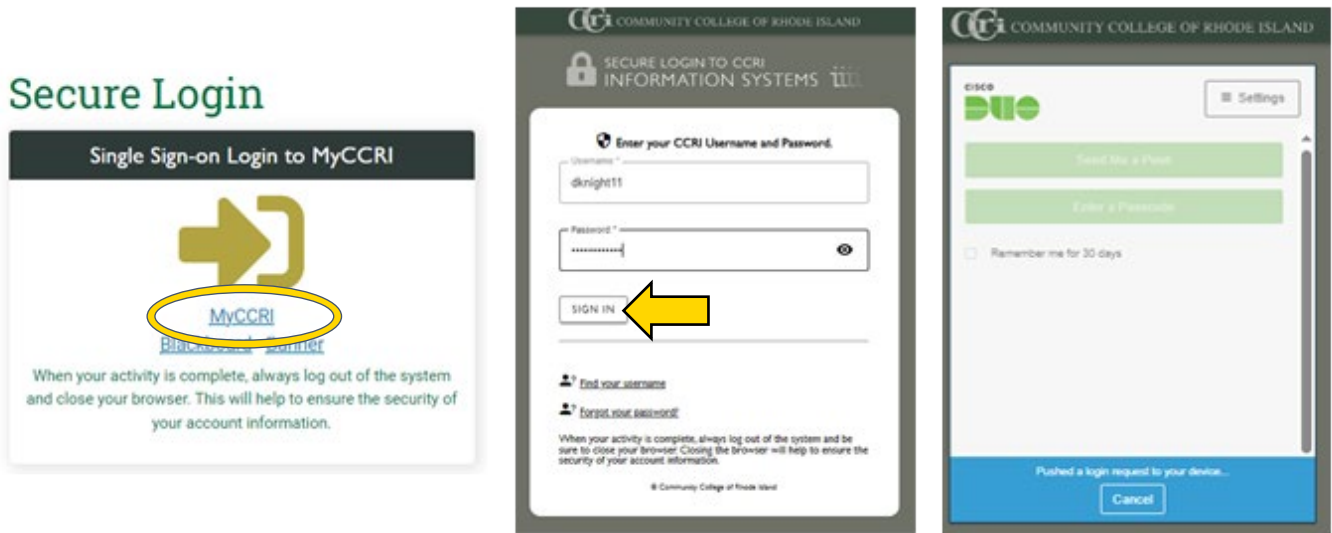
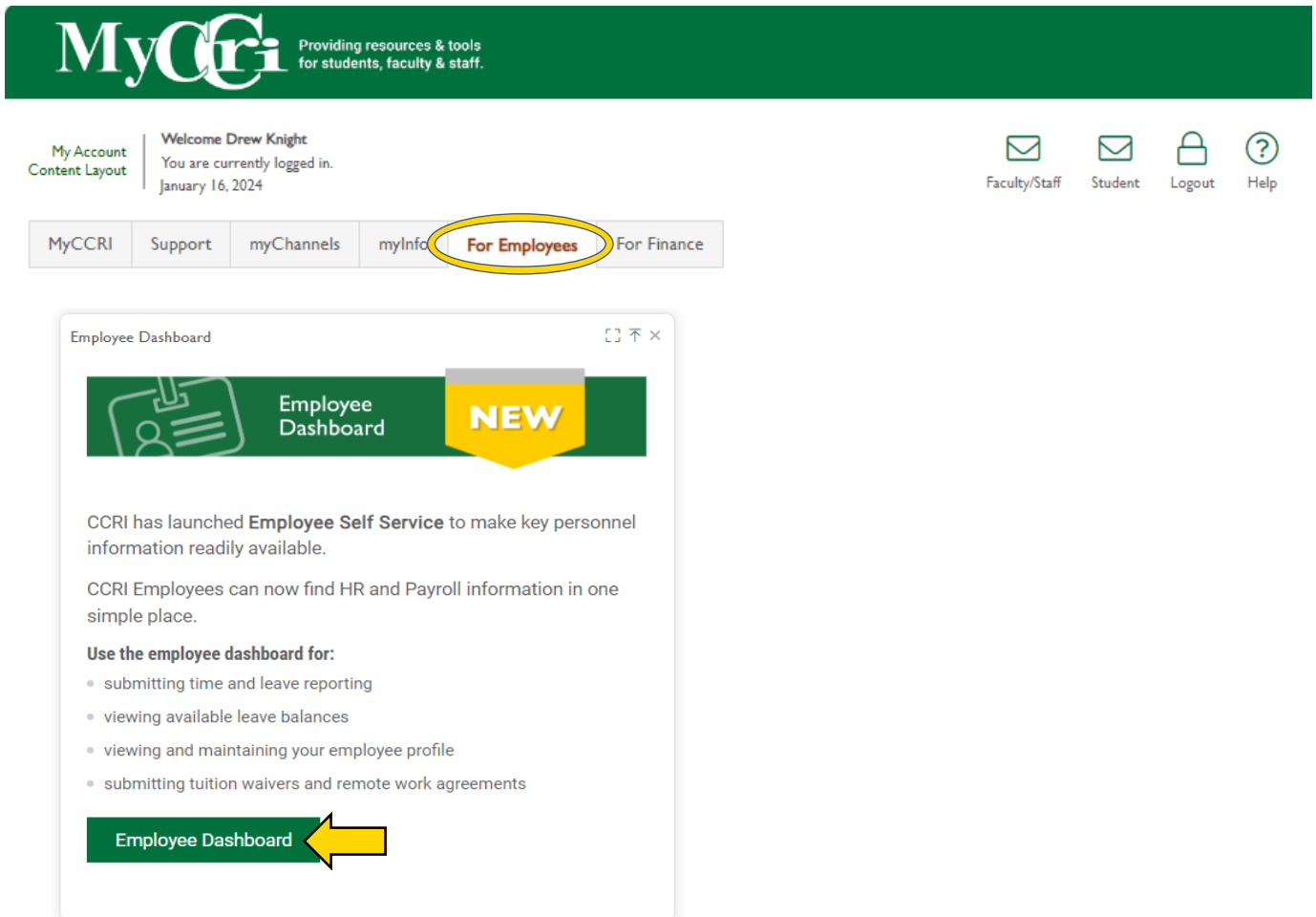


