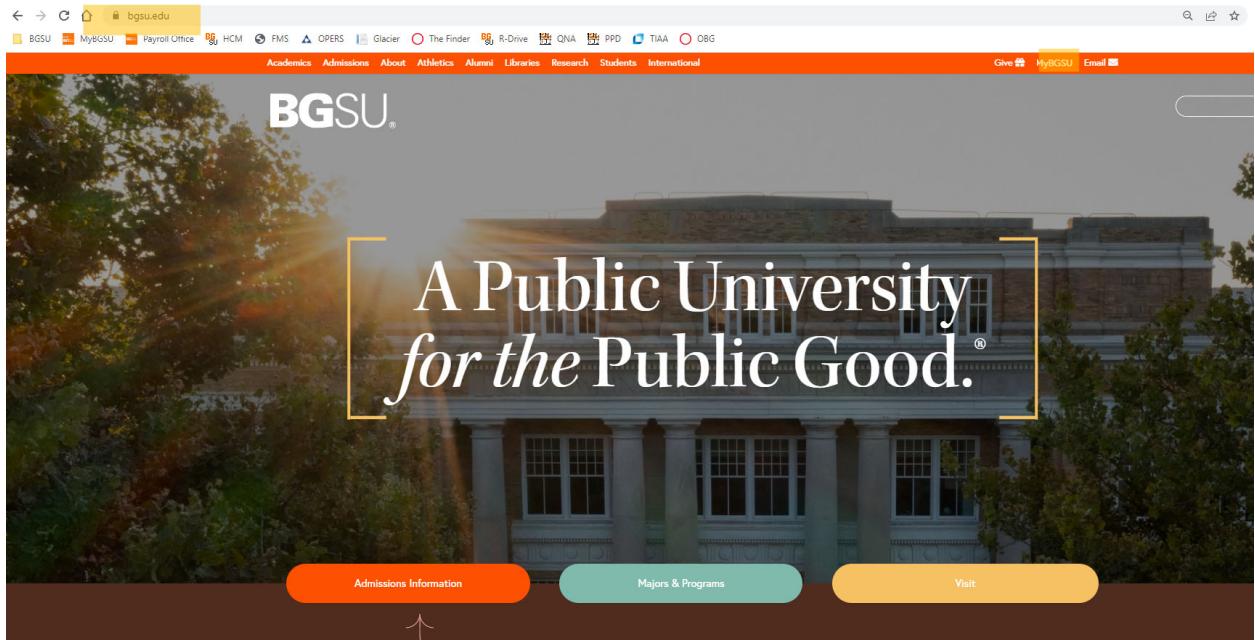


1. Go to [bgsu.edu](http://bgsu.edu)
  - a. Sign into “MyBGSU” Portal



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

MyBGSU Employees

Welcome Home Libraries Employees IT Service Desk AlertBG Quick Links Sign Out

Payroll Information

- [View Paycheck](#)
- [W-4 Tax Information](#)
- [Direct Deposit !\[\]\(37999686ffadeec1d165077ab930443b\_img.jpg\) \[On Campus/VPN Only\]](#)
- [W-2/W-2c Consent](#)
- [View W-2/W-2c Forms !\[\]\(6cbaff651e9b7a1a7462c49d18e0be2e\_img.jpg\) \[On Campus/VPN Only\]](#)

Benefits Information

- [Family Status Changes/Life Event](#)
- [Benefits Summary](#)
- [Benefits Enrollment](#)
- [Current Leave Balance](#)
- [Impact Solutions - EAP \(Employer Code: bgsueap\)](#)
- [PNC - New Account Sign Up](#)
- [PNC Financial Wellness \(Access Code: BGSUFWAC2022\)](#)

Fee Waiver Requests

- [Employee Fee Waiver Request](#)
- [Dependent Fee Waiver Request](#)

Time and Labor Employee

- [My Student Timesheet \(view only\) \[On Campus/VPN Only\]](#)
- [Timesheet !\[\]\(1855b11bf6aa350ebef50973960dd134\_img.jpg\) \[On Campus/VPN Only\]](#)
- [Launch Pad \[On Campus/VPN Only\]](#)
- [Web Clock \[On Campus/VPN Only\]](#)

Tools



View Paycheck



Time & Labor [On Campus/VPN Only]



Update Personal Info



Benefits



APS

IT Security Access Forms

Web Report Library

- [FMS Web Report Library Access Form](#)

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  Previous Period Next Period

\*Date

Reported Hours 0.00

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="button" value=""/>	<input type="button" value="BG_DEFAULT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
															<input type="button" value=""/>	<input type="button" value="BG_DEFAULT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
															<input type="button" value=""/>	<input type="button" value="BG_DEFAULT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

Main Menu ▾

## Timesheet

### Submit Confirmation



The Submit was successful.

Time for the Time Period of 2022-07-10 to 2022-07-23 is submitted

OK

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