



**MISSOURI**  
**DEPARTMENT OF**  
**NATURAL RESOURCES**

## Welcome to the DNR Employee Time Reporting (ETR) Help

From this file you will be able to find help on useful topics by a table of contents, or via an indexed search. Use the PDF Bookmarks at left to get started.

You will also be able to keep up with the latest enhancements to the system via the "What's New?/New Features" links that appear

If you have questions or need help with the system that this help document does not answer, please contact support at [support@dnr.mo.gov](mailto:support@dnr.mo.gov). Someone will either call or e-mail you to assist.

If you have comments or suggestions regarding this site, please e-mail those to [support@dnr.mo.gov](mailto:support@dnr.mo.gov) as well. Your feedback is important to us and will be shared in future meetings of the DNR ETR team.

**Chapter 1: Accessing the Employee Time System**

**Chapter 2: User Profile**

**Chapter 3: Adding Employee Time Record**

**Chapter 4: Working with LDPR's**

**Chapter 5: Working with Draft Employee Time Records**

**Chapter 6: Working with Submitted Employee Time Records**

**Chapter 7: Working with Submitted Employee Time Records**

**Chapter 8: Working with Partial Pay Periods**

**Chapter 9: Working with Manual Corrections for Sam II**

**Chapter 10: Approving/Disapproving Employee Time Reports**

**Chapter 11: Military Time Conversion**

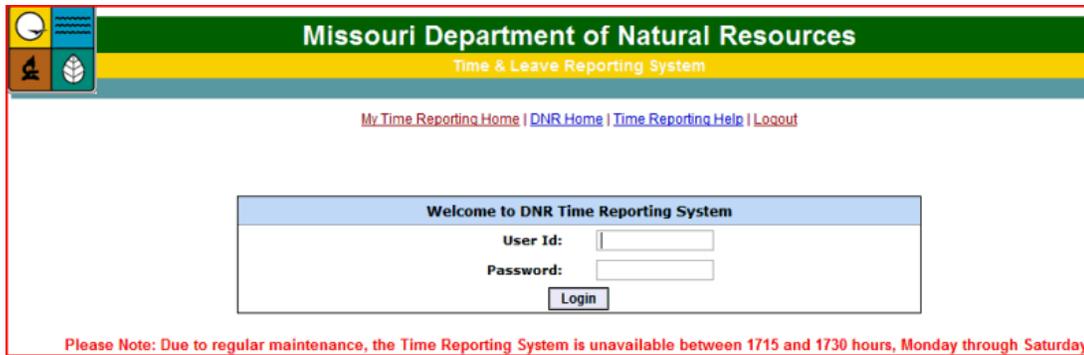
**Chapter 12: Exception Codes**

# Chapter 1: Accessing the Employee Time System

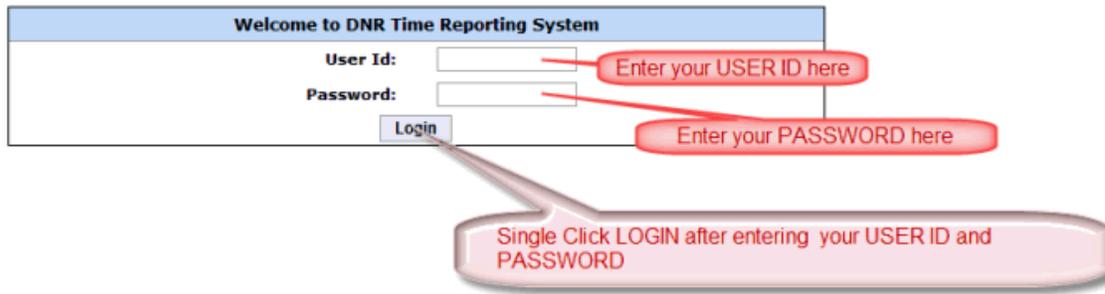
## Section 1.0 Section 1

### 1.1 Logon

From the DNR Central homepage, single click the **Employee Time Reporting** link. *your screen will look similar to this:*



Complete the following



Your Dashboard will be loaded. The Dashboard is where you manage all your Time Reporting. The Dashboard looks as follows:



# Chapter 1: Accessing the Employee Time System

## Section 1.0 Section 1

### 1.2 Log off

#### Step-by-Step

To logout out of the ETR system look for the menu bar at the top of your ETR window.

Missouri Department of Natural Resources  
Time & Leave Reporting System  
Time Reporting Home for: [Your ID Here](#)

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

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

After clicking Logout your screen will look similar to this – This is a second check so you do not logout accidentally:

Missouri Department of Natural Resources  
Time & Leave Reporting System

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

Are you sure that you want to logout of the Time Reporting System?

Verify you want to Logout by clicking here

Please Note: Clicking logout button will log you out of the Time Reporting System.  
Any unsaved changes will be lost.

Single click the **Log Out** button to exit Employee Time Reporting.

# Chapter 1: Accessing the Employee Time System

## Section 1.0 Section 1

### 1.3 Your Dashboard

#### Dashboard

**Missouri Department of Natural Resources**  
Time & Leave Reporting System  
Time Reporting Home for: Test Supervisor One

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

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	2 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

Approver Activities	Activity Status	Viewable Reports
	30 <a href="#">T&amp;L Records Awaiting Approval</a>	<a href="#">To Be Developed</a>
	1 <a href="#">Corrections Awaiting Approval</a>	
	0 <a href="#">Disapproved Awaiting User Correction</a>	
	<a href="#">Proxy Time Reporting</a>	
	<a href="#">Incomplete Time Records</a>	

