

# Kilgore College Orientation to the updated Time and Leave System



**EMPHASIS***IT*

Kilgore College Department of Information Technology

# Emphasis IT - HR

- To begin, use your Internet Browser to go to:

<http://my.kilgore.edu/HR.php>


- Or, use your Internet Browser to go to:  
<http://my.kilgore.edu> and click on the HR button on the left hand side of the screen.

EmphasisIT - HR - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://my.kilgore.edu/HR.php>

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This section is for HR-related actions only (e.g., Time Card, Leave, etc)  
If you have an AD account, please click the "Home" button to the left and login there

Please Login	
Employee ID:	<input type="text" value="987654321"/>
PIN:	<input type="text" value="••••"/>
	<a href="#">Sign In</a>



**To login to the Emphasis IT – HR system, type your Social Security number, with no dashes, in the “Employee ID” box (e.g., 987654321), type the year of your birth in the “PIN” box (e.g., 1995), and click on the “Sign In” button.**


Done Internet

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Address <https://my.kilgore.edu/HR.php>

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Weekly Total for HR: 0


Time Card

Leave

Logout

Employee Test	
10:54:23am	Department HR
<input type="button" value="Check In"/>	
* Time shown above is an estimate	

Recent Logins			
Department	Time In	Time Out	Total
No logins for past thirty (30) days			



Done

Internet

**The default screen is the “Time Card.”**


**To clock in for work, simply click on the “Check In” button.**

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Leave

Logout

Checked in Wed, Oct 10 @ 10:55am

Weekly Total for HR: 0

Employee Test			
10:55:47am	Department	HR	
Check Out			
* Time shown above is an estimate			

Recent Logins			
Department	Time In	Time Out	Total
HR	Wed, Oct 10 @ 10:55am		

Done Internet

Each time you check in or out, the system records the time in/out under the “Recent Logins” section.


To clock out, simply click on the “Check Out” button.

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File Edit View Favorites Tools Help

Address <https://my.kilgore.edu/HR.php>

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Time Card Leave Logout

Checked out Wed, Oct 10 @ 11:06am for a total of 0.18 hours

Weekly Total for HR: 0.25

Employee Test			
11:06:12am	Department	HR	
Check In			
* Time shown above is an estimate			

Recent Logins			
Department	Time In	Time Out	Total
HR	Wed, Oct 10 @ 10:55am	Wed, Oct 10 @ 11:06am	0.18

Each time you complete a check in/check out shift, the system automatically records the total time worked during that shift. That “Total” is recorded under the “Recent Logins” section. In addition, the system rounds the Total to the nearest quarter-hour worked during the week and displays it right above and to the left of the check in/out area to help you in tracking your hours worked.





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- Time Card
- Leave
- Logout

Checked in Wed, Oct 10 @ 11:19am

Weekly Total for HR: 0.25

**Employee Test**

<b>11:19:22am</b>	Department HR
<b>Check Out</b>	

\* Time shown above is an estimate

Recent Logins			
Department	Time In	Time Out	Total
HR	Wed, Oct 10 @ 11:19am		
HR	Wed, Oct 10 @ 11:10am	Wed, Oct 10 @ 11:19am	0.15
HR	Wed, Oct 10 @ 10:55am	Wed, Oct 10 @ 11:06am	0.18



**With each clock in/out, your “Recent Logins” section will grow. This section will always show your current, as well as, a portion of your previous pay periods’ logins/outs.**

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Checked out Tue, Oct 16 @ 4:13pm for a total of 32.02 hours

Weekly Total for HR: 32

**Employee Test**

**4:14:14pm** Department  
HR

**Check In**

\* Time shown above is an estimate

Recent Logins			
Department	Time In	Time Out	Total
HR	Mon, Oct 15 @ 8:12am	Tue, Oct 16 @ 4:13pm	32.02
HR	Thu, Oct 11 @ 10:22am	Thu, Oct 11 @ 10:22am	0.00
HR	Wed, Oct 10 @ 11:19am	Wed, Oct 10 @ 3:30pm	4.18
HR	Wed, Oct 10 @ 11:10am	Wed, Oct 10 @ 11:19am	0.15
HR	Wed, Oct 10 @ 10:55am	Wed, Oct 10 @ 11:06am	0.18



Note: a Red highlight indicates excessive hours logged in. If you see this, the chances are that you forgot to “check out” the evening before. Notify your supervisor immediately so that she/he can correct the error.

