



Manager Self Service Time Management

Contents

Manage Schedules	3
Assign Work Schedule – Quick Guide.....	3
Approve Time and Exceptions	3
Payable Time – Quick Guide	3
Exceptions – Quick Guide.....	4
Absence Requests – Quick Guide	4
Report Time	5
Timesheet – Quick Guide.....	5
Absence Request – Quick Guide.....	5
View Time.....	6
Monthly Time Calendar – Quick Guide	6
Weekly Time Calendar – Quick Guide	6
Daily Time Calendar – Quick Guide	7
Time and Labor Launch Pad – Quick Guide.....	7
Payable Time Summary – Quick Guide.....	8
Payable Time Detail (NOT AVAILABLE)	8
Compensatory Time – Quick Guide.....	8
Absence Request History – Quick Guide	9
Absence Balances – Quick Guide.....	9
Manage Schedules	10
Assign Work Schedule – Detailed Guide	10
Approve Time and Exceptions	15
Payable Time – Detailed Guide.....	15
Exceptions Detailed Guide	19
Absence Requests – Detailed Guide.....	23
Report Time	26
Timesheet – Detailed Guide	26
Absence Request – Detailed Guide.....	30
View Time.....	33
Monthly Time Calendar – Detailed Guide	33
Weekly Time Calendar.....	36

Daily Time Calendar..... 39
Time and Labor Launch Pad 42
Payable Time Summary 47
Payable Time Detail (NOT AVAILABLE) 52
Compensatory Time 52
Absence Request History 56
Absence Balances 58

Manage Schedules

Assign Work Schedule – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Choose the Assign Work Schedule link
- Enter the desired information into the EMPL ID field and click the Search button
- Click the Assignment Method list
- Click the Select Predefined Schedule list item
- Click the Look up Schedule ID button
- Choose the appropriate schedule from the dropdown list
- Click the Expand Section View History of Schedule Assignments, including default changes group box to see the changes
- Click the Save button

Approve Time and Exceptions

Payable Time – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Approve Time and Exceptions, choose the Payable Time link
- Click the Look up Time Reporter Group button
- Click the appropriate time reporting group
- Click the Get Employees buttons
- Select an employee link then click the Select All link
- Click the Approve button
- Click Yes to Save the Confirmation
- Click the OK button

Exceptions – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Approve Time and Exceptions, choose the Exceptions link
- Click the Look up Time Reporter Group button
- Click the appropriate employee group link
- Click the Get Employees buttons
- The exceptions for the group are displayed in the Exceptions section
- The Overview tab displays the Exception ID code that was delivered with the system or that you defined using the Define Exceptions page
- The system does not create payable time for reported time that has an exception severity of High. However, the system does create payable time for reported time with an exception severity of Low or Medium
- Click the Select All button to select all the exceptions for the group to be allowed. This selects the Allow check boxes for all the exceptions displayed on the page. If you click this button again, the system clears the Allow check boxes. Once you have selected which exceptions you want to allow, click the Save button to allow the exceptions. The exceptions can now be processed through Time Administration to create payable time
- If all the exceptions appearing on the page are not allowable, then you cannot select the Allow check boxes

Absence Requests – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Approve Time and Exceptions, choose the Absence Requests link
- Click on and employee name
- Review the page with the leave information
- Click the Approve/Deny/or Push Back button
- Click the Yes button
- Click the OK button

Report Time

Timesheet - Quick Guide

Navigation

**Note -Timesheet function is used to report time for a direct report.

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Report time, choose the Timesheet link
 - Use the Timesheet Summary page to approve, deny, or enter time for your employees.
 - You can view all employees' time whether they need approval or not
- Click the Employee ID field
- Enter the desired information into the Employee ID field
- Click the Get Employee button
- Click the scrollbar
- Select the Last Name link and click the appropriate employees name
 - Use the Timesheet page to enter time, adjust reported time, view time, or approve reported time.
- Click the Time Reporting Code List
- Click the REG-REGULAR list item
- Click the Submit button
- Click the OK button
- Click the Return to Select Employee link

Absence Request - Quick Guide

Navigation

**Note - Absence Request function is used to report absence for a direct report.

- Log
- Click the My Manager Tasks Dropdown
- Under Report Time, choose the Absence Request link
- Select and Employee from the list
- Enter the Absence Detail, including dates absent, type of absence, and any additional comments into MyFSCJ using your FSCJ logon ID and password
- When all details are complete, click Submit or Save for Later.

View Time

Monthly Time Calendar - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Monthly Time Calendar link
- Click the Employee ID field and enter the desired information
- Click the Get Employees button
- Use the View Criteria section to select the types of information you choose to view.
- By selecting the check box next to the option you want to add to the view, you can build a multi-layered view of the schedule
- Use the Month field to enter or select different time periods to view
- The Total column displays the total time recorded for the time reporter for the selected viewing period

Weekly Time Calendar - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Weekly Time Calendar link
 - Use the Weekly Time Calendar page to view detailed information regarding time reporters' weekly time related data for a specific week. The page defaults to the current week.
- Click the Employee ID field and enter the desired information
- Click the Get Employees button
- Use the View Criteria section to select the types of information you choose to view.

Daily Time Calendar – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Daily Time Calendar link
- Click the Employee ID field and enter the desired information
- Click the Get Employees button
- Use the View Criteria section to select the types of information you choose to view.
- The Total column displays the total time recorded for each time reporter for the selected viewing period. For punch time reporters, the sum represents the time between each in and out punch. If no out punch exists, the lesser of either current time or the selected period end time is used as the out time for the calculation
- Click the Links list
- Use the Links field to navigate to the listed time management pages.
 - Approve Absence Requests
 - Approve Payable Time
 - Manage Exceptions
 - Timesheet
 - View Payable Time (Detail)

Time and Labor Launch Pad – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Time and Labor Launch Pad link
- Click the Employee ID field and entered the desired information
- Click the Get Employees button
- Click the last name link and select the appropriate employee to work on
- You can change the calendar view to display the actual number of payable hours, forecasted payable hours, reported elapsed hours, reported punch hours, or scheduled hours that have been reported for each day.
- By clicking on the link for a calendar day, Time Details will display for each day
- Click the Forecast Payable Time button to start the Forecasted Payable Time process, which calculates forecasted payable time for the employee
- Click the Return to Calendar link

Payable Time Summary - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Payable Time Summary link
- Use the Select Employee page to specify filter values to return the list of employees for whom you want to view information.
- Click the Get Employees buttons
- Select the Last name link to see the summary of employee time
- Click the Return to Select Employee link

Payable Time Detail (NOT AVAILABLE)

Compensatory Time - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Compensatory Time link
- Use the Select Employee section to specify filter values to return the list of employees for whom you want to view information
- Click the Employee ID field and entered the desired information or use the search button
- Click the Get Employees button
- Choose an employee from the list to view compensatory time available
- Click the Return to Select Employee link

Absence Request History – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Absence Request History link
- Select the employee record to be reviewed and click on the Select button
- Click the appropriate absence link and click the scrollbar
- Click the Return to Absence Request History link
- Click the Return to Direct Reports link

Absence Balances – Quick Guide

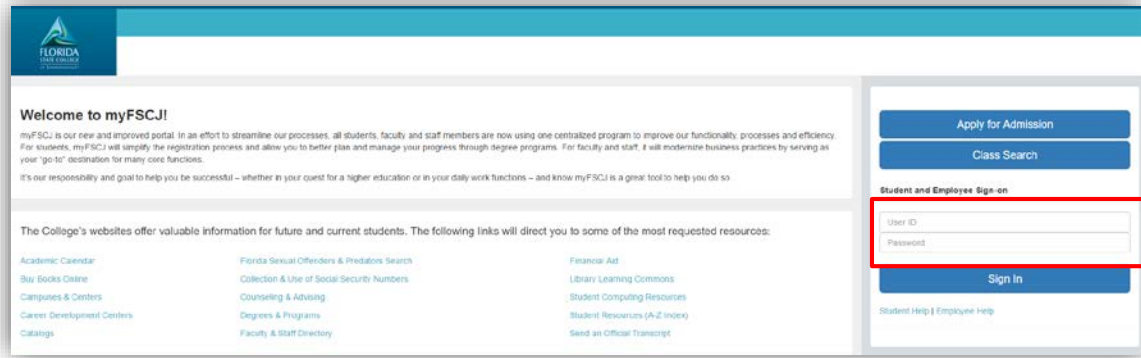
Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Absence Balances link
- Select the employee record to be reviewed and click on the Select button to view current balances
- Click the Forecast Balance link
- Click the Absence Name list
- Click the appropriate absence list item
- Click the Forecast Balance button
 - The Forecast Balance Details section displays the anticipated balance for a future date for this employee.
- Click the Return to Absence Request History link
- Click the Return to Direct Reports link

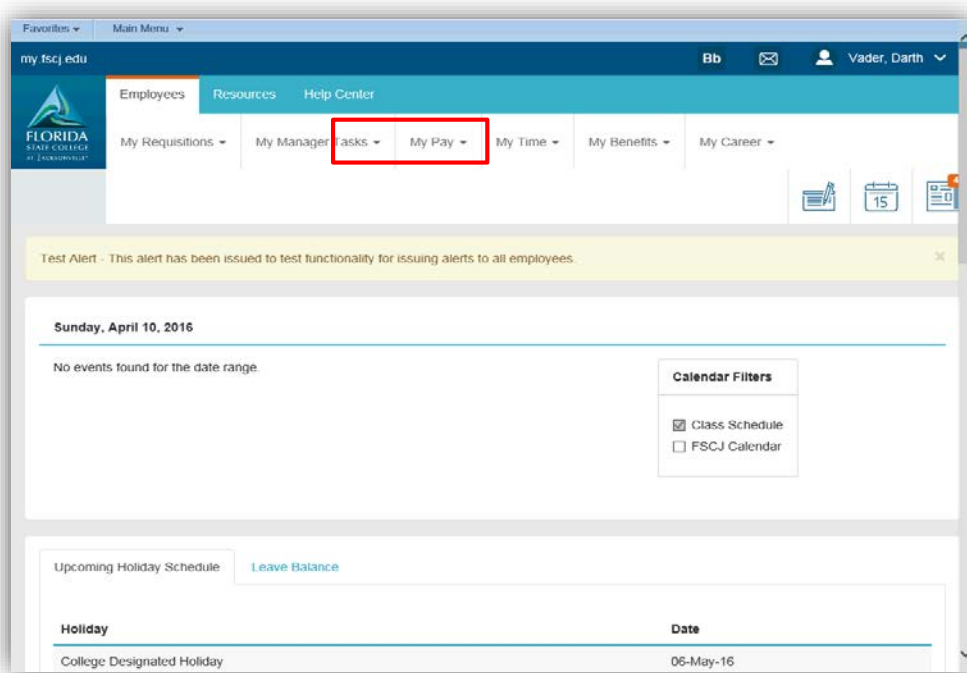
Manage Schedules

Assign Work Schedule – Detailed Guide

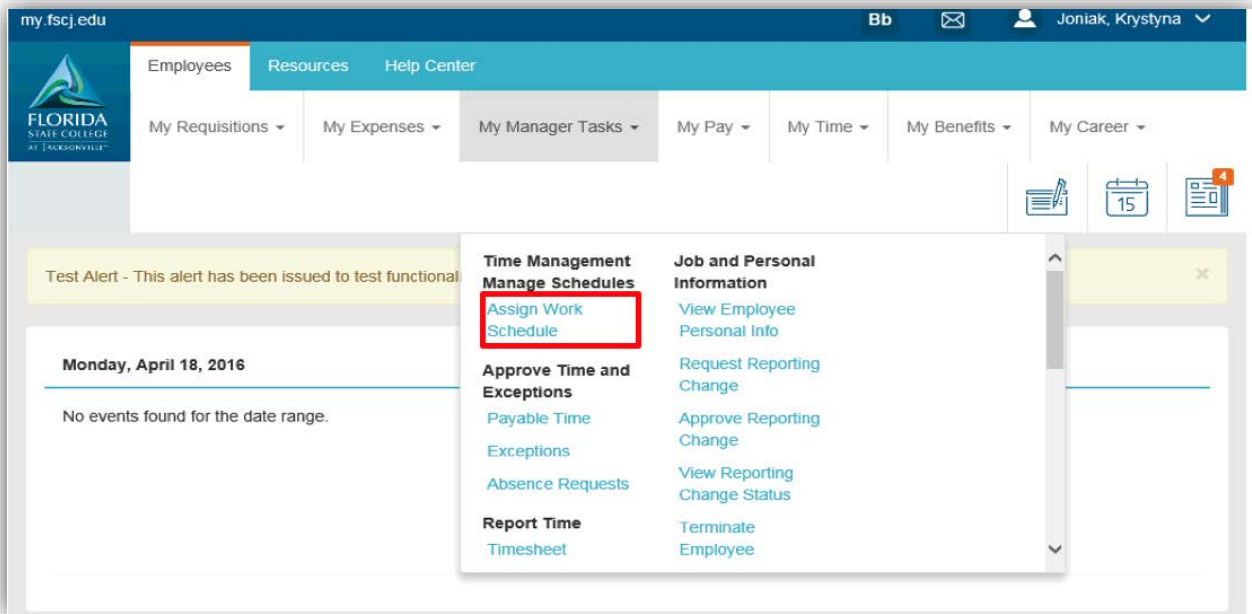
Log into MyFSCJ using your FSCJ logon ID and password



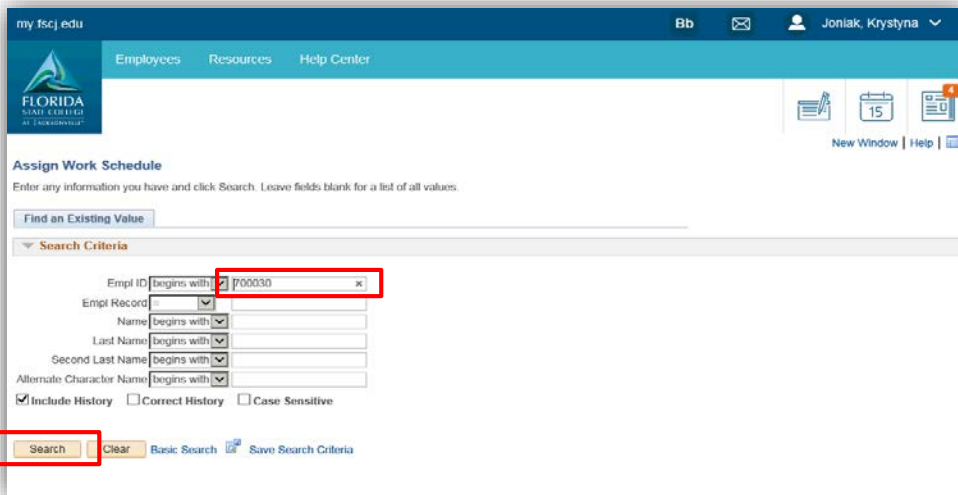
Click the My Manager Tasks button



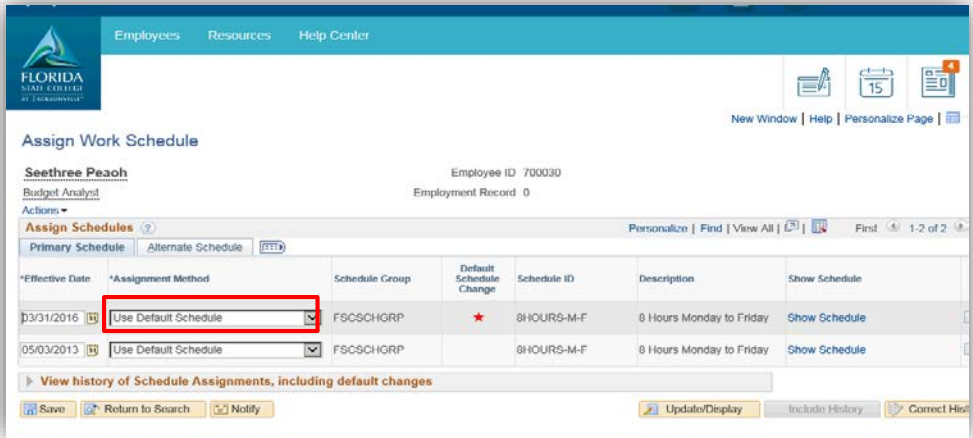
Under Manage Schedules, choose the Assign Work Schedule link - Use the Assign Work Schedule page to assign a payee's long-term schedule or alternate schedule



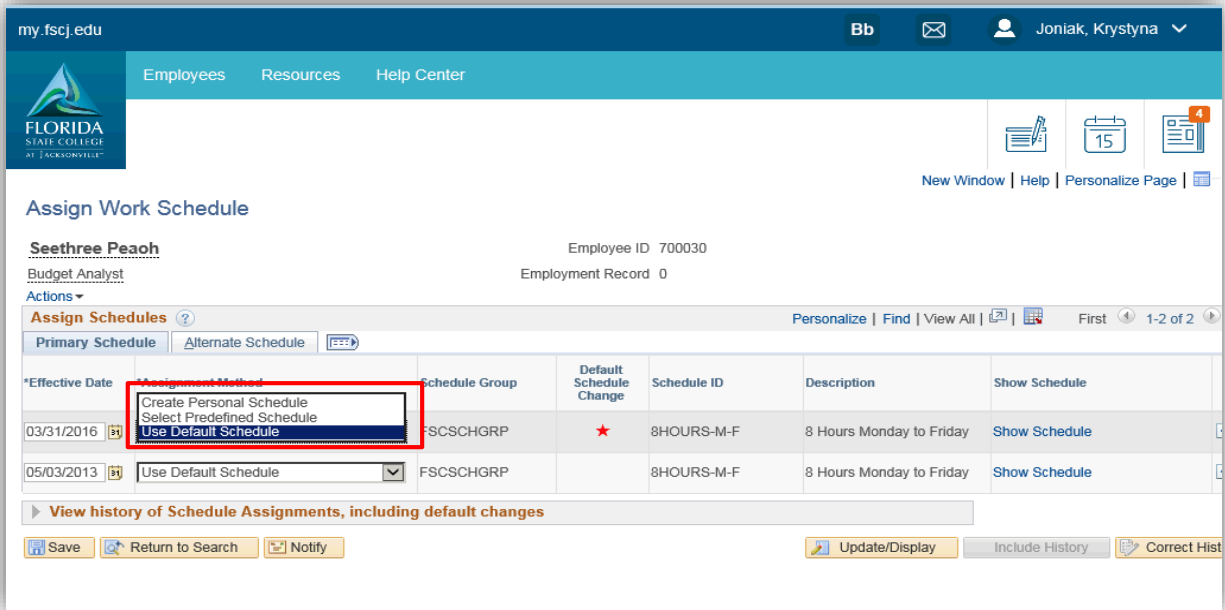
Enter the desired information into the EMPL ID field and click the Search button



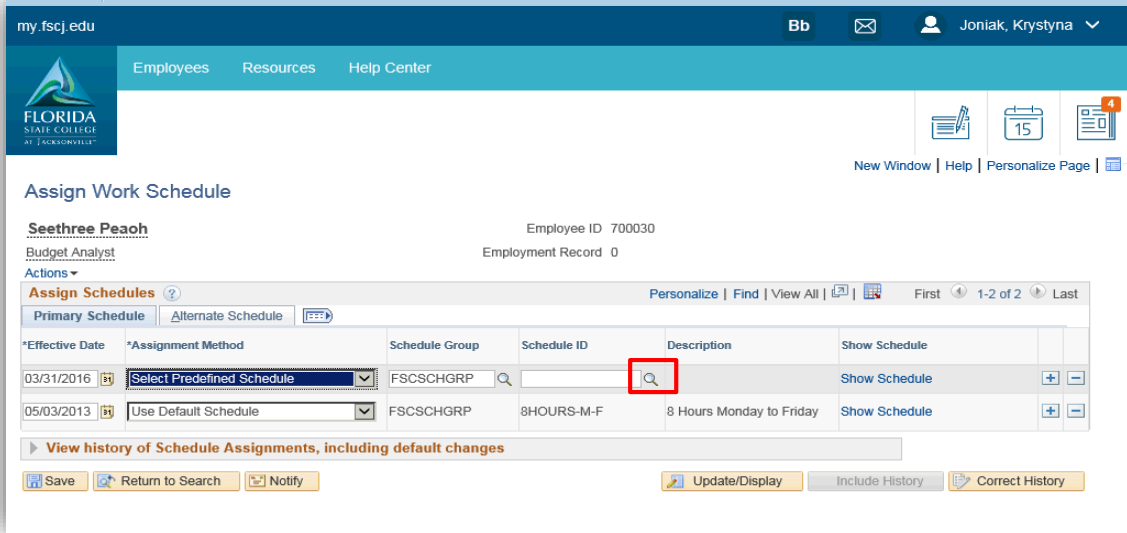
Click the Assignment Method list - When the assignment method selected is Use Default Schedule, the Schedule Group field displays the schedule group that the payee inherits from the pay group.