HR Activities	Activity Status	System Maintenance Activities	Viewable Reports
	30 <a href="#">T&amp;L Records Awaiting Approval</a>	<a href="#">Add New User Profile</a>	<a href="#">To Be Developed</a>
	1 <a href="#">Corrections Awaiting Approval</a>	<a href="#">Modify User Profile</a>	
	0 <a href="#">Corrections Awaiting SAM II</a>	<a href="#">FLSA Cycle Definitions</a>	
	3 <a href="#">Draft Timesheets</a>	<a href="#">Sam II Holiday Schedule</a>	
	11 <a href="#">O/S Manual Entry Records for SAMII</a>	<a href="#">Sam II Cutoff Schedule</a>	
	<a href="#">Proxy Time Reporting</a>	<a href="#">Annual Leave Limits</a>	
	<a href="#">Incomplete Time Records</a>	<a href="#">Federal Comp Time Limits</a>	
		<a href="#">Leave Exception Codes</a>	

Time Keeper Activities	Activity Status	Viewable Reports
	11 <a href="#">O/S Manual Entry Records for SAM II</a>	<a href="#">To Be Developed</a>
	<a href="#">Incomplete Time Records</a>	

#### Structural Overview of Employee Dashboard

**Missouri Department of Natural Resources**  
Time & Leave Reporting System  
Time Reporting Home for: Test Supervisor One

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

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	2 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

Approver Activities	Activity Status	Viewable Reports
	30 <a href="#">T&amp;L Records Awaiting Approval</a>	<a href="#">To Be Developed</a>
	1 <a href="#">Corrections Awaiting Approval</a>	
	0 <a href="#">Disapproved Awaiting User Correction</a>	
	<a href="#">Proxy Time Reporting</a>	
	<a href="#">Incomplete Time Records</a>	

## Chapter 2: User Profile

### Section 1.0 Profile Parameters

#### 1.0 Overview

You will access your User Profile from your Time Report Dashboard. Selection shown by arrow below.

**Missouri Department of Natural Resources**  
 Time & Leave Reporting System  
 Time Reporting Home for: [Your ID Here](#)

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

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
0	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
0	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
0	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

Once you make this selection the Profile Document will open. Below is a full version of the Profile Document. The individual sections have their on description.

**Missouri Department of Natural Resources**  
 Time & Leave Reporting System

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

### Modify Employee Profile

**First Name:** *Your First Name*  
**Middle Name:** *Your Middle Name*  
**Last Name:** *Your Last Name*  
**Suffix:** N/A  
**User Id:** *Your User ID*  
**SSN:** 132456789  
**SAMII Internal Id:** 1324567899

**Primary Email Address:** vghanta@confidus.com **Add Email Address** 1

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**Employee Start Date:** 01012000 (MMDDYYYY)  
**Employee Termination Date:** N/A

**Division:** ADMIN SUPPORT  
**Program:** ADMINISTRATION 2  
**Div/Prog Effective Date:** 01012000 (MMDDYYYY)

**Employee FLSA Type:** 5X8 Category Zero  
**FLSA Type Effective Date:** 01012000

**Week Begin Day:** Sunday 3  
**Week Begin Day Effective Date:** 12261999 (MMDDYYYY)

**Forced Manual Entry to SAMII:** N 01012000  
**Event Time Entry:** Y 01012008

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**Default RDO(s):** - Select - Sunday Monday Tuesday 4

**Default RDO(s):** - Select -  
Sunday  
Monday  
Tuesday 4

**RDO(s) Effective Date:** 11042008 (MMDDYYYY)

**Employee Role(s):** Executive  
HR  
Time Keepers

**Role(s) Effective Date:** 01012000

**Time Record Complete Email:**  5

**Autofill Time Record with regular LDPR entries:**  6

**Autofill Time Record with default work schedule:**

**Approver One:** Supervisor One , Test 7

**Approver Two:** - Select Division First -

**Timekeeper(s):** - Select Division First -  
EmployeeOne , Cat One 4X10  
EmployeeOne , Cat One 5X8  
Supervisor One , Test 8  
(Select up to Eight)

**Default LDPR Entry:** (First entry in Time & Leave Record LDPR Section Will be auto-filled onto Time & Leave Record )

LDPR Code	Activity Code	Job-Proj Number
FKCF7		

**Default LDPR Entry Effective Date:** 01012000 (MMDDYYYY)

LDPR Code	Activity Code	Job-Proj Number

**Regularly Used LDPR Entries:** (Checkmark above to autofill onto Time & Leave Record)

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**Default Work Week Schedule:**  
(Checkmark above to autofill on Time Sheet)

Week Day	Work Time Start	Work Time End
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

10

Save Modified Employee Profile

Cancel

Chapter 2: User Profile  
Section 1.0 Updating Profile  
1.1 Email Address (for notification of status changes)

Missouri Department of Natural Resources  
Time & Leave Reporting System  
Time Reporting Home for: [Your ID Here](#)  
[My Time Reporting Home](#) | [DNR Home](#) | [Time Reporting Help](#) | [Logout](#)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Locate the Email section of your profile as shown in the screen shot segment below. Enter your Email address.

To add additional Email addresses, single click the **Add Email Address** button for each additional Email address.

First Name: *Your First Name*  
Middle Name: *Your Middle Name*  
Last Name: *Your Last Name*  
Suffix: *N/A*  
User Id: *Your User ID*  
SSN: 132456789  
SAMII Internal Id: 1324567899  
Primary Email Address:  **Add Email Address** 1

You will have the option of entering (or adding) an email account to be used for notifying you regarding status changes in your Time Report. Below is an enlargement showing the process.

SSN: 345678912  
SAMII Internal Id: 3457899999  
Primary Email Address:  **Add Email Address**  
  
Add second email address for notification

You may add multiple email addresses for notification. E.g. Home and work.

**Don't forget to save your changes.**

Chapter 2: User Profile  
Section 1.0 Updating Profile  
1.2 Entering Program and Division Information

Missouri Department of Natural Resources  
Time & Leave Reporting System  
Time Reporting Home for: Your ID Here  
[My Time Reporting Home](#) | [DNR Home](#) | [Time Reporting Help](#) | [Logout](#)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Locate the section of the Profile that shows "Program and Division" and select the one that applies to you.