# Kilgore College

# Leave System



**EMPHASIS***IT*


Kilgore College Department of Information Technology

EmphasisIT - HR - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://my.kilgore.edu/HR.php>

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**EMPHASISIT**  
Kilgore College Employee Web Portal

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Checked in Wed, Oct 10 @ 11:19am

**Weekly Total for HR: 0.25**

**Employee Test**

**11:21:23am** Department HR

**Check Out**

\* Time shown above is an estimate

Recent Logins			
Department	Time In	Time Out	Total
HR	Wed, Oct 10 @ 11:19am		
HR	Wed, Oct 10 @ 11:10am	Wed, Oct 10 @ 11:19am	0.15
HR	Wed, Oct 10 @ 10:55am	Wed, Oct 10 @ 11:06am	0.18

The Emphasis IT – HR system also tracks your paid leave time and allows you to electronically request to take accumulated time off.

Done Internet



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- Leave
- Logout
- My Leave
- View Leave

**This is the "My Leave" screen. It contains 3 sections which will be discussed individually on the following slides**

**#1**

Leave Balance Info			
	Official	Pending	Net
Local Leave:	61	0	61
Local - Personal:	1	0	1
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0

**#2**

Recent Leave							
Leave Type	Leave Date	Amount	Comments	Supervisor	Supervisor 2	HR	Cancelled
No recent leave							

Local Leave, Personal Leave, and Vacation are measured in half day increments.  
 Alternate Holiday, Jury Duty, and Other Leave are measured in quarter day increments.  
 Comp Time is measured in quarter hour increments.

**#3**

Take Leave				
Employee	Type	Date	Amount	Comments
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		


EmphasisIT - HR - Microsoft Internet Explorer

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#1

Leave Balance Info			
	Official	Pending	Net
Local Leave:	61	0	61
Local - Personal:	1	0	1
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0

**Section #1 of the “My Leave” screen contains current leave balances. “Local Leave” includes personal/family illness and bereavement leave. “Local-Personal” is for personal business days and is a subset of “Local Leave” as it is limited to 2 or 3 days per year, depending upon length of employment. “Comp Time” is tracked by the system and is available only to non-exempt employees as an alternative to overtime pay. “Alternate Holiday” time is available only to individuals working in certain departments, such as KCPD, who are required to work during campus holiday breaks. The “Pending” column shows leave that has been requested, but not yet taken or recorded on the time sheet.**

Local Leave, Personal Leave, and Vacation are measured in half day increments.  
Alternate Holiday, Jury Duty, and Other Leave are measured in quarter day increments.  
Comp Time is measured in quarter hour increments.

**#3**

Take Leave				
Employee	Type	Date	Amount	Comments
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	Comp Time	No Date Selected		
Employee Test	Local Leave: Personal Business	No Date Selected		
Employee Test	Local Leave: Personal/Family Illness, Bereavement	No Date Selected		
Employee Test	Other Leave: College Business	No Date Selected		
Employee Test	Vacation	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		

**Take Leave**

**Section #3 is what you will use to request time off. From the drop down menu, simply choose/click on the type of leave being requested.**

**Remember, Local Leave, Personal Business Leave, and Vacation leave are all measured in half-day increments. Therefore, you can ask for 0.5 or 1 day off per line.**

**Alternate Holiday and Other Leave are measured in quarter-day increments. Therefore, you can ask for 0.25, 0.5, 0.75, or 1 day per line. NOTE: "Other Leave" is for College Business only such as job related travel, jury duty, etc.**

**Comp Time is measured in quarter-hour increments. Therefore, you can ask for time ranging from 0.25 to 8 hours per line as long as it is in quarter-hour increments (e.g., 3.75 hours, 6.25 hours, etc.)**

Local Leave, Personal Leave, and Vacation are measured in half day increments.  
Alternate Holiday, Jury Duty, and Other Leave are measured in quarter day increments.  
Comp Time is measured in quarter hour increments.

**#3**

Take Leave				
Employee	Type	Date	Amount	Comments
Employee Test	Local Leave: Personal Business	Thu, Oct 11, 2007	1	Closing on new home
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		
<input type="button" value="Take Leave"/>				

Assume you need to take a personal business day to close on a new home. You would select “Local Leave: Personal Business” from the drop-down menu in the “TYPE” column, choose the date you need off in the next drop-down menu, insert the amount of time needed in numeric format in the “AMOUNT” column, and finally insert any comments to help you track why you took the time off.

Once you have all of the information set, click on the “Take Leave” button to submit your request for time off.

**Note:** The system will allow you to report/request leave for any date in the current and in the following month only. Thus, you will not be able to electronically request leave 2 or 3 months in advance.

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Employee Test: Local Leave: Personal Business -- 1 day added for Thu, Oct 11, 2007

**#1**

Leave Balance Info			
	Official	Pending	Net
Local Leave:	61	-1	60
Local - Personal:	1	-1	0
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0

**#2**

Recent Leave							
Leave Type	Leave Date	Amount	Comments	Supervisor	Supervisor 2	HR	Cancelled
Local Leave: Personal Business	Thu, Oct 11, 2007	-1	Closing on new home				

Once you click the “Take Leave” button, a record of that request will post to Section #2, Recent Leave. This section shows you the status of your request. At this point, there has been no supervisory approval given, as seen by a blank cell under the “Supervisor” column.


Also, note that there is now a -1 day pending in Section #1. Remember that personal business days are a subset of Local Leave; therefore, the leave is deducted from both lines.

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Address <https://my.kilgore.edu/HR.php>

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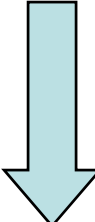
Leave

Logout

My Leave

View Leave

Leave Balance Info			
	Official	Pending	Net
Local Leave:	61	-1	60
Local - Personal:	1	-1	0
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0




Recent Leave							
Leave Type	Leave Date	Amount	Comments	Supervisor	Supervisor 2	HR	Cancelled
Local Leave: Personal Business	Thu, Oct 11, 2007	-1	Closing on new home	A (Wed, Oct 10, 2007)			

Once your request is approved by your supervisor, the approval is recorded in the “Supervisor” column along with the date of approval. Your leave request is then routed to either a second level supervisor and/or HR for final approval. Note that at this point, your leave request is still considered “pending.”

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**#1**

Leave Balance Info			
	Official	Pending	Net
Local Leave:	60	0	60
Local - Personal:	0	0	0
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0

**#2**

Recent Leave							
Leave Type	Leave Date	Amount	Comments	Supervisor	Supervisor 2	HR	Cancelled
Local Leave: Personal Business	Thu, Oct 11, 2007	-1	Closing on new home	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	


Once your leave request is approved by HR, the approval and date is recorded in Section #2. Notice that once final HR approval occurs, Section #1 is updated, nothing is listed as “pending” any longer, and your new balance is displayed.

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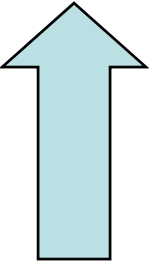
WorkOrders

Time Card

Leave

Logout

Weekly Total for HR: 12.5



Employee Test

3:32:23pm Department HR

Check In

\* Time shown above is an estimate

Recent Logins			
Department	Time In	Time Out	Total
HR	Wed, Oct 10 @ 11:19am	Wed, Oct 10 @ 3:30pm	4.18
HR	Wed, Oct 10 @ 11:10am	Wed, Oct 10 @ 11:19am	0.15
HR	Wed, Oct 10 @ 10:55am	Wed, Oct 10 @ 11:06am	0.18

**Quick “return” to your time card.**

**Note the “Weekly Total” is 12.5 hours, yet the recent logins section only adds up to 4.51 hours. The difference is that the personal business day you requested is already being counted because it falls in the work week.**

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#1

Leave Balance Info			
	Official	Pending	Net
Local Leave:	60	0	60
Local - Personal:	0	0	0
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0



Recent Leave							
Leave Type	Leave Date	Amount	Comments	Supervisor	Supervisor 2	HR	Cancelled
Local Leave: Personal Business	Thu, Oct 11, 2007	-1	Closing on new home	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	

Local Leave, Personal Leave, and Vacation are measured in half day increments.  
 Alternate Holiday, Jury Duty, and Other Leave are measured in quarter day increments.  
 Comp Time is measured in quarter hour increments.

#3



Take Leave				
Employee	Type	Date	Amount	Comments
Employee Test	Comp Time	Wed, Oct 10, 2007	4	Prepare for closing
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		
Employee Test	No Leave Type Selected	No Date Selected		

**Take Leave**

Let's assume that you decide that you need to take an additional half day off to prepare for the closing on your new home! You choose to request 4 hours of comp time off and properly input all of the necessary information in Section #3, Take Leave.

Note your balance in Section #1 and go to the next slide to see what happens.

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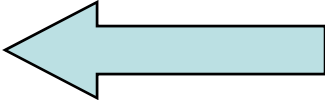
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Kilgore College Employee Web Portal

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**Error: Employee Test doesn't have enough Comp Time to take 4 hours on Wed, Oct 10, 2007**

Leave Balance Info			
	Official	Pending	Net
Local Leave:	60	0	60
Local - Personal:	0	0	0
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0



**Since you did not have 4 hours of comp time accrued, the system will return an error message and will not allow you to submit the request.**

**Employees can only request leave that is currently accrued and displayed in their “Leave Balance Info.”**

**Local Leave, Personal Leave, and Vacation** are measured in half day increments.  
**Alternate Holiday, Jury Duty, and Other Leave** are measured in quarter day increments.  
**Comp Time** is measured in quarter hour increments.

Take Leave				
Employee	Type	Date	Amount	Comments
Employee Test	Vacation	Mon, Nov 12, 2007	1	
Employee Test	Vacation	Tue, Nov 13, 2007	1	
Employee Test	Vacation	Wed, Nov 14, 2007	1	
Employee Test	Vacation	Thu, Nov 15, 2007	1	
Employee Test	Vacation	Fri, Nov 16, 2007	1	
<input type="button" value="Take Leave"/>				


**To take multiple days of leave, such as a week of vacation, you will need to enter each day of absence on a separate line and then click on “take leave.”**

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Leave Balance Info			
	Official	Pending	Net
Local Leave:	60	0	60
Local - Personal:	0	0	0
Vacation:	15	0	15
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0

Recent Leave							
Leave Type	Leave Date	Amount	Comments	Supervisor	Supervisor 2	HR	Cancelled
Local Leave: Personal Business	Thu, Oct 11, 2007	-1	Closing on new home	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	

The second button on the “Leave” screen allows you to track how you’ve used and how you’ve earned your leave time. The next slide shows you a screen shot of the “View Leave” screen.

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### Employee Test

#### Leave Balance Info

	Official	Pending	Net
Local Leave:	60	0	60
Local - Personal:	0	0	0
Vacation:	10	0	10
Comp Time:	0	0	0
Alternate Holiday:	0	0	0
Leave W/O Pay:	0	0	0

#### Leave Transactions

Leave Type	Trans Type	Leave Date	Amount	Comments	Emp Date	Super Appr	Super 2 Appr	HR Appr	Cancel Date
Local Leave: Personal Business	Leave Used	Thu, Oct 11, 2007	-1.00	Closing on new home	Wed, Oct 10, 2007	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	
Vacation	Leave Used	Mon, Nov 12, 2007	-1.00		Wed, Oct 10, 2007	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	
Vacation	Leave Used	Tue, Nov 13, 2007	-1.00		Wed, Oct 10, 2007	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	
Vacation	Leave Used	Wed, Nov 14, 2007	-1.00		Wed, Oct 10, 2007	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	
Vacation	Leave Used	Thu, Nov 15, 2007	-1.00		Wed, Oct 10, 2007	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	
Vacation	Leave Used	Fri, Nov 16, 2007	-1.00		Wed, Oct 10, 2007	A (Wed, Oct 10, 2007)		A (Wed, Oct 10, 2007)	

**From any of the leave screens, you can click on “Time Card” to return to your personal time clock or you may simply logout of the system.**

# Kilgore College

## Payroll Time Sheets



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Kilgore College Department of Information Technology



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**Time Sheet**

Leave

Logout

You have a pending TimeSheet requiring your approval.

Weekly Total for HR: 8

Employee Test	
<b>4:18:55pm</b>	Department HR
<b>Check In</b>	
* Time shown above is an estimate	

Recent Logins			
Department	Time In	Time Out	Total
HR	Mon, Oct 15 @ 8:12am	Mon, Oct 15 @ 4:13pm	8.02
HR	Thu, Oct 11 @ 10:22am	Thu, Oct 11 @ 10:22am	0.00
HR	Wed, Oct 10 @ 11:19am	Wed, Oct 10 @ 3:30pm	4.18
HR	Wed, Oct 10 @ 11:10am	Wed, Oct 10 @ 11:19am	0.15
HR	Wed, Oct 10 @ 10:55am	Wed, Oct 10 @ 11:06am	0.18

Twice a month, a red "Time Sheet" box will appear. This indicates that a pay period has ended and that you need to complete and submit your time sheet.



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**Time Sheet**

Leave

Logout

Time Sheets for 10/1/2007 through 10/15/2007

HR (84.25 - 88 hours)															
Employee		Holiday/Leave Used							Total	OT Earned			ST Earned		
	Name	Hol	Loc	Per	Vac	Jury	Cmp	Oth	Hours	OT Bal	OT Comp	OT Pay	ST Bal	ST Comp	ST Pay
<input type="checkbox"/>	Employee Test	0.0	0.0	1.0	0.0	0.0	0.00	0.0	20.50	0.00	0.00	0.00	-64.00	0.00	-64.00
<input type="button" value="Submit"/>															

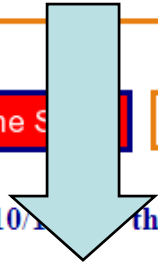
The time sheet contains much information. The Title Bar for your sheet indicates in parentheses the total number of hours that should have been worked during the pay period. There is a section that reports time off (Holiday/Leave Used), a "Total" section which reports total hours to be paid, and a section for over time and straight time.

Each of these areas will be discussed on subsequent slides.



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Time Sheets for 10/1 through 10/15/2007

HR (84.25 - 88 hours)															
Employee		Holiday/Leave Used							Total	OT Earned			ST Earned		
Name		Hol	Loc	Per	Vac	Jury	Cmp	Oth	Hours	OT Bal	OT Comp	OT Pay	ST Bal	ST Comp	ST Pay
<input type="checkbox"/>	Employee Test	0.0	0.0	1.0	0.0	0.0	0.00	0.0	20.50	0.00	0.00	0.00	-64.00	0.00	-64.00
<input type="button" value="Submit"/>															

The Title bar indicates the department you are assigned and the total hours that should have been worked. In many instances, the total hours for a pay period are listed in a range format, 84.25 - 88 for example. Keep in mind that employee salaries are computed based upon a 40 hour work week. That is the “high” number of the range. However, many office positions are scheduled for a 38.25 hours week. It is this 38.25 hours schedule that makes up the “low” number of the range. Overtime is not earned until you work in excess of 40 hours in a week.



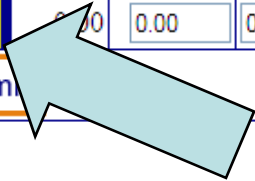
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Time Sheets for 10/1/2007 through 10/15/2007

**HR (84.25 - 88 hours)**

Employee	Holiday/Leave Used							Total Hours	OT Earned			ST Earned		
	Name	Hol	Loc	Per	Vac	Jury	Cmp		Oth	OT Bal	OT Comp	OT Pay	ST Bal	ST Comp
<input type="checkbox"/> Employee Test	0.0	0.0	1.0	0.0	0.0	0.00	0.0	20.50	0.00	0.00	0.00	-64.00	0.00	-64.00
<input type="button" value="Submit"/>														



Notice that if your “Total Hours” are not within the expected total hour range, then the box will highlight yellow. This means that you’ve either earned overtime or have not worked the minimum number of hours in a pay period.

If the amount is below the required hours for the pay period, you should submit a request for leave time (Comp, Vacation, Personal Business, etc.) sufficient to bring your time up to the expected level PRIOR TO submitting your time sheet.

**NOTE: Submitting a timesheet with “short hours” may result in a pay dock.**



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Time Sheets for 10/1/2007 through 5/2007

HR (84.25 - 88 hours)

Employee	Holiday/Leave Used							Total Hours	OT Earned			ST Earned		
	Name	Hol	Loc	Per	Vac	Jury	Cmp		Oth	OT Bal	OT Comp	OT Pay	ST Bal	ST Comp
<input type="checkbox"/> Employee Test	0.0	0.0	1.0	8.0	0.0	0.00	0.0	84.50	0.00	0.00	0.00	-1.75	0.00	-1.75

Submit

As stated previously, overtime is earned when you actually work in excess of 40 hours per week. Please note that leave time, other than official College holidays, does not count towards overtime calculations. If you earn overtime, the number of hours earned will show up in the "OT Bal" column. Additionally, the same amount will default in the "OT Pay" box. If you and your supervisor agree to use Comp Time instead of overtime pay, type the amount into the "OT Comp" box and change the amount in the "OT Pay" box to zero.