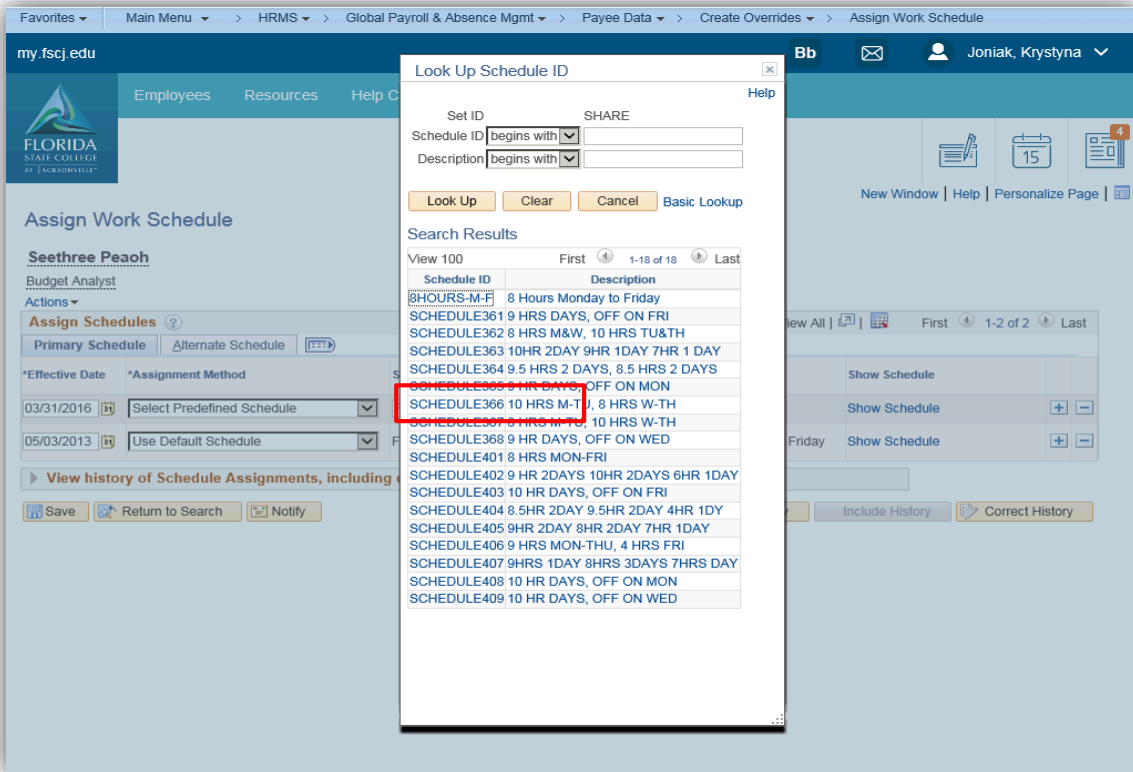
Click the Select Predefined Schedule list item



Click the Look up Schedule ID button



Choose an appropriate pre-defined schedule



When you expand the View history of Schedule Assignments, including default changes group box, the system displays all of the schedule assignments, including any changes to the default schedule assigned to the payee's pay group.

View history of Schedule Assignments, including default changes					
Effective Date	Assignment Method	Pay Group	Schedule Group	Schedule ID	Description
08/21/2016	Default from Paygroup	FSCPROF	FSCSCHGRP	8HOURS-M-F	8 Hours Monday to Friday
05/08/2016	Default from Paygroup	FSCPROF	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
04/01/2016	Default from Paygroup	FSCPROF	FSCSCHGRP	8HOURS-M-F	8 Hours Monday to Friday

Click the Save button to save the assigned work schedule

Assign Work Schedule

Seethree Peaoh Employee ID 700030
Budget Analyst Employment Record 0

Assign Schedules Personalize | Find | View All | First 1-2 of 2 Last

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
03/31/2016	Select Predefined Schedule	FSCSCHGRP	SCHEDULE366	10 HRS M-TU, 8 HRS W-TH	Show Schedule
05/03/2013	Use Default Schedule	FSCSCHGRP	8HOURS-M-F	8 Hours Monday to Friday	Show Schedule

View history of Schedule Assignments, including default changes

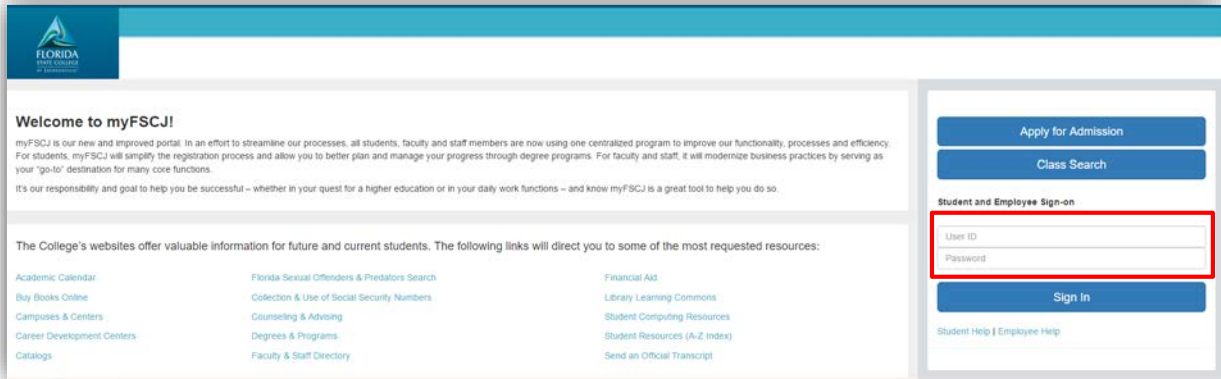
Save Return to Search Notify Update/Display Include History Correct History

Approve Time and Exceptions

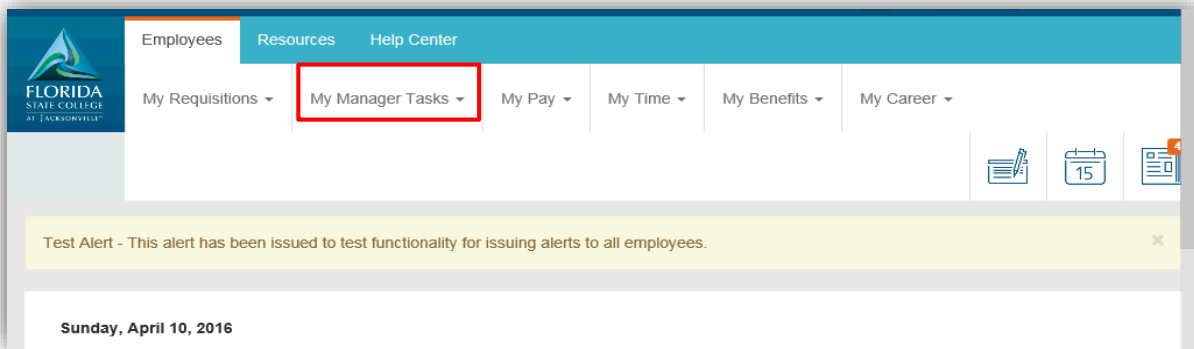
Payable Time – Detailed Guide

****Note – Report Time/Timesheet function is used to report time for a direct report.**

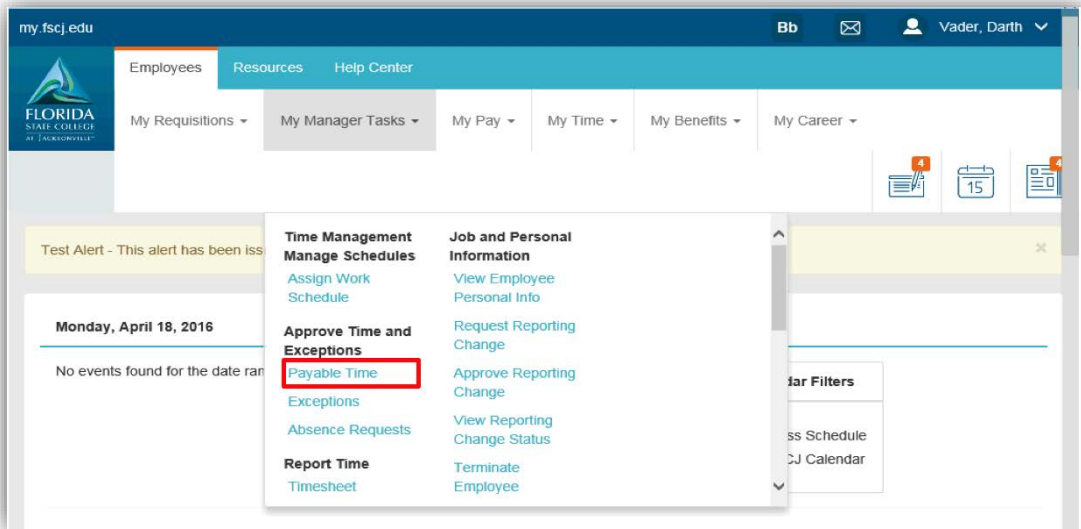
Log into MyFSCJ using your FSCJ logon ID and password



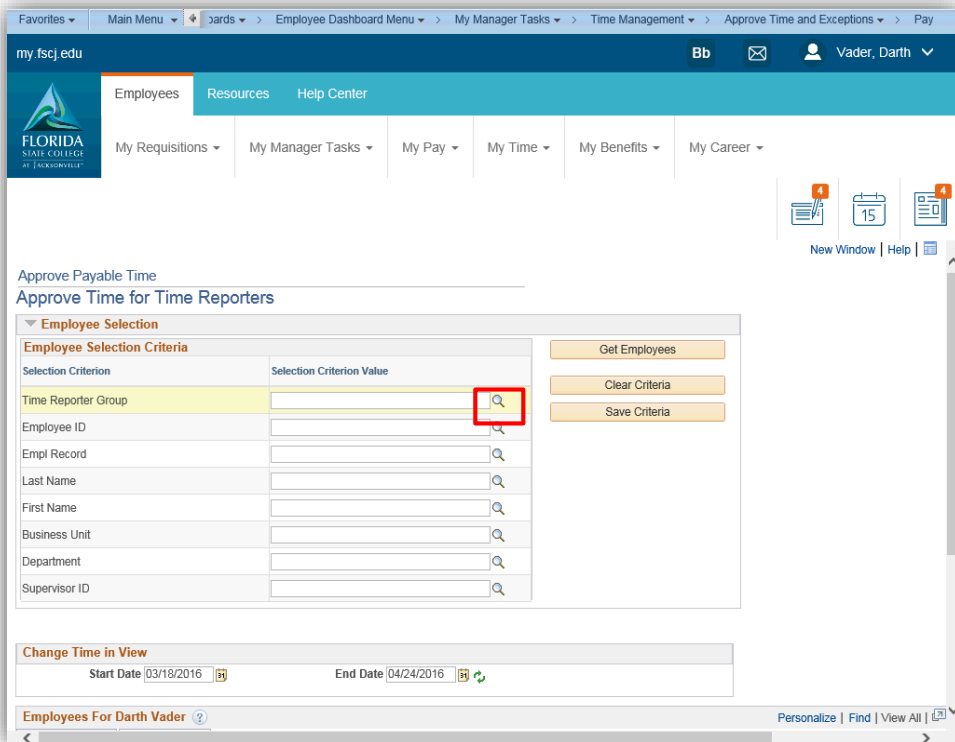
Click the My Manager Tasks dropdown



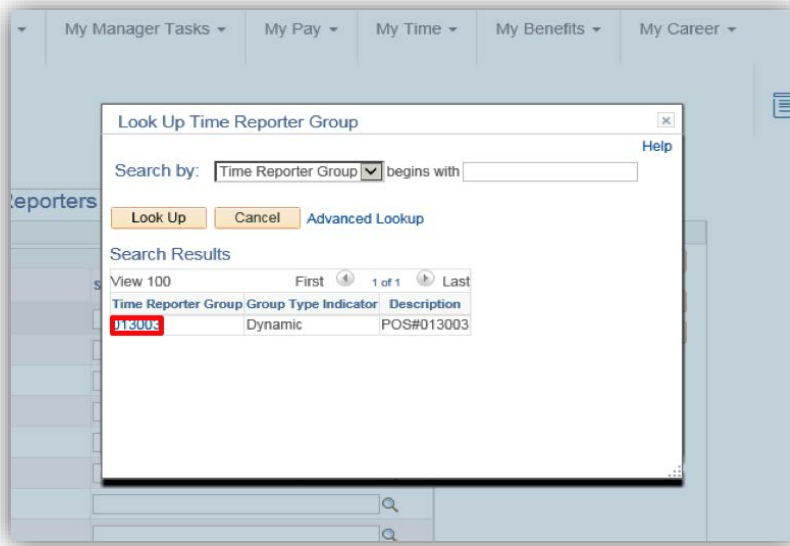
Under Approve Time and Exceptions, choose the Payable Time link



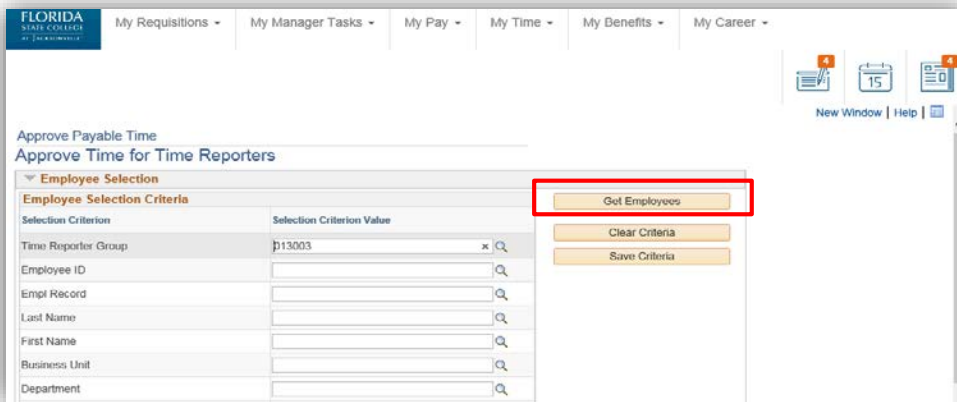
Use the Time Reporter Group search to bring up a list of employees.



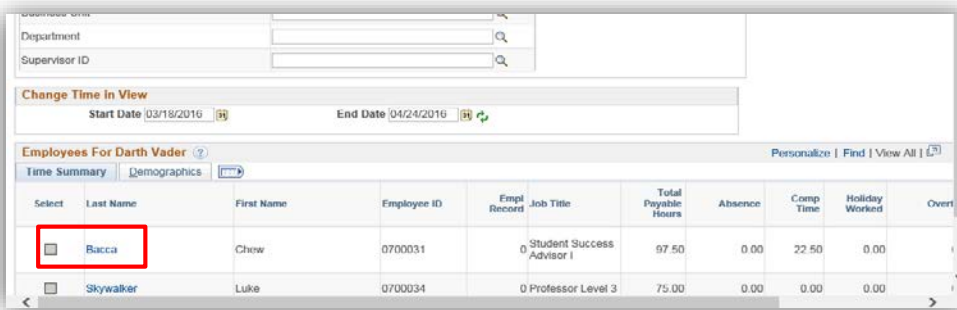
Choose a time reporter group



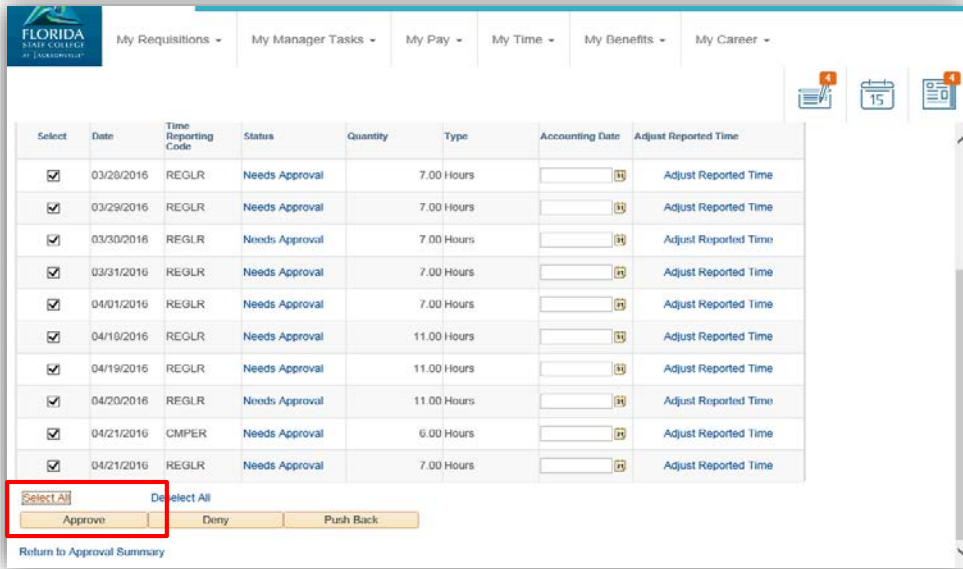
Click the Get Employees buttons



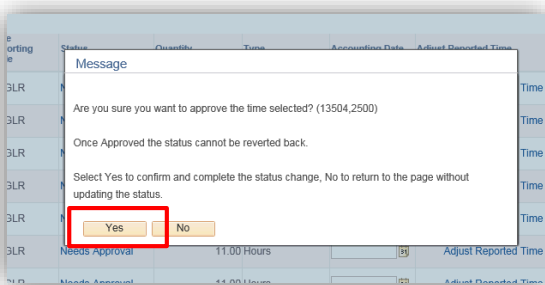
Choose an employee from the list



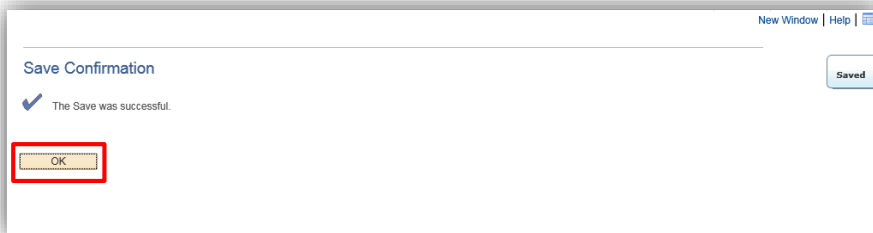
Click the Select All link then Click the Approve button



A confirmation message will appear. Click Yes to confirm

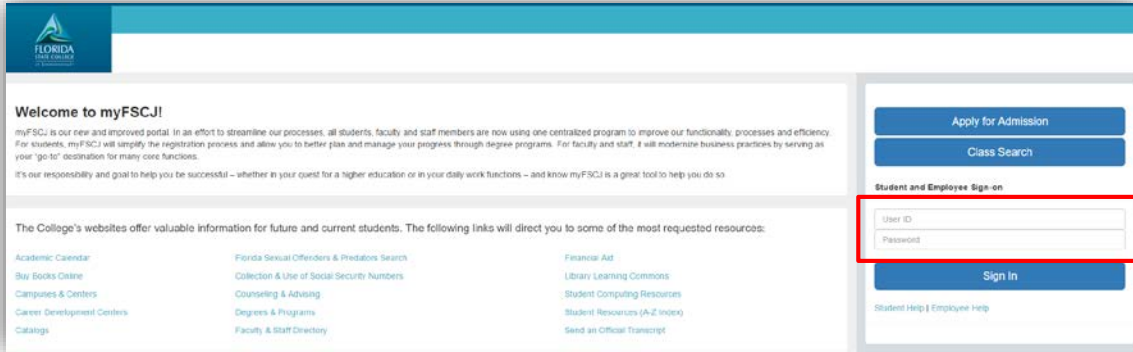


Click the OK Button

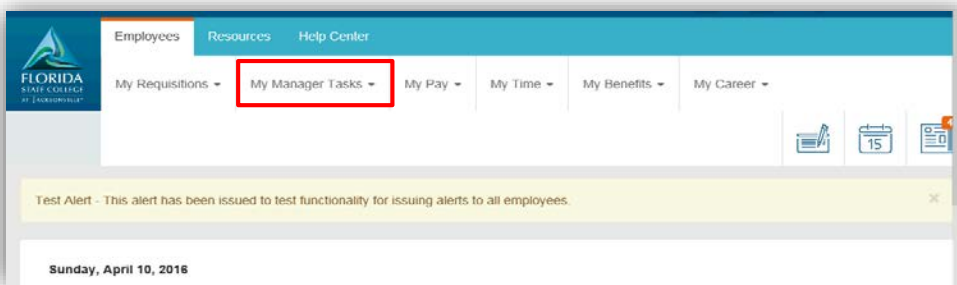


Exceptions Detailed Guide

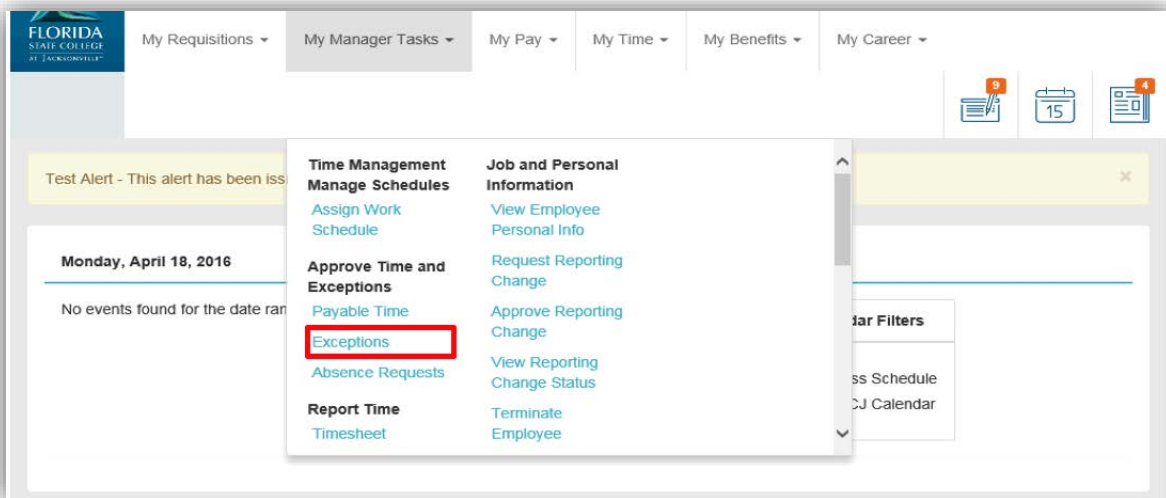
Log into MyFSCJ using your FSCJ logon ID and password



Click the My Manager Tasks dropdown



Under Approve Time and Exceptions, click the Exceptions link (Use the Exceptions page to review, allow, or clean up exceptions. Up to 100 exceptions display per page)



Use the Look up Time Reporter Group to find a list of employees

FLORIDA STATE COLLEGE AT JACKSONVILLE

My Requisitions | My Manager Tasks | My Pay | My Time | My Benefits | My Career

9 15 4

New Window | Help | Personalize Page

Exceptions

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Filtering Options

Exceptions ? Personalize | Find | View All | [2]

Overview | Details | Demographics | [FF]

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	First Name	Exception ID	Description
-------	-----------	------------	---------	-------------	-----------	------------	--------------	-------------

Select your time reporter group from the list

Look Up Time Reporter Group Help

Time Reporter Group begins with

Description begins with

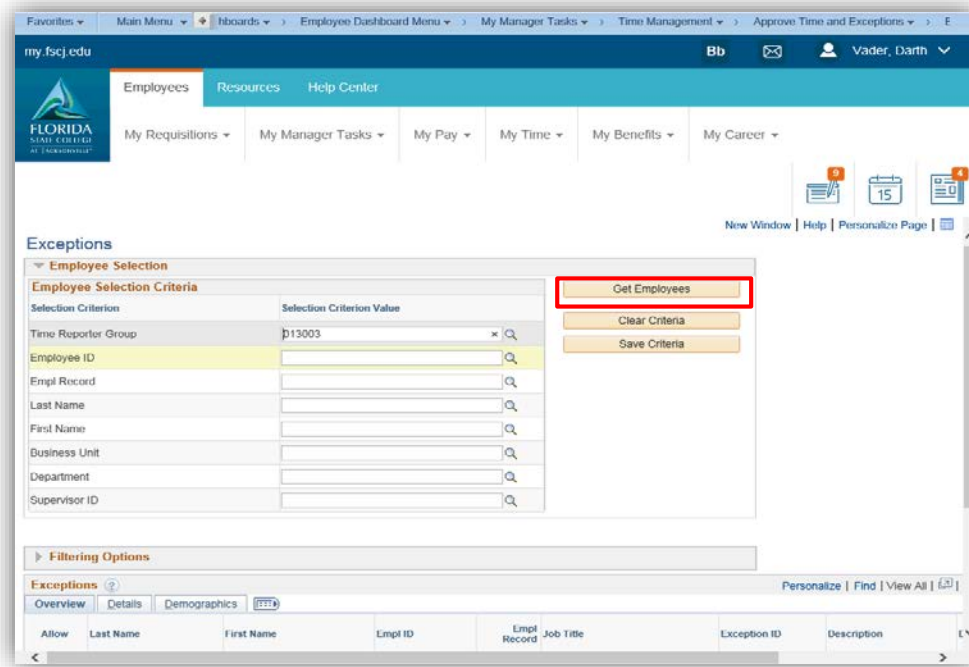
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Time Reporter Group	Group Type Indicator	Description
013003	Dynamic	POS#013003

Click the Get Employees button



The exceptions for the group are displayed in the Exceptions section. The **Severity** column displays the severity of the exception: High, Medium, and Low.