Select and enter your Program and Division, and Div/Program effective date (see arrow).

Division: ADMIN SUPPORT  
Program: ADMINISTRATION  
Div/Prog Effective Date: 01012000 (MMDDYYYY)

Select your Division and Program from a "drop down" list. As *sample shown here*

Program: ADMINISTRATION  
Div/Prog Effective Date:  
Employee FLSA Type:  
FLSA Type Effective Date:  
Week Begin Day:

Click on drop down "arrow"  
Then select youe Program

Don't forget to save (at bottom of form) your information before leaving your profile.

## Chapter 2: User Profile

### Section 1.0 Updating Profile

#### 1.3 Setting a Default "Week Begin Day"

You can enter a "Week Begin Day" into your Profile to be used for each Time Report period. To do so, select "Modify Employee Profile" from your Dashboard (see below)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Locate the section of the Profile that shows "Week Begin Day" and select the day of the week which starts your work week.

Employee FLSA Type: 5X8 Category Zero  
FLSA Type Effective Date: 01012000

Week Begin Day: Sunday 3

Week Begin Day Effective Date: 12261999 (MMDDYYYY)

Scroll down to the bottom of the screen and click on Save Modified Employee Profile.



You have successfully set your "Week Begin Day."

## Chapter 2: User Profile

### Section 1.0 Updating Profile

#### 1.4 Setting Default RDO's

You can enter Default RDO's into your Profile to be used for each Time Report period. To do so, select "Modify Employee Profile" from your Dashboard (see below)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Locate the section of the Profile that shows "Default RDO(s)" and select your RDO(s).

Default RDO(s): - Select -  
Sunday  
Monday  
Tuesday 4

RDO(s) Effective Date:  (MMDDYYYY)

Scroll down to the bottom of the screen and click on Save Modified Employee Profile.

You have successfully set the RDO(s) that will be loaded for all future Time Sheets

## Chapter 2: User Profile

### Section 1.0 Updating Profile

#### 1.5 Setting Autofill fields

You can select fields to automatically fill into new Time Reports. You select the options in your Profile. To do so, select "Modify Employee Profile" from your Dashboard (see below)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Locate the section of the Profile that shows "Autofill Time Record with ...." and select if you want to have your LDPR entries and/or Work Schedule automatically filled in with each new report. Also check if you want an email notification when your time record is completed.

Employee Role(s): Executive  
HR  
Time Keepers  
Role(s) Effective Date: 01012000

Time Record Complete Email:	<input checked="" type="checkbox"/>	5
Autofill Time Record with regular LDPR entries:	<input type="checkbox"/>	6
Autofill Time Record with default work schedule:	<input type="checkbox"/>	

Scroll down to the bottom of the screen and click on Save Modified Employee Profile.

Save Modified Employee Profile Cancel

You have successfully set the fields that will be loaded for all future Time Sheets

## Chapter 2: User Profile

### Section 1.0 Updating Profile

#### 1.7 Setting Supervisor and Time Keeper (7 & 8)

You record who is your Time Keeper and Supervisor (for approving your time) into your Profile. To do so, select "Modify Employee Profile" from your Dashboard (see below)



Missouri Department of Natural Resources  
Time & Leave Reporting System  
Time Reporting Home for: [Your ID Here](#)

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

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
0	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMLI Cutoff Dates</a>
0	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMLI Holiday Dates</a>
0	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Locate the section of the Profile that shows "Approver and Timekeeper(s)" and select the name of the person (or persons) who can approve your Time Report and the name of your timekeeper. These will automatically be filled in with each new report.



**Approver One:** Supervisor One , Test 7

**Approver Two:** - Select Division First -

**Timekeeper(s):** - Select Division First - 8  
(Select up to Eight)

- EmployeeOne , Cat One 4X10
- EmployeeOne , Cat One 5X8
- Supervisor One , Test

Scroll down to the bottom of the screen and click on Save Modified Employee Profile.



You have successfully set the fields that will be loaded for all future Time Sheets

## Chapter 2: User Profile

### Section 1.0 Updating Profile

#### 1.8 Entering Regularly Used LDPR codes

You can pre-fill regularly used LDPR codes into your Profile. To do so, select "Modify Employee Profile" from your Dashboard (see below)

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	<a href="#">0 Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	<a href="#">0 Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	<a href="#">0 Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Your screen will look like this:

**Modify Employee Profile**

**First Name:** Cat Zero 5X8  
**Middle Name:** H  
**Last Name:** EmployeeOne  
**Suffix:** N/A  
**User Id:** NR.TEST3  
**SSN:** 345678912  
**SAMII Internal Id:** 3457899999  
**Primary Email Address:** vghanta@confidus.com

2. Scroll down your Profile page till you find the Regularly used LDPR section.

**Default LDPR Entry:**  
(First entry in Time & Leave Record LDPR Section  
Will be auto-filled onto Time & Leave Record )

LDPR Code	Activity Code	Job-Proj Number
FKCF7		

**Default LDPR Entry Effective Date:** 01012000 (MMDDYYYY)

Scroll down till you find the "Regularly Used LDPR Entries:"  
Enter all your regularly used LDPR codes (see below for how to find a list)

LDPR Code	Activity Code	Job-Proj Number
FKCF7	UADA	NJ000711
FSWF7	UAPO	N001601C
FSLF7	UINS	NJ000EGG

**Regularly Used LDPR Entries:**  
(Checkmark above to autofill onto Time & Leave Record)

3. You can find a list of LDPR codes by clicking on the LDPR Code link the column header. See screen below.

(Select up to eight)

**Default LDPR Entry:**  
(First entry in Time & Leave Record LDPR Section  
Will be auto-filled onto Time & Leave Record )

LDPR Code	Activity Code	Job-Proj Number
FKCF7		

**Default LDPR Entry Effective Date:** 01012000 (MMDDYYYY)

Clicking on the [LDPR Code](#) located on top of the column will open a list of available LDPR Codes. The list will be in a separate window. This is a reference list. You must manually copy the codes you wish to use.