Entering Time Off in the Employee Dashboard

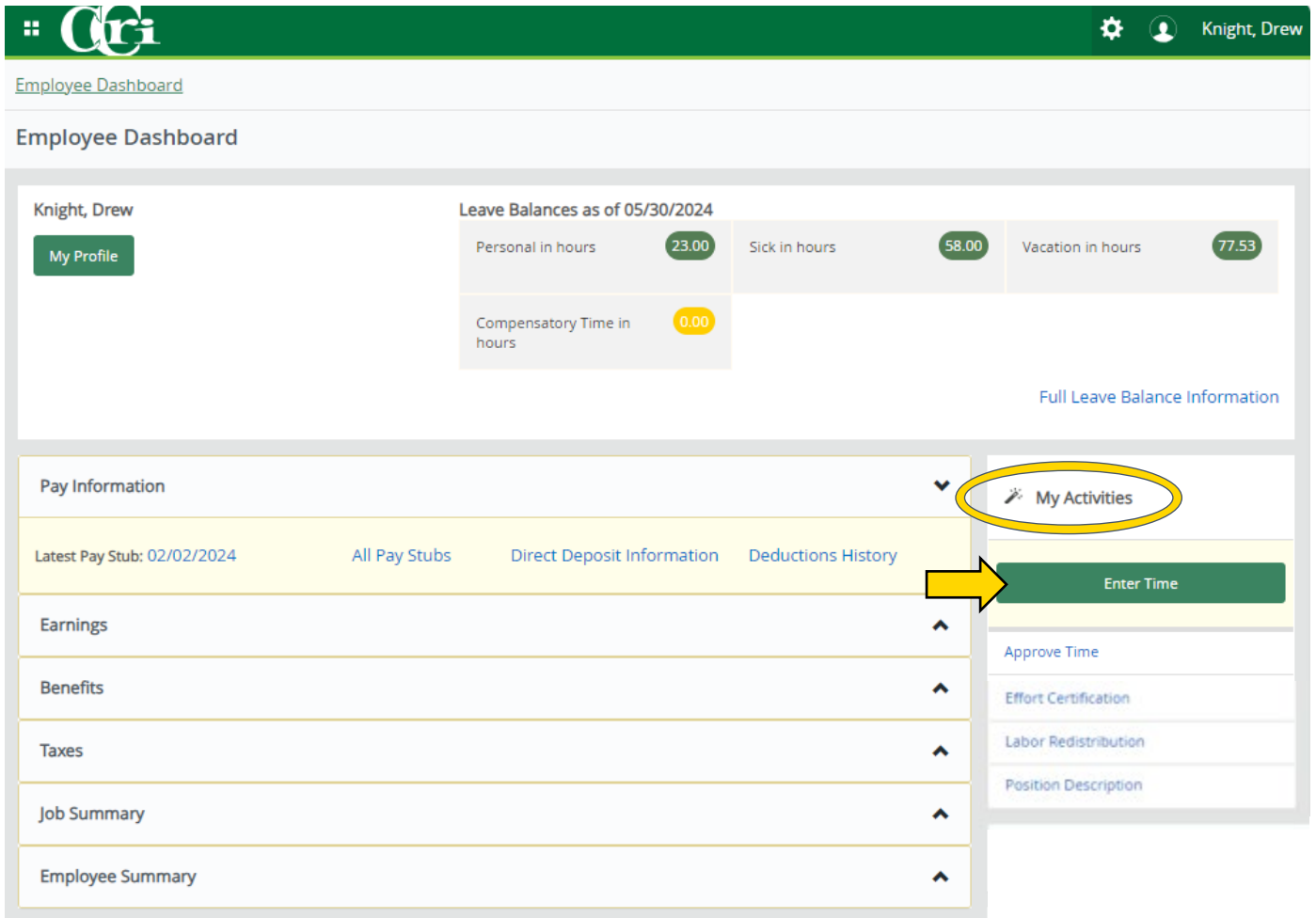
First, sign in to [MyCCRI](#) with your CCRI ID and Password.



