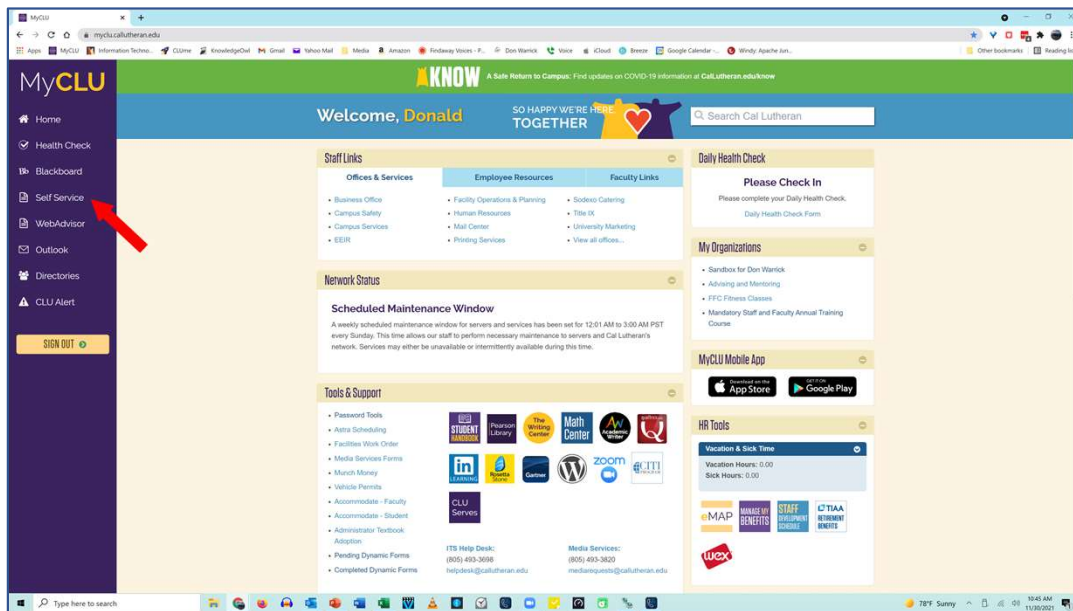


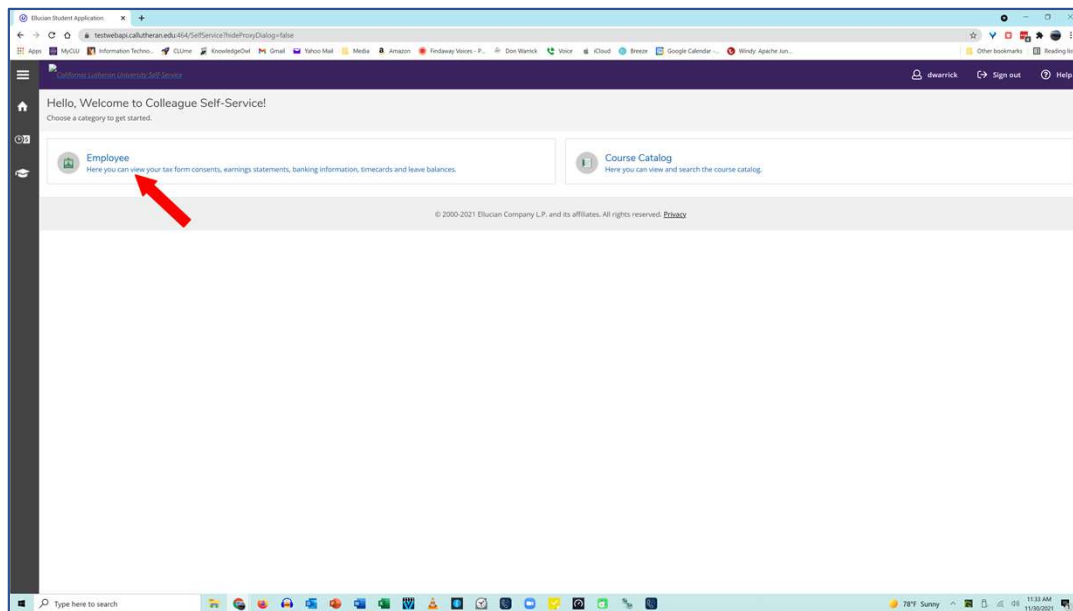
California Lutheran University

Information Technology Services

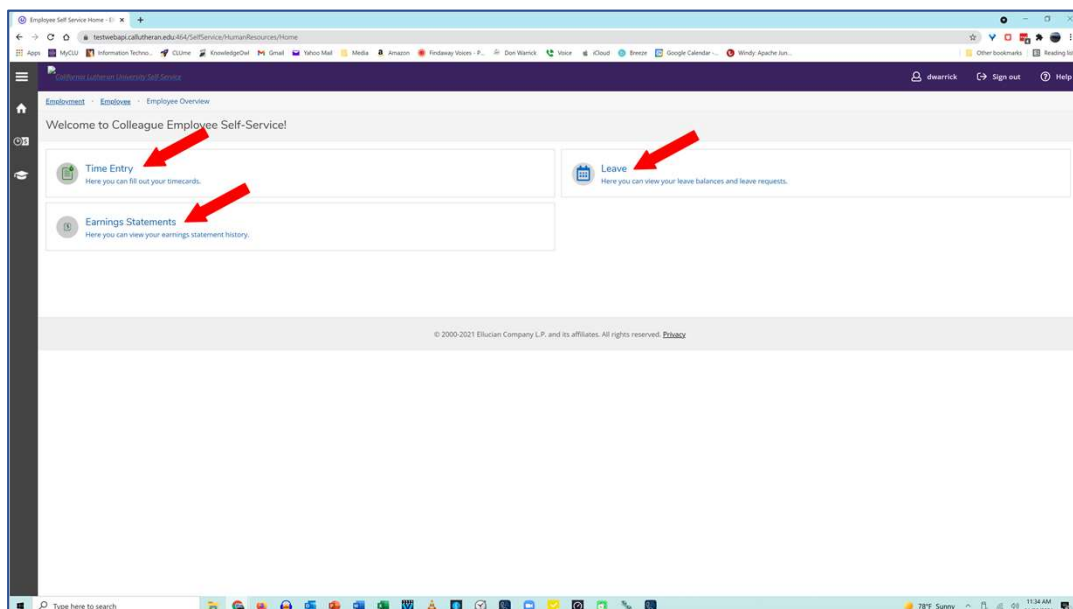
Self Service Time Reporting Non - Exempt Personnel



