

How to submit Hourly Timesheet

47 Steps [View most recent version on Tango.ai](#) 

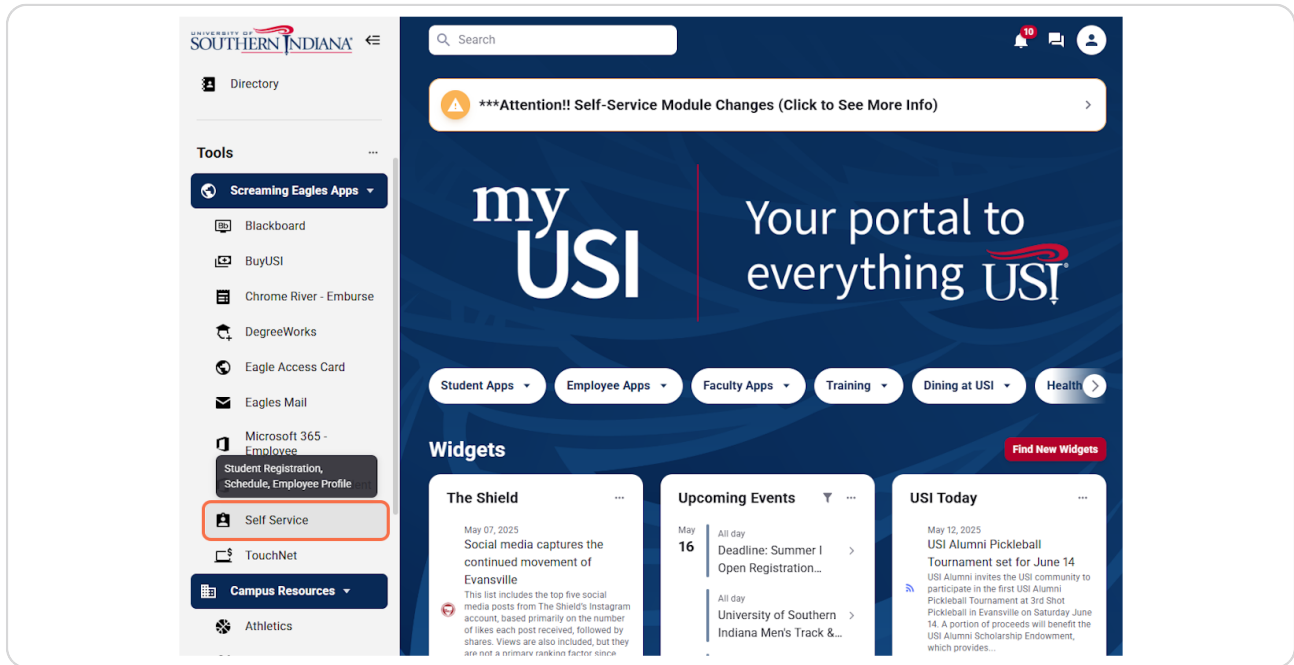
Created by
Jamie R Curry

Creation Date
Apr 14, 2025

Last Updated
May 16, 2025

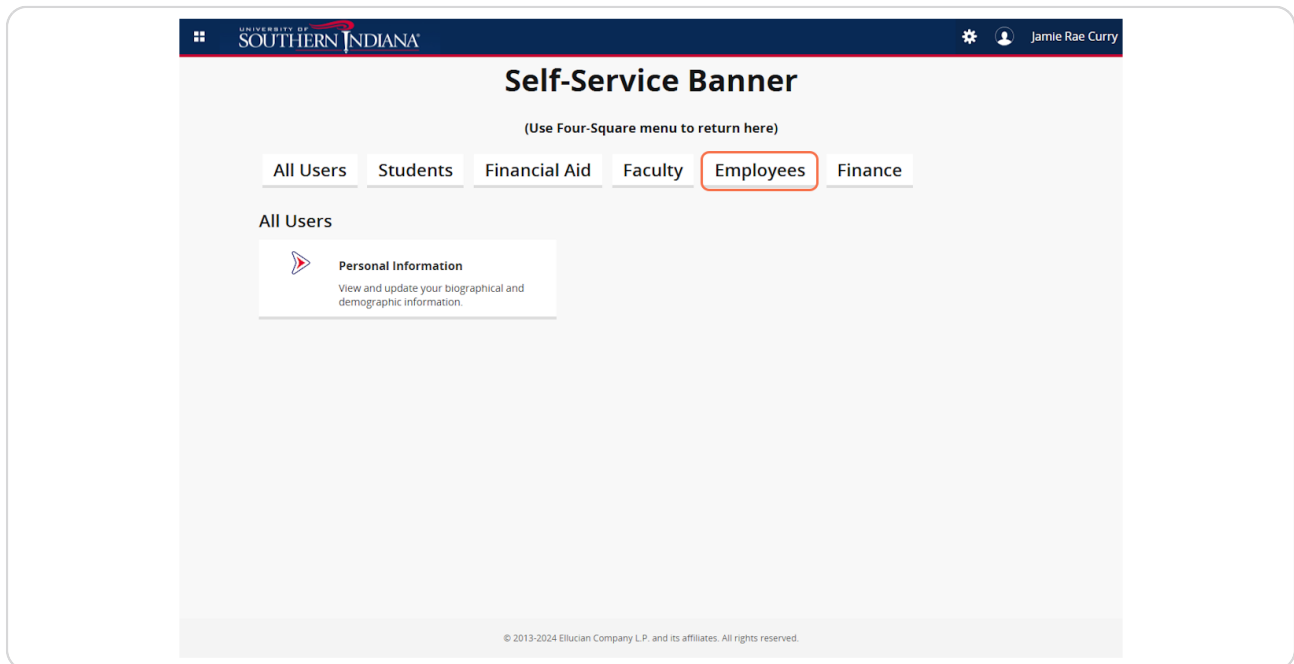
STEP 1

Click on Self Service



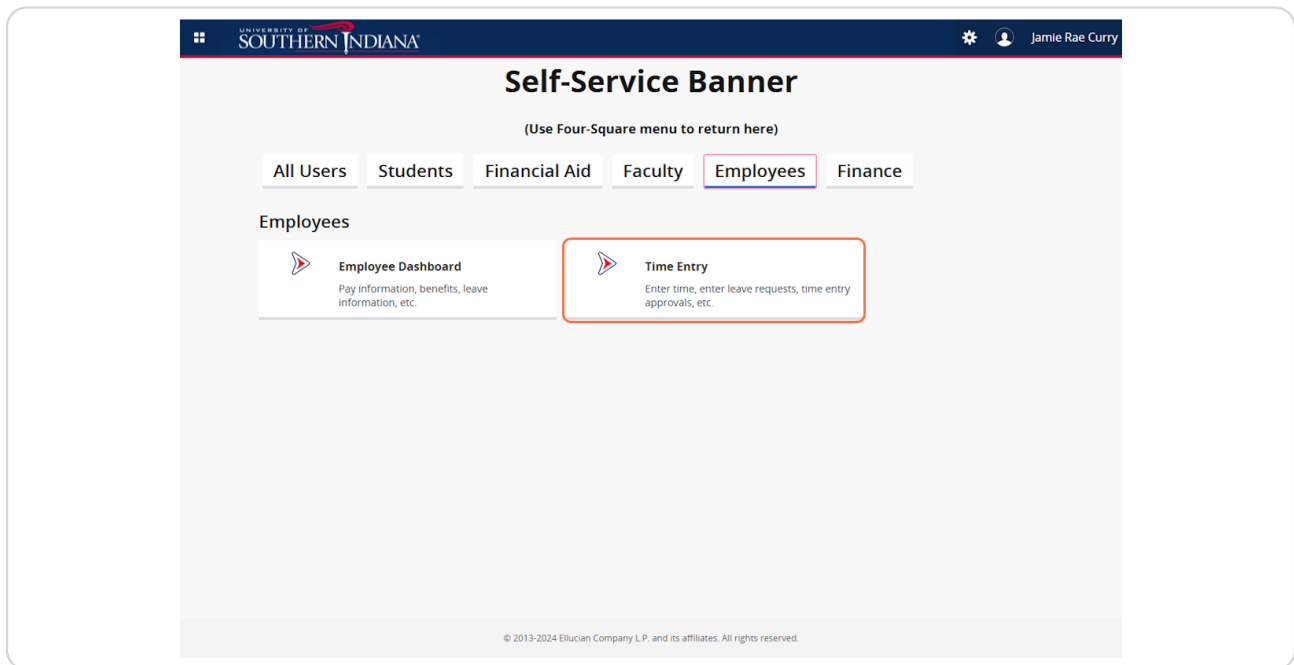
STEP 2

Click on Employees



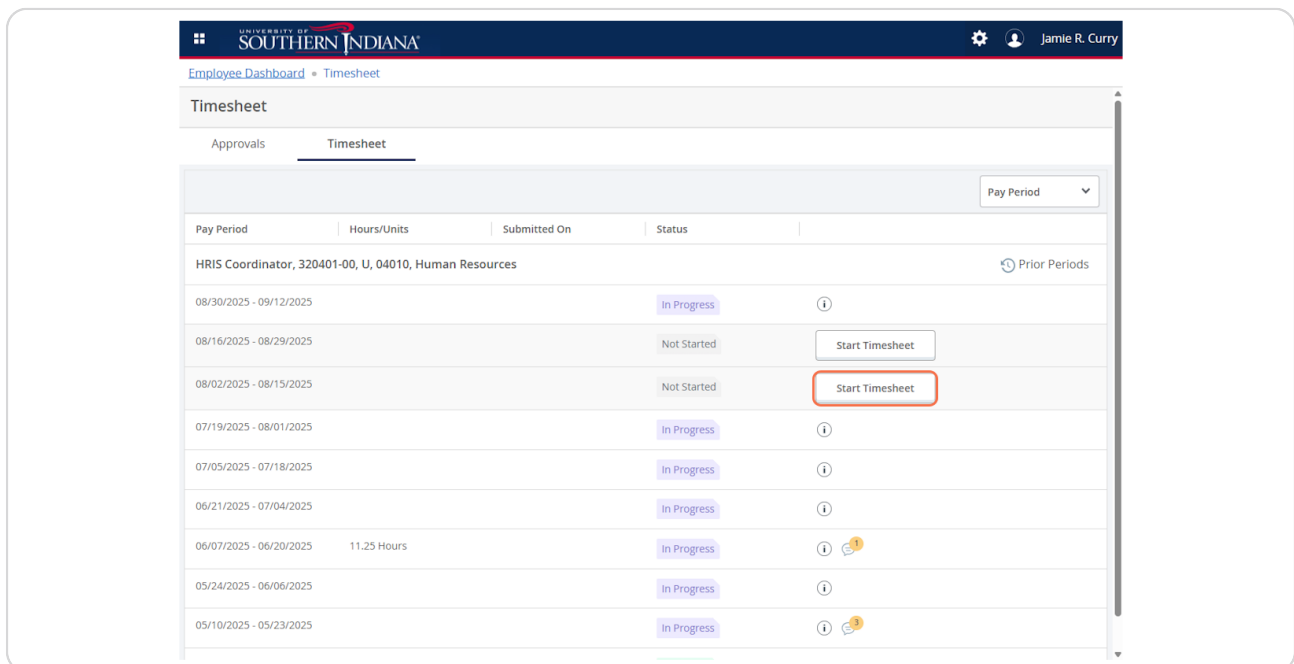
STEP 3

Click on Time Entry...



STEP 4

Click on Start Timesheet for current pay period



STEP 5

Click on first work day of the week.

UNIVERSITY OF SOUTHERN INDIANA

Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Timesheet successfully created.

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

08/02/2025 - 08/15/2025

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

2 3 4 5 6 7 8

Add Earn Code

Earn Code: Regular Biweekly

Start Time*: hh:mm a

End Time*: hh:mm a

Hours: 0.00

Add More Time

Exit Page

Cancel Save Preview

STEP 6

Earn code will default to Regular Biweekly, if something different such as Vacation please select drop down and select it. Click on Start Time.