Then, navigate over to the “For Employees” tab and click the green “Employee Dashboard” button.



In the Employee Dashboard, click “Enter Time” under the “My Activities” section to the right.

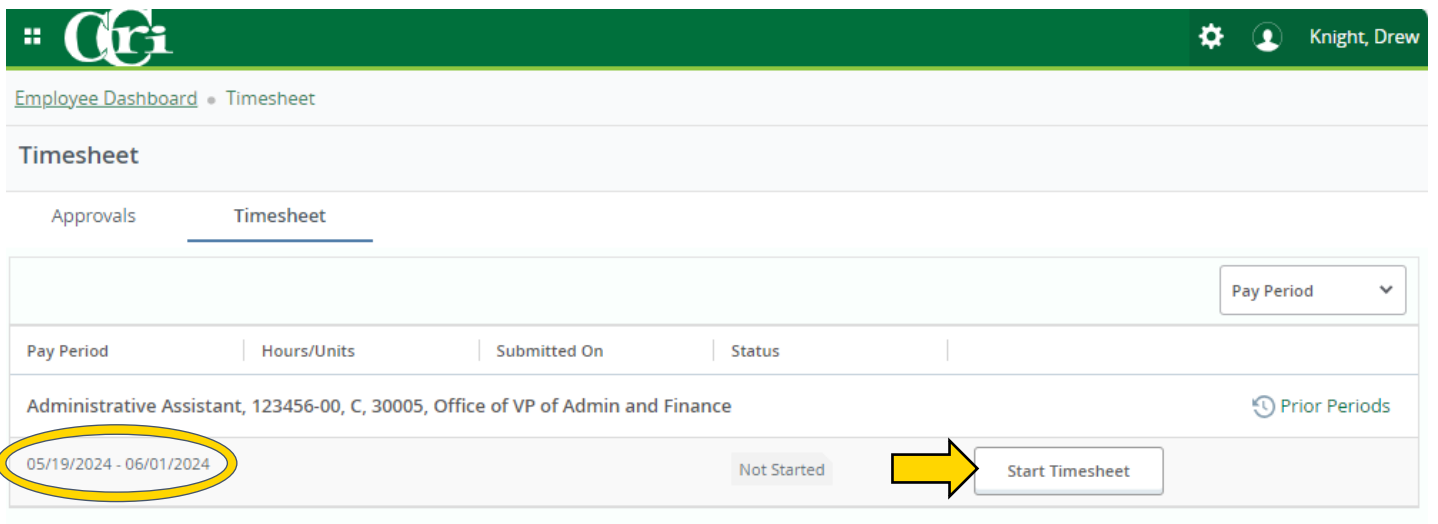


The screenshot shows the Employee Dashboard for Knight, Drew. At the top, there is a green header with the Ccri logo and the user's name. Below the header, the dashboard is divided into several sections. On the left, there is a 'My Profile' button. In the center, there is a 'Leave Balances as of 05/30/2024' section with a table:

Leave Balances as of 05/30/2024					
Personal in hours	23.00	Sick in hours	58.00	Vacation in hours	77.53
Compensatory Time in hours	0.00				

Below the leave balances, there is a 'Full Leave Balance Information' link. On the right side, there is a 'My Activities' menu with a yellow arrow pointing to the 'Enter Time' button. The menu items are: My Activities, Enter Time, Approve Time, Effort Certification, Labor Redistribution, and Position Description.

Locate the appropriate Pay Period and select “Start Timesheet.”

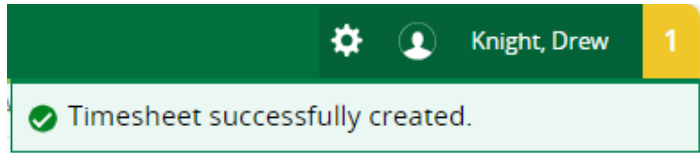


The screenshot shows the Timesheet page for Knight, Drew. At the top, there is a green header with the Ccri logo and the user's name. Below the header, there is a 'Timesheet' section with a 'Pay Period' dropdown menu. Below the dropdown, there is a table with the following columns: Pay Period, Hours/Units, Submitted On, and Status. The table contains one row for the pay period 05/19/2024 - 06/01/2024, with a status of 'Not Started'. A yellow arrow points to the 'Start Timesheet' button next to the row.

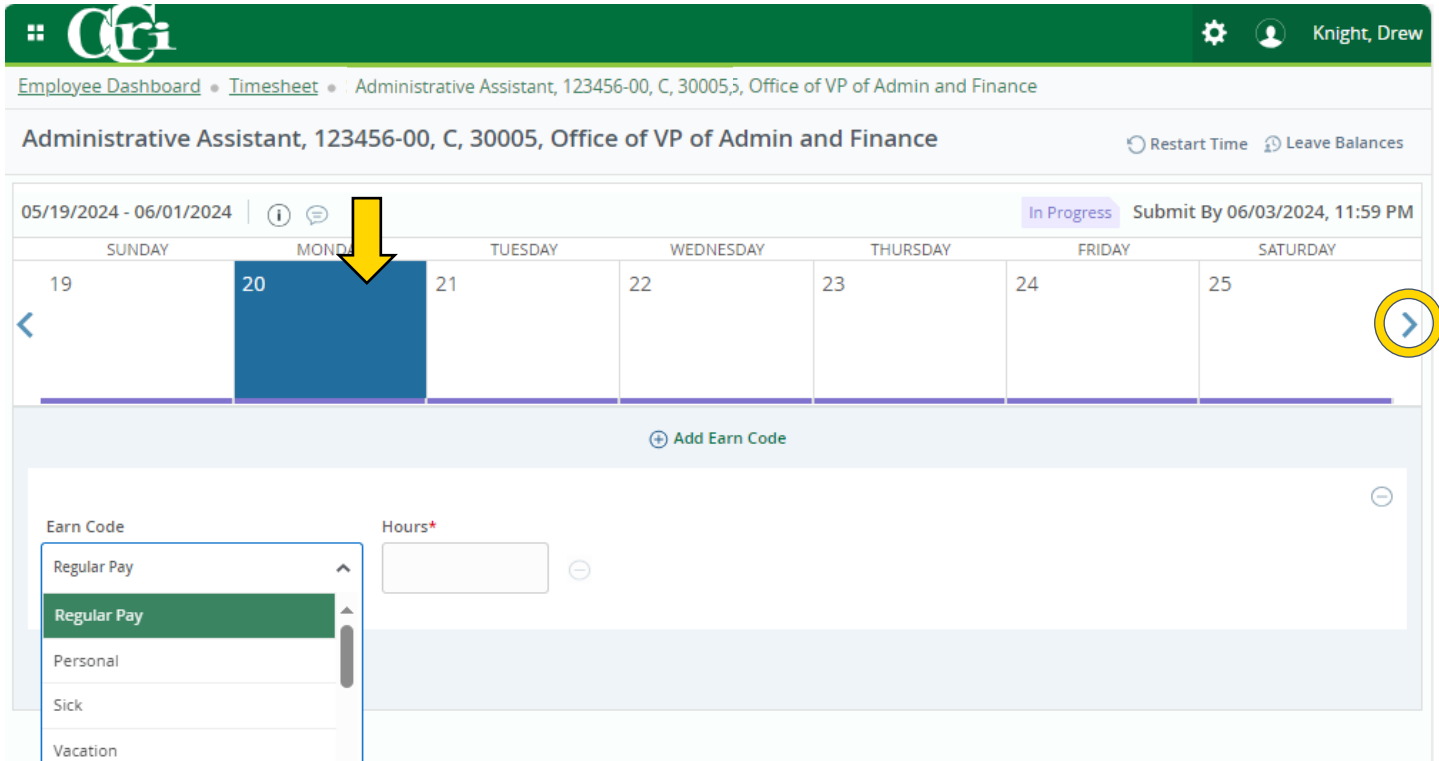
Pay Period	Hours/Units	Submitted On	Status
05/19/2024 - 06/01/2024			Not Started

If you have not begun this process before, the status will indicate “Not Started.”

A new screen showing a weekly calendar will open, and a notification will appear in the upper right-hand corner.



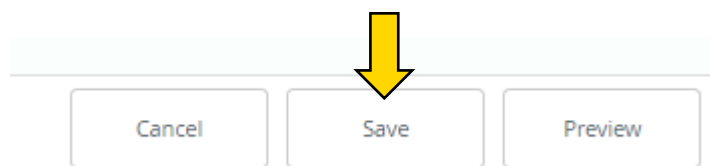
On this screen, you can add “Earn Codes” and the number of hours for any scheduled day. Select the first day you took time off, to start. The box highlighted in blue is the currently selected day.



Use the “Earn Code” drop-down menu to select the applicable type of time off, and then enter the number of hours in the text box to the right.



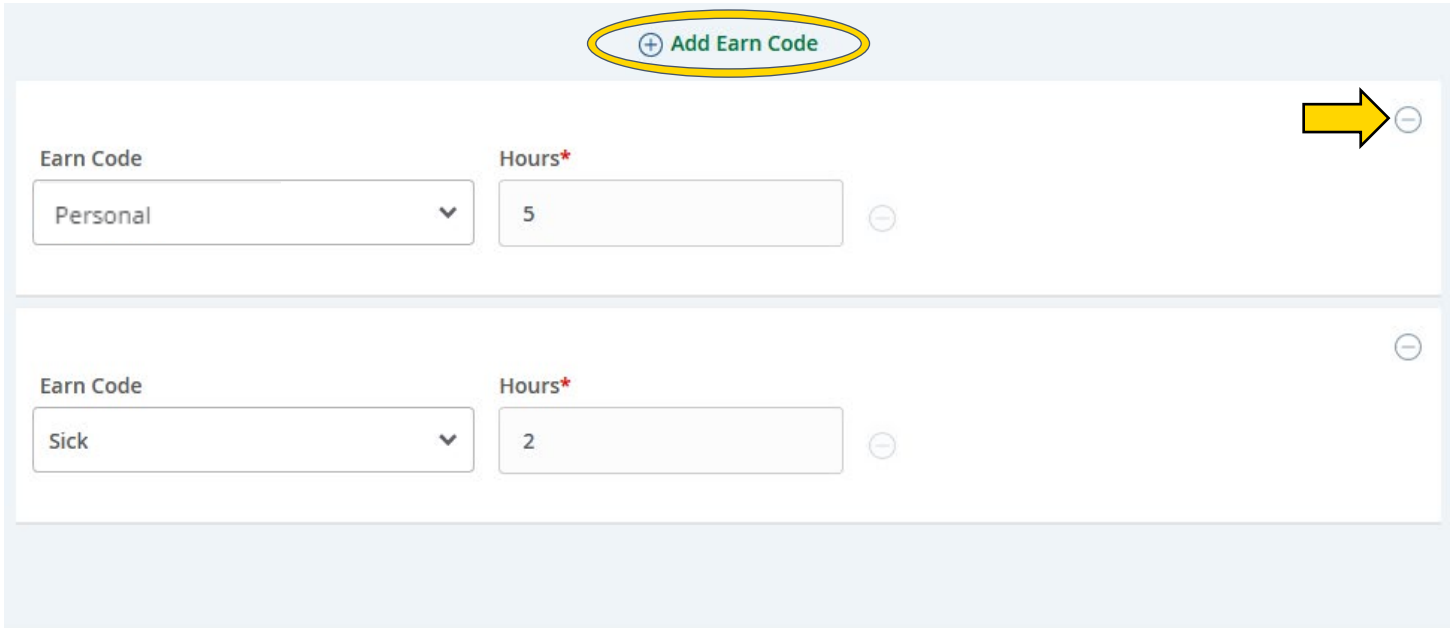
After, press “Save” on the bottom right-hand side to update the timesheet.



