- 1.) All employees entering wage hours or overtime for themselves will need to enter time in Fiori under the Timesheet V3 app.
- 2.) First go to <u>https://workplace.passhe.edu</u> to log into Fiori by choosing Slippery Rock University and entering your SRU log on credentials.



3.) Under HR user, click on "My Timesheet V3-Custom"

•

ly Personal Data	My Addresses	Direct Deposit / Bank Information	My Family Members	My Communication Data	Ethnicity/Race	Education Information	
Ξ	66	2	4,8	2 <sub>@</sub>	<u>∎</u>	€.	
ly Leave Request	My Paystubs	My Timesheet	W-4 Witholding	Display W-2 Form	Update W-2 Election	Display Absences	
ġ.	<u></u>	£	S	<b></b>		8	
ly Benefits	SECA Enrollment	Total Compensation Statement	My Timesheet V3 Custom				
2	4-4	E.	£0				

• If you do not see the "My Timeheet V3-Custom" app button on your dashboard, go to the top right, click on the person icon and choose "App Finder"



• Find the app you would like to add to your main page, click the thumb tact icon, and select where you would like icon to be displayed. then back out to the main page.

ent	My Timesheet V3 - Custom							
\$	×							
	Add to Groups							
	New Group							
	✓ My Home							
	✓ HR Manager							
	SourcePoint/Procurement							
4	C    workplace.passhe.edu/flp?saml2=disable							
	C ? STATE SYSTEM							

4.) One inside the "My Timesheet V3-Custom, hours can be entered by clicking the "Enter Hours" button.

	~ &							
				August	2023			
Fri		Sat	Sun	Mon	Tue	Wed	Thu	Fri
7					1	2	3	4
14	31	5	6	7	8	9	10	11
21	32	12	13	14	15	16	17	18
28	33	19	20	21	22	23	24	25
	34	26	27	28	29	30	31	
Т	me Missing	Tim	e Completed	Sent	For	Time F	lejected	Public Holida

- 5.) Use the drop down from the "Att.abs. type" column to select the appropriate pay code. These codes will show based on your collective bargaining unit and may be different than what is displayed below.
  - 0100 is Hours Worked MONEY
  - 0102 is Hours Worked COMP TIME
  - NOTE: SCUPA should ONLY use code 0100

Date	Start End Scheduled		Scheduled	Att./abs. type	Start Time	End Time	
Saturday, August 5, 2023	00:00	00:00	0.00	Hours Worked/OT V	Enter st	Enter e 😭	
Sunday, August	00:00	00:00	0.00	Hours Worked/OT	0100 r st	Enter e 😭	
Monday, August	~~~~	40.00	7.50				

• Then enter the start and end times of the overtime or shift worked using military time.

L Today	Selected		Working Day	Non-Working Day	Time Missing	Time Completed
Date	Start Time	End Time	Scheduled	Att./abs. type	Start	Time End Time
Saturday, August 5, 2023	00:00	00:00	0.00	Hours Worked/OT	~ 08:00	

 Additional time entries for days can be added by using the "+ sign" icon, and notes can be added using the "comment" icon next to the time entry

Hou	ırs Worked	/OT ~	08:00	14:00	6.	00			ç
Start Time	art End Scheduled		Att./abs. type		Start Time		End Tin	те	
00:00	00:00	0.00	Hours Worked/OT	$\sim$	08:00	₽	14:00	Ð	
00:00	00:00	0.00	Select Att./abs. type	$\sim$	Enter st	Ð	Enter e	3	
						~			



6.) Once you have completed your time entry, click "submit" in the bottom right corner to submit your time for supervisor approval



### Additional Notes:

If the hours that need to be submitted are outside of the current week, use the calendar to select which date time needs posted on. This can be done by clicking on the date you need to enter time for.

Overview													
<			July	2023							August	2023	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sat	Sun	Mon	Tue	W
26	1	2	3	4	5	6	7					1	
27	8	9	10	11	12	13	14	31	5	6	7	8	
28	15	16	17	18	19	20	21	32	12	13	14	15	1
29	22	23	24	25	26	27	28	33	19	20	21	22	2
30	29	30	31					34	26	27	28	29	З
Today		Selected		Working Da	iy 📃	Non-Working Day	g 📕	Time Missing	Tim	e Completed	Sent Appr	For oval	

The week associated with the date chosen, will be displayed below for time entry. Then follow steps 4-6 above.

Date	Start Time	End Time	Scheduled	Att./abs. type	Start Time	End Time	Entered (Hours)
Saturday, July 22, 2023	00:00	00:00	0.00		00:00	00:00	0.00
Sunday, July 23, 2023	00:00	00:00	0.00		00:00	00:00	0.00
Monday, July 24, 2023	08:00	16:00	7.50		00:00	00:00	0.00
Tuesday, July 25, 2023	08:00	16:00	7.50		00:00	00:00	0.00