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Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Restart Time Leave Balances

08/02/2025 - 08/15/2025 In Progress Submit By 08/16/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6	7	8

Add Earn Code

Earn Code: Regular Biweekly

Start Time*: hh:mm a

End Time*: hh:mm a

Hours: 0.00

Add More Time

Exit Page Cancel Save Preview

STEP 7

Enter start time and click on SET

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HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Restart Time Leave Balances

08/02/2025 - 08/15/2025 In Progress Submit By 08/16/2025, 11:59 AM

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

2 3 4 5 6 7 8

+ Add Earn Code

Earn Code
Regular Biweekly

Start Time* hh:mm a

End Time* hh:mm a

Hours 0.00

07 08 00 AM 09 15 PM

CANCEL SET

Exit Page Cancel Save Preview

STEP 8

Click on End Time and enter in time leaving for lunch.

+ Add Earn Code

End Time* Hours

hh:mm a 0.00

+ Add More Time

STEP 9

Once time is entered click on SET

The screenshot shows the University of Southern Indiana HRIS Timesheet interface. At the top, the header includes the university logo, a settings icon, a user profile icon for Jamie R. Curry, and the text "Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538". Below the header, the employee information "HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538" is displayed, along with links for "Restart Time" and "Leave Balances". The main section shows the date range "08/02/2025 - 08/15/2025" and a status of "In Progress" with a "Submit By 08/16/2025, 11:59 AM" deadline. A calendar view shows the days of the week from Saturday to Friday, with the date 4 (Monday) highlighted in blue. Below the calendar, there is a section titled "Add Earn Code" with a dropdown menu for "Earn Code" set to "Regular Biweekly". The "Start Time*" is set to "08:00 AM" and the "End Time*" is set to "hh:mm a". The "Hours" field is set to "0.00". A time selection modal is open, showing a grid with "01" and "00" in the first row, and "02" and "15" in the second row. The "PM" option is selected, and the "SET" button is highlighted in blue. At the bottom, there are "Exit Page", "Cancel", "Save", and "Preview" buttons.

STEP 10

When returning from lunch, Click on Add More Time.

The screenshot shows the University of Southern Indiana HRIS Timesheet interface. At the top, the header includes the university logo, a settings icon, a user profile icon for Jamie R. Curry, and the text "Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538". Below the header, the employee information "HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538" is displayed, along with links for "Restart Time" and "Leave Balances". The main section shows the date range "08/02/2025 - 08/15/2025" and a status of "In Progress" with a "Submit By 08/16/2025, 11:59 AM" deadline. A calendar view shows the days of the week from Saturday to Friday, with the date 4 (Monday) highlighted in blue. Below the calendar, there is a section titled "Add Earn Code" with a dropdown menu for "Earn Code" set to "Regular Biweekly". The "Start Time*" is set to "08:00 AM" and the "End Time*" is set to "01:00 PM". The "Hours" field is set to "5.00". A red dashed box highlights the "Add More Time" button. At the bottom, there are "Cancel" and "Save" buttons.

Click on Start Time and enter in time returning to work.

Start Time*	End Time*
<div><div>▼</div><div>08:00 AM</div><div>🕒</div></div>	<div><div>01:00 PM</div><div>🕒</div></div>
<div><div>hh:mm a</div><div>🕒</div></div>	<div><div>hh:mm a</div><div>🕒</div></div>
<div>⊕ Add More Time</div>	

Once time is entered click on SET

hh:mm a

hh:mm a

0.00

01

02 00 PM

03 15 AM

CANCEL SET

STEP 13

Click on End Time and enter in time leaving for day.

The screenshot shows a form with a header bar containing a blue button. Below the header is a light gray bar with a "+ Add Earn Code" button. The main section contains three columns: "Time*", "End Time*", and "Hours". The "Time*" column has two input fields, the first showing ":00 AM" and the second showing ":00 PM". The "End Time*" column has two input fields, the first showing "01:00 PM" and the second showing "hh:mm a". The "Hours" column has two input fields, the first showing "5.00" and the second showing "0.00". A red box highlights the clock icon in the "End Time*" column. Below the input fields is a dashed line with a "+ Add More Time" button. At the bottom is a light gray bar.

STEP 14

Once time is entered click on SET

The screenshot shows a close-up of the "End Time*" input field, which displays "hh:mm a". A time picker modal is open, showing a grid of time slots. The "30" minute slot is highlighted with a red box. The "PM" option is selected. Below the grid are two buttons: "CANCEL" and "SET". The "SET" button is highlighted with a red box. A "Cancel" button is also visible at the bottom right of the form.

STEP 15

After reviewing to ensure accuracy, click on Save

The screenshot shows the University of Southern Indiana HRIS Timesheet interface. At the top, the header includes the university logo and the user's name, Jamie R. Curry. Below the header, the breadcrumb trail reads: Employee Dashboard > Timesheet > HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538. The main title of the page is "HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538". To the right of the title are links for "Restart Time" and "Leave Balances". Below the title, the date range "08/02/2025 - 08/15/2025" is displayed, along with a status "In Progress" and a "Submit By 08/16/2025, 11:59 AM" deadline. The interface features a calendar grid with days of the week as columns and dates as rows. The date 08/04/2025 (Monday) is selected and highlighted in blue. Below the calendar, there is a section titled "Add Earn Code". This section contains a form with the following fields: "Earn Code" (a dropdown menu currently showing "Regular Biweekly"), "Start Time*" (a time picker set to 08:00 AM), "End Time*" (a time picker set to 01:00 PM), and "Hours" (a numeric input field set to 5.00). Below these fields, there is a second row of time inputs: "02:00 PM" for the start time and "04:30 PM" for the end time, with the "Hours" field set to 2.50. An "Add More Time" button is located below the second row. At the bottom of the form, there are three buttons: "Exit Page", "Cancel", and "Save". The "Save" button is highlighted with a red border.

STEP 16

Click on the next day worked example Tuesday if you work M-F.

