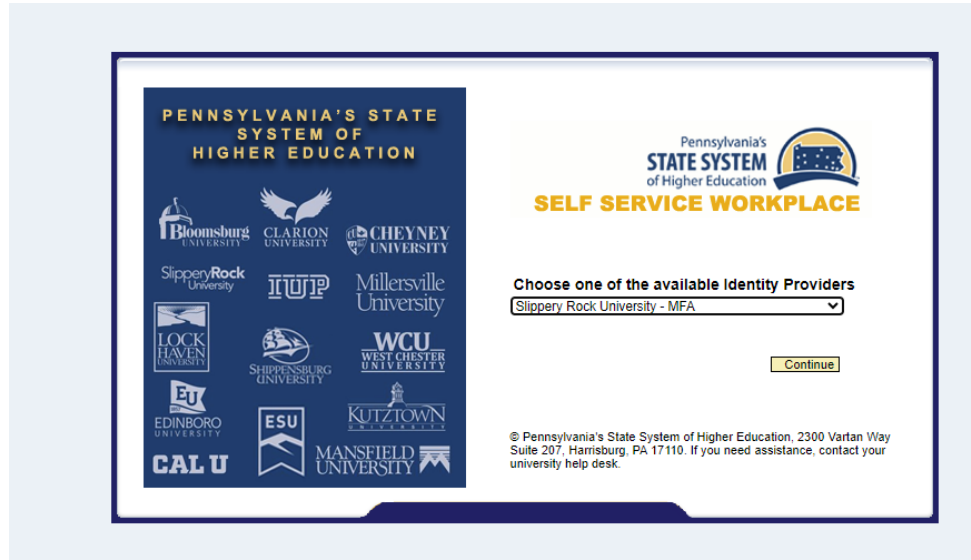
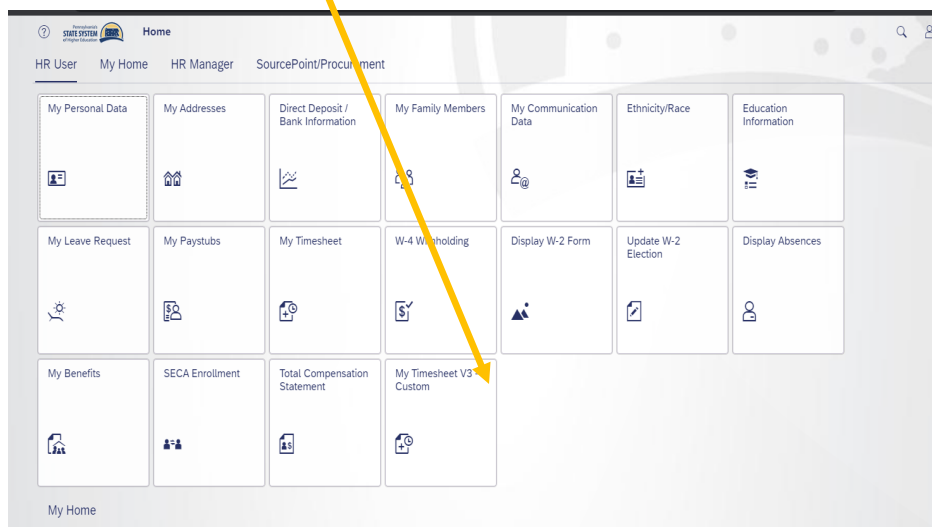


Fiori Time Submission Timesheet V3

- 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 <https://workplace.passhe.edu> to log into Fiori by choosing Slippery Rock University and entering your SRU log on credentials.

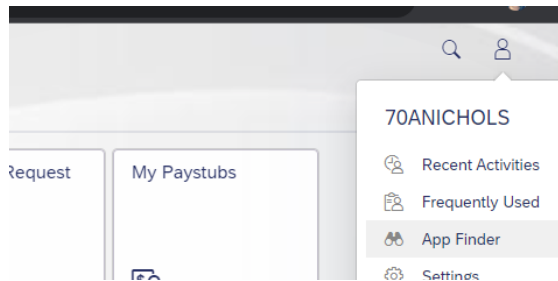


- 3.) Under HR user, click on "My Timesheet V3-Custom"

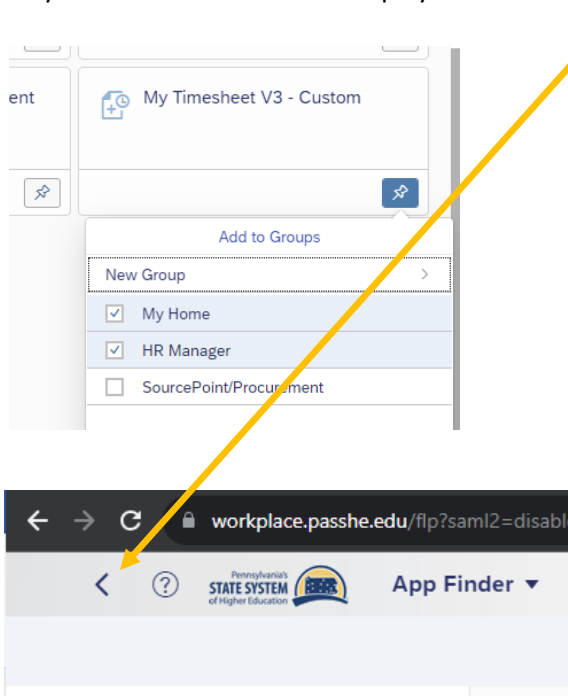


Fiori Time Submission Timesheet V3

- 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”

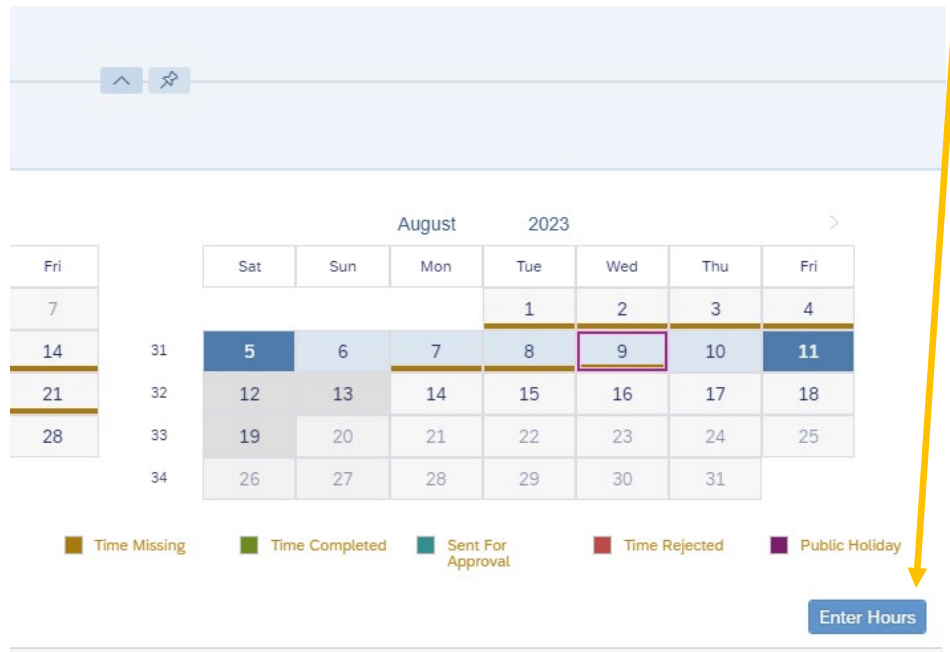


- Find the app you would like to add to your main page, click the thumb tact icon, and select where you would like icon to be displayed. then back out to the main page.



Fiore Time Submission Timesheet V3

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



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 Time	End Time	Scheduled	Att./abs. type	Start Time	End Time
Saturday, August 5, 2023	00:00	00:00	0.00	Hours Worked/OT	Enter st...	Enter e...
Sunday, August 6, 2023	00:00	00:00	0.00	Hours Worked/Comp Time	Enter st...	Enter e...
Monday, August						



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

■ 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	14:00

Fiori Time Submission Timesheet V3

- 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

Att./abs. type	Start Time	End Time	Entered (Hours)	Status
Hours Worked/OT	08:00	14:00	6.00	 




Start Time	End Time	Scheduled	Att./abs. type	Start Time	End Time
00:00	00:00	0.00	Hours Worked/OT	08:00	14:00
00:00	00:00	0.00	Select Att./abs. type	Enter st...	Enter e...
00:00	00:00	0.00	Select Att./abs. type	Enter st...	Enter e...

Comments

Enter Cost Center/WBS, work order and/or the reason for Overtime

Confirm Cancel

- Once you have completed your time entry, click “submit” in the bottom right corner to submit your time for supervisor approval

Check Submit Cancel

Fiori Time Submission Timesheet V3

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

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
26	1	2	3	4	5	6	7
27	8	9	10	11	12	13	14
28	15	16	17	18	19	20	21
29	22	23	24	25	26	27	28
30	29	30	31				

August 2023

	Sat	Sun	Mon	Tue	Wed
31	5	6	7	8	9
32	12	13	14	15	16
33	19	20	21	22	23
34	26	27	28	29	30

Today
 Selected
 Working Day
 Non-Working Day
 Time Missing
 Time Completed
 Sent For Approval

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	<input style="width: 100%;" type="text"/>	00:00	00:00	0.00
Sunday, July 23, 2023	00:00	00:00	0.00	<input style="width: 100%;" type="text"/>	00:00	00:00	0.00
Monday, July 24, 2023	08:00	16:00	7.50	<input style="width: 100%;" type="text"/>	00:00	00:00	0.00
Tuesday, July 25, 2023	08:00	16:00	7.50	<input style="width: 100%;" type="text"/>	00:00	00:00	0.00