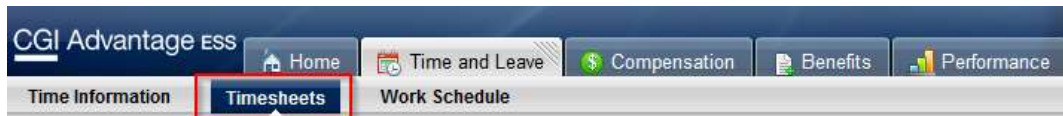


Create Timesheet

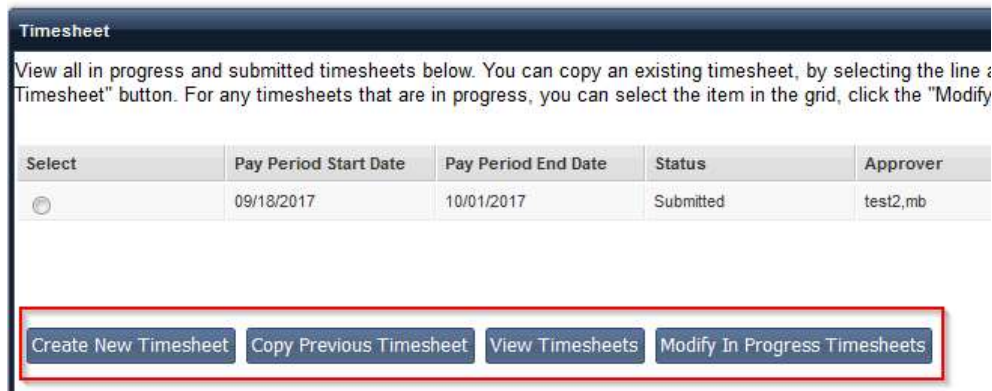
1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Employee Self Service**



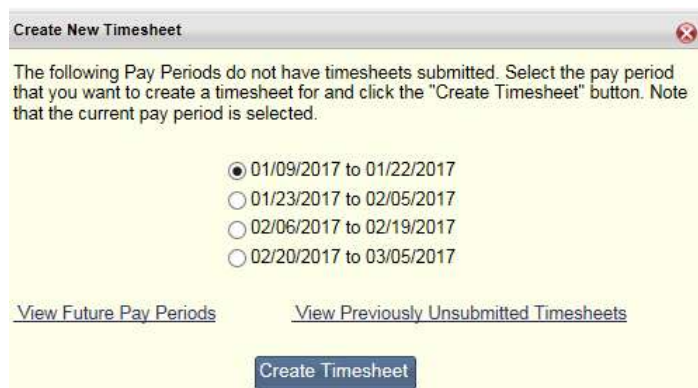
3. Click the **Time and Leave** tab, click the **Timesheet** subtab.



4. Create New Timesheet



To create a new timesheet, select the **Create New Timesheet** button. A popup window will open, displaying the four most recent pay periods (including the current pay period) for which timesheets have not been submitted.



You may select the **View Future Pay Periods** link to display twelve more pay periods. Selecting the **View Previously Unsubmitted Timesheets** link displays a list pay periods for timesheets which are past due.

After selecting the pay period for which you would like to create a timesheet, select the **Create Timesheet button**. The Timesheet will be opened, allowing you to enter the necessary information.

Timesheet Information:

- **Event** - The Event Column allows you to select a pay event from the pick list and enter it on the timesheet. Multiple events can be added per day, by selecting the **Insert Row** button. Examples of Events are: Regular pay, Vacation, PTO, Doctor time, Jury Duty, etc.
- **Accounting Overrides** - The Payroll Administrator in Fiscal Services can define accounting overrides for specific events at the Department, Unit, or Pay Policy level. These accounting overrides can be selected by you when creating the timesheet. You will only see the Accounting Overrides available to you AFTER you select a Pay Event.
Note: Most employees will not need to use Accounting Overrides.
- **Time Entry** - Displays the total actual hours worked and the scheduled hours (default schedule is M-F, 8-5) for each day of the timesheet period for each event. Time can be entered as a total amount for the event for each day, or entered as Time In/Time Out Shifts. Select the icon to enter or modify Time In/Time Out information.
- **Total Hours** - This **Hours** column contains a summation of the hours entered for each event on the specified row.
- **Delete Row** - Select the trash can icon to delete a row. Only rows that you have inserted will have the trash can icon available.
- **Copy Row** - Select the Copy Icon to copy an existing row.
- **Attachment** – Do not add attachments to timesheets.


