



ATHENS
STATE

U N I V E R S I T Y

Time Sheet Instructions

Employees are responsible for reporting leaves with pay taken and any overtime worked on a daily basis. Time sheets are due by the end of the day on the 16th of every month. Go to <http://www.athens.edu/policy/human-resources/> for information on correctly reporting leaves with pay and overtime.

1. Log in to Athens State Online using your ASU Employee ID and PIN

Athens State Online

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User ID:
PIN:

Please enter your User Identification Number (**this is NOT your Social Security number and your Social Security number will not work**) and your Personal Identification Number (PIN). When finished, select Login. Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

[Forgot your ID? Click Here](#) and we will send it to your Athens State email account.

[See the estimated cost of books by term and class.](#)

[Athens State](#) [Blackboard](#) [Energy](#) [Technology Helpdesk](#)

2. Under the “Employee” tab, click “Time Sheet”

Athens State Online

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Personal Information Student Financial Aid **Employee** Finance

Search

Employee Services

Time Sheet

Leave Report

Request Time Off

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form.

Information About Your Job

Leave Balances

Harassment - Clery Reporting Training

Detailed Schedule View

3. Select "Access my Time Sheet" and click "Select"

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Personal Information Student Financial Aid **Employee** Finance

Search Go

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
<input checked="" type="checkbox"/> Access my Time Sheet:	<input checked="" type="radio"/>
<input type="checkbox"/> Access my Leave Report:	<input type="radio"/>
<input type="checkbox"/> Access my Leave Request:	<input type="radio"/>
<input type="checkbox"/> Approve or Acknowledge Time:	<input type="radio"/>
<input type="checkbox"/> Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
<input type="checkbox"/> Act as Superuser:	<input type="checkbox"/>

4. Choose the appropriate position and pay period from the drop down menu

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Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
<input checked="" type="radio"/> Payroll Assoc/Accounting Clerk, 999877-00 BUSINESS OFFICE, 062000	<input type="radio"/>	<input type="text" value="Apr 16, 2019 to May 15, 2019 In Progress ▾"/>
<input type="radio"/> IWS - FINANCIAL AFFAIRS, IWS993-00 BUSINESS OFFICE, 062000	<input checked="" type="radio"/>	<input type="text" value="Apr 16, 2019 to May 15, 2019 Not Started ▾"/>

5. Click “Enter Hours” for the desired day and Earning Type

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Payroll Assoc/Accounting Clerk -- 999877-00
 BUSINESS OFFICE -- 062000
 Apr 16, 2019 to May 15, 2019
 May 25, 2019 by 12:00 PM

Earning:
 Date:
 Shift:
 Hours:

Annual Leave
 Apr 16, 2019
 1

Save Hours

Hour Entry

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Apr 16, 2019	Wednesday Apr 17, 2019
Annual Leave			0	0	Enter Hours	Enter Hours
Sick Leave	1		0	2	Enter Hours	Enter Hours
Personal Leave	1		0	0	Enter Hours	Enter Hours
Comp Time Leave	1		0	0	Enter Hours	Enter Hours
Bereavement Leave	1		0	0	Enter Hours	Enter Hours
Emergency Leave	1		0	0	Enter Hours	Enter Hours
Jury Duty Leave	1		0	0	Enter Hours	Enter Hours
Overtime - Comp Time	1		0	6	Enter Hours	Enter Hours
Overtime - Cash	1		0	0	Enter Hours	Enter Hours
Docked Pay	1		0	0	Enter Hours	Enter Hours
Total Hours:				8	0	0
Total Units:				0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

6. Enter “Hours” and click “Save”

- a. Hours are rounded to the nearest quarter hour
 - i. 15 minutes = .25
 - ii. 30 minutes = .50
 - iii. 45 minutes = .75
 - iv. 60 minutes = 1.00
- b. Leave day blank if there are no hours to report. Do not enter zero.
- c. To remove hours, highlight and backspace the existing value and save

7. Repeat for all days where leave was taken or overtime was worked

8. “Comments” may be entered on the time sheet to communicate with your supervisor regarding your time entry

9. After you have entered all hours, click “Preview” to verify hours are entered correctly

10. Once all hours are entered, click “Submit for Approval”

11. Certify with PIN and click “Submit”