Employee Self Service
My Time

Contents

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 <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

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
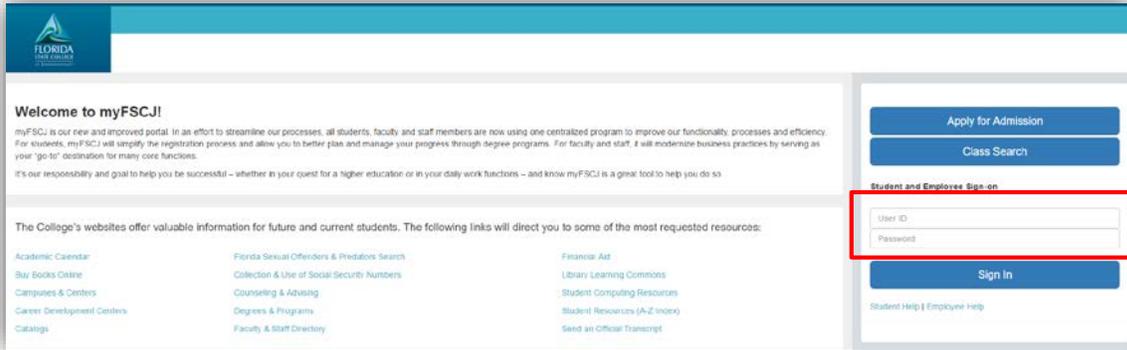
Select the My Time dropdown
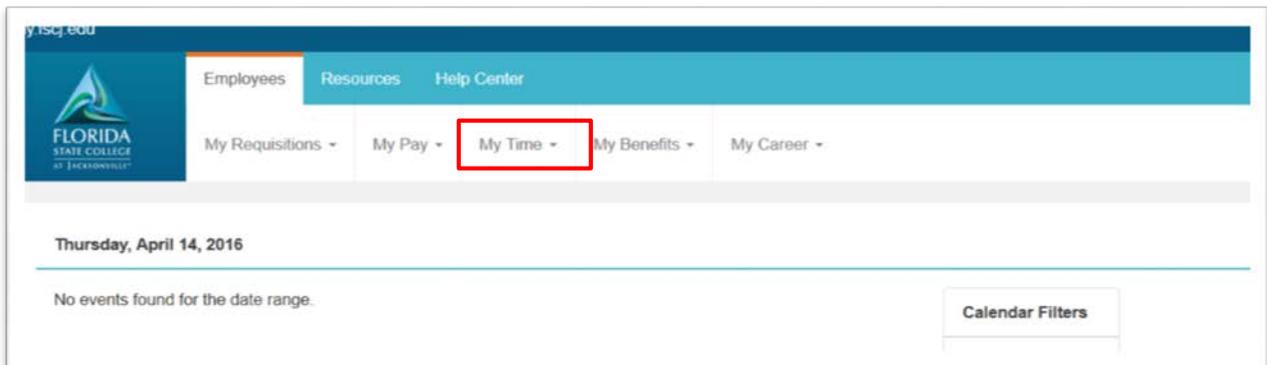
Choose the Timesheet link under Report Time
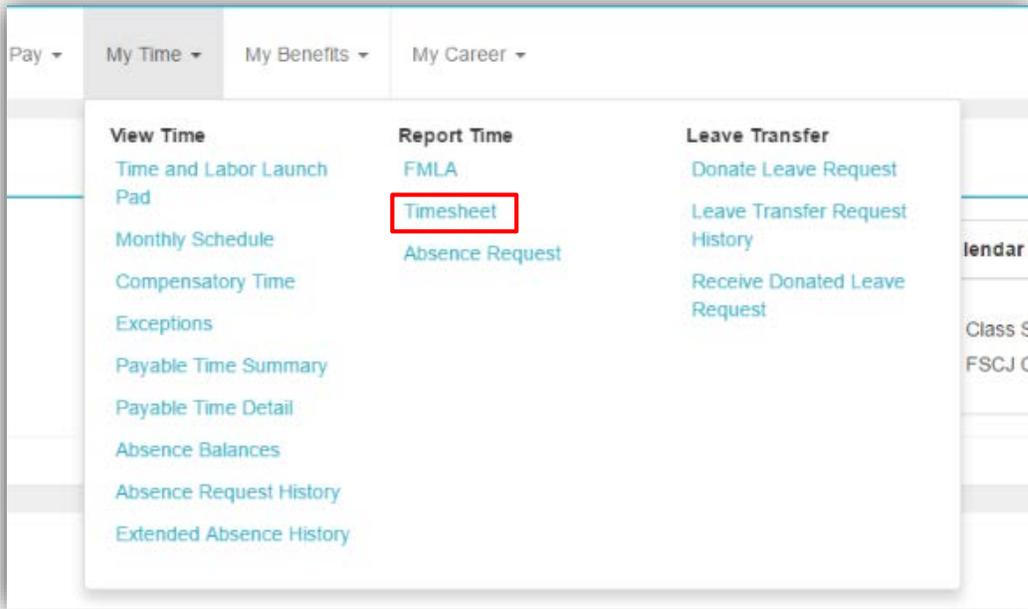
Choose the Correct Time Reporting Code (Comp Time Taken, Holiday Worked or Regular)
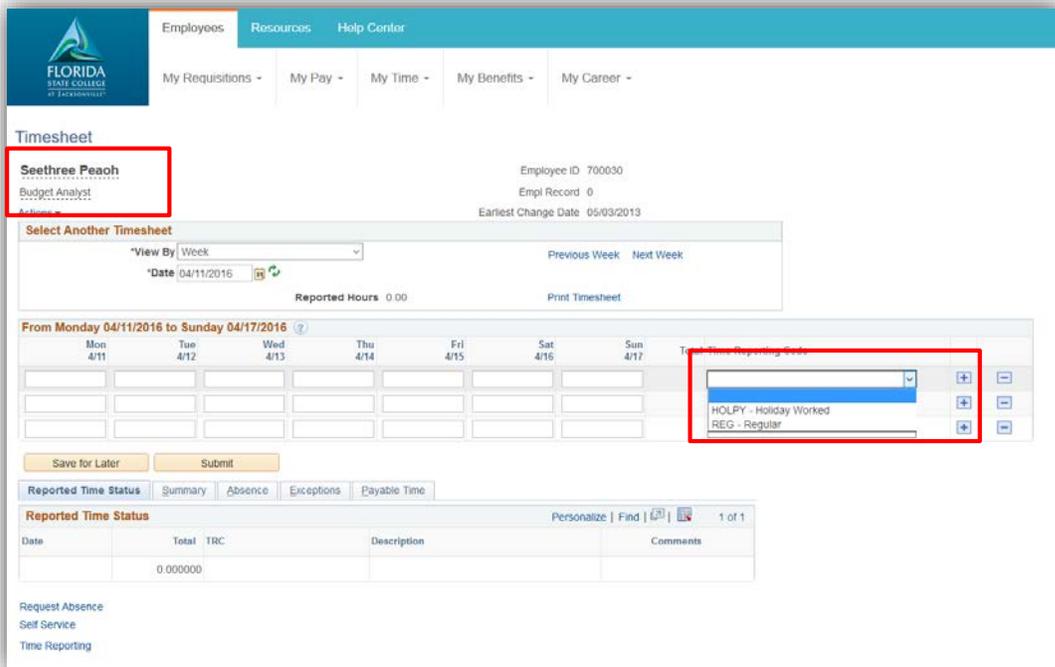
Hourly Employees and Timesheet Adjunct Faculty

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).

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

Once all of the time has been entered, click either save for later or submit
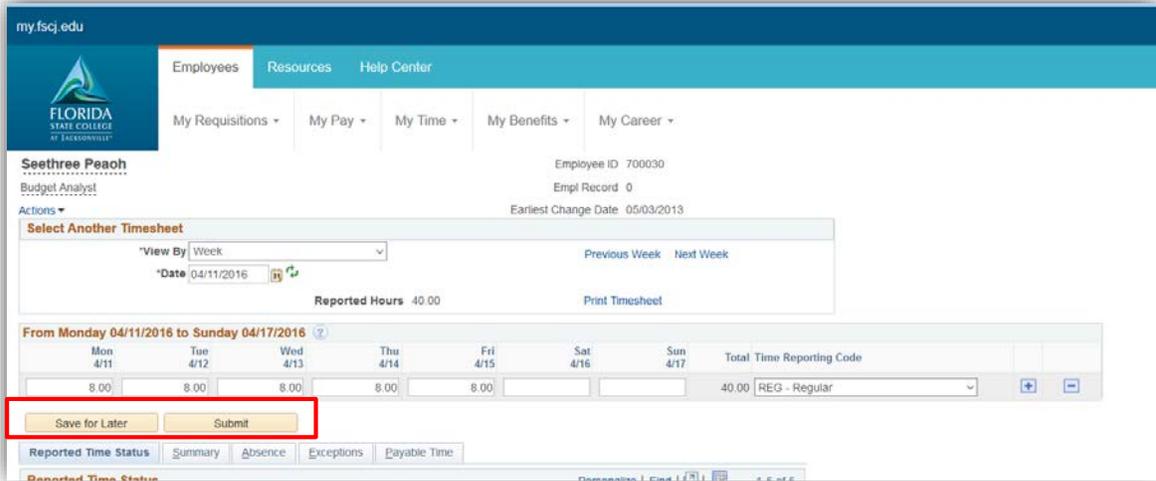
Reported Time Status of saved will show under the timesheet once Save for Later has been clicked.
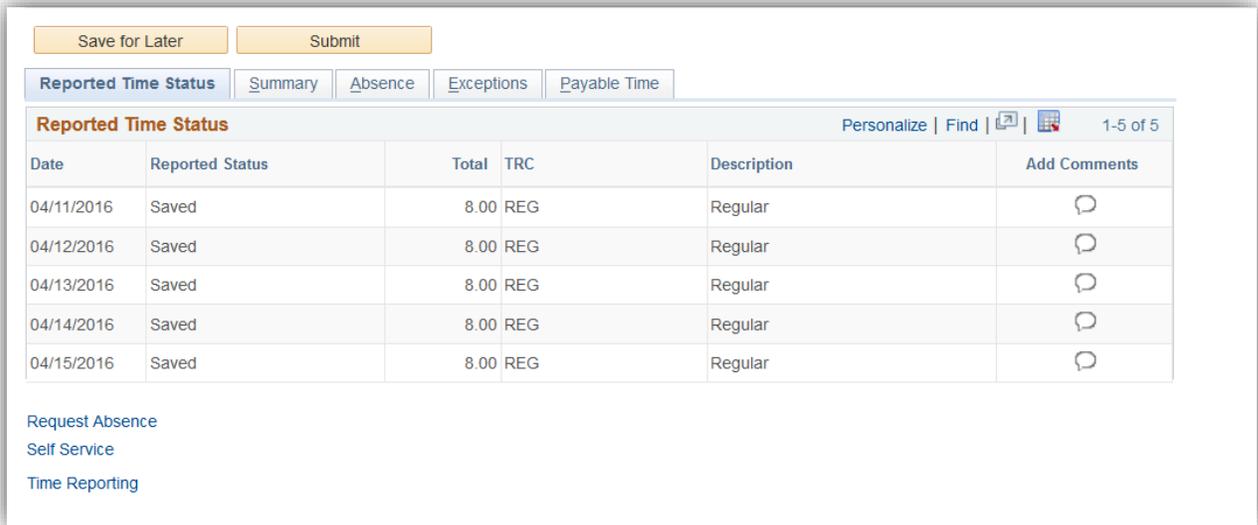
A summary of submitted hours will show under the timesheet once Submit has been clicked.