Complete the rest of your timesheet with any other days where time off was used, such as sick, personal, or vacation hours.

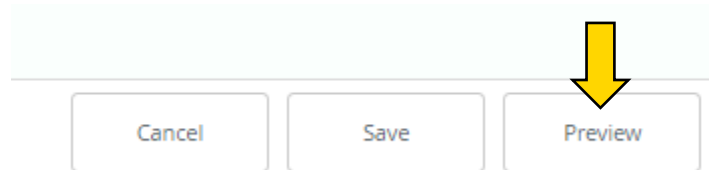
Select “+ Add Earn Code” to add multiple earn codes to a single workday.

Press the “-“ icon on the right to remove an earn code entry.



The screenshot shows a user interface for adding earn codes. At the top, there is a button labeled "+ Add Earn Code" circled in yellow. Below this are two rows of input fields. The first row has a dropdown menu with "Personal" selected and a text input field with "5" entered. The second row has a dropdown menu with "Sick" selected and a text input field with "2" entered. To the right of each row is a minus icon (-). A yellow arrow points to the minus icon on the right of the first row.

Once done, press “Preview” to review your timesheet before submitting.



The screenshot shows a horizontal bar with three buttons: "Cancel", "Save", and "Preview". A yellow arrow points down to the "Preview" button.

The “Timesheet Detail Summary” will display with several sections:

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[Employee Dashboard](#) • [Timesheet](#) • [Administrative Assistant, 123456-00, C, 30005, Office of VP of Admin and Finance](#) • [Preview](#)

Timesheet Detail Summary

Administrative Assistant, 123456-00, C, 30005, Office of VP of Admin and Finance
 Pay Period: 05/19/2024 - 06/01/2024 | 14.00 Hours | In Progress | Submit By 06/03/2024, 11:59 PM

a Time Entry Detail

Date	Earn Code	Shift	Total
05/20/2024	SIC, Sick	1	7.00 Hours
05/22/2024	PER, Personal	1	7.00 Hours

b Summary

Earn Code	Shift	Week 1	Week 2	Total
SIC, Sick	1	7.00		7.00 Hours
PER, Personal	1	7.00		7.00 Hours
Total Hours		14.00		

c Routing and Status

Name	Action
	Originated On 05/30/2024, 11:31 AM by Knight, Drew
	Submit By 06/03/2024, 11:59 PM
Liston, Bethany	In the Queue

d Comment (Optional):

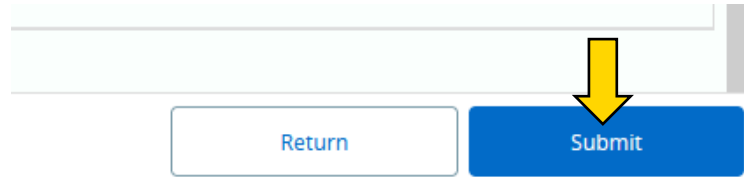
Out Sick on 5/20, Family Emergency on 5/22

1958 characters remaining

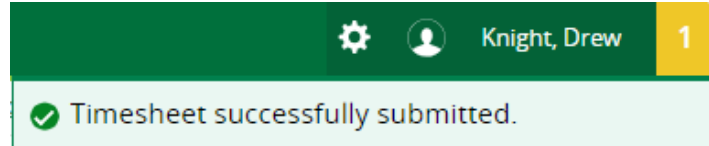
e I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

- a. **Time Entry Detail** – Shows discharged hours with date and earn code.
- b. **Summary** – Details how many hours of each type were taken in the first and second week of the pay period.
- c. **Routing and Status** – Shows who has approved it and/or where it stands in the approval process.
- d. **Comment** – A field where you can type a comment if necessary. For example, if you had to work on a holiday, you would type your explanation here.
- e. **Certify** – Checkmark this box to certify that the information is correct before pressing submit.

