

How to submit Exempt Employee Timesheet

20 Steps

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Created by

Jamie R Curry

Creation Date

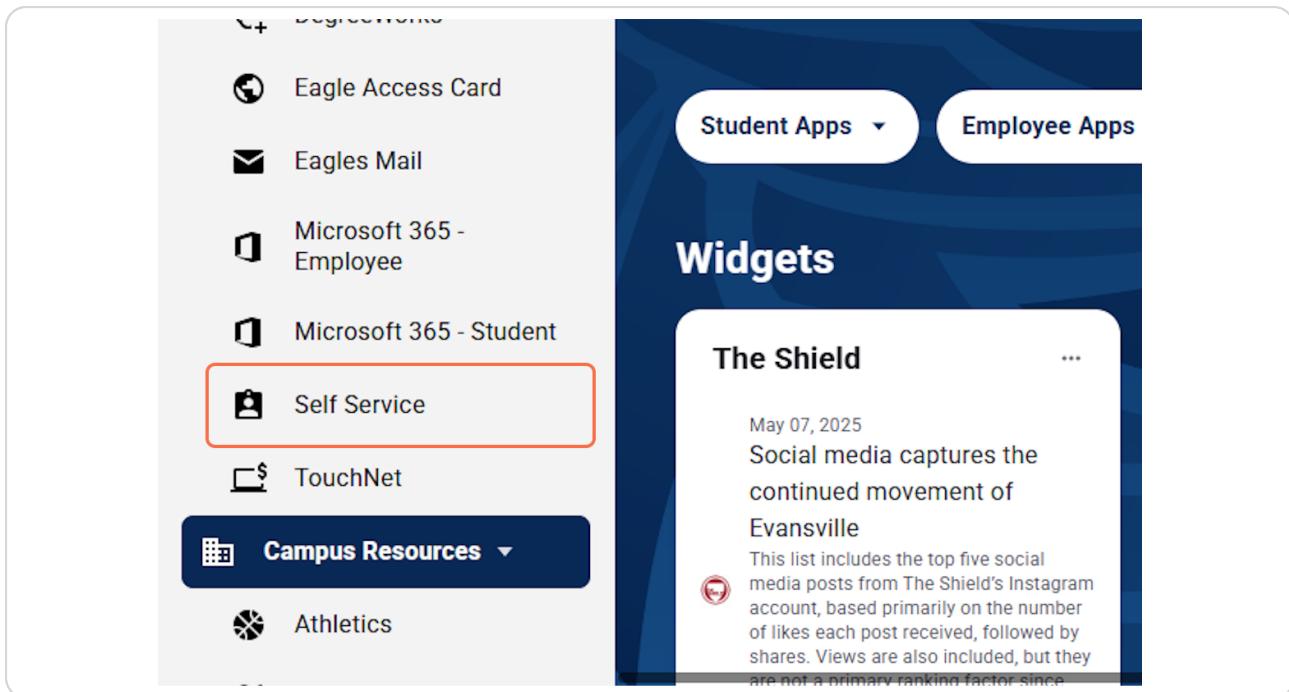
Apr 14, 2025

Last Updated

Jul 25, 2025

STEP 1

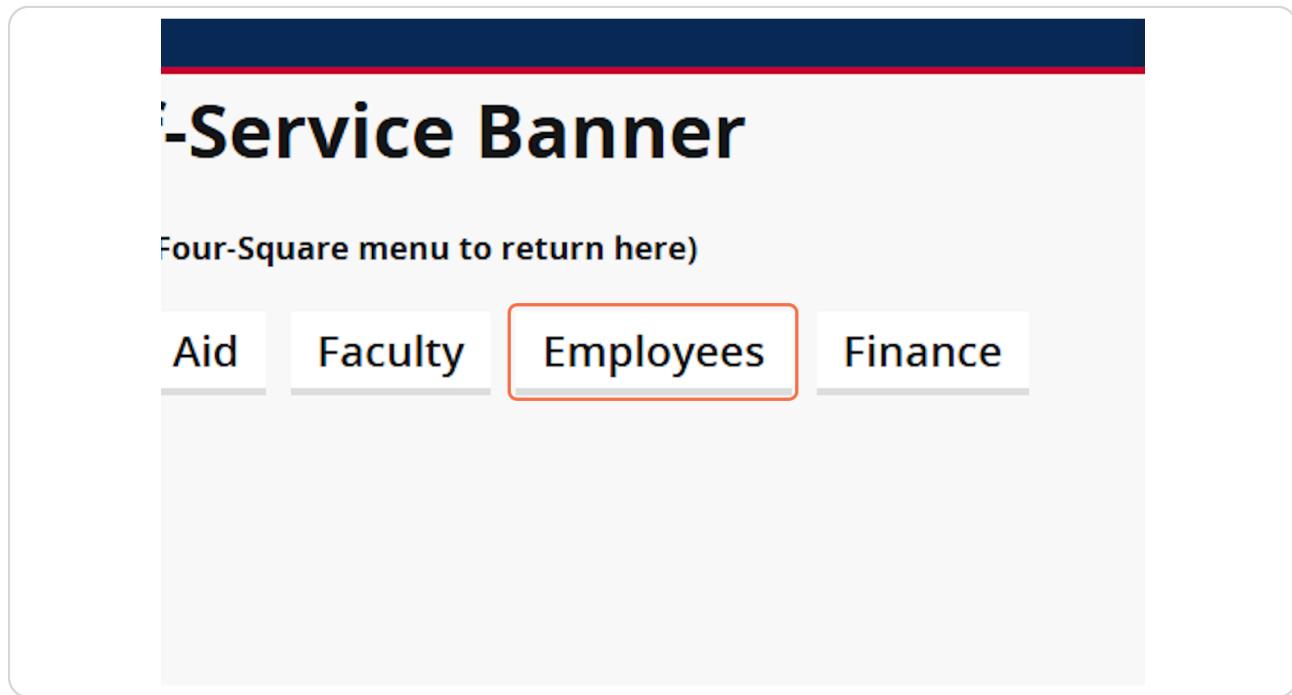
Click on Self Service via myUSI



STEP 2

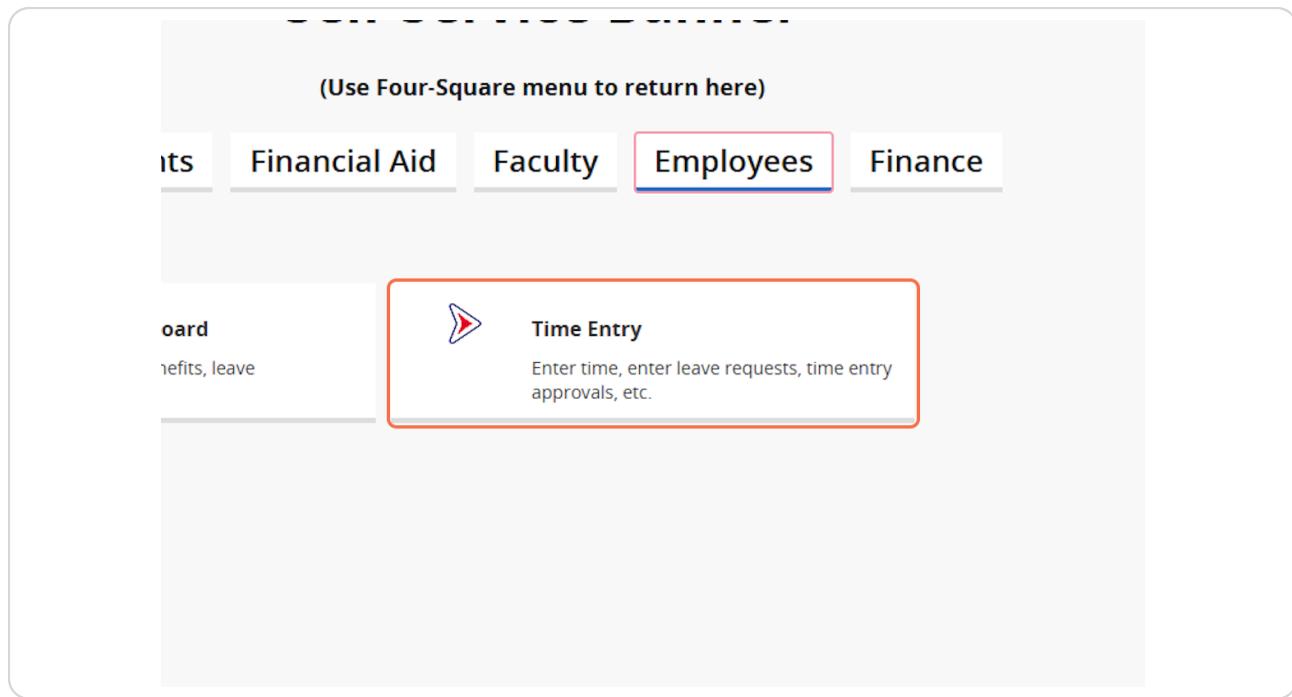
Click on Employees

Special Note: There is a way to get to the timesheet from the Employee Dashboard also