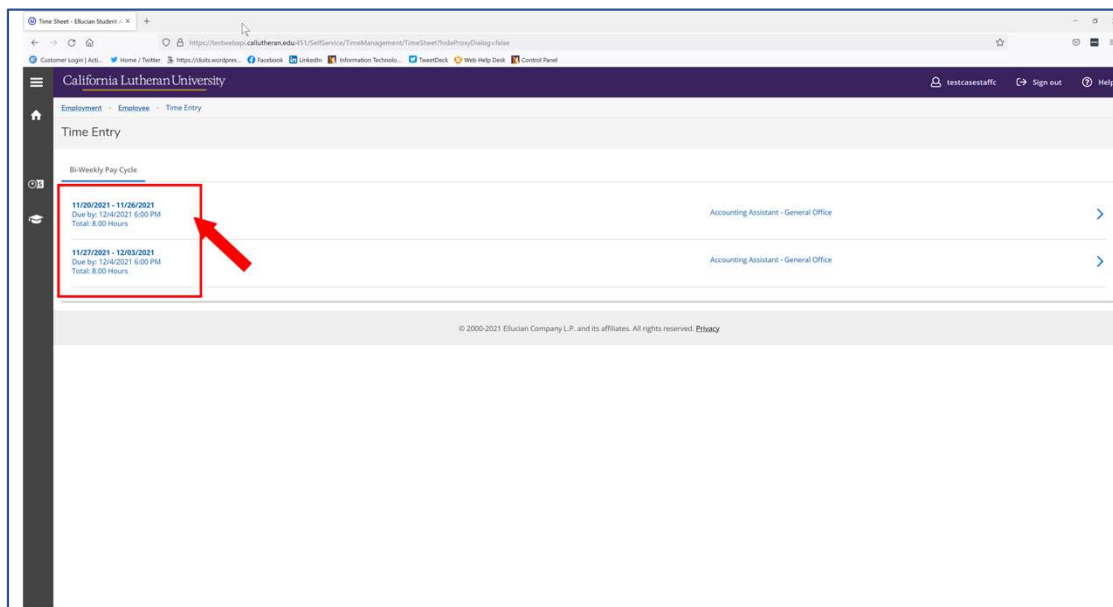
To begin the time entry process, in your MyCLU click on "Self Service"



In the window that opens, select "employee" This will open a new page with all the self-service options. Depending on your role you may see more items on this screen.



