

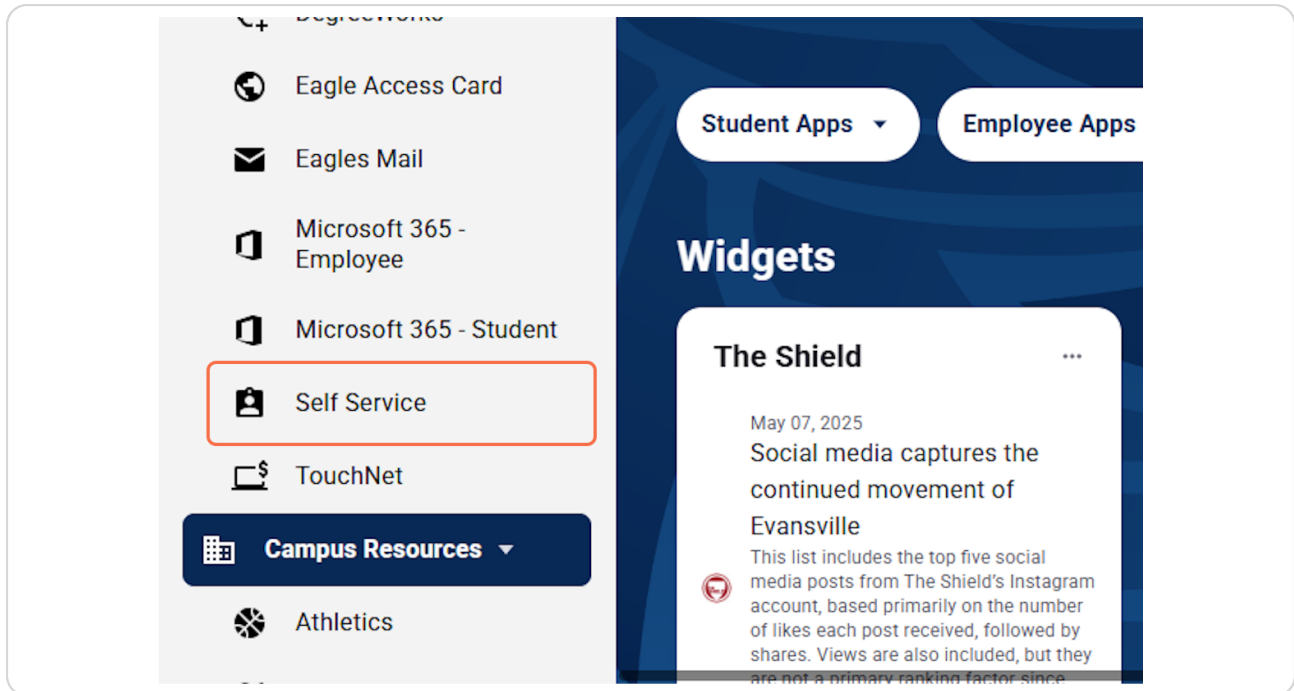
How to submit Exempt Employee Timesheet

20 Steps [View most recent version on Tango.ai](#) 

Created by	Creation Date	Last Updated
Jamie R Curry	Apr 14, 2025	Jul 25, 2025

STEP 1

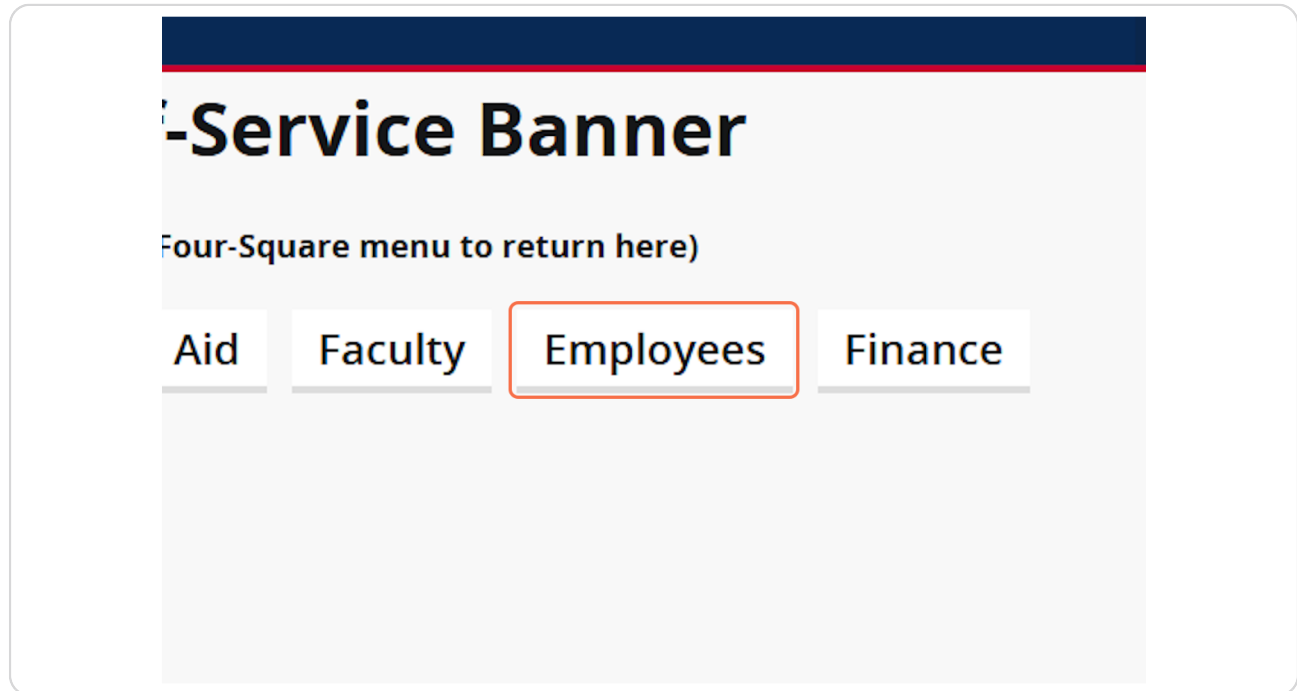
Click on Self Service via myUSI



STEP 2

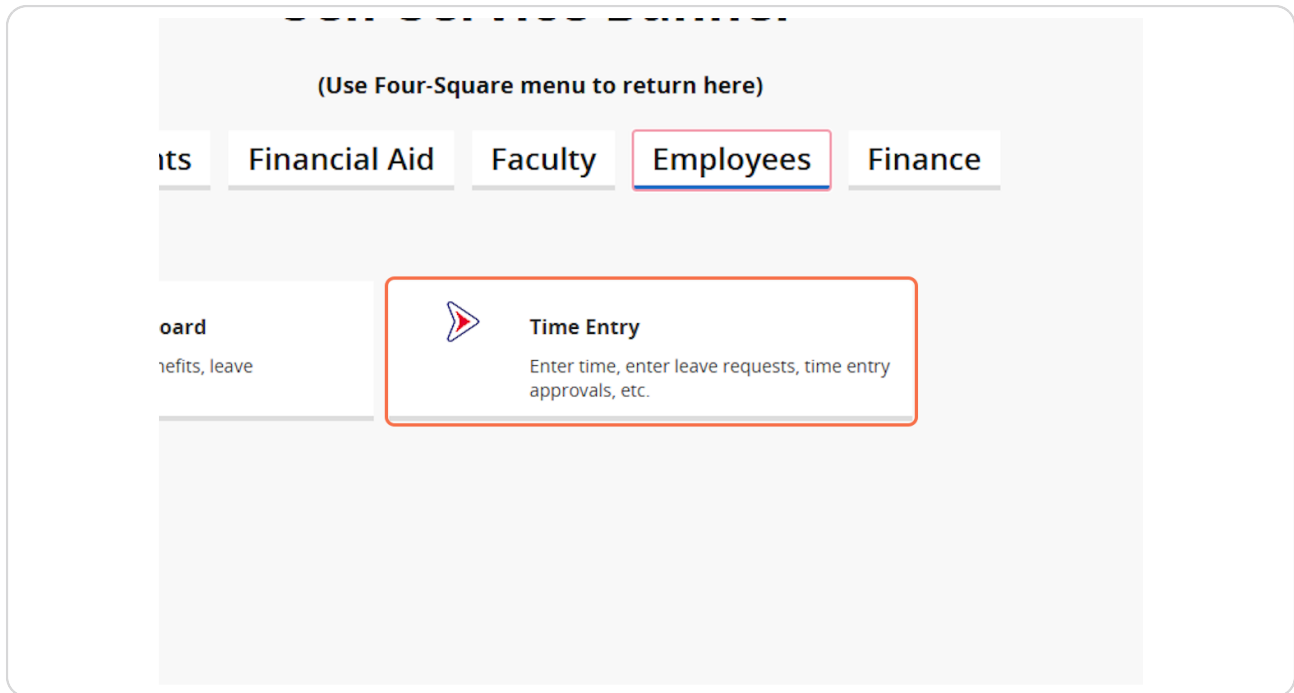
Click on Employees

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

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Jamie R. Curry

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

ApprovalsTimesheet

Pay Period

Hours/Units

Submitted On

Status

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

Prior Periods

06/07/2025 - 06/20/2025

Not Started

Start Timesheet

05/24/2025 - 06/06/2025

In Progress

05/10/2025 - 05/23/2025

In Progress

04/26/2025 - 05/09/2025

18.75 Hours

04/08/2025

Completed

STEP 6

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

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

Timesheet successfully created.

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

06/07/2025 - 06/20/2025

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

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, 320401-00, U, 04010, Human Resources' timesheet for the period 06/07/2025 - 06/20/2025. The calendar view shows Monday, June 9th, is selected. Below the calendar, there is a section titled 'Add Earn Code' with a dropdown menu labeled 'Select Earn Code'. The dropdown is currently empty. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Preview'.

STEP 8

Example: Sick Pay

This screenshot shows the same timesheet interface as Step 7, but with the 'Add Earn Code' dropdown menu open. The dropdown list includes 'Vacation Pay', 'Sick Pay', 'Family Sick Pay', 'Jury Duty Pay', and 'Military Pay'. The 'Sick Pay' option is highlighted with a red border, indicating it is the selected example. The 'Exit Page' button is visible at the bottom left, and the '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)

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

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

Restart Time Leave Balances

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 10

Click on Save

The screenshot shows the 'Employee Dashboard' > 'Timesheet' page for 'HRIS Coordinator, 320401-00, U, 04010, Human Resources'. The user is 'Jamie R. Curry'. The timesheet period is '06/07/2025 - 06/20/2025', with a status of 'In Progress' and a 'Submit By' date of '06/21/2025, 11:59 AM'. A calendar view shows Monday, June 9th, selected. Below the calendar, the 'Add Earn Code' section shows 'Sick Pay' selected for '7.5' hours. At the bottom right, the 'Save' button is highlighted with a red rectangle.

STEP 11

Click on > to navigate to the second week.

This screenshot shows the same interface as Step 10, but with the timesheet data successfully saved. A green message bar at the top right states 'Timesheet data successfully saved.' The calendar view now shows '7.50 Hours' for Monday, June 9th. The 'Add Earn Code' section shows 'Sick Pay' with '7.50 Hours' entered. The 'Total: 7.50 Hours' is displayed at the bottom right of the section. A red rectangle highlights the right arrow navigation button in the calendar view.

STEP 12

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

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

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

Restart Time Leave Balances

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
14	15	16	17	18	19 Juneteenth	20

Add Earn Code

Sick Pay 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.

The screenshot shows the University of Southern Indiana HRIS Timesheet interface. At the top, the header includes the university logo, a settings icon, a user profile icon for Jamie R. Curry, and the text "Employee Dashboard • Timesheet • HRIS Coordinator, 320401-00, U, 04010, Human Resources". Below the header, the user's name "HRIS Coordinator, 320401-00, U, 04010, Human Resources" is displayed, along with links for "Restart Time" and "Leave Balances". The main section shows the date range "06/07/2025 - 06/20/2025", "7.50 Hours", and a status of "In Progress" with a "Submit By 06/21/2025, 11:59 AM" deadline. A calendar view displays the days from Saturday 14 to Friday 20. Wednesday, June 18th, is highlighted in blue. Below the calendar, there is an "Add Earn Code" button. Underneath, a dropdown menu labeled "Earn Code" is open, showing "Select Earn Code" as the current selection. At the bottom, there are "Exit Page", "Cancel", "Save", and "Preview" buttons.

STEP 14

EX: Click on Family Sick Pay

This screenshot shows the same HRIS Timesheet interface as Step 13, but with the "Earn Code" dropdown menu expanded. The menu lists several options: "Select Earn Code", "Vacation Pay", "Sick Pay", "Family Sick Pay", "Jury Duty Pay", and "Military Pay". The "Family Sick Pay" option is highlighted with a red border, indicating it is the selected code. The rest of the interface, including the header, calendar, and bottom buttons, remains the same as in the previous step.

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

Restart Time

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

In Progress

 | Submit By 06/20/2025

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
14	15	16	17	18 3.75 Hours	19 <i>June</i>	20

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.

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

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

Restart Time Leave Balances

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
14	15	16	17	18	19 Juneteenth	20

Add Earn Code


Sick Pay 7.50 Hours



Total: 7.50 Hours Account Distribution

Exit Page Cancel Save Preview

STEP 17

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



 Jamie R. Curry

[Employee Dashboard](#) • [Timesheet](#) • HRIS Coordinator, 320401-00, U, 04010, Human Resources

HRIS Coordinator, 320401-00, U, 04010, Human Resources Restart Time Leave Balances

06/07/2025 - 06/20/2025 11.25 Hours Info Close 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.)

06/18/2025181, Family Sick Pay13.75 Hours

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

9000 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

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. "

06/18/2025181, Family Sick Pay13.75 Hours

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

Submit

STEP 20

Click on Submit

Shift	Week 1	Week 2	Total
1	7.50		7.50 Hours
1		3.75	3.75 Hours
	7.50	3.75	

IS

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

ial):

me entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return

Submit

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