STEP 3

Click on Time Entry

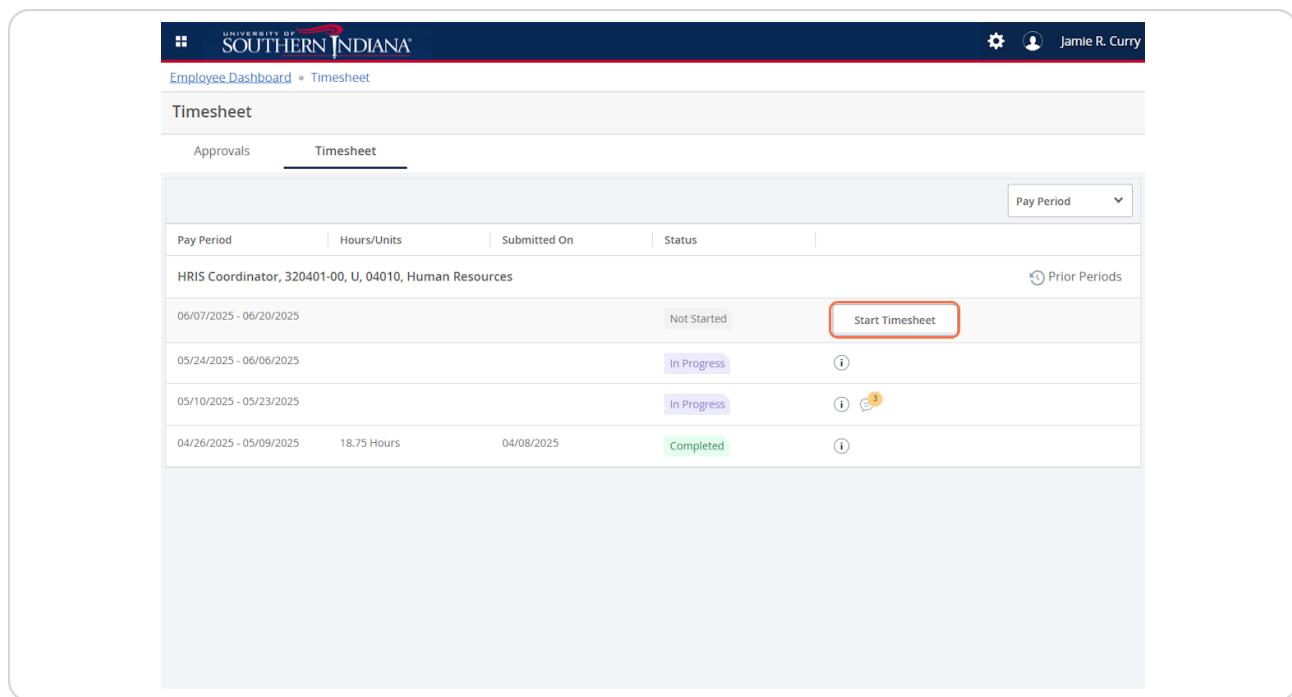


STEP 4

Click on Enter Time

STEP 5

Click on Start Timesheet

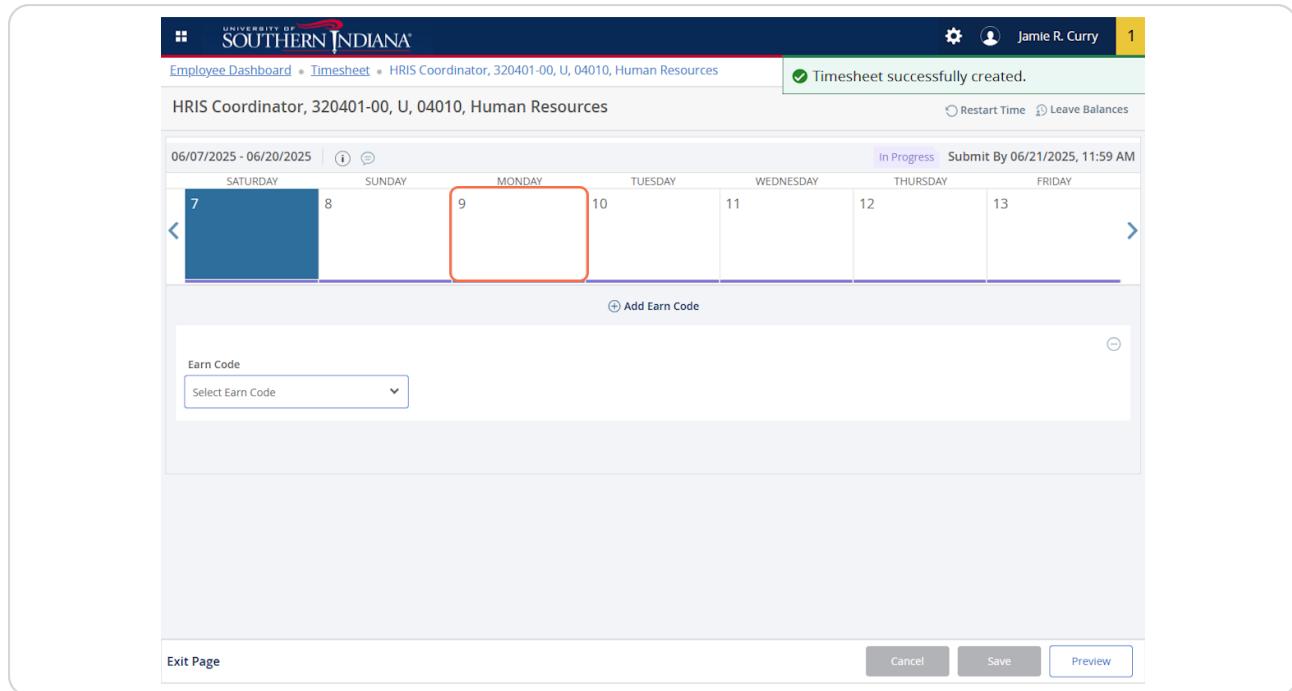


The screenshot shows the University of Southern Indiana Employee Dashboard. The top navigation bar includes the university logo, a gear icon, a user profile for 'Jamie R. Curry', and a 'Logout' button. Below the header, the page title is 'Employee Dashboard • Timesheet'. A sub-header 'Timesheet' is displayed above two tabs: 'Approvals' and 'Timesheet'. The 'Timesheet' tab is selected. A table lists pay periods with their respective status and actions. The first row, representing the pay period from 06/07/2025 to 06/20/2025, is highlighted with a red box around the 'Start Timesheet' button. The table columns are 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The 'Status' column for the first row shows 'Not Started'. The 'Start Timesheet' button is located in the 'Actions' column for this row. Other rows in the table show pay periods from 05/24/2025 to 06/06/2025, 05/10/2025 to 05/23/2025, and 04/26/2025 to 05/09/2025, each with their own status and actions.

Pay Period	Hours/Units	Submitted On	Status	Actions
06/07/2025 - 06/20/2025			Not Started	Start Timesheet
05/24/2025 - 06/06/2025			In Progress	View
05/10/2025 - 05/23/2025			In Progress	View Edit
04/26/2025 - 05/09/2025	18.75 Hours	04/08/2025	Completed	View

STEP 6

Click on the day the absence occurred please note your position will show at the top.



Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

7 8 9 10 11 12 13

In Progress Submit By 06/21/2025, 11:59 AM

Timesheet successfully created.

Restart Time Leave Balances

Add Earn Code

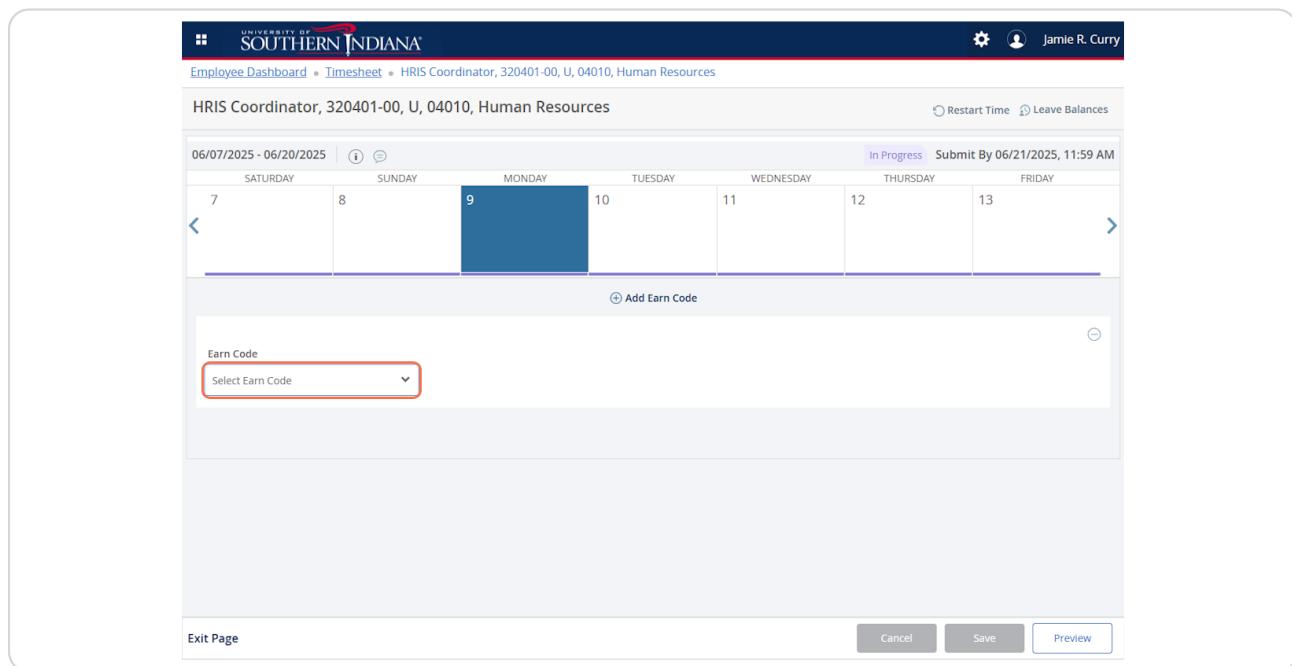
Earn Code

Select Earn Code

Exit Page Cancel Save Preview

STEP 7

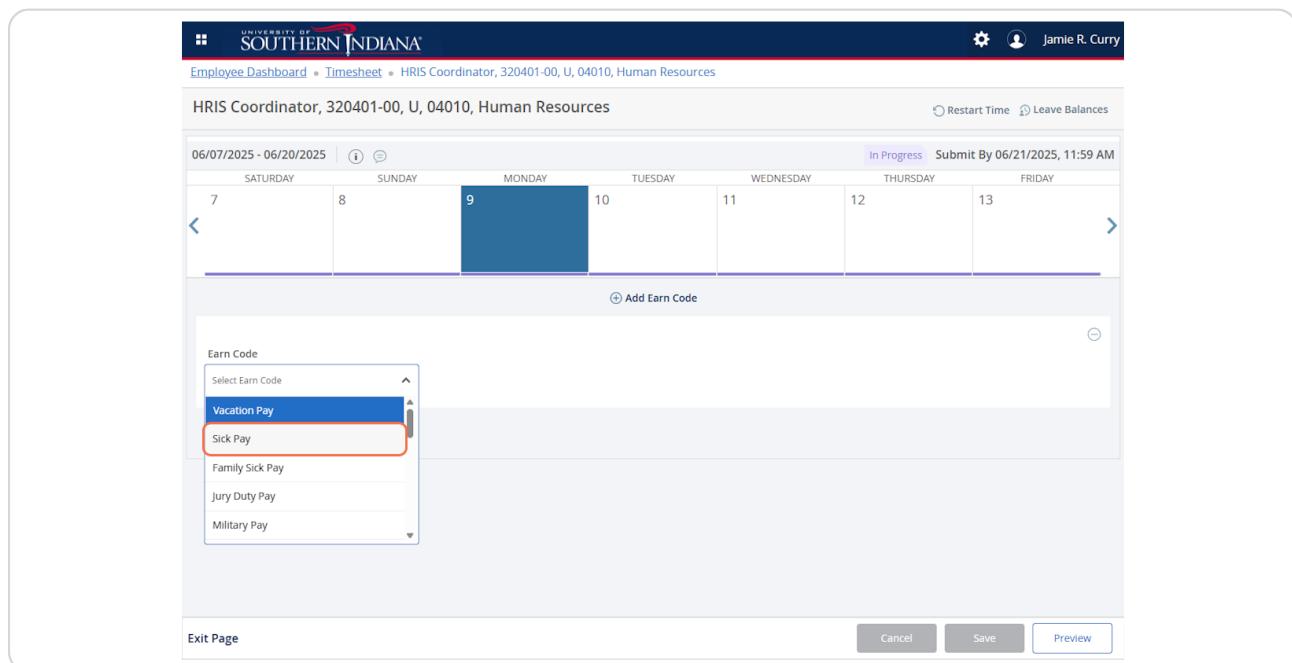
Use the drop down to select the appropriate Earn Code



The screenshot shows the HRIS Coordinator Timesheet page. The date range is 06/07/2025 - 06/20/2025. The current date is Monday, June 9, 2025. The status is 'In Progress' and the submission deadline is 06/21/2025, 11:59 AM. A 'Restart Time' and 'Leave Balances' link are visible. The 'Add Earn Code' button is at the bottom of the main calendar area. A dropdown menu is open under the 'Earn Code' label, showing the following options: Vacation Pay, Sick Pay, Family Sick Pay, Jury Duty Pay, and Military Pay. 'Sick Pay' is highlighted with a red box. The 'Exit Page' button is at the bottom left, and 'Cancel', 'Save', and 'Preview' buttons are at the bottom right.

STEP 8

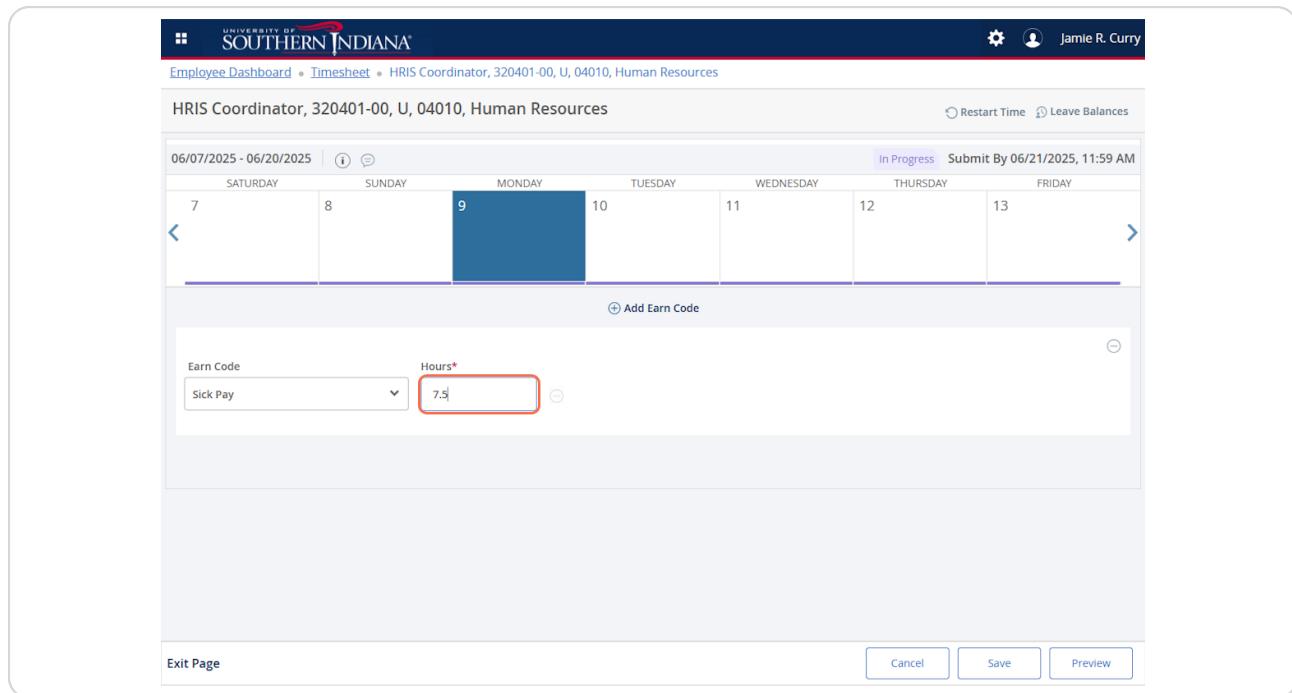
Example: Sick Pay



The screenshot shows the HRIS Coordinator Timesheet page with the same date range and status as the previous screenshot. The 'Add Earn Code' button is visible. The dropdown menu is open, showing the same five options: Vacation Pay, Sick Pay, Family Sick Pay, Jury Duty Pay, and Military Pay. 'Sick Pay' is now highlighted with a blue selection bar and a red box. The 'Exit Page' button is at the bottom left, and 'Cancel', 'Save', and 'Preview' buttons are at the bottom right.

STEP 9

Type number of hours out ex: "7.5" (Report in half days--3.75 hours or whole days--- 7.5)



Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | Restart Time Leave Balances

In Progress Submit By 06/21/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7	8	9	10	11	12	13

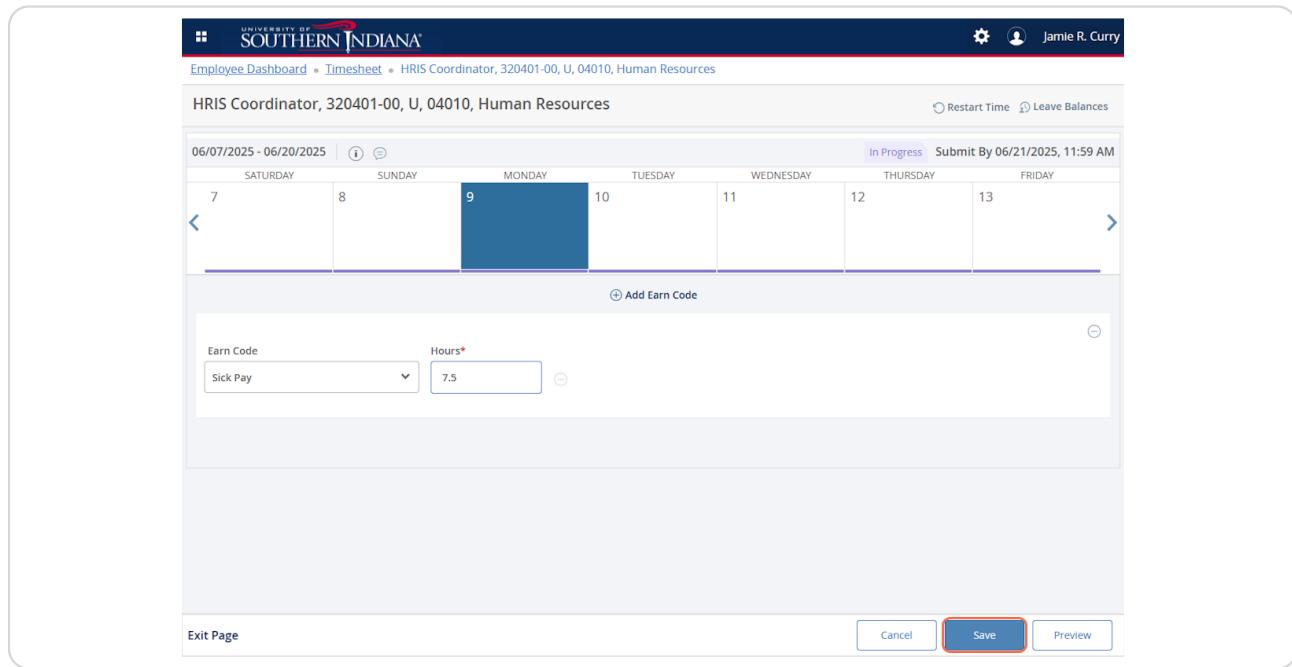
Add Earn Code

Earn Code: Sick Pay | Hours*: 7.5

Exit Page | Cancel | Save | Preview

STEP 10

Click on Save



Employee Dashboard > Timesheet > HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | In Progress | Submit By 06/21/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7	8	9	10	11	12	13

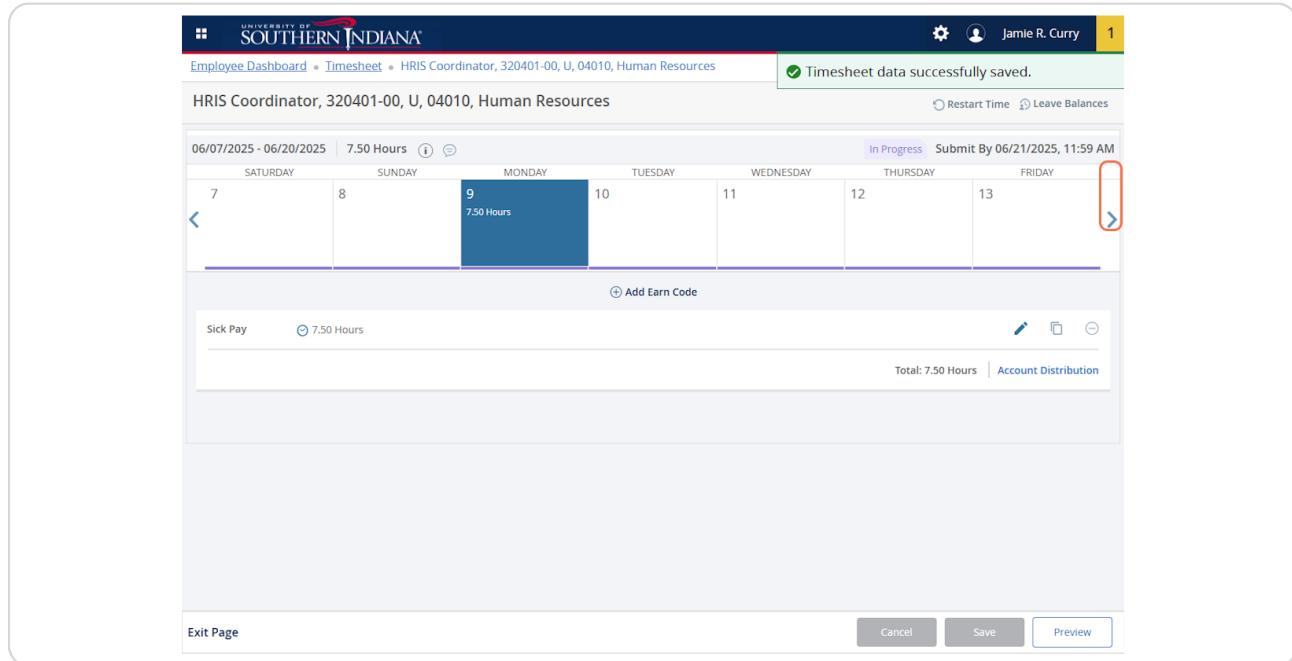
[Add Earn Code](#)

Earn Code: Sick Pay | Hours*: 7.5

Exit Page | Cancel | **Save** | Preview

STEP 11

Click on > to navigate to the second week.



Employee Dashboard > Timesheet > HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | 7.50 Hours | In Progress | Submit By 06/21/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7	8	9 7.50 Hours	10	11	12	13

[Add Earn Code](#)

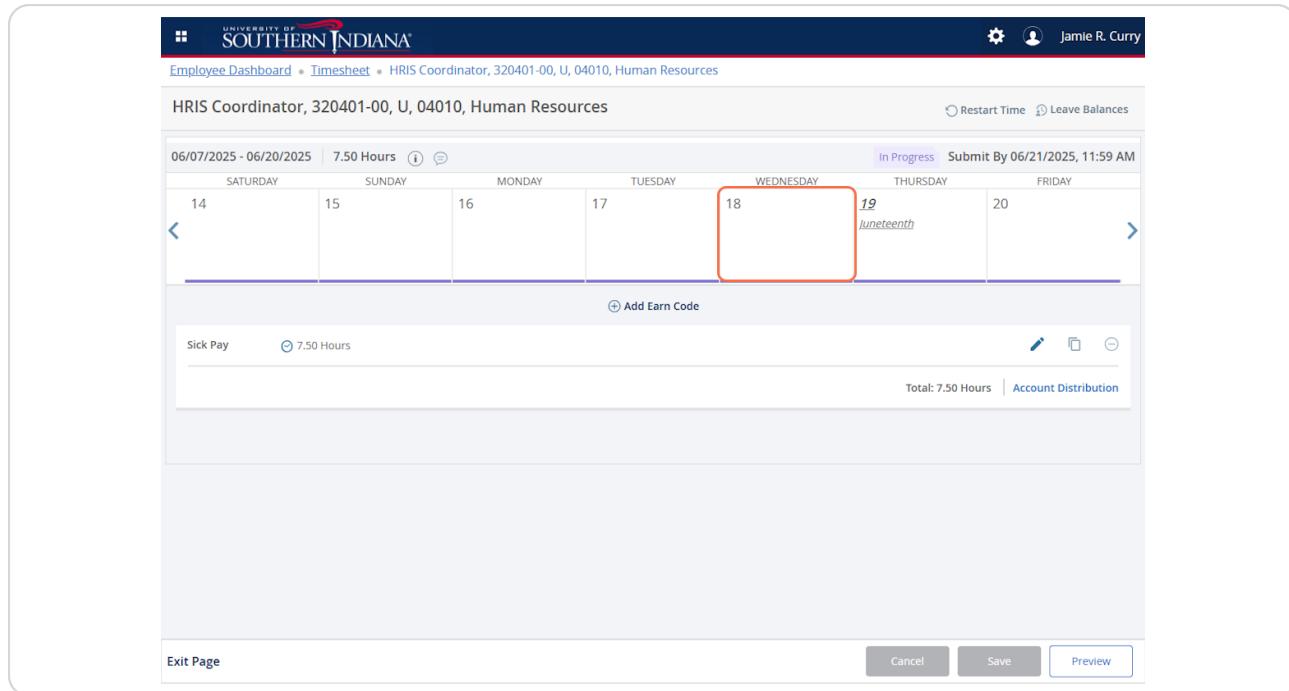
Sick Pay | 7.50 Hours

Total: 7.50 Hours | Account Distribution

Exit Page | Cancel | Save | Preview

STEP 12

Click on day that you had special circumstances such as left early for family sick.



Employee Dashboard » Timesheet » HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | 7.50 Hours (i) (m)

In Progress Submit By 06/21/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14	15	16	17	18	19 Juneteenth	20

[Add Earn Code](#)

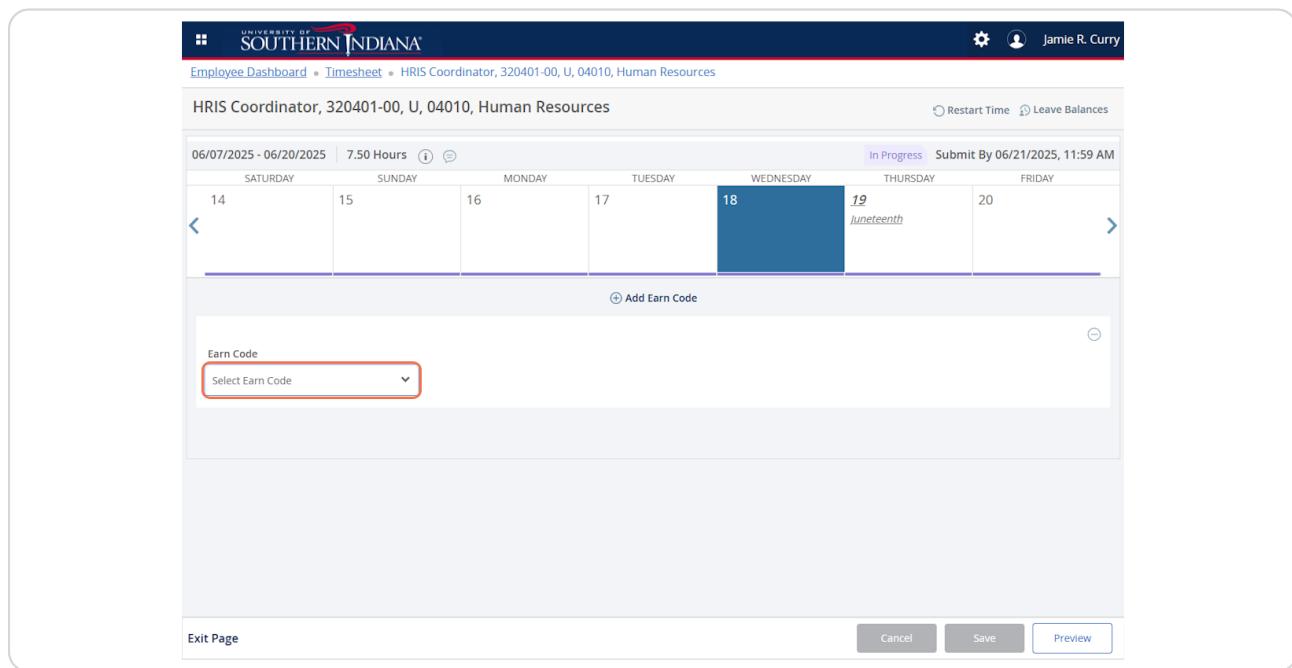
Sick Pay (i) 7.50 Hours

Total: 7.50 Hours [Account Distribution](#)

Exit Page Cancel Save Preview

STEP 13

Click on Select Earn Code ex: Family Sick, Sick, Leave, FMLA, PLOA, etc.



Employee Dashboard » Timesheet » HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | 7.50 Hours | [Restart Time](#) [Leave Balances](#)

In Progress Submit By 06/21/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14	15	16	17	18	19 Juneteenth	20

[+ Add Earn Code](#)

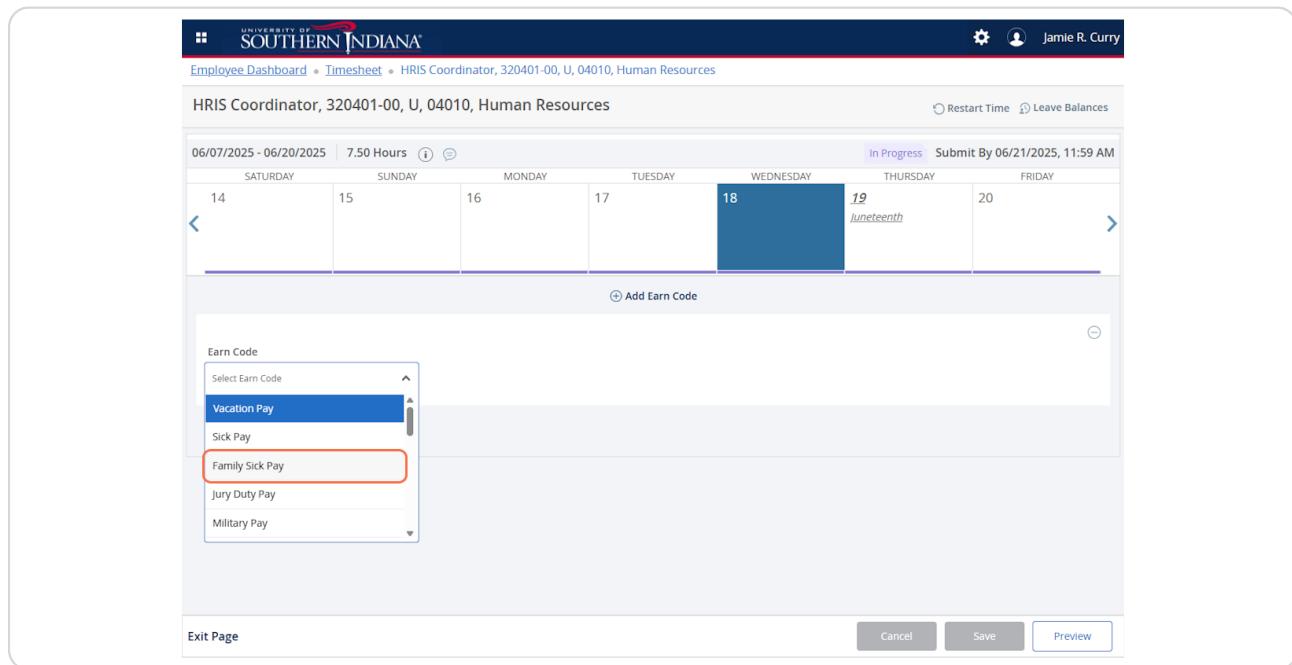
Earn Code

Select Earn Code

Exit Page [Cancel](#) [Save](#) [Preview](#)

STEP 14

EX: Click on Family Sick Pay



Employee Dashboard » Timesheet » HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | 7.50 Hours | [Restart Time](#) [Leave Balances](#)

In Progress Submit By 06/21/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14	15	16	17	18	19 Juneteenth	20

[+ Add Earn Code](#)

Earn Code

Vacation Pay

Sick Pay

Family Sick Pay

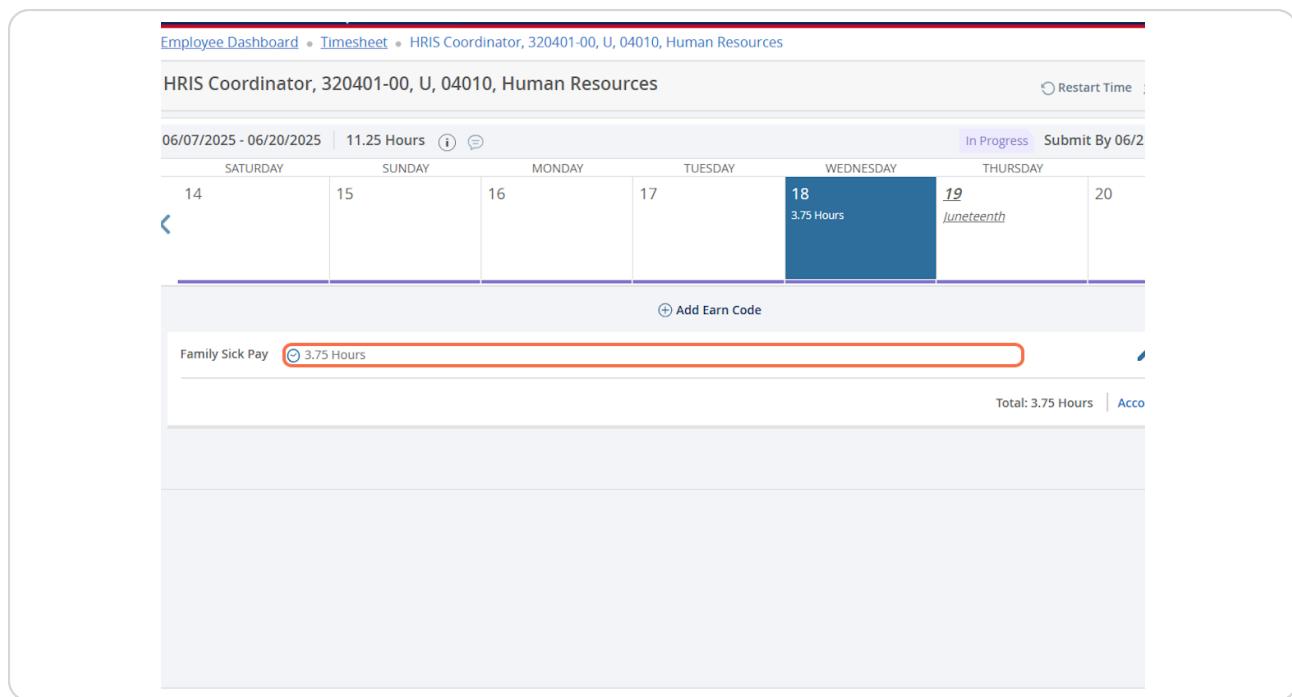
Jury Duty Pay

Military Pay

Exit Page [Cancel](#) [Save](#) [Preview](#)

STEP 15

Enter in time 3.75 or 7.5 then click save



Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | 11.25 Hours Info Comments

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY

14	15	16	17	18 3.75 Hours	19 Juneteenth	20
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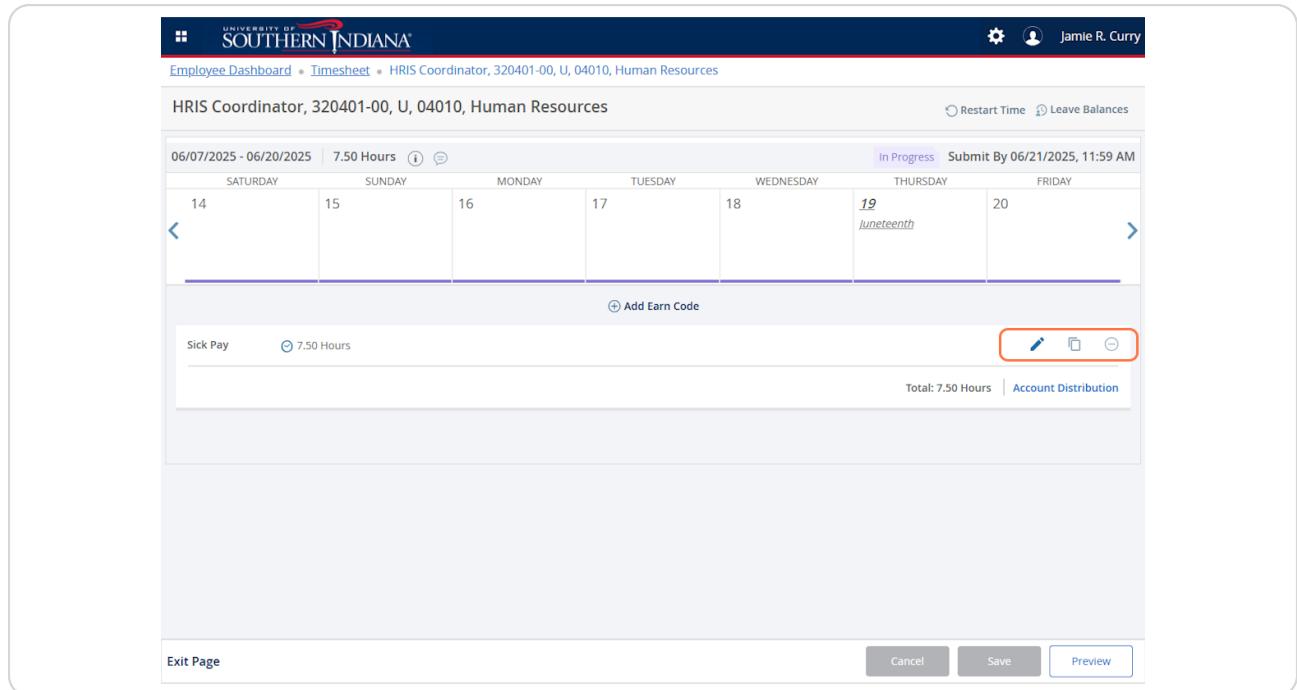
Add Earn Code

