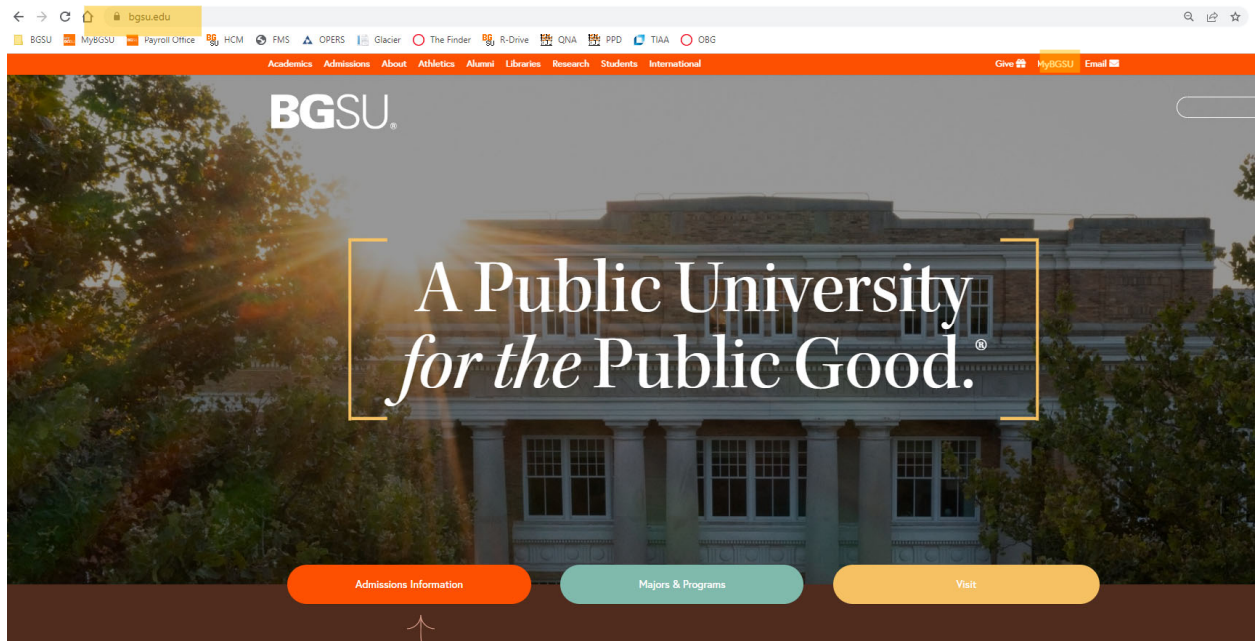
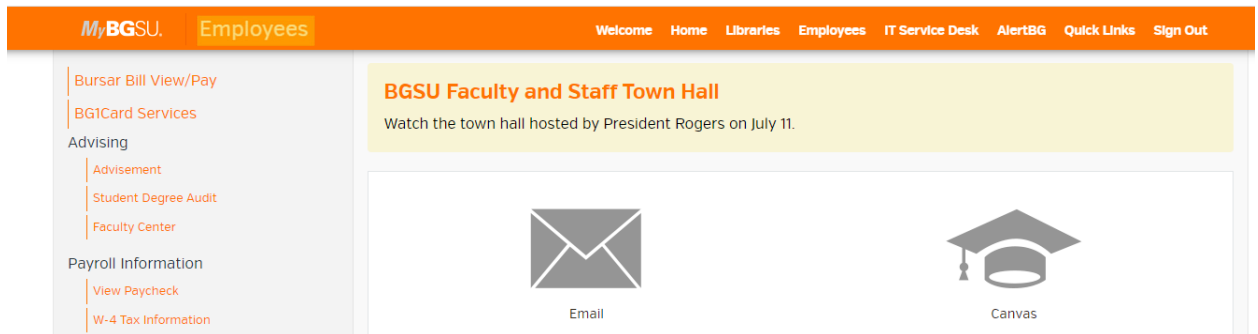


1. Go to bgsu.edu
 - a. Sign into “MyBGSU” Portal



2. Make sure you are on the EMPLOYEES/FACULTY tab



3. Click on either sections to go to your timesheet
 - a. Left Navigation “Time and Labor Employee”
 - b. Middle Section under “Tools”
 - i. **Note:** Must be on a campus desktop or logged into VPN

If you have any questions, please contact Payroll Office

4. Verify that you are viewing the correct time period on the timesheet.
 - a. 3 blank rows lines will default here

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: Reported Hours: 0.00 Punch Timesheet

From Sunday 07/10/2022 to Saturday 07/23/2022

Sun 7/10	Mon 7/11	Tue 7/12	Wed 7/13	Thu 7/14	Fri 7/15	Sat 7/16	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Sat 7/23	Total	Time Reporting Code	*Taskgroup		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	BG_DEFAULT	+	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	BG_DEFAULT	+	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	BG_DEFAULT	+	-

5. BAH Reporting Codes to use

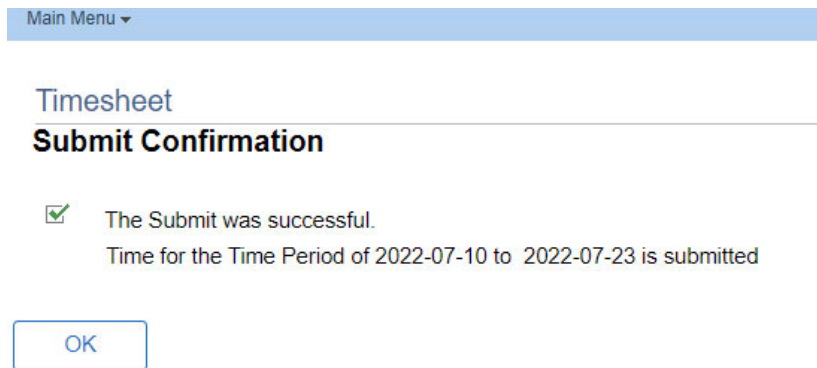
FLWO	200 - FMLA - Leave Without Pay	Okay with HR approval
FPAL	075 - FMLA - Parental Leave	Okay with HR approval
FPLP	190 - FMLA - Personal Leave Taken	Okay with HR approval
FSKP	170 - FMLA - Sick Leave Taken	Okay with HR approval
FVCP	180 - FMLA - Vacation Leave Taken	Okay with HR approval
LPN	Leave With Pay	Okay with HR approval
LWO	100 - Leave Without Pay	Time not worked with no leave time taken**

If you have any questions, please contact Payroll Office

MLP	140 - Military Leave	Time not worked due to Military Time
OVT	050 - Overtime	Time worked over 40 hours
PAL	070 - Parental Leave	Okay with HR approval
PLP	040 - Personal Leave Taken	Time not worked due to Personal Time Taken
RG1	010 - Regular Earnings	Time worked
SKP	030 - Sick Leave Taken	Time not worked due to Sick Time Taken
VCP	020 - Vacation Leave Taken	Time not worked due to Vacation Time Taken

**Please review handbook for further clarification

6. Report hours worked per day using code "RG1"
7. If you took ANY leave time, report the leave time on the corresponding date with the time used.
 - a. Multiple leave codes can be used within the same pay periods
8. After time has been entered, please select "submit" button to save your changes.
 - a. A Confirmation will show up



9. Once time has been submitted, your supervisor will need to go in and approve this time. Payroll will notify supervisors if time is not approved

FYI-

10. Time must be reported before the end of the pay period,
 - a. Using example above, time must be reported end of day on 7/23/22
11. Employees will be locked out of the timesheet after the time period has passed. And will need to have the supervisor submit time for you.
12. Contact your supervisor for any timesheet adjustments that are needed to be made.

If you have any questions, please contact Payroll Office