The first item takes you directly to your timecard. You may also check your earning statements or any pending leave requests.



Once on the time entry page, you will notice that the pay period is divided into one-week segments. Click on the first week and your timesheet will open for that week. You will need to fill out your time sheets for each week and submit for approval. You don't have to wait until the end of a pay period to submit. You can submit your first week and your second week separately and the time sheets won't be sent to your supervisor until the end of the pay period.

Earn Type	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Fri 11/26	Total
Regular Earnings	00:00 AM	00:00 AM	9:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	3.00
	00:00 AM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
+								
Position Total Hours:	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00
<input type="button" value="+ Additional Time"/>								
<input type="button" value="Comments"/> <input type="button" value="Submit for Approval"/>								
Weekly Totals								
Daily Total Hours:	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00
Regular Hours:								3.00

This is an example of the non-exempt time sheet. The week you are entering data for appears at the top left corner. You may also check your leave balances from the "View Leave Balances" button at the top right corner.

Time Sheet - Elucian Student - X

California Lutheran University

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Employment - Employees - Time Entry

Pay Period 11/20/2021 - 12/03/2021

< All Time Sheets

Week 11/20/2021 - 11/26/2021 3.00 Total hours

Saved just now Save View Leave Balances

64100ACTAST614 • Accounting Assistant - General Office
Warrick, Donald F • Business Office • Main Campus 3.00

Earn Type	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Fri 11/26	Total
Regular Earnings	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 12:00 PM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	3.00
+								
Position Total Hours:	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00

+ Additional Time

Comments Submit for Approval

Weekly Totals

	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Fri 11/26	Total
Daily Total Hours:	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00
Regular Hours:								3.00

This is an example of the non-exempt time sheet. The week you are entering data for appears at the top left corner. You may also check your leave balances from the "View Leave Balances" button at the top right corner.

Time Sheet - Elucian Student - X

California Lutheran University

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Employment - Employees - Time Entry

Pay Period 11/20/2021 - 12/03/2021

< All Time Sheets

Week 11/27/2021 - 12/03/2021 4.00 Total hours

Saved just now Save View Leave Balances

64100ACTAST614 • Accounting Assistant - General Office
Warrick, Donald F • Business Office • Main Campus 4.00

Earn Type	Sat 11/27	Sun 11/28	Mon 11/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Total
Regular Earnings	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 10:30 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	4.00
+								
Position Total Hours:	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00

+ Additional Time

Comments Submit for Approval

Weekly Totals

	Sat 11/27	Sun 11/28	Mon 11/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Total
Daily Total Hours:	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00
Regular Hours:								4.00

Clicking on any day, you will get a drop down list of available times. Select your "Time in" and "Time out" times from the drop down list or you can type in the time directly, such as 8:05 or 13:05

California Lutheran University

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Employment Employee Time Entry

Pay Period 11/20/2021 - 12/03/2021

< All Time Sheets

Week 11/27/2021 - 12/03/2021
4.00 Total hours

Saved just now Save View Leave Balances

64100ACTAST614 • Accounting Assistant - General Office
Warrick, Donald F. • Business Office - Main Campus
4.00

Earn Type	Sat 11/27	Sun 11/28	Mon 11/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Total
Regular Earnings	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 10:30 PM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	4.00
Position Total Hours:	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00

+ Additional Time

Comments Submit for Approval

Weekly Totals

Daily Total Hours: 0.00 0.00 4.00 0.00 0.00 0.00 0.00 4.00

Regular Hours: 0.00 0.00 4.00 0.00 0.00 0.00 0.00 4.00

Clicking on any day, you will get a drop-down list of available times. Select your "Time in" and "Time out" times from the drop-down list or you can type in the time directly, such as 8:05 or 13:05

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Employment Employee Time Entry

Pay Period 11/20/2021 - 11/26/2021

< All Time Sheets

Week 11/20/2021 - 11/26/2021
3.00 Total hours

Saved just now Save View Leave Balances

64100ACTAST614 • Accounting Assistant - General Office
Warrick, Donald F. • Business Office - Main Campus
3.00

Earn Type	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Fri 11/26	Total
Regular Earnings	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 12:00 PM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	3.00
Position Total Hours:	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00

+ Additional Time

Comments Submit for Approval

Weekly Totals

Daily Total Hours: 0.00 0.00 3.00 0.00 0.00 0.00 0.00 3.00

Regular Hours: 0.00 0.00 3.00 0.00 0.00 0.00 0.00 3.00

As a non-exempt employee you are entitled to a 30 minute lunch break. To add the additional time after your break, click the plus sign under any column to add additional time entry boxes.

