

Missouri State Highway Patrol

Time & Leave Reporting System



Time and Leave Reporting System

EMPLOYEE Activities.....	5
SUPERVISOR Activities.....	5
TIMEKEEPER Activities	5
Lesson 1	7
User Access	7
Access the Time & Leave Reporting System	8
Login.....	9
Logout.....	10
Update the User Profile.....	11
Lesson 2	12
ADD a Time and Leave Record.....	12
Exempt Member and Exempt Civilian	13
Partial-Exempt Civilian	18
Non-Exempt Member	23
Non-Exempt CVO	29
Non-Exempt Civilian.....	35
Temporary Civilian.....	40
Save a DRAFT Time & Leave Record.....	43
MODIFY Most Recent Time and Leave Record.....	44
Lesson 3	46
Work with a DRAFT Time and Leave Record	46
View a DRAFT Time and Leave Record	47
Complete and Submit a DRAFT Time and Leave Record	48
Lesson 4	50
Work with a SUBMITTED Time and Leave Record.....	50
View a SUBMITTED Time and Leave Record.....	51
Modify a SUBMITTED Time and Leave Record	52
View a DISAPPROVED Time and Leave Record.....	54
Modify a DISAPPROVED Time and Leave Record.....	56
View a SAVED Time & Leave Record.....	58
Time and Leave Status.....	58

Modify an APPROVED Time & Leave Record.....	59
Lesson 5	61
Work with a LOCKED Time and Leave Record.....	61
Create a CORRECTED Time & Leave Record.....	62
Lesson 6	64
Multiple Appointments.....	64
Report Time for a Multiple Appointment.....	65
Lesson 7	67
Work with a Partial Pay Period	67
Submit time for a Partial Pay Period.....	68
Modify a Previous Pay Period	71
Lesson 8	73
Work with a Manual Entry Correction for SAM II.....	73
View a Manual Entry Correction for SAM II.....	74
Mark a Manual Entry Correction for SAM II as ENTERED	75
Reject a Manual Entry Correction for SAM II	77
Lesson 9	78
Approve/Disapprove a Time and Leave Report	78
APPROVE a Time and Leave Record.....	79
DISAPPROVE a Time and Leave Record.....	81
View a Disapproved Time and Leave Record Awaiting User MODIFICATION	83
Approve a MODIFIED Time and Leave Record.....	84
View CORRECTIONS Awaiting Approval	86
Approve a CORRECTED Time and Leave Record	87
Appendix A.....	89
Military Time Conversion.....	89
Appendix B	90
Exception Codes	90

EMPLOYEE Activities



MISSOURI STATE HIGHWAY PATROL
Time & Leave Reporting System
Time Reporting Home for:

[My Time Reporting Home](#) | [MSHP Home](#) | [Time Reporting Help](#) | [Logout](#)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
0	Draft T&L Records	Report Time & Leave (Add)	Leave Exception Codes
3	Unapproved T&L Records	Modify Most Recent T&L Record	
1	Disapproved T&L Records	Modify Employee Profile	
	Saved T&L Record Summary		

SUPERVISOR Activities



MISSOURI STATE HIGHWAY PATROL
Time & Leave Reporting System
Time Reporting Home for:

[My Time Reporting Home](#) | [MSHP Home](#) | [Time Reporting Help](#) | [Logout](#)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
0	Draft T&L Records	Report Time & Leave (Add)	Leave Exception Codes
0	Unapproved T&L Records	Modify Most Recent T&L Record	
0	Disapproved T&L Records	Modify Employee Profile	
	Saved T&L Record Summary		

Supervisor Activities	Activity Status	Viewable Reports
3	T&L Records Awaiting Approval	Weekly Time By Employee
0	Corrections Awaiting Approval	Weekly Time By Status
0	Disapproved Awaiting User Correction	Employee Leave Balances

TIMEKEEPER Activities



MISSOURI STATE HIGHWAY PATROL
Time & Leave Reporting System
Time Reporting Home for:

[My Time Reporting Home](#) | [MSHP Home](#) | [Time Reporting Help](#) | [Logout](#)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
1	Draft T&L Records	Report Time & Leave (Add)	Leave Exception Codes
0	Unapproved T&L Records	Modify Most Recent T&L Record	
0	Disapproved T&L Records	Modify Employee Profile	
	Saved T&L Record Summary		

Time Keeper Activities	Activity Status	Viewable Reports
0	O/S Manual Entry Corrections for SAM II	Unprocessed SAM II Corrections Entered Correction History

Lesson 1

User Access

In this lesson you will learn how to:

- Access the Time & Leave Reporting System
- Login to the Time & Leave Reporting System
- Logout of the Time & Leave Reporting System
- Update The User Profile

ACCESS THE TIME & LEAVE REPORTING SYSTEM



Step-by-Step

1. From the MSHP homepage, single click the **Time & Leave Reporting** link.

The screen will look similar to this:



The screenshot shows the login interface for the Missouri State Highway Patrol Time & Leave Reporting System. At the top, there is a blue header with the text "MISSOURI STATE HIGHWAY PATROL" in white, and a red sub-header with "Time & Leave Reporting System" in white. Below the headers, there are four red links: "My Time Reporting Home", "MSHP Home", "Time Reporting Help", and "Logout". A light blue box contains the text "Welcome to MSHP Time Reporting System". Below this, there are two input fields: "User Id:" and "Password:". A "Login" button is positioned below the password field.

LOGIN



Step-by-Step

1. Enter LAN **User ID** and **Password**.

The screen will look similar to this:

Welcome to MSHP Time Reporting System

User Id: MyUserID

Password: ••••••••

Login

2. Single click the **Login** button.

The screen will look similar to this:

MISSOURI STATE HIGHWAY PATROL

Time & Leave Reporting System

Time Reporting Home for:

[My Time Reporting Home](#) | [MSHP Home](#) | [Time Reporting Help](#) | [Logout](#)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 Draft T&L Records	Report Time & Leave (Add)	Leave Exception Codes
	3 Unapproved T&L Records	Modify Most Recent T&L Record	
	1 Disapproved T&L Records	Modify Employee Profile	
	Saved T&L Record Summary		

Note: After logging into the Time and Leave Reporting System, refer to the table of contents (page 2) to locate the step-by-step procedures needed to enter time for the user type.

LOGOUT



Step-by-Step

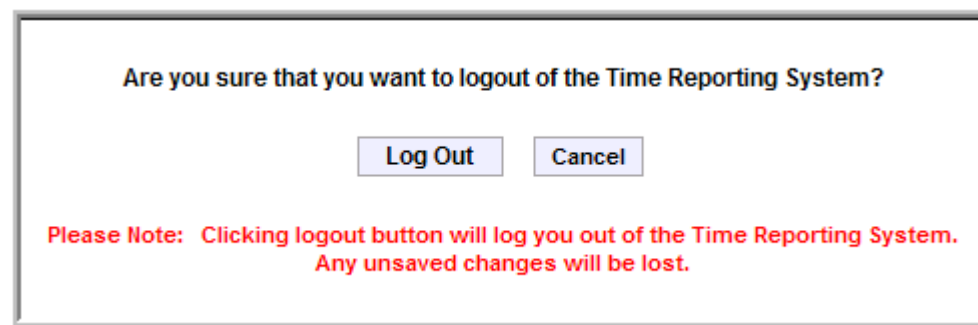
1. From the Time and Leave homepage, single click the **Logout** link.

The screen will look similar to this:



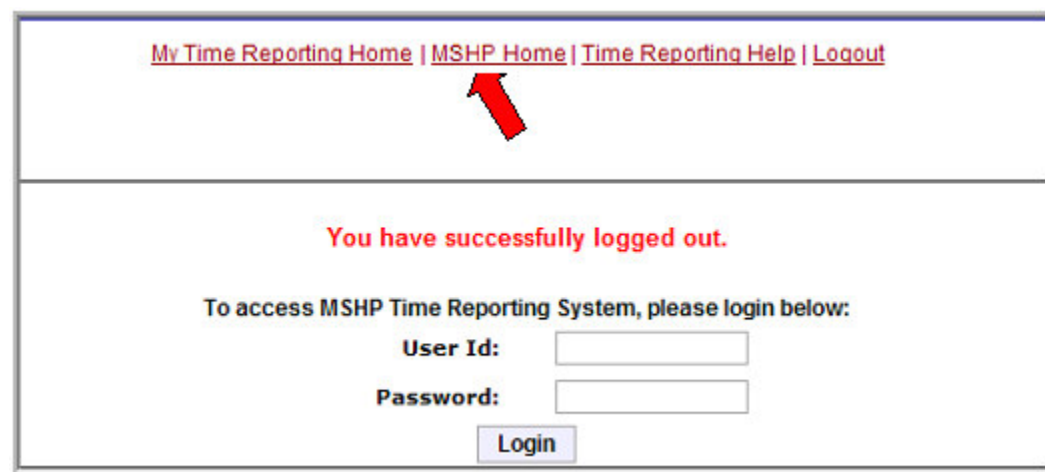
2. Single click the **Log Out** button to exit the Time and Leave Reporting System.

The screen will look similar to this:



3. Single click the **MSHP Home** link to exit the Time and Leave Reporting System.

The screen will look similar to this:



UPDATE THE USER PROFILE



Step-by-Step

1. Single click the **Modify Employee Profile** link from the homepage.

The screen will look similar to this:

Time Reporting Activities

- [Report Time & Leave \(Add\)](#)
- [Modify Most Recent T&L Record](#)
- [Modify Employee Profile](#)

2. To add a secondary Email address, single click the **Add Email Address** button.

Modify Employee Profile

First Name: Exempt
Middle Name: H
Last Name: EmployeeOne
Suffix:
User Id: EXM
SSN: 123456789
SAMII Internal Id: 1234567899
Forced Manual Entry to SAMII: ☒
Employee Start Date: 05272007
Troop: F
Zone: 01

Primary Email Address: **Add Email Address**

Work Cycle Code: PUS
Employee Type: Exempt Member
Employee Role(s):

- Supervisor
- Executive
- HR
- Time Keepers
- BPD

Update Effective Date: 05272007

3. Enter the **Secondary Email Address**

Primary Email Address:

Secondary Email Address:

4. Single click the **Save Modified Employee Profile** button.

Lesson 2

ADD a Time and Leave Record

In this lesson you will learn how to:

- ADD a Time & Leave Record for:
 - Exempt Member and Exempt Civilian
 - Partial-Exempt Civilian
 - Non-Exempt Member
 - Non-Exempt CVO
 - Non-Exempt Civilian
 - Temporary Civilian
- SAVE a DRAFT Time & Leave Record
- MODIFY Most Recent Time & Leave Record

EXEMPT MEMBER AND EXEMPT CIVILIAN

Exempt Members and Exempt Civilians are exempt from overtime compensation under the FLSA Act. Both Exempt Members and Exempt Civilians use this Time and Leave Record.



Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.

The screen will look similar to this:

Missouri State Highway Patrol TIME & LEAVE RECORD														
Approved By:						Employee Name: Exempt EmployeeOne								
Submitted By:	FLSA Type: Exempt Member		Troop: 3		Zone: 4		Employee ID (SSN): ****7899		Week Beginning: 08/12/2007					
Supervisor: Test - Supervisor One 2														
Fed Comp: 00:00	State Comp: 15:00		Holiday Comp: 00:00		Annual Leave: 23:00		Sick Leave: 24:00		Balance As Of: 02/16/2007					
Corrected: NO	Status: Draft		TLR Correction History				Mitpl Appointments: None							
Messages: Please submit pay period by clicking the button "Submit Pay Period" button by 08/15/2007														
Day & Date	Sunday - 08/12		Monday - 08/13		Tuesday - 08/14		Wednesday - 08/15		Thursday - 08/16		Friday - 08/17		Saturday - 08/18	
Cred Work Day	<input type="checkbox"/> 5		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0000											RDO	0000
	6	7												
Total Exception Hrs	0000												0000	
OT Explanation (special project code and name, if applicable)														
OT Approval/Disapproval Comments														
OT Approved?														
Sunday - 08/12													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 08/13													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 08/14													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 08/15													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 08/16													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 08/17													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 08/18													<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:	10													
<input type="button" value="Save as Draft"/> <input type="button" value="Submit Pay Period"/> <input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>														

FLSA Type

Not an editable field and will default to the current user type as in the User Profile.

2. Single click the drop down arrow ▼ to select the **Supervisor**.

Note: The Supervisor name selected on the *first* Time and Leave Record will become the default supervisor for all future records.

3. Troop will default to the Troop listed in the User Profile. Highlight the **Troop** letter and enter a different Troop letter, *if a change is needed*.

Troop should only be modified when there is an actual transfer to a different Troop.

Troop will not be modified for internships.

Valid Troop letters are A, B, C, D, E, F, G, H, I and Q.

4. Zone will default to the Zone listed in the User Profile. Highlight the **Zone** code and enter a different Zone, *if a change is needed*.

Zone should only be modified when there is an actual transfer to a different Zone.

Zone will not be modified for internships.

Zone must be a valid two digit zone code.

Week Beginning

Not an editable field and will default to Sunday of the current work week.

Leave Balances

Displays the amount of comp time and leave balances in SAM II, since the “Balance as of Date”.

Balance as of Date

Date the comp time and leave balances were last interfaced with SAM II.

Corrected Indicator

Yes or No indicates if the Time and Leave Record has been changed (corrected) after supervisor approval.

Status

Displays the status of the Time and Leave Record. See Lesson 4, Time and Leave Status, for status definitions.

TLR Correction History

If the Time and Leave Record is a correction, this will become a live link (underlined) to the original Time and Leave Record the correction is being created for.

Multiple Appointments

Optional link that will only be completed when an employee has part-time hours to report, other than their primary job. Refer to Section 6 for details on Multiple Appointments.

Messages

Displays messages and alerts that affect the Time and Leave Record.

5. Single click in the ☐ **Check Box** for each day worked in the week.

The spacebar can also be used to place a check in a check box. To check several days in a row, single click the first check box, press the Tab key *twice*, then press the Spacebar again. Continue this process for each day.

Day & Date	Sunday - 04/01	Monday - 04/02	Tuesday - 04/03	Wednesday - 04/04	Thursday - 04/05	Friday - 04/06	Saturday - 04/07
Cred Work Day	<input type="checkbox"/>	<input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Single click the drop down arrow  to select an **Exception Code**, *if applicable*.

Two RDOs must be recorded per week.

Each exception code may be selected only once per day.

Both an Exception Code and Exception Time must be entered for every exception.

Note: See the Exception Code Requirements table for Exempt Member and Exempt Civilian.

Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800			6	7							RDO	0800
Total Exception Hrs		0800												0800

7. Enter total hours of **Exception Time** for the exception code selected, *if applicable*.

Exception Time must be entered as HHMM.

No more than 8 hours of Exception Time can be taken per day.

Both an Exception Code and Exception Time must be entered for every exception.

8. Complete all **Exception Code** and **Exception Time** entries for the week.


Total Exception Hours

Displays the Total Exception Hours entered each day.

9. Enter an **OT Explanation** for each day worked on a Holiday, Annual Leave, or Specially Approved Overtime Project.

All paid projects must be detailed with the project #, project name, and # of hours worked for a given day.

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 05/13			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/14			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/15	9		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 05/16			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/17			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 05/18			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 05/19			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:				

10. Single click the **Submit Week**  button to save and submit the Time and Leave Record for approval.

				
---	---	--	---	---

10



Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Save as Draft

Save as Draft saves the current Time and Leave Record in a draft (not yet submitted) status, available to be completed at a later time. Time can be entered and Saved as Draft daily.

Submit Pay Period

Submit Pay Period submits days for the current pay period for approval and saves future days in a Draft Time and Leave Record (days in partial week before the 15th or the end of the month). Refer to Section 7 for details on Submitting Pay Periods.

Submit Week

Submit Week submits the entire week for approval.

Update Balances

Update Balances calculates the balances for the hours entered on the Time and Leave Record.

Cancel

Cancel deletes all data entry on the Time and Leave Record and returns to the homepage.

Exempt Member and Exempt Civilian

Exception Codes Requirements Table

AL - Annual Leave

Employee must have annual leave posted prior to usage.

Annual leave must be taken in 8 hour increments.

