

Documenting Time Using MyTime

Recovery Teachers will [log into MyTime](#) and complete the following on the main screen:

1. Click on Weekly Timesheet.
2. Enter Your Employee ID Number.
3. Verify the correct work week. (Do not submit time for future weeks.)
4. Press the "GO" button.

The screenshot shows the MyTime interface. At the top, there is a navigation bar with the MyTime logo and a search icon. Below this is a menu with options: Home, Messages (192), My Reports, Proxy and Delegates, Pay Period Summary, Weekly Timesheet (highlighted with a red circle 1), Time Off Calendar, and Team Calendar & Approval. The main content area is titled "Weekly Timesheet" and contains "Selection Parameters".

The "Selection Parameters" section includes several input fields and buttons:

- Employee(s):** A dropdown menu with a search icon, highlighted with a red circle 2.
- Teams:** A dropdown menu with an "ALL" button.
- Include 'Sub Teams':** A checkbox.
- Groups:** A dropdown menu with an "ALL" button.
- Pay Groups:** A dropdown menu with an "ALL" button.
- Shift Patterns:** A dropdown menu with an "ALL" button.
- Dates:** A dropdown menu showing "Week Start Date: 11/28/2020 - 12/04/2020 Current Week".
- View:** A dropdown menu showing "Authorization: All", highlighted with a red circle 3.
- Order By:** A dropdown menu showing "Employee Last Name".
- Filter:** A checkbox labeled "Weekly Only" which is checked.
- Go:** A blue button, highlighted with a red circle 4.

The timesheet window will appear. Complete the following steps:

5. If you are currently on contract you will have a line of hours that says 1RM in the time code field. Leave this line alone. Use the next available line under Time Code and click in the box. Press the search icon to open the Time Code window.
6. A pop up window will appear.
7. Click "T3 Hourly Exempt"

The screenshot shows the "Enter Elapsed Time" window. At the top, there is a "View All Work Details" link. Below this is a grid with columns for days of the week: Sat 12/05, Sun 12/06, Mon 12/07, Tue 12/08, Wed 12/09, Thu 12/10, and Fri 12/11. The first row shows a "1RM" time code in the Saturday column. A red arrow points to this cell with a red circle 5.

Below the grid is a "Time Code" search popup window. It has a "Find" field and a "Clear" button. A list of time codes and descriptions is shown. A red box highlights the "T3 Hourly Exempt" entry, with a red arrow pointing to it from a red circle 7. A red circle 6 is also present near the top of the popup window.

At the bottom of the grid, there is a "Code Summ" section and a "Total" row. The "Total" row shows 0.00 for each day and 0.00 for the total.

8. Enter the hours worked for each day of the week.

Enter Elapsed Time

View All Work Details

Time Code	Sat 12/05	Sun 12/06	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Total	Position
1RM			8.00	8.00	8.00	8.00	8.00	40.00	80001952A0
T3				2.00		2.00			
Total	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00	

Buttons: Save for Now, Submit for Approval, Return to Selection Screen, Copy From Previous Week, Add Comments

9. Press the search icon to open the Position window. A pop-up box will appear. Search and select position 8000099915Z0 or "Hourly Band 15" in the description box
10. Once selected press Submit.

Enter Elapsed Time

View All Work Details

Time Code	Sat 12/05	Sun 12/06	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Total	Position	Index / S
1RM			8.00	8.00	8.00	8.00	8.00	40.00		
T3				2.00						
Total	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00		

Buttons: Save for Now, Submit for Approval, Return to Selection Screen, Copy From Previous Week, Add Comments

Search Pop-up Window:

Find Position Description

 8000099915Z0 HOURLY BAND 15

11. Press the search icon to open the Index/ Sub-Object window.
12. When the window opens enter "575257" in the Index / Sub-Object field.
13. Press the Find button to locate Index / Sub-Objects.

Enter Elapsed Time

View All Work Details

Time Code	Sat 12/05	Sun 12/06	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Total	Position	Index / Sub-Object	Performed For	Ur Trans
							8.00	40.00				
									8000099915Z0			
Total	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00				

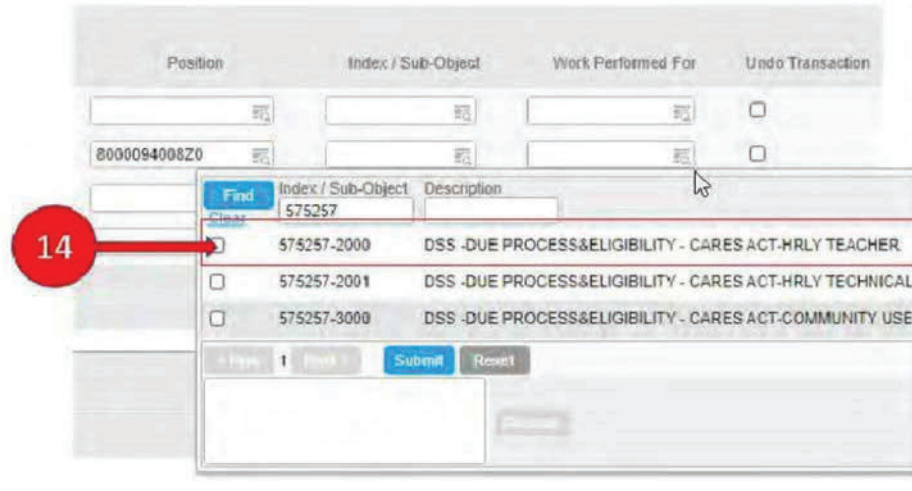
Buttons: Save for Now, Submit for Approval, Return to Selection Screen, Copy From Previous Week, Add Comments

Search Pop-up Window:

Find Index / Sub-Object Description

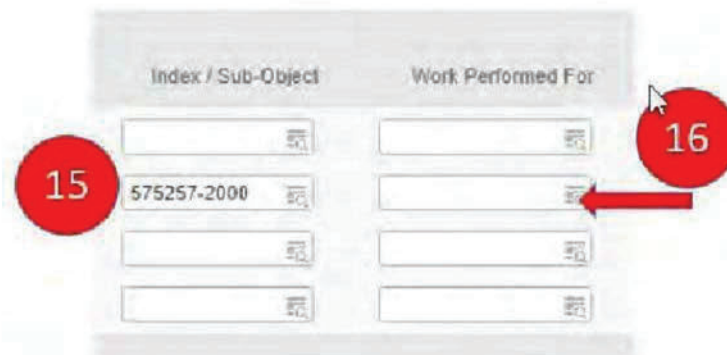
 575257-2000 DSS -DUE PROCESS&ELIGIBILITY - CARES ACT-HRLY TEACHER
 575257-2001 DSS -DUE PROCESS&ELIGIBILITY - CARES ACT-HRLY TECHNICAL
 575257-3000 DSS -DUE PROCESS&ELIGIBILITY - CARES ACT-COMMUNITY USE

14. Click on DSS-Due Process&Eligibility-- CARES ACT-HRLY Teacher.



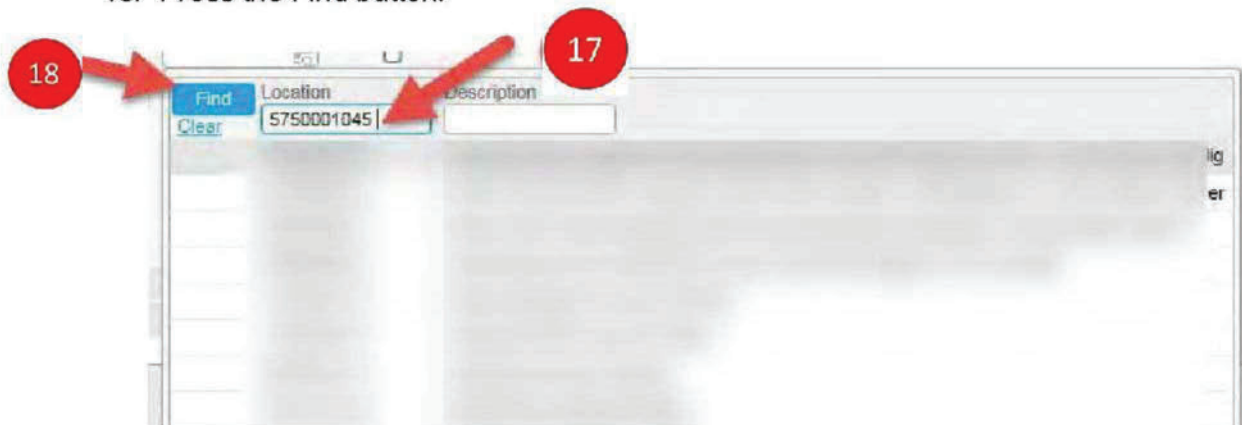
15. The Sub/Object code will populate.

16. Press the search icon to identify "Work Performed For"



17. When the search window appears enter 5750001045 in the Location field.

18. Press the Find button.



19. The search will yield the following. Select "Schaefer, Dawn"

Find Location Description
 Clear 5750001045
 5750001045 Schaefer,Dawn-Special Services-Special Ed Procedural Support -Coord IV, Due Process & Elig
 1 Save Reset

20. Once you have entered your time and required information press the "Save for Now" button.

Time Code	Sat 12/05	Sun 12/06	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Total	Position	Index / Sub-Object	Work Performed For	Undo Transaction
1RM			8.00	8.00	8.00	8.00	8.00	40.00	5750001852A0			<input type="checkbox"/>
T4				2.00		2.00			8000094006Z0	575267-2000	5750001045	<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
Total	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00				

Buttons: Save for Now, Submit for Approval, Return to Selection Screen, Copy From Previous Week, Add Comments

21. Fix any errors if directed. Then press the "Submit for Approval" button.

Home Messages (55) My Reports Proxy and Delegates Pay Period Summary Weekly Timesheet ?

Time Code	Sat 08/13	Sun 08/14	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Total	Position	Index / Sub-Object	Work Performed
T4				2.00	5.00			7.00	8000094006Z0	575101-2000	5750001045
Total	0.00	0.00	8.00	2.00	5.00	8.00	8.00	31.00			

Buttons: Save for Now, Submit for Approval, Return to Selection Screen