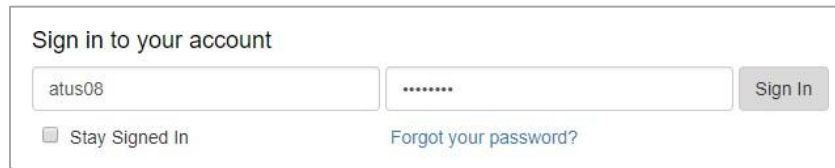


ENTERING YOUR TIME IN MARYWOODYOU

LOGGING IN AND ACCESSING TIME ENTRY

1. Open **GOOGLE CHROME** and navigate to the Marywood homepage.
2. Click on the **MarywoodYou** link at the bottom of the Marywood homepage.
3. Type your **User Name** and **Password**. Then, click **Sign In**.

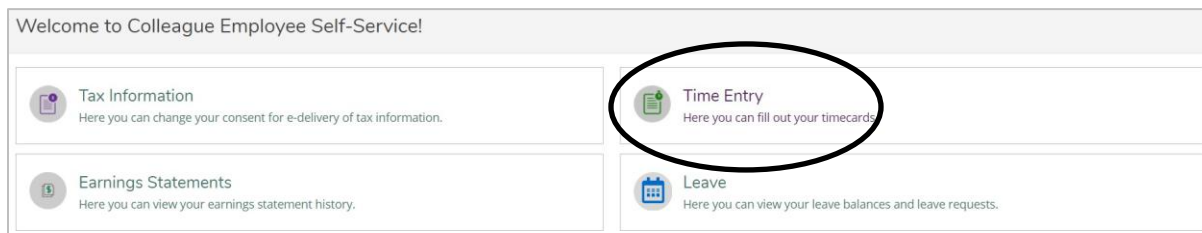


Sign in to your account





atus08 ***** Sign In

Stay Signed In [Forgot your password?](#)

4. On the page that displays, click **Employee** to see the Employee Portal.
5. On the page that opens, click **Time Entry**. The Time Entry page opens.



Welcome to Colleague Employee Self-Service!

 Tax Information Here you can change your consent for e-delivery of tax information.	 Time Entry Here you can fill out your timecards.
 Earnings Statements Here you can view your earnings statement history.	 Leave Here you can view your leave balances and leave requests.

UNDERSTANDING THE TIME ENTRY & TIME SHEET PAGES

TIME ENTRY PAGE

On the time entry page, you will enter your time for each week of the pay period. If you are paid bi-weekly, you should see **two weeks listed**, each with the same **due date**. If you are paid semi-monthly, you may see up to **four weeks listed**, each with the same **due date**. You must submit **every week** within the pay period.

Time Entry	
Bi-Weekly	
09/13/2020 - 09/19/2020 Due by: 10/16/2020 3:00 PM Total: 40.00 Hours	Unsubmitted Business Process Analyst
09/20/2020 - 09/26/2020 Due by: 10/16/2020 3:00 PM Total: 40.00 Hours	Unsubmitted Business Process Analyst

Also notice the **total hours entered** for each week. This is the amount of hours you have filled out in your time sheet. Further down each week's row you will see a **submission status** and your **job title**.

- Submission statuses include **Unsubmitted** (need to fill out time sheet), **Submitted** (filled out time sheet), **Approved** (approved by supervisor), and **Denied** (denied by supervisor).

Click on the first week to open the time entry for that week.

NOTE: You will need to submit ALL weeks in order to successfully fill out your time sheet. As you complete an eligible week's time sheet, the status on the Time Entry page will change from "Unsubmitted" to "Submitted." Make sure all weeks have the "Submitted" status before the due date.

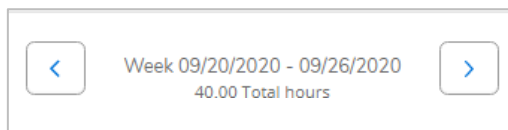
TIME SHEET PAGE

On the time sheet page that opens, there are a few things to note:

- **The pay period you are filling out time for displays at the top of the page.** It reflects the entire pay period. Look directly below it to see the specific week you selected.

Employment · Employee · Time Entry
Pay Period 09/13/2020 - 09/26/2020
< All Time Sheets

- **You can switch between eligible time entry weeks by clicking the arrows.** The week you chose displays between these arrows; click left or right to go back and forth. You can also click **All Time Sheets** to go back to the previous page.



- **The Earn Type section defaults to “Regular” time.** You can add hours from your leave time as you have in the past; they just don’t show up automatically.
- **You may check your Leave Balances at any time by clicking the “View Leave Balances” button.** This button displays your personal balances for all available leave times. It is located in the top right corner of the page.



FILLING OUT YOUR TIME SHEET

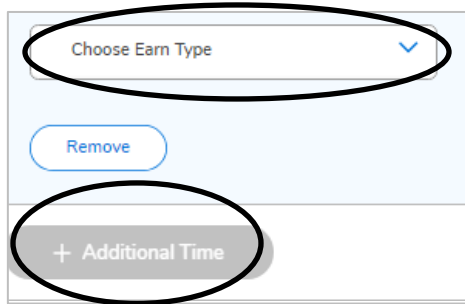
1. In the **Earn Type** section, enter your hours for each day you have worked in the **Regular** row. If you worked a full week without leave time, you can click the **Apply** button in the **Work Schedule** row.

Earn Type	Sun 9/13	Mon 9/14	Tue 9/15
Work Schedule Apply	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
Regular	<input type="text"/>	<input type="text"/>	<input type="text"/>

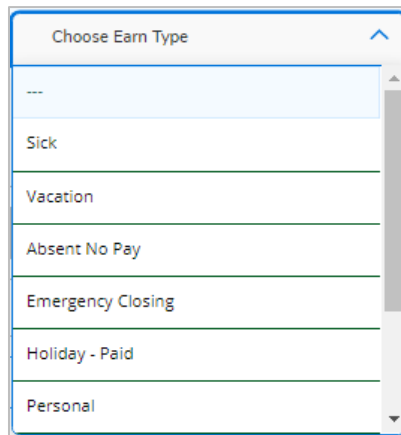
- When you click Apply, the hours from the Work Schedule row copy to the Regular row, as seen below.

Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>

2. If you took leave time during the pay period, click **+ Additional Time** at the bottom of the Earn Type section. The **Choose Earn Type** dropdown appears.



3. Select an "earn type" from the list. Options include **Sick, Vacation, Absent No Pay, Personal,** and others.



4. Once you select an earn type, a new row is added so you can enter your leave time.
 - If you need to remove the earn type for any reason, click **Remove** beneath the created row.
 - Never enter "0" in a row. Leave any unused box in a row blank
 - All scheduled hours must be documented as "Regular" or with leave time

Earn Type	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23
Work Schedule	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
Regular	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
Vacation	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>
Remove Vacation				

5. If you need to add a different earn type, click + **Additional Time** and select another type.
 - You can do this as many times as necessary for your time sheet.
6. If you exceed the available hours in a specific leave balance, you will receive an error message with the amount of hours you have entered over your balance.





- You will also see the fields that exceed the balance outlined in red.

Personal ! 8.00 ! 8.00

7. As mentioned above, you can check your leave balances at any time by clicking **View Leave Balances**. A window will open with a listing of all your available leave balances.

Leave ✕

 Vacation (Hours)	 Sick (Hours)								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid #ccc; padding: 5px;">53.00</td> <td style="padding: 5px;">74.00</td> </tr> <tr> <td style="border-right: 1px solid #ccc; padding: 5px; font-size: small;">Used</td> <td style="padding: 5px; font-size: small;">Balance</td> </tr> </table>	53.00	74.00	Used	Balance	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid #ccc; padding: 5px;">0.00</td> <td style="padding: 5px;">80.00</td> </tr> <tr> <td style="border-right: 1px solid #ccc; padding: 5px; font-size: small;">Used</td> <td style="padding: 5px; font-size: small;">Balance</td> </tr> </table>	0.00	80.00	Used	Balance
53.00	74.00								
Used	Balance								
0.00	80.00								
Used	Balance								

Leave - As Of 10/14/2020 i

Description	Starting Balance	Earned	Used	Adjustments	Balance
Absence No Pay	0.00	0.00	0.00	0.00	0.00
Personal Days 40HRS	0.00	16.00	8.00	0.00	8.00
Sick 40 Hrs	0.00	80.00	0.00	0.00	80.00

8. When you are finished entering your time, click **Submit for Approval** at the bottom of the Earn Type section. If successful, you will see a green **Success!** Message in the top right of your page.



9. To fill out the other week(s) in your pay period, you can either **click the right or left arrow** at the top of the page or **click All Time Sheets** to return to the main Time Entry page.

EDITING YOUR TIME SHEET

You can edit your time sheet anytime **before the due date** and **before your supervisor approves your time sheet**.

1. Click on the week you would like to edit.
2. Initially, the fields will be locked. To unlock them for editing, click **Return Timecard to Edit** at the bottom of the Earn Type section.

Earn Type	Sun 9/13	Mon 9/14	Tue 9/15
Work Schedule	<input type="text"/>	8.00	8.00
Regular	<input type="text"/>	8.00	8.00
Position Total Hours:	0.00	8.00	8.00
Comments	Return Timecard to Edit		

3. When you are finished editing, click **Submit for Approval**.