The screenshot shows the University of Southern Indiana HRIS Timesheet interface for Step 16. The header and breadcrumb trail are the same as in Step 15. The main title is "010, Human Resources, Rate: \$25.661538". Below the title, the date range "08/02/2025 - 08/15/2025" is displayed, along with a status "In Progress" and a "Submit By 08/16/2025, 11:59 AM" deadline. The interface features a calendar grid with days of the week as columns and dates as rows. The date 08/05/2025 (Tuesday) is selected and highlighted in blue. Below the calendar, there is a section titled "Add Earn Code". This section contains a form with the following fields: "Earn Code" (a dropdown menu currently showing "Regular Biweekly"), "Start Time*" (a time picker set to 08:00 AM), "End Time*" (a time picker set to 01:00 PM), and "Hours" (a numeric input field set to 5.00). Below these fields, there is a second row of time inputs: "02:00 PM" for the start time and "04:30 PM" for the end time, with the "Hours" field set to 2.50. An "Add More Time" button is located below the second row. At the bottom of the form, there are three buttons: "Exit Page", "Cancel", and "Save". The "Save" button is highlighted with a red border.

STEP 17

If a Regular Biweekly day follow steps 4-14 for every day worked in the pay period.

The screenshot shows a time entry interface. At the top, there is a table with three columns. The first column is empty, the second column contains '7.50 Hours', and the third column is a solid blue square. Below the table is a light gray bar with a blue back arrow on the left and a '+ Add Earn Code' button on the right. Below this bar is a white form area. The form has three main sections: 'Earn Code' with a dropdown menu showing 'Regular Biweekly', 'Start Time*' with a placeholder 'hh:mm a' and a clock icon, and 'End Time*' with a placeholder 'hh:mm a'. Below these sections is a dashed box containing a '+ Add More Time' button.

STEP 18

If a non-regular biweekly day such as sick. Click on Sick Pay

The screenshot shows a web form with a dropdown menu labeled 'Earn Code'. The menu is open, displaying a list of options: 'Regular Biweekly', 'Regular Biweekly', 'SWISH Pay', 'Comp Time Taken', 'Vacation Pay', and 'Sick Pay'. The 'Sick Pay' option at the bottom is highlighted with a red rectangular border. To the right of the dropdown are two input fields labeled 'Start Time*' and 'End Time*', each containing the placeholder text 'hh:mm a' and a clock icon. Below these fields is a dashed box with a '+ Add More' link. At the bottom left of the form is a button labeled 'Exit Page'.

STEP 19

Click on Start Time

The screenshot shows a web form with a dropdown menu on the left and two input fields labeled 'Start Time*' and 'End Time*'. The 'Start Time*' field is highlighted with a red rectangular border and contains the placeholder text 'hh:mm a' and a clock icon. To the right of the 'Start Time*' field is a dashed box with a '+ Add More Time' link. At the top right of the form is a blue button. At the bottom left of the form is a button labeled 'Exit Page'.

STEP 20

Enter time sick day started (use regular schedule as guide start and end time)
Click on SET

The screenshot shows a time selection modal. It has three columns for hours, minutes, and AM/PM. The first column has options 07, 08, and 09. The second column has options 00 and 15. The third column has options AM and PM. The '08' in the first column is highlighted with a red border. The '00' in the second column is also highlighted with a red border. The 'AM' in the third column is highlighted with a red border. Below the time selection area are two buttons: 'CANCEL' and 'SET'. The 'SET' button is highlighted with a red border. In the background, there is a text label 'd More Time'.

07		
08	00	AM
09	15	PM

CANCEL SET

STEP 21

After reviewing to ensure accuracy, click on Save

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Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

08/02/2025 - 08/15/2025 7.50 Hours In Progress Submit By 08/16/2025, 11:59 AM

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

2 3 4 5 6 7 8

7.50 Hours

Add Earn Code

Earn Code Sick Pay Start Time* 08:00 AM End Time* 01:00 PM Hours 5.00

02:00 PM 04:30 PM 2.50

Add More Time

Exit Page Cancel Save Preview

STEP 22

Click on next to view the second week of the pay period

The entry has been successfully copied.

Restart Time Leave Balances

In Progress Submit By 08/16/2025, 11:59 AM

WEDNESDAY THURSDAY FRIDAY

7 8

7.50 Hours 7.50 Hours

Next

STEP 23

Example you copied your time over (see how at the bottom) and you realized you didn't work the morning. You select the day this occurred.




1538

[Restart Time](#) [Leave Balances](#)

In Progress

Submit By 08/16/2025, 11:59 AM

WEDNESDAY	THURSDAY	FRIDAY
13 7.50 Hours	14 7.50 Hours	15 7.50 Hours



STEP 24

Click on Delete on the right side.

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Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

08/02/2025 - 08/15/2025 | 75.00 Hours | In Progress | Submit By 08/16/2025, 11:59 AM

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

9 10 11 12 13 14 15

7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours

+ Add Earn Code

Earn Code: Regular Biweekly

Start Time*: 08:00 AM

End Time*: 01:00 PM

Hours: 5.00

02:00 PM 04:30 PM 2.50

+ Add More Time

Total: 7.50 Hours | Account Distribution

Exit Page Cancel Save Preview

STEP 25

Click on Yes to ensure deleting.

UNIVERSITY OF SOUTHERN INDIANA

Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

08/02/2025 - 08/15/2025 | 75.00 Hours | In Progress | Submit By 08/16/2025, 11:59 AM

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

9 10 11 12 13 14 15

7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours

+ Add Earn Code

Earn Code: Regular Biweekly

Start Time*: 08:00 AM

End Time*: 01:00 PM

Hours: 5.00

02:00 PM 04:30 PM 2.50

+ Add More Time

Total: 7.50 Hours | Account Distribution

Exit Page Cancel Save Preview

Are you sure you want to delete the earning record?

