Sick and Vacation Tracking for Exempt Professional Staff Members

This self-guided presentation will take approximately 10 minutes to complete.

This presentation will teach you how to locate your online timesheet, enter and submit vacation or sick hours, and review your available leave balances.
A few reminders to begin with…..

Exempt (salaried) members of the Professional Staff will only report vacation and sick hours taken on a bi-weekly basis. It is not necessary to record regular work hours on timesheets.

All employees are asked to schedule vacation days in consultation with their supervisor and should schedule days in advance whenever possible.

If you are sick for 4 or more days, you must contact Human Resources in addition to your supervisor in order to review possible eligibility for Family & Medical Leave.

Vacation and sick days may only be taken in full day (8-hour) or half day (4-hour) increments.

Now let’s get started!
Online timesheets are a fast and easy way to enter and track your usage of vacation and sick hours.

All sick and vacation hours MUST be tracked online for each pay period. If you forget to submit hours by the deadline following the end of a pay period, you must email christine.callender@fandm.edu so that your leave balances can be updated as required.

There are 7 simple steps to completing your online timesheet.
Step 1
Log in to Inside F&M, select the My Info tab and scroll down to the Time Reporting Box.
Step 2

In the Time Reporting box, click on the pay period that you would like to enter sick or vacation time. At any given time, you will only be able to see a few pay periods.

Pay periods marked with a red flag are for periods in the past. These timesheets are viewable, but may not be modified.
**Step 3**

Locate the day that you want to enter hours for. The first week of a pay period is immediately visible. To access the second week, click “Next”.

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**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

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**Time Sheet**

**Title and Number:** Director — P10239-00  
**Department and Number:** Advancement Services — 60230  
**Time Sheet Period:** Jul 14, 2013 to Jul 27, 2013  
**Submit By Date:** Jul 29, 2013 by 05:00 PM

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</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Sick</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
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**Total Hours:** 0  
**Total Units:** 0
### Step 4
Click the “Enter Hours” link. Be sure to select the proper row -- the top row is for vacation hours, the bottom row is for sick hours.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Jul 14, 2013</th>
<th>Monday Jul 15, 2013</th>
<th>Tuesday Jul 16, 2013</th>
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</thead>
<tbody>
<tr>
<td>Vacation</td>
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<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Sick</td>
<td>1</td>
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<td>Total Hours:</td>
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<td>Total Units:</td>
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Click here to enter Vacation hours for Monday

Click here to enter Sick hours for Monday
Step 5
Enter the number of hours taken in increments of 4 or 8 hours, then click ‘Save’.
Taking an entire week of vacation? Good for you! You should complete your timesheet prior to leaving. Enter 8 hours for the first day of your vacation, and click ‘Copy’.

Then, click the box below the rest of the days you will be taking 8 hours of vacation and click ‘Copy’ again. Click ‘Time Sheet’ to return to the previous menu.
Step 6
Click Preview to review the hours you’ve entered for the entire pay period.

If you mess it up entirely, just click ‘Restart’ to give it another try!
Step 7
When you are certain the timesheet is complete and accurate for the whole pay period, click ‘Submit for Approval’.

Once you submit, the only way to correct your hours on that timesheet is to email Payroll and request the modification.

You must ‘Submit for Approval’ by the deadline of Monday at 5pm after the pay period ends, or the hours will not be documented properly.

All sick and vacation hours MUST be tracked via this online timesheet. If you don’t take vacation or sick days in a pay period, you don’t need to do anything!
View your leave balances by going to Inside F&M and clicking on My Info. Then click ‘Leave Balances’. It will take 2 full weeks after a timesheet period ends for vacation or sick hours submitted to be reflected in these balances.

Every July 1, your full allocation of sick and vacation days will be visible along with any rollover hours from the previous fiscal year (starting 7/1/14).
Are you a supervisor?

If you are a supervisor, you do NOT need to approve timesheets for exempt employees like you do for your non-exempt, hourly paid employees. The hours will be automatically approved, however, you are still responsible for assuring that paid time off is requested per your existing department process, and used and documented appropriately.

To view leave balances for your direct reports, log into Inside F&M, select the My Info tab, and then click on a pay period in the Time Approval Box.
Click on Approve or Acknowledge Time, then click Select.

Select the Department and Pay Period, then click Select.
Locate the employees’ name and click Leave Balances.

The available balances will be on the right side. Note that ‘Date Available’ is the employees’ current hire date.
Any questions about vacation or sick hours and balances?

Contact Christine Callender in Human Resources at x3902.

Thank you for completing this training!