ALWORK - Work on Annual Leave

Work on Annual Leave must be entered in 15 minute increments, not to exceed 8 hours.

HC- Holiday Comp

Holiday Comp can be used the day after it is posted.

Holiday Comp must be taken in 8 hour increments.

HDAY - Holiday Leave

Holiday leave will default to 8 hours.

HOLWK - Work on a Holiday

Time worked on a holiday, up to 8 hours, accrues as Holiday Comp.

Work on a Holiday must be entered in 15 minute increments, not to exceed 8 hours.

Only *HOLWK* can be entered on Holiday Leave.

RDO – Regular Day Off

Two RDOs must be recorded in a 7 day work period.

No other type of leave can be taken on an RDO.

RDO will default to 8 hours.

SLS - Sick Leave

Employee must have Sick Leave posted prior to usage.

Sick Leave must be taken in 8 hour increments.

SC - State Comp

Employee must have State Comp posted prior to usage.

State Comp must be taken in 8 hour increments.

*Worker Comp – **Call HRD before using any Worker's Compensation combination***

If supplementing with sick leave, Worker Comp must be entered as exception code SLWC with time 0240 and code LNPWC with time 0520.

If not supplementing with sick leave, post as exception code LNPWC.

If wanting to receive full pay from the Patrol in addition to pay from worker's compensation, enter as any combination of exception codes ALWC, SCWC, FCWC or HCWC equaling 8 hours per day. Must have enough accruals to submit for the entire pay period.

PARTIAL-EXEMPT CIVILIAN

Partial Exempt employees are eligible to receive State Comp for additional hours worked in a pay period.



Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.

The screen will look similar to this:

Missouri State Highway Patrol TIME & LEAVE RECORD										Employee Name: Pax Employee One		
Approved By:	Submitted By:				FLSA Type: Partial-Exempt	Supervisor: Test - Supervisor One	Troop: F	Zone: 01	Employee ID (SSN): ****9999	Week Beginning: 05/27/2007		
State Comp: 19:00	Holiday Comp: 24:00	Flex Time: 00:00	Annual Leave: 90:00	Sick Leave: 48:00	Balance As Of: 02/16/2007							
Corrected: 1:00	Status: Draft	TLR Correction History		Mltpl Appointments: None								
Messages:												
Auto Fill												
Day & Date	Sunday - 05/27	Monday - 05/28	Tuesday - 05/29	Wednesday - 05/30	Thursday - 05/31	Friday - 06/01	Saturday - 06/02					
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times												
Total Hours												
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0000	HDAY	0000							RDO	0000
Total Exception Hrs		0000		0000								0000
OT Explanation (special project code and name, if applicable)												
OT Approval/Disapproval Comments												
OT Approved?												
Sunday - 05/27											<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 05/28											<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 05/29											<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 05/30											<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 05/31											<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/01											<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/02											<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:												
<input type="button" value="Save as Draft"/> <input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>												

FLSA Type

Not an editable field and will default to the current user type as in the User Profile.

2. Single click the drop down arrow to select the **Supervisor**.

Note: The Supervisor name selected on the *first* Time and Leave Record will become the default supervisor for all future records.

3. Troop will default to the Troop listed in the User Profile. Highlight the **Troop** letter and enter a different Troop letter, *if a change is needed*.

Troop should only be modified when there is an actual transfer to a different Troop.

Troop will not be modified for internships.

Valid Troop letters are A, B, C, D, E, F, G, H, I and Q.

4. Zone will default to the Zone listed in the User Profile. Highlight the **Zone** code and enter a different Zone, *if a change is needed*.

Zone should only be modified when there is an actual transfer to a different Zone.

Zone will not be modified for internships.

Zone must be a valid two digit zone code.

Week Beginning

Not an editable field and will default to Sunday of the current work week.

Leave Balances

Displays the amount of comp time and leave balances in SAM II, since the "Balance as of Date".

Balance as of Date

Date the comp time and leave balances were last interfaced with SAM II.

Corrected Indicator

Yes or No indicates if the Time and Leave Record has been changed (corrected) after supervisor approval.

Status

Displays the status of the Time and Leave Record. See Lesson 4, Time and Leave Status, for status definitions.

TLR Correction History

If the Time and Leave Record is a correction, this will become a live link (underlined) to the original Time and Leave Record the correction is being created for.

Multiple Appointments

Optional link that will only be completed when an employee has part-time hours to report, other than their primary job. Refer to Section 6 for details on Multiple Appointments.

Messages

Displays messages and alerts that affect the Time and Leave Record.

5. Single click in the **Start** column of the first day worked and enter the time the shift began.

Start Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 3 shift Start Times can be entered on a single day.

Shift Start time cannot overlap with previous shift end time.

Day & Date	Sunday - 05/20		Monday - 05/21		Tuesday - 05/22		Wednesday - 05/23		Thursday - 05/24		Friday - 05/25		Saturday - 05/26	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			5	6										
Total Hours														

6. Single click in the **End** column of the first day worked and enter the time the shift ended.

End Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 3 shift End Times can be entered on a single day.

7. Complete all **Start** and **End** shift times for each day worked.

If total shift time for a single day is greater than 8 hours, an Overtime Explanation must be posted for that day.

Note: Use Ctrl S to move from one day to the next.

Total Hours

Total of all hours worked each day as calculated from the Shift Start and End times. The 7/8 rule applies and will automatically calculate.

8. Single click the drop down arrow ▼ to select an **Exception Code**, *if applicable*.

Two RDOs must be recorded per week.

Each exception code may be selected only once on a given day.

A maximum of four exception codes may be taken on a given day.

Both an Exception Code and Exception Time must be entered for every exception.

Note: See the Exception Code Requirements table for Partial Exempt Civilian.

Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO ▼	0000	HDAY ▼	0000	▼		8 ▼	9	▼		▼		RDO ▼	0000
	▼		▼		▼		▼		▼		▼		▼	
	▼		▼		▼		▼		▼		▼		▼	
	▼		▼		▼		▼		▼		▼		▼	
Total Exception Hrs		0000		0000										0000

9. Enter total hours of **Exception Time** for the exception code selected, *if applicable*.

Exception Time must be entered as HHMM.

No more than 8 hours of Exception Time can be taken per day.

Both an Exception Code and Exception Time must be entered for every exception.

10. Complete all **Exception Code** and **Exception Time** entries for the week.

Total Exception Hours

Displays the Total Exception Hours entered each day.

Auto Fill

Automatically fills Shift times and Exception Codes and times for the week with the times entered on the first non-RDO work day of the week.

Update Balances

Calculates the balances for the hours entered on the Time and Leave Record.

- 11.** Enter an **OT Explanation** for each day worked more than 8 hours.

Note: All paid projects must be detailed with the project #, project name, and # of hours worked for a given day.

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 05/13			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/14			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/15			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 05/16			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/17	11		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 05/18			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 05/19			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:				

- 12.** Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

Save as Draft	Submit Pay Period	Submit Week	Update Balances	Cancel
---------------	-------------------	-------------	-----------------	--------

12

Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Save as Draft

Save as Draft saves the current Time and Leave Record in a draft (not yet submitted) status, available to be completed at a later time. Time can be entered and Saved as Draft daily.

Submit Pay Period

Submit Pay Period submits days for the current pay period for approval and saves future days in a Draft Time and Leave Record (days in partial week before the 15th or the end of the month). Refer to Section 7 for details on Submitting Pay Periods.

Submit Week

Submit Week submits the entire week for approval.

Update Balances

Update Balances calculates the balances for the hours entered on the Time and Leave Record.

Cancel

Cancel deletes all data entry on the Time and Leave Record and returns to the homepage.

Partial-Exempt Civilian

Exception Codes Requirements Table

AL - Annual Leave

Employee must have Annual Leave posted prior to usage.
Annual Leave must be taken in 15 minute increments.
Total shift and exception hours must be equal to or greater than 8 hours if Annual Leave is taken on a single day.

FLEX - Flex Time

Flex Time cannot be carried from one FLSA period to another.
Flex Time must be taken in 15 minute increments, not to exceed 8 hours.
Once Flex Time is balanced, negative flex will alert employee that submitting will cause paycheck to be docked.

HC - Holiday Comp

Holiday Comp can be used the day after it is posted.
Holiday Comp must be taken in 15 minute increments, not to exceed 8 hours.

HDAY - Holiday Leave

Holiday leave will default to 8 hours.
No other type of Exemption can be taken on Holiday Leave.

RDO – Regular Day Off

Two RDOs must be recorded in a 7 day work period.
No other type of leave can be taken on an RDO.
RDO will default to 8 hours.

SLS - Sick Leave

Employee must have Sick Leave posted prior to usage.
Sick Leave must be taken in 15 minute increments, not to exceed 8 hours.

SC - State Comp

Employee must have State Comp posted prior to usage.
State Comp must be taken in 15 minute increments, not to exceed 8 hours.

*Worker Comp – **Call HRD before using any Worker's Compensation combination***

If supplementing with sick leave, Worker Comp must be entered as exception code SLWC with time 0240 and code LNPWC with time 0520.

If not supplementing with sick leave, post as exception code LNPWC.

If wanting to receive full pay from the Patrol in addition to pay from worker's compensation, enter as any combination of exception codes ALWC, SCWC, FCWC or HCWC equaling 8 hours per day. Must have enough accruals to submit for the entire pay period.

NON-EXEMPT MEMBER

Non-Exempt Members are eligible to receive Federal and State Comp.



Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.


The screen will look similar to this:

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				3 Employee Name: Non-exempt EmployeeOne	
Submitted By:	FLSA Type: Non-Exempt Member	Troop: F	Zone: 01	4 Employee ID (SSN): ****0000	Week Beginning: 08/05/2007	
Supervisor: Test - Supervisor One	2					
Fed Comp: 17:00	State Comp: 02:15	Holiday Comp: 08:00	Flex Time: 00:00	Annual Leave: 136:00	Sick Leave: 92:15	Balance As Of: 02/16/2007
Corrected: NO	Status: Draft	TLR Correction History			Mltpl Appointments: Report Secondary Appointment	
Messages:	Primary Apptmt					
Day & Date	Sunday - 08/05	Monday - 08/06	Tuesday - 08/07	Wednesday - 08/08	Thursday - 08/09	Friday - 08/10
Update Balances	Start	End	Start	End	Start	End
		5	6			
Shift Beginning & Ending Times						
Total Hours						
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin
	8	9				
Exceptions						
Total Exception Hrs						
Time Allocation						
Update Balances	Sunday - 08/05	Monday - 08/06	Tuesday - 08/07	Wednesday - 08/08	Thursday - 08/09	Friday - 08/10
Reactive (Gen)						
Reactive (Crim)						
Accident Invest						
Self-Initiated (Gen)						
Self-Initiated (Crim)						
Administrative			11			
Training Received						
Supervisory						
Unobligated						
Survey Codes						
Total Hrs Worked						
OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments					OT Approved?
Sunday - 08/05						<input type="checkbox"/> YES <input type="checkbox"/> NO
Monday - 08/06						<input type="checkbox"/> YES <input type="checkbox"/> NO
Tuesday - 08/07						<input type="checkbox"/> YES <input type="checkbox"/> NO
Wednesday - 08/08						<input type="checkbox"/> YES <input type="checkbox"/> NO
Thursday - 08/09	15					<input type="checkbox"/> YES <input type="checkbox"/> NO
Friday - 08/10						<input type="checkbox"/> YES <input type="checkbox"/> NO
Saturday - 08/11						<input type="checkbox"/> YES <input type="checkbox"/> NO
TLR Comment:						
<input type="button" value="Save as Draft"/> <input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>						

16

FLSA Type

Not an editable field and will default to the current user type as in the User Profile.

2. Single click the drop down arrow  to select the **Supervisor**.

Note: The Supervisor name selected on the *first* Time and Leave Record will become the default supervisor for all future records.

3. Troop will default to the Troop listed in the User Profile. Highlight the **Troop** letter and enter a different Troop letter, *if a change is needed*.

Troop should only be modified when there is an actual transfer to a different Troop.

Troop will not be modified for internships.

Valid Troop letters are A, B, C, D, E, F, G, H, I and Q.

4. Zone will default to the Zone listed in the User Profile. Highlight the **Zone** code and enter a different Zone, *if a change is needed*.

Zone should only be modified when there is an actual transfer to a different Zone.

Zone will not be modified for internships.

Zone must be a valid two digit zone code.

Week Beginning

Not an editable field and will default to Sunday of the current work week.

Leave Balances

Displays the amount of comp time and leave balances in SAM II, since the "Balance as of Date".

Balance as of Date

Date the comp time and leave balances were last interfaced with SAM II.

Corrected Indicator

Yes or No indicates if the Time and Leave Record has been changed (corrected) after supervisor approval.

Status

Displays the status of the Time and Leave Record. See Lesson 4, Time and Leave Status, for status definitions.

TLR Correction History

If the Time and Leave Record is a correction, this will become a live link (underlined) to the original Time and Leave Record the correction is being created for.

Multiple Appointments

Optional link that will only be completed when an employee has part-time hours to report, other than their primary job. Refer to Section 6 for details on Multiple Appointments.

Messages

Displays messages and alerts that affect the Time and Leave Record.

5. Single click in the **Start** column of the first day worked and enter the time the shift began.

Start Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 5 shift Start Times can be entered on a single day.

Shift Start time cannot overlap with previous shift end time.

Day & Date	Sunday - 05/13		Monday - 05/14		Tuesday - 05/15		Wednesday - 05/16		Thursday - 05/17		Friday - 05/18		Saturday - 05/19	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			5	6										
Total Hours														

6. Single click in the **End** column of the first day worked and enter the time the shift ended.

End Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 5 shift End Times can be entered on a single day.

7. Complete all **Start** and **End** shift times for each day worked.

If total shift time for a single day is greater than 8 hours, an Overtime Explanation must be posted for that day.

Note: Use Ctrl S to move from one day to the next.

Total Hours

Total number of hours worked per day as calculated from each Shift Start and End times. The 7/8 rule applies and will automatically calculate.

8. Single click the drop down arrow ▼ to select an **Exception Code**, if applicable.

Two RDOs must be recorded per week.

Each exception code may be selected only once on a given day.

A maximum of four exception codes may be taken on a given day.

Both an Exception Code and Exception Time must be entered for every exception.

Note: See the Exception Code Requirements table for Non-Exempt Member.

Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0000	HDAY	0000			8	9					RDO	0000
Total Exception Hrs		0000		0000										0000

9. Enter total hours of **Exception Time** for the exception code selected, if applicable.

Exception Time must be entered as HHMM.

No more than 8 hours of Exception Time can be taken per day.

Both an Exception Code and Exception Time must be entered for every exception.

10. Complete all **Exception Code** and **Exception Time** entries for the week.

Total Exception Hours

Displays the Total Exception Hours entered each day.

11. Enter total hours of **Allocation Time** for each of the applicable Allocation categories.

Time Allocation must be entered in 15 minute increments in the appropriate Allocation category.

Total hours worked MUST be detailed in either Time Allocation OR Survey Codes/Survey Time.

Time Allocation														
Update Balances	Sunday - 08/05		Monday - 08/06		Tuesday - 08/07		Wednesday - 08/08		Thursday - 08/09		Friday - 08/10		Saturday - 08/11	
Reactive '(Gen')														
Reactive '(Crim')														
Accident Invest.														
Self-Initiated '(Gen')														
Self-Initiated '(Crim')														
Administrative				11										
Training Received														
Supervisory														
Unobligated														

12. Enter a **Survey Code**, *if applicable*.

Only valid Survey Codes may be used.

A maximum of 7 Survey Codes can be posted on a single day.

Survey Codes	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
			12	13										
Total Hrs Worked														

13. Enter the total **Survey Time** worked each day for each Survey Code posted, *if applicable*.

Survey time must be posted in 15 minute increments.

14. Complete all **Allocation Time** and/or **Survey Code** and **Survey Time** for each day worked.

Shift times worked daily MUST be detailed in either Time Allocation OR Survey Codes/Survey Time OR Exception Codes/Exception Time.

Update Balances

Calculates the balances for the hours entered on the Time and Leave Record.

15. Enter an **OT Explanation** for each day totaling more than 8 hours worked.

All paid projects must be detailed with the project #, project name and # of hours worked for a given day.

