

Manager Self Service Time Management

This document is subject to further edits, corrections and/or modifications

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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

- 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

- 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

- 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.
 - o Approve Absence Requests
 - Approve Payable Time
 - Manage Exceptions
 - o Timesheet
 - View Payable Time (Detail)

Time and Labor Launch Pad – Quick Guide

- 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

- 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

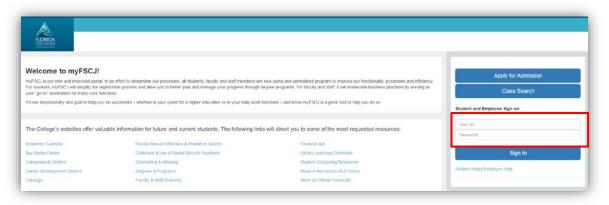
Absence Balances - Quick Guide

- 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

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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

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	Timesheet	Employee	~

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

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Enter any information you have and click Search. Leave fields blank for a list of all values.		
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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.

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Click the Select Predefined Schedule list item

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Click the Look up Schedule ID button

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Choose an appropriate pre-defined schedule

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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.

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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

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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

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Welcome to myFSCJ!			Apply for Admission
	tration process and allow you to better plan and manage your progress through	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and staff, it will modernize business practices by serving as	Class Search
t's our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFSCJ is a great tool to help you do so.	Student and Employee Sign-on
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The College's websites offer valua	ble montation for fotore and corrent stodents. The following inte	is will direct you to some of the most requested resources.	Password
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Buy Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Counseling & Advising	Student Computing Resources	
	Degrees & Programs-	Student Resources (A-Z Index)	Student Help Employee Help
Career Development Centers	Degrees a Programs		

Click the My Manager Tasks dropdown

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Under Approve Time and Exceptions, choose the Payable Time link

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

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Choose a time reporter group

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Click the Get Employees buttons

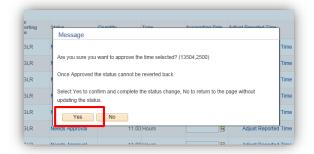
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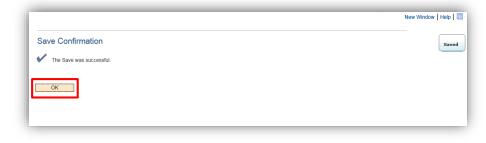
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Select All	C	e elect All							
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A confirmation message will appear. Click Yes to confirm



Click the OK Button



Exceptions Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

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	e successful – whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sign-on
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Campuses & Centers	Counseling & Advising	Student Computing Resources	
Career Development Centers	Degrees & Programs	Bludent Resources (A-Z Index)	Stadent Help Employee Help
Catalogs	Faculty & Staff Directory	Send an Official Transcript	

Click the My Manager Tasks dropdown

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		ued to test functionality for							

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)

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

Select your time reporter group from the list

Look Up Time Reporter Group	×
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Click the Get Employees button

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Overview Details Demographic	S (TTT)						COLOR AND	Construction of the second

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

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Absence Requests - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

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or students, myFSCJ will samplify the regin our 'go-to' destination for many core func	dration process and allow you to better plan and manage your progress through sons.	e now using one centralized program to mprove our fundionality, processes and efficiency, segree programs. For faculty and start, if will nodemine business practices by serving as	Apply for Admission Class Search
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The College's websites offer value	ble information for future and current students. The following lini	ks will direct you to some of the most requested resources:	User ID Password
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Campuses & Centers	Counseling & Advising	Student Computing Resources	
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Click the My Manager Tasks button

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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.

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

After approval, Click the Yes button to confirm

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Click the OK button

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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

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		e now using one centralized program to improve our functionality, processes and efficiency.	Abbilit to Maningson
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Click the My Manager Tasks button

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Under Report Time, choose the Timesheet link

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Holiday				Date	
	Designated Holiday			06-May-16	

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

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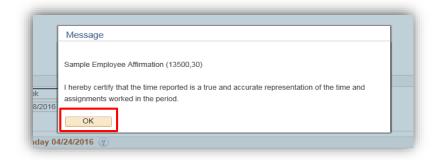
Select the Last Name link and click the appropriate employees name

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		16 - 04/24/2016						Persor
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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

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Click the OK button to confirm the submission



Click the Return to Select Employee link

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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