LDPR Code	Activity Code	Job-Proj Number
FKCF7	UADA	NJ000711
FSWF7	UAPO	N001601C
FSLF7	UINS	NJ000EGG

**Regularly Used LDPR Entries:**  
(Checkmark above to autofill onto Time & Leave Record)

TLR LDPR Code - Windows Internet Explorer  
http://wwwtest2.dnr.mo.gov/PN25Web/getTlrLdprCodeList.do

LDPR Code	LDPR Code Description	Division
FKCF7	KANSAS CITY REGIONAL OFFICE	
FSWF7	SOUTHWEST REGIONAL OFFICE	
FSLF7	ST LOUIS REGIONAL OFFICE	
FNEF7	NORTHEAST REGIONAL OFFICE	
FSEF7	SOUTHEAST REGIONAL OFFICE	
QHFC7	HWP-FEDERAL FACILITIES SECT	4153
QHESW	HWP-COMPLIANCE&ENFORCEMENT SEC	4152

The LDPR table is for reference purposes. Clicking on the code in the table will not create an LDPR entry. You have to manually enter the code (or copy and paste it) to the table.

4. Use the same process for finding and entering Activity Codes and Job/Project Numbers. See sample screen below

TLR Activity Codes - Windows Internet Explorer  
http://wwwtest2.dnr.mo.gov/PN25Web/getTlrActivityCodeList.do

Activity Code	Description
UADA	DEPT & DIVISION ADMINISTRATION
UAPO	PROGRAM OPERATIONS
UINS	INSPECTIONS
UIGO	INSPECT-WP GENERAL OTHER

You will get a list of activity codes by clicking on the [Activity Code](#) tab at the top of the table. A new screen will appear with a list of available Activity Codes.

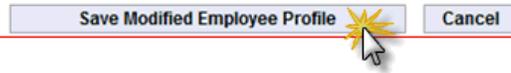
**Default LDPR Entry:**  
(First entry in Time & Leave Record LDPR Section  
Will be auto-filled onto Time & Leave Record )

LDPR Code	Activity Code	Job-Proj Number
FKCF7		

**Default LDPR Entry Effective Date:** 01012000 (MMDDYYYY)

LDPR Code	Activity Code	Job-Proj Number
FKCF7	UADA	NJ000711
FSWF7	UAPO	N001601C

Scroll down to the bottom of the screen and click on Save Modified Employee Profile.



**You have successfully set the codes that will be loaded for all future Time Sheets**

## Chapter 2: User Profile

### Section 1.0 Updating Profile

#### 1.9 Setting Default Work schedule

You can select fields to automatically fill into new Time Reports. You select the options in your Profile. To do so, select "Modify Employee Profile" from your Dashboard (see below)

**Missouri Department of Natural Resources**  
 Time & Leave Reporting System  
 Time Reporting Home for: [Your ID Here](#)

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

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
0	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
0	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
0	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

Locate the section of the Profile that shows "Default Work Week Schedule" enter the Work Schedule you want automatically filled in with each new report.

Week Day	Work Time Start	Work Time End
Sunday		
Monday	0800	1130
Tuesday	0900	1700
Wednesday	0900	1700
Thursday	0900	1700
Friday	0800	1130
Saturday	1200	1630

**Default Work Week Schedule:**  
 (Checkmark above to autofill on Time Sheet)

A schedule with 1/2 hour lunch break.

No lunch break working from 9 AM to 5 PM

Note that all time entries use the military (24 hour) format.

10

Scroll down to the bottom of the screen and click on Save Modified Employee Profile.

Save Modified Employee Profile

Cancel



**You have successfully set the fields that will be loaded for all future Time Sheets**

# Chapter 3: Adding Employee Time Record

## Section 1.0 Employee Time Records

### 1.0 5X8 Category Zero

Category Zero employees are exempt from overtime compensation under the FLSA Act. *This Employee Time Record is used by both exempt and non-exempt employees.*

#### Starting from your Dashboard

#### Step-by-Step

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Da</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>						Employee Name: <i>Your employee name here</i>							
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test <b>2</b>				Organization: 2125	Program: 1ADM	Employee ID (SSN): ****6012	Week Beginning: 06/06/2008					
Fed Comp: 00:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/18/2008								
Corrected: NO	Status: Submitted	<b>3</b>			TLR Correction History									
Messages:														
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09		Tuesday - 06/10		Wednesday - 06/11		Thursday - 06/12	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0900	1200	0900	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours			<b>4</b>											
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800	<b>5</b>										RDO	0800
	<b>6</b>													
Total Exception Hrs		0800												0800
LDPR Entry Section														
LDPR Code	Activity Code	Job Post	Friday	Saturday - 06/07	Sunday - 06/08	Monday - 06/09	Tuesday - 06/10	Wednesday - 06/11	Thursday - 06/12					
FKCF7			0000	0500	0300	0000	0800	0800	0000					
FKCF7	UADA	NJ000711	<b>7</b>	0300										
FSWF7	UAPG	N0016010			0500									
FSLF7	UHS	NJ000EG0				0800								

(Frame 2 of 2)

Total LDPR Hours			0800	0800	0800	0700	0800	Add LDPR Entries	
LDPR Comment:									
Event Code Section									
On Call Duty									
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
			8						
On Pager Duty									
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
			8						
OT Explanation (special project code and name, if applicable)					OT Approval/Disapproval Comments			OT Approved?	
Friday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sunday - 06/08					9			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/09								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/10								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/11								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/12								<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:									
Modify Week					Cancel				

Event codes are for anyone assigned On Call of Pager duty. It must be selected, in your profile, by HR.