**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
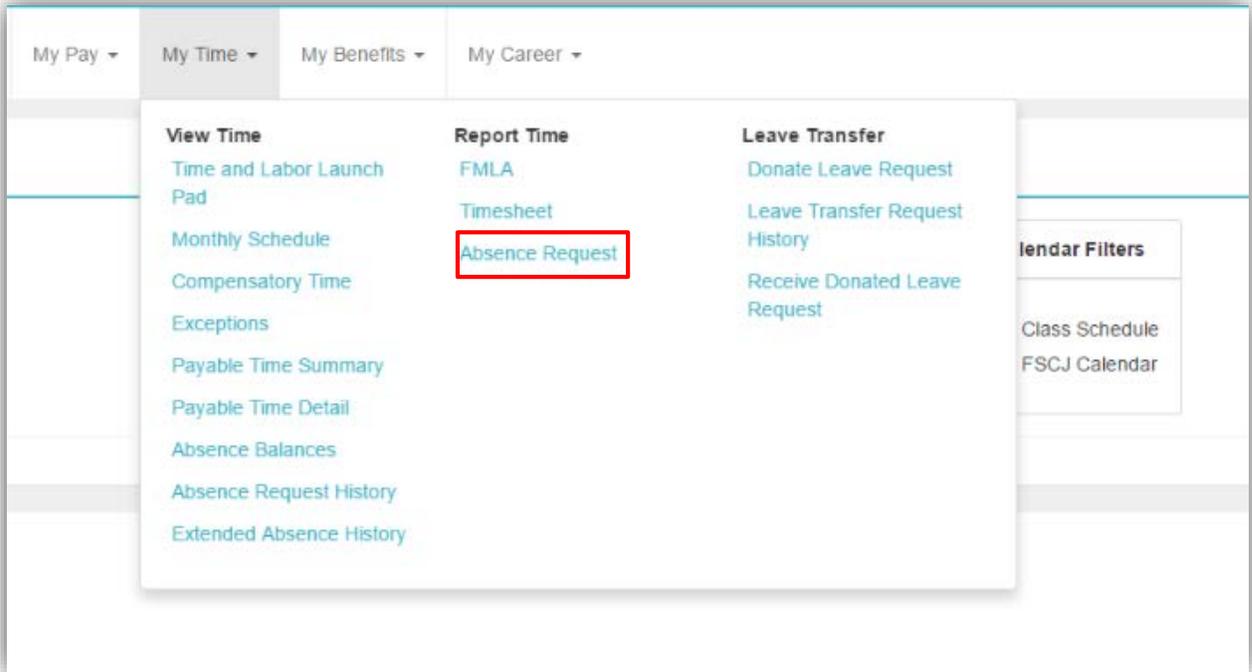
Double check that the correct Start Date is chosen (Please note that if only one day is taken, or only a partial day is taken, only the Start Date needs to be filled in.)
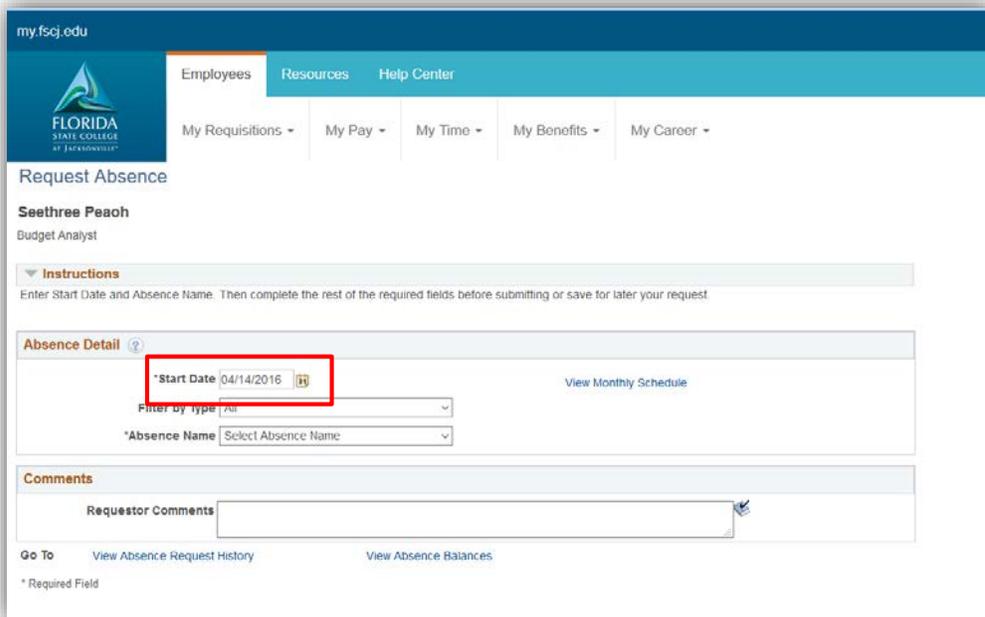
Choose the correct leave type under the Filter by Type dropdown and then choose the correct Absence Name

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

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

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


FMLA – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password

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.)

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.

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

When you choose Submit you will get the confirmation page below

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

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.

View Time

Time and Labor Launch Pad – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password
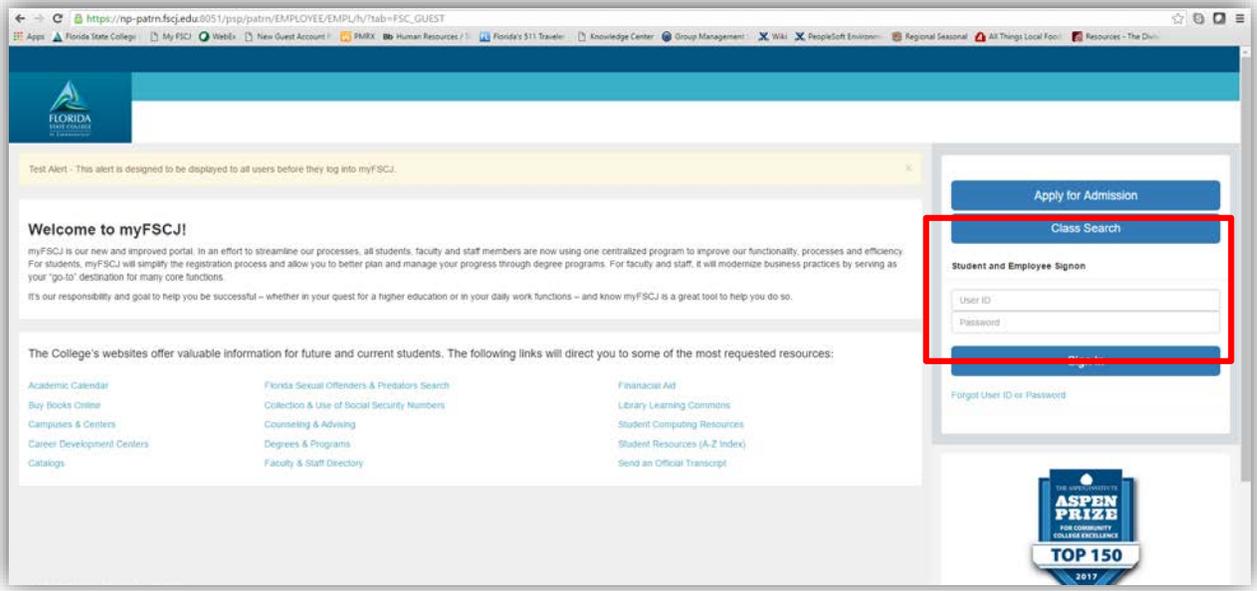
Select the My Time dropdown
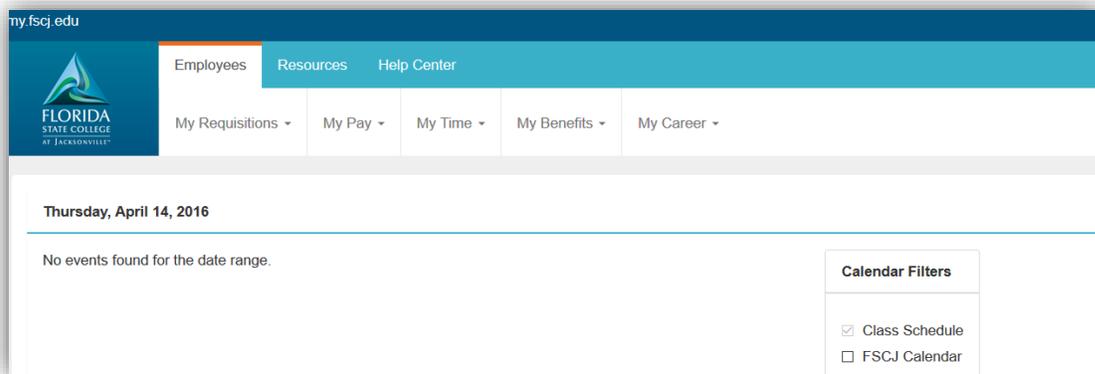
Choose the Time and Labor Launch Pad link under View Time
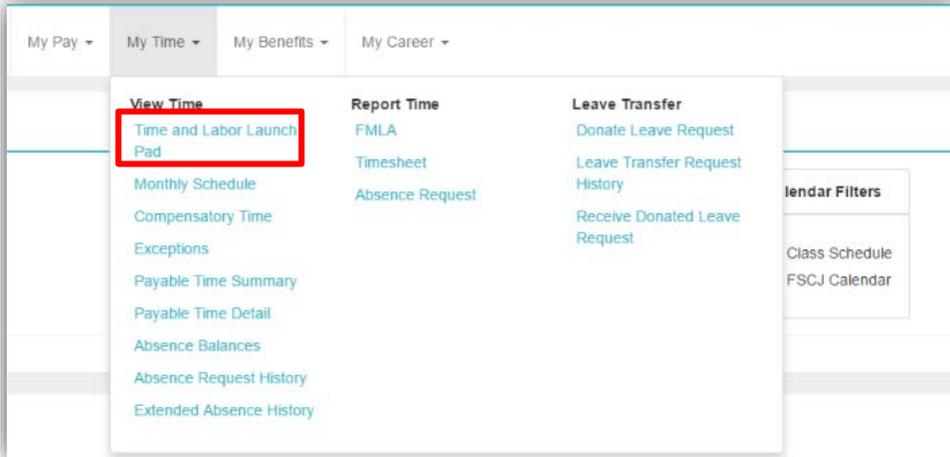

Use the Time and Labor Launch Pad page to view which days in the specified month have payable time, forecasted payable time, reported elapsed time, reported punch time, exceptions, and recommended actions associated with each exception.
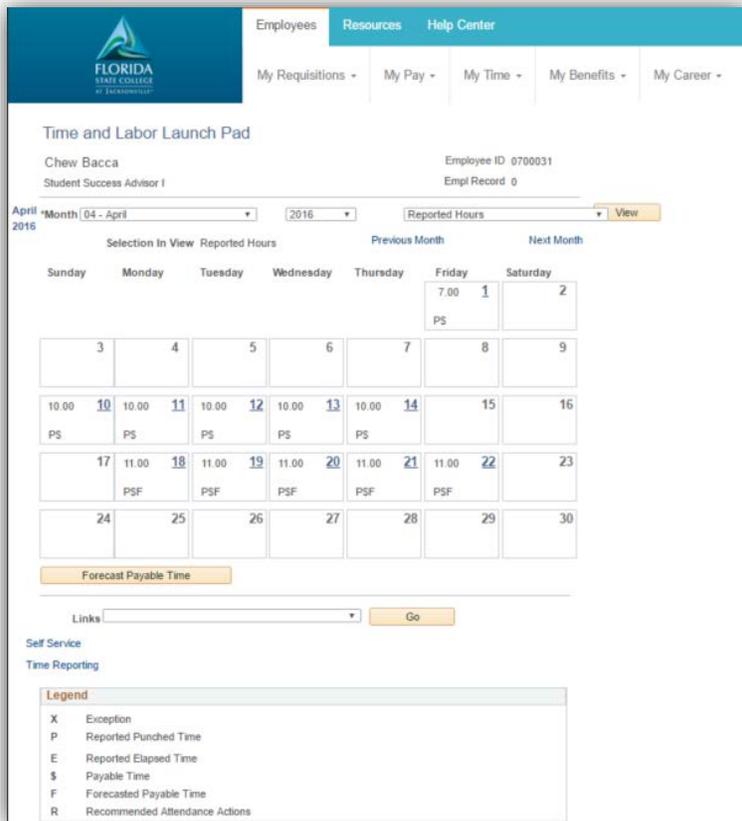
You can change the calendar view to display time sheet information, forecasted payable time, the actual number of payable hours (detail and summary), or scheduled hours that were reported for each day. Use the Time and Labor Launch pages to navigate to other Time and Labor pages enabling the user to manage all aspects of their time.
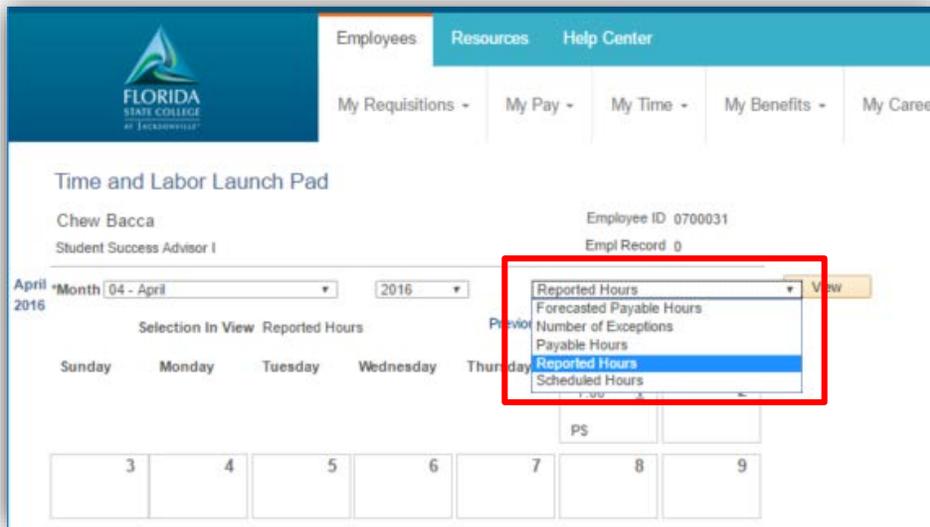
Monthly Schedule – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password
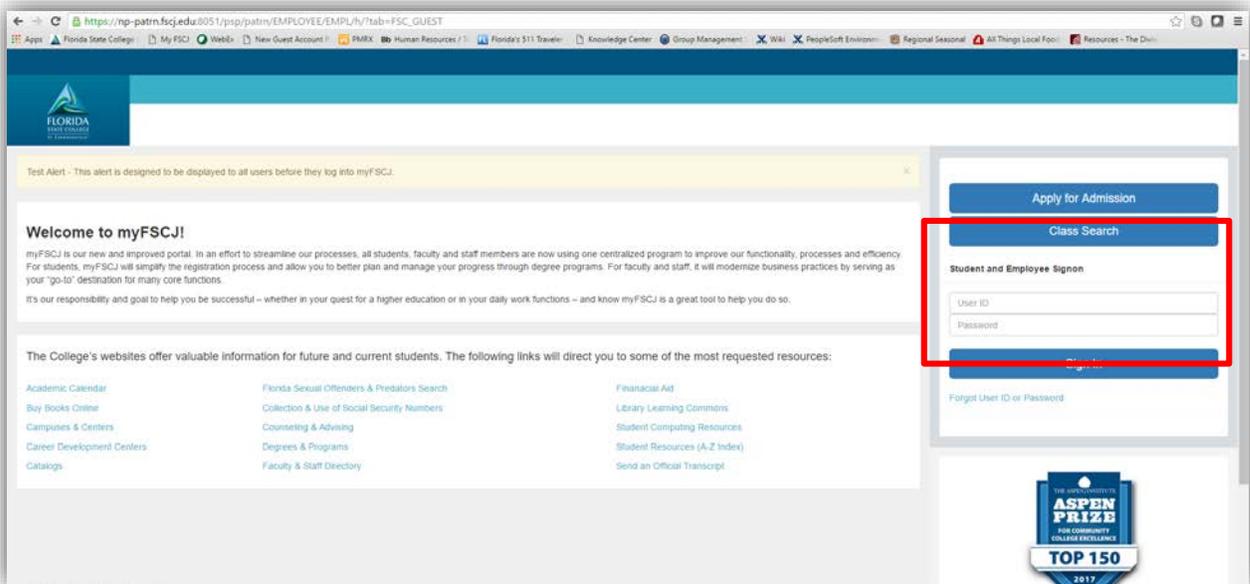
Select the My Time dropdown
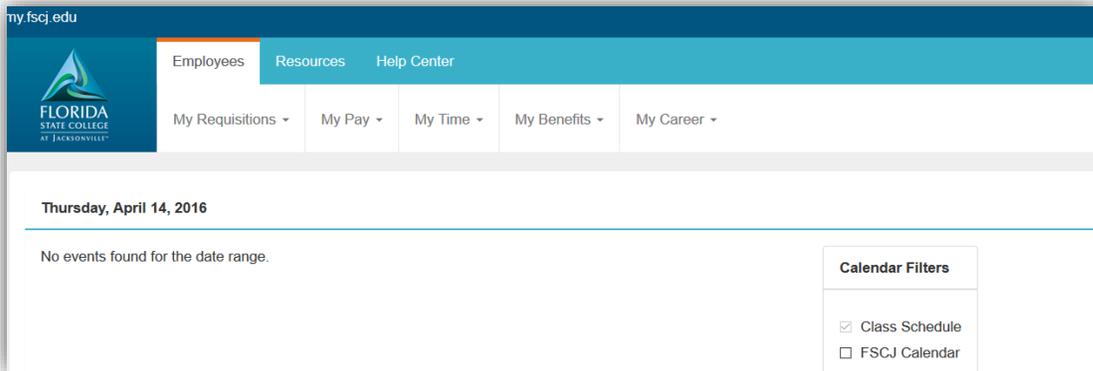
Choose the Monthly Schedule link under View Time

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

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

Compensatory Time – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password
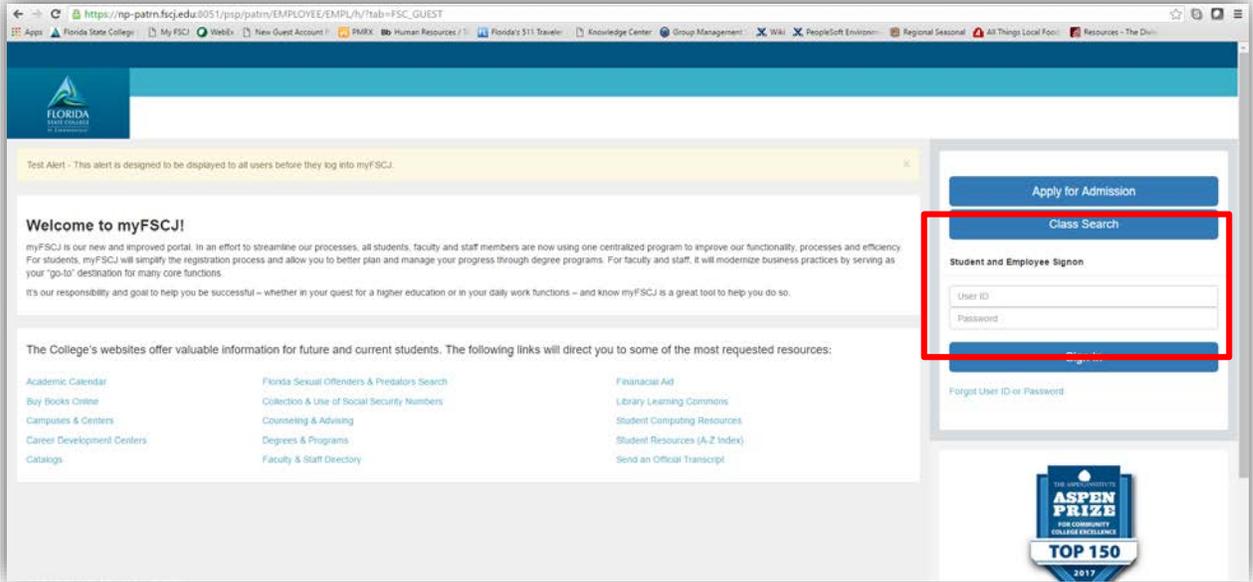
Select the My Time dropdown
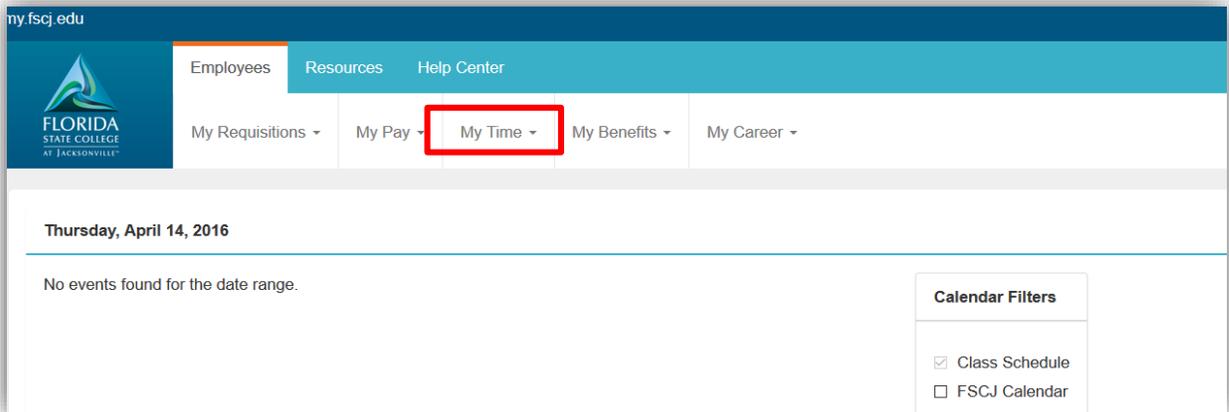
Under the View Time heading click the Compensatory Time link.
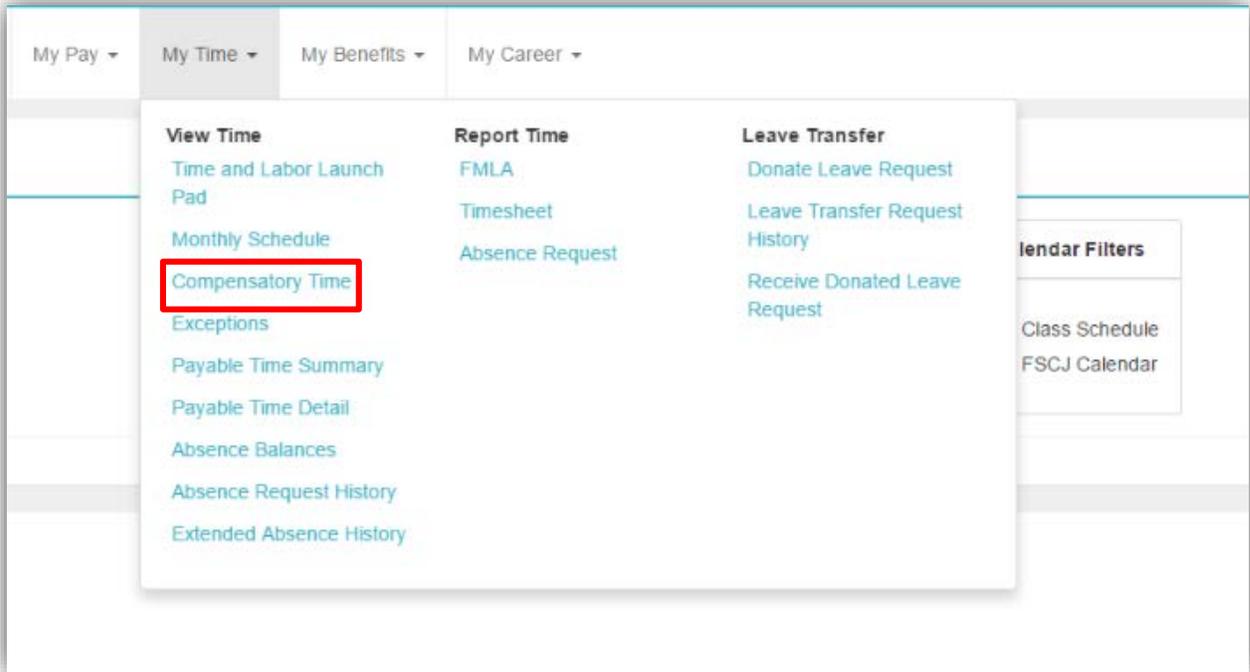
The Compensatory Time page includes the compensatory time balance as of the date specified. This balance may be positive or negative, depending on how the plan is set up and what has been reported.
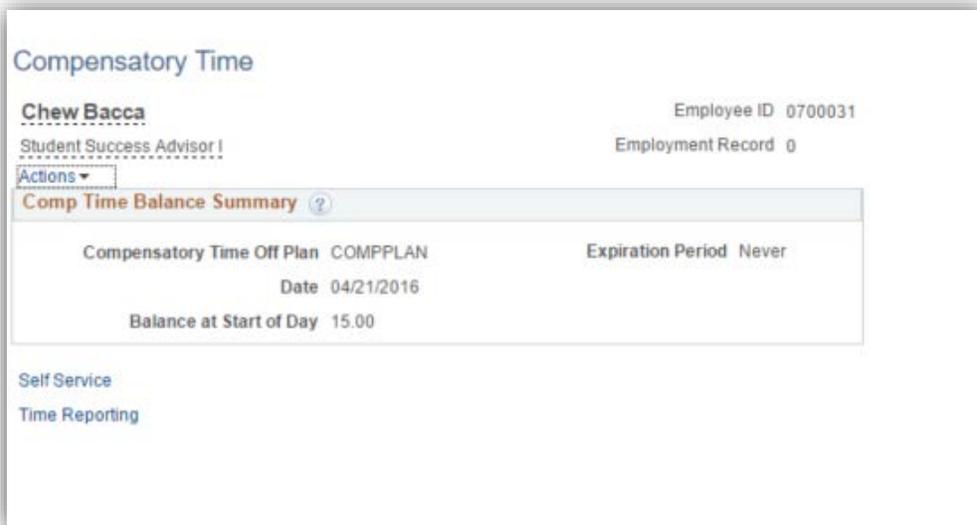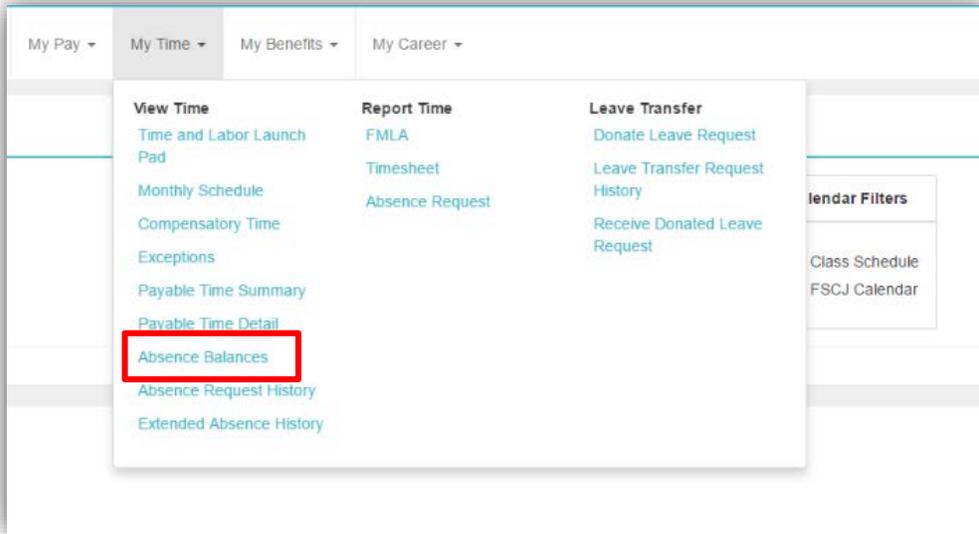
Exceptions – Detailed Guide

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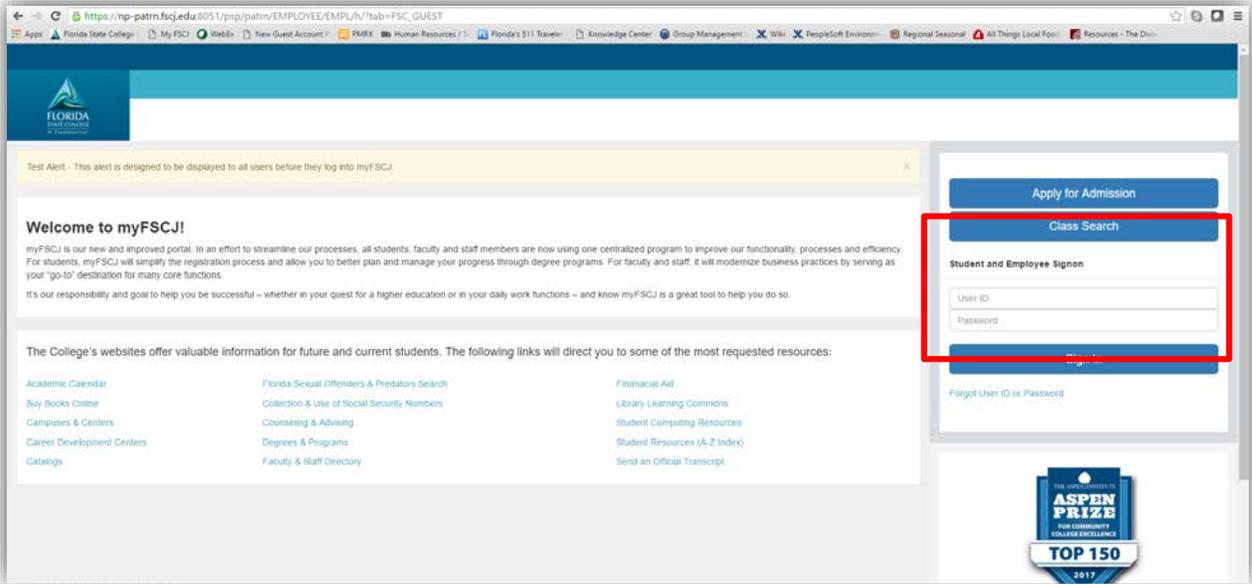
Select the My Time dropdown
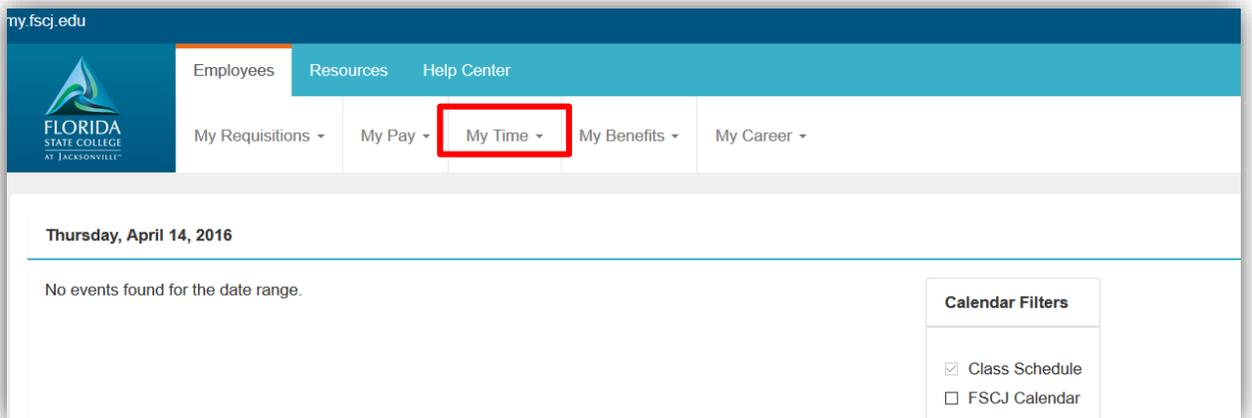
Under the View Time heading, click on the Exceptions link
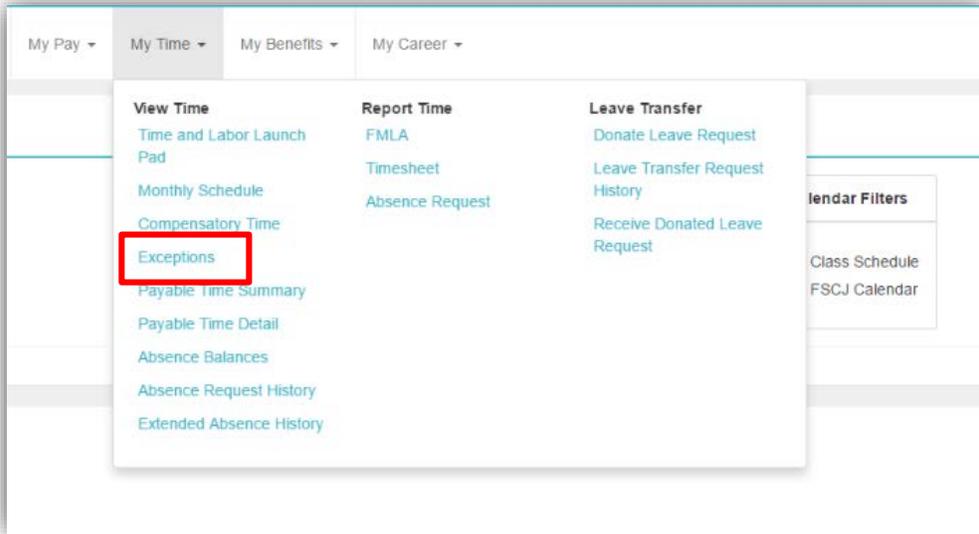
Use the Exceptions page to view exceptions that have been resolved or allowed

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
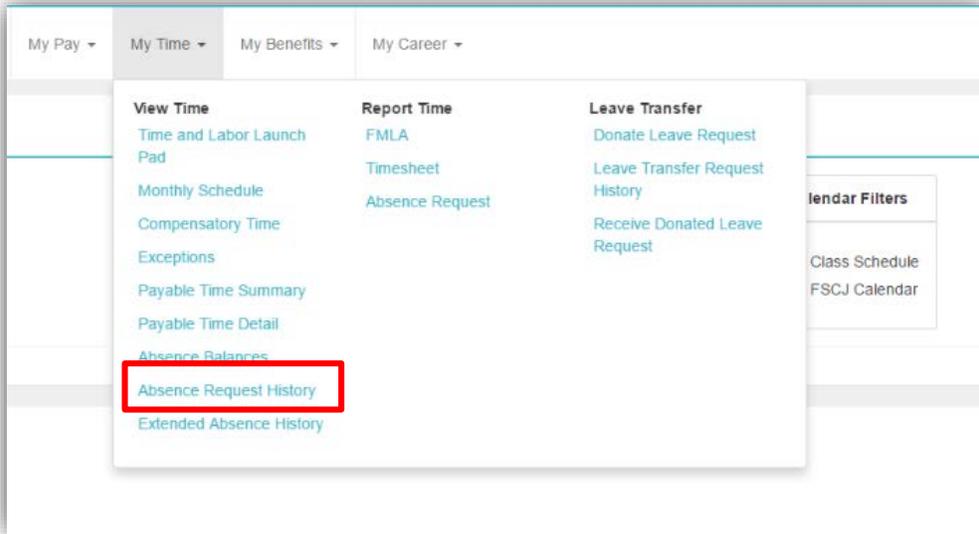
Payable Time Detail – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password
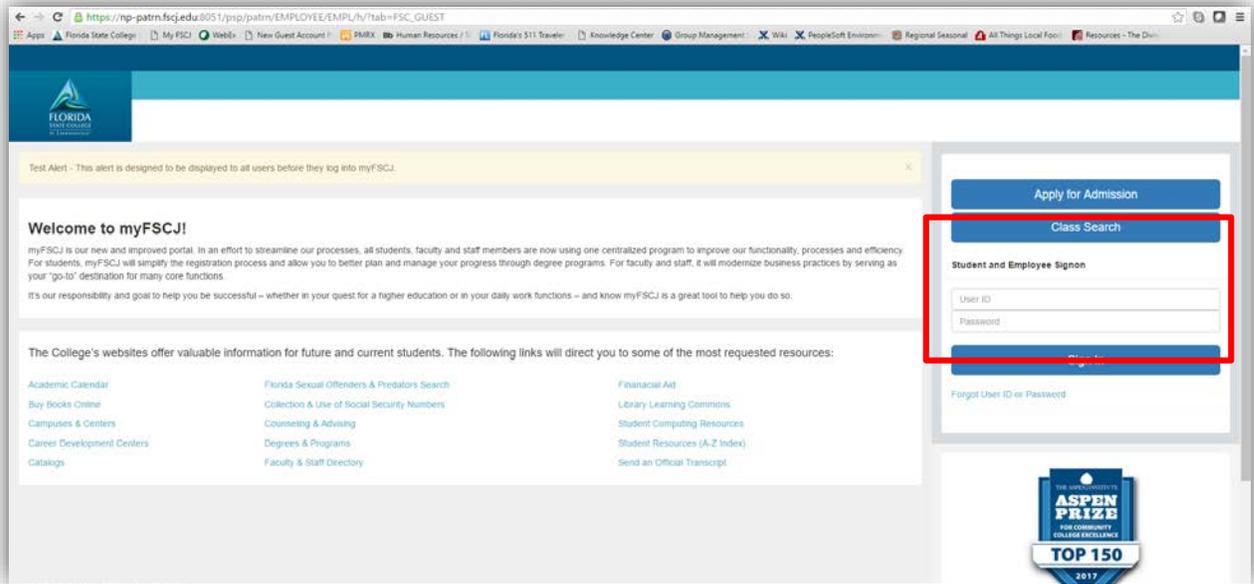
Select the My Time dropdown
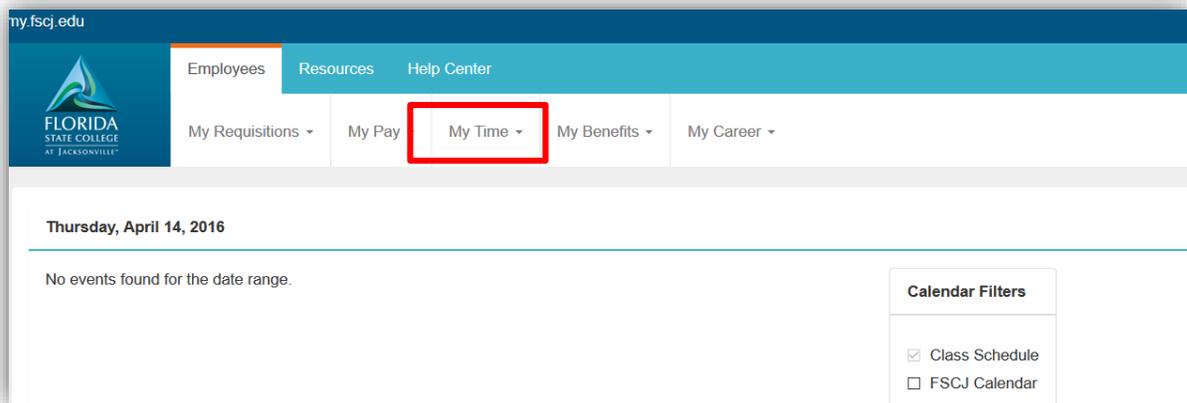
Under the View Time heading, click on the Payable Time Detail link
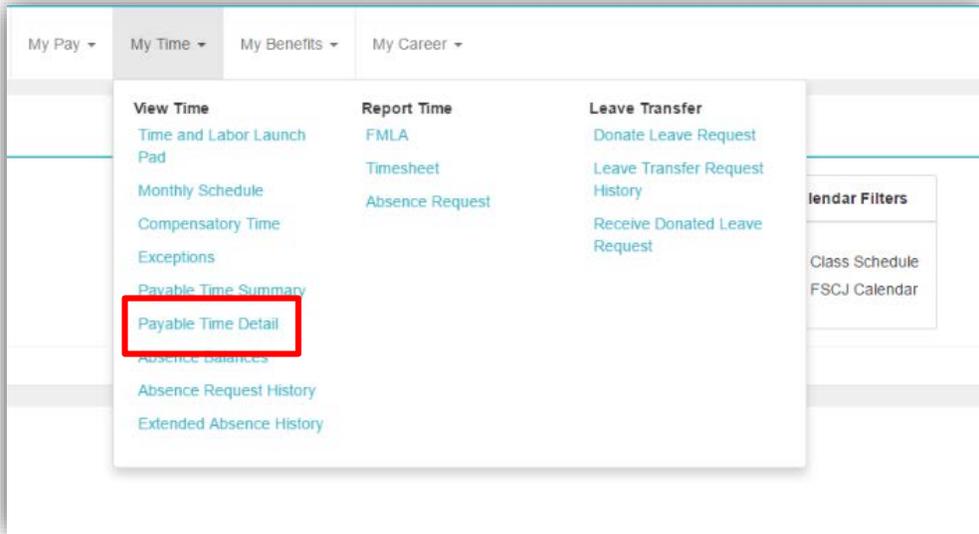
View the details of payable time – Please note that there are four tabs: Overview; Time Reporting Elements, Task Reporting Elements, and Cost and Approval

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

Absence Request History – Detailed Guide
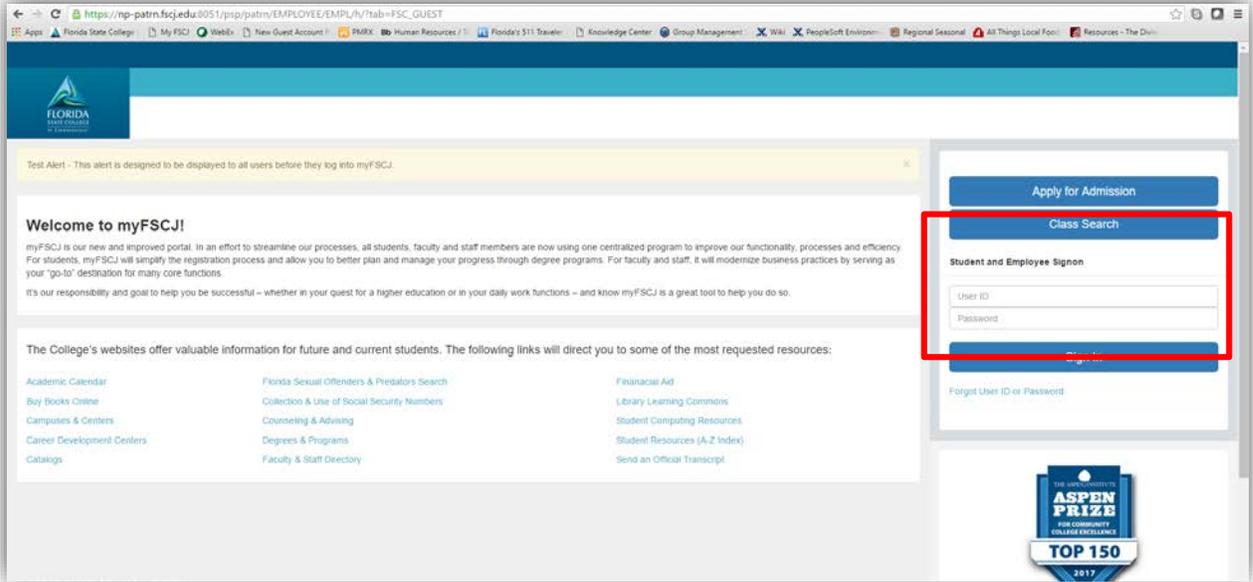
Log onto MyFSCJ using your FSCJ logon ID and password

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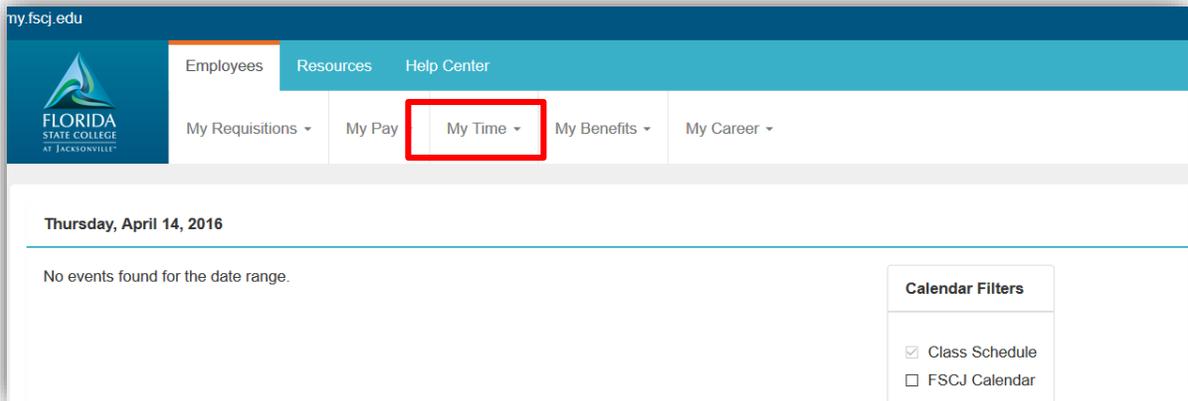
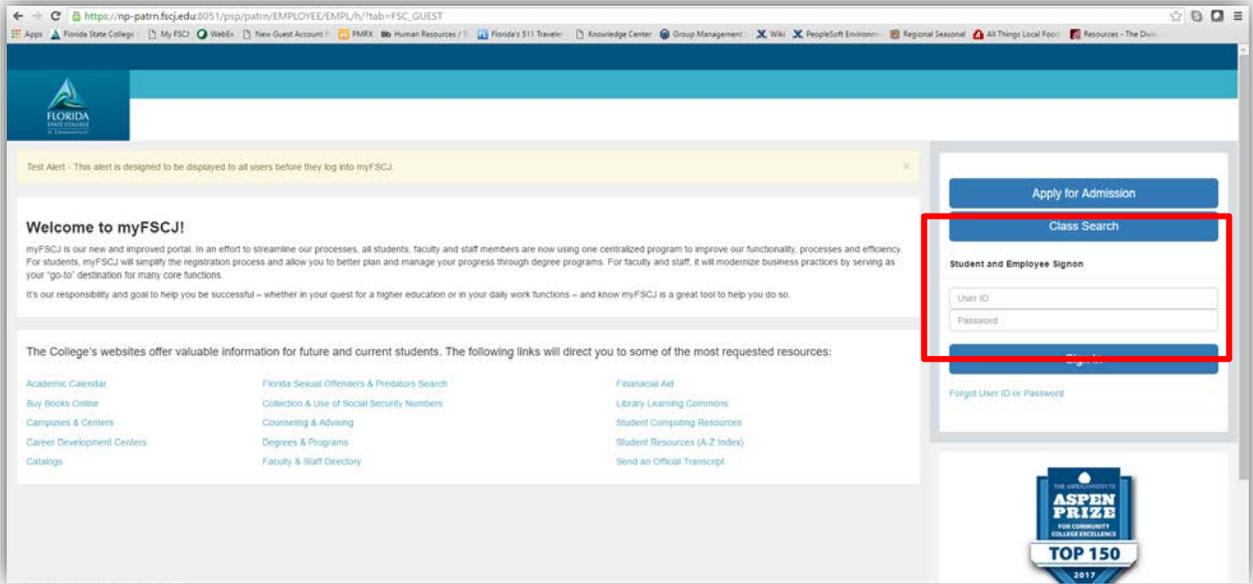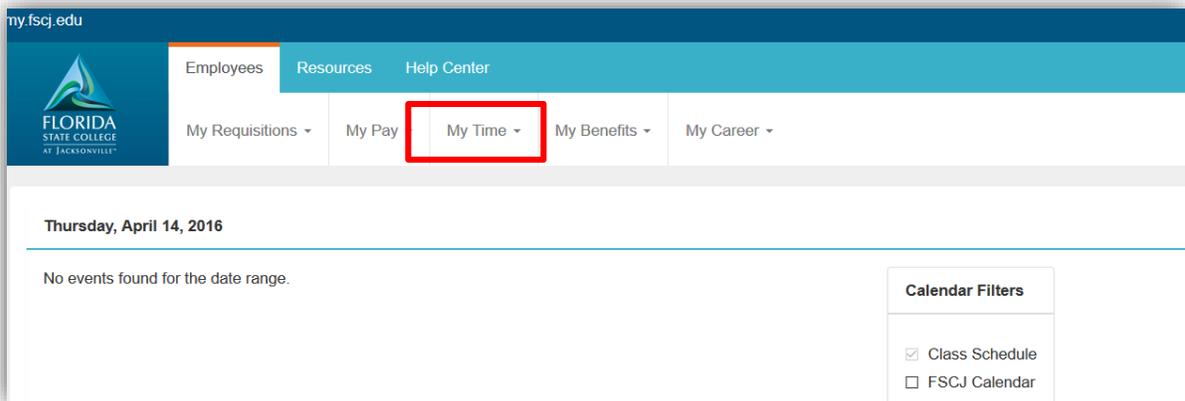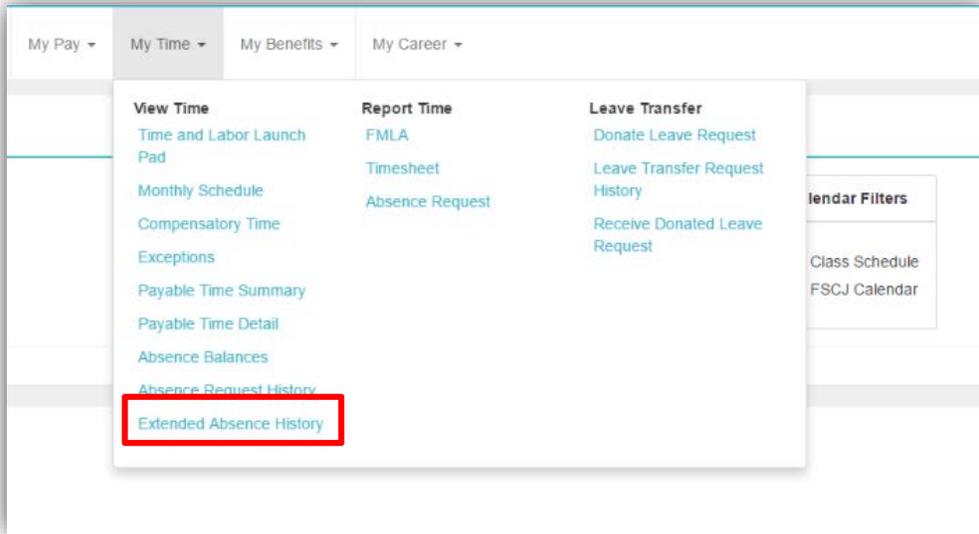Under the View Time heading, click on the Absence Request History link

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)
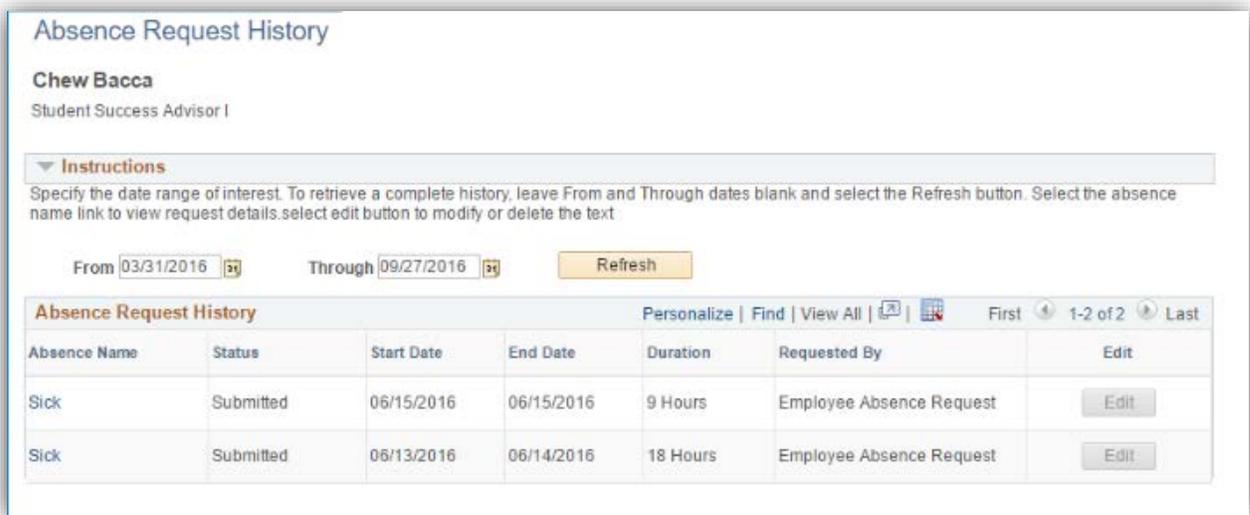
Extended Absence History (FMLA) – Detailed Guide
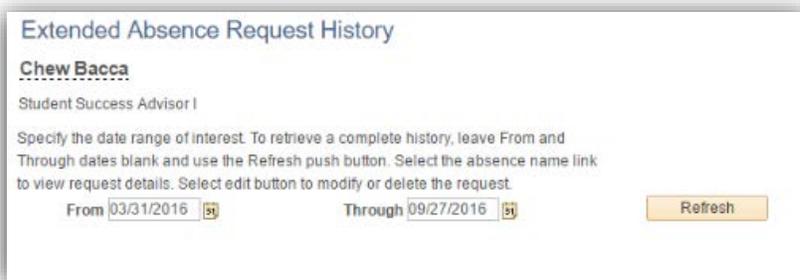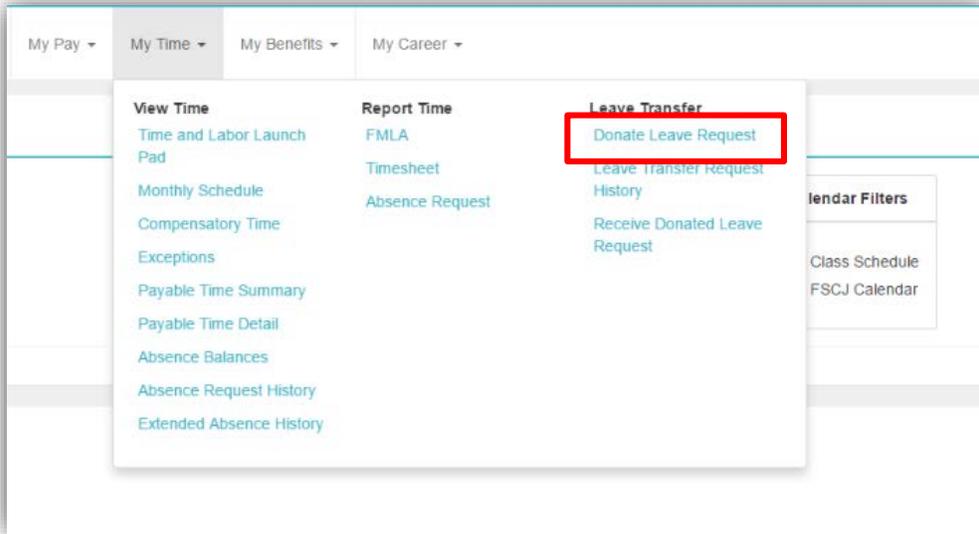
Log onto MyFSCJ using your FSCJ logon ID and password

Select the My Time dropdown

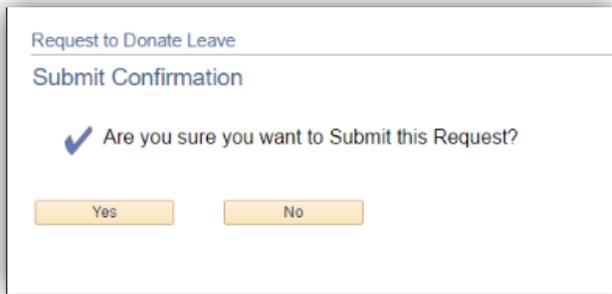Under the View Time heading, click on the Extended Absence Request History link

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
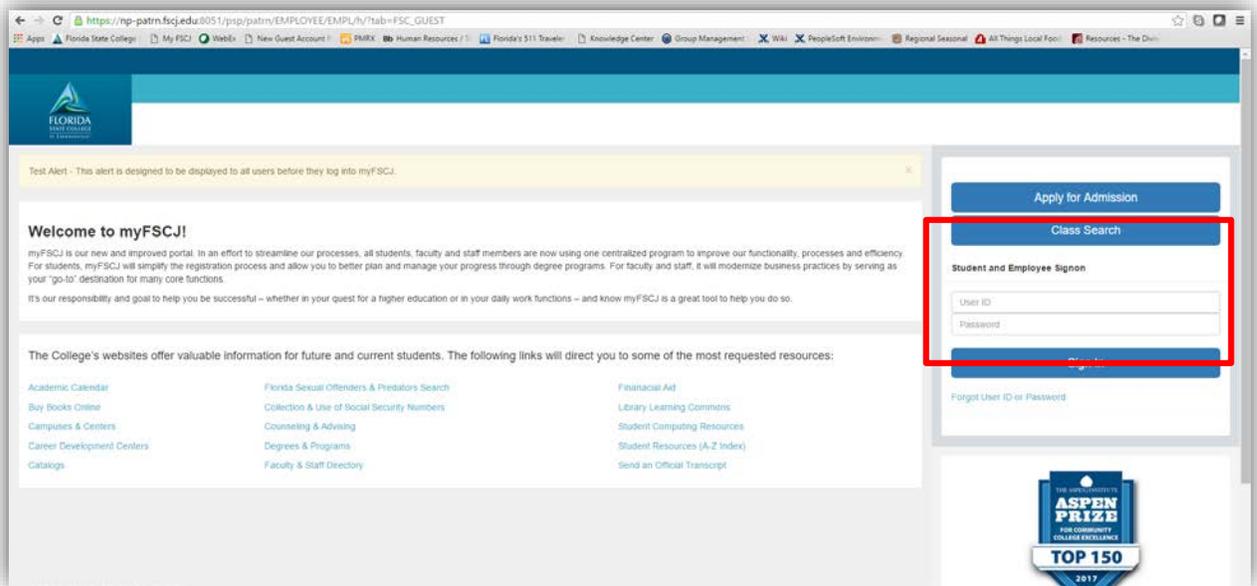
Log onto MyFSCJ using your FSCJ logon ID and password

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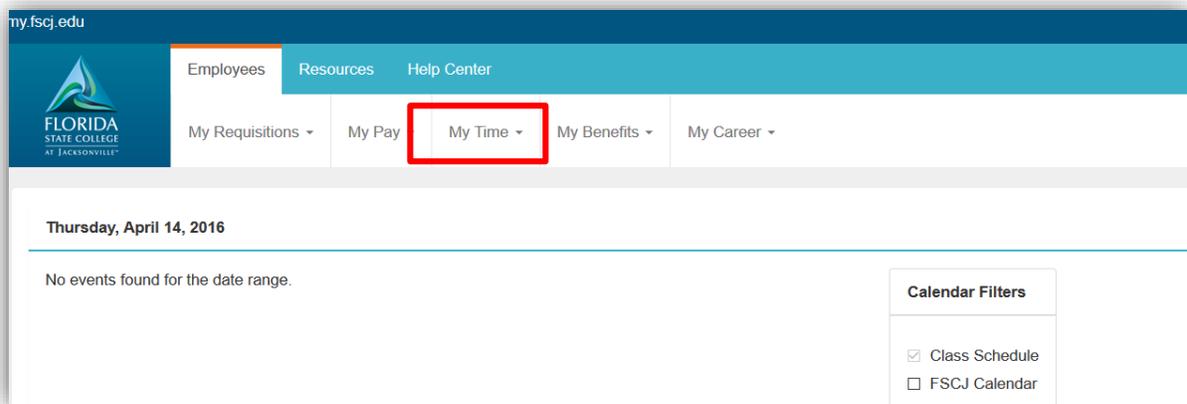
Under the View Time heading, click on the Donate Leave Request link

Enter all required information and click Submit or Save for Later

Submit Confirmation by clicking Yes, or cancel by clicking No

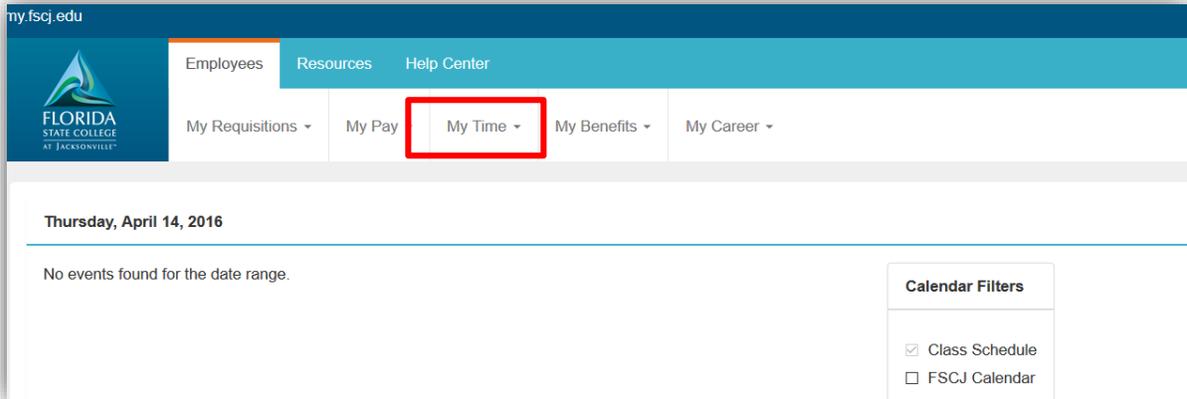After submitting you will receive the following confirmation
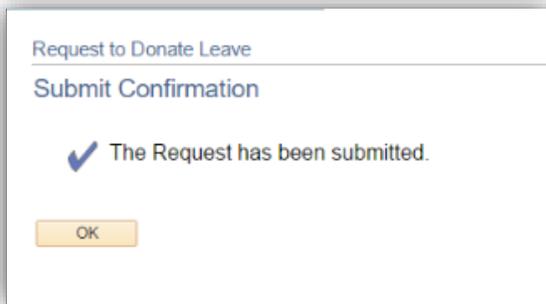
Leave Transfer Requests History – Detailed Guide

Log onto MyFSCJ using your FSCJ logon ID and password
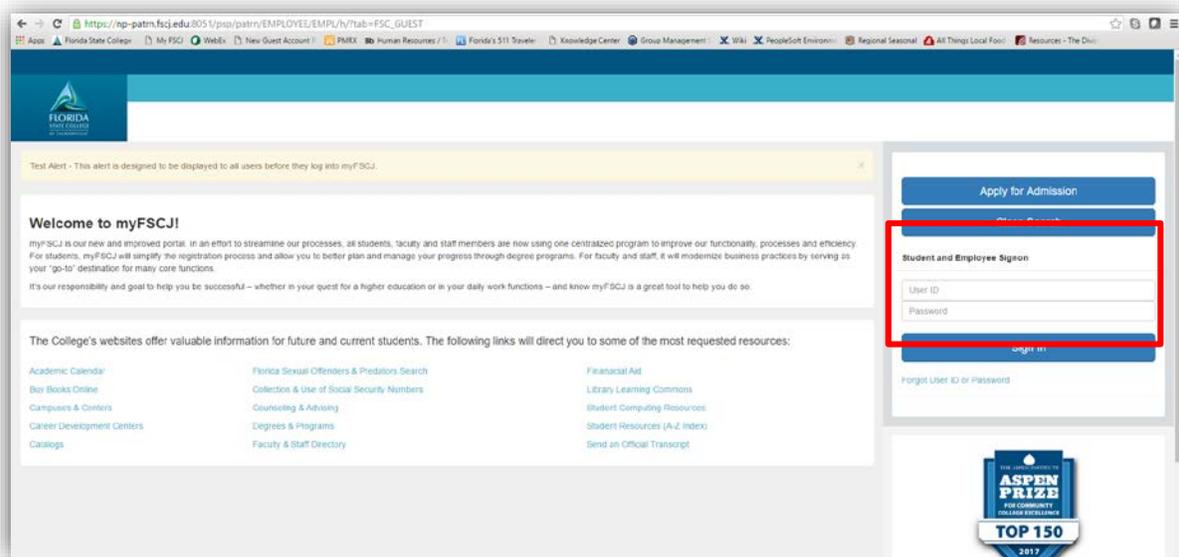
Select the My Time dropdown

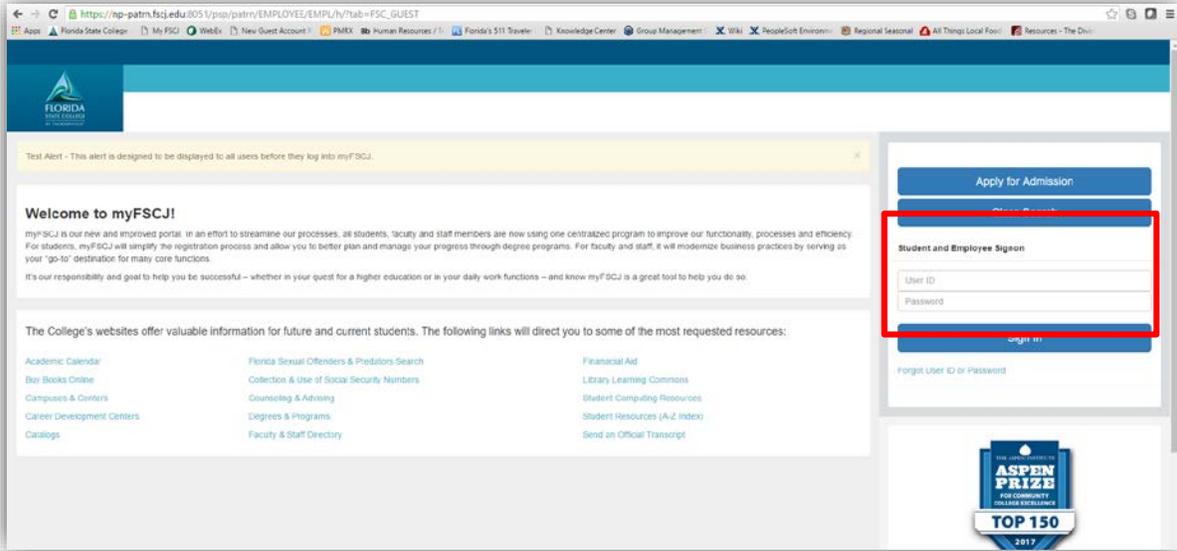Under the View Time heading, click on the Leave Transfer Request History link

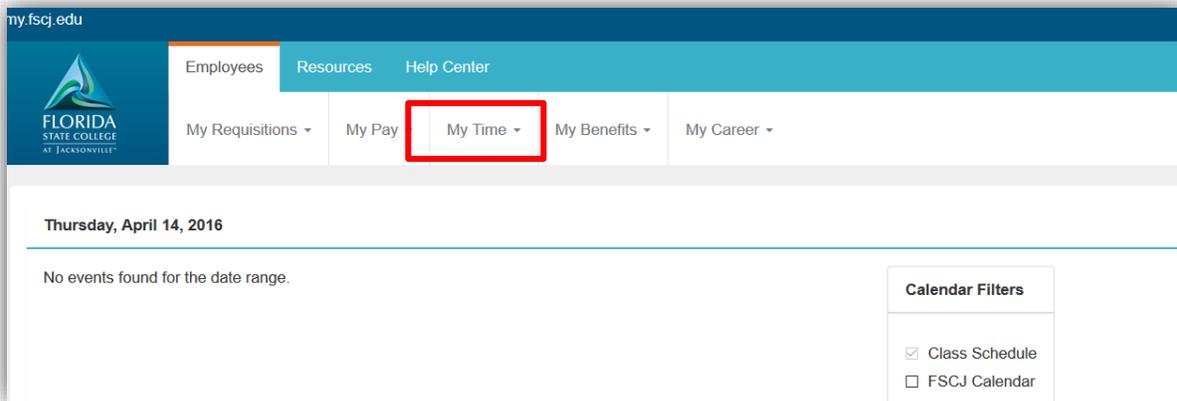Any past Leave Transfer Requests will display

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