California Lutheran University

Pay Period 11/20/2021 - 12/03/2021

Week 11/20/2021 - 11/26/2021
3.00 Total hours

64100ACTAST614 • Accounting Assistant - General Office
Warwick, Donald F • Business Office • Main Campus
3.00

Earn Type	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Fri 11/26	Total
Regular Earnings	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 12:00 PM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	3.00
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> 00:00 AM 00:00 AM </div>								
<div style="text-align: center;">+ -</div>								
Position Total Hours:	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00

+ Additional Time

Comments Submit for Approval

Two additional entries appear allowing you to enter the rest of your hours after your 30-minute break. Clicking on the minus sign removes the additional time entry boxes. Clicking the plus sign, you can add as many time segments as necessary. Enter your time in and time out as before.

California Lutheran University

Pay Period 11/20/2021 - 12/03/2021

Week 11/20/2021 - 11/26/2021
40.00 Total hours

64100ACTAST614 • Accounting Assistant - General Office
Warwick, Donald F • Business Office • Main Campus
40.00

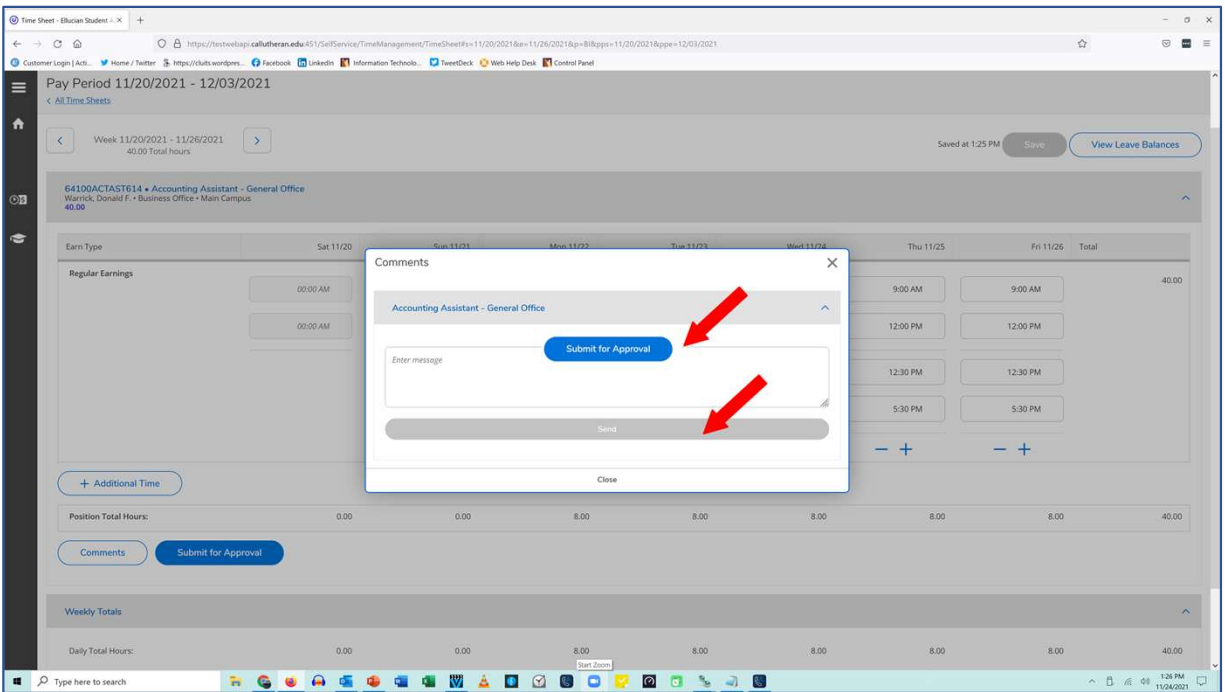
Earn Type	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Fri 11/26	Total
Regular Earnings	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 12:00 PM 12:30 PM 5:30 PM	9:00 AM 12:00 PM 12:30 PM 5:30 PM	9:00 AM 12:00 PM 12:30 PM 5:30 PM	9:00 AM 12:00 PM 12:30 PM 5:30 PM	9:00 AM 12:00 PM 12:30 PM 5:30 PM	40.00
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

