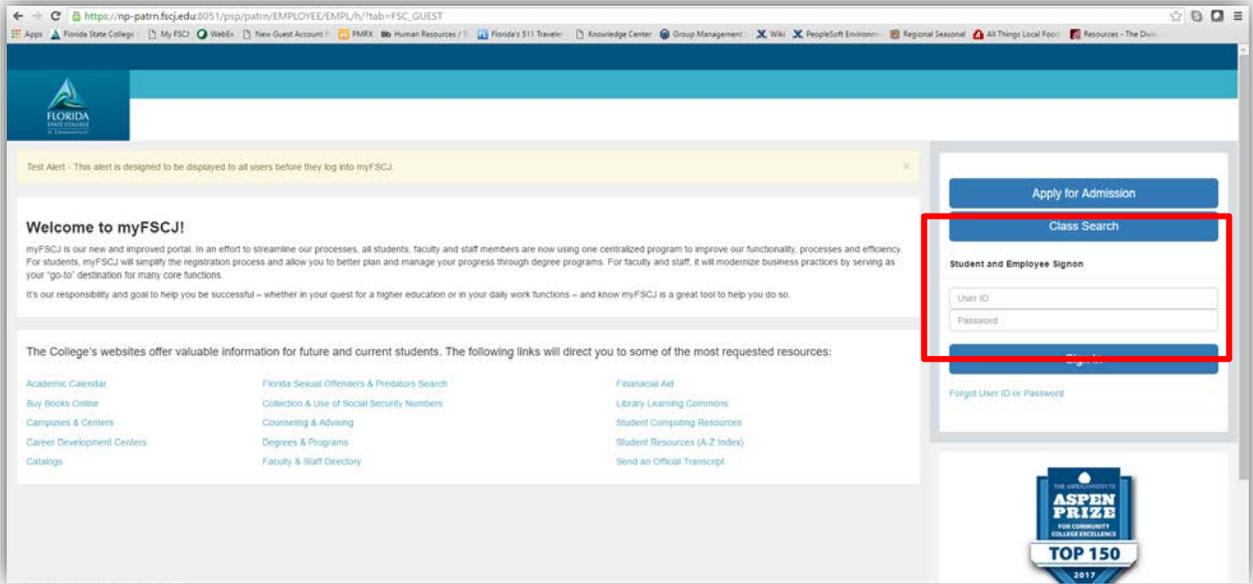


Use the Absence Request History page to view your absence requests. (This is different from Absence Balances because this can include leave requested but not taken yet)

