

Time Sheet Instruction for Hourly workers

Open Internet Explorer and type in; 360.medaille.edu or

Click on “Medaille 360” at the bottom of Medaille homepage.

1. Enter your username (your Email username at Medaille),
2. Enter your password
3. Click on Connect.

You will see the following, and then you need to click on Time Reporting and leave balance tab.



Medaille 360 - Staff

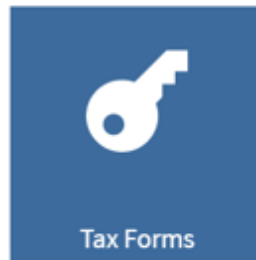
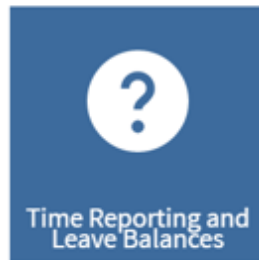
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From the Employees page you need to click on



In this page "Time Reporting Menu" you need to click on the Time Sheet Reporting Tab:

Semi-Monthly Time Sheet Reporting

Time Sheet/Leave Request/Proxy




Determine the action you want to take and click the radio button.
Select.


Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▼
Act as Superuser:	<input type="checkbox"/>

Select

Position Selection

 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time

Title and Department	My Choice Pay Period and Status
Computer Technician, N00041-00 	Jun 18, 2011 to Jul 01, 2011 In Progress ▼
Approver - Arnold Dier, 3818	Jun 18, 2011 to Jul 01, 2011 In Progress
	Jun 04, 2011 to Jun 17, 2011 Approved
	May 14, 2011 to Jun 03, 2011 Completed
	Apr 30, 2011 to May 13, 2011 Completed
	Apr 16, 2011 to Apr 29, 2011 Completed
	Apr 02, 2011 to Apr 15, 2011 Completed
	Mar 19, 2011 to Apr 01, 2011 Completed
	Mar 05, 2011 to Mar 18, 2011 Completed
	Feb 19, 2011 to Mar 04, 2011 Completed
	Feb 05, 2011 to Feb 18, 2011 Completed
	Jan 22, 2011 to Feb 04, 2011 Completed
	Jan 08, 2011 to Jan 21, 2011 Completed

Time Sheet

At “Position Selection” Menu You need to arrow down on the pull-down menu for **Pay Period and Status**, and select the current pay period, if you do not see the current Pay Period and then click on

Time Sheet

Then you will see the “Time Sheet” Page.

Medaille College

Back to Employee Services Tab

Personal Information Employee

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Computer Technician --

Department and Number: Approver - Arnold Dier --

Time Sheet Period: Jun 18, 2011 to Jul 01, 2011

Submit By Date: Jul 04, 2011 by 10:00 A.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jun 18, 2011	Sunday Jun 19, 2011	Monday Jun 20, 2011
Regular Hours	1		0	0	Enter Hours	Enter Hours	Enter Hours
Lunch Break	1		0	0	Enter Hours	Enter Hours	Enter Hours
Overtime	1		0	0	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours
Administrative Closing	1		0	0	Enter Hours	Enter Hours	Enter Hours
Bereavement Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0
Total Units:				0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

On “Time Sheet” menu by clicking on any **Enter Hours** you can enter desire number of hours for Earning, Lunch Break, Overtime and any earning type in this page for that day.

On the following example: you want to enter 5 hours for Monday Jun 20, 2011. You need to click on **Enter Hours** corresponding to Regular Hours and Jun 20, 2011.


Now, by entering 5 for “hours” and clicking on Account distribution” you reported 5 hours for this date. Note in here that always shift stay as “1” except for public Safety officers.

Save Button keeps you in the same menu and **Account Distribution** completes the transaction and shows you the result.

The **Copy** Button let you copy the same hours for different dates, on the following example we copied the hours to Jun 22, 27 and 30th.

Note here that you may enter your hours worked at any time and as many time that you wish (e.g. daily, end of the week or end of the pay period.)

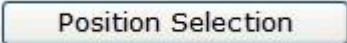
When you are finish with the active week then by clicking on **Next** or **Previous** button you can complete hours worked for this period.

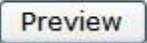
After you complete your timesheet you must click  on and complete the following form and SUBMIT to your supervisor.

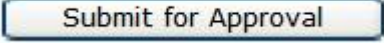
On the following example the last 4 digit of SSN is **1234** and Birth Date is **November 29, 1978**.

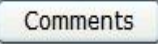


Short notes for available buttons in this menu:



 Will take you to time sheet menu or previous menu.


 You may Preview your time sheet for the entire period.


 After you completed your time sheet (for the period) you click on this button. It will send your completed time sheet to your supervisor and automatically alert him/her with an email.

 You may provide additional note to your supervisor by clicking on this button you

 may redo your time sheet by clicking on this button before you submit for approval.

 Or  they will take you to next and/or previous week on your time sheet.

 You may enter the active hour for several days by clicking on this button.

 If you work in more than one department you may divide you hours worked between different Org.