Timesheet Buttons

- **Insert Row**
Is used for inserting a row to account for additional pay events that occurred during this pay period. (i.e. time off taken, accounting overrides, etc). If you click “Insert Row” you can select an Event type for time off or regular pay events.

- **Easy Fill**

If the same amount of time is regularly applied to a certain event the Easy Fill button can be used to fill in all fields of the timesheet automatically. *This is not available at go live*

- **Time In/Time Out View**

Select the **Time In/Time Out icon**  to enter your Time In/Time Out shift information (optional) as determined by your department management.

- **Standard Timesheet View**

After you have finished entering your Time In/Time Out shift information, select OK to close the Time In/Time Out window and return to the standard view of the timesheet as shown below. The total number of hours entered for each day (including hours from all shifts for the day) will be displayed on the timesheet.

- **Leave Balance**

The Leave Balance button brings up a popup window containing current leave balances, maximum leave balances, accrual rates, and accrual frequencies. The window displays leave balance information using the current date (Month/Year) as the selection date.

Category	Balance	Maximum Balance	Accrual Rate	Accrual Frequency	Amount Basis	Balance Type	Leave Year End Month
PRSNL PTO	72.00	72.00		Pay Period	Hour	Year to Date	12
RSRV SK BNK	2.00	99999.00		Pay Period	Hour	Year to Date	12
VACATION	108.00	300.00		Multiple	Hour	Year to Date	12
Total:							00.00

- **Printer Friendly Version**

The Printer Friendly Version button opens a window that displays the timesheet information in a format that can be printed to a local printer.

- **Discard** - Discards all changes and returns you to the timesheet roster. All changes will be lost as the draft timesheet will be deleted. You will need to create a new timesheet for the pay period.
- **Save** - Saves the data and allows you to continue working on the timesheet.
- **Save and Close** - Saves your changes, closes the timesheet, and returns you to the Timesheet roster. You can return to this timesheet at a later date to continue with your changes.
- **Submit** - Sends the timesheet for approval. Once submitted, the timesheet cannot be modified unless it is rejected. Upon selecting the **Submit** button, you will receive a pop up message that allows you to enter comments or to finalize the submission process by selecting Submit. If you do not agree to the terms on the timesheet submission pop up, select the **Go back to Timesheet** button and you will return to the timesheet without submitting it.

Once you submit your timesheet, you should receive the following confirmation message:



Create New Timesheet

Copy Previous Timesheet

View Timesheets

Modify In Progress Timesheets

5. Copy Previous Timesheet

The Timesheets widget allows you to copy a previous timesheet. Simply select any previous timesheet using the radio buttons in the grid, then select the **Copy Previous Timesheet** button. After selecting the pay period for which you would like to create a timesheet, select the **Create Timesheet** button. Copied timesheets are populated with the Event and Override codes from the timesheet which was copied. No hours (leave or pay) are copied forward.

6. View Timesheets

The **View Timesheets** button allows you to see the details for a selected timesheet. Select the radio button next to the timesheet you would like to view, then select **View Timesheets**.

7. Modify In Progress Timesheets

The **Modify In Progress Timesheets** button allows you to modify the details for a selected In Progress Timesheet. Select the radio button next to the timesheet you would like to modify, then select **Modify In Progress Timesheets**. The timesheet will be opened, allowing you to make the necessary changes. Only timesheets that are listed as “In Progress” can be modified.

8. Correcting a Rejected Timesheet

If you submit a timesheet and your supervisor rejects it for corrections, it will display as “In Progress” in your Timesheet widget. Select the timesheet and use the **Modify In Progress Timesheets** to make corrections and resubmit. To view comment from your supervisor, select the **Document Comments** tab in the timesheet window.