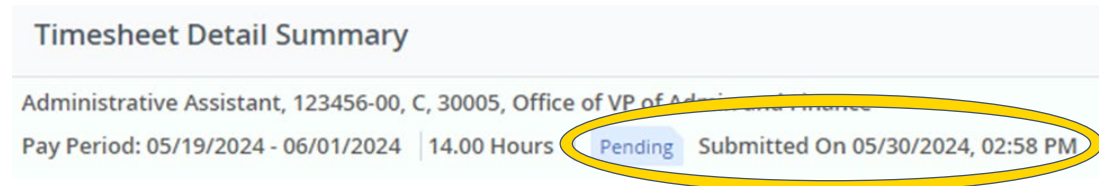
Once you have reviewed each section, press “Submit” at the bottom of the screen.



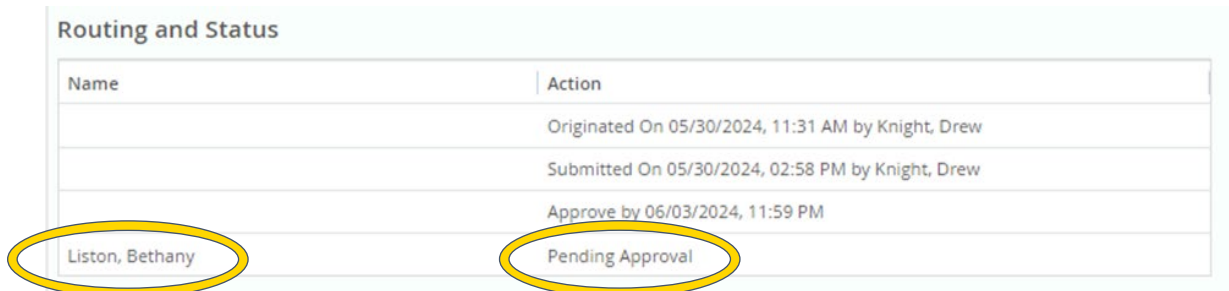
A notification will then appear in the upper right-hand corner, confirming that the timesheet has been successfully submitted.



Once submitted, the timesheet will have an updated status of “Pending” as well as a timestamp of when it was submitted.



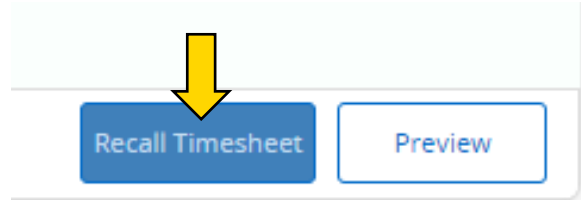
The Routing and Status section will also update with the current step in the approval queue.



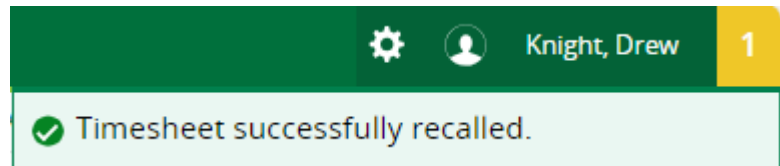
If you notice a mistake before the timesheet advances in the approval queue, you can recall and resubmit. First, open the “Timesheet Detail Summary” by clicking on the submitted timesheet.

Pay Period	Hours/Units	Submitted On	Status	
Administrative Assistant, 123456-00, C, 30005, Office of VP of Admin and Finance				Prior Periods
05/19/2024 - 06/01/2024	14.00 Hours	05/30/2024	Pending	ⓘ 💬 3

Then, press “Recall Timesheet” at the bottom of the screen.



You will get a notification in the upper right-hand corner saying that you have successfully recalled the timesheet.



The timesheet will now be available to edit and resubmit with the correct information.

A comment will be automatically made noting when the timesheet was recalled.

