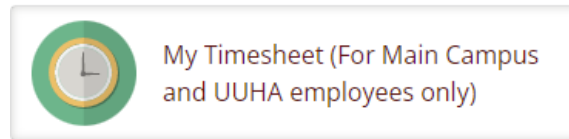# Time Entry Instructions for Salaried Employees

(For best experience, please use Chrome or Edge browser. Some Firefox and Safari browsers may experience issues with this application.)

1) Log in to CIS with your UNID and password. Search for My Timesheet tile.

   Click on the tile to open. You will see your name and ID displayed at the top of the page.

2) The pay period default view is the current pay period. Depending on when you are entering leave time, you may need to change the default view and go to the previous pay period.

3) To view the previous pay period, click on the back arrow.
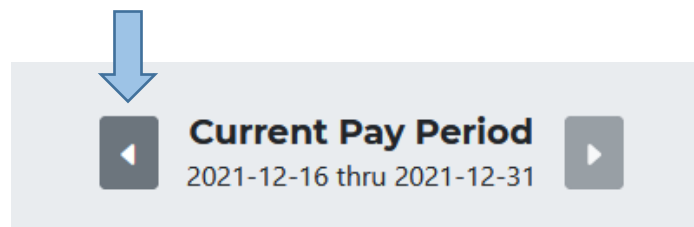
4) As a salaried employee, you will need to **only** report leave time and other paid time in the Other Hours area. You will be able to add hours for the following: Vacation, Sick, Personal Preference Leave, Funeral, Jury Duty, Holiday, Admin Leave Pay, and U Closure Day.

5) How to add Other Hours

   a. Locate the Other Hours area

   b. Click Add Row button

   c. Use the drop down arrow to select the appropriate code

   d. Enter the date and hours

   e. Click Save Other Hours

Other Hours
UU Student - Other
StudOthe-Thtr Dep358508200677

a

d

Paycode		Date		Hours
Personal Preference Leave (PPL)	∨	12/20/2021	📅	2
Vacation (VAC)	∨	12/20/2021	📅	6

c

⊞ ADD ROW

b

e   SAVE OTHER HOURS

If you have multiple jobs, *enter your leave time on one job **only***.

If you are **<u>unable to edit</u>** your timesheet, your manager may have accidentally approved the current pay period and you are then locked out. You may need to work with your manager to have them remove the approval for the current pay period so you can make edits.

Note: You must enter all of your time before payroll cutoff. Below are the dates for the next upcoming pay periods.

Pay Period	Payroll cutoff date	Time
12/16/2021 - 12/31/2021	Monday, January 3, 2022	3:00pm
1/1/2022 - 1/15/2022	Tuesday, January 18, 2022	Noon
1/16/2022 - 1/31/2022	Tuesday, February 1, 2022	Noon
2/1/2022 - 2/15/2022	Wednesday, February 16, 2022	Noon
2/16/2022 - 2/28/2022	Tuesday, March 1, 2022	Noon