Family Sick Pay 3.75 Hours

Total: 3.75 Hours | Acco

STEP 16

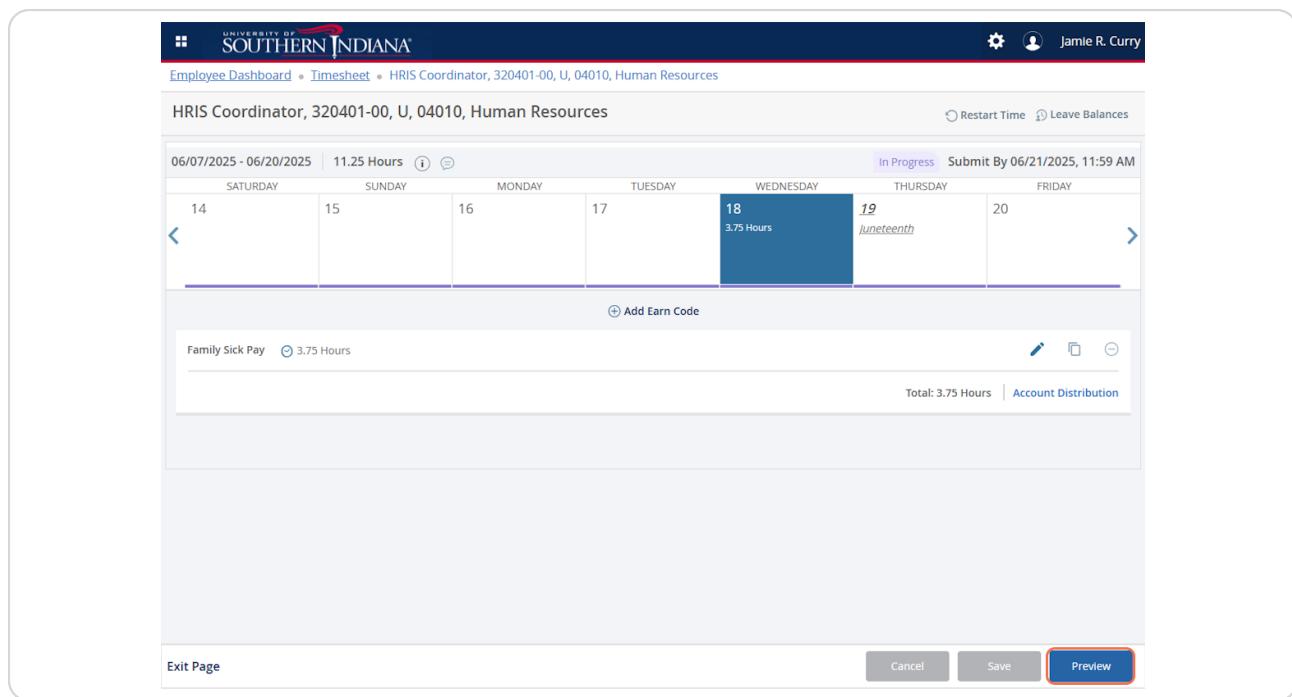
IF you make a mistake, need to copy information to another day, or need to delete time entered incorrectly please see the following buttons on the right side.



The screenshot shows a timesheet interface for the University of Southern Indiana. The top navigation bar includes the university logo, a gear icon, and the user name 'Jamie R. Curry'. The main title is 'HRIS Coordinator, 320401-00, U, 04010, Human Resources'. The timesheet period is '06/07/2025 - 06/20/2025' with '7.50 Hours' worked. The status is 'In Progress' and the submission deadline is 'Submit By 06/21/2025, 11:59 AM'. The calendar shows days from Saturday to Friday. The date '19' is highlighted and labeled 'Juneteenth'. Below the calendar, there are buttons for 'Add Earn Code' and a red-outlined 'Save' button. The total hours '7.50 Hours' and 'Account Distribution' are also visible. At the bottom, there are 'Cancel', 'Save', and 'Preview' buttons, with 'Save' being the one highlighted.

STEP 17

Click on Preview, this will take you to a summary of what was entered.



Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources

06/07/2025 - 06/20/2025 | 11.25 Hours | [In Progress](#) | Submit By 06/21/2025, 11:59 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14	15	16	17	18 3.75 Hours	19 Juneteenth	20

[Add Earn Code](#)

Family Sick Pay [3.75 Hours](#)

Total: 3.75 Hours | [Account Distribution](#)

Exit Page [Cancel](#) [Save](#) [Preview](#)

STEP 18

Look through Summary to ensure accuracy. The comment box is for any non-sensitive information that you wish to share with your approver. This is also where you note relationship and information for bereavement (such as: uncle, funeral, Cadiz, KY.)

06/18/2025	181, Family Sick Pay	1	3.75 Hours
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Summary

Earn Code	Shift	Week 1	Week 2	Total
180, Sick Pay	1	7.50		7.50 Hours
181, Family Sick Pay	1		3.75	3.75 Hours
Total Hours		7.50	3.75	

Routing and Status

Name	Action
	Originated On 04/14/2025, 10:03 AM by Jamie R. Curry
	Submit By 06/21/2025, 11:59 AM
Ingrid E. Lindy	In the Queue

Comment (Optional):

Add Comment

2000 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](#) [Save](#)

STEP 19

If everything is accurate, 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."

The screenshot shows a summary of time entries. At the top, it displays the date (06/18/2025), employee ID (181, Family Sick Pay), shift (1), and total hours (3.75 Hours). Below this is a 'Summary' table:

Earn Code	Shift	Week 1	Week 2	Total
180, Sick Pay	1	7.50		7.50 Hours
181, Family Sick Pay	1	3.75		3.75 Hours
Total Hours		7.50	3.75	

Below the summary is a 'Routing and Status' section:

Name	Action
	Originated On 04/14/2025, 10:03 AM by Jamie R. Curry
	Submit By 06/21/2025, 11:59 AM
Ingrid E. Lindy	In the Queue

There is a 'Comment (Optional):' field with a text area for 'Add Comment' and a character limit of 2000 characters remaining. At the bottom, a checkbox is checked, stating: '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.' Below the checkbox are 'Return' and 'Submit' buttons.

STEP 20

Click on Submit

The screenshot shows a confirmation page for the time entry. It displays the same summary table and routing information as the previous screen. The 'Comment (Optional):' field is empty. The 'I certify' checkbox is checked, and the text next to it is identical to the one in the previous screenshot. At the bottom, the 'Return' button is light blue, and the 'Submit' button is dark blue with a red border, indicating it is the active button.

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