No Yes

STEP 26

Click on Add Earn Code

320401-00, U, 04010, Human Resources, Rate: \$25.661538 Rest

75.00 Hours i 🗨 In Progress Submit

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
10	11 7.50 Hours	12 7.50 Hours	13 7.50 Hours	14 7.50 Hours

⊕ Add Earn Code

STEP 27

Click on Select Earn Code

UNIVERSITY OF SOUTHERN INDIANA ⚙ 👤 Jamie R. Curry

[Employee Dashboard](#) • [Timesheet](#) • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538 Restart Time Leave Balances

08/02/2025 - 08/15/2025 | 75.00 Hours i 🗨 In Progress Submit By 08/16/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9	10	11 7.50 Hours	12 7.50 Hours	13 7.50 Hours	14 7.50 Hours	15 7.50 Hours

⊕ Add Earn Code

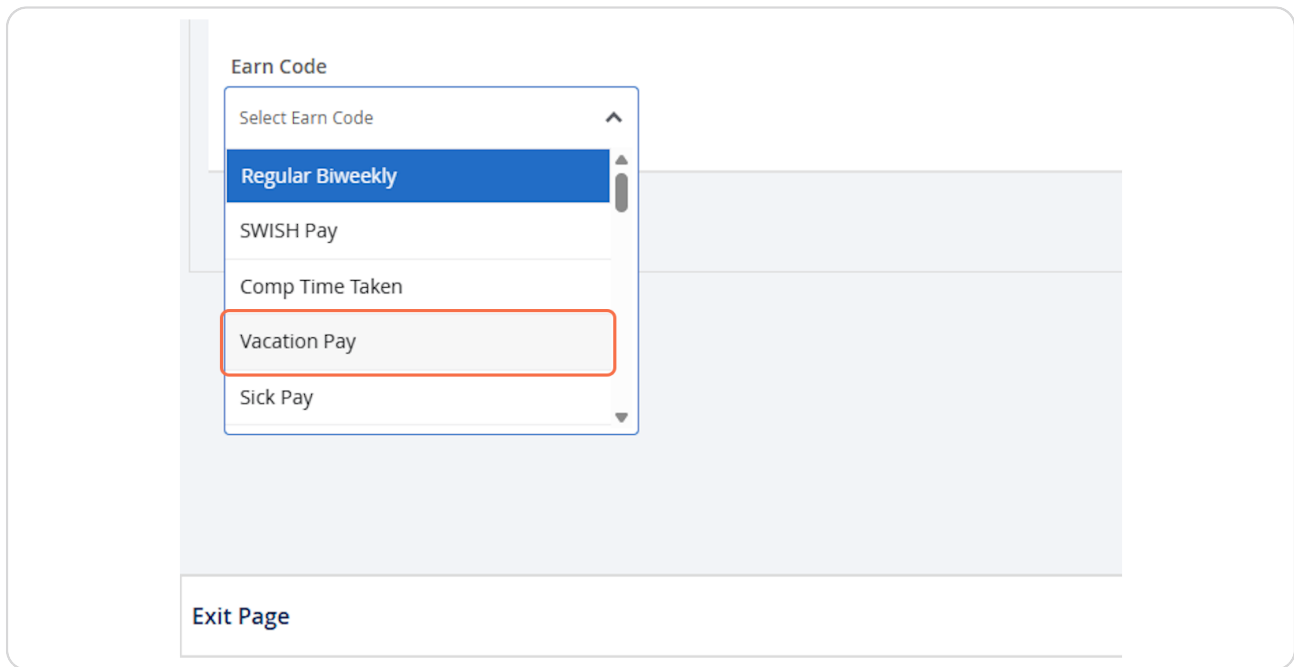
Earn Code

Select Earn Code ▼

Exit Page Cancel Save Preview

STEP 28

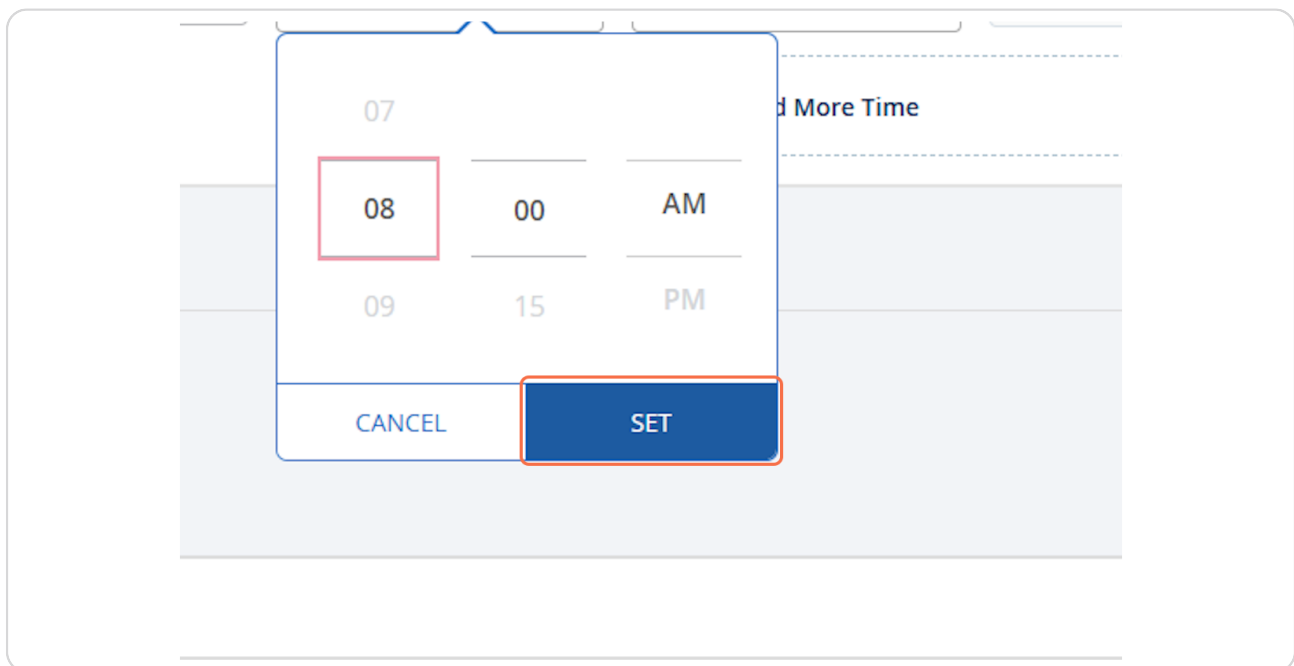
Click on Vacation Pay



The screenshot shows a web interface with a dropdown menu titled "Earn Code". The menu is open, displaying a list of options: "Regular Biweekly", "SWISH Pay", "Comp Time Taken", "Vacation Pay", and "Sick Pay". The "Vacation Pay" option is highlighted with a red rectangular border. Below the dropdown menu, there is a button labeled "Exit Page".

STEP 29

Enter in start time of Vacation and click on SET



The screenshot shows a time selection dialog box. The time "08:00 AM" is selected, with the "08" hour part highlighted by a red rectangular border. Below the time selection, there are two buttons: "CANCEL" and "SET". The "SET" button is highlighted with a red rectangular border. The background of the dialog box is light gray, and the text is in a sans-serif font.

STEP 30

Enter in end time of Vacation and click on SET

01 00 PM
02 15 AM
CANCEL SET

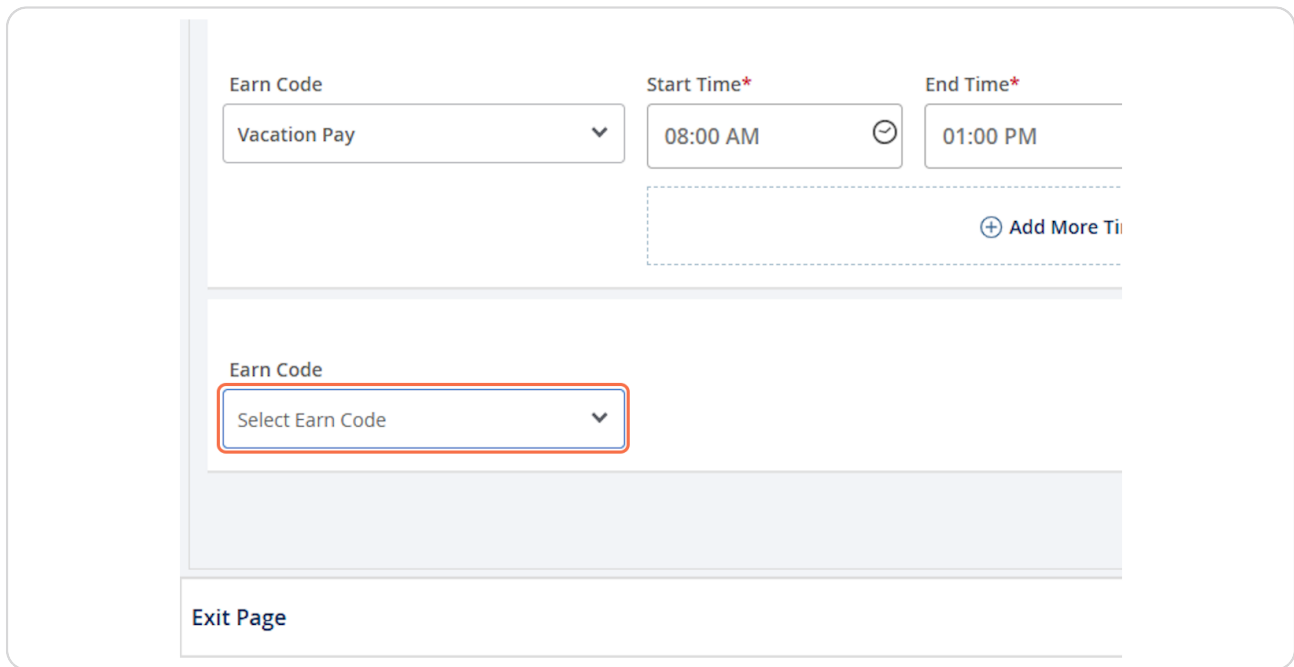
STEP 31

Click on Add Earn Code

20401-00, 0, 04010, Human Resources, Rate: \$25.001330 Rest
75.00 Hours ⓘ ⓘ In Progress Submit
SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY
10 11 12 13 14
7.50 Hours 7.50 Hours 7.50 Hours 7.50 Hours
+ Add Earn Code
Start Time* End Time* Hours
08:00 AM 01:00 PM 5.00
+ Add More Time

STEP 32

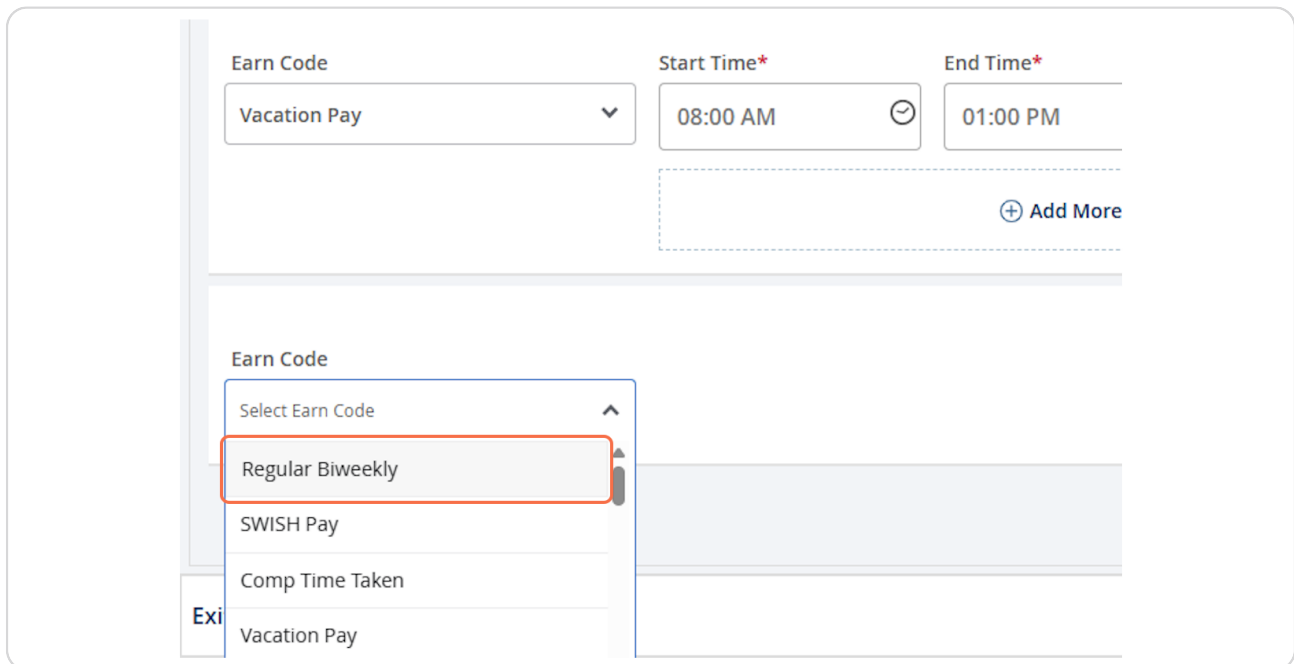
Click on Select Earn Code



This screenshot shows a web form for Step 32. At the top, there are three input fields: 'Earn Code' with a dropdown menu showing 'Vacation Pay', 'Start Time*' with '08:00 AM' and a clock icon, and 'End Time*' with '01:00 PM'. Below these is a dashed box with a '+ Add More Time' link. A horizontal separator line follows. Below the separator is another 'Earn Code' dropdown menu, which is highlighted with a red rectangle and contains the text 'Select Earn Code'. At the bottom left, there is a button labeled 'Exit Page'.