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 05/13			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/14			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/15			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 05/16			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/17	15		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 05/18			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 05/19			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:				

16. Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

Save as Draft	Submit Pay Period	Submit Week	Update Balances	Cancel
---------------	-------------------	-------------	-----------------	--------

16

Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Save as Draft

Save as Draft saves the current Time and Leave Record in a draft (not yet submitted) status, available to be completed at a later time. Time can be entered and Saved as Draft daily.

Submit Pay Period

Submit Pay Period submits days for the current pay period for approval and saves future days in a Draft Time and Leave Record (days in partial week before the 15th or the end of the month). Refer to Section 7 for details on Submitting Pay Periods.

Submit Week

Submit Week submits the entire week for approval.

Update Balances

Update Balances calculates the balances for the hours entered on the Time and Leave Record.

Cancel

Cancel deletes all data entry on the Time and Leave Record and returns to the homepage.

Non-Exempt Member

Exception Codes Requirements Table

AL - Annual Leave

Employee must have Annual Leave posted prior to usage.
Annual Leave must be taken in 15 minute increments.
Total shift and exception hours must be equal to or greater than 8 hours if Annual Leave is taken on a single day.

FC - Federal Comp Time

Employee must have Federal Comp posted prior to usage.
Federal Comp must be taken in 15 minute increments, not to exceed 8 hours.

FLEX - Flex Time

Flex Time cannot be carried from one FLSA period to another.
Flex Time must be taken in 15 minute increments, not to exceed 8 hours.
Once Flex Time is balanced, negative flex will alert employee that submitting will cause paycheck to be docked.

HC - Holiday Comp

Holiday Comp can be used the day after it is posted.
Holiday Comp must be taken in 15 minute increments, not to exceed 8 hours.

HDAY - Holiday Leave

Holiday leave will default to 8 hours.
No other type of Exemption can be taken on Holiday Leave.

RDO – Regular Day Off

Two RDOs must be recorded in a 7 day work period.
No other type of leave can be taken on an RDO.
RDO will default to 8 hours.

SLS - Sick Leave

Employee must have Sick Leave posted prior to usage.
Sick Leave must be taken in 15 minute increments, not to exceed 8 hours.

SC - State Comp

Employee must have State Comp posted prior to usage.
State Comp must be taken in 15 minute increments, not to exceed 8 hours.

*Worker Comp – **Call HRD before using any Worker's Compensation combination***

If supplementing with sick leave, Worker Comp must be entered as exception code SLWC with time 0240 and code LNPWC with time 0520.

If not supplementing with sick leave, post as exception code LNPWC.

If wanting to receive full pay from the Patrol in addition to pay from worker's compensation, enter as any combination of exception codes ALWC, SCWC, FCWC or HCWC equaling 8 hours per day. Must have enough accruals to submit for the entire pay period.

NON-EXEMPT CVO

Non-Exempt CVO employees are eligible to receive Federal and State Comp.



Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.


The screen will look similar to this:

Missouri State Highway Patrol TIME & LEAVE RECORD										Employee Name: Cvo EmployeeOne				
Approved By:	Submitted By:				FLSA Type: Non-Exempt CVO	Supervisor: Test, Supervisor One	Troop: F	Zone: 01	Employee ID (SSN): ****9999	Week Beginning: 05/27/2007				
Fed Comp: 12:00	State Comp: 13:00	Holiday Comp: 06:45	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 23:00	Balance As Of: 02/16/2007								
Corrected: NO	Status: Draft				TLR Correction History				Mitpl Appointments: None					
Messages:														
Day & Date	Sunday - 05/27		Monday - 05/28		Tuesday - 05/29		Wednesday - 05/30		Thursday - 05/31		Friday - 06/01		Saturday - 06/02	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					5	6								
Total Hours														
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	8	9	HDAY	0800										
Total Exception Hrs				0800										
Time Allocation														
Update Balances	Sunday - 05/27		Monday - 05/28		Tuesday - 05/29		Wednesday - 05/30		Thursday - 05/31		Friday - 06/01		Saturday - 06/02	
Reg. Assigned														
MCSAP														
Supervision														
Reports														
Court														
Off Duty														
Training														
Training Rec.														
Assist Other Agency														
Survey Codes	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Total Hrs Worked														
	OT Explanation (special project code and name, if applicable)							OT Approval/Disapproval Comments				OT Approved?		
Sunday - 05/27												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Monday - 05/28												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Tuesday - 05/29												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Wednesday - 05/30												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Thursday - 05/31												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Friday - 06/01												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Saturday - 06/02												<input type="checkbox"/> YES <input type="checkbox"/> NO		
TLR Comment:														
<input type="button" value="Save as Draft"/> <input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>														

16

FLSA Type

Not an editable field and will default to the current user type as in the User Profile.

2. Single click the drop down arrow  to select the **Supervisor**.
Note: The Supervisor name selected on the *first* Time and Leave Record will become the default supervisor for all future records.
3. Troop will default to the Troop listed in the User Profile. Highlight the **Troop** letter and enter a different Troop letter, *if a change is needed*.
Troop should only be modified when there is an actual transfer to a different Troop.
Troop will not be modified for internships.
Valid Troop letters are A, B, C, D, E, F, G, H, I and Q.
4. Zone will default to the Zone listed in the User Profile. Highlight the **Zone** code and enter a different Zone, *if a change is needed*.
Zone should only be modified when there is an actual transfer to a different Zone.
Zone will not be modified for internships.
Zone must be a valid two digit zone code.

Week Beginning

Not an editable field and will default to Sunday of the current work week.

Leave Balances

Displays the amount of comp time and leave balances in SAM II, since the “Balance as of Date”.

Balance as of Date

Date the comp time and leave balances were last interfaced with SAM II.

Corrected Indicator

Yes or No indicates if the Time and Leave Record has been changed (corrected) after supervisor approval.

Status

Displays the status of the Time and Leave Record. See Lesson 4, Time and Leave Status, for status definitions.

TLR Correction History

If the Time and Leave Record is a correction, this will become a live link (underlined) to the original Time and Leave Record the correction is being created for.

Multiple Appointments

Optional link that will only be completed when an employee has part-time hours to report, other than their primary job. Refer to Section 6 for details on Multiple Appointments.

Messages

Displays messages and alerts that affect the Time and Leave Record.

5. Single click in the **Start** column of the first day worked and enter the time the shift began.
Start Time must be entered as HHMM in actual military time with a value between 0001 and 2400.
Up to 3 shift Start Times can be entered on a single day.
Shift Start time cannot overlap with previous shift end time.

Day & Date	Sunday - 05/20		Monday - 05/21		Tuesday - 05/22		Wednesday - 05/23		Thursday - 05/24		Friday - 05/25		Saturday - 05/26	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			5	6										
Total Hours														

6. Single click in the **End** column of the first day worked and enter the time the shift ended.

End Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 3 shift End Times can be entered on a single day.

7. Complete all **Start** and **End** shift times for each day worked.

If total shift time for a single day is greater than 8 hours, an Overtime Explanation must be posted for that day.

Note: Use Ctrl S to move from one day to the next.

Total Hours

Total number of hours worked per day as calculated from each Shift Start and End times. The 7/8 rule applies and will automatically calculate.

8. Single click the drop down arrow ▼ to select an **Exception Code**, *if applicable*.

Two RDOs must be recorded per week.

Each exception code may be selected only once on a given day.

A maximum of four exception codes may be taken on a given day.

Both an Exception Code and Exception Time must be entered for every exception.

Note: See the Exception Code Requirements table for Non-Exempt CVO.

Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO ▼	0000	HDAY ▼	0000			8 ▼	9					RDO ▼	0000
Total Exception Hrs		0000		0000										0000

9. Enter total hours of **Exception Time** for the exception code selected, *if applicable*.

Exception Time must be entered as HHMM.

No more than 8 hours of Exception Time can be taken per day.

Both an Exception Code and Exception Time must be entered for every exception.

10. Complete all **Exception Code** and **Exception Time** entries for the week.

Total Exception Hours

Displays the Total Exception Hours entered each day.

- 11.** Enter total hours of **Allocation Time** for each of the applicable Allocation categories.

[illegible]

- 12.** Enter a **Survey Code**, *if applicable*.

[illegible]


- 13.** Enter the total **Survey Time** worked each day for each Survey Code posted, *if applicable*.

- 14.** Complete all **Allocation Time** and/or **Survey Code** and **Survey Time** for each day worked.

Update Balances

- 15.** Enter an **OT Explanation** for each day totaling more than 8 hours worked.

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 05/13			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/14			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/15			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 05/16			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/17	15		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 05/18			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 05/19			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:				

16. Single click the **Submit Week**  button to save and submit the Time and Leave Record for approval.



Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Save as Draft

Save as Draft saves the current Time and Leave Record in a draft (not yet submitted) status, available to be completed at a later time. Time can be entered and Saved as Draft daily.

Submit Pay Period

Submit Pay Period submits days for the current pay period for approval and saves future days in a Draft Time and Leave Record (days in partial week before the 15th or the end of the month). Refer to Section 7 for details on Submitting Pay Periods.

Submit Week

Submit Week submits the entire week for approval.

Update Balances

Update Balances calculates the balances for the hours entered on the Time and Leave Record.

Cancel

Cancel deletes all data entry on the Time and Leave Record and returns to the homepage.

Non-Exempt CVO

Exception Codes Requirements Table

AL - Annual Leave

Employee must have Annual Leave posted prior to usage.
Annual Leave must be taken in 15 minute increments.
Total shift and exception hours must be equal to or greater than 8 hours if Annual Leave is taken on a single day.

FC - Federal Comp Time

Employee must have Federal Comp posted prior to usage.
Federal Comp must be taken in 15 minute increments, not to exceed 8 hours.

FLEX - Flex Time

Flex Time cannot be carried from one FLSA period to another.
Flex Time must be taken in 15 minute increments, not to exceed 8 hours.
Once Flex Time is balanced, negative flex will alert employee that submitting will cause paycheck to be docked.

HC - Holiday Comp

Holiday Comp can be used the day after it is posted.
Holiday Comp must be taken in 15 minute increments, not to exceed 8 hours.

HDAY - Holiday Leave

Holiday leave will default to 8 hours.
No other type of Exemption can be taken on Holiday Leave.

RDO – Regular Day Off

Two RDOs must be recorded in a 7 day work period.
No other type of leave can be taken on an RDO.
RDO will default to 8 hours.

SLS - Sick Leave

Employee must have Sick Leave posted prior to usage.
Sick Leave must be taken in 15 minute increments, not to exceed 8 hours.

SC - State Comp

Employee must have State Comp posted prior to usage.
State Comp must be taken in 15 minute increments, not to exceed 8 hours.

*Worker Comp – **Call HRD before using any Worker's Compensation combination***

If supplementing with sick leave, Worker Comp must be entered as exception code SLWC with time 0240 and code LNPWC with time 0520.

If not supplementing with sick leave, post as exception code LNPWC.

If wanting to receive full pay from the Patrol in addition to pay from worker's compensation, enter as any combination of exception codes ALWC, SCWC, FCWC or HCWC equaling 8 hours per day. Must have enough accruals to submit for the entire pay period.

NON-EXEMPT CIVILIAN

Non-Exempt Civilian employees are eligible to receive Federal and State Comp.



Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.

The screen will look similar to this:

Missouri State Highway Patrol TIME & LEAVE RECORD														
Approved By:					3		Employee Name: Cvn EmployeeOne							
Submitted By:	FLSA Type: Civilian Non-Exempt		2		Troop: F	4		Employee ID (\$SN): 9999	Week Beginnings: 05/27/2007					
Supervisor: Supervisor One, Test				Flex Time: 00:00		Annual Leave: 120:00		Sick Leave: 32:00		Balance As Of: 02/16/2007				
Fed Comp: 10:00		State Comp: 77:30		Holiday Comp: 18:00										
Corrected: N/A		Status: Draft		TLR Correction History				Mitpl Appointments: None						
Messages:														
Auto Fill														
Day & Date	Sunday - 05/27		Monday - 05/28		Tuesday - 05/29		Wednesday - 05/30		Thursday - 05/31		Friday - 06/01		Saturday - 06/02	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					5 6									
Total Hours														
Update Balances	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min
Exceptions	8	9	HDAY	0000										
Total Exception Hrs				0000										
OT Explanation (special project code and name, if applicable)														
OT Approval/Disapproval Comments														
OT Approved?														
Sunday - 05/27													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/28													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/29													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 05/30													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/31													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 06/01													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 06/02													<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:														
<div> <div>Save as Draft</div> <div>Submit Week</div> <div>Update Balances</div> <div>Cancel</div> </div>														

12

FLSA Type

Not an editable field and will default to the current user type as in the User Profile.

2. Single click the drop down arrow ▼ to select the **Supervisor**.

Note: The Supervisor name selected on the *first* Time and Leave Record will become the default supervisor for all future records.

3. Troop will default to the Troop listed in the User Profile. Highlight the **Troop** letter and enter a different Troop letter, *if a change is needed*.

Troop should only be modified when there is an actual transfer to a different Troop.

Troop will not be modified for internships.

Valid Troop letters are A, B, C, D, E, F, G, H, I and Q.

4. Zone will default to the Zone listed in the User Profile. Highlight the **Zone** code and enter a different Zone, *if a change is needed*.

Zone should only be modified when there is an actual transfer to a different Zone.

Zone will not be modified for internships.

Zone must be a valid two digit zone code.

Week Beginning

Not an editable field and will default to Sunday of the current work week.

Leave Balances

Displays the amount of comp time and leave balances in SAM II, since the "Balance as of Date".

Balance as of Date

Date the comp time and leave balances were last interfaced with SAM II.

Corrected Indicator

Yes or No indicates if the Time and Leave Record has been changed (corrected) after supervisor approval.

Status

Displays the status of the Time and Leave Record. See Lesson 4, Time and Leave Status, for status definitions.

TLR Correction History

If the Time and Leave Record is a correction, this will become a live link (underlined) to the original Time and Leave Record the correction is being created for.

Multiple Appointments

Optional link that will only be completed when an employee has part-time hours to report, other than their primary job. Refer to Section 6 for details on Multiple Appointments.

Messages

Displays messages and alerts that affect the Time and Leave Record.

5. Single click in the **Start** column of the first day worked and enter the time the shift began.

Start Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 3 shift Start Times can be entered on a single day.

Shift Start time cannot overlap with previous shift end time.

Day & Date	Sunday - 05/20		Monday - 05/21		Tuesday - 05/22		Wednesday - 05/23		Thursday - 05/24		Friday - 05/25		Saturday - 05/26	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			5	6										
Total Hours														

6. Single click in the **End** column of the first day worked and enter the time the shift ended.

End Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 3 shift End Times can be entered on a single day.


7. Complete all **Start** and **End** shift times for each day worked.

If total shift time for a single day is greater than 8 hours, an Overtime Explanation must be posted for that day.

Note: Use Ctrl S to move from one day to the next.

Total Hours

Total number of hours worked per day as calculated from each Shift Start and End times. The 7/8 rule applies and will automatically calculate.

8. Single click the drop down arrow  to select an **Exception Code**, *if applicable*.

Two RDOs must be recorded per week.

Each exception code may be selected only once on a given day.

A maximum of four exception codes may be taken on a given day.

Both an Exception Code and Exception Time must be entered for every exception.

Note: See the Exception Code Requirements table for Non-Exempt Civilian.

Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0000	HDAY	0000			8	9					RDO	0000
Total Exception Hrs		0000		0000										0000

9. Enter total hours of **Exception Time** for the exception code selected, *if applicable*.

Exception Time must be entered as HHMM.

No more than 8 hours of Exception Time can be taken per day.

Both an Exception Code and Exception Time must be entered for every exception.

10. Complete all **Exception Code** and **Exception Time** entries for the week.

Total Exception Hours

Displays the Total Exception Hours entered each day.

Auto Fill

Automatically fills Shift times and Exception Codes and times for the week with the times entered on the first non-RDO work day of the week.

Update Balances

Calculates the balances for the hours entered on the Time and Leave Record.

11. Enter an **OT Explanation** for each day totaling more than 8 hours worked.

All paid projects must be detailed with the project #, project name and # of hours worked for a given day.