### FLSA Type

Is not an editable field and will default to the current user type as it is listed in your User Profile.

- Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test

- Supervisor One . Test
- EmployeeOne . Cat One 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

- Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.
- Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples
  - A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.
  - 8:45 PM is written as 2045.
- Two RDOs must be recorded in a 7 day work period.
- Enter your Exception codes. Codes are available by clicking on the drop down "Exceptions" bar.  
Sample is shown here.



LDPR Comment:			Event Code Section						
On Call Duty			HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8						
On Pager Duty			HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8						
OT Explanation (special project code and name, if applicable)			OT Authorized / Not Authorized Comments				OT Authorized?		
Sunday - 06/01							<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Monday - 06/02							<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Tuesday - 06/03							<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Wednesday - 06/04							<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday - 06/05							<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Friday - 06/06							<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Saturday - 06/07							<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TLR Comment:									

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

- 9. Enter an **OT Explanation** for each day you worked overtime.  
*Note: An overtime explanation is required for each day of overtime recorded.*
- 10. Single click the **Submit Week**  button to save and submit the Employee Time Record for approval.  
*Note: Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.*

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as "Week Begin Day" on the employee profile.

**Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the "Balance as of Date".

**Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

## Status

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, “Submitted:Modify Approved,” or “Submitted:Modify Disapproved.”

## TLR Correction History

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week's days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

# Chapter 3: Adding Employee Time Record

## Section 1.0 Employee Time Records

### 1.1 5X8 Category One

#### 5X8 Category One

Step-by-Step

<a href="#">My Time Reporting Home</a>   <a href="#">DNR Home</a>   <a href="#">Time Reporting Help</a>   <a href="#">Logout</a>		
Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Da</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday D</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage.   
 your screen will look similar to this: (Frame 1 of 2)

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	Work Category listed here Supervisor One , Test <b>2</b>				Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/06/2008					
Fed Compr: 00:00	State Compr: 13:00	Holiday Compr: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: 00	Status: Submitted	<b>3</b>		TLR Correction History										
Messages:														
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09		Tuesday - 06/10		Wednesday - 06/11		Thursday - 06/12	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours			<b>4</b>		0800		0800		0800		0800			
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	R00	0800	<b>5</b>										R00	0800
	<b>6</b>													
Total Exception Hrs		0800												0800
LDPR Entry Section														
LDPR Code	Activity Code	Job Prct	Friday	Saturday - 06/07	Sunday - 06/08	Monday - 06/09	Tuesday - 06/10	Wednesday - 06/11	Thursday - 06/12					
FKCF7			0000	0500	0300	0000	0800	0800	0000					
FKCF7	UADA	NJ000711	<b>7</b>	0300										
FSWF7	UAPO	N001601C			0500									
FSLF7	UINS	NJ000EOC				0800								
Total LDPR Hours				0800	0800	0800	0800	0800	0800					
													Add LDPR Entries	

(Frame 2 of 2)

Total LDPR Hours			0000	0800	0500	0800	0800	
LDPR Comment:								Add LDPR Entries
Event Code Section								
On Call Duty								
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8					
On Pager Duty								
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8					
OT Explanation (special project code and name, if applicable)			OT Approval/Disapproval Comments				OT Approved?	
Friday - 06/06							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/07							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sunday - 06/08			9				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/09							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/10							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/11							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/12							<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:								
			Modify Week	Cancel				

Event codes are for anyone assigned On Call of Pager duty. It must be selected, in your profile, by HR.

### FLSA Type

Is not an editable field and will default to the current user type as it is listed in your User Profile.

1. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test

- Supervisor One . Test
- EmployeeOne . Cat One 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

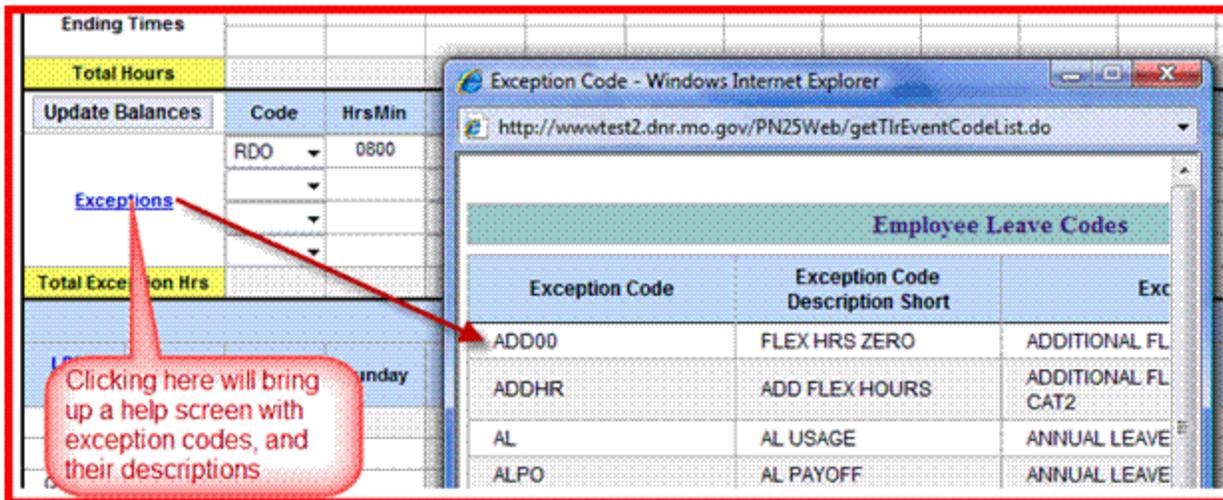
2. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

3. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples

- a. A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.
- b. 8:45 PM is written as 2045.