Comments Submit for Approval

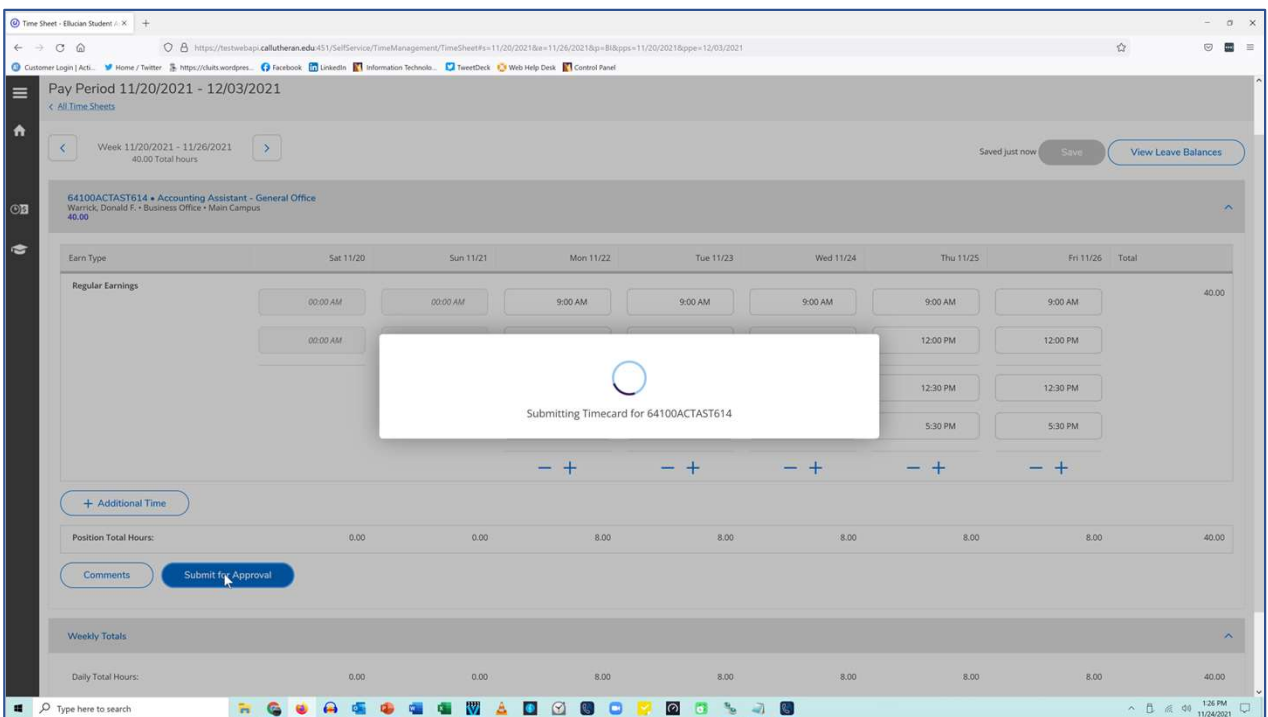
Weekly Totals

Daily Total Hours:

To complete your time entry, you can either comment or submit for approval. Again, you don't need to wait until both week's time sheets are entered to submit. You can save your timesheet by clicking the save button, or submit for supervisor's approval.



If you select "Comment" a pop-up box will appear allowing you to enter any comments. You can send the comments from the send button, or submit for approval and the comments will automatically be forwarded.



If you click on "Submit" you will see a message letting you know your timecard is being submitted. You can complete your timesheets weekly and submit.

California Lutheran University

Pay Period 11/20/2021 - 12/03/2021

Week 11/27/2021 - 12/03/2021
20.00 Total hours

Earn Type	Sat 11/27	Sun 11/28	Mon 11/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Total
Regular Earnings	00:00 AM	00:00 AM	8:00 AM	9:00 AM	9:00 AM	00:00 AM	00:00 AM	20.00
	00:00 AM	00:00 AM	12:00 PM	12:00 PM	12:00 PM	00:00 AM	00:00 AM	
			12:30 PM	12:30 PM	12:30 PM			
			3:30 PM	3:30 PM	4:30 PM			
			- +	- +	- +			
Position Total Hours:	0.00	0.00	7.00	6.00	7.00	0.00	0.00	20.00

Submit for Approval

Fill out your time for the second week of the pay period the same way you completed the first and click on "Submit for approval".