STEP 33

Click on Regular Biweekly



This screenshot shows the same web form as Step 32, but with the 'Earn Code' dropdown menu open. The dropdown list is visible, showing several options: 'Select Earn Code' (at the top), 'Regular Biweekly' (highlighted with a red rectangle), 'SWISH Pay', 'Comp Time Taken', and 'Vacation Pay'. The 'Exit Page' button is still visible at the bottom left.

STEP 34

Click on Start Time and Click on SET

The screenshot shows a time selection interface. At the top, there are three fields: "Start Time*", "End Time*", and "Hours". The "Start Time*" field is currently empty, showing a placeholder "hh:mm a". A dropdown menu is open below the "Start Time*" field, displaying a 12-hour clock format. The time "01:00 PM" is selected, with "PM" highlighted in a red box. Below the time selection, there are two buttons: "CANCEL" and "SET". The "SET" button is highlighted with a red border. To the right of the "End Time*" field, there is a "More Time" link.

STEP 35

Click on End Time and click on SET

The screenshot shows a time selection interface within a web application. The header bar includes the University of Southern Indiana logo and the user name "Jamie R. Curry". Below the header, there is a navigation bar with links to "Employee Dashboard" and "Timesheet". The main content area displays a calendar view for the week of September 9th to 15th. The date "15" is selected. Below the calendar, there is a section for "Add Earn Code". The "Earn Code" dropdown is set to "Vacation Pay". The "Start Time*" field is set to "08:00 AM". The "End Time*" field is currently empty, showing a placeholder "hh:mm a". A dropdown menu is open below the "End Time*" field, displaying a 12-hour clock format. The time "04:30 PM" is selected, with "30" highlighted in a red box. Below the time selection, there are two buttons: "CANCEL" and "SET". The "SET" button is highlighted with a red border. To the right of the "End Time*" field, there is a "More Time" link.

STEP 36

After reviewing to ensure accuracy, click on Save

The screenshot shows the University of Southern Indiana HRIS Timesheet interface. At the top, the header includes the university logo, user name 'Jamie R. Curry', and navigation links. Below the header, the employee information is displayed: 'HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538'. The timesheet period is '08/02/2025 - 08/15/2025' with a total of '75.00 Hours'. The 'Add Earn Code' section contains two entries: 'Vacation Pay' (08:00 AM to 01:00 PM, 5.00 hours) and 'Regular Biweekly' (02:00 PM to 04:30 PM, 2.50 hours). The 'Save' button at the bottom right is highlighted with a red box.

STEP 37

Click on Preview

The screenshot shows the University of Southern Indiana HRIS Timesheet interface after saving. A green notification banner at the top states 'Timesheet data successfully saved.' The 'Add Earn Code' section now displays the saved entries: 'Regular Biweekly' (02:00 PM to 04:30 PM, 2.50 hours) and 'Vacation Pay' (08:00 AM to 01:00 PM, 5.00 hours). The 'Preview' button at the bottom right is highlighted with a red box.

STEP 38

Review Timesheet Detail Summary to ensure accuracy scroll down

UNIVERSITY OF SOUTHERN INDIANA

Jamie R. Curry

Employee Dashboard

Timesheet

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Preview

Timesheet Detail Summary

HRIS Coordinator, 320401-00, U, 04010, Human Resources , Rate: \$25.661538

Pay Period: 08/02/2025 - 08/15/2025 75.00 Hours In Progress Submit By 08/16/2025, 11:59 AM

Time Entry Detail

Date	Earn Code	Shift	Total
08/04/2025	012, Regular Biweekly	1	7.50 Hours
08/05/2025	180, Sick Pay	1	7.50 Hours
08/06/2025	012, Regular Biweekly	1	7.50 Hours
08/07/2025	012, Regular Biweekly	1	7.50 Hours
08/08/2025	012, Regular Biweekly	1	7.50 Hours
08/11/2025	012, Regular Biweekly	1	7.50 Hours
08/12/2025	012, Regular Biweekly	1	7.50 Hours
08/13/2025	012, Regular Biweekly	1	7.50 Hours
08/14/2025	012, Regular Biweekly	1	7.50 Hours
08/15/2025	012, Regular Biweekly	1	2.50 Hours
08/15/2025	170, Vacation Pay	1	5.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
08/04/2025	012, Regular Biweekly		5.00	08:00 AM			01:00 PM		

ReturnSubmit

STEP 39

Ensure the total hours worked for each week is accurate 37.50

UNIVERSITY OF SOUTHERN INDIANA

Jamie R. Curry

Employee Dashboard

Timesheet

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Preview

08/12/2025	012, Regular Biweekly	5.00	08:00 AM	01:00 PM
08/12/2025	012, Regular Biweekly	2.50	02:00 PM	04:30 PM
08/13/2025	012, Regular Biweekly	5.00	08:00 AM	01:00 PM
08/13/2025	012, Regular Biweekly	2.50	02:00 PM	04:30 PM
08/14/2025	012, Regular Biweekly	5.00	08:00 AM	01:00 PM
08/14/2025	012, Regular Biweekly	2.50	02:00 PM	04:30 PM
08/15/2025	012, Regular Biweekly	2.50	02:00 PM	04:30 PM
08/15/2025	170, Vacation Pay	5.00	08:00 AM	01:00 PM

Summary

Earn Code	Shift	Week 1	Week 2	Total
012, Regular Biweekly	1	30.00	32.50	62.50 Hours
180, Sick Pay	1	7.50		7.50 Hours
170, Vacation Pay	1		5.00	5.00 Hours
Total Hours		37.50	37.50	


Routing and Status



Name	Action
	Originated On 04/14/2025, 03:00 PM by Jimmie S. Pepper
	Submit By 08/16/2025, 11:59 AM
Ingrid E. Lindy	In the Queue

ReturnSubmit

STEP 40

The comments section is a place to put notes to supervisor such as. "Took Vacation part of 8/15 due to child's school event" DO NOT disclose medical reasons if that is the case as that is between you and the Benefits Department.