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

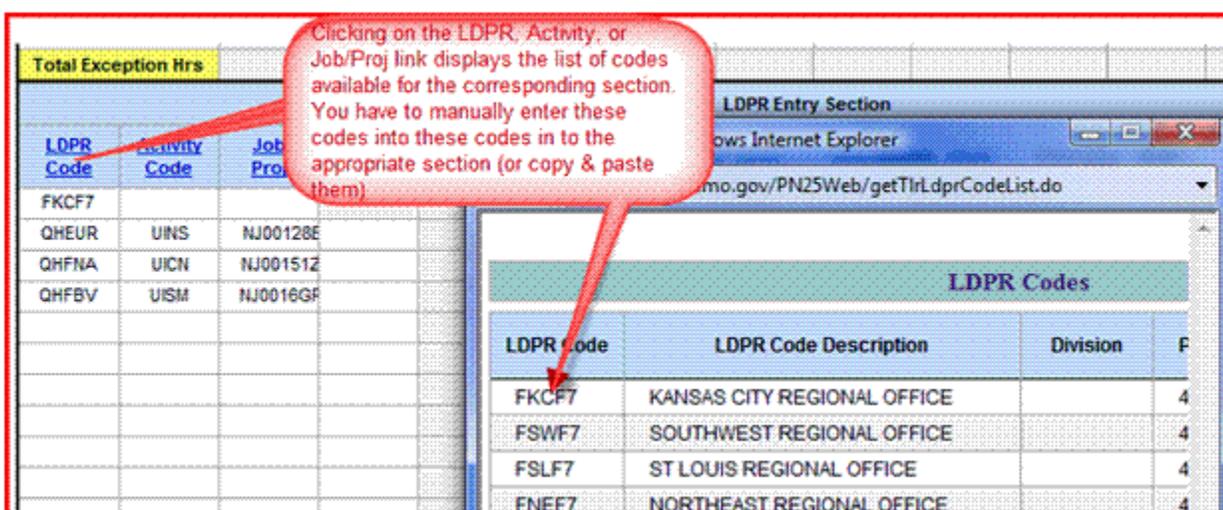
5. Enter your Exception codes. Codes are available by clicking on the drop down "Exceptions" bar. *Sample is shown here.*



- a. An exception code may be selected only once on a given day.
- b. Both an Exception Code and Exception Time must be entered for every exception entry.
- c. Exception Time must be entered as HHMM. The time you enter is a length of time -- NOT a time of day. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- d. No more than 8 hours of Exception time can be taken in a given day.
- e. Exception time must be entered in 15 minute increments, except when sick leave workers comp is taken.

6. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a group of LDPR entries that you frequently use.

- a. You enter the non-default LDPR work time here.
- b. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- c. A list of all LDPR codes can be displayed by clicking on the "LDPR Code" link in the header, same for the "Activity Code," or "Job Proj" links. *As shown here:*



7. Event (Pager or On Call) section. This section will only appear if HR has selected (checked) the "Event Time" on your profile. If so, here is where you record your length of time in HHMM format. E.g. if you were "On Call" from 8 AM till midnight, you would enter 1600. *The sample screen is shown here*

Total LDPR Hours			1000	1000	1000	1000			
Update Balances								Add LDPR Entries	
LDPR Comment:									
Event Code Section									
On Call Duty									
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
			8						
<div style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block; color: red;">             Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.           </div>									
On Pager Duty									
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
			8						
OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?	
Sunday - 06/01								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/02								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/03				9				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:									
Save as Draft		Submit Week		Update Balances		Cancel			

8. Enter an **OT Explanation** for each day you worked overtime.

**Note:** an overtime explanation is required for each day of overtime recorded.

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

**Note:** Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.

## **Additional information regarding the fields displayed.**

### **Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

### **Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the Balance as of Date”.

### **Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

### **Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

### **Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, “*Submitted:Modify Approved,*” or “*Submitted:Modify Disapproved.*”

### **TLR Correction History**

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

### **Messages**

This area will display messages and alerts that effect the current Employee Time Record.

#### **Save as Draft**

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

#### **Submit Pay Period**

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

#### **Submit Week**

**Submit Week** submits the entire week’s days for approval.

#### **Update Balances**

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

#### **Cancel**

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

**Chapter 3: Adding Employee Time Record**  
**Section 1.0 Employee Time Records**  
**1.2 5X8 Category Two**

Step-by-Step

<a href="#">My Time Reporting Home</a>   <a href="#">DNR Home</a>   <a href="#">Time Reporting Help</a>   <a href="#">Logout</a>		
Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Da</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday D</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage.  
 your screen will look similar to this: (Frame 1 of 2)

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	Work Category listed here Supervisor One , Test <b>2</b>				Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/06/2008					
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status: Submitted <b>3</b>				TLR Correction History									
Messages:														
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09		Tuesday - 06/10		Wednesday - 06/11		Thursday - 06/12	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours			<b>4</b>	0800	0800	0800	0800	0800	0800	0800				
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800	<b>5</b>										RDO	0800
	<b>6</b>													
Total Exception Hrs		0800												0800
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Friday	Saturday - 06/07	Sunday - 06/08	Monday - 06/09	Tuesday - 06/10	Wednesday - 06/11	Thursday - 06/12					
FKCF7			0000	0500	0300	0000	0800	0800	0000					
FKCF7	UADA	NJ000711	<b>7</b>	0300										
FSWF7	UAPO	N0016010			0500									
FSLF7	UINS	NJ000EGC				0800								
Total LDPR Hours				0800	0800	0800	0800	0800	0800					
													<a href="#">Add LDPR Entries</a>	

(Frame 2 of 2)

Total LDPR Hours				1000		1000		1000		1000				
Update Balances										Add LDPR Entries				
LDPR Comment:														
Event Code Section														
On Call Duty														
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin		HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
			8											
<div style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block; color: red;">             Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.           </div>														
On Pager Duty														
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
			8											
				OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?		
Sunday - 06/01												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Monday - 06/02												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Tuesday - 06/03				9								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Wednesday - 06/04												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Thursday - 06/05												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Friday - 06/06												<input type="checkbox"/> YES <input type="checkbox"/> NO		
Saturday - 06/07												<input type="checkbox"/> YES <input type="checkbox"/> NO		
TLR Comment:														
Save as Draft				Submit Week				Update Balances				Cancel		

### FLSA Type

Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test

- Supervisor One . Test
- EmployeeOne . Cat One 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples

- a. A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.
- b. 8:45 PM is written as 2045.

