Regent University

Quick Reference Guide

Hourly (Non-Exempt, GA, Temp, Paid Twice a Month) Employees

TIPS & REMINDERS

- Note the deadline for submission online. Your timesheet must be submitted and approved by this date, which is always 3 business days after the pay date.
- Early timesheets can be submitted at any time in the pay period.
- **DO NOT** use the Back button or the Refresh button of your browser when in your timesheet.
- After you **submit** your timesheet, you cannot make any changes. Contact your supervisor about changes to a submitted timesheet.
- Check with your supervisor before you enter **Overtime** hours.
- Just need help? For pay-related errors/questions, call the **Business Office** at (757) 352-4054. For other employee self-service errors/ questions, call the **Human Resources** department at (757) 352-4031. For other hair-pulling computer problems, call the **Help Desk: (757) 352-4076.**

OPENING YOUR TIMESHEET

1. Type **my.regent.edu** into your web browser.
2. In the **MyRegent ID** box, type your *MyRegent ID.*
3. In the **Password** box, type your *password*.
4. Click the **Login** button.
5. Click on **Genisys.**
6. Click the **Employee Services** tab.
7. Click the **Time Sheet** link.
8. Click the **My Choice** radio button for the *Title and Department* you want to enter time for (most of us just have one).
9. From the **Pay Period and Status** dropdown box, select the *current* pay period.
10. Click the **Time Sheet** button.

ENTERING HOURS FOR ONE DAY

1. Click the **Enter Hours** link under the date worked and in the row for the appropriate *Earning type (Regular, Overtime).*
2. In the **Hours** box, type the number of hours.
3. Click the **Save** button.

ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a pay period, you can fill out your timesheet just once by copying those hours through to the end of the pay period.

1. Click the **Enter Hours** link under the date worked, and in the row for the appropriate *Earning type (Regular, Overtime).*
2. In the **Hours** box, type the number of hours you worked each day this pay period.
3. Click the **Copy** button.
4. Click in the "**Copy from date displayed to end of the pay period"** checkbox.
5. If your workweek includes Saturday or Sunday, click those *check-boxes,* too.
6. Click the **Copy** button.
7. Look for the *verification message* that says the hours were successfully copied.
8. Click the **Timesheet** button.
   The hours have now been copied for all days in the pay period.

ENTERING HOURS FOR SPECIFIC DAYS

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Click the **Enter Hours** link under the date worked and in the row for the appropriate *Earning type (Regular, Overtime).*
2. In the **Hours** box, type the number of hours you worked each day this pay period.
3. Click the **Copy** button.
4. Click the **checkbox** for each day you want these hours copied to.
5. Click the **Copy** button.
6. Look for the *verification message* that says the hours were successfully copied.
7. Click the **Timesheet** button**.**
8. Look to see that the hours were copied to the dates you selected.

ADJUSTING YOUR HOURS

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** box, type the correct number.
3. Click the **Save** button.

Changing the hours you've entered for a particular day is no problem, as long as you haven't **submitted** the timesheet for approval.

LEAVING A COMMENT ON YOUR TIMESHEET

Sometimes there are special circumstances you'll want your timesheet Approver to know about. You can leave a comment on your timesheet that the Approver will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the Timesheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your timesheet.

Note: Comments on your timesheet are only available to you in Preview mode. Your Approver will check for comments.

PRINTING YOUR TIMESHEET (optional)

1. Click the **Preview** button at the bottom of your timesheet.
   Note: On most computers, the timesheet is too big to be seen all at once. You can make the text size on your screen smaller by clicking "View" and "Text Size" from your Explorer browser menu (or similar commands in Firefox or other browsers).
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select **"Landscape"** for Paper Layout.
   Note: In your browser, click "Properties", then "Paper" to find the Landscape setting.
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your timesheet.

SUBMITTING YOUR TIMESHEET

When your timesheet is ready to submit for approval, it's **important** for you to **preview** it first. Check your hours to make sure the days, numbers, and Earnings Codes are all correct. Then, submit as follows:

1. Click the **Submit for Approval** button at the bottom of your timesheet.

Note: You must make a comment when off for bereavement leave, missionary leave, and other paid time off (excluding vacation and medical).

OPENING A TIMESHEET FOR ANOTHER JOB

Some employees have more than one job, or do work under more than one job or position title. If this is you, you'll need to submit separate timesheets, one for each job or position.

1. Click the **Position Selection** at the bottom of your timesheet.
2. Click the radio button for the job or position you want to select.
3. From the **Pay Period and Status** dropdown box, select the *current* pay period.
4. Click the **Timesheet** button and complete the steps listed in the sections for entering hours worked.