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velcome to myFSCJ!			Apply for Admission
	tration process and allow you to better plan and manage your progress through	now using one centralized program to improve our functionality: processes and efficiency, legree programs. For faculty and start, it will modernize business practices by serving as	Class Search
our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions - and know myFSCJ is a great tool to help you do so	Student and Employee Sign on
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Click the My Manager Tasks button

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range. F	Exceptions Absence Requests Report Time Timesheet Absence Request	View Report Change Stat Terminate Employee Approve Terminate Employee	us			Calendar Filters	
	View Time Monthly Time Calendar Weekly Time Calendar	View Termin Employee St				EFSCJ Calendar	

Under Report Time, choose the Absence Request link

Select an employee from the list

nployee Selection	Criteria					
	ou'll be working with. You can initiate transactions onl	y for employees who reported to	o you as of t	he date you entered	on this page.	
	As Of Date 06/28/2016 ji Refresh Emp	loyees				Find Employee
Darth Vader's empl Select	Name	Empl ID	Job	Pers Empl Status	onalize 🔄 Fir	rst ④ 1-6 of 6 🕑 Last Position
Select	Chew Bacca	0700031	0	Active	Active	033089
Select	Han Solo	0700035	0	Active	Active	
Select	Luke Skywalker	0700034	0	Active	Active	047101
Select	Padme Amidala	0700037	0	Active	Active	193500
Select	Princess Organa	0700028	0	Active	Active	061291
	Seethree Peach	0700030	0	Active	Active	021104

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

Chew Bacca			
Student Success Advisor I			
▼ Instructions			
Enter Start Date and Absence Name.	Then complete the rest of the required fields before su	bmitting or save for later your request.	
Absence Detail 👔			
*Start Date	06/29/2016	View Monthly Calendar	
End Date	(F)		
Filter by Type	Sick		
*Absence Name		Current Balance 300.00 Hours	
	Select Absence Reason 🔻		
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View Time

Monthly Time Calendar - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

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		e now using one centralized program to improve our functionality, processes and efficiency	
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ir responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFIGC/ is a great tool to help you do so.	
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Click the My Manager Tasks button

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Choose the Monthly Time Calendar link

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		Daily Time Calendar				ss Sc	hedule			
		Time and Labor Launch Pad				:J Ca	lendar			
		Pavahle Time								

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

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ast Name	0700034 Luke Skywalker	Q				
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		a				
Department Supervisor ID						

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

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Weekly Time Calendar

Log into MyFSCJ using your FSCJ logon ID and password

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Click the My Manager Tasks button

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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

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

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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

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Daily Time Calendar

Log into MyFSCJ using your FSCJ logon ID and password

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Click the My Manager Tasks button

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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

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

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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.

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Time and Labor Launch Pad

Log into MyFSCJ using your FSCJ logon ID and password

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Click the My Manager Tasks button

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Choose the Time and Labor Launch Pad link

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

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

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

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

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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.

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Payable Time Summary

Log into MyFSCJ using your FSCJ logon ID and password

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elcome to myFSCJ!			Apply for Admission
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Click the My Manager Tasks button

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

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Click on the time reporter group you wish to view

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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

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Click the Return to Select Employee link

Payable Time Detail (NOT AVAILABLE)

Compensatory Time

Log into MyFSCJ using your FSCJ logon ID and password

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elcome to myFSCJ!			Apply for Admission
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wr responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFIGU is a great tool to help you do so.	
			Student and Employee Sign-on
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College's websites offer valua	ble information for future and current students. The following lin	is will direct you to some of the most requested resources:	
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Click the My Manager Tasks button

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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

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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

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Absence Request History

Log into MyFSCJ using your FSCJ logon ID and password

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Welcome to myFSCJ!	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to mprove our functionality, processes and efficiency	Apply for Admission
	tration 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	Class Search
's our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions - and know myFSC3 is a great tool to help you do so	Student and Employee Sign-on
The College's websites offer valua	ble information for future and current students. The following lini	ks will direct you to some of the most requested resources:	User ID
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Click the My Manager Tasks button

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Choose the Absence Request History link

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- 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

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• 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

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Choose the Absence Balances link

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- 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

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Click the Forecast Balance link

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

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Click the Absence Name list

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Click the appropriate absence list item

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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

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