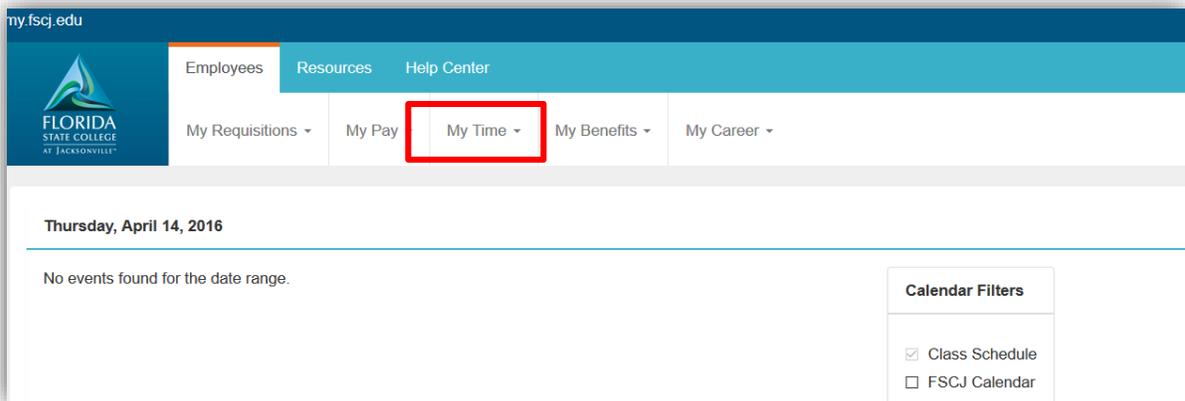


## Extended Absence History (FMLA) – Detailed Guide

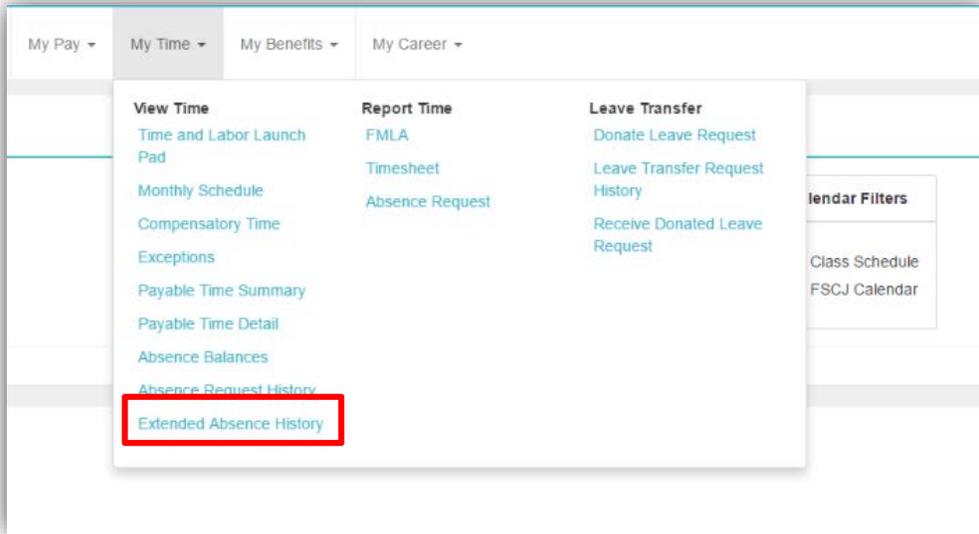
Log onto MyFSCJ using your FSCJ logon ID and password



