

# Time Sheet Reference Guide

## Contingent I Non-Exempt and Student Employees

An online time sheet is generated each pay period. The employee, timekeeper (if applicable), and supervisor must approve the time sheet each pay period and submit it by the deadline. Time sheets approved after the deadline may affect when you receive your pay.

### Log into the Time Sheet

Connect to [My TU](#) home page. Enter your NETID and password, select whether you are faculty/staff or student, and log into the system.

#### My TU

> TU Home  
v My TU

**Login**

NetID:   
Password:

Faculty & Staff (My TU Portal)  
 Students (Towson Online Services)

**Login**

**Help With Login?**  
If you have questions, contact the OTS Help Center at 410-704-5151.  
[Manage NetID/Account](#)  
[My TU Help](#)  
[MY TU Portal Blog \(FAQ\)](#)

> top links  
[Outlook Web App \(Faculty/Staff\)](#)  
[Webmail \(Students\)](#)  
[Towson Online Services / PeopleSoft](#)  
[PeopleSoft Financials](#)  
[Blackboard](#)  
[Virtual Workspace](#)  
[Timesheets](#)  
[Tiger Travel](#)  
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[SSC Faculty/Staff Advising](#)  
[OneCard](#)  
[Academic Calendar](#)  
[Forms Repository](#)

> information for  
[Current Students](#)

> stay informed

Once you are logged in, click on the Timesheet icon under Tools.

**TOWSON UNIVERSITY** > My TU  
My TU Home More Resources

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**PeopleSoft**

Campus Solutions  
Faculty Center  
Tiger Travel

**My Bookmarks**

Add new bookmark  
Edit or remove current bookmarks  
change oracle password

**Tools**

Web-mail (login) Blackboard (login) Timesheet Virtual Workspace (login)

**Finance and Purchasing**

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## Complete the time sheet

Indicate the actual times you are on duty. Record lunch breaks and other unpaid breaks in the *time out* and *time in* cells.

Jump to Week Two		WEEK ONE							Jump to Remarks
Enter time (Use 00:00 format)		Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	
Shift Differential Hours									
StartTime				8:00	8:00		8:00		
Time Out									
Time In									
Time Out									
Time In									
Stop Time				12:00	12:00		12:00		
Total Hours		0	0	4	4	0	4	0	

Save Entries

Jump to Week One		WEEK TWO							Jump to Remarks
Enter time (Use 00:00 format)		Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	
Shift Differential Hours									
Start Time				8:00	8:00		8:00		
Time Out									
Time In									
Time Out									
Time In									
Stop Time				12:00	12:00		12:00		
Total Hours		0	0	4	4	0	4	0	

Save Entries

Once you have completed the time sheet, save your entries and click the approval box to submit the time sheet.

Totals				Remarks	
	Wk 1		Wk 2		
Asbestos Pay Hours	0	Asbestos Pay Hours	0		
Officer On Call Hours	0	Officer On Call Hours	0		
Total Hours	12	Total Hours	12		
Two Week Total Hours			24		
Bi Weekly 1.5 OT Hours			0		

After you submit your timesheet, your supervisor will review your entries. Once approved, your timesheet will be sent to payroll.

Click here to approve your timesheet  
 Timekeeper click here to sign off on timesheet

Use the remarks section to include any notes you wish to show your supervisor. Both you and your supervisor have the ability to add notes to your time sheet.

## General Information about Time Sheet Entries

- *Start time* and *stop time* can be recorded in regular or military time.
- *Work hours* and *total hours* are calculated automatically once you click the save button.
- Record lunch breaks and other unpaid breaks in the *time out* and *time in* cells.

## HR and Payroll Notices

Important HR and Payroll notices are posted on the main page of the timekeeping system.

A NOTE FROM HUMAN RESOURCES and PAYROLL:

**TIMESHEETS DUE EARLY:**

Regular Faculty and Staff- [Tuesday, 8/2/16, 10 AM](#).

Contingent and Student- [Friday, 8/5/16, 10 AM](#).

It is important that **BOTH** the employee and supervisor approve the timesheet.

**NOTICES AND REMINDERS:**

**REGULAR 10 MONTH FACULTY:** The last regular workday, and the date the final timesheet for the academic year must be approved is [June 7, 2016](#).

**SIGNIFICANT DATE CALENDAR:** The Towson University [2016 Significant Date Calendar](#) is available. Please note – Regular Staff and 12-month faculty will earn four floating holidays in 2016 and need only three floating holidays to cover the winter break. The additional floating holiday may be used any time once earned, during the year, with supervisor approval. Please plan accordingly.

**LEAVE STATEMENTS:** Regular leave statements are as of [7/19/16](#)

Contingent leave statements are as of [06/24/16](#).

If you have questions about completing your time sheet please contact Financial Services Help Line, at 410-704-5599, option 1 for Payroll.