

# Submitting E-Time Sheets

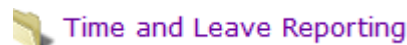
## Online Timesheet Instructions

- Logon to your MedailleOne account and follow these hotlinks:

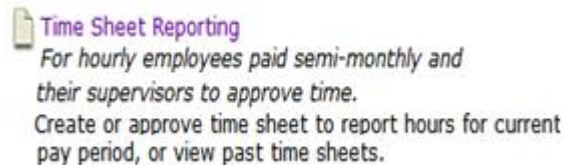
### 1. Click on Employee's Tab



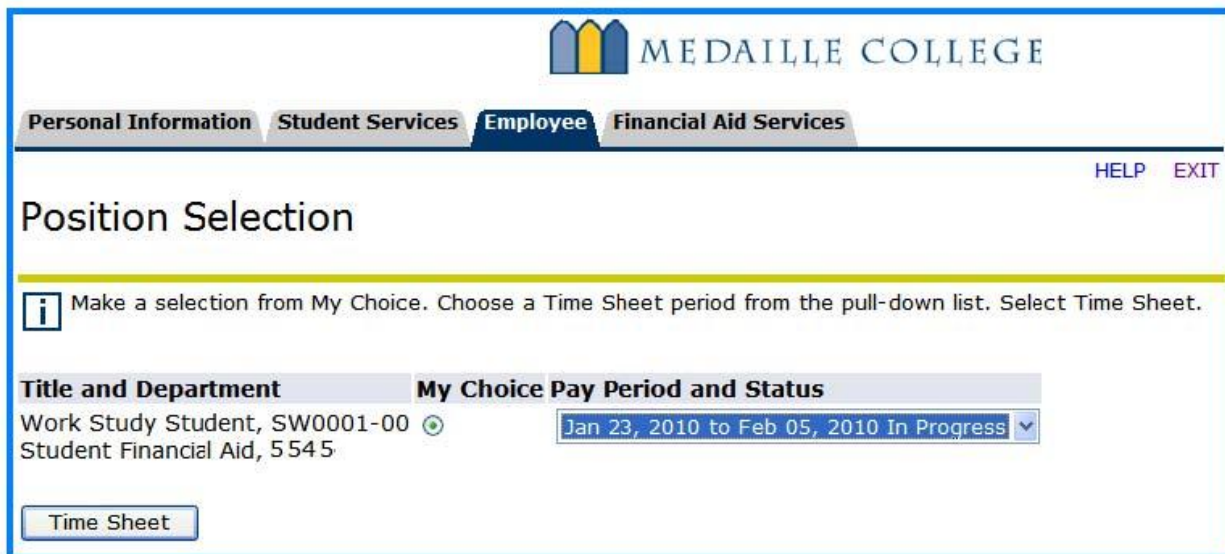
### 2. Click on Time and Leave Reporting



### 3. Click on Time sheet Reporting



- On the **Position Selection Page** click on the pull-down for **Pay Period and Status**, arrow down and select the current pay period

A screenshot of the 'Position Selection' page in the Medaille College system. At the top, there is a logo with three stylized buildings and the text 'MEDAILLE COLLEGE'. Below the logo, there is a navigation bar with four tabs: 'Personal Information', 'Student Services', 'Employee', and 'Financial Aid Services'. The 'Employee' tab is highlighted. In the top right corner, there are links for 'HELP' and 'EXIT'. The main heading is 'Position Selection'. Below the heading, there is an information icon followed by the text: 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' Below this, there is a table with two columns: 'Title and Department' and 'My Choice Pay Period and Status'. The 'Title and Department' column contains the text 'Work Study Student, SW0001-00' and 'Student Financial Aid, 5545'. The 'My Choice Pay Period and Status' column contains a pull-down menu with the text 'Jan 23, 2010 to Feb 05, 2010 In Progress'. At the bottom left, there is a button labeled 'Time Sheet'.

- Click on the  button to go to the Time Sheet page.

- For each day worked, click on the **Enter Hours** link for that day.

You will see the following;

- Enter the total hours worked for that day and click the **Save** button.

- Repeat this process for each day worked during the week.
- Click the **Next** button to go to the second week of the pay period and repeat the process for entering daily hours worked.
- When all hours are entered for each day worked during the pay period, click the **Submit for Approval** button and your eTimesheet will be forwarded to your supervisor for approval.
- If your supervisor has a problem with your timesheet, (s)he will return it to you for editing within MedailleOne. You will receive an email notification (via your official Medaille email) of such an event and it is your responsibility to amend and resubmit your eTimesheet in a timely manner in order to receive an on-time paycheck.

## Time Sheet button descriptions:

**Position Selection**

Takes you to the time sheet menu or the previous menu.

**Preview**

You may preview your time sheet for the entire period.

**Submit for Approval**

Transmits your completed time sheet to your supervisor along with an email alert.

**Comments**

Used to add a note to your supervisor. Your comments will be added to the automatic email sent to your supervisor when you submit your timesheet.

**Restart**

Used to delete and redo your current time sheet data.

**Next**

or

**Previous**

Takes you to next and/or previous week on your time sheet.

**Copy**

Allows you to enter the number of hours worked for several days.

**Account Distribution**

If you work in more than one office you can divide your work time between the different Offices.