California Lutheran University Self Service

Pay Period 12/04/2021 - 12/17/2021

Week 12/04/2021 - 12/10/2021
0.00 Total hours

Earn Type	Sat 12/4	Sun 12/5	Mon 12/6	Tue 12/7	Wed 12/8	Thu 12/9	Fri 12/10	Total
Regular Earnings	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Submit for Approval

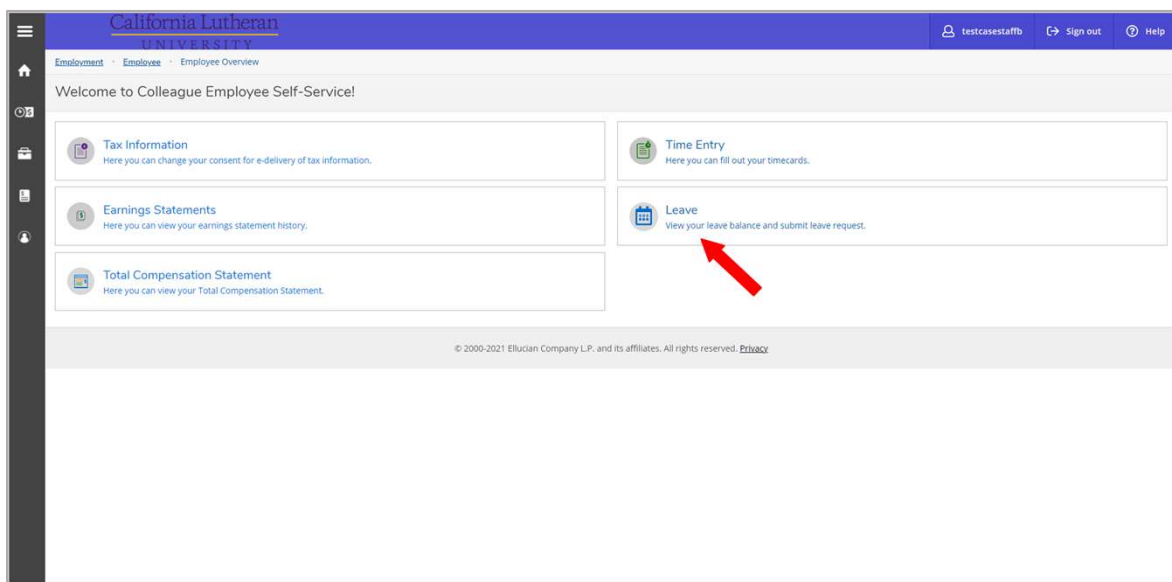
You can use the arrow keys to switch from one week to another.

Self Service Timecard Submit

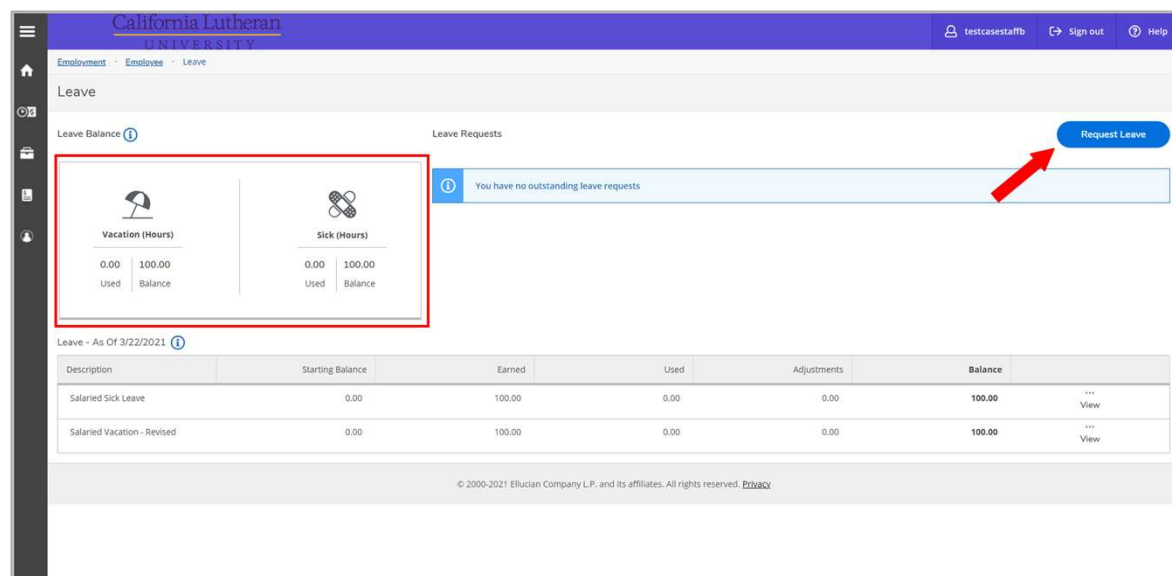
payroll@callutheran.edu
To: Warrick, Donal

A timecard for 11/22/2021 - 11/26/2021 for position 64100ACTAST614 Accounting Assistant - General Office was submitted by Testcase Staff.

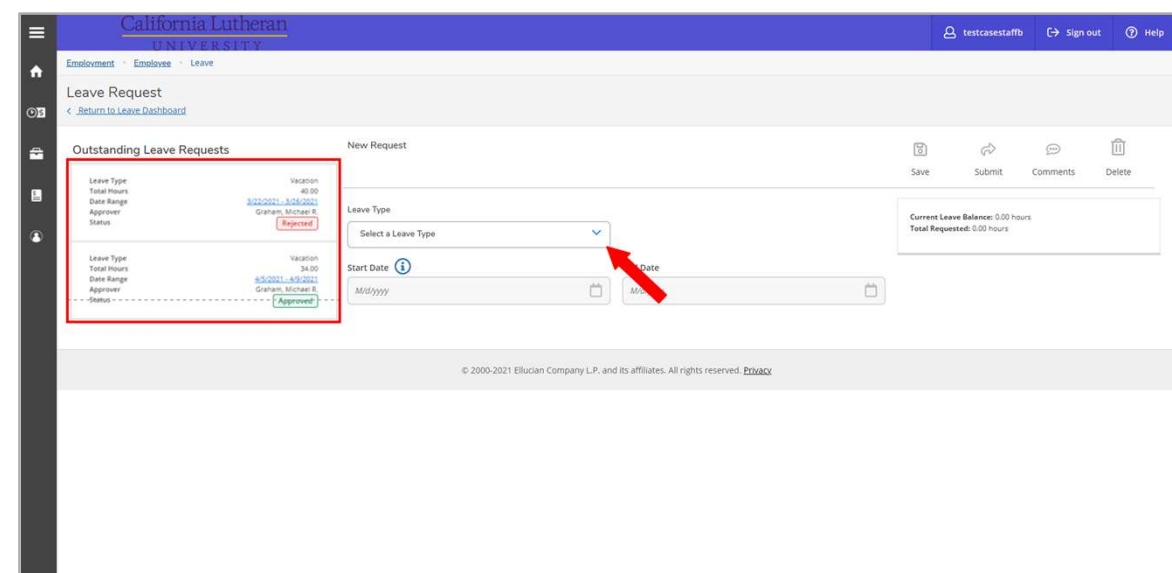
Your supervisor will receive a message letting them know that you have submitted your timecard for approval.



To request leave, click on "Leave Request" from the opening screen.



A page will open showing your sick hour and vacation accruals. Clicking on "Request leave" opens the leave request



The request screen opens, outstanding leave requests are listed on the left side of the screen. To create a new request, start by selecting leave type.

California Lutheran UNIVERSITY

testcasestaffb Sign out Help

Employment Employee Leave

Leave Request
Return to Leave Dashboard

Outstanding Leave Requests

Leave Type: Vacation
Total Hours: 40.00
Date Range: 3/22/2021 - 3/26/2021
Approver: Graham, Michael R.
Status: Rejected

Leave Type: Vacation
Total Hours: 34.00
Date Range: 4/5/2021 - 4/9/2021
Approver: Graham, Michael R.
Status: Approved

New Request

Leave Type: Select a Leave Type

- Sick
- Vacation
- Holiday Pay
- Jury Duty
- Emergency Closure
- Lunch Pay
- Voting

Save Submit Comments Delete

Current Leave Balance: 0.00 hours
Total Requested: 0.00 hours

From the drop-down list select the leave type, holidays are automatically populated from the campus calendar.