**NOTE: Some departments do not have an overtime pay budget. In this instance, the employee must "move" overtime hours earned from the OT Pay box to the OT Comp box.**



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**HR (84.25 - 88 hours)**

Employee	Holiday/Leave Used							Total Hours	OT Earned			ST Earned		
	Name	Hol	Loc	Per	Vac	Jury	Comp		Oth	OT Bal	OT Comp	OT Pay	ST Bal	ST Comp
<input type="checkbox"/> Employee Test	0.0	0.0	1.0	8.0	0.0	0.00	0.0	84.50	0.00	0.00	0.00	-1.75	0.00	-1.75

Straight time is earned when the total hours for the week exceed 40, but some of those hours include non-work time such as vacation or personal leave. In consultation with your supervisor, you may choose pay or comp time for hours earned just like you did with overtime hours. Also, you may run into a situation like the one above where the "Total Hours" earned for the pay period (84.50) fall within the projected range for the pay period (84.25 – 88), but a negative amount appears in the "ST earned" section. This indicates that during one of the weeks of the pay period, you did not work a minimum of 38.25 hours.

**NOTE: Employees in departments that do not have an overtime pay budget must also "move" straight time hours earned from the ST Pay box to the ST Comp box.**

(84.25 - 88 hours)																		
Employee		Holiday/Leave Used						Total	OT Earned			ST Earned			Approvals			
	Name	Hol	Loc	Per	Vac	Jury	Cmp	Oth	Hours	OT Bal	OT Comp	OT Pay	ST Bal	ST Comp	ST Pay	Emp	Sup1	Sup2
<input type="checkbox"/>		0.0	0.0	0.0	0.0	0.0	0.00	0.0	70.50	0.00	0.00	0.00	-6.50	0.00	-6.50			
<input type="checkbox"/>		0.0	1.0	0.0	0.0	0.0	0.00	0.0	91.75	0.00	0.00	0.00	3.50	0.00	3.50			
<input type="checkbox"/>		0.0	0.0	0.0	0.0	0.0	0.00	0.0	88.00	0.25	0.00	0.25	0.00	0.00	0.00			
<input type="button" value="Submit"/>																		

A red highlight in your holiday/leave time section indicates that there is a pending leave request that has not been approved by your supervisor and/or the HR department.

**DO NOT** submit your time sheet when leave time is pending. Please check your Leave screen to see where the request is pending (supervisor or HR) and then remind them to approve the request. Submitting a time sheet when the leave section is highlighted red may cause additional deductions to your leave account.



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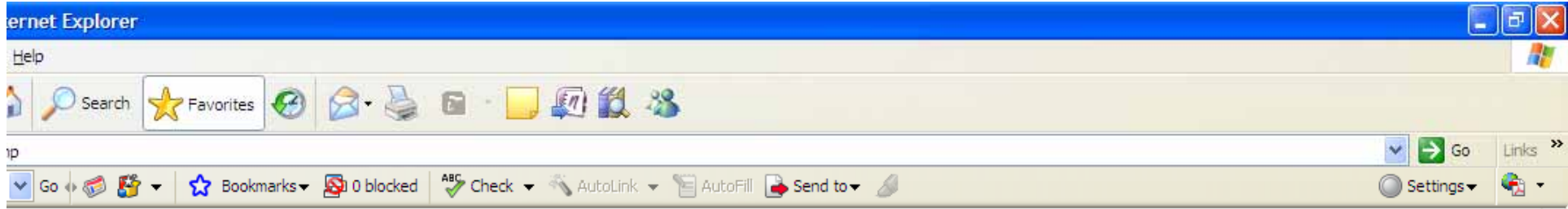
HR (84.25 - 88 hours)

Employee	Holiday/Leave Used							Total		OT	OT Pay	ST Earned		
	Name	Hol	Loc	Per	Vac	Jury	Cmp	Oth	Hours			ST Bal	ST Comp	ST Pay
<input type="checkbox"/> Employee Test	0.0	0.0	1.0	8.0	0.0	0.00	0.0	84.50		0.00	-1.75	0.00	-1.75	

Submit

When you are ready to submit your time sheet, you will need to make two “clicks.” First, click on the empty box beside your Name. This check indicates that you attest to the accuracy of your time sheet. Second, click on the “Submit” button to send your time sheet to your supervisor. Note: the time sheet will not “Submit” unless you click on the box beside your name first.

**NOTE: Timesheets with boxes highlighted RED or with negative amounts in the ST Earned columns should not be submitted. These issues should be corrected first. Failure to do so may result in a pay dock.**



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Time Sheet submitted



Once you've properly submitted your time sheet, the actual time sheet will disappear and above message will appear.

Thanks for your time and attention. Should you have any questions, please contact HR.



*EMPHASIS* **IT**

Kilgore College Department of Information Technology