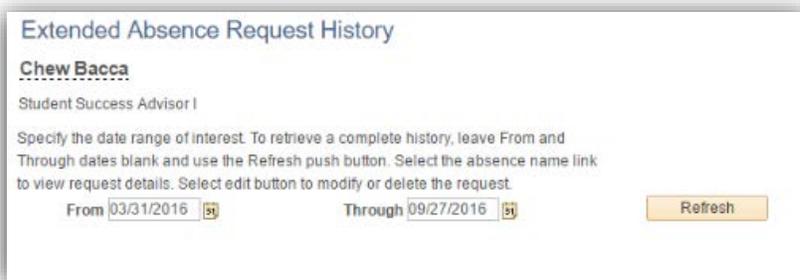
Select the My Time dropdown



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



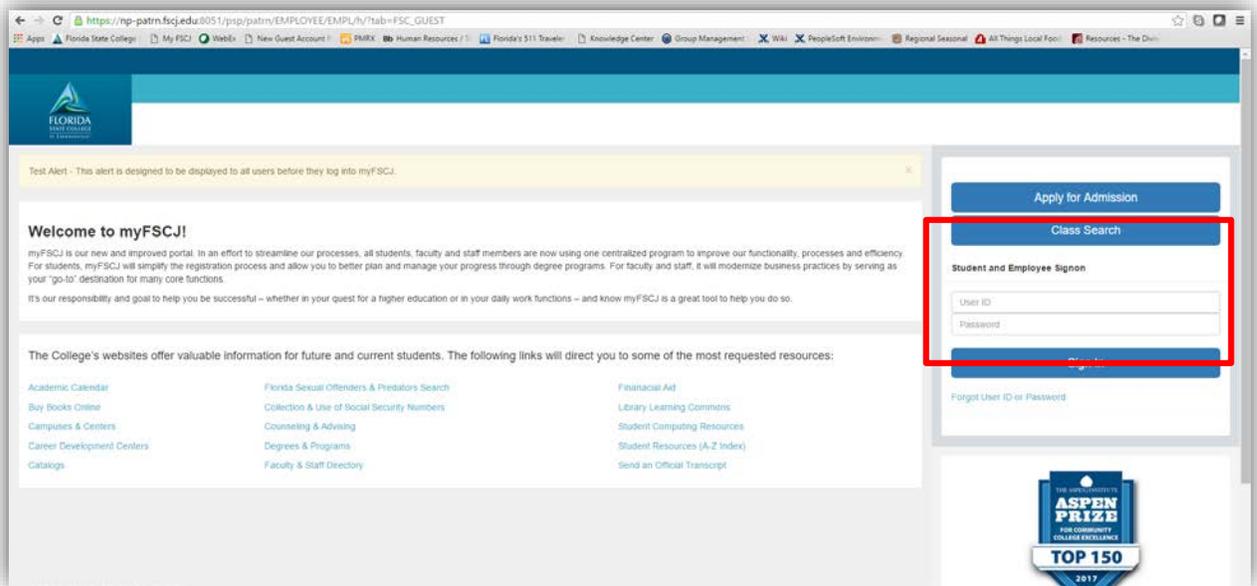
The Extended Absence Request Details page (click the link in Absence Name field on the Extended Absence Request History page) shows the user details about an extended absence request. Any defined attachments appear in the Related Links or the Other Documents regions. The bottom of the Extended Absence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



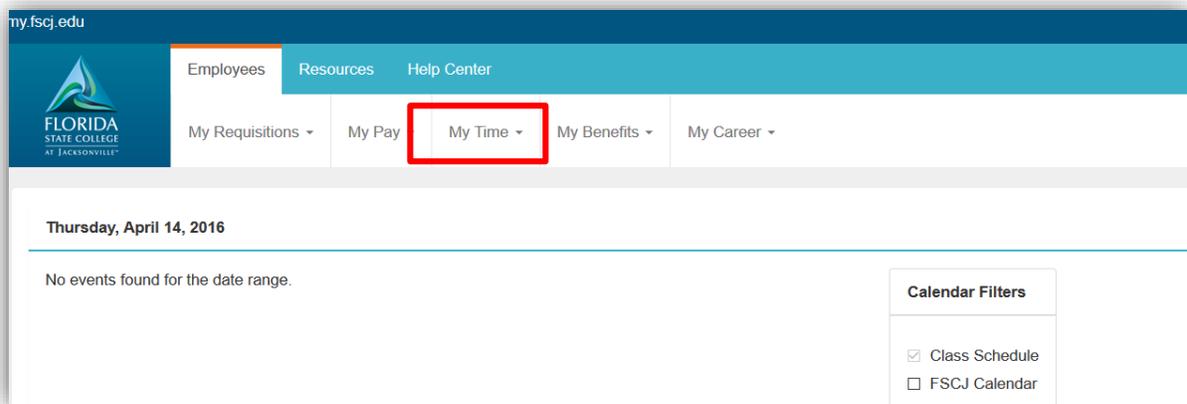
# Leave Transfer - Detailed Guide

## Donate Leave Request - Detailed Guide

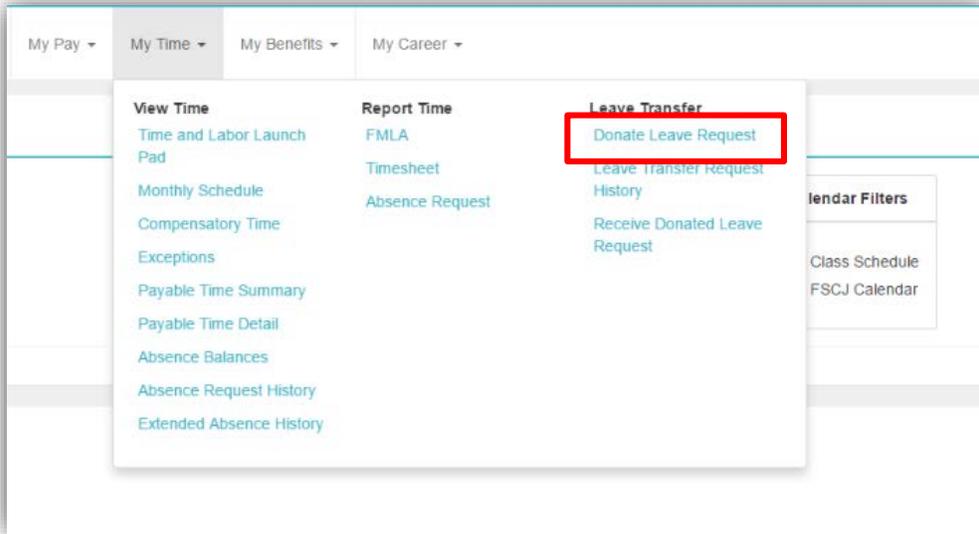
Log onto MyFSCJ using your FSCJ logon ID and password



Select the My Time dropdown



Under the View Time heading, click on the Donate Leave Request link

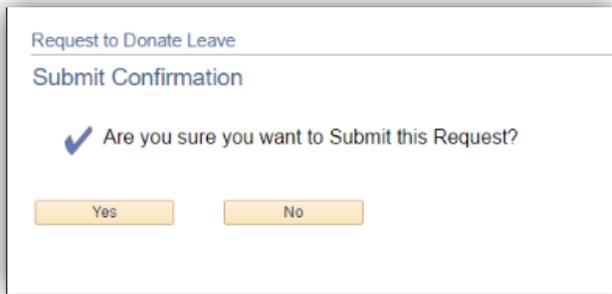


Enter all required information and click Submit or Save for Later

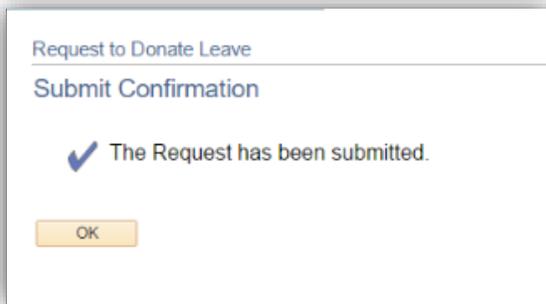
The screenshot shows the 'Request to Donate Leave' form for user Chew Bacca, Student Success Advisor I. The form includes a 'Donation Program' section with a dropdown menu set to 'Leave Pool' and various fields for 'Category', 'Type', 'Contribution Type', 'Unit Type', 'Minimum Hours', 'Begin Date', 'Ceiling Limit', 'Maximum Hours', and 'End Date'. Below this is a 'Leave Contribution' table with columns for 'From Entitlement', 'Balance', 'Hours to Donate', 'Recipient Type', and 'Name'. The table shows one row for 'Sick Leave' with a balance of 300.00 and 16 hours to donate. There is a 'Comments' section with a text area for 'Requester Comments'. At the bottom, there is an 'Agreement and Compliance' section with a list of terms and a checkbox for confirmation. The 'Submit' and 'Save for Later' buttons are highlighted with a red box.

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick Leave	300.00	16			Details	Delete

Submit Confirmation by clicking Yes, or cancel by clicking No

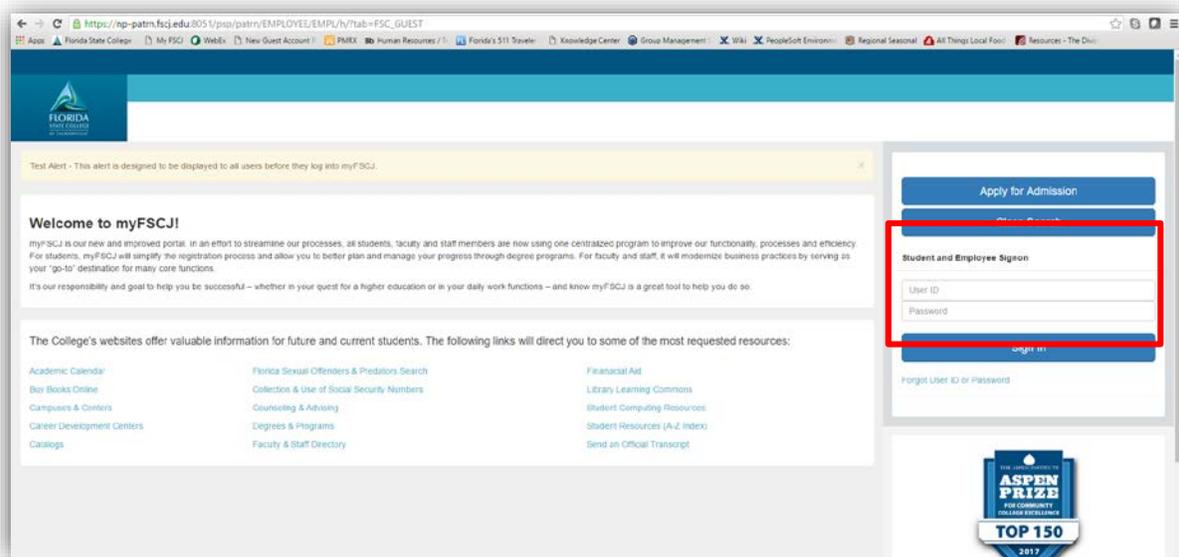


After submitting you will receive the following confirmation

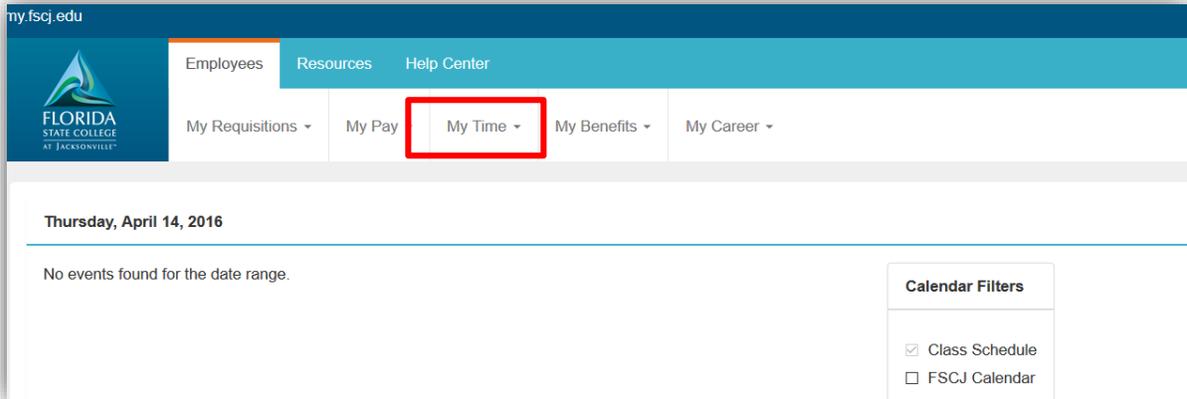


## Leave Transfer Requests History - Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password



Select the My Time dropdown



Under the View Time heading, click on the Leave Transfer Request History link

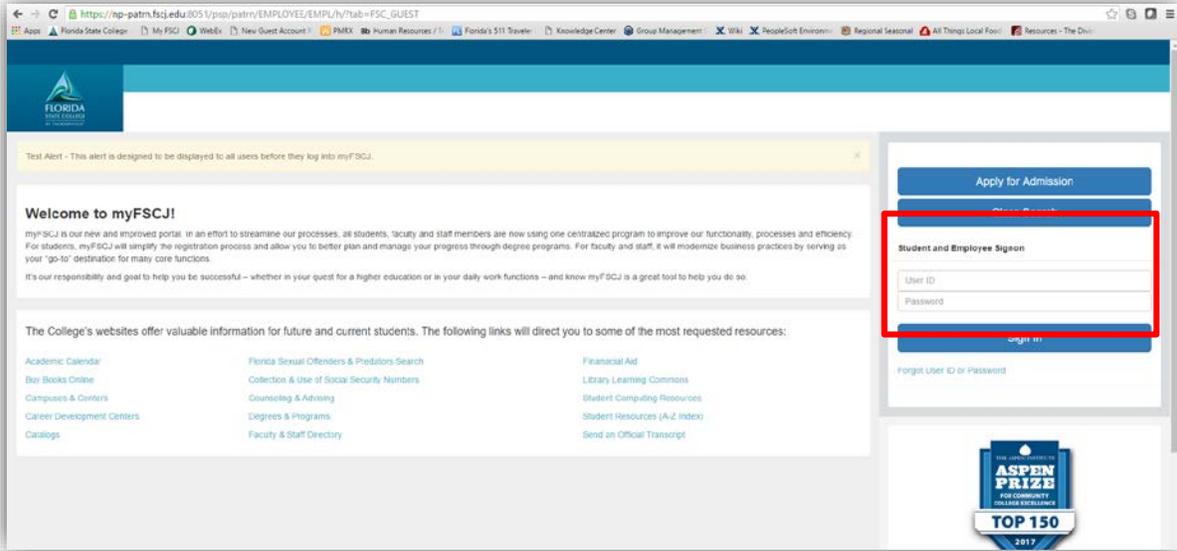


Any past Leave Transfer Requests will display

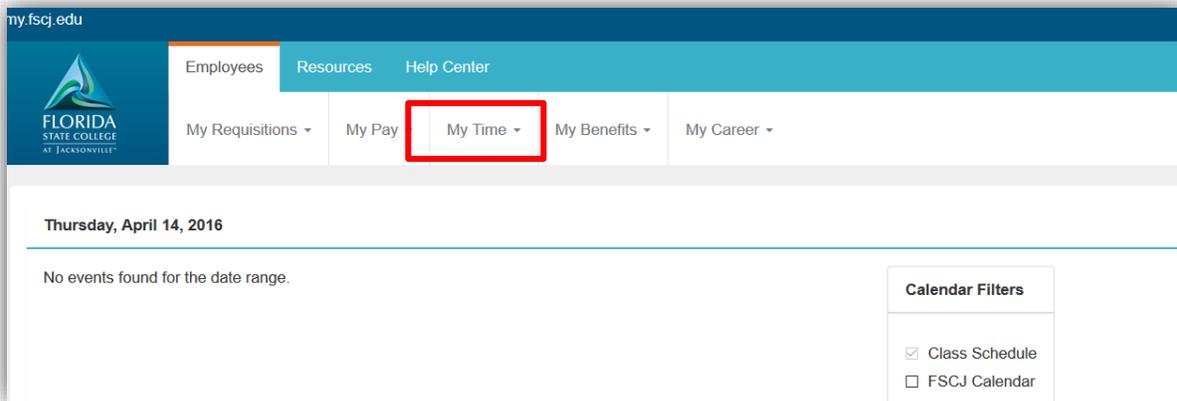


# Receive Donated Leave Request – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password



Select the My Time dropdown



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



Complete all required fields and submit

**Request to Receive Donated Leave**

**Chew Bacca**  
Student Success Advisor I  
This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

**Donation Program**

Program Name	Leave Pool	Type	Voluntary
Category	Bank		
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	

**Leave Time Request**

Recipient	Self	Recipient Name	
Begin Date		End Date	
Hours Requested		View Balances	

This is a Recurring Occurrence

**Leave Reason**

**Reason**

Description
<input type="radio"/> I need to cover the 7 calendar day waiting period before Short Term Disability or Paid Family Leave (California employees only) begins.
<input type="radio"/> I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.
<input type="radio"/> I am taking a Leave for my own catastrophic illness or injury.
<input type="radio"/> Other (Please provide additional details.)

Additional Details

**Agreement and Compliance**

- I acknowledge that I have read the Leave Donation Policy, (Sick Leave Pool) APM 03-1006
- I acknowledge that I meet the eligibility of one (1) year full-time employment and a minimum of 72 sick leave hours.
- I acknowledge that I must contribute 16 hours from my sick leave to the pool.

I hereby confirm that I have read and comply with the given statements.

\* Required Field