California Lutheran UNIVERSITY

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Employment Employee Leave

Leave Request
Return to Leave Dashboard

Outstanding Leave Requests

Leave Type: Vacation
Total Hours: 40.00
Date Range: 3/22/2021 - 3/26/2021
Approver: Graham, Michael R.
Status: Rejected

Leave Type: Vacation
Total Hours: 34.00
Date Range: 4/5/2021 - 4/9/2021
Approver: Graham, Michael R.
Status: Approved

Vacation

Leave Type: Vacation

Start Date: M/d/yyyy

End Date: M/d/yyyy

Save Submit Comments Delete

Current Leave Balance: 100.00 hours
Total Requested: 0.00 hours

Enter the start date.

California Lutheran UNIVERSITY

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Employment Employee Leave

Leave Request
Return to Leave Dashboard

Outstanding Leave Requests

Leave Type: Vacation
Total Hours: 40.00
Date Range: 3/22/2021 - 3/26/2021
Approver: Graham, Michael R.
Status: Rejected

Leave Type: Vacation
Total Hours: 34.00
Date Range: 4/5/2021 - 4/9/2021
Approver: Graham, Michael R.
Status: Approved

Vacation 3/30/2021

Leave Type: Vacation

Start Date: 3/30/2021

End Date: M/d/yyyy

Save Submit Comments Delete

Current Leave Balance: 100.00 hours
Total Requested: 0.00 hours

And end dates requested.

California Lutheran UNIVERSITY

testcasestaffb Sign out Help

Employment Employee Leave

Leave Request

< Return to Leave Dashboard

Outstanding Leave Requests

Vacation 3/30/2021 - 4/1/2021

Save Submit Comments Delete

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

Current Leave Balance: 100.00 hours
Total Requested: 0.00 hours

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The next screen shows the dates requested.

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Employment Employee Leave

Leave Request

< Return to Leave Dashboard

Outstanding Leave Requests

Vacation 3/30/2021 - 4/1/2021

Save Submit Comments Delete

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

Current Leave Balance: 100.00 hours
Total Requested: 2.00 hours

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Data can be entered as whole or partial hours . The dates not requested are greyed out and data cannot be entered. From this screen the dates and times may be edited, the request saved or Submitted, comments can be added, or the request deleted.

Leave Approval

Staff Testcase 1252793

Employee's Outstanding Leave Requests

Vacation 3/30/2021 - 4/1/2021 Submitted

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

Current Leave Balance: 100.00 hours
Total Requested: 24.00 hours

Approve Reject Comments

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Once your supervisor receives your leave request, they may approve, reject or comment on the request.

Time Sheet - Elician Student A:

Pay Period 12/04/2021 - 12/17/2021

Week 12/04/2021 - 12/10/2021 0.00 Total hours

Position Total Hours: 0.00

Submit for Approval

Weekly Totals

Daily Total Hours: 0.00

Regular Hours: 0.00

You can use the arrow keys to switch from one week to another.

Time Sheet - Elician Student A:

Pay Period 11/20/2021 - 12/03/2021

Week 11/27/2021 - 12/03/2021 20.00 Total hours

Position Total Hours: 20.00

Submit for Approval

Weekly Totals

Daily Total Hours: 20.00

Regular Hours: 20.00

Fill out your time for the second week of the pay period the same way you completed the first and click on "Submit for approval".

The screenshot shows the Microsoft Outlook application window. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and Help. The Home tab is active, displaying various email management icons like New, Reply, Forward, and Delete. The left sidebar shows the 'Favorites' section with 'Inbox' selected, indicating 8895 items. Below it, the email account 'dwarrick@callutheran.edu' is listed with its own inbox. The main pane displays an email from 'payroll@callutheran.edu' with the subject 'Self Service Timecard Submit'. The email body text, which is circled in red, reads: 'A timecard for 11/22/2021 - 11/26/2021 for position 64100ACTAST614 Accounting Assistant - General Office was submitted by Testcase Staffc.' The status bar at the bottom indicates 'Items: 1', 'Send/Receive error', 'All folders are up to date', and 'Connected to: Microsoft Exchange'.

Your supervisor will receive a message letting them know that you have submitted your timecard for approval.