Timesheet Procedures: Employees who are Nonexempt, Nonunion and/or Local 153

- Your timesheet is created automatically on the Friday of each pay period. To view, update or submit your timesheet, log in to CLASS through eCampus using your eCampus username and password.
- Select the Timesheets tab if it is not already selected.
- Click on My Timesheets in the menu on the left. A Timesheet Summary will be displayed, showing your Calendar and Fiscal Year-To-Date (Y-T-D) Gross and all Unpaid Timesheets.
- To view previously paid timesheets click View Paid Timesheets.
- To enter data, click on the Timesheet number you wish to adjust (in the example below, number 000087). You can only update timesheets with an “Open” status. Once a timesheet has been submitted to your supervisor, it can be viewed but not edited.

- After selecting a timesheet to update, the entry screen is displayed with detailed instructions for entering the date, time in, time out and lunch hours (time in and time out).
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- The “new entry” form is located directly under your Supervisor’s name and Department.

- Click the Date dropdown and select the date worked. *Only dates in the corresponding pay period will be displayed.*

- Select the Start Hour and Minutes and End Hour and Minutes. Ensure you enter your lunch hours and correctly select AM or PM.

- To submit, click ADD. The new entry will appear in the timesheet grid with the hours automatically calculated.

- To edit or delete a current entry, click Edit next to the entry to display the details of the timesheet entry. Here you can update the Date, Time In, and Time Out.

- Once done, click Save. To undo your changes, click Reset.

- To delete an entry, check the “confirm delete” box and select the Delete button.

- Once you are satisfied with your entries for the pay period, check the CONFIRM SUBMIT box and click the Submit to Supervisor button.

- Your manager can then review, approve or reject your timesheet. By “rejecting” your timesheet, your manager can then ask you to correct an error or update your entries. Your manager should provide a note to explain the edit(s) required. You will receive an alert to reopen, edit and resubmit your timesheet.