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

6. Enter your Exception codes. Codes are available by clicking on the drop down "Exceptions" bar.

Sample is shown here.

The screenshot shows a web application interface. On the left, there is a table with columns 'Ending Times', 'Total Hours', 'Update Balances', 'Code', and 'HrsMin'. A red callout bubble points to a blue underlined link labeled 'Exceptions' with the text: 'Clicking here will bring up a help screen with exception codes, and their descriptions'. On the right, a browser window titled 'Exception Code - Windows Internet Explorer' displays a table of 'Employee Leave Codes'.

Exception Code	Exception Code Description Short	Exc
ADD00	FLEX HRS ZERO	ADDITIONAL FL
ADDHR	ADD FLEX HOURS	ADDITIONAL FL CAT2
AL	AL USAGE	ANNUAL LEAVE
ALPO	AL PAYOFF	ANNUAL LEAVE

- a. An exception code may be selected only once on a given day.
- b. Both an Exception Code and Exception Time must be entered for every exception entry.
- c. Exception Time must be entered as HHMM. The time you enter is a length of time -- NOT a time of day. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- d. No more than 8 hours of Exception time can be taken in a given day.
- e. Exception time must be entered in 15 minute increments, except when sick leave workers comp is taken.

7. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a group of LDPR entries that you frequently use.
  - a. You enter the non-default LDPR work time here.
  - b. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
  - c. A list of all LDPR codes can be displayed by clicking on the "LDPR Code" link in the header, same for the "Activity Code," or "Job Proj" links. *As shown here:*

The screenshot shows a web application interface. On the left, there is a table with columns 'LDPR Code', 'Activity Code', and 'Job Proj'. A red callout bubble points to the 'LDPR Code' column with the text: 'Clicking on the LDPR, Activity, or Job/Proj link displays the list of codes available for the corresponding section. You have to manually enter these codes into these codes in to the appropriate section (or copy & paste them)'. On the right, a browser window titled 'LDPR Entry Section - Windows Internet Explorer' displays a table of 'LDPR Codes'.

LDPR Code	LDPR Code Description	Division	P
FKCF7	KANSAS CITY REGIONAL OFFICE		4
FSWF7	SOUTHWEST REGIONAL OFFICE		4
FSLF7	ST LOUIS REGIONAL OFFICE		4
FNEF7	NORTHEAST REGIONAL OFFICE		4

8. Event (Pager or On Call) section. This section will only appear if HR has selected (checked) the

“Event Time” on your profile. If so, here is where you record your length of time in HHMM format. E.g. if you were “On Call” from 8 AM till midnight, you would enter 1600. *The sample screen is shown here*

Total LDPR Hours			1000	1000	1000	1000					
Update Balances								Add LDPR Entries			
LDPR Comment:											
Event Code Section											
On Call Duty											
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin			HrsMin	HrsMin	HrsMin		
			8								
On Pager Duty											
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8								
			OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments			OT Authorized?	
Sunday - 06/01										<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/02										<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/03			9							<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/04										<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/05										<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/06										<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/07										<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:											
Save as Draft			Submit Week			Update Balances			Cancel		

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

9. Enter an **OT Explanation** for each day you worked overtime.

**Note:** an overtime explanation is required for each day of overtime recorded.

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

**Note:** Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

**Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the “Balance as of Date”.

**Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

## Status

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, “*Submitted:Modify Approved,*” or “*Submitted:Modify Disapproved.*”

## TLR Correction History

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week’s days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

**Chapter 3: Adding Employee Time Record**  
**Section 1.0 Employee Time Records**  
**1.3 5X8 Permanent Part Time Exception Paid**  
**Step-by-Step**

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Ds</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By:	FLSA Type: <i>Work Category listed here</i>	Approver: <i>Wikes, Mari-Jo</i>		2	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****2345	Week Beginning: 06/01/2008		GO				
Fed Comp: 00:00	State Comp: 08:00	Holiday Comp: 02:15	Flex Time: 00:00	Annual Leave: 150:30	Sick Leave: 31:50	Balance As Of: 02/16/2008								
Corrected: NO	Status: Draft	3	TLR Correction History											
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0700	1200	0700	1200	0700	1200	0700	1200				
			1300	1800	1300	1800	1300	1800	1300	1800				
Total Hours			4		1000		1000		1000		1000			
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	1000	5								RDO	1000	RDO	1000
	6													
Total Exception Hrs														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7			0000	1000	1000	1000	1000	0000	0000					
FSWF7	UICN	N000701C												
FNEF7	UISM	N001501C	7											
QHCT	UISN	NJ00128E												
Total LDPR Hours				1000	1000	1000	1000							
Update Balances														Add LDPR Entries

(Frame 2 of 2)

Total LDPR Hours			1000	1000	1000	1000					
Update Balances										Add LDPR Entries	
LDPR Comment:											
Event Code Section											
On Call Duty											
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin			HrsMin	HrsMin	HrsMin		
			8								
On Pager Duty											
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8								
OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?			
Sunday - 06/01								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Monday - 06/02								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Tuesday - 06/03				9				<input type="checkbox"/> YES <input type="checkbox"/> NO			
Wednesday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Thursday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Friday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Saturday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO			
TLR Comment:											
Save as Draft			Submit Week			Update Balances			Cancel		

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

**FLSA Type** is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test

- Supervisor One . Test
- EmployeeOne . Cat Of: 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