 Jamie R. Curry

[Employee Dashboard](#) • [Timesheet](#) • [HRIS Coordinator, 320401-00, U. 04010, Human Resources, Rate: \\$25.661538](#) • [Preview](#)

08/14/2025 012, Regular Biweekly	2.50	02:00 PM	04:30 PM
08/15/2025 012, Regular Biweekly	2.50	02:00 PM	04:30 PM
08/15/2025 170, Vacation Pay	5.00	08:00 AM	01:00 PM

Summary

Earn Code	Shift	Week 1	Week 2	Total
012, Regular Biweekly	1	30.00	32.50	62.50 Hours
180, Sick Pay	1	7.50		7.50 Hours
170, Vacation Pay	1		5.00	5.00 Hours
Total Hours		37.50	37.50	

Routing and Status

Name	Action
	Originated On 04/14/2025, 03:00 PM by Jimmie S. Pepper
	Submit By 08/16/2025, 11:59 AM
Ingrid E. Lindy	In the Queue

Comment (Optional):




Took Vacation part of 8/15 due to child's school event

Return

Submit

STEP 41

Once everything looks correct check, "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."

   Jamie R. Curry

[Employee Dashboard](#) • [Timesheet](#) • [HRIS Coordinator_320401-00_U_04010_Human Resources_Rate: \\$25,661538](#) • [Preview](#)

Summary

Earn Code	Shift	Week 1	Week 2	Total
012, Regular Biweekly	1	30.00	32.50	62.50 Hours
180, Sick Pay	1	7.50		7.50 Hours
170, Vacation Pay	1		5.00	5.00 Hours
Total Hours		37.50	37.50	


Routing and Status

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Comment (Optional):

Took Vacation part of 8/15 due to child's school event

1946 characters remaining

 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.

[Return](#) [Submit](#)

STEP 42

Click on Submit

Shift	Week 1	Week 2	Total
1	30.00	32.50	62.50 Hours
1	7.50		7.50 Hours
1		5.00	5.00 Hours
	37.50	37.50	

IS

Action
Originated On 04/14/2025, 03:00 PM by Jimmie S. Pepper
Submit By 08/16/2025, 11:59 AM
In the Queue

ial):

8/15 due to child's school event

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

Return

Submit

STEP 43

Special Note: On this screen on the right side you will see three symbols. The pen is the edit button, the layered paper is the copy button (directions below), and the circle with the line is the delete button (in case you need to delete time for that day).

UNIVERSITY OF SOUTHERN INDIANA

Employee Dashboard > Timesheet > HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Restart Time Leave Balances

08/02/2025 - 08/15/2025 15.00 Hours In Progress Submit By 08/16/2025, 11:59 AM

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

2 3 4 5 6 7 8

7.50 Hours 7.50 Hours

Add Earn Code

Regular Biweekly 08:00 AM - 01:00 PM | 5.00 Hours Shift 1: 7.50 Hours

02:00 PM - 04:30 PM | 2.50 Hours

Add More Time

Total: 7.50 Hours Account Distribution

Exit Page Cancel Save Preview

Coping to time to another day.

4 Steps

STEP 44

If you work the same time every day there is an option to copy from one day to another. Select the day you wish you to copy.

UNIVERSITY OF SOUTHERN INDIANA

Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Timesheet data successfully saved.

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

08/02/2025 - 08/15/2025 | 15.00 Hours | In Progress | Submit By 08/16/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 7.50 Hours	5 7.50 Hours	6	7	8

➕ Add Earn Code

Sick Pay

- 08:00 AM - 01:00 PM | 5.00 Hours
- 02:00 PM - 04:30 PM | 2.50 Hours

Shift 1: 7.50 Hours

➕ Add More Time

Total: 7.50 Hours | Account Distribution

Exit Page

Cancel Save Preview

STEP 45

Click on Copy icon on the right side (looks like layered paper) as mentioned in above.

The screenshot displays the University of Southern Indiana HRIS Timesheet interface. At the top, the header includes the university logo, a settings gear icon, a user profile icon for Jamie R. Curry, and the text "Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538". Below the header, the main content area shows the employee's name and rate, followed by a "Restart Time" and "Leave Balances" link. The timesheet grid covers the period from 08/02/2025 to 08/15/2025, with a total of 15.00 hours. The grid shows days from Saturday to Friday, with hours 2 through 8. Monday is highlighted with a blue background and shows 7.50 hours. Below the grid, there is an "Add Earn Code" section with a dropdown menu showing "Regular Biweekly" and "Shift 1: 7:50 Hours". There are also links for "Add More Time", "Total: 7.50 Hours", and "Account Distribution". At the bottom, there are buttons for "Exit Page", "Cancel", "Save", and "Preview".

UNIVERSITY OF SOUTHERN INDIANA

Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

HRIS Coordinator, 320401-00, U, 04010, Human Resources, Rate: \$25.661538

Restart Time Leave Balances

08/02/2025 - 08/15/2025 15.00 Hours In Progress Submit By 08/16/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 7.50 Hours	5 7.50 Hours	6	7	8

Add Earn Code

Regular Biweekly 08:00 AM - 01:00 PM 5.00 Hours Shift 1: 7:50 Hours

02:00 PM - 04:30 PM 2.50 Hours

Add More Time

Total: 7.50 Hours Account Distribution

Exit Page Cancel Save Preview

STEP 46

Click on all the days you wish to copy the time too. (They will show up blue once selected)

DAY)

Pay Period: 08/02/2025 - 08/15/2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4 7.50 Hours	5	6	7	8	9
10	11	12	13	14	15	16

Save

count Distribution

STEP 47

Click on Save

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4 7.50 Hours	5	6	7	8	9
10	11	12	13	14	15	16

Save

count Distri

Tango

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