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 05/13			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/14			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/15			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 05/16			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/17	11		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 05/18			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 05/19			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:				

12. Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

Save as Draft	Submit Pay Period	Submit Week	Update Balances	Cancel
---------------	-------------------	-------------	-----------------	--------

12

Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Save as Draft

Save as Draft saves the current Time and Leave Record in a draft (not yet submitted) status, available to be completed at a later time. Time can be entered and Saved as Draft daily.

Submit Pay Period

Submit Pay Period submits days for the current pay period for approval and saves future days in a Draft Time and Leave Record (days in partial week before the 15th or the end of the month). Refer to Section 7 for details on Submitting Pay Periods.

Submit Week

Submit Week submits the entire week for approval.

Update Balances

Update Balances calculates the balances for the hours entered on the Time and Leave Record.

Cancel

Cancel deletes all data entry on the Time and Leave Record and returns to the homepage.

Non-Exempt Civilian

Exception Codes Requirements Table

AL - Annual Leave

Employee must have Annual Leave posted prior to usage.

Annual Leave must be taken in 15 minute increments.

Total shift and exception hours must be equal to or greater than 8 hours if Annual Leave is taken on a single day.

FC - Federal Comp Time

Employee must have Federal Comp posted prior to usage.

Federal Comp must be taken in 15 minute increments, not to exceed 8 hours.

FLEX - Flex Time

Flex Time cannot be carried from one FLSA period to another.

Flex Time must be taken in 15 minute increments, not to exceed 8 hours.

Once Flex Time is balanced, negative flex will alert employee that submitting will cause paycheck to be docked.

HC - Holiday Comp

Holiday Comp can be used the day after it is posted.

Holiday Comp must be taken in 15 minute increments, not to exceed 8 hours.

HDAY - Holiday Leave

Holiday leave will default to 8 hours.

No other type of Exemption can be taken on Holiday Leave.

RDO – Regular Day Off

Two RDOs must be recorded in a 7 day work period.

No other type of leave can be taken on an RDO.

RDO will default to 8 hours.

SLS - Sick Leave

Employee must have Sick Leave posted prior to usage.

Sick Leave must be taken in 15 minute increments, not to exceed 8 hours.

SC - State Comp

Employee must have State Comp posted prior to usage.

State Comp must be taken in 15 minute increments, not to exceed 8 hours.

*Worker Comp – **Call HRD before using any Worker's Compensation combination***

If supplementing with sick leave, Worker Comp must be entered as exception code SLWC with time 0240 and code LNPWC with time 0520.

If not supplementing with sick leave, post as exception code LNPWC.

If wanting to receive full pay from the Patrol in addition to pay from worker's compensation, enter as any combination of exception codes ALWC, SCWC, FCWC or HCWC equaling 8 hours per day. Must have enough accruals to submit for the entire pay period.

TEMPORARY CIVILIAN

Temporary employees do not receive benefits and are restricted to less than 1000 hours of work in a 12 month period.



Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.

The screen will look similar to this:

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD		3 Employee Name: Temp Employee One									
Submitted By:	FLSA Type: Temporary	Troop: F	Zone: 01	4 Employee ID (SSN): ****9999	Week Beginning: 08/12/2007							
Supervisor:	Supervisor One, Test	2										
Corrected: NO	Status: Draft	TLR Correction History		Total Appointment Hours Worked: .00								
Messages:												
Day & Date	Sunday - 08/12	Monday - 08/13	Tuesday - 08/14	Wednesday - 08/15	Thursday - 08/16	Friday - 08/17	Saturday - 08/18					
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			5	6								
Total Hours												
OT Explanation (special project code and name, if applicable)			OT Approval/Disapproval Comments			OT Approved?						
Sunday - 08/12						<input type="checkbox"/> YES <input type="checkbox"/> NO						
Monday - 08/13						<input type="checkbox"/> YES <input type="checkbox"/> NO						
Tuesday - 08/14			8			<input type="checkbox"/> YES <input type="checkbox"/> NO						
Wednesday - 08/15						<input type="checkbox"/> YES <input type="checkbox"/> NO						
Thursday - 08/16						<input type="checkbox"/> YES <input type="checkbox"/> NO						
Friday - 08/17						<input type="checkbox"/> YES <input type="checkbox"/> NO						
Saturday - 08/18						<input type="checkbox"/> YES <input type="checkbox"/> NO						
TLR Comment:												
Save as Draft						Submit Week		Update Balances		Cancel		

9

FLSA Type

Not an editable field and will default to the current user type as in the User Profile.

2. Single click the drop down arrow ▼ to select the **Supervisor**.

Note: The Supervisor name selected on the *first* Time and Leave Record will become the default supervisor for all future records.

3. Troop will default to the Troop listed in the User Profile. Highlight the **Troop** letter and enter a different Troop letter, *if a change is needed*.

Troop should only be modified when there is an actual transfer to a different Troop.

Troop will not be modified for internships.

Valid Troop letters are A, B, C, D, E, F, G, H, I and Q.

4. Zone will default to the Zone listed in the User Profile. Highlight the **Zone** code and enter a different Zone, *if a change is needed*.

Zone should only be modified when there is an actual transfer to a different Zone.

Zone will not be modified for internships.

Zone must be a valid two digit zone code.

Week Beginning

Not an editable field and will default to Sunday of the current work week.

Corrected Indicator

Yes or No indicates if the Time and Leave Record has been changed (corrected) after supervisor approval.

Status

Displays the status of the Time and Leave Record. See Lesson 4, Time and Leave Status, for status definitions.

TLR Correction History

If the Time and Leave Record is a correction, this will become a live link (underlined) to the original Time and Leave Record the correction is being created for.

Total Appointment Hours Worked

Total Hours worked on all approved Time and Leave Records since the beginning of the 1000 hour appointment.

When Hours Worked reaches 920, a notification will be sent to the employee and their supervisor warning the 1000 hour limit is approaching.

Messages

Displays messages and alerts that affect the Time and Leave Record.

5. Single click in the **Start** column of the first day worked and enter the time the shift began.

Start Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 3 shift Start Times can be entered on a single day.

Shift Start time cannot overlap with previous shift end time.

Day & Date	Sunday - 05/20		Monday - 05/21		Tuesday - 05/22		Wednesday - 05/23		Thursday - 05/24		Friday - 05/25		Saturday - 05/26	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			5	6										
Total Hours														

6. Single click in the **End** column of the first day worked and enter the time the shift ended.

End Time must be entered as HHMM in actual military time with a value between 0001 and 2400.

Up to 3 shift End Times can be entered on a single day.

7. Complete all **Start** and **End** shift times for each day worked.

If total shift time for a single day is greater than 8 hours, an Overtime Explanation must be posted for that day.

Note: Use Ctrl S to move from one day to the next.

Total Hours

Total number of hours worked per day as calculated from each Shift Start and End times. The 7/8 rule applies and will automatically calculate.

Update Balances

Calculates the balances for the hours entered on the Time and Leave Record.

8. Enter an **OT Explanation** for each day totaling more than 8 hours worked.

All paid projects must be detailed with the project #, project name and # of hours worked for a given day.

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 05/13			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/14			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/15			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 05/16	8		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/17			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 05/18			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 05/19			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:				

9. Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

Save as Draft	Submit Pay Period	Submit Week	Update Balances	Cancel
---------------	-------------------	-------------	-----------------	--------

9

Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Save as Draft

Save as Draft saves the current Time and Leave Record in a draft (not yet submitted) status, available to be completed at a later time. Time can be entered and Saved as Draft daily.

Submit Pay Period

Submit Pay Period submits days for the current pay period for approval and saves future days in a Draft Time and Leave Record (days in partial week before the 15th or the end of the month). Refer to Section 7 for details on Submitting Pay Periods.

Submit Week

Submit Week submits the entire week for approval.

Update Balances

Update Balances calculates the balances for the hours entered on the Time and Leave Record.

Cancel

Cancel deletes all data entry on the Time and Leave Record and returns to the homepage.

SAVE A DRAFT TIME & LEAVE RECORD

Time Reporting Activities

[Report Time & Leave \(Add\)](#)

[Modify Most Recent T&L Record](#)

[Modify Employee Profile](#)



Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.

The screen will look similar to this:

Approved By:		Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne								
Submitted By:	FLSA Type: Civilian Non-Exempt	Supervisor: Supervisor One, Test	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 06/24/2007								
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007								
Corrected: NO	Status: Draft		TLR Correction History			Mitpl Appointments: None								
Messages:														
Auto Fill														
Day & Date	Sunday - 06/24		Monday - 06/25		Tuesday - 06/26		Wednesday - 06/27		Thursday - 06/28		Friday - 06/29		Saturday - 06/30	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1600										
Total Hours														
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800											RDO	0800
Total Exception Hrs														
OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments						OT Approved?		
Sunday - 06/24												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Monday - 06/25												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Tuesday - 06/26												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Wednesday - 06/27												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Thursday - 06/28												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Friday - 06/29												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Saturday - 06/30												<input type="checkbox"/> YES <input type="checkbox"/> NO		
TLR Comment:														
<input type="button" value="Save as Draft"/> <input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>														

2. Enter **Start** and **End** shift times for each day worked.

Note: Refer to the step-by-step procedures listed in the Adding a Time and Leave Record section for field requirements, by employee type.

3. Single click the **Save as Draft** button to save the incomplete Time and Leave Record.

The screen will look similar to this:

Time and Leave Record has been saved as draft successfully

MODIFY MOST RECENT TIME AND LEAVE RECORD

Time Reporting Activities

[Report Time & Leave \(Add\)](#)

[Modify Most Recent T&L Record](#)

[Modify Employee Profile](#)





Step-by-Step

1. Single click the **Modify Most Recent T&L Record** link from the homepage.

The screen will look similar to this:

Notice the editable fields are grayed out or locked.

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne									
Submitted By:	FLSA Type: Civilian Non-Exempt Supervisor: Test, Supervisor One		Troop: F	Zone: 02	Employee ID (SSN): ****9999		Week Beginning: 06/17/2007							
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00		Sick Leave: 32:00		Balance As Of: 02/16/2007						
Corrected: NO	Status: Draft		TLR Correction History				Mitpl Appointments: None							
Messages:														
Day & Date	Sunday - 06/17		Monday - 06/18		Tuesday - 06/19		Wednesday - 06/20		Thursday - 06/21		Friday - 06/22		Saturday - 06/23	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1600										
Total Hours														
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800											RDO	0800
Total Exception Hrs														
	OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments				OT Approved?			
Sunday - 06/17											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Monday - 06/18											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Tuesday - 06/19											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Wednesday - 06/20											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Thursday - 06/21											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Friday - 06/22											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Saturday - 06/23											<input type="checkbox"/> YES <input type="checkbox"/> NO			
TLR Comment:														
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>														



2. Single click the **Modify Week** button at the bottom to unlock editable fields.

Notice the editable fields are now open, or unlocked, allowing modification.

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne									
Submitted By:	FLSA Type: Civilian Non-Exempt	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 06/03/2007									
	Supervisor: Supervisor One, Test													
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007								
Corrected: NO	Status: Draft	TLR Correction History			Mltpl Appointments: None									
Messages:														
Day & Date	Sunday - 06/03		Monday - 06/04		Tuesday - 06/05		Wednesday - 06/06		Thursday - 06/07		Friday - 06/08		Saturday - 06/09	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1600	0800	1600								
Total Hours														
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Exception Hrs														
	OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments				OT Approved?			
Sunday - 06/03											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Monday - 06/04											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Tuesday - 06/05											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Wednesday - 06/06											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Thursday - 06/07											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Friday - 06/08											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Saturday - 06/09											<input type="checkbox"/> YES <input type="checkbox"/> NO			
TLR Comment:														
<input type="button" value="Save as Draft"/> <input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>														

3. **Modify** each field, as needed.

4. Single click the **Save as Draft** button to save the incomplete Time and Leave Record.

The screen will look similar to this:

Time and Leave Record has been saved as draft successfully

OR

5. Complete **all shift times** for the week.

6. Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

6

Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Lesson 3

Work with a DRAFT Time and Leave Record

In this lesson you will learn how to:

- View a DRAFT Time and Leave Record
- Complete and Submit a DRAFT Time and Leave Record

VIEW A DRAFT TIME AND LEAVE RECORD

Activity Status	
3	Draft T&L Records
1	Unapproved T&L Records
0	Disapproved T&L Records
Saved T&L Record Summary	



Step-by-Step

1. Single click the **Draft T&L Records** link from the homepage.

The screen will look similar to this:

Draft Time and Leave Records	
Week Begin Date	Time Record Status
06/03/2007	Draft
06/10/2007	Draft
06/17/2007	Draft

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Notice the editable fields are grayed out or locked.

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne											
Submitted By:	FLSA Type: Civilian Non-Exempt	Troop: F		Zone: 02	Employee ID (SSN): ****9999		Week Beginning: 06/03/2007									
	Supervisor: Test, Supervisor One															
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007										
Corrected: NO	Status: Draft	TLR Correction History				Mitpl Appointments: None										
Messages:																
Day & Date	Sunday - 06/03		Monday - 06/04		Tuesday - 06/05		Wednesday - 06/06		Thursday - 06/07		Friday - 06/08		Saturday - 06/09			
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End		
Shift Beginning & Ending Times			0800	1600												
Total Hours																
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin		
Exceptions																
Total Exception Hrs																
	OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments				OT Approved?					
Sunday - 06/03											<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Monday - 06/04											<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Tuesday - 06/05											<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Wednesday - 06/06											<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Thursday - 06/07											<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Friday - 06/08											<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Saturday - 06/09											<input type="checkbox"/> YES	<input type="checkbox"/> NO				
TLR Comment:																
<div> <div>Modify Week</div> <div>Cancel</div> </div>																

3. Single click the **Cancel** Cancel button to return to the homepage.

COMPLETE AND SUBMIT A DRAFT TIME AND LEAVE RECORD



Activity Status	
3	Draft T&L Records
1	Unapproved T&L Records
0	Disapproved T&L Records
Saved T&L Record Summary	

Step-by-Step

1. Single click the **Draft T&L Records** link from the homepage.

The screen will look similar to this:

Draft Time and Leave Records	
Week Begin Date	Time Record Status
06/03/2007	Draft
06/10/2007	Draft
06/17/2007	Draft

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Notice the editable fields are grayed out or locked.

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne			
Submitted By:	FLSA Type: Civilian Non-Exempt Supervisor: Test, Supervisor One	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 06/03/2007			
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007		
Corrected: NO	Status: Draft	TLR Correction History				Mltpl Appointments: None		
Messages:								
Day & Date	Sunday - 06/03	Monday - 06/04	Tuesday - 06/05	Wednesday - 06/06	Thursday - 06/07	Friday - 06/08	Saturday - 06/09	
	Start End	Start End	Start End	Start End	Start End	Start End	Start End	
Shift Beginning & Ending Times		0800 1600						
Total Hours								
Exceptions	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	
Total Exception Hrs								
	OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments		OT Approved?	
Sunday - 06/03							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/04							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/05							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/06							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/07							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/08							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/09							<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:								
<div> <input type="button" value="Modify Week"/> <input type="button" value="Cancel"/> </div>								

3. Single click the **Modify Week** button at the bottom to unlock editable fields.

Notice the editable fields are now open, or unlocked, allowing modification.

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne									
Submitted By:	FLSA Type: Civilian Non-Exempt	Supervisor: Supervisor One - Test	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 06/03/2007								
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007								
Corrected: NO	Status: Draft	TLR Correction History			Mltpl Appointments: None									
Messages:														
Day & Date	Sunday - 06/03		Monday - 06/04		Tuesday - 06/05		Wednesday - 06/06		Thursday - 06/07		Friday - 06/08		Saturday - 06/09	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1600	0800	1600	0800	1600	0800	1600	0800	1600		
Total Hours														
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800											RDO	0800
Total Exception Hrs														
	OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments				OT Approved?			
Sunday - 06/03											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Monday - 06/04											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Tuesday - 06/05											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Wednesday - 06/06											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Thursday - 06/07											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Friday - 06/08											<input type="checkbox"/> YES <input type="checkbox"/> NO			
Saturday - 06/09											<input type="checkbox"/> YES <input type="checkbox"/> NO			
TLR Comment:														
<input type="button" value="Save as Draft"/> <input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>														

4. Complete **all shift times** for the week.

5. Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

<input type="button" value="Save as Draft"/>	<input type="button" value="Submit Pay Period"/>	<input type="button" value="Submit Week"/>	<input type="button" value="Update Balances"/>	<input type="button" value="Cancel"/>
--	--	--	--	---------------------------------------

5

Note: Submitting a Time and Leave Record will notify the supervisor that the time is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Lesson 4

Work with a SUBMITTED Time and Leave Record

In this lesson you will learn how to:

- View a SUBMITTED Time and Leave Record
- Modify a SUBMITTED Time and Leave Record
- View a DISAPPROVED Time and Leave Record
- Modify a DISAPPROVED Time and Leave Record
- View a SAVED Time and Leave Record
- Modify an APPROVED Time and Leave Record

VIEW A SUBMITTED TIME AND LEAVE RECORD

Activity Status	
0	Draft T&L Records
3	Unapproved T&L Records
1	Disapproved T&L Records
Saved T&L Record Summary	



Step-by-Step

1. Single click the **Unapproved T&L Records** link from the homepage.

The screen will look similar to this:

Time and Leave Records awaiting supervisor approval	
Week Begin Date	Time Record Status
05/27/2007	Submitted

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Approved By:		Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne								
Submitted By: Cvn, EmployeeOne	FLSA Type: Civilian Non-Exempt	Supervisor: Test, Supervisor One	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 05/27/2007								
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007								
Corrected: NO	Status: Submitted	TLR Correction History				Mitpl Appointments: None								
Messages:														
Day & Date	Sunday - 05/27		Monday - 05/28		Tuesday - 05/29		Wednesday - 05/30		Thursday - 05/31		Friday - 06/01		Saturday - 06/02	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1600	0800	1600	0800	1600	0800	1600		
Total Hours					0800		0800		0800		0800			
Exceptions	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800	HDAY	0800									RDO	0800
Total Exception Hrs		0800		0800										0800
OT Explanation (special project code and name, if applicable)		OT Approval/Disapproval Comments						OT Approved?						
Sunday - 05/27								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Monday - 05/28								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Tuesday - 05/29								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Wednesday - 05/30								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Thursday - 05/31								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Friday - 06/01								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Saturday - 06/02								<input type="checkbox"/> YES <input type="checkbox"/> NO						
TLR Comment:														
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>														

3. Single click the **Cancel** button to return to the homepage.

MODIFY A SUBMITTED TIME AND LEAVE RECORD

Activity Status	
0	Draft T&L Records
3	Unapproved T&L Records
1	Disapproved T&L Records
Saved T&L Record Summary	



Step-by-Step

1. Single click the **Unapproved T&L Records** link from the homepage.

The screen will look similar to this:

Time and Leave Records awaiting supervisor approval	
Week Begin Date	Time Record Status
05/27/2007	Submitted

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Notice the editable fields are **grayed out** or locked.

Approved By:	Missouri State Highway Patrol				Employee Name: Cvn EmployeeOne									
TIME & LEAVE RECORD														
Submitted By: Cvn, EmployeeOne	FLSA Type: Civilian Non-Exempt	Supervisor: Test, Supervisor One	Troop: F	Zone: 02	Employee ID (SSN): ***9999	Week Beginning: 05/27/2007								
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 00:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007								
Corrected: N/O	Status: Submitted	TLR Correction History				Mitpl Appointments: None								
Messages:														
Day & Date	Sunday - 05/27		Monday - 05/28		Tuesday - 05/29		Wednesday - 05/30		Thursday - 05/31		Friday - 06/01		Saturday - 06/02	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1600	0800	1600	0800	1600	0800	1600		
Total Hours					0800		0800		0800		0800			
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800	HDAY	0800									RDO	0800
Total Exception Hrs		0800		0800										0800
	OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments				OT Approved?					
Sunday - 05/27									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Monday - 05/28									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Tuesday - 05/29									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Wednesday - 05/30									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Thursday - 05/31									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Friday - 06/01									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Saturday - 06/02									<input type="checkbox"/> YES <input type="checkbox"/> NO					
TLR Comment:														
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>														

3. Single click the **Modify Week** button at the bottom to unlock editable fields.

Notice the editable fields are now open, or unlocked, allowing modification.

Approved By:		Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne								
Submitted By: Cvn EmployeeOne		FLSA Type: Civilian Non-Exempt Supervisor: Supervisor One - Test		Troop: F	Zone: 02	Employee ID (SSN): ****9999		Week Beginning: 05/27/2007						
Fed Comp: 10:00		State Comp: 77:30		Holiday Comp: 18:00		Flex Time: 00:00		Annual Leave: 120:00						
Corrected: NO		Status: Submitted		TLR Correction History				Mitpl Appointments: None						
Messages:														
Day & Date	Sunday - 05/27		Monday - 05/28		Tuesday - 05/29		Wednesday - 05/30		Thursday - 05/31		Friday - 06/01		Saturday - 06/02	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1600	0800	1000	0800	1600	0800	1600		
Total Hours					0800		1100	1700		0800		0800		
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800	HDAY	0800									RDO	0800
Total Exception Hrs		0800		0800										0800
OT Explanation (special project code and name, if applicable)					OT Approval/Disapproval Comments					OT Approved?				
Sunday - 05/27										<input type="checkbox"/> YES <input type="checkbox"/> NO				
Monday - 05/28										<input type="checkbox"/> YES <input type="checkbox"/> NO				
Tuesday - 05/29										<input type="checkbox"/> YES <input type="checkbox"/> NO				
Wednesday - 05/30										<input type="checkbox"/> YES <input type="checkbox"/> NO				
Thursday - 05/31										<input type="checkbox"/> YES <input type="checkbox"/> NO				
Friday - 06/01										<input type="checkbox"/> YES <input type="checkbox"/> NO				
Saturday - 06/02										<input type="checkbox"/> YES <input type="checkbox"/> NO				
TLR Comment:														
<input type="button" value="Submit Week"/> <input type="button" value="Update Balances"/> <input type="button" value="Cancel"/>														

4. **Modify** each field, as needed.

5. Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

Re-Submitting a Time and Leave Record that has been modified will notify the supervisor the "current" record is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

VIEW A DISAPPROVED TIME AND LEAVE RECORD

Activity Status	
3	Draft T&L Records
0	Unapproved T&L Records
1	Disapproved T&L Records
Saved T&L Record Summary	



Step-by-Step

1. Single click the **Disapproved T&L Records** link from the homepage.

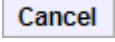
The screen will look similar to this:

Disapproved Time and Leave Records	
Week Begin Date	Time Record Status
05/27/2007	Not Approved

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Approved By: Test, Supervisor One	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne			
Submitted By: Cvn, EmployeeOne	FLSA Type: Civilian Non-Exempt	Supervisor: Test, Supervisor One	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 05/27/2007		
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 02:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007		
Corrected: NO	Status: Not Approved	TLR Correction History		Mltpl Appointments: None				
Messages:								
Modify Previous Pay Period			Modify Current Pay Period					
Day & Date	Sunday - 05/27	Monday - 05/28	Tuesday - 05/29	Wednesday - 05/30	Thursday - 05/31	Friday - 06/01	Saturday - 06/02	
	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1600	0800	1000	0800	1600
Total Hours			0800		1000		0800	
Exceptions	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800	HDAY	0800				
Total Exception Hrs		0800		0800				0800
	OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments		OT Approved?	
Sunday - 05/27							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 05/28							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 05/29							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 05/30	prep for month end meeting				this OT was not pre-approved, please see me on this		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Thursday - 05/31							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/01							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/02							<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:	please see me about this							
Cancel								

3. **Review the Comments** from the Supervisor stating why the Time and Leave Record was Disapproved.
4. Single click the **Cancel**  button to return to the homepage.

MODIFY A DISAPPROVED TIME AND LEAVE RECORD

Activity Status	
3	Draft T&L Records
0	Unapproved T&L Records
1	Disapproved T&L Records
Saved T&L Record Summary	



Step-by-Step

1. Single click the **Disapproved T&L Records** link from the homepage.

The screen will look similar to this:


Disapproved Time and Leave Records	
Week Begin Date	Time Record Status
05/27/2007	Not Approved

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

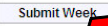
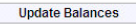

The screen will look similar to this:

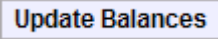

Notice the editable fields are grayed out or locked.

Approved By: Test, Supervisor One	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne									
Submitted By: Cvn, EmployeeOne	FLSA Type: Supervisor: Test, Supervisor One	Civilian Non-Exempt Test, Supervisor One		Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 05/27/2007							
Fed Comp: 10:00	State Comp: 77:30	Holiday Comp: 18:00	Flex Time: 02:00	Annual Leave: 120:00	Sick Leave: 32:00	Balance As Of: 02/16/2007								
Corrected: NO	Status: Not Approved	TLR Correction History				Mltpl Appointments: None								
Messages:														
Modify Previous Pay Period		Modify Current Pay Period												
Day & Date	Sunday - 05/27		Monday - 05/28		Tuesday - 05/29		Wednesday - 05/30		Thursday - 05/31		Friday - 06/01		Saturday - 06/02	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1600	0800	1000	0800	1600	0800	1600		
Total Hours					0800		1000		0800		0800			
Exceptions	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800	HDAY	0800									RDO	0800
Total Exception Hrs	0800		0800											0800
OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments				OT Approved?						
Sunday - 05/27								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Monday - 05/28								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Tuesday - 05/29								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Wednesday - 05/30				prep for month end meeting				this OT was not pre-approved, please see me on this				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Thursday - 05/31												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Friday - 06/01												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Saturday - 06/02												<input type="checkbox"/> YES <input type="checkbox"/> NO		
TLR Comment:	please see me about this													
Cancel														

3. **Review the Comments** from the Supervisor stating why the Time and Leave Record was Disapproved.
4. Single click the **Modify Week**  button at the bottom to unlock editable fields.

Notice the editable fields are now open, or unlocked, allowing modification.

Approved By: Test, Supervisor One		Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne									
Submitted By: Cvn, EmployeeOne		FLSA Type: Supervisor: Civilian Non-Exempt		Troop: F		Zone: 02		Employee ID (SSN): ****9999		Week Beginning: 06/03/2007					
Fed Comp: 10:00		State Comp: 77:30		Holiday Comp: 18:00		Flex Time: 00:00		Annual Leave: 120:00		Sick Leave: 32:00		Balance As Of: 02/16/2007			
Corrected: NO		Status: Not Approved		TLR Correction History				Mitpl Appointments: None							
Messages:															
Day & Date		Sunday - 06/03		Monday - 06/04		Tuesday - 06/05		Wednesday - 06/06		Thursday - 06/07		Friday - 06/08		Saturday - 06/09	
Update Balances		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning				0800	1600	0800	1600	0800	1000	0800	1600	0800	1600		
Ending Times								1200	1800						
Total Hours					0800		0800		0800		0800		0800		
Update Balances		Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions		RDO	0800											RDO	0800
Total Exception Hrs			0800												0800
OT Explanation (special project code and name, if applicable)								OT Approval/Disapproval Comments				OT Approved?			
Sunday - 06/03												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Monday - 06/04												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Tuesday - 06/05												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Wednesday - 06/06								this OT was not pre-approved, please see me on this				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Thursday - 06/07												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Friday - 06/08												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Saturday - 06/09												<input type="checkbox"/> YES <input type="checkbox"/> NO			
TLR Comment:		please see me about this													
  															

5. **Modify** each field, as needed.
6. Single click the **Update Balances**  button to re-calculate the Total Hours worked.
7. Single click the **Submit Week**  button to save and submit the Time and Leave Record for approval.

Note: Submitting a MODIFIED Time and Leave Record will notify the supervisor that the "Corrected" record is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

VIEW A SAVED TIME & LEAVE RECORD

Activity Status
0 [Draft T&L Records](#)
0 [Unapproved T&L Records](#)
0 [Disapproved T&L Records](#)
[Saved T&L Record Summary](#)




Step-by-Step

1. Single click the **Saved T&L Record Summary** link from the homepage.

The screen will look similar to this:

Saved Time and Leave Records	
Week Begin Date	Time Record Status
06/10/2007	Draft
06/03/2007	Submitted
05/27/2007	Approved



2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

TIME AND LEAVE STATUS

Draft - record has been saved as a draft, but not yet submitted for supervisor approval

Submitted - record has been submitted for supervisor approval

Approved - record has been approved by supervisor

Not Approved - record has been disapproved by supervisor

Submitted / Modify Approved - an approved record has been modified and re-submitted for supervisor approval

Submitted / Modify / Disapproved - a disapproved record has been modified and re-submitted for supervisor approval

Locked - record has interfaced with SAM II and is locked from further modification

MODIFY AN APPROVED TIME & LEAVE RECORD



Activity Status	
0	Draft T&L Records
0	Unapproved T&L Records
0	Disapproved T&L Records
	Saved T&L Record Summary

Step-by-Step

1. Single click the **Saved T&L Record Summary** link from the homepage.

The screen will look similar to this:

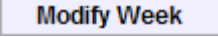
Saved Time and Leave Records	
Week Begin Date	Time Record Status
06/10/2007	Draft
06/03/2007	Submitted
05/27/2007	Approved

2. Single click the **Week Begin Date** of the Time and Leave Record to be modified.

The screen will look similar to this:

Notice the editable fields are grayed out or locked.




Missouri State Highway Patrol TIME & LEAVE RECORD													
Approved By: Test, Supervisor One		Employee Name: Cvt EmployeeOne											
Submitted By: Cvt, EmployeeOne		FLSA Type: Supervisor		Civilian Non-Exempt Test, Supervisor One		Troop: F		Zone: 02		Employee ID (SSN): ---9999		Week Beginning: 06/03/2007	
Fed Comp: 00:00		State Comp: 00:00		Holiday Comp: 00:00		Flex Time: 00:00		Annual Leave: 00:00		Sick Leave: 00:00		Balance As Of: 06/27/2007	
Corrected: NO		Status: Approved				TLR Correction History				Mtlg Appointments: None			
Messages:													
Day & Date		Sunday - 06/03		Monday - 06/04		Tuesday - 06/05		Wednesday - 06/06		Thursday - 06/07		Friday - 06/08	
		Start		End		Start		End		Start		End	
Shift Beginning & Ending Times				0000 1600		0000 1600		0000 1600		0000 1600		0000 1600	
Total Hours				0000		0000		0000		0000		0000	
		Code		Hrs/Min		Code		Hrs/Min		Code		Hrs/Min	
Exceptions		RDO		0000								RDO 0000	
Total Exception Hrs				0000								0000	
OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments				OT Approved?					
Sunday - 06/03								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Monday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Tuesday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Wednesday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Thursday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Friday - 06/08								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Saturday - 06/09								<input type="checkbox"/> YES <input type="checkbox"/> NO					
TLR Comment:		Test											
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>													

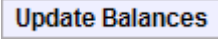

- Single click the **Modify Week**  button at the bottom to unlock editable fields.

Note: If the record to be modified falls in a split week, select Modify Previous Pay Period or Modify Current Pay Period instead of Modify Week.

Corrected: NO	Status: Approved	TLR Correction History	Mitpl Appointments: None
Messages:			
Modify Previous Pay Period		Modify Current Pay Period	
Day & Date	Sunday - 05/27	Monday - 05/28	Tuesday - 05/29
			Wednesday - 05/30
			Thursday - 05/31
			Friday - 06/01
			Saturday - 06/02

Notice the editable fields are now open, or unlocked, allowing modification.

Approved By: Test, Supervisor One	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne			
Submitted By: Cvn, EmployeeOne	FLSA Type: Civilian Non-Exempt	Supervisor: Supervisor One, Test	Troop: F	Zone: 02	Employee ID (SSN): ***9999	Week Beginning: 06/03/2007		
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Flex Time: 00:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 05/27/2007		
Corrected: NO	Status: Approved	TLR Correction History		Mitpl Appointments: None				
Messages:								
Day & Date	Sunday - 06/03	Monday - 06/04	Tuesday - 06/05	Wednesday - 06/06	Thursday - 06/07	Friday - 06/08	Saturday - 06/09	
Update Balances	Start	End	Start	End	Start	End	Start	End
			0000	1600	0000	1600	0000	1600
Shift Beginning & Ending Times								
Total Hours			0000	0000	0000		0000	
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0000						
Total Exception Hrs		0000						0000
OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments				OT Approved?
Sunday - 06/03								<input type="checkbox"/> YES <input type="checkbox"/> NO
Monday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO
Tuesday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO
Wednesday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO
Thursday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO
Friday - 06/08								<input type="checkbox"/> YES <input type="checkbox"/> NO
Saturday - 06/09								<input type="checkbox"/> YES <input type="checkbox"/> NO
TLR Comment: test								
  								

- Modify** each field, as needed.
- Single click the **Update Balances**  button to re-calculate the Total Hours worked.
- Single click the **Submit Week**  button to save and submit the Time and Leave Record for approval.

Note: Submitting a Modified Approved Time and Leave Record will notify the supervisor a record is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Lesson 5

Work with a LOCKED Time and Leave Record

In this lesson you will learn how to:

- Create a CORRECTED Time and Leave Record

CREATE A CORRECTED TIME & LEAVE RECORD

Activity Status	
0	Draft T&L Records
0	Unapproved T&L Records
0	Disapproved T&L Records
	Saved T&L Record Summary



Step-by-Step

1. Single click the **Saved T&L Record Summary** link from the homepage.

The screen will look similar to this:

Saved Time and Leave Records	
Week Begin Date	Time Record Status
05/27/2007	Locked

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

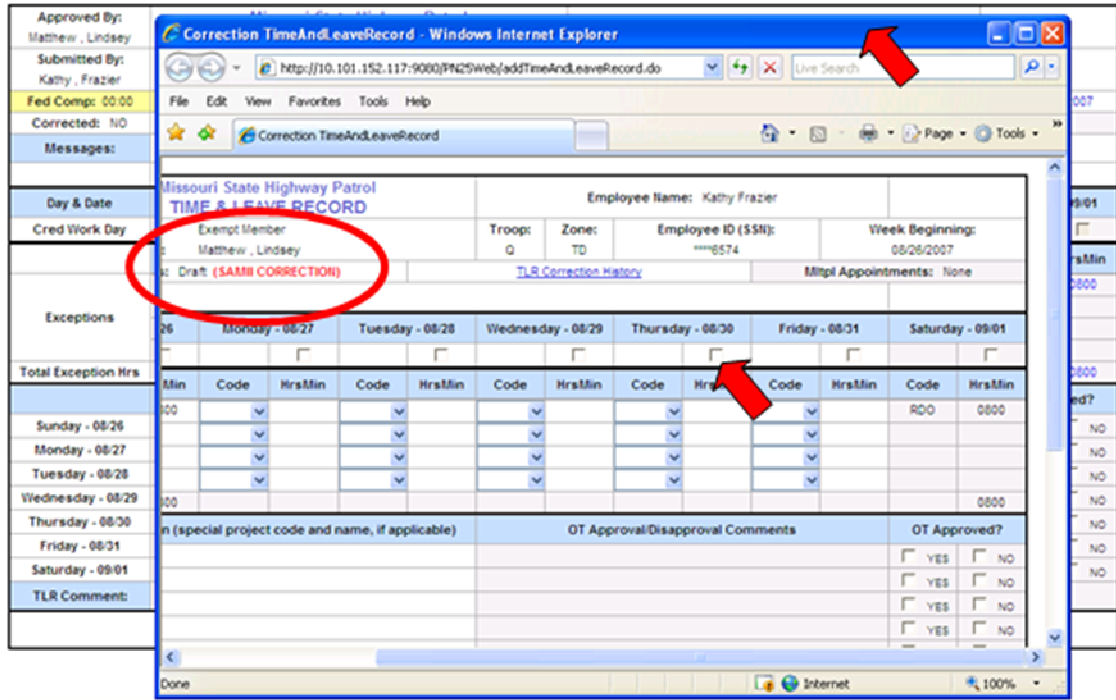
Notice the editable fields are **grayed out** or **locked**.

Approved By: Test, Supervisor One		Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Exempt EmployeeOne	
Submitted By: Exempt, EmployeeOne		FLSA Type: Exempt Member Supervisor: Test, Supervisor One		Troop: F	Zone: 01	Employee ID (SSN): ****7889	Week Beginning: 05/27/2007
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 05/27/2007		
Corrected: NO	Status: Locked	TLR Correction History			Misspl Appointments: None		
Messages:							
Day & Date	Sunday - 05/27	Monday - 05/28	Tuesday - 05/29	Wednesday - 05/30	Thursday - 05/31	Friday - 06/01	Saturday - 06/02
Cred Work Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code
Exceptions	RDO	0000	HDAY	0000			RDO
Total Exception Hrs		0000		0000			0000
	OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments		OT Approved?
Sunday - 05/27							<input type="checkbox"/> YES <input type="checkbox"/> NO
Monday - 05/28							<input type="checkbox"/> YES <input type="checkbox"/> NO
Tuesday - 05/29							<input type="checkbox"/> YES <input type="checkbox"/> NO
Wednesday - 05/30							<input type="checkbox"/> YES <input type="checkbox"/> NO
Thursday - 05/31							<input type="checkbox"/> YES <input type="checkbox"/> NO
Friday - 06/01							<input type="checkbox"/> YES <input type="checkbox"/> NO
Saturday - 06/02							<input type="checkbox"/> YES <input type="checkbox"/> NO
TLR Comment:	Please post the OT hours you had on Thur and re-submit						
<div> <div>Create Correction</div> <div>Cancel</div> </div>							

- Single click the **Create Correction**  button at the bottom.

Note: A new record will appear in front of the original Time and Leave Record.

The screen will look similar to this:

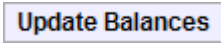
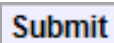


Approved By: Matthew, Lindsay
Submitted By: Kathy, Frazier
Fed Comp: 00:00
Corrected: NO
Messages:

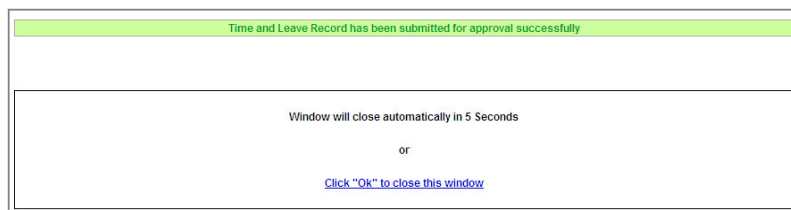
Day & Date: Exempt Member
Cred Work Day: Matthew, Lindsay
Draft (SAMI CORRECTION)

Employee Name: Kathy Frazier
Troop: Q Zone: TD Employee ID (\$\$N): ****6574 Week Beginning: 08/26/2007
TLR Correction History Mitpl Appointments: None

Exceptions	Monday - 08/27	Tuesday - 08/28	Wednesday - 08/29	Thursday - 08/30	Friday - 08/31	Saturday - 09/01
Total Exception Hrs	Min Code Hrs/Min	Code Hrs/Min	Code Hrs/Min	Code Hrs/Min	Code Hrs/Min	Code Hrs/Min
Sunday - 08/26						ROO 0000
Monday - 08/27						
Tuesday - 08/28						
Wednesday - 08/29						0000
Thursday - 08/30	in (special project code and name, if applicable)					OT Approval/Disapproval Comments
Friday - 08/31						OT Approved?
Saturday - 09/01						<input type="checkbox"/> YES <input type="checkbox"/> NO
TLR Comment:						<input type="checkbox"/> YES <input type="checkbox"/> NO

- Correct** each field, as needed.
- Enter a **Correction Record Comment or Explanation** for each new time entered.
- Single click the **Update Balances**  button to re-calculate the Total Hours worked.
- Single click the **Submit**  button to save and submit the Time and Leave Record for approval.

The screen will look similar to this:



Time and Leave Record has been submitted for approval successfully

Window will close automatically in 5 Seconds

or

[Click "Ok" to close this window](#)

Lesson 6

Multiple Appointments

In this lesson you will learn how to:

- Report time for a Multiple Appointment

REPORT TIME FOR A MULTIPLE APPOINTMENT

Multiple Appointments is an optional link and will only be completed when an employee has part-time hours to report, other than their primary job. Employees must have a Secondary Appointment listed in their Employee Profile in order to post hours to a secondary appointment. Notify Human Resources for all employee profile changes.



Step-by-Step

1. To post hours to a **Primary Appointment**, single click the **Report Primary Appointment** link in the header of the Time and Leave Record.

The screen will look similar to this:

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Non-exempt EmployeeOne	
Submitted By:	FLSA Type: Non-Exempt Member	Troop: F	Zone: 01	Employee ID (SSN): ****0999	Week Beginning: 08/05/2007	
	Supervisor: Test, Supervisor One					
Fed Comp: 17:00	State Comp: 02:15	Holiday Comp: 08:00	Flex Time: 00:00	Annual Leave: 136:00	Sick Leave: 92:15	
Corrected: NO	Status: Draft	TLR Correction History		Mltpl Appointments: Report Secondary Appointment		
Messages:					Primary Apptmt	

2. Enter the time for the **Primary Appointment** Time and Leave Record.
3. To post hours to a **Secondary Appointment**, single click the **Report Secondary Appointment** link in the header of the Time and Leave Record.

The screen will look similar to this:

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Non-exempt EmployeeOne	
Submitted By:	FLSA Type: Non-Exempt Member	Troop: F	Zone: 01	Employee ID (SSN): ****0999	Week Beginning: 08/05/2007	
	Supervisor: Test, Supervisor One					
Fed Comp: 17:00	State Comp: 02:15	Holiday Comp: 08:00	Flex Time: 00:00	Annual Leave: 136:00	Sick Leave: 92:15	
Corrected: NO	Status: Draft	TLR Correction History		Mltpl Appointments: Report Secondary Appointment		
Messages:					Primary Apptmt	

Note: Secondary Appointment must be listed in the employee profile, to have access to the Report Secondary Appointment link. If no Secondary Appointment is listed, the Multiple Appointments box will look similar to this:

Mltpl Appointments: None

4. Enter the time for the **Secondary Appointment** Time and Leave Record.

The screen will look similar to this:

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Non-exempt EmployeeOne									
Submitted By:	FLSA Type: Non-Exempt Member	Troop: F	Zone: 01	Employee ID (SSN): ****0000	Week Beginning: 08/05/2007									
Supervisor:	Test, Supervisor One													
Corrected: NO	Status: Draft	TLR Correction History			Mltpl Appointments: Record Primary Appointment									
Messages:								Secondary Apptmt						
Day & Date	Sunday - 08/05		Monday - 08/06		Tuesday - 08/07		Wednesday - 08/08		Thursday - 08/09		Friday - 08/10		Saturday - 08/11	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times														
Total Hours														
		OT Explanation (special project code and name, if applicable)					OT Approval/Disapproval Comments					OT Approved?		
Sunday - 08/05												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Monday - 08/06												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Tuesday - 08/07												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Wednesday - 08/08												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Thursday - 08/09												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Friday - 08/10												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Saturday - 08/11												<input type="checkbox"/> YES <input type="checkbox"/> NO		
TLR Comment:														
Save as Draft Submit Week Update Balances Cancel														

5. Single click the **Submit Week** button to save and submit the Time and Leave Record for approval.

Save as Draft	Submit Pay Period	Submit Week	Update Balances	Cancel
---------------	-------------------	-------------	-----------------	--------

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Lesson 7

Work with a Partial Pay Period

In this lesson you will learn how to:

- Submit time for a Partial Pay Period
- Modify a Previous Pay Period

SUBMIT TIME FOR A PARTIAL PAY PERIOD

If the end of a pay period occurs within a week, (the 15th or the end of the month) AND there is a deadline within that week, a Partial Pay Period must be submitted. The first pay period will be submitted and approved prior to the deadline and the second pay period will be submitted and approved as normal.

Note: Submitting a Partial Pay Period is ONLY necessary when the deadline is within the same week as the end of the pay period.



Time Reporting Activities

- [Report Time & Leave \(Add\)](#)
- [Modify Most Recent T&L Record](#)
- [Modify Employee Profile](#)



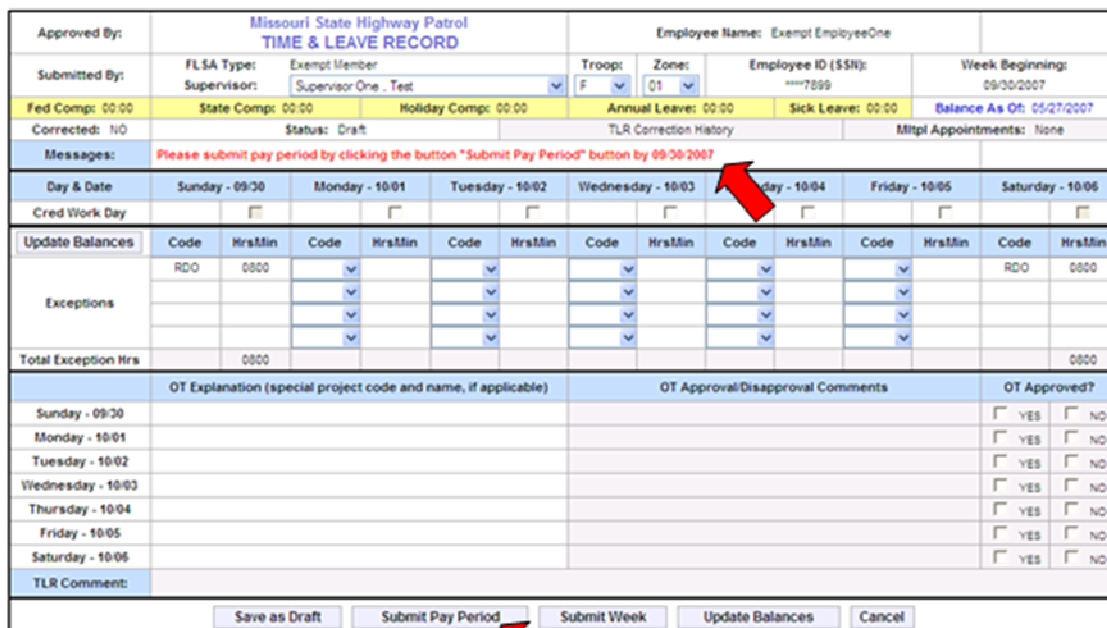
Step-by-Step

1. Single click the **Report Time & Leave (Add)** link from the homepage.

The screen will look similar to this:

Notice the Partial Pay Period must be submitted before the specified date.

Please submit pay period by clicking the button "Submit Pay Period" button by 09/30/2007



Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Exempt EmployeeOne			
Submitted By:	FLSA Type: Exempt Member	Troop: F	Zone: 01	Employee ID (SSN): ****7899	Week Beginning: 09/30/2007		
Supervisor: Supervisor One, Test							
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 05/27/2007		
Corrected: 1/0	Status: Draft	TLR Correction History		Mltpl Appointments: None			
Messages: Please submit pay period by clicking the button "Submit Pay Period" button by 09/30/2007							
Day & Date	Sunday - 09/30	Monday - 10/01	Tuesday - 10/02	Wednesday - 10/03	Thursday - 10/04	Friday - 10/05	Saturday - 10/06
Cred Work Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update Balances	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin
Exceptions	RDO 0000						RDO 0000
Total Exception Hrs	0000						0000
OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments		OT Approved?	
Sunday - 09/30						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 10/01						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 10/02						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 10/03						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 10/04						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 10/05						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 10/06						<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:							
Save as Draft Submit Pay Period Submit Week Update Balances Cancel							

2. Enter the time worked for the Pay Period.

- Single click the **Submit Pay Period** [Submit Pay Period](#) to save and submit the pay period for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

- Return to the homepage.

Activity Status	
3	Draft T&L Records
1	Unapproved T&L Records
0	Disapproved T&L Records
Saved T&L Record Summary	

- Single click the **Draft T&L Records** link from the homepage.

The screen will look similar to this:

Notice the record status is Submitted/Draft.

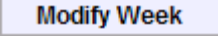
Draft Time and Leave Records	
Week Begin Date	Time Record Status
09/30/2007	Submitted / Draft

- Single click the **Week Begin Date** of the Time and Leave Record to be modified.

The screen will look similar to this:

Notice the editable fields are grayed out or locked.


Missouri State Highway Patrol TIME & LEAVE RECORD										
Approved By:	Employee Name: Exempt EmployeeOne									
Submitted By: Exempt EmployeeOne	FLSA Type: Exempt Member	Troop: F	Zone: 01	Employee ID (SSN): ***7889	Week Beginning: 09/30/2007					
Fed Comp: 00:00	State Comp: 00:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 05/21/2007						
Corrected: N/A	Status: Submitted / Draft	TLR Correction History			Multi Appointments: None					
Messages:										
Day & Date	Sunday - 09/30	Monday - 10/01	Tuesday - 10/02	Wednesday - 10/03	Thursday - 10/04	Friday - 10/05	Saturday - 10/06			
Cred Work Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Exceptions	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min
	RCO	0000							RCO	0000
Total Exception Hrs	0000									
	OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments			OT Approved?		
Sunday - 09/30								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Monday - 10/01								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Tuesday - 10/02								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Wednesday - 10/03								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Thursday - 10/04								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Friday - 10/05								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Saturday - 10/06								<input type="checkbox"/> YES <input type="checkbox"/> NO		
TLR Comments:										
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>										

7. Single click the **Modify Week**  button at the bottom to unlock editable fields.

The screen will look similar to this:

Notice the editable fields are now open, or unlocked, allowing modification.

Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Exempt EmployeeOne			
Submitted By: Exempt, EmployeeOne		FLSA Type: Exempt Member		Troop: F	Zone: 01	Employee ID (SSN): ****7888	Week Beginning: 09/30/2007
Supervisor: Supervisor One, Test							
Fed Comp: 00:00		State Comp: 00:00		Holiday Comp: 00:00		Annual Leave: 00:00	
Sick Leave: 00:00		Balance As Of: 05/27/2007					
Corrected: NO		Status: Submitted Draft		TLR Correction History		Mitpl Appointments: None	
Messages:							
Day & Date	Sunday - 09/30	Monday - 10/01	Tuesday - 10/02	Wednesday - 10/03	Thursday - 10/04	Friday - 10/05	Saturday - 10/06
Cred Work Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Update Balances	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin
Exceptions	RDO 0000						RDO 0000
Total Exception Hrs	0000						
OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments		OT Approved?	
Sunday - 09/30						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 10/01						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 10/02						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 10/03						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 10/04						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 10/05						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 10/06						<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:							
Save as Draft Submit Pay Period Submit Week Update Balances Cancel							

8. Enter the time worked for the remainder of the week.
9. Single click the **Submit Week**  button to save and submit the remainder of the week for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

MODIFY A PREVIOUS PAY PERIOD

Activity Status	
0	Draft T&L Records
0	Unapproved T&L Records
0	Disapproved T&L Records
	Saved T&L Record Summary



Step-by-Step

1. Single click the **Saved T&L Record Summary** link from the homepage.

The screen will look similar to this:

Saved Time and Leave Records	
Week Begin Date	Time Record Status
06/10/2007	Draft
06/03/2007	Submitted
05/27/2007	Approved

2. Single click the **Week Begin Date** of the Time and Leave Record to be modified.

The screen will look similar to this:




Notice the record is split into Previous or Current pay periods.

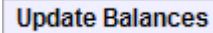
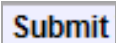
Approved By: Test, Supervisor One		Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvm EmployeeOne								
Submitted By: Cvm, EmployeeOne		FLSA Type: Civilian Non-Exempt		Troop: F		Zone: 02		Employee ID (SSN): ****9999		Week Beginning: 06/10/2007				
Supervisor: Test, Supervisor One		State Comp: 00:00		Holiday Comp: 00:00		Flex Time: 00:00		Annual Leave: 00:00		Sick Leave: 00:00		Balance As Of: 05/27/2007		
Corrected: NO		Status: Approved		TLR Correction History				Mitpl Appointments: None						
Messages:		Modify Previous Pay Period				Modify Current Pay Period								
Day & Date	Sunday - 06/10	Monday - 06/11	Tuesday - 06/12	Wednesday - 06/13	Thursday - 06/14	Friday - 06/15	Saturday - 06/16							
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End		
Shift Beginning & Ending Times			0800	1600	0800	1600	0800	1600	0800	1600	0800	1600		
Total Hours			0800		0800		0800		0800		0800			
Exceptions	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min
	RDO	0800											RDO	0800
Total Exception Hrs		0800												0800
	OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments						OT Approved?	
Sunday - 06/10													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/11													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/12													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/13													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/14													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/15													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/16													<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:														

- Single click the **Modify Previous Pay Period**  button at the bottom to unlock the Previous Pay Period.

The screen will look similar to this:

Notice the editable fields in the Previous Pay Period are now open, or unlocked, allowing modification.

Approved By: Test, Supervisor One	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne										
Submitted By: Cvn, EmployeeOne	FLSA Type: Supervisor	Civilian Non-Exempt Test, Supervisor One	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 06/10/2007									
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Flex Time: 00:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 05/27/2007									
Corrected: No	Status: Approved		TLR Correction History				Mltpl Appointments: None								
Messages:															
Day & Date	Sunday - 06/10		Monday - 06/11		Tuesday - 06/12		Wednesday - 06/13		Thursday - 06/14		Friday - 06/15		Saturday - 06/16		
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Shift Beginning & Ending Times			0800	1600	0800	1600	0800	1600	0800	1600	0800	1600			
Total Hours						0800		0800				0800			
Update Balances	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	
Exceptions	RDO	0800											RDO	0800	
Total Exception Hrs		0800												0800	
OT Explanation (special project code and name, if applicable)															
OT Approval/Disapproval Comments															
OT Approved?															
Sunday - 06/10														<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 06/11														<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 06/12														<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/13														<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/14														<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 06/15														<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 06/16														<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:															
  															

- Modify** each field, as needed.
- Single click the **Update Balances**  button to re-calculate the Total Hours worked.
- Single click the **Submit**  button to save and submit the Time and Leave Record for approval.

Note: Submitting a Modified Approved Time and Leave Record will notify the supervisor a record is ready for approval.

The screen will look similar to this:

Time and Leave Record has been submitted for approval successfully

Lesson 8

Work with a Manual Entry Correction for SAM II

In this lesson you will learn how to:

- VIEW a Manual Entry Correction for SAM II
- Mark a Manual Entry Correction for SAM II as ENTERED
- REJECT a Manual Entry Correction for SAM II

VIEW A MANUAL ENTRY CORRECTION FOR SAM II

A manual correction in SAM II MUST be completed prior to marking the Time and Leave Record as ENTERED.

Activity Status
0 O/S Manual Entry Corrections for SAM II



Step-by-Step

1. Single click the **O/S Manual Entry Corrections for SAM II** link from the homepage.

The screen will look similar to this:

SAMII Manual Entry Time and Leave Records			
Component	Week	Employee Name	Supervisor Name
F 01	09/02/2007	Civilian Non-Exempt Employee One	Supervisor Employee One
F 01	09/09/2007	Civilian Non-Exempt Employee One	Supervisor Employee One

2. Single click the **Week** date of the Time and Leave Record to be viewed.

The screen will look similar to this:

Approved By: Employee One , Supervisor	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Civilian Non-Exempt Employee One									
Submitted By: Employee One , Civilian Non-Exempt	FLSA Type: Supervisor:	Civilian Non-Exempt Employee One , Supervisor				Troop: F	Zone: 01	Employee ID (SSN): ****6789	Week Beginning: 09/02/2007					
Fed Comp: 93:20	State Comp: 13:20	Holiday Comp: 33:50	Flex Time: 00:00	Annual Leave: 31:00	Sick Leave: 60:00	Balance As Of: 01/16/2007								
Corrected: NO	Status: Approved				TLR Correction History				Mtlpl Appointments: None					
Messages:														
Day & Date	Sunday - 09/02		Monday - 09/03		Tuesday - 09/04		Wednesday - 09/05		Thursday - 09/06		Friday - 09/07		Saturday - 09/08	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1600	0800	1600	0800	1600	0800	1600		
Total Hours					0800		0800		0800		0800			
Exceptions	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800	HDAY	0800									RDO	0800
Total Exception Hrs		0800		0800										0800
	OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments						OT Approved?	
Sunday - 09/02													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 09/03													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 09/04													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 09/05													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 09/06													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 09/07													<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 09/08													<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:														
<input type="button" value="Entered"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>														


3. Single click the **Cancel** button to return to the homepage.

MARK A MANUAL ENTRY CORRECTION FOR SAM II AS ENTERED

A manual correction in SAM II MUST be completed prior to marking the Time and Leave Record as ENTERED.

Activity Status

0
O/S Manual Entry Corrections for SAM II




Step-by-Step


1. Complete the necessary SAM II corrections.

Note: Step 1 MUST be completed prior to marking the Time and Leave Record as ENTERED.

2. Single click the **O/S Manual Entry Corrections for SAM II** link from the homepage.

The screen will look similar to this:


SAMII Manual Entry Time and Leave Records			
Component	Week	Employee Name	Supervisor Name
F 01	09/02/2007	Civilian Non-Exempt Employee One	Supervisor Employee One
F 01	09/09/2007	Civilian Non-Exempt Employee One	Supervisor Employee One



3. Single click the **Week** date of the Time and Leave Record to be entered.

The screen will look similar to this:

Approved By: Employee One, Supervisor		Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Civilian Non-Exempt Employee One									
Submitted By: Employee One, Civilian Non-Exempt		FLSA Type: Supervisor: Civilian Non-Exempt Employee One, Supervisor		Troop: F	Zone: 01	Employee ID (SSN): ***0709		Week Beginning: 09/02/2007							
Fed Comp: 93.20		State Comp: 13.20		Holiday Comp: 33.50		Flex Time: 00.00		Annual Leave: 31.00		Sick Leave: 60.00		Balance As Of: 01/16/2007			
Corrected: NO		Status: Approved		TLR Correction History				Mtlpl Appointments: None							
Messages:															
Day & Date		Sunday - 09/02		Monday - 09/03		Tuesday - 09/04		Wednesday - 09/05		Thursday - 09/06		Friday - 09/07		Saturday - 09/08	
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times						0800	1600	0800	1600	0800	1600	0800	1600		
Total Hours						0800		0800		0800		0800			
		Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions		RDO	0800	HDAY	0800									RDO	0800
Total Exception Hrs			0800		0800										0800
		OT Explanation (special project code and name, if applicable)						OT Approval/Disapproval Comments				OT Approved?			
Sunday - 09/02												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Monday - 09/03												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Tuesday - 09/04												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Wednesday - 09/05												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Thursday - 09/06												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Friday - 09/07												<input type="checkbox"/> YES <input type="checkbox"/> NO			
Saturday - 09/08												<input type="checkbox"/> YES <input type="checkbox"/> NO			
TLR Comment:															
		<input type="button" value="Entered"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>													



4. Single click the **Entered** button to indicate the Time and Leave Record correction has been manually entered in SAMII.

The screen will look similar to this:



5. Single click the **OK** button to verify the entry.

The screen will look similar to this:

Time and Leave Record has been marked entered successfully

REJECT A MANUAL ENTRY CORRECTION FOR SAM II

Corrections not entered in SAM II must be marked as REJECT. This will return the Time and Leave Record to DRAFT status.

Activity Status
0 O/S Manual Entry Corrections for SAM II



Step-by-Step

1. Single click the **O/S Manual Entry Corrections for SAM II** link from the homepage.

The screen will look similar to this:

SAMII Manual Entry Time and Leave Records			
Component	Week	Employee Name	Supervisor Name
F 01	09/02/2007	Civilian Non-Exempt Employee One	Supervisor Employee One
F 01	09/09/2007	Civilian Non-Exempt Employee One	Supervisor Employee One

2. Single click the **Week** date of the Time and Leave Record to be rejected.

The screen will look similar to this:

Approved By: Employee One, Supervisor	Missouri State Highway Patrol TIME & LEAVE RECORD		Employee Name: Civilian Non-Exempt Employee One									
Submitted By: Employee One, Civilian Non-Exempt	FLSA Type: Supervisor: Civilian Non-Exempt Employee One, Supervisor	Troop: F	Zone: 01	Employee ID (SSH): ****6789								
Week Beginning: 09/02/2007												
Fed Comp: 93.20	State Comp: 13.20	Holiday Comp: 33.50	Flex Time: 00.00	Annual Leave: 31.00								
Sick Leave: 60.00	Balance As Of: 01/16/2007											
Corrected: NO	Status: Approved	TLR Correction History		Mitpl Appointments: None								
Messages:												
Day & Date	Sunday - 09/02	Monday - 09/03	Tuesday - 09/04	Wednesday - 09/05	Thursday - 09/06	Friday - 09/07	Saturday - 09/08					
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times												
Total Hours												
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800	HDAY	0800							RDO	0800
Total Exception Hrs		0800		0800								0800
OT Explanation (special project code and name, if applicable)			OT Approval/Disapproval Comments				OT Approved?					
Sunday - 09/02					<input type="checkbox"/> YES <input type="checkbox"/> NO							
Monday - 09/03					<input type="checkbox"/> YES <input type="checkbox"/> NO							
Tuesday - 09/04					<input type="checkbox"/> YES <input type="checkbox"/> NO							
Wednesday - 09/05					<input type="checkbox"/> YES <input type="checkbox"/> NO							
Thursday - 09/06					<input type="checkbox"/> YES <input type="checkbox"/> NO							
Friday - 09/07					<input type="checkbox"/> YES <input type="checkbox"/> NO							
Saturday - 09/08					<input type="checkbox"/> YES <input type="checkbox"/> NO							
TLR Comment:												
Entered			Reject		Cancel							

3. Single click the **Reject** button to reject the correction and return the Time and Leave Record to DRAFT status.

The screen will look similar to this:

Time and Leave Record has been marked rejected successfully

Lesson 9

Approve/Disapprove a Time and Leave Report

In this lesson you will learn how to:

- APPROVE a Time and Leave Record
- DISAPPROVE a Time and Leave Record
- View a Disapproved Time and Leave Record Awaiting User MODIFICATION
- Approve a MODIFIED Time and Leave Record
- View CORRECTIONS Awaiting Approval
- Approve a CORRECTED Time and Leave Record

APPROVE A TIME AND LEAVE RECORD

Activity Status	
3	T&L Records Awaiting Approval
0	Corrections Awaiting Approval
0	Disapproved Awaiting User Correction



Step-by-Step

1. Single click the **T&L Records Awaiting Approval** link from the homepage.
the screen will look similar to this:

Time and Leave Records awaiting supervisor approval			
Time and Leave Record List for Troop: F Zone: 01			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Test_H_SupervisorOne	Non-exempt H EmployeeOne	05/10/2007	Submitted
Test_H_SupervisorOne	Non-exempt H EmployeeOne	05/17/2007	Submitted
Test_H_SupervisorOne	Non-exempt H EmployeeOne	05/24/2007	Submitted


2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.
The screen will look similar to this:

Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Cvn EmployeeOne												
Submitted By: Cvn EmployeeOne	FLSA Type: Supervisor: Civilian Non-Exempt Test, Supervisor One	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginning: 06/17/2007												
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Flex Time: 00:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 05/27/2007											
Corrected: NO	Status: Submitted	TLR Correction History				Mtlg Appointments: None											
Messages:																	
Day & Date	Sunday - 06/17		Monday - 06/18		Tuesday - 06/19		Wednesday - 06/20		Thursday - 06/21		Friday - 06/22		Saturday - 06/23				
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End			
Shift Beginning & Ending Times			0600	1800	0600	1800	0600	1800	0600	1800	0600	1800					
Total Hours			0800		0800		0800		0800		0800						
Exceptions	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min			
	RDO	0800											RDO	0800			
Total Exception Hrs		0800												0800			
OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments				OT Approved?									
Sunday - 06/17								<input type="checkbox"/> YES		<input type="checkbox"/> NO							
Monday - 06/18								<input type="checkbox"/> YES		<input type="checkbox"/> NO							
Tuesday - 06/19								<input type="checkbox"/> YES		<input type="checkbox"/> NO							
Wednesday - 06/20								<input type="checkbox"/> YES		<input type="checkbox"/> NO							
Thursday - 06/21								<input type="checkbox"/> YES		<input type="checkbox"/> NO							
Friday - 06/22								<input type="checkbox"/> YES		<input type="checkbox"/> NO							
Saturday - 06/23								<input type="checkbox"/> YES		<input type="checkbox"/> NO							
TLR Comment:																	
				Approve		Disapprove		Cancel									

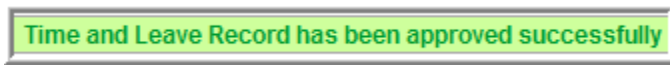
3. **Review** the Time and Leave Record.

4. Single click the ☐ **Yes** check box in the OT Approved column for each day overtime is entered.

Note: Overtime must be Approved or Disapproved for each day overtime is posted.

5. Single click the **Approve**  button to approve the Time and Leave Record.

The screen will look similar to this:



DISAPPROVE A TIME AND LEAVE RECORD

Activity Status	
3	T&L Records Awaiting Approval
0	Corrections Awaiting Approval
0	Disapproved Awaiting User Correction



Step-by-Step

1. Single click the **T&L Records Awaiting Approval** link from the homepage.

The screen will look similar to this:

Time and Leave Records awaiting supervisor approval			
Time and Leave Record List for Troop: F Zone: 01			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Test_H_SupervisorOne	Non-exempt H EmployeeOne	05/10/2007	Submitted
Test_H_SupervisorOne	Non-exempt H EmployeeOne	05/17/2007	Submitted
Test_H_SupervisorOne	Non-exempt H EmployeeOne	05/24/2007	Submitted

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Approved By:	Missouri State Highway Patrol				Employee Name: Cvn EmployeeOne					
TIME & LEAVE RECORD										
Submitted By: Cvn EmployeeOne	FLSA Type: Civilian Non-Exempt	Troop: F	Zone: 02	Employee ID (SSN): ****9999	Week Beginnings: 05/17/2007					
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Flex Time: 00:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 05/27/2007				
Corrected: No	Status: Submitter	TLR Correction History			Mltpl Appointments: None					
Messages:										
Day & Date	Sunday - 05/17		Monday - 05/18		Tuesday - 05/19		Wednesday - 05/20	Thursday - 05/21	Friday - 05/22	Saturday - 05/23
	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0600	1600	0600	1600	0600	1600	0600	1600
Total Hours			0600		0600		0600		0600	
Exceptions	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min	Code	Hrs/Min
	ADO	0000							ADO	0000
Total Exception Hrs		0000								0000
OT Explanation (special project code and name, if applicable)					OT Approval/Disapproval Comments				OT Approved?	
Sunday - 05/17									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 05/18									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 05/19									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 05/20									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 05/21									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 05/22									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 05/23									<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:										
<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Cancel"/>										

3. **Review** the Time and Leave Record.

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 05/20			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 05/21			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 05/22	preparation for month end meeting	this OT was not pre-approved, please see me on this	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Wednesday - 05/23			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 05/24			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 05/25			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 05/26			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment: please correct this timesheet and remove the OT hours				
<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

4. Single click the ☐ **No** check box in the OT Approved column for each day overtime is not approved.

Note: **Overtime** must be Approved or Disapproved for each day overtime is posted.

5. Enter an **OT Disapproval Comment** in **TLR Comments** for each disapproval of overtime.

6. If a Time and Leave Record is Disapproved, the supervisor must post a **TLR Comment**. The comment should inform the employee why the overtime was disapproved and/or give instructions for correcting the Time and Leave Record.

7. Single click the **Disapprove** button to Disapprove the Time and Leave Record.

Note: Disapproving a Time and Leave Record will notify the employee the Time and Leave Record must be Modified and re-submitted.

The screen will look similar to this:

Time and Leave Record has been disapproved successfully

VIEW A DISAPPROVED TIME AND LEAVE RECORD AWAITING USER MODIFICATION

Activity Status	
3	T&L Records Awaiting Approval
0	Corrections Awaiting Approval
0	Disapproved Awaiting User Correction



Step-by-Step

1. Single click the **Disapproved Awaiting User Correction** link from the homepage.

The screen will look similar to this:

Disapproved Time and Leave Records awaiting user correction			
Time and Leave Record List for Troop: F Zone: 01			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Test_H_SupervisorOne	Non-exempt H EmployeeOne	06/10/2007	Not Approved

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

Approved By: Test, SupervisorOne	Missouri State Highway Patrol TIME & LEAVE RECORD				Employee Name: Non-exempt EmployeeOne									
Submitted By: Non-exempt, EmployeeOne	FLSA Type: Supervisor	Non-Exempt Member Test, SupervisorOne		Troop: F	Zone: 01	Employee ID (SSN): ---9990	Week Beginning: 06/10/2007							
Fed Comp: 00:25	State Comp: 04:00	Holiday Comp: 00:00	Flex Time: 00:00	Annual Leave: 02:40	Sick Leave: 10:00	Balance As Of: 01/16/2007								
Corrected: NO	Status: Not Approved		TLR Correction History			Mtlpt Appointments Report Secondary Appointment								
Messages:	Primary Apptmt													
Day & Date	Sunday - 06/10		Monday - 06/11		Tuesday - 06/12		Wednesday - 06/13		Thursday - 06/14		Friday - 06/15		Saturday - 06/16	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1600	0800	1600	0800	1600	0800	1600	0800	1600		
Total Hours			0800		0800		0800		0800		0800			
Exceptions	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	ROO	0800											ROO	0800
Total Exception Hrs		0800												0800

3. Single click the **Cancel** button to return to the homepage.

APPROVE A MODIFIED TIME AND LEAVE RECORD

Activity Status	
3	T&L Records Awaiting Approval
1	Corrections Awaiting Approval
0	Disapproved Awaiting User Correction



Step-by-Step

1. Single click the **Corrections Awaiting Approval** link from the homepage.

The screen will look similar to this:

Correction Time and Leave Records submitted for supervisor approval			
Time and Leave Record List for Troop: F Zone: 01			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Date: Schmidt	Vernon Dougan	07/01/2007	Submitted
Time and Leave Record List for Troop: F Zone: 02			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Test_H_SupervisorOne	Cyn H EmployeeOne	06/24/2007	Submitted: Modify Disapproved

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Missouri State Highway Patrol TIME & LEAVE RECORD															
Approved By: Test, Supervisor One		Employee Name: Cyn EmployeeOne													
Submitted By: Cyn, EmployeeOne		FLSA Type: Civilian Non-Exempt		Troop: F Zone: 02		Employee ID (\$SR): ****9999		Week Beginning: 06/24/2007							
Fed Comp: 00:00		State Comp: 00:00		Holiday Comp: 00:00		Flex Time: 02:00		Annual Leave: 00:00		Sick Leave: 00:00		Balance As Of: 06/27/2007			
Corrected: YES		Status: Submitted: Modify Disapproved				TLR Correction History				Mitpl Appointments: None					
Messages:															
Day & Date		Sunday - 06/24		Monday - 06/25		Tuesday - 06/26		Wednesday - 06/27		Thursday - 06/28		Friday - 06/29		Saturday - 06/30	
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times															
Total Hours				0000		0000		0000		1000		0000			
		Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions		RDO	0000											RDO	0000
Total Exception Hrs		0000												0000	
		OT Explanation (special project code and name, if applicable)								OT Approval/Disapproval Comments				OT Approved?	
Sunday - 06/24														<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/25														<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/26														<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/27														<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/28		OT to prep for month end												<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/29														<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/30														<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:		Please enter the OT hours you had on the 28th													
		<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Cancel"/>													

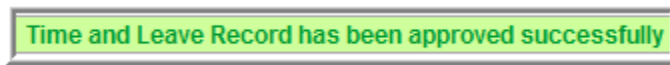
3. **Review** the Time and Leave Record.

4. Single click the ☐ **Yes** check box in the OT Approved column for each day overtime is entered.

Note: Overtime must be Approved or Disapproved for each day overtime is posted.

5. Single click the **Approve**  button to approve the Time and Leave Record.

The screen will look similar to this:



VIEW CORRECTIONS AWAITING APPROVAL

Activity Status	
3	T&L Records Awaiting Approval
1	Corrections Awaiting Approval
0	Disapproved Awaiting User Correction



Step-by-Step

1. Single click the **Corrections Awaiting Approval** link from the homepage.

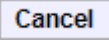
The screen will look similar to this:

Correction Time and Leave Records submitted for supervisor approval			
Time and Leave Record List for Troop: F Zone: 01			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Date Schmidt	Vernon Dougan	07/01/2007	Submitted
Time and Leave Record List for Troop: F Zone: 02			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Test H Supervisor One	Cvn H EmployeeOne	06/24/2007	Submitted: Modify Disapproved

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Approved By: Test, Supervisor One	Missouri State Highway Patrol TIME & LEAVE RECORD						Employee Name: Cvn EmployeeOne							
Submitted By: Cvn, EmployeeOne	FLSA Type: Civilian Non-Exempt		Supervisor: Test, Supervisor One		Troop: F		Zone: 02		Employee ID (SSN): ****9999		Week Beginnings: 06/24/2007			
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Flex Times: 02:00		Annual Leave: 00:00		Sick Leave: 00:00		Balance As Of: 05/27/2007					
Corrected: YES	Status: Submitted: Modify Disapproved				TLR Correction History				Mtlpl Appointments: None					
Messages:														
Day & Date	Sunday - 06/24		Monday - 06/25		Tuesday - 06/26		Wednesday - 06/27		Thursday - 06/28		Friday - 06/29		Saturday - 06/30	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0000	1600	0000	1600	0000	1600	0000	1600	0000	1600		
Total Hours			0000		0000		0000		1000		0000			
Exceptions	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0000											RDO	0000
Total Exception Hrs		0000												0000

3. Single click the **Cancel**  button to return to the homepage.

APPROVE A CORRECTED TIME AND LEAVE RECORD

Activity Status	
3	T&L Records Awaiting Approval
1	Corrections Awaiting Approval
0	Disapproved Awaiting User Correction



Step-by-Step

1. Single click the **Corrections Awaiting Approval** link from the homepage.


The screen will look similar to this:

Correction Time and Leave Records submitted for supervisor approval			
Time and Leave Record List for Troop: F Zone: 01			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Dale Schmidt	Vernon Dougan	07/01/2007	Submitted

2. Single click the **Week Begin Date** of the Time and Leave Record to be viewed.

The screen will look similar to this:

Approved By:		Missouri State Highway Patrol TIME & LEAVE RECORD		Employee Name: Vernon Dougan	
Submitted By: Vernon Dougan	FLSA Type: Exempt Member Supervisor: Dale Schmidt	Troop: F Zone: 01	Employee ID (SSN): ****7091	Week Beginning: 07/01/2007	
Fed Comp: 00:00	State Comp: 00:45	Holiday Comp: 00:00	Annual Leave: 360:00	Sick Leave: 1755:45	Balance As Of: 07/01/2007
Corrected: YES	Status: Submitted (SAMI CORRECTION)	TLR Correction History		Mtlpt Appointments: None	
Messages:					
Day & Date	Sunday - 07/01	Monday - 07/02	Tuesday - 07/03	Wednesday - 07/04	Thursday - 07/05
Cred Work Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exceptions	Code HrsMin RDO 0000	Code HrsMin AL 0000	Code HrsMin ALWRK 0000	Code HrsMin RDAY 0000	Code HrsMin RDO 0000
Total Exception Hrs	0000	0000	0000	0000	0000
OT Explanation (special project code and name, if applicable)		OT Approval/Disapproval Comments		OT Approved?	
Sunday - 07/01				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 07/02 Testing				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 07/03				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 07/04				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 07/05				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 07/06				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 07/07				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Correction Record Comment / Explanation					
Sunday - 07/01 Test					
Monday - 07/02 Test					
Tuesday - 07/03					
Wednesday - 07/04 Test					
Thursday - 07/05					
Friday - 07/06					
Saturday - 07/07 Test					
TLR Comment:					
<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Cancel"/>					

3. **Review** the Time and Leave Record.
4. Single click the ☐ **Yes** check box in the OT Approved column for each day overtime is entered.
Note: **Overtime** must be Approved or Disapproved for each day overtime is posted.
5. Single click the **Approve**  button to approve the Time and Leave Record.

The screen will look similar to this:



Appendix A

Military Time Conversion

12:00 AM	2400
1:00 AM	0100
2:00 AM	0200
3:00 AM	0300
4:00 AM	0400
5:00 AM	0500
6:00 AM	0600
7:00 AM	0700
8:00 AM	0800
9:00 AM	0900
10:00 AM	1000
11:00 AM	1100
12:00 PM	1200
1:00 PM	1300
2:00 PM	1400
3:00 PM	1500
4:00 PM	1600
5:00 PM	1700
6:00 PM	1800
7:00 PM	1900
8:00 PM	2000
9:00 PM	2100
10:00 PM	2200
11:00 PM	2300

Appendix B

Exception Codes

Employee Leave Codes		
Exception Code	Exception Code Description Short	Exception Code Description
AL	AL USAGE	ANNUAL LEAVE USAGE - OTHER
ALPO	AL PAYOFF	ANNUAL LEAVE - PAYOFF AT TERM
ALPOP	AL PAID	ANNUAL LEAVE - PAID WHEN TRNSF
ALWC	AL WKRS COMP	ANNUAL LEAVE USAGE - WKR COMP
ALWRK	AL WORKED	WORK ON AN ANNUAL LEAVE
FC	FC USAGE	FEDERAL COMP USAGE - OTHER
FCPO	FC PAYOFF	FEDERAL COMP TIME - PAYOFF
FCPOP	FC PAID	FEDERAL COMP TIME - PAID
FCWC	FC WKRS COMP	FED COMP USAGE - WKR COMP
FLEX	FLXTIME DOCK	FLEX TIME DOCKING EVENT
HC	HC USAGE	HOLIDAY COMP USAGE - OTHER
HCPO	HC PAYOFF	HOLIDAY COMP TIME - PAYOFF
HCPOP	HC PAID	HOLIDAY COMP TIME - PAID
HCWC	HC WKRS COMP	HOLIDAY COMP USAGE - WKR COMP
HDAY	HOLIDAY	HOLIDAY
HOLWK	HOL WORKED	WRKD ON A DESIGNATED HOLIDAY
LNP	LWOP-APPRVD	LEAVE W/O PAY - APPROVED
LNPMIL	LWOP MILITRY	LEAVE W/O PAY - MILITARY
LNPS	LWOP SUSP DO	LEAVE W/O PAY - SUSPENSION DOK
LNPPWC	LWOP WKRS CP	LEAVE W/O PAY - WORKERS COMP
LWPAA	LWP APT AUTH	PAID LEAVE - APT ATHRTY APPROV
LWPBL	LWP BLOOD LV	PAID LEAVE - BLOOD LEAVE - DSS
LWPBV	LWP BERVMT	PAID LEAVE - BEREAVEMENT
LWPCP	LWP CAP	PAID LEAVE - CIVIL AIR PATRL
LWPEI	LWP JB/INTV	PAID LEAVE - JB EXAM/INTERVIEW
LWPES	EE SUGG AWRD	EMPLOYEE SUGG AWARD OF LEAVE
LWPJC	LWP JURY/CRT	PAID LEAVE - JURY/COURT APPEAR
LWPME	LWP ML EMERG	PAID LEAVE - ML CALLED EMRGNCY
LWPMT	LWP ML TRAIN	PAID LEAVE - 15 DY ML TRAINING
LWPRC	LWP RED CRSS	PAID LEAVE - RED CRSS/DISASTER
LWPVT	LWP VOTING	PAID LEAVE - VOTING
LWPWC	LWP WKRS CMP	PAID LEAVE - WORKERS COMP
RDO	RDO	REGULAR DAY OFF
SC	SC USAGE	STATE COMP USAGE - OTHER
SCPO	SC PAYOFF	STATE COMP TIME - PAYOFF
SCPOP	SC PAID	STATE COMP TIME - PAID
SCWC	SC WKRS COMP	STATE COMP USAGE - WRKRS CMP
SHS	SH LV/SELF	SHARED LEAVE USAGE - SELF
SLS	SL SELF	SICK LEAVE USAGE - SELF
SLWC	SL WKRS COMP	SICK LEAVE USAGE - WRKRS CMP