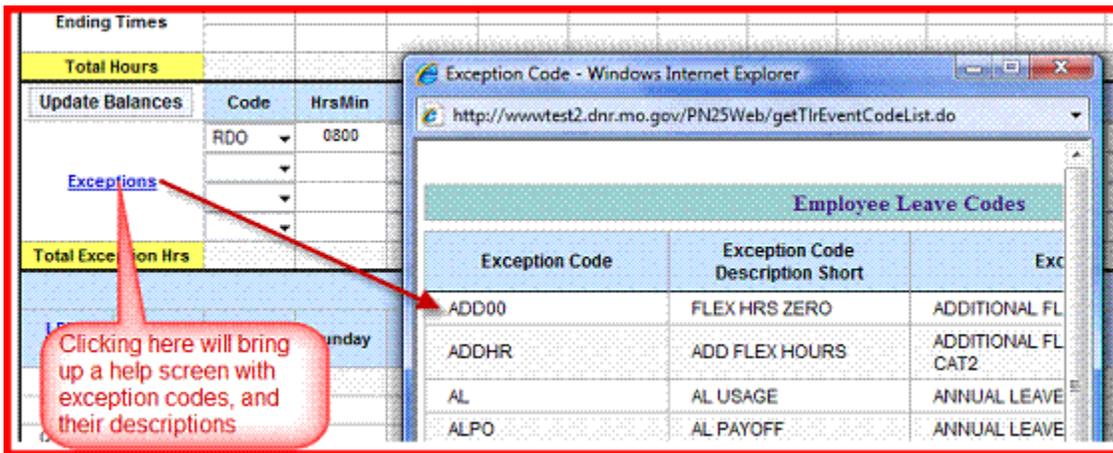
3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. You must record at a minimum, the percentage work schedule hours. E.g. if you are a 80% person, you must record 32 hours each week. This may include Comp, Flex, or sick time in addition to hours worked. Here are two examples for recording hours.

- a. A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.
- b. 8:45 PM is written as 2045.

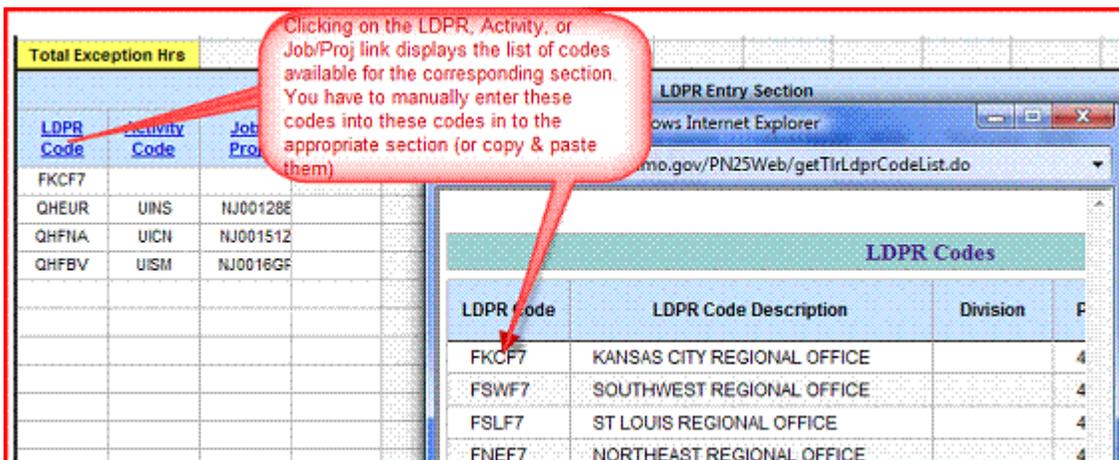
5. Two RDOs must be recorded in a 7 day work period.

6. Enter your Exception codes. Codes are available by clicking on the drop down "Exceptions" bar. *Sample is shown here.*



- An exception code may be selected only once on a given day.
- Both an Exception Code and Exception Time must be entered for every exception entry.
- Exception Time must be entered as HHMM. The time you enter is a length of time -- NOT a time of day. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- No more than 8 hours of Exception time can be taken in a given day.
- Exception time must be entered in 15 minute increments, except when sick leave workers comp is taken.

7. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a group of LDPR entries that you frequently use. You enter the non-default LDPR work time here. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning. A list of all LDPR codes can be displayed by clicking on the "LDPR Code" link in the header, same for the "Activity Code," or "Job Proj" links. As shown here:



8. Event (Pager or On Call) section. This section will only appear if HR has selected the "Event Time" on your profile. If so, here is where you record your length of time in HHMM format. E.g. if you were "On Call" from 8 AM till midnight, you would enter 1600. *The sample screen is shown here*

Total LDPR Hours			1000	1000	1000	1000				
Update Balances										Add LDPR Entries
LDPR Comment:										
Event Code Section										
On Call Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin			HrsMin	HrsMin	HrsMin	
			8							
<div style="border: 2px solid red; border-radius: 15px; padding: 5px; display: inline-block;">       Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.     </div>										
On Pager Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments		OT Authorized?	
Sunday - 06/01									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 06/02									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 06/03			9						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/04									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/05									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 06/06									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 06/07									<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:										
			Save as Draft		Submit Week		Update Balances		Cancel	

9. Enter an **OT Explanation** for each day you worked overtime.

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

**Note:** Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

**Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the “Balance as of Date”.

**Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

**Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, Submitted:Modify/Approved, or Submitted:Modify/Disapproved.

## TLR Correction History

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week's days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

**Chapter 3: Adding Employee Time Record**  
**Section 2.0 Employee Time Records**  
**2.0 4X10 Category Zero**  
**Step-by-Step**

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Ds</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:		Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>								
Submitted By:	FLSA Type: <i>Work Category listed here</i>	Organization:	Program:	Employee ID (SSN):	Week Beginning:									
	Approver: