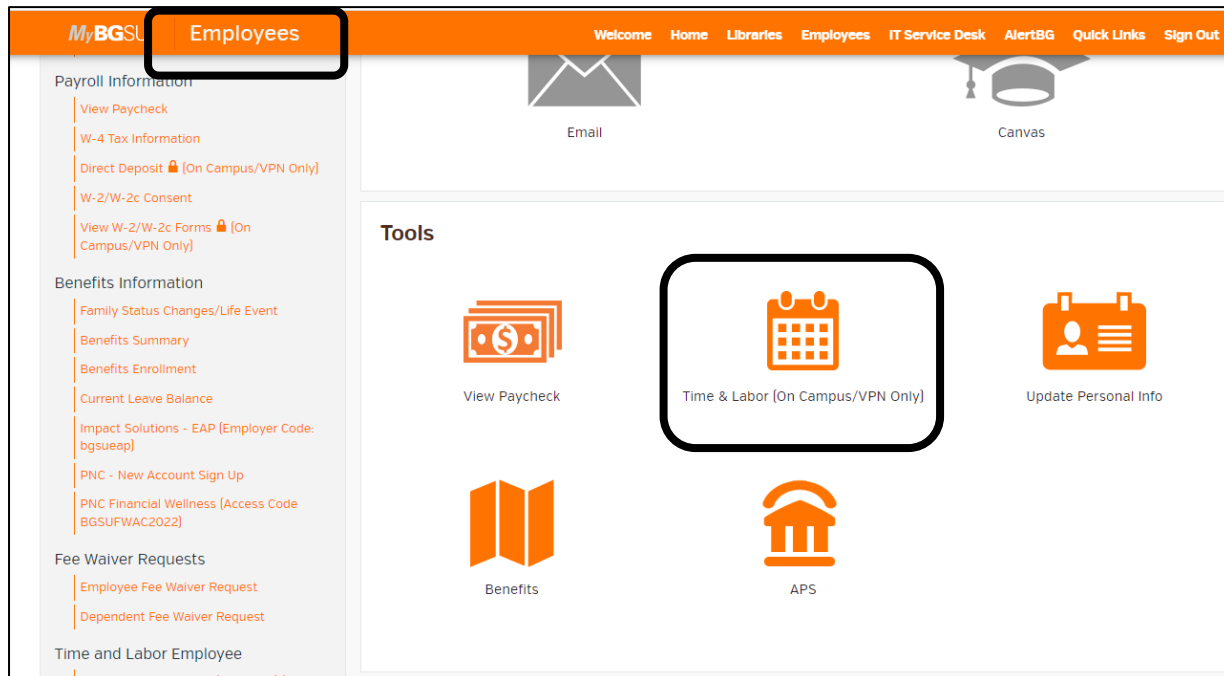


Time Reporting for Salaried Biweekly Employees (REX)

STEP 1 Navigate to MyBGSU

- Go to my.bgsu.edu and sign in using your BGSU username and password
- Make sure you are on the Employees tab
- Click on the Time & Labor tile to open up your timesheet

Note: You must be on a campus computer or logged into VPN in order to update your timesheet.



STEP 2 Fill out your timesheet

- When your timesheet opens, make sure you are looking at the correct two-week period.
- Fill out your timesheet by entering the hours you took off work (leave hours) during the pay period.
- Select the appropriate Time Reporting Code(s) from the dropdown list. See below for a list of Time Reporting Codes and how each one should be used.
- You can use 1 line to enter multiple days of leave time with the same Time Reporting Code.
- If you need more than 3 lines, use the plus button to add a line.
- When you are finished, click Submit.

Time Reporting for Salaried Biweekly Employees (REX)

- You can make changes to time you've already entered, or add more time, up until the reporting period closes (Saturday, the last day of the pay period). Just be sure to click Submit after you've made your changes.
- Once the reporting period has closed, only your Supervisor can make changes to your timesheet.

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 07/10/2022 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	+	-

Submit

Time Reporting Codes:

- Leave hours taken should be reported using the appropriate leave code and entered on the correct dates – refer to list below.
- Do not enter any leave hours for a Holiday or a day that the University is officially closed (snow emergency, winter break, etc).
- Do not record more than 40 hours of leave time in a week (Sunday through Saturday).
- Enter 1.0 hour of “NTT” on the last work day of the pay period if you did not take any leave time during the pay period.
- Do not use “NTT” and leave codes in the same pay period – just one or the other.

Note: The most commonly used codes have been highlighted in orange.

TRC	Time Reporting Code Description	Additional Information
FLWP	050 - FMLA - Leave Without Pay	Okay with HR approval
FPLV	075 - FMLA - Parental Leave	Okay with HR approval
FPRL	060 - FMLA - Personal Leave Taken	Okay with HR approval
FSCK	070 - FMLA - Sick Leave Taken	Okay with HR approval
FVAC	080 - FMLA - Vacation Leave Taken	Okay with HR approval
LPE	Leave With Pay	Includes organ donation time
LWP	090 - Leave Without Pay	Time not worked with no leave time taken, review handbook before using this
MIL	100 - Military Leave	Time not worked due to military time
NTT	010 - No Time Taken	No leave time taken in current pay period
PLV	070 - Parental Leave	Okay with HR approval
PRL	020 - Personal Leave Taken	Time not worked due to personal time taken
SCK	030 - Sick Leave Taken	Time not worked due to sick time taken
VAC	040 - Vacation Leave Taken	Time not worked due to vacation time taken

If you have any questions about these steps, please reach out to the Payroll Office.
 Email: payroll@bgsu.edu | Phone: 419-372-2201