The system does not create payable time for reported time that has an exception severity of High. However, the system does create payable time for reported time with an exception severity of Low or Medium.

The Overview tab displays the Exception ID code that was delivered with the system or that you defined using the Define Exceptions page

Once you have selected which exceptions you want to allow, click the **Save** button to allow the exceptions. The exceptions can now be processed through Time Administration to create payable time. Click the **Select All** button to approve all exceptions. If not all are allowed, select individual exceptions

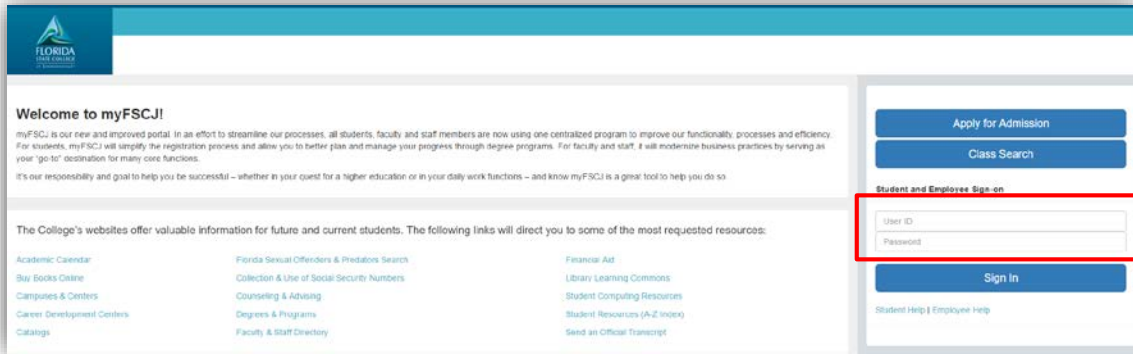
The screenshot displays the 'Approve Time and Exceptions' page in the my.fscj.edu system. The page features a navigation menu at the top with options like 'Employees', 'Resources', and 'Help Center'. Below this is a section for 'Filtering Options' and a table of exceptions. The table has the following data:

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description
<input type="checkbox"/>	Amidala	Padme	0700037	0	NC CWS On Campus	FSCEX001	Student Employee Exception
<input type="checkbox"/>	Amidala	Padme	0700037	0	NC CWS On Campus	FSCEX001	Student Employee Exception
<input type="checkbox"/>	Amidala	Padme	0700037	0	NC CWS On Campus	FSCEX001	Student Employee Exception
<input type="checkbox"/>	Organa	Princess	0700028	0	Data Processing Coord	FSCEX002	Part Time Employee Exception
<input type="checkbox"/>	Organa	Princess	0700028	0	Data Processing Coord	FSCEX002	Part Time Employee Exception

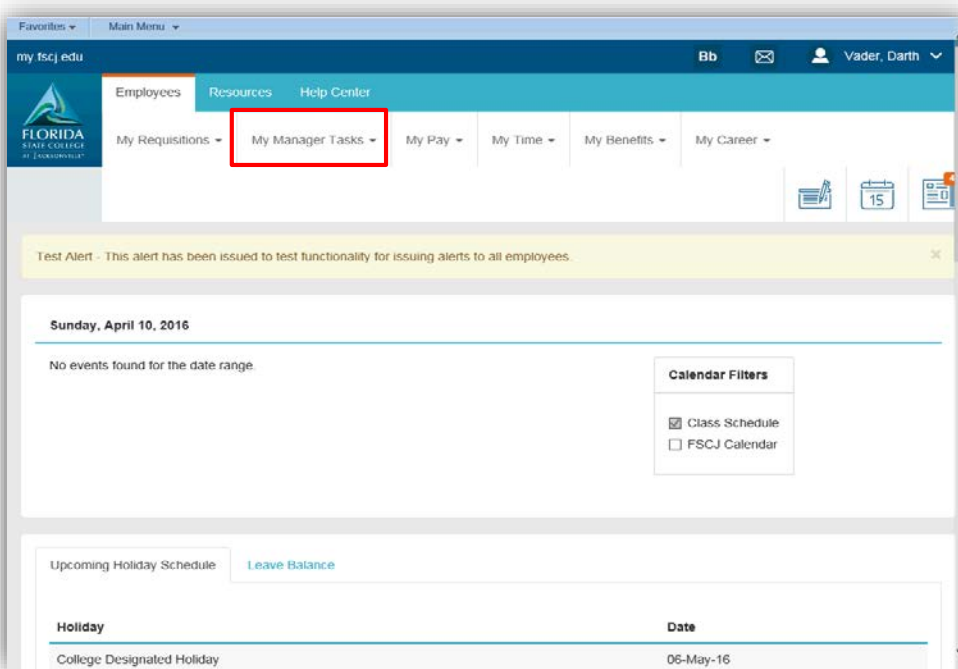
Below the table, there is an 'Allow Exceptions' section with three buttons: 'Select All', 'Deselect All', and 'Save'. The 'Select All' button is highlighted in orange. At the bottom left, there are links for 'Manager Self Service' and 'Time Management'.

Absence Requests – Detailed Guide

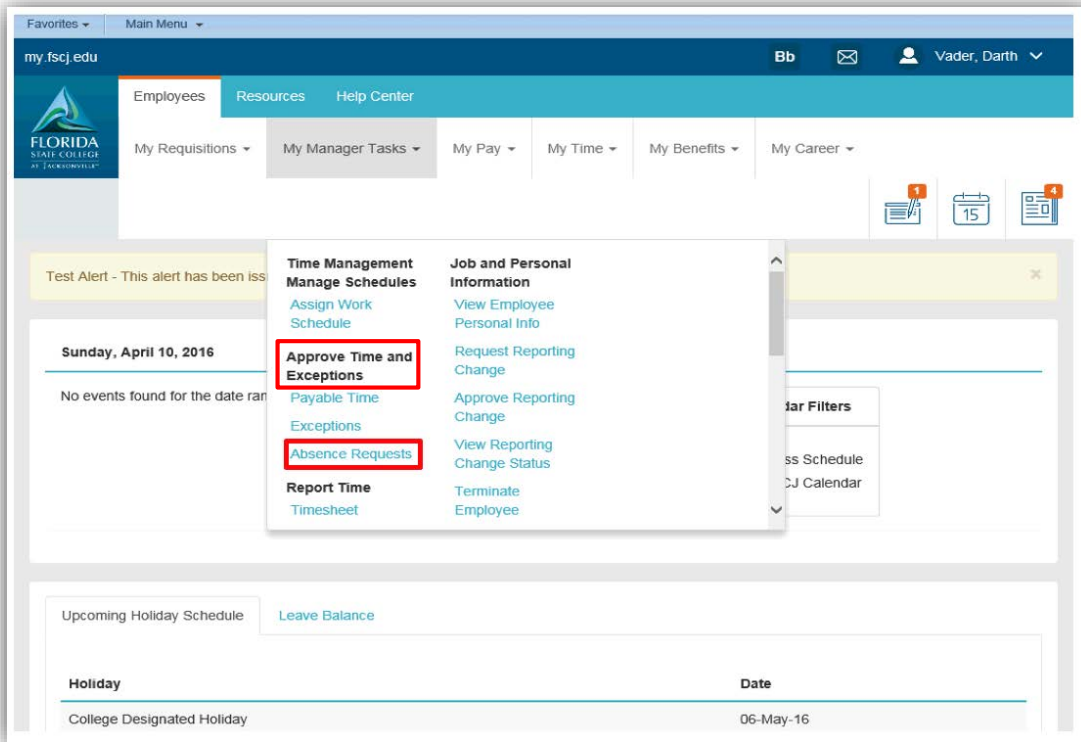
Log into MyFSCJ using your FSCJ logon ID and password



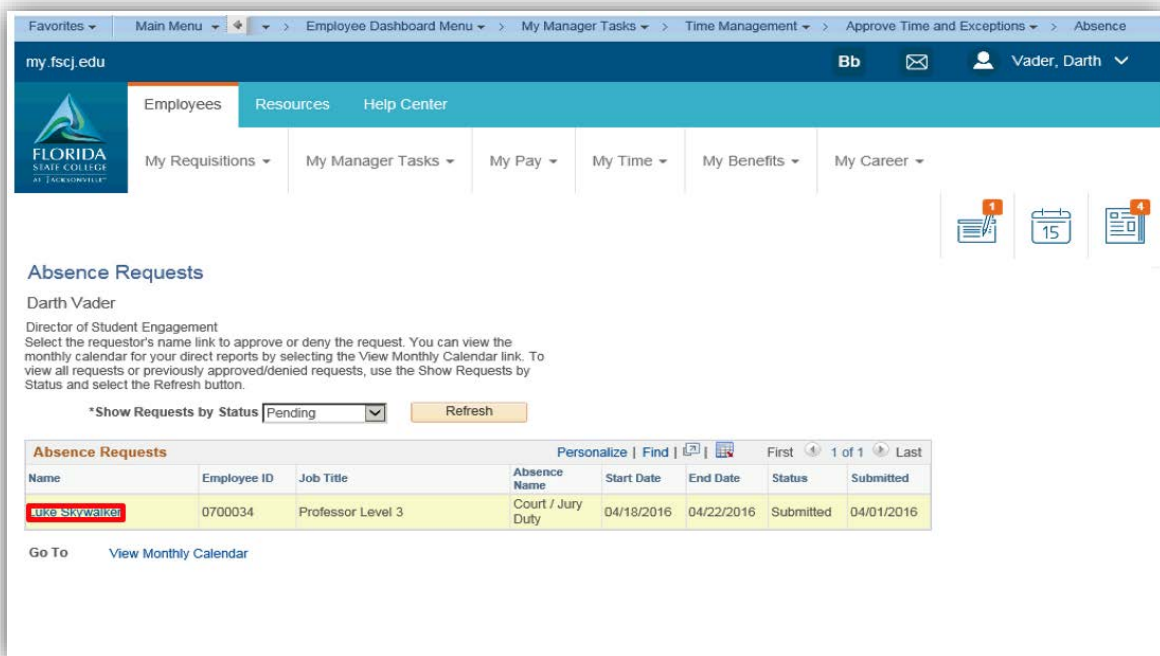
Click the My Manager Tasks button



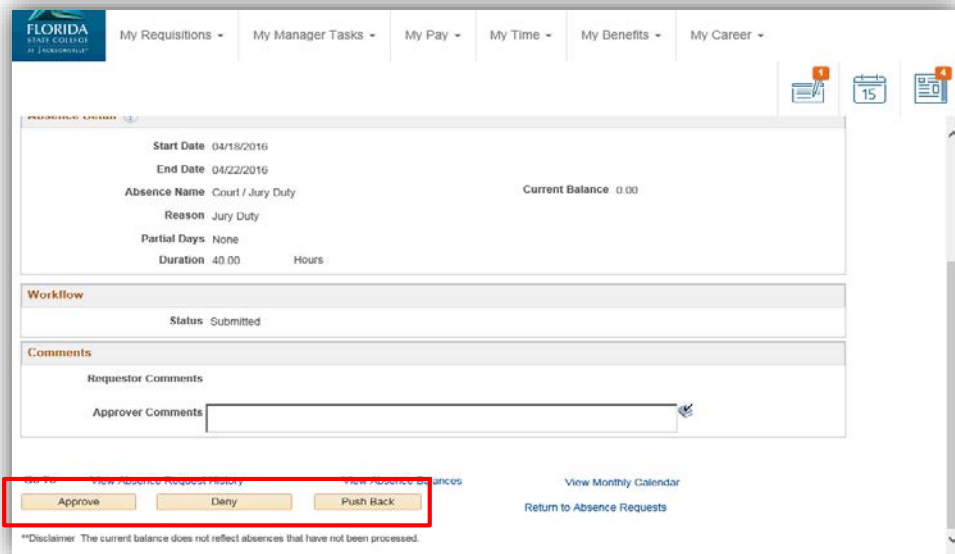
Under Approve Time and Exceptions, Choose the Absence Requests link



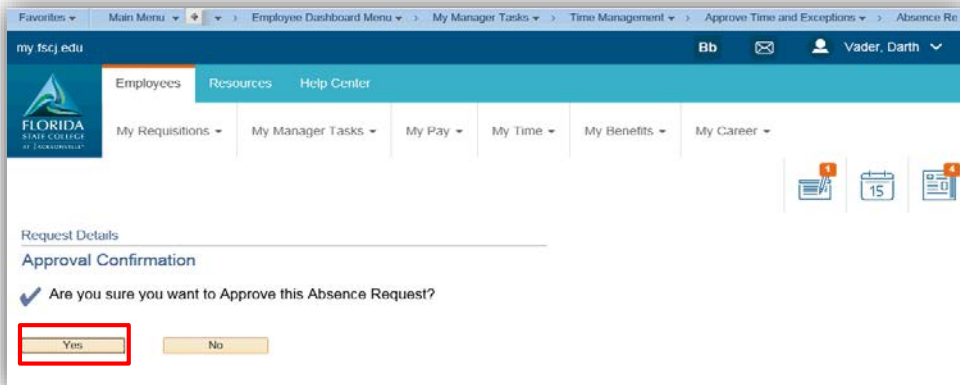
All assigned requestors are listed in the **Absence Requests** section. Select the requestor from the list.



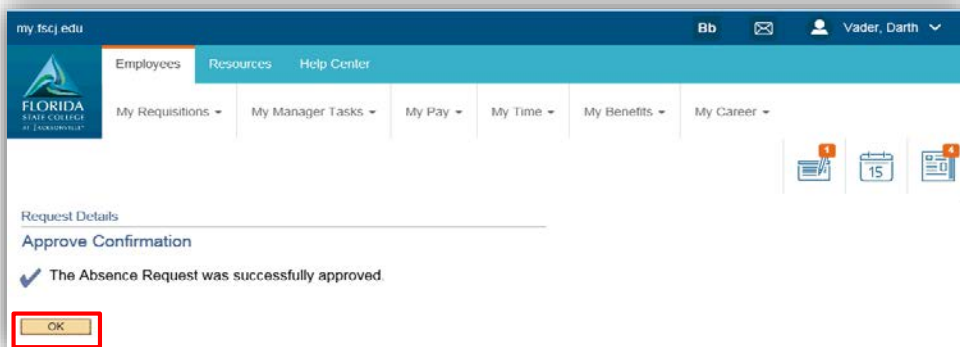
Use the Absence Request Details Page to approve deny, or push back for rework.



After approval, Click the Yes button to confirm



Click the OK button

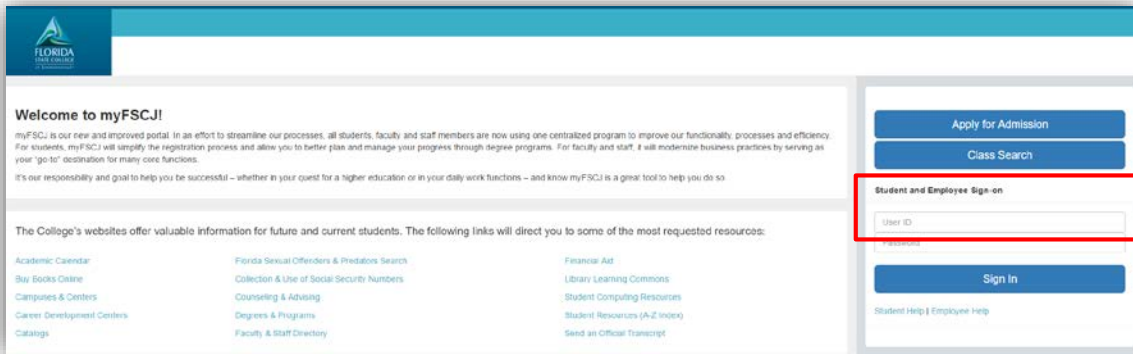


Report Time

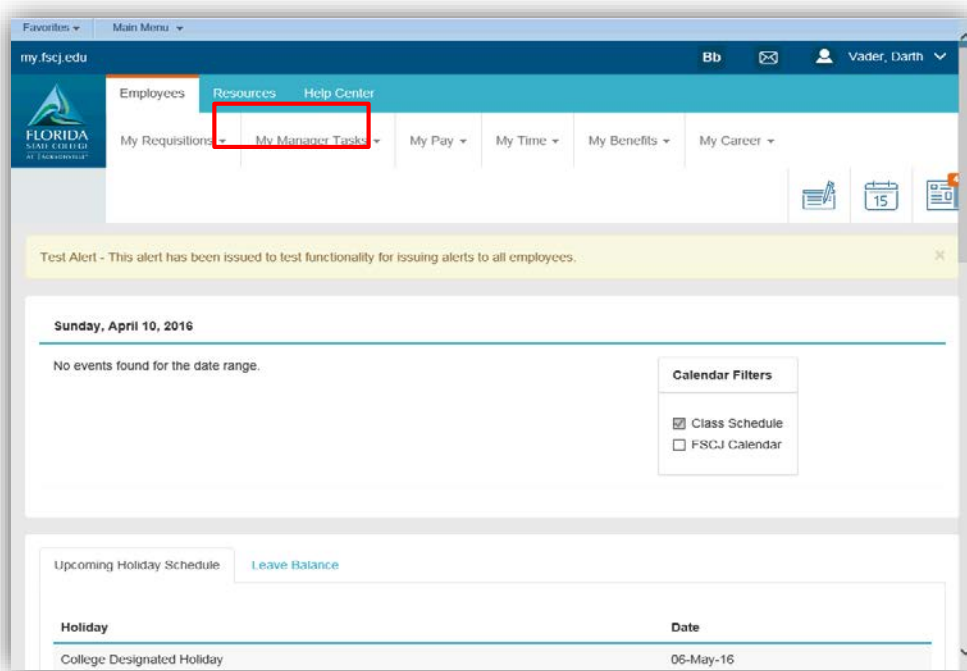
Timesheet - Detailed Guide

**Note -Timesheet function is used to report time for a direct report

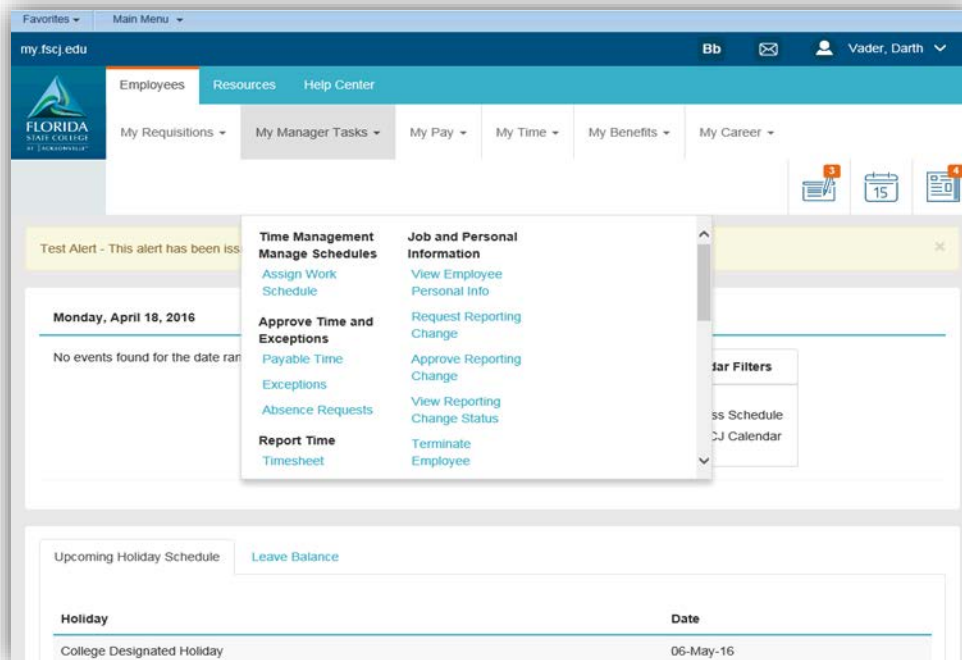
Log into MyFSCJ using your FSCJ logon ID and password



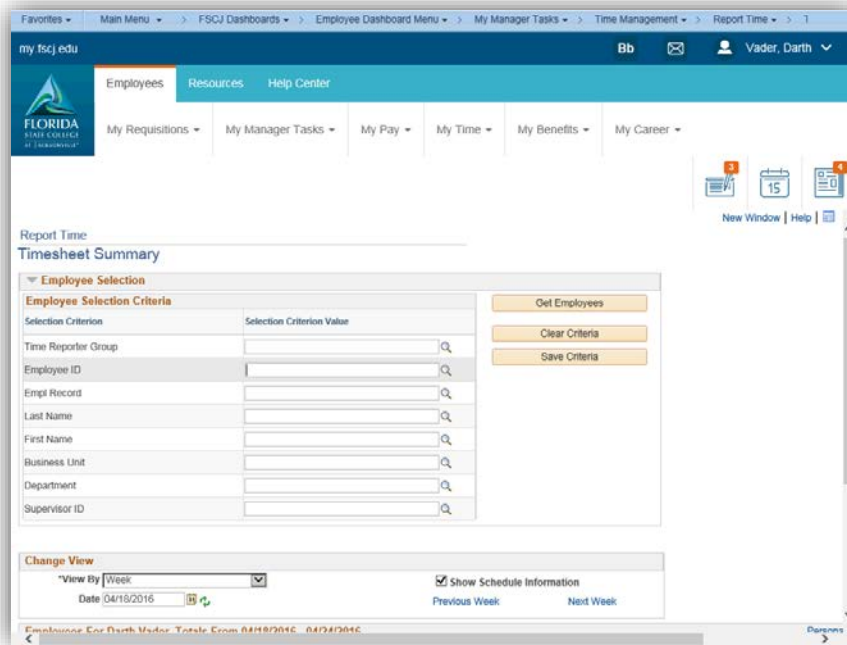
Click the My Manager Tasks button



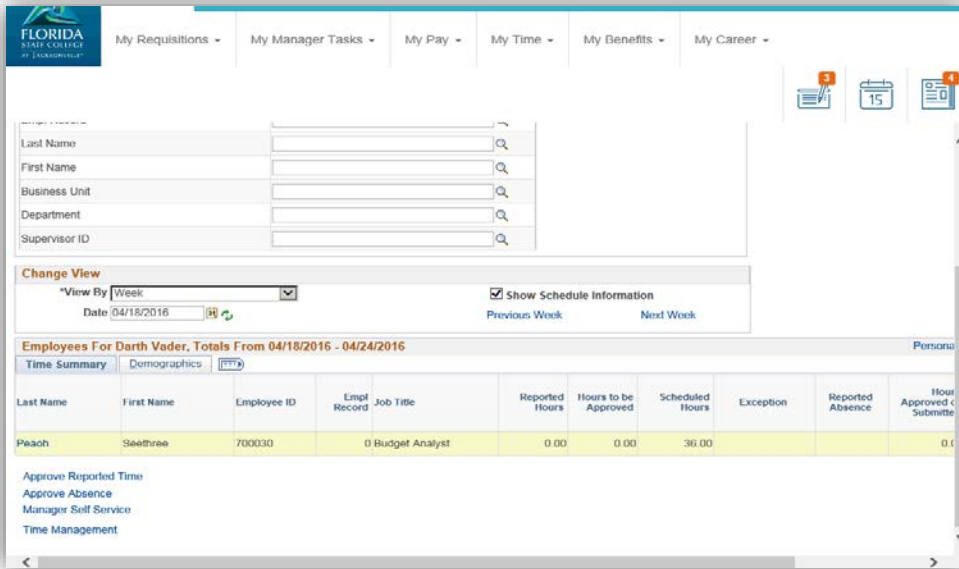
Under Report Time, choose the Timesheet link



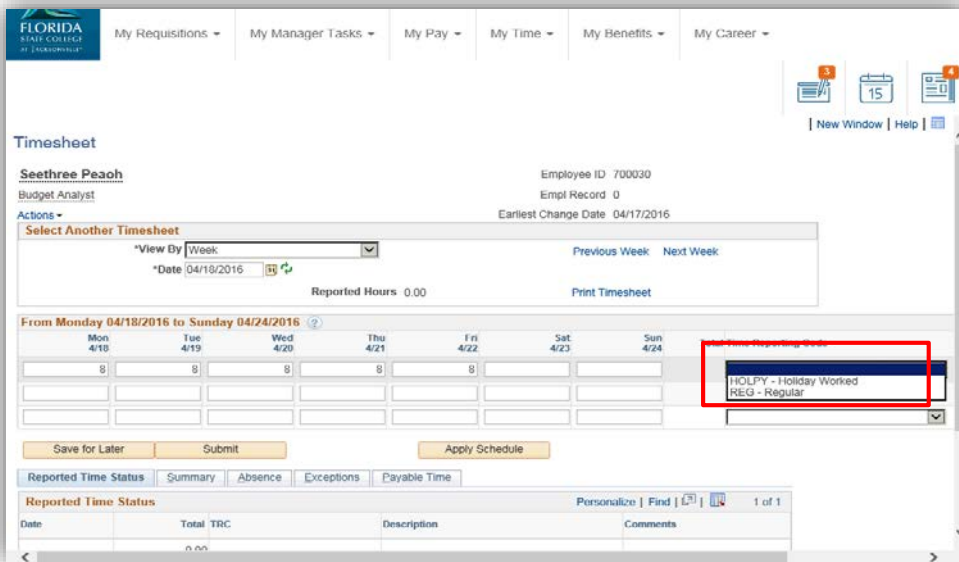
Use the Timesheet Summary page to approve, deny, or enter time for your employees. You can view all employees' time whether they need approval or not. Click on the Employee ID field and enter the desired information then click on the Get Employee button



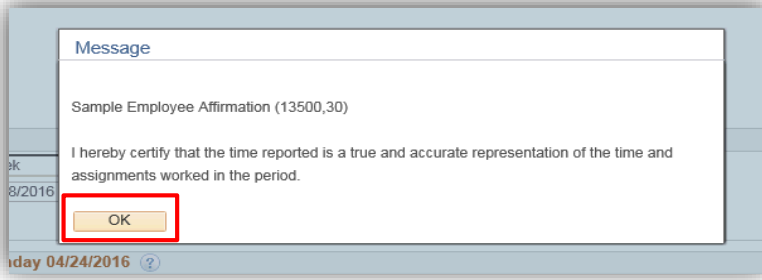
Select the Last Name link and click the appropriate employees name



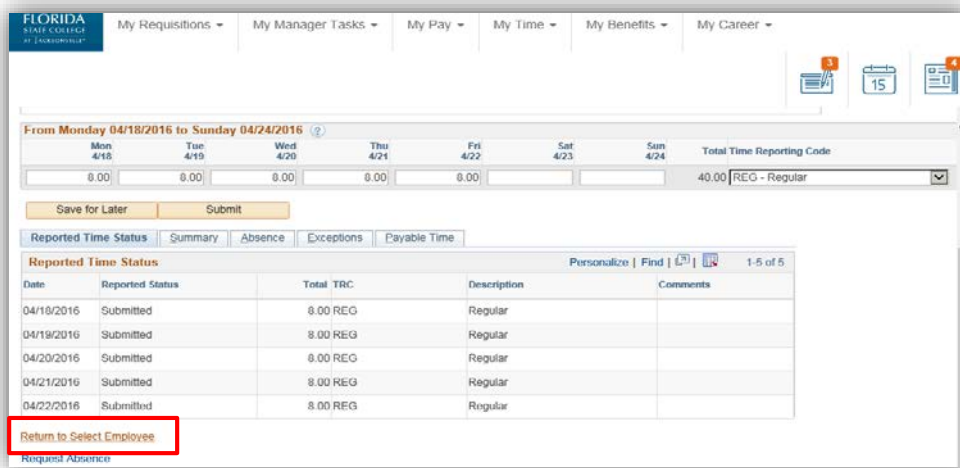
Use the Timesheet page to enter time, adjust reported time, view time, or approve reported time. Be sure to choose the correct time reporting code then click submit



Click the OK button to confirm the submission



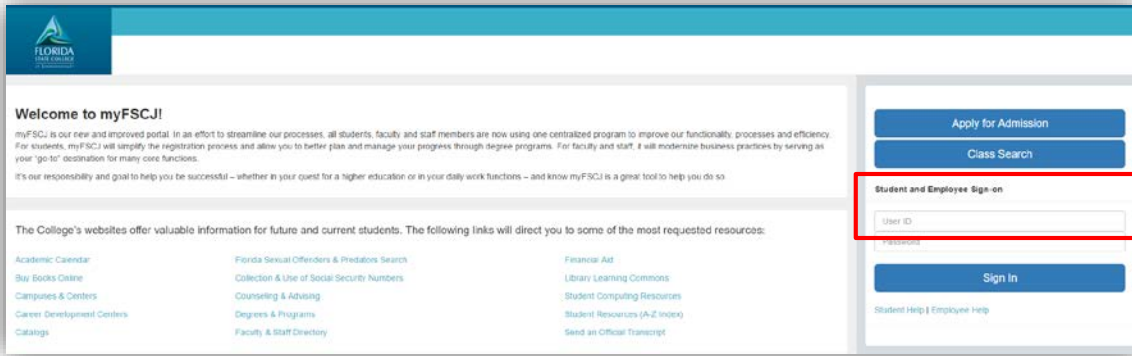
Click the Return to Select Employee link



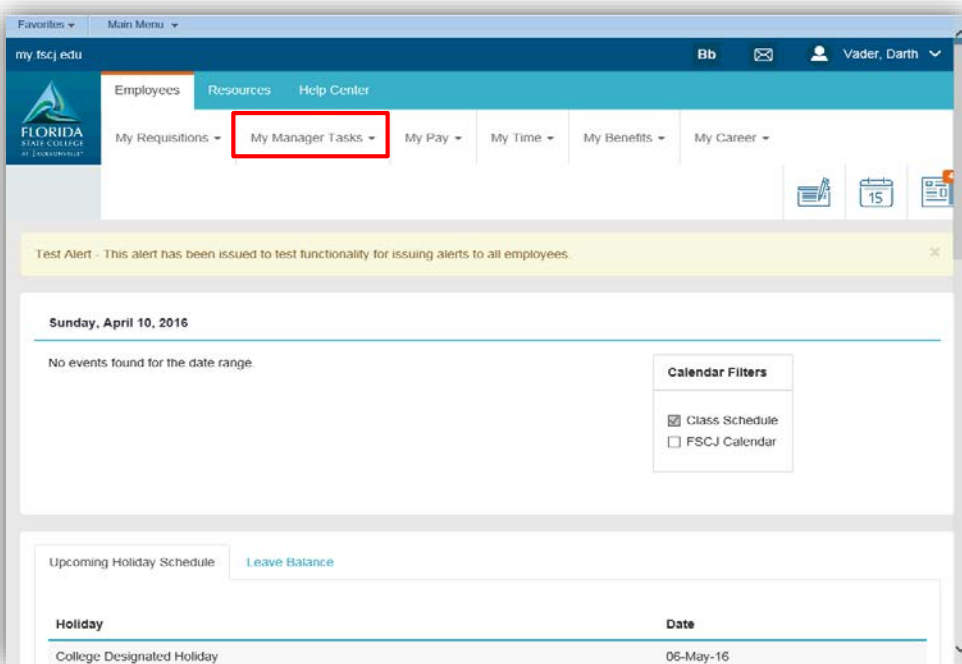
Absence Request – Detailed Guide

**Note – Absence Request function is used to report absence for a direct report.

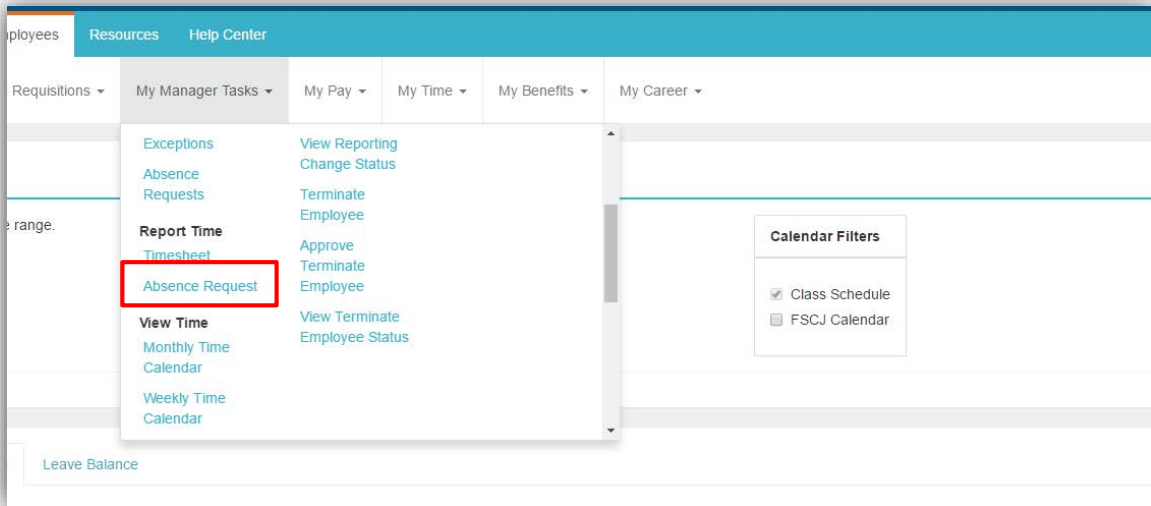
Log into MyFSCJ using your FSCJ logon ID and password



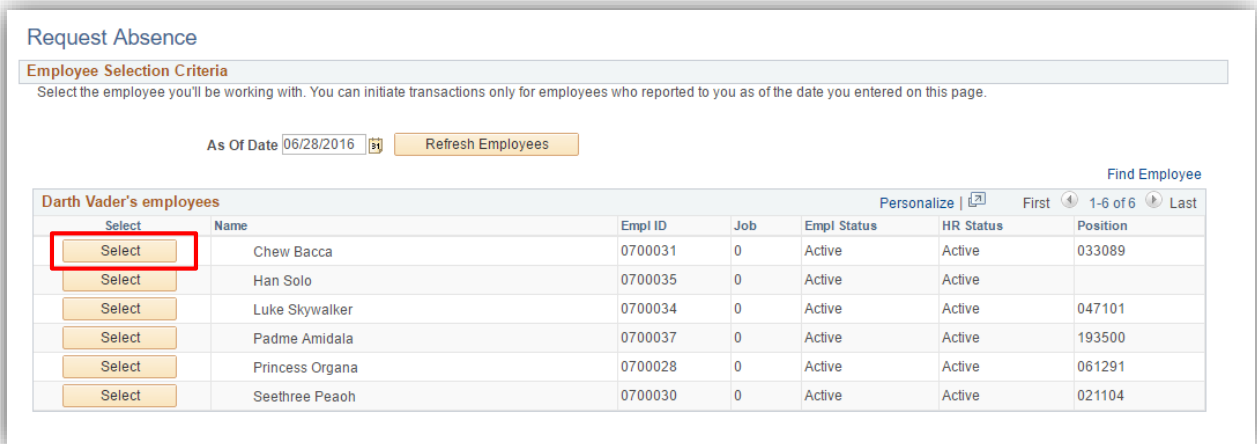
Click the My Manager Tasks button



Under Report Time, choose the Absence Request link



Select an employee from the list



Enter Absence Request Information on behalf of your direct report and submit

Request Absence

Chew Bacca
Student Success Advisor I

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: 06/29/2016 [View Monthly Calendar](#)
End Date:
Filter by Type: Sick
* Absence Name: Sick [View Monthly Calendar](#)
Reason: Select Absence Reason
Partial Days: None
Duration: Hours
Current Balance: 300.00 Hours

Workflow
Allow Request By: Employee and Manager
Request As: Employee

Comments
Requestor Comments:

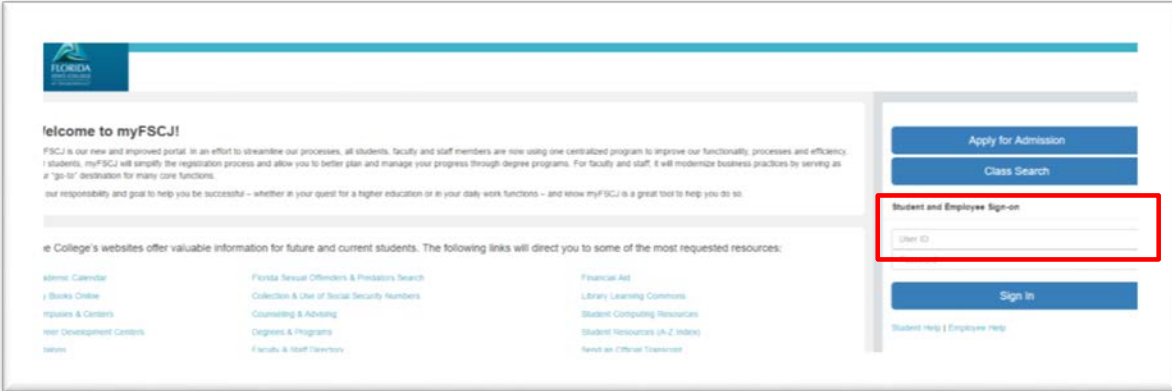
Go To: [View Absence Request History](#) [View Absence Balances](#)
 [Return to Direct Reports](#)

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

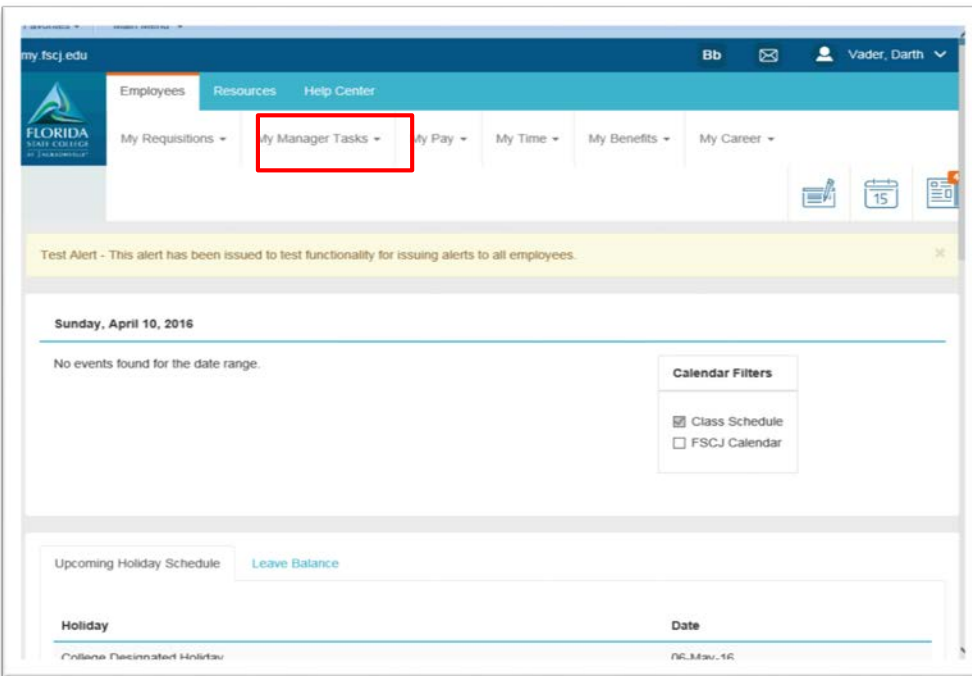
View Time

Monthly Time Calendar - Detailed Guide

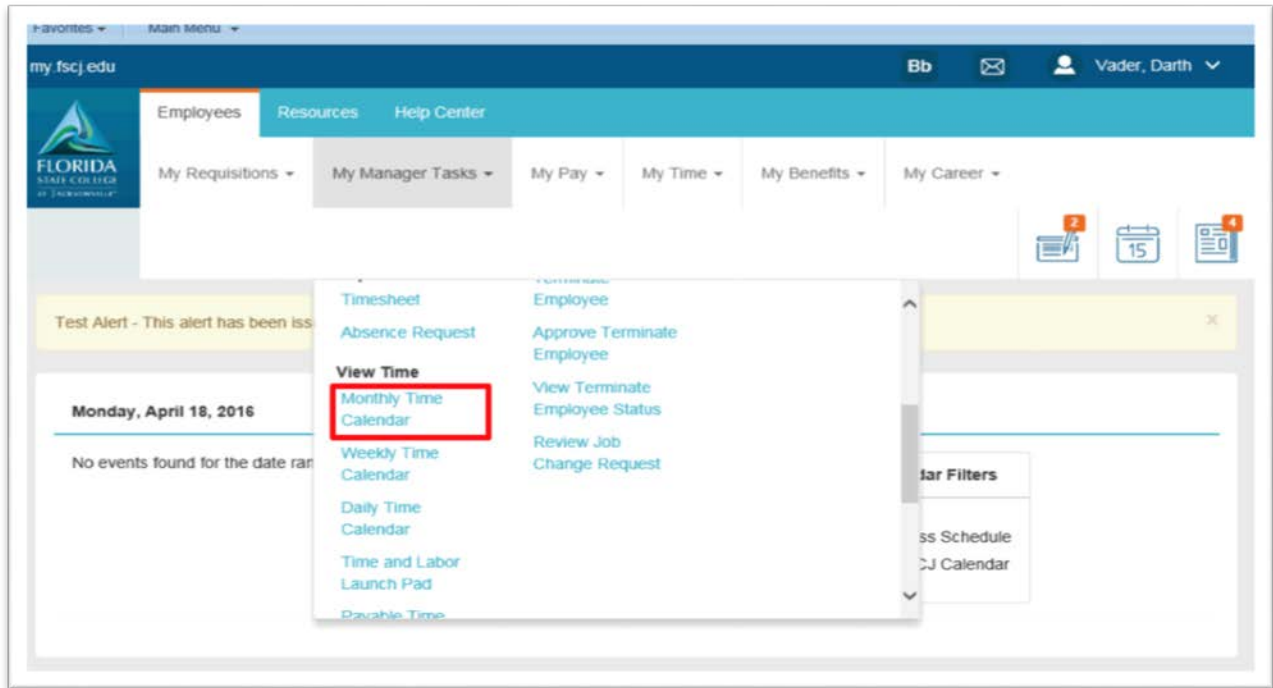
Log into MyFSCJ using your FSCJ logon ID and password



Click the My Manager Tasks button

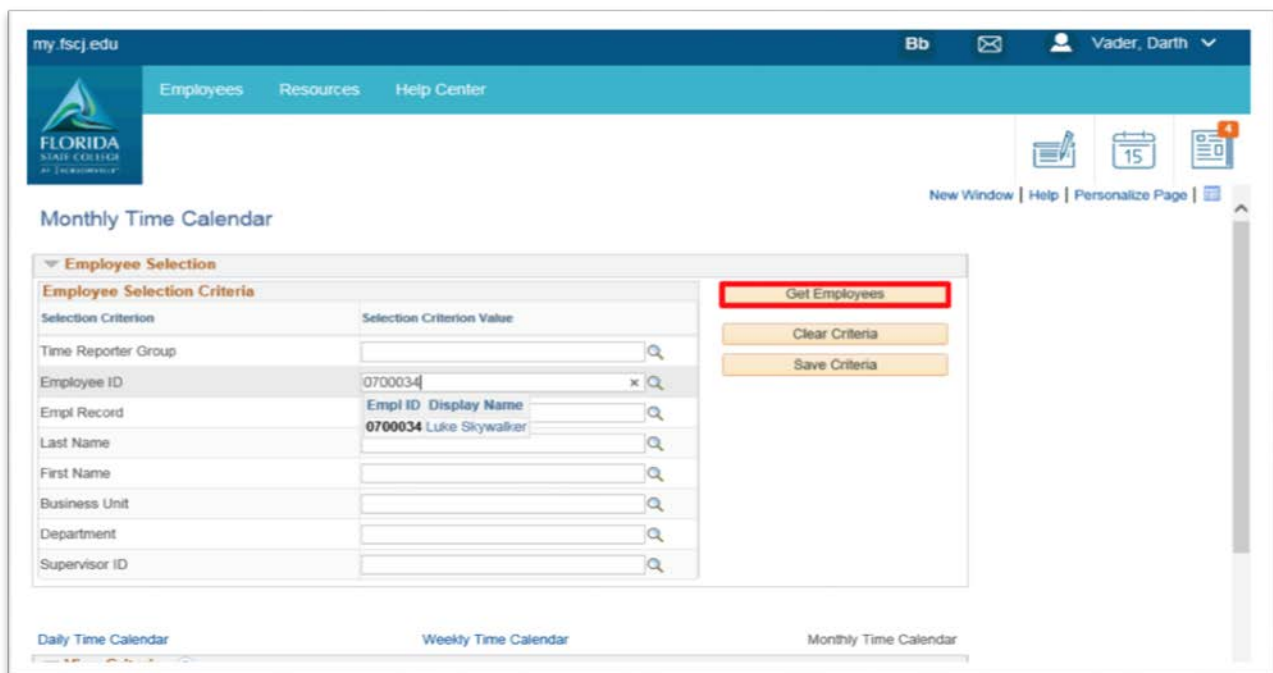


Choose the Monthly Time Calendar link



Use the **Monthly Time Calendar** page to view detailed information regarding time reporters' monthly time related data for a specific month.

Click the Employee ID field and enter the desired information then Click the Get Employees button



Use the View Criteria section to select the types of information you choose to view.

By selecting the check box next to the option you want to add to the view, you can build a multi-layered view of the schedule

Use the Month field to enter or select different time periods to view

The Total column displays the total time recorded for the time reporter for the selected viewing period

my.fscj.edu

Employees Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

View Criteria

Month: 03 - March
Year: 2016
Start Time: 00:00
End Time: 23:00

Reported or Payable Hours
 Reported Hours
 Payable Hours

Display Options

Show Schedule
 Show Training Hours
 Show Absences
 Show Holidays
 Show Planned Overtime
 Show Exceptions
 Show Symbols

Refresh View

Last Name	First Name	Employee ID	Job Title	Total	Tue. 01	Wed. 02	Thu. 03	Fri. 04
Skywalker	Luke	0700034	Professor Level 3	184.00	08.00	08.00	08.00	08.00

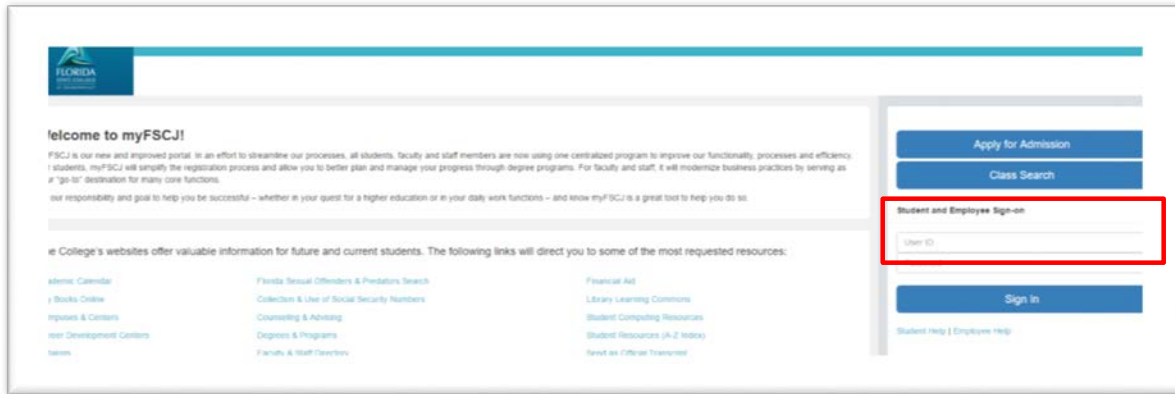
Legend

Workday Off Day

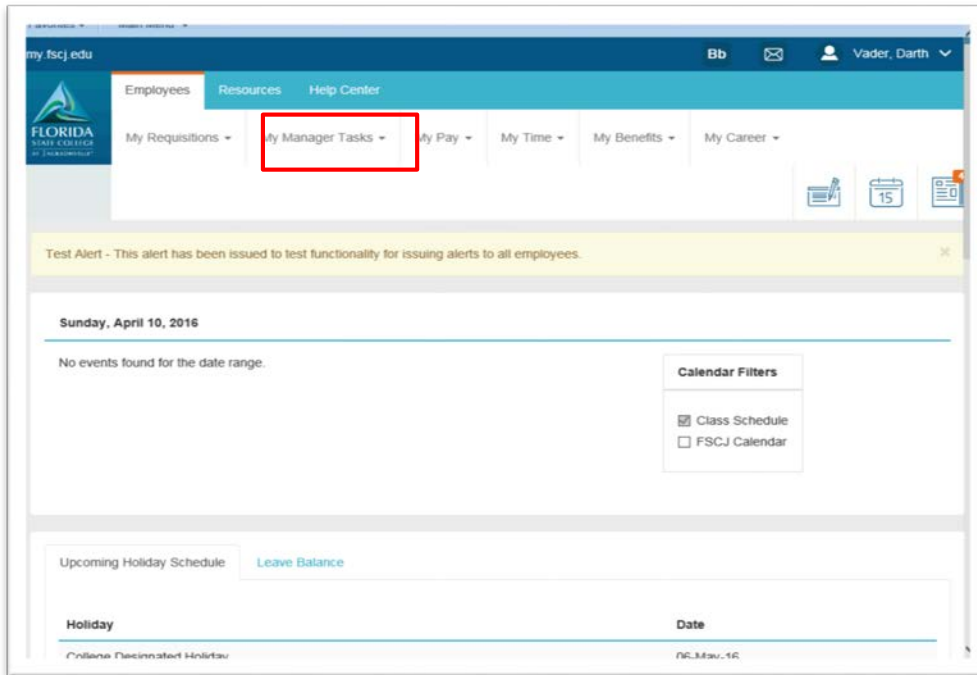
Links
Manager Self Service
Time Management

Weekly Time Calendar

Log into MyFSCJ using your FSCJ logon ID and password

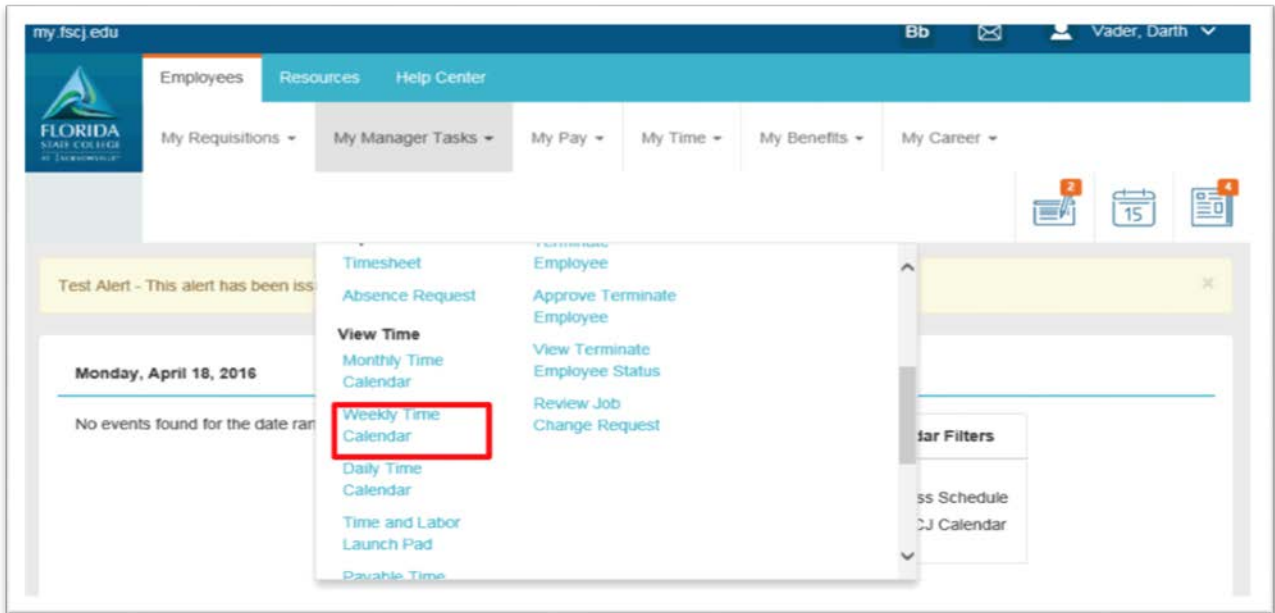


Click the My Manager Tasks button

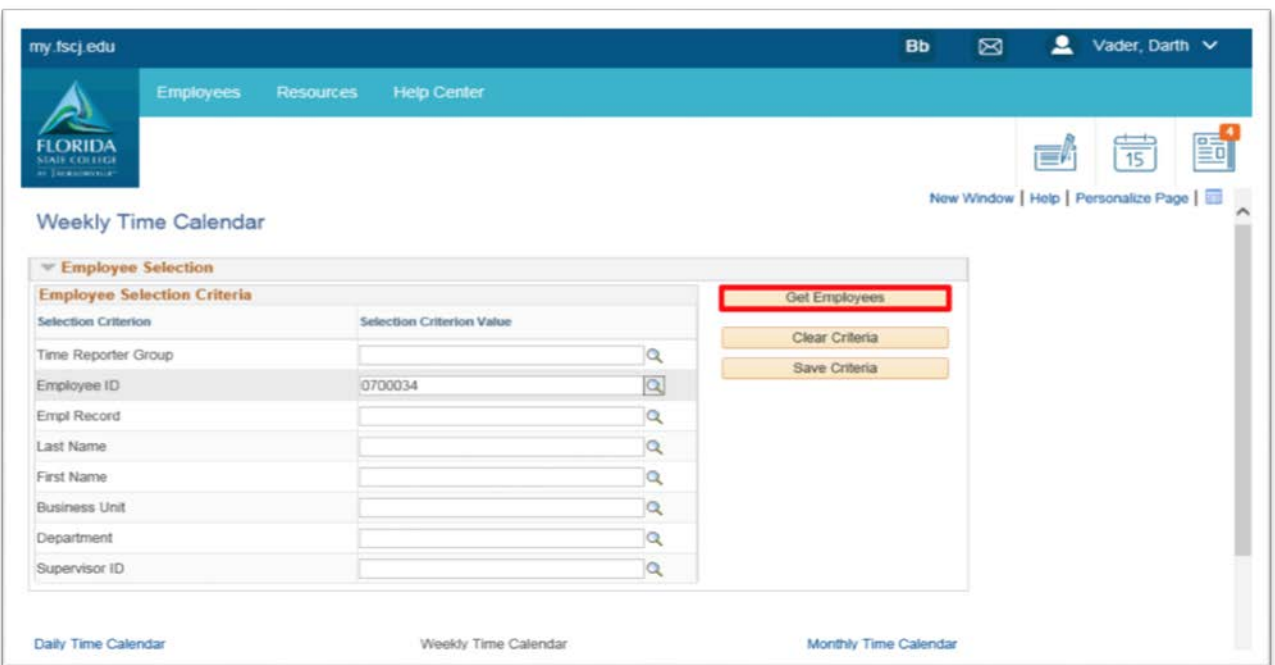


Choose the Weekly Time Calendar link

Use the Weekly Time Calendar page to view detailed information regarding time reporters' weekly time related data for a specific week. The page defaults to the current week



Click the Employee ID field and enter the desired information then Click the Get Employees button



Use the View Criteria section to select the types of information you choose to view.

Use the Week of field to enter or select different time periods to view

The Total column displays the total time recorded for the time reporter for the selected viewing period

my.fscj.edu

Employees Resources Help Center

FLORIDA STATE COLLEGE OF JACONVILLE

Weekly Time Calendar

View Criteria

Week of 03/28/2016 Previous Week Next Week

Start Time 00:00 End Time 23:00

Reported or Payable Hours

Reported Hours Payable Hours

Display Options

Show Schedule Show Training Hours Show Absences Show Holidays Show Planned Overtime Show Exceptions Refresh View

Last Name	First Name	Employee ID	Job Title	Total	Mon, 03/28/2016	Tue, 03/29/2016
Skywalker	Luke	0700034	Professor Level 3	40.00	08:00	08:00

Legend

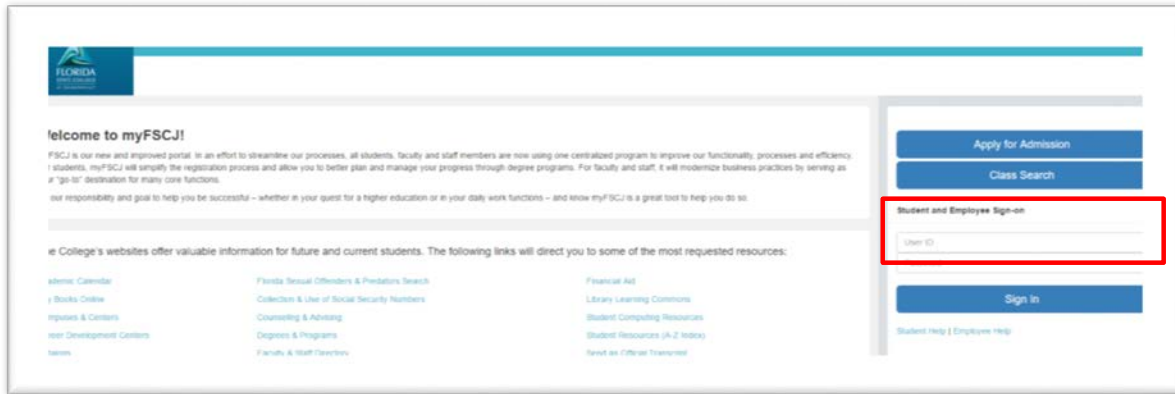
Workday Off Day

Links

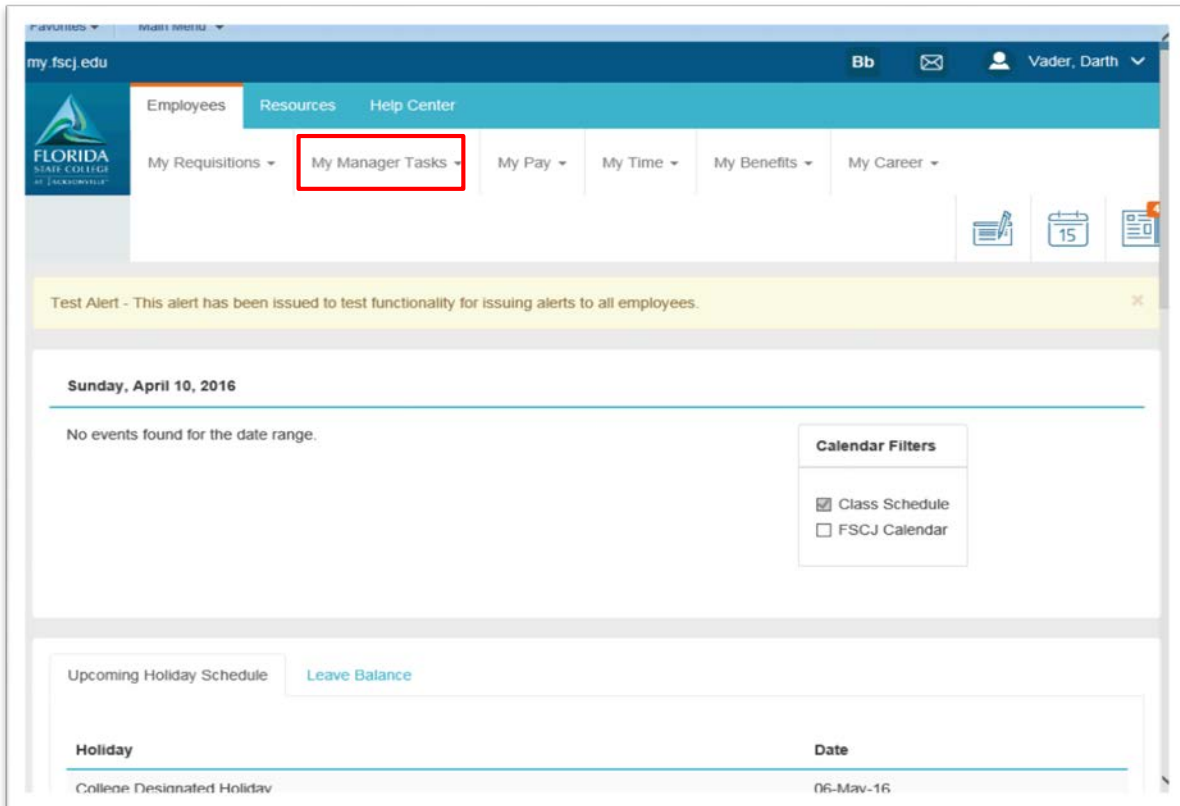
Manager Self Service Time Management

Daily Time Calendar

Log into MyFSCJ using your FSCJ logon ID and password

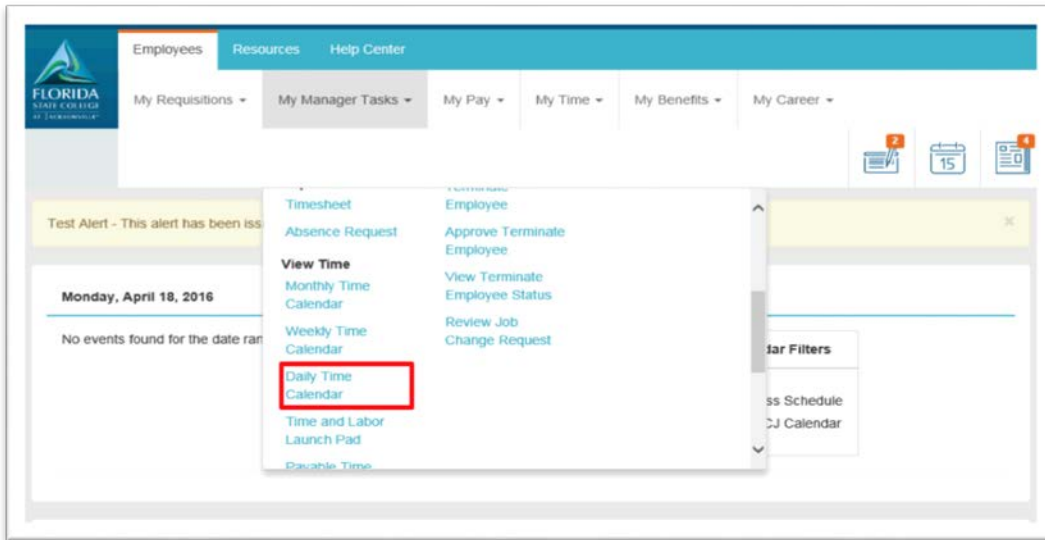


Click the My Manager Tasks button

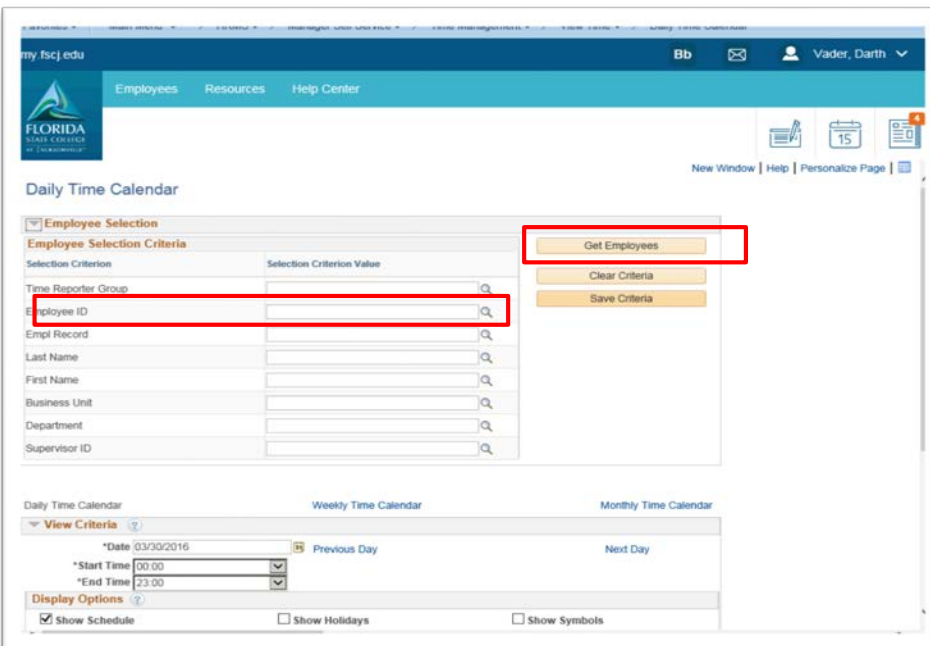


Choose the Daily Time Calendar link

Use the Daily Time Calendar page to view detailed information regarding time reporters' daily time related data for a specific date. The page defaults to the current date



Click the Employee ID field and enter the desired information then click Get Employees



Use the View Criteria section to select the types of information you choose to view.

By selecting the check box next to the option you want to add to the view, you can build a multi-layered view of the schedule

Use the Date field to enter or select different time periods to view

On the daily calendars, recorded punch times display in the applicable time slot using the color/symbol for the Default Reported/Payable Time in the Legend grid

Use the Legend grid to interpret the calendar color codes, and symbols if you select Show Symbols as part of the view criteria

The Total column displays the total time recorded for each time reporter for the selected viewing period. For punch time reporters, the sum represents the time between each in and out punch. If no out punch exists, the lesser of either current time or the selected period end time is used as the out time for the calculation

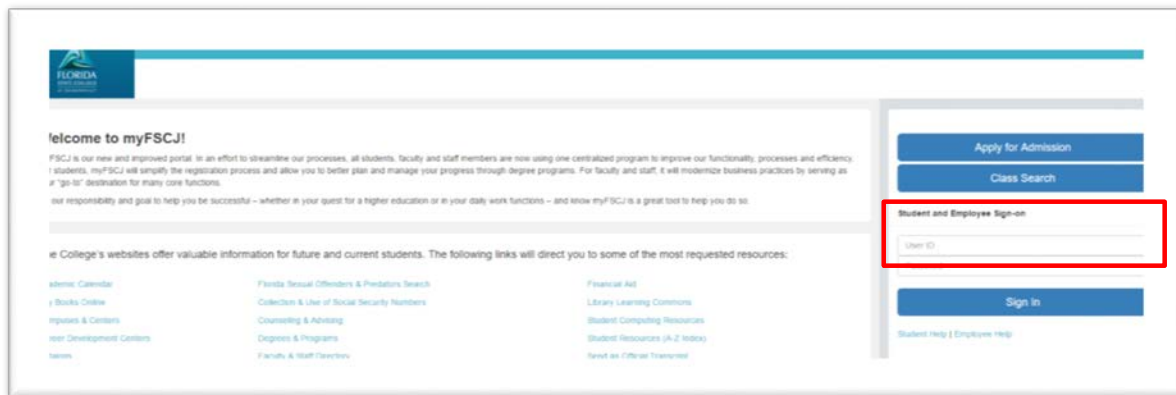
Use the Links field to navigate to the listed time management pages.

The screenshot displays the HRMS interface for Florida State College. The top navigation bar includes 'my.fscj.edu', 'Employees', 'Resources', and 'Help Center'. The main content area is titled 'Daily Time Calendar' and features a 'View Criteria' section with a date of 03/30/2016, start time of 00:00, and end time of 23:00. Below this, there are 'Display Options' including 'Show Schedule' (checked), 'Show Training Hours', 'Show Absences', 'Show Holidays', 'Show Planned Overtime', and 'Show Exceptions'. A 'Refresh View' button is also present. The main table shows employee data for Luke Skywalker (Employee ID: 0700034, Job Description: Professor Level 3). The 'Elapsed' column shows 8.00. A 'Legend' section below the table identifies 'Workday' with a grey square and 'Off Day' with a light blue square. At the bottom, a 'Links' dropdown menu is open, listing options such as 'Approve Absence Requests', 'Approve Payable Time', 'Manage Exceptions', 'Timesheet', and 'View Payable Time(Detail)'. Two red boxes highlight the 'View Criteria' section and the 'Links' dropdown menu.

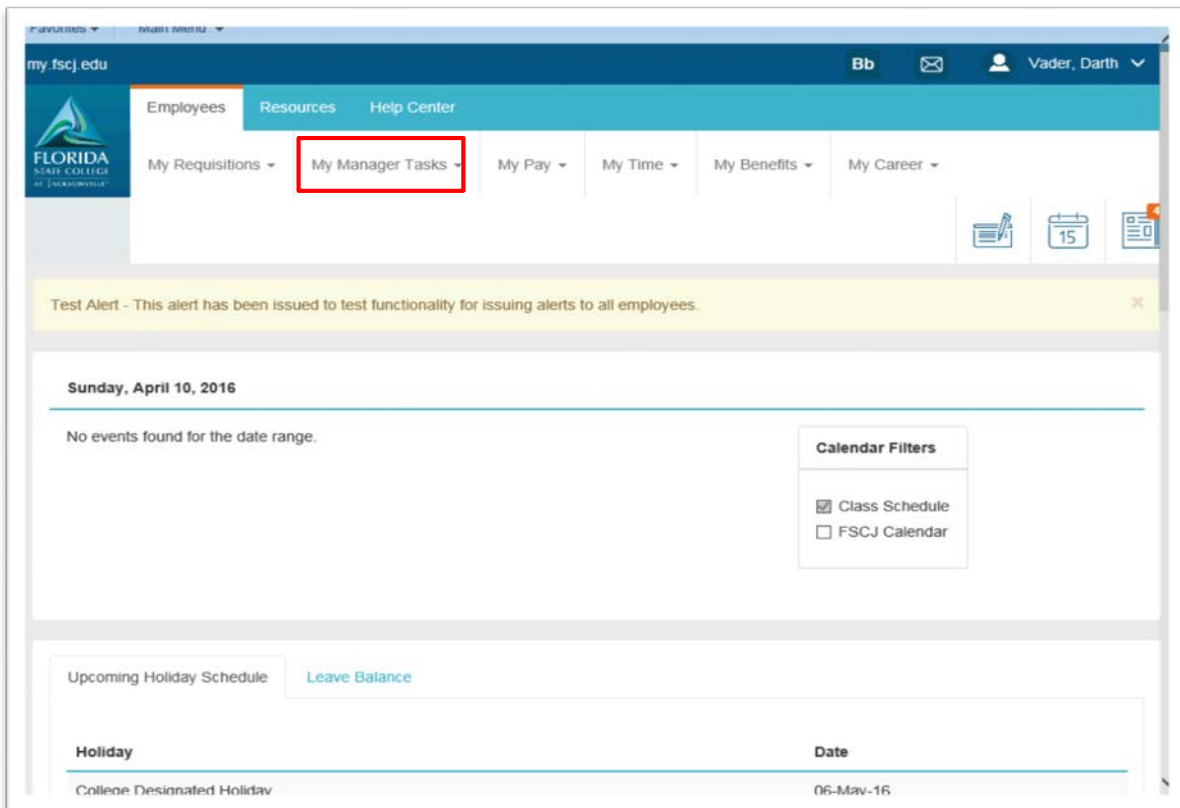
Last Name	First Name	Employee ID	Job Description	No Show	Elapsed	00:00	01:00	02:00	03:00
Skywalker	Luke	0700034	Professor Level 3		8.00				

Time and Labor Launch Pad

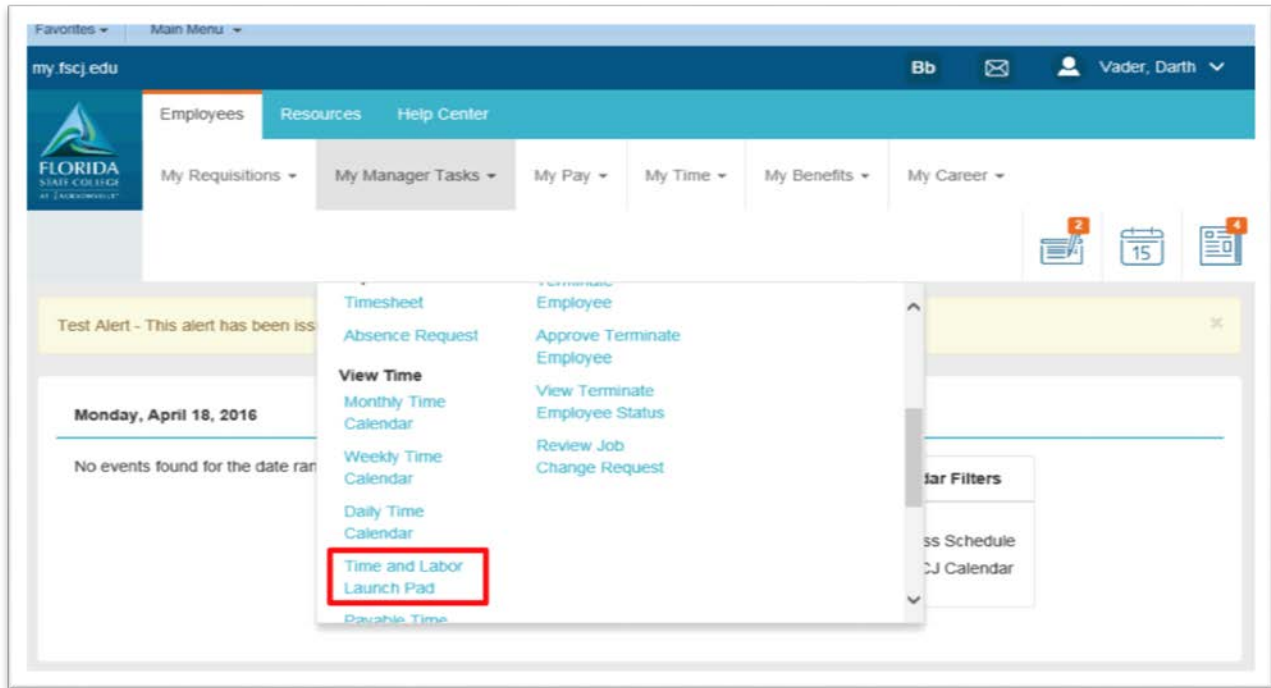
Log into MyFSCJ using your FSCJ logon ID and password



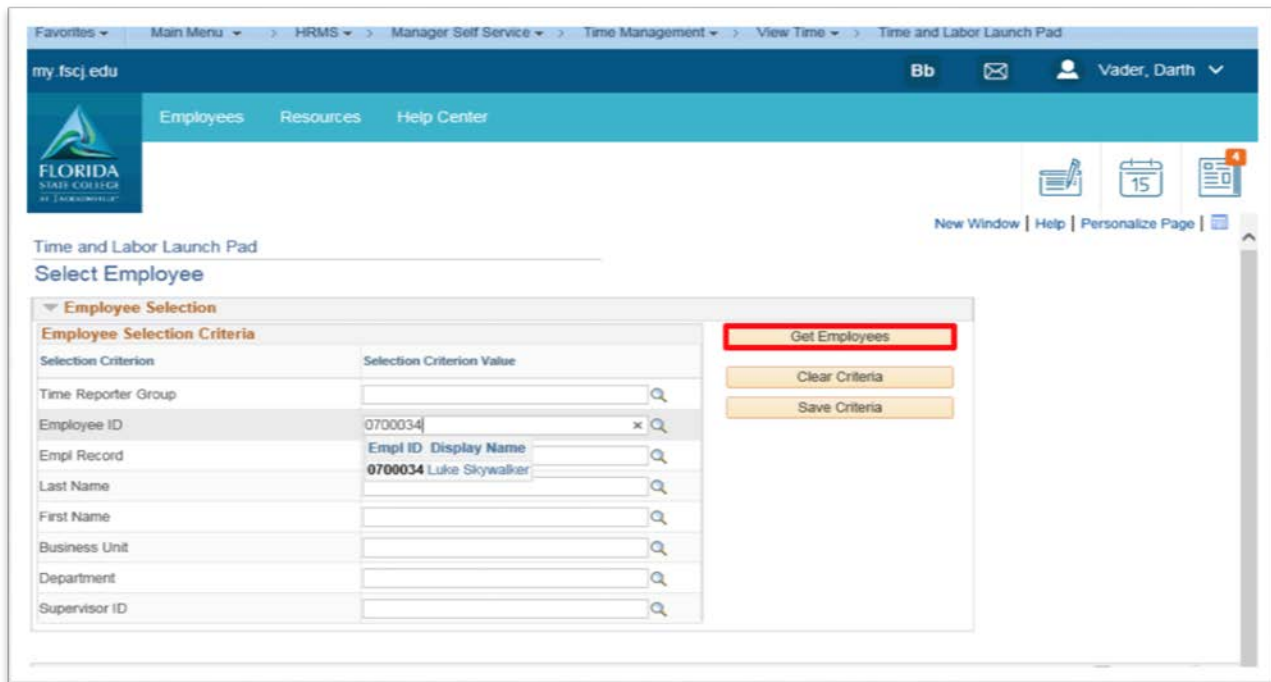
Click the My Manager Tasks button



Choose the Time and Labor Launch Pad link



Click the Employee ID field and entered the desired information then click the Get Employees button



In the Employees section choose and an employee by clicking on the last name

Time and Labor Launch Pad

Select Employee

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	0700034
Empl Record	
Last Name	
First Name	
Business Unit	
Department	
Supervisor ID	

Get Employees
Clear Criteria
Save Criteria

Employees For Darth Vader

Time Reporters | Demographics

Last Name	First Name	Employee ID	Employment Record	Job Title
Skywalker	Luke	0700034	0	Professor Level 3

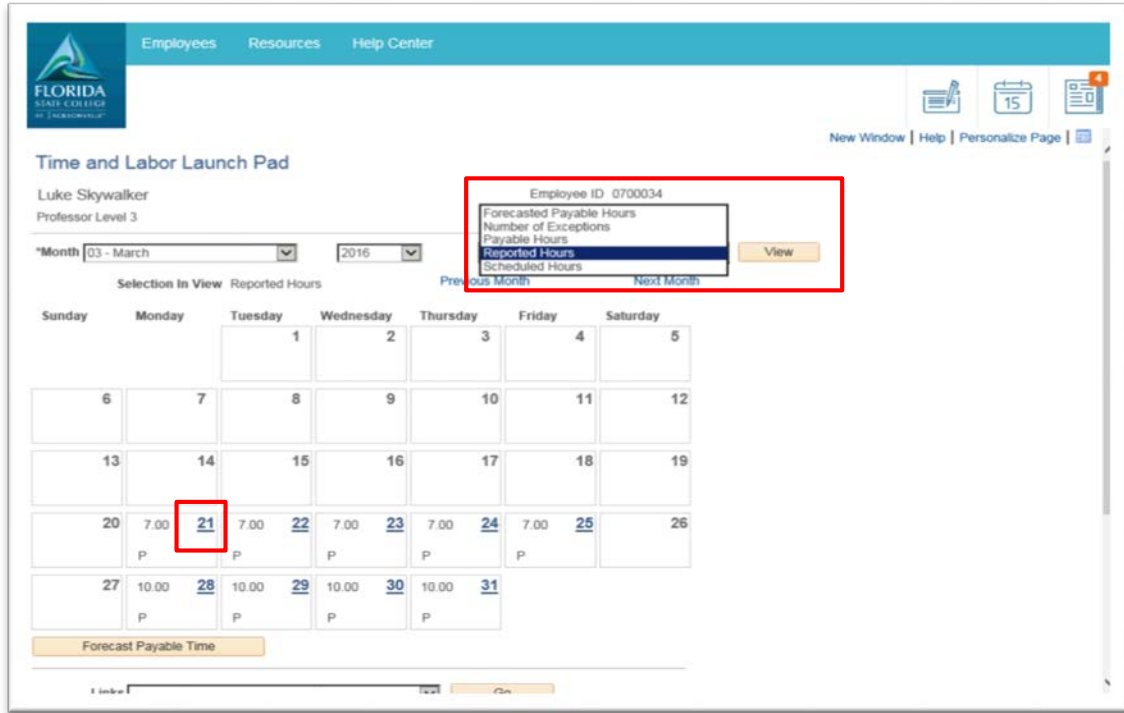
Manager Self Service
Time Management

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

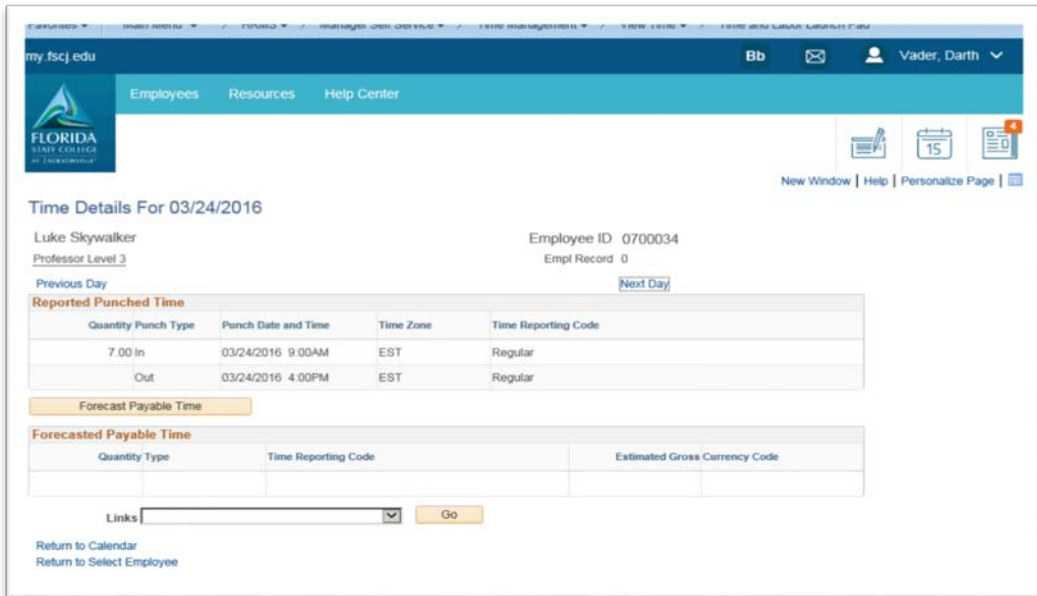
The calendar displays payable hours for the month

You can change the calendar view to display the actual number of payable hours, forecasted payable hours, reported elapsed hours, reported punch hours, or scheduled hours that have been reported for each day

You can also click the day to view the time reporting details that exist for that day



Use the Time Details Forecast page to view detailed calendar information for each day



Click the Forecast Payable Time button to start the Forecasted Payable Time process, which calculates forecasted payable time for the employee. When you are done click on the Return to Calendar link.

my.fscj.edu

Employees Resources Help Center

FLORIDA STATE COLLEGE OF JOURNALISM

Time Details For 03/24/2016

Luke Skywalker Employee ID 0700034
Professor Level 3 Empl Record 0

Previous Day [Next Day](#)

Reported Punched Time				
Quantity	Punch Type	Punch Date and Time	Time Zone	Time Reporting Code
7.00	In	03/24/2016 9:00AM	EST	Regular
	Out	03/24/2016 4:00PM	EST	Regular

[Forecast Payable Time](#)

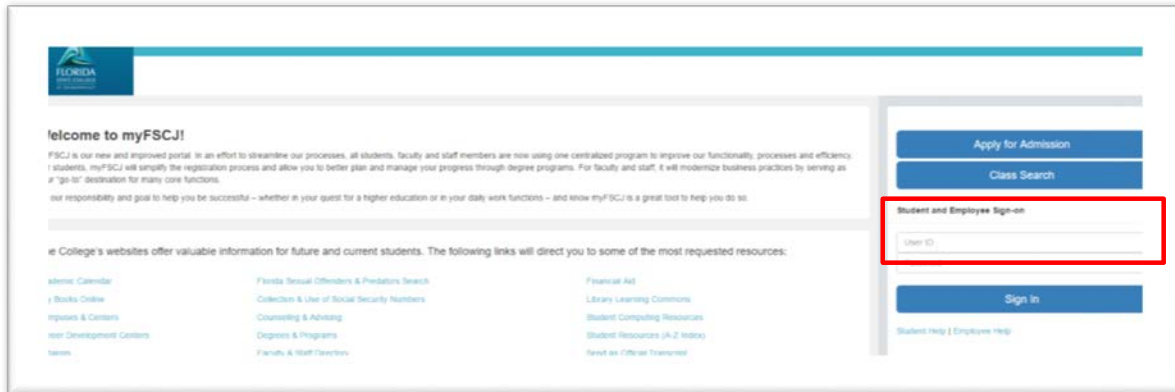
Forecasted Payable Time		
Quantity Type	Time Reporting Code	Estimated Gross Currency Code

Links

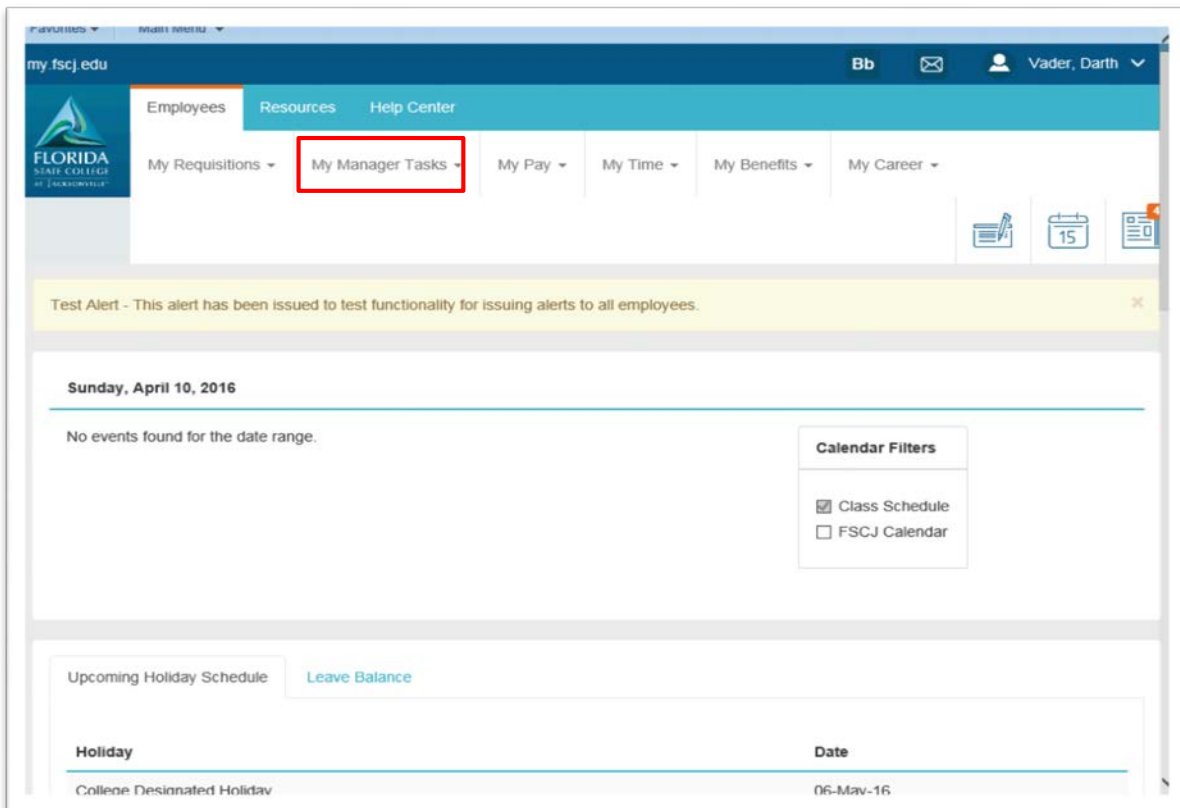
[Return to Calendar](#)
Return to Select Employee

Payable Time Summary

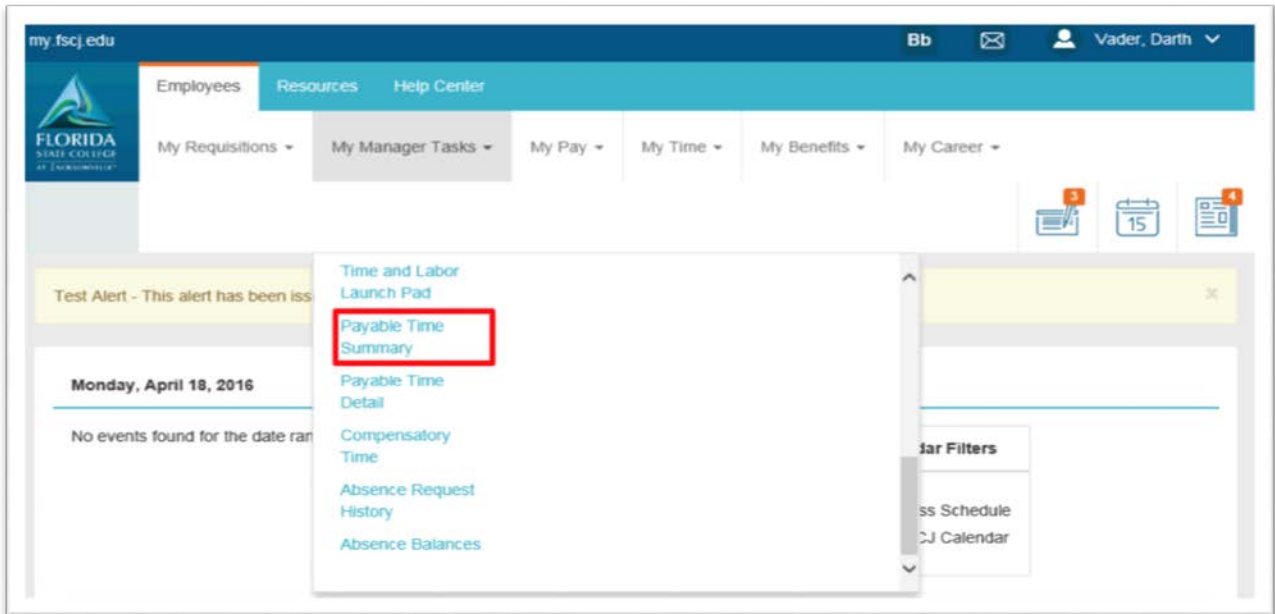
Log into MyFSCJ using your FSCJ logon ID and password



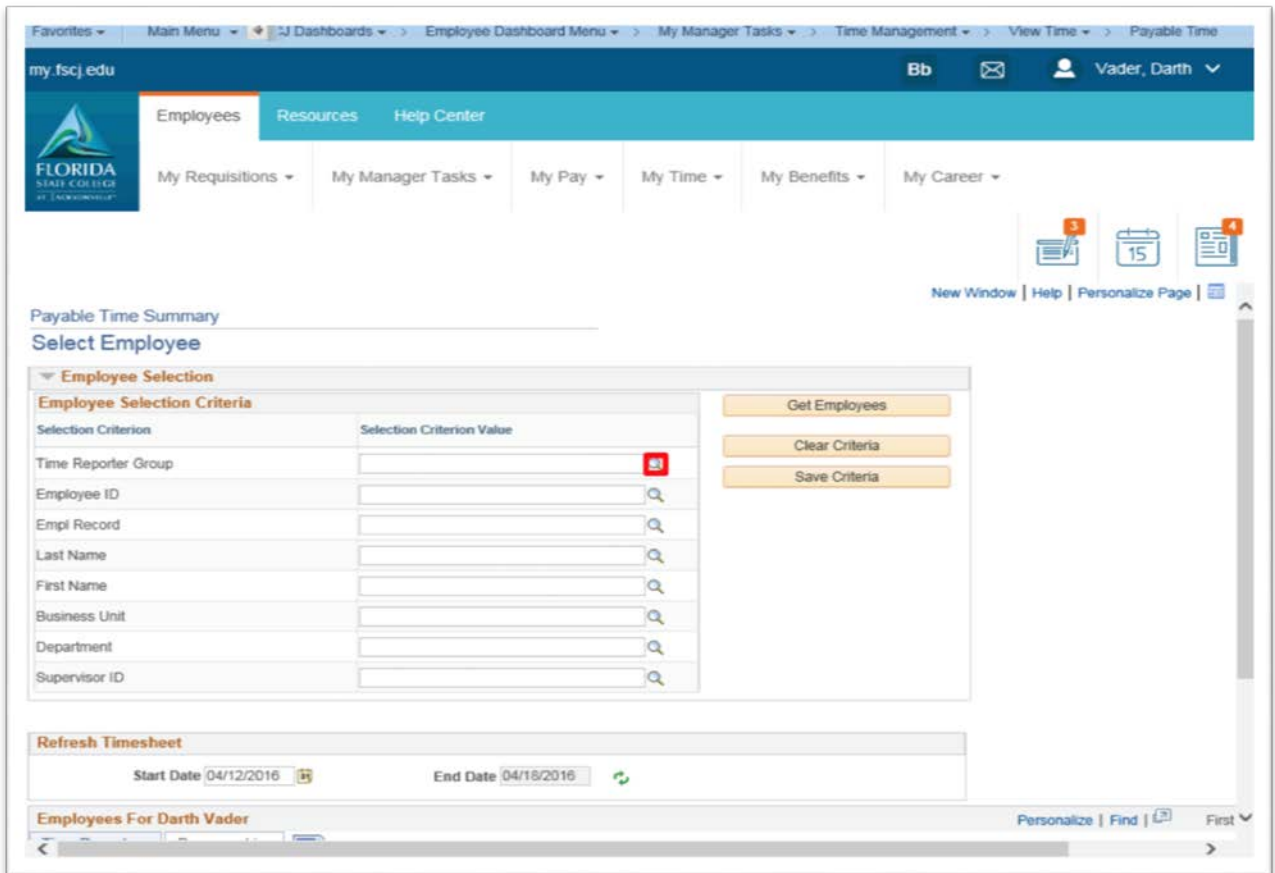
Click the My Manager Tasks button



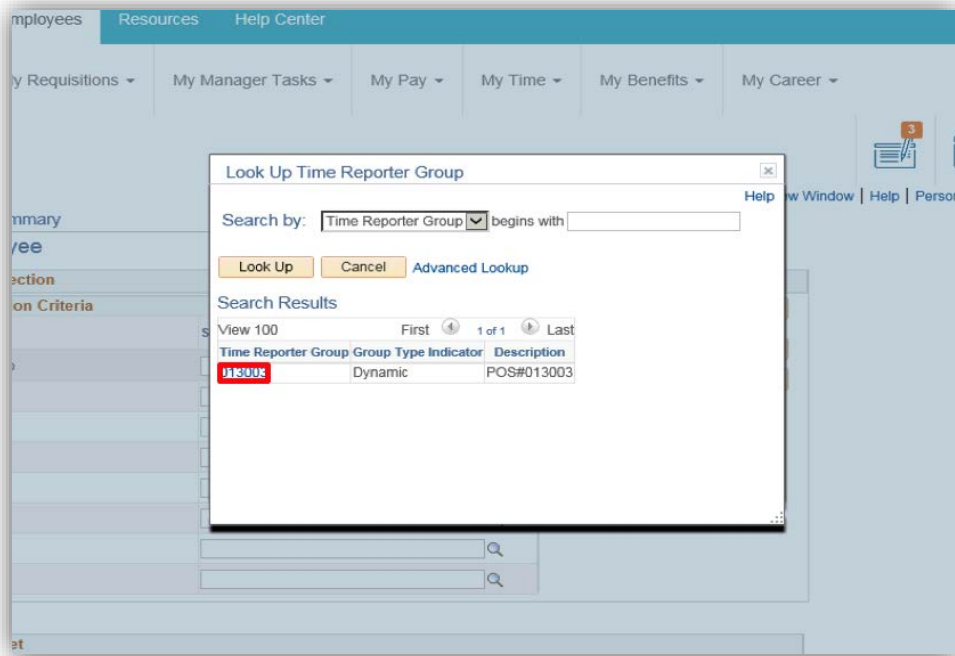
Choose the Payable Time Summary link



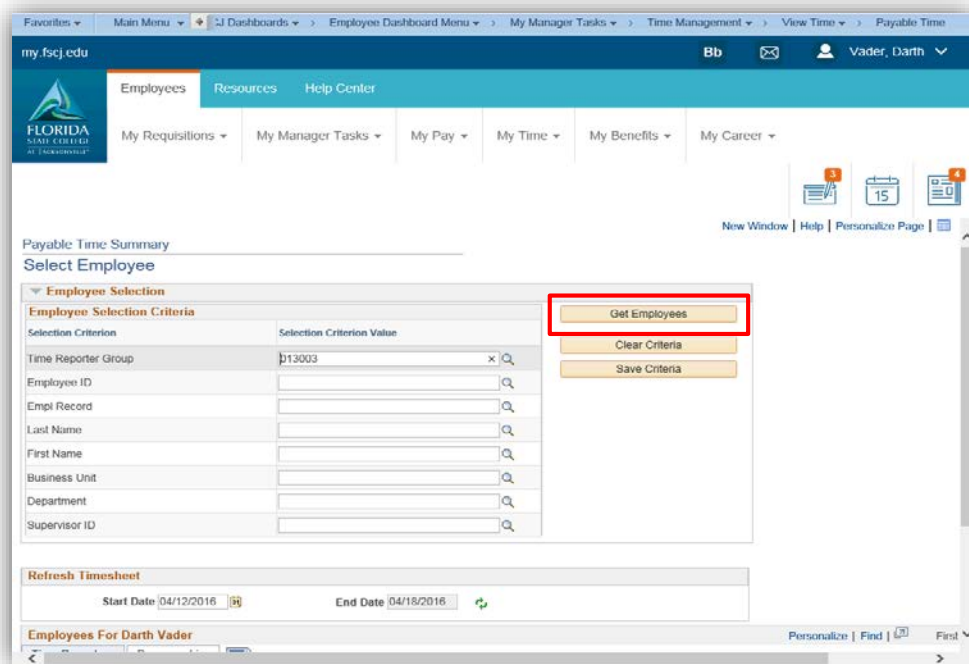
Click the Look up Time Reporter Group (Alt+5) button



Click on the time reporter group you wish to view



Click the Get Employees button



Use the Payable Time Summary page to view the details of an employee's payable time

Seven days of information is displayed by default. Various values for Start Date and End Date can be entered; however, the End Date cannot exceed Start Date by more than 31 days

my.fscj.edu

Employees Resources Help Center

My Requisitions My Manager Tasks My Pay My Time My Benefits My Career

Business Unit

Department

Supervisor ID

Refresh Timesheet

Start Date 04/12/2016 End Date 04/18/2016

Employees For Darth Vader

Last Name	First Name	Employee ID	Employment Record	Job Title	Hours to be Approved	Hours Approved or Submitted	Denied Hours	Exception
Amidala	Padme	0700037		0 NC CWS On Campus	0.000000	0.000000	0.000000	
Chew	Chew	0700031		0 Student Success Advisor I	0.000000	0.000000	0.000000	
Organa	Princess	0700028		0 Data Processing Coord	0.000000	0.000000	0.000000	
Peaoh	Seethree	700030		0 Budget Analyst	0.000000	0.000000	0.000000	
Skywalker	Luke	0700034		0 Professor Level 3	0.000000	0.000000	0.000000	
Solo	Han	0700035		0 PSV WLU Adjunct	0.000000	0.000000	0.000000	

Manager Self Service
Time Management

Click the Next Week link

my.fscj.edu

Employees Resources Help Center

My Requisitions My Manager Tasks My Pay My Time My Benefits My Career

Payable Time Summary

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

Start Date 04/12/2016 End Date 04/18/2016

Previous Week **Next Week**
Previous Employee Next Employee

Payable Time From 04/12/2016 To 04/18/2016

Time Reporting Code	Description	Total Quantity	Type	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16	Sun 4/17	Mon 4/18
REGLR	Regular	11.00	Hours							11.00

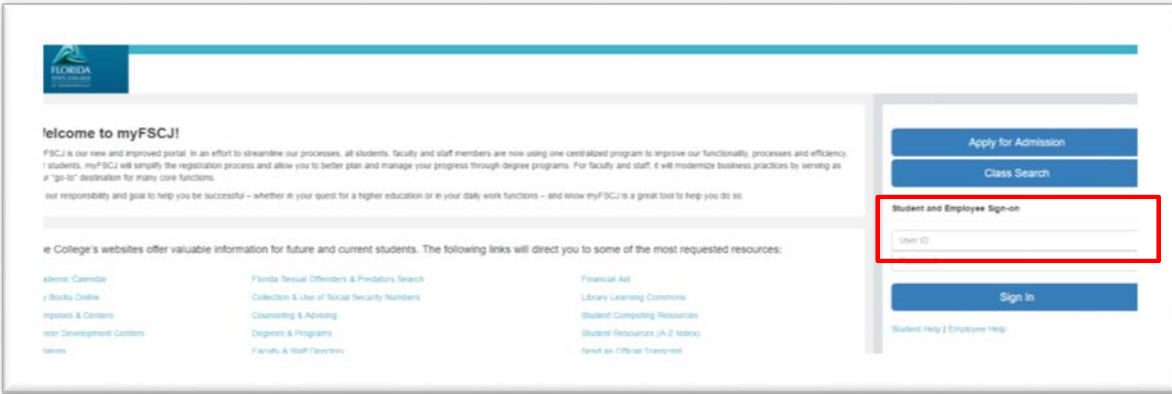
Detail Page
[Return to Select Employee](#)

Click the Return to Select Employee link

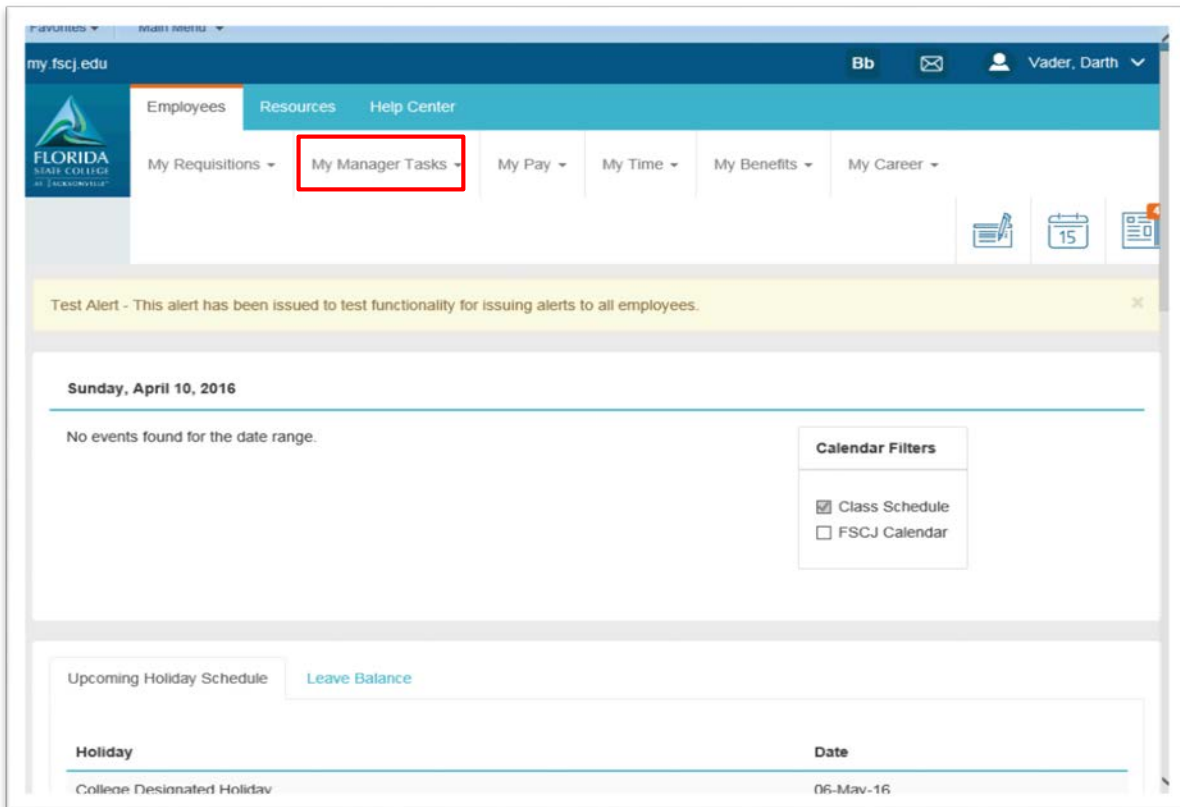
Payable Time Detail (NOT AVAILABLE)

Compensatory Time

Log into MyFSCJ using your FSCJ logon ID and password



Click the My Manager Tasks button



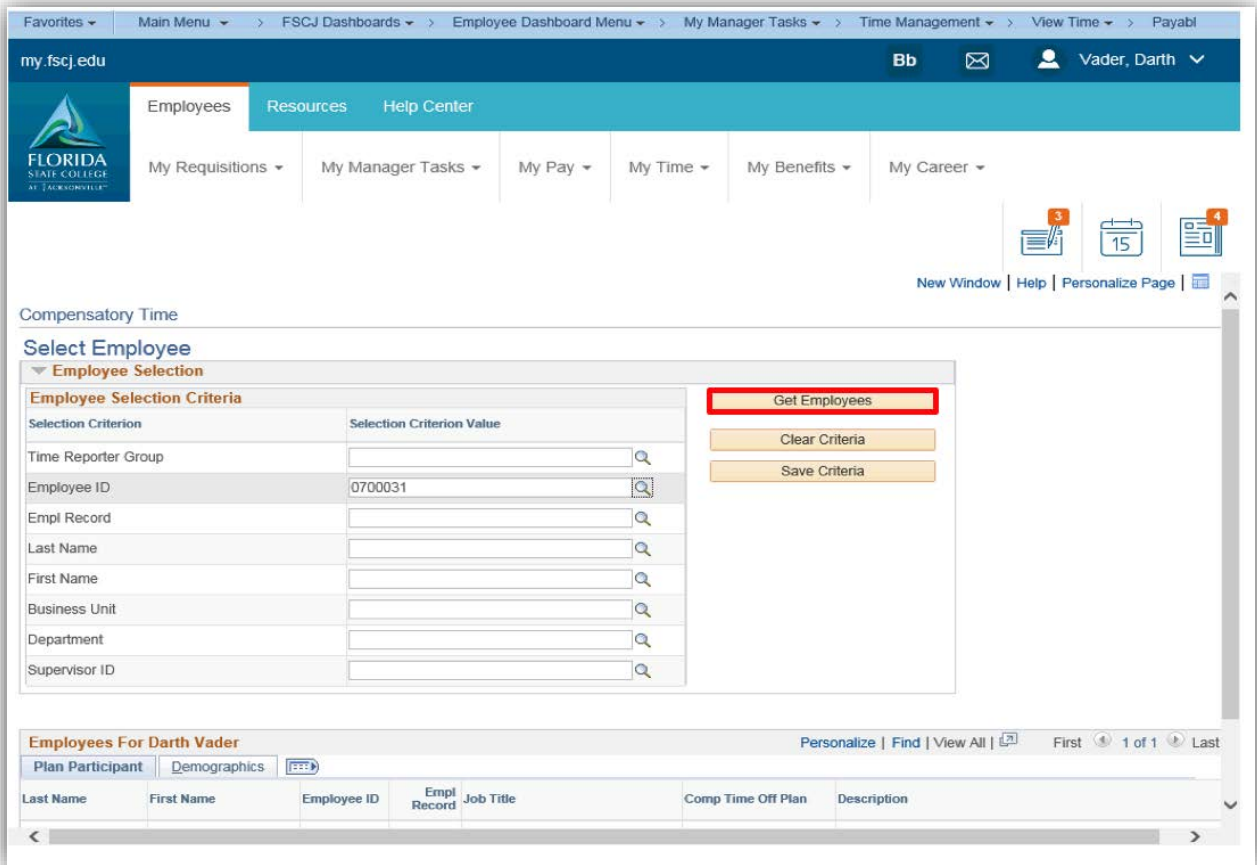
Choose the Compensatory Time link

- Use the Select Employee section to specify filter values to return the list of employees for whom you want to view information

The screenshot shows the my.fscj.edu portal interface. The user is logged in as 'Vader, Darth'. The 'My Time' dropdown menu is open, and the 'Compensatory Time' option is highlighted with a red box. The menu items are: Time and Labor Launch Pad, Payable Time Summary, Payable Time Detail, **Compensatory Time**, Absence Request History, and Absence Balances. The main content area shows a calendar for Monday, April 18, 2016, with no events found. Below the calendar, there are sections for 'Upcoming Holiday Schedule' and 'Leave Balance'. The 'Upcoming Holiday Schedule' section contains a table with the following data:

Holiday	Date
College Designated Holiday	06-May-16

Click the Employee ID field and entered the desired information



Click the Get Employees button

Click the appropriate employees link

- Use the Compensatory Time page to view compensatory time balance for an employee. Compensatory time does not expire

Favorites > Main Menu > FSCJ Dashboards > Employee Dashboard Menu > My Manager Tasks > Time Management > View Time > Payabl

my.fscj.edu Bb Vader, Darth v

Employees Resources Help Center

My Requisitions > My Manager Tasks > My Pay > My Time > My Benefits > My Career >

10 15 4

[New Window](#) | [Help](#) | [Personalize Page](#) |

Compensatory Time

Select Employee

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	0700031
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

[Get Employees](#)

[Clear Criteria](#)

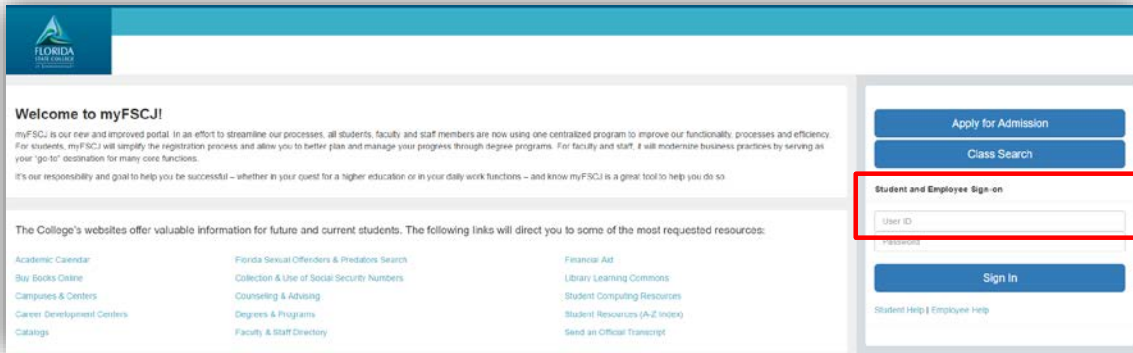
[Save Criteria](#)

[Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

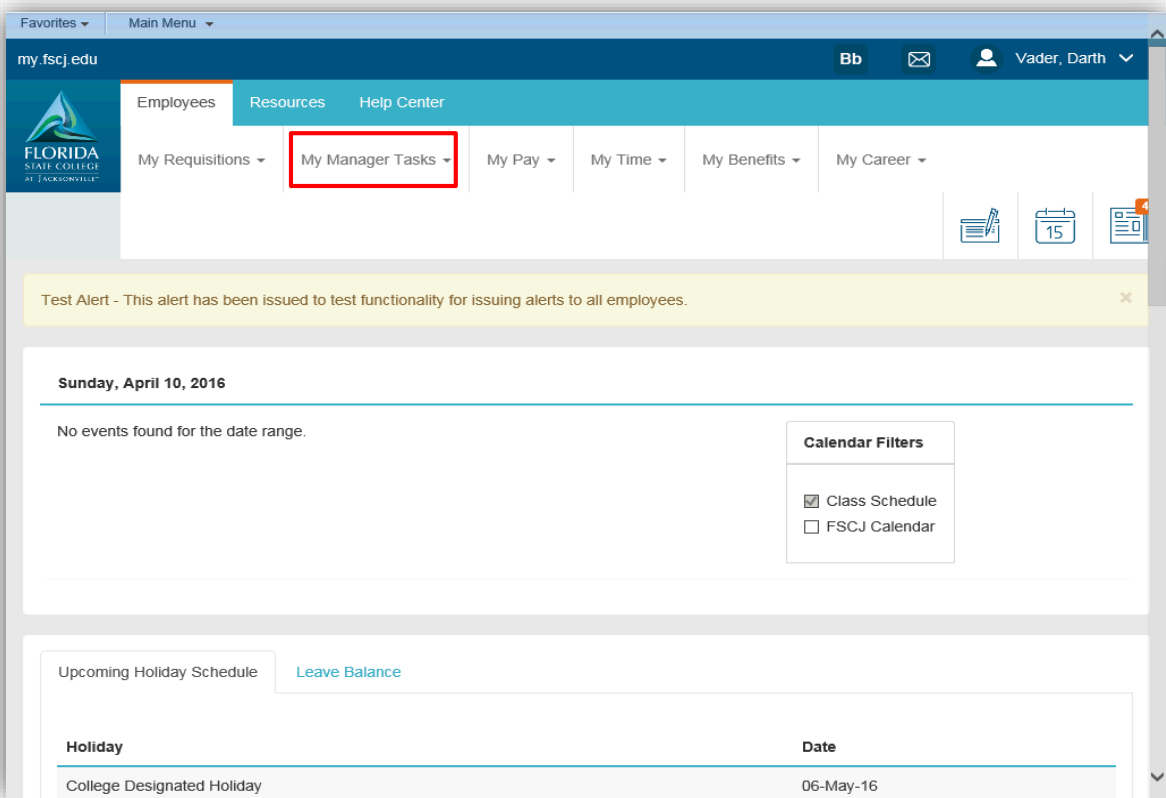
Plan Participant		Demographics		FFFR		
Last Name	First Name	Employee ID	Empl Record	Job Title	Comp Time Off Plan	Description
VADER	Chew	0700031	0	Student Success Advisor I	COMPLAN	FSCJ Comptime Plan

Absence Request History

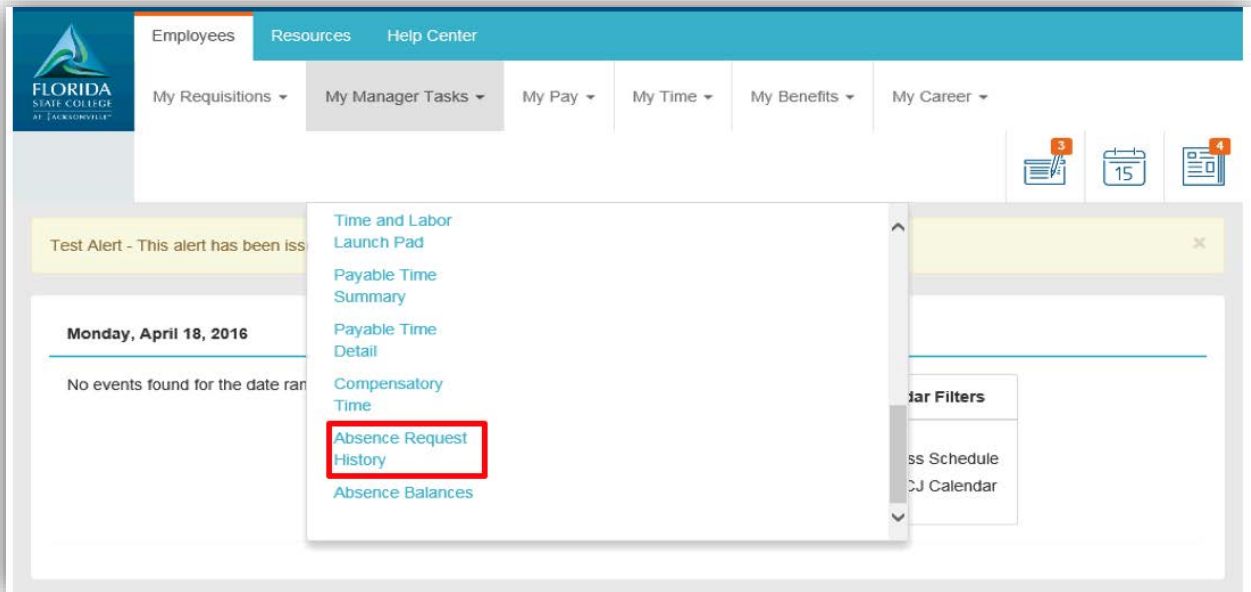
Log into MyFSCJ using your FSCJ logon ID and password



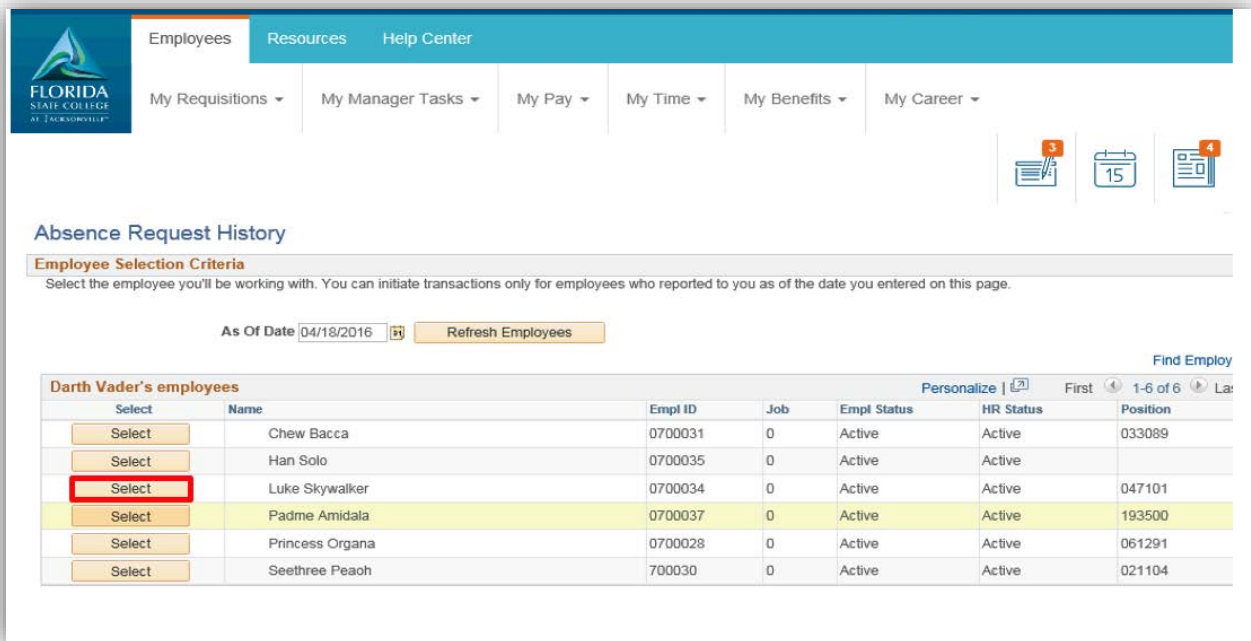
Click the My Manager Tasks button



Choose the Absence Request History link



- Select the employee record to be reviewed and click on the Select button
 - The Absence Request History page displays the absence history specified by the date range indicated in the From and Through fields. The dates can be modified as necessary

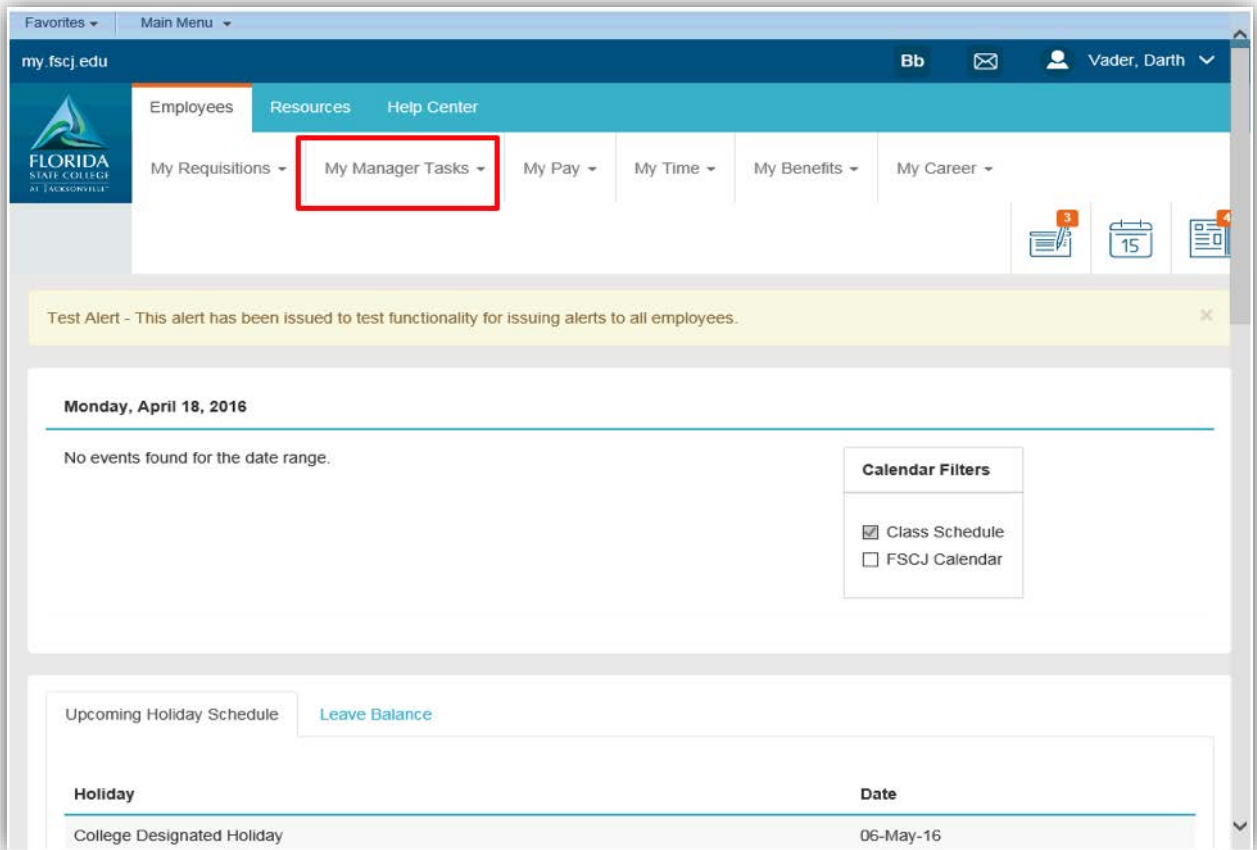


- Click the appropriate absence link and click the scrollbar

Absence Balances

Log into MyFSCJ using your FSCJ logon ID and password

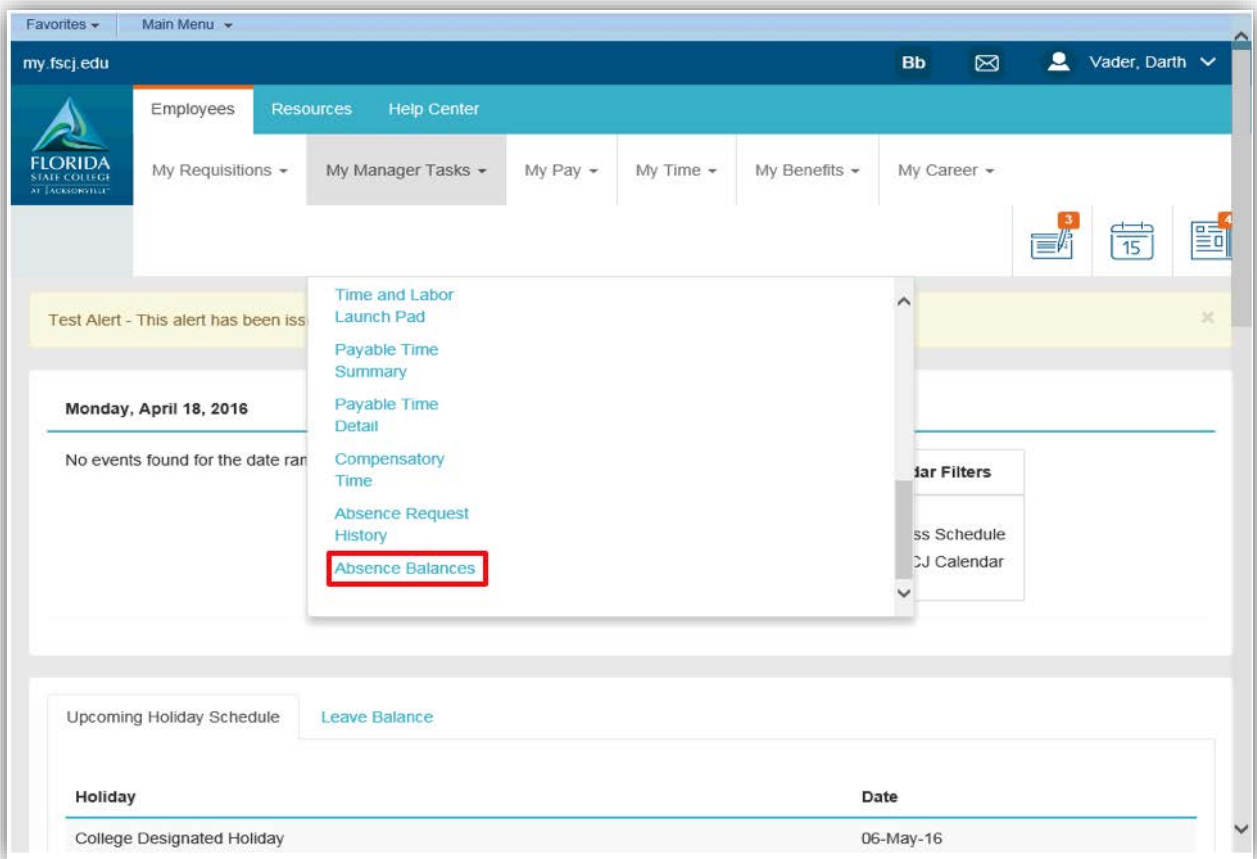
Click the My Manager Tasks Dropdown



The screenshot shows the MyFSCJ portal interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdowns. Below this is the 'my.fscj.edu' header with the Florida State College at Jacksonville logo. The main navigation area includes 'Employees', 'Resources', and 'Help Center' tabs. Under 'Resources', there are several dropdown menus: 'My Requisitions', 'My Manager Tasks' (highlighted with a red box), 'My Pay', 'My Time', 'My Benefits', and 'My Career'. To the right of these menus are notification icons for messages (3), a calendar (15), and another notification (4). Below the navigation is a yellow alert banner: 'Test Alert - This alert has been issued to test functionality for issuing alerts to all employees.' The main content area shows the date 'Monday, April 18, 2016' and a message 'No events found for the date range.' To the right is a 'Calendar Filters' section with checkboxes for 'Class Schedule' (checked) and 'FSCJ Calendar'. At the bottom, there is a section for 'Upcoming Holiday Schedule' with a 'Leave Balance' link. Below this is a table with columns 'Holiday' and 'Date'.

Holiday	Date
College Designated Holiday	06-May-16

Choose the Absence Balances link



- Select the employee record to be reviewed and click on the Select button
 - Use the View Absence Balances page to view current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by Payroll

[Favorites](#) > [Main Menu](#) > [FSCJ Dashboards](#) > [Employee Dashboard Menu](#) > [My Manager Tasks](#) > [Time Management](#) > [Approve Time and Except](#)

my.fscj.edu Bb Vader, Darth

[Employees](#) [Resources](#) [Help Center](#)

[My Requisitions](#) [My Manager Tasks](#) [My Pay](#) [My Time](#) [My Benefits](#) [My Career](#)

View Absence Balances

Employee Selection Criteria
 Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date

[Find Employ](#)

Darth Vader's employees								Personalize	First	1-6 of 6	La
Select	Name	Empl ID	Job	Empl Status	HR Status	Position					
<input type="button" value="Select"/>	Chew Bacca	0700031	0	Active	Active	033089					
<input type="button" value="Select"/>	Han Solo	0700035	0	Active	Active						
<input type="button" value="Select"/>	Luke Skywalker	0700034	0	Active	Active	047101					
<input type="button" value="Select"/>	Padme Amidala	0700037	0	Active	Active	193500					
<input type="button" value="Select"/>	Princess Organa	0700028	0	Active	Active	061291					
<input type="button" value="Select"/>	Seethree Peach	700030	0	Active	Active	021104					

my.fscj.edu

Employees Resources Help Center

My Requisitions My Manager Tasks My Pay My Time My Benefits My Career

View Absence Balances

Luke Skywalker
Professor Level 3

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 02/29/2016	From	To	Accrual Period
Sick Leave Balance	208.00 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](#)
[Return to Direct Reports](#)

Click the Forecast Balance link

Use the Forecast Balance page to forecast your leave balance through a certain and by the absence name (type)

my.fscj.edu

Employees Resources Help Center

My Requisitions My Manager Tasks My Pay My Time My Benefits My Career

View Absence Balances

Luke Skywalker
Professor Level 3

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 02/29/2016	From	To	Accrual Period
Sick Leave Balance	208.00 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](#)
[Return to Direct Reports](#)

Click the Absence Name list

my.fscj.edu

Employees Resources Help Center

My Requisitions My Manager Tasks My Pay My Time My Benefits My Career

View Absence Balances

Luke Skywalker
Professor Level 3

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 | [?]

Entitlement Name	Balance as of 02/29/2016	From	To	Accrual Period
Sick Leave Balance	208.00 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**
Return to Direct Reports

Click the appropriate absence list item

my.fscj.edu

Employees Resources Help Center

My Requisitions My Manager Tasks My Pay My Time My Benefits My Career

View Absence Balances

Forecast Balance

Luke Skywalker
Enter As of Date and Absence Name. Then select the Forecast Balance button.

Forecast Balance

As of Date 04/18/2016 [?]

Filter by Type
Bereavement
Court / Jury Duty
Leave Without Pay

*Absence Name **Select Absence Name**
SICK
Sick Leave Personal
Sick Receive from Pool
Workers Comp

Return to View Absence Balances
* Required Field

Click the Forecast Balance button

The Forecast Balance Details section displays for this employee the forecast element (XXX Leave) and the Value of (XXX) hours

View Absence Balances

Forecast Balance

Luke Skywalker
Enter As of Date and Absence Name. Then select the Forecast Balance button.

Forecast Balance

As of Date: 04/18/2016

Filter by Type: All

*Absence Name: Sick

Current Balance: 208.00 Hours**

Completed Successfully!

Forecast Balance

Forecast Balance Details Personalize

Forecast Results | Accumulator Results

Absence Name	Forecast Element	Value
Sick	Sick Leave Balance	224.00
Sick	Sick Leave Take	0.00
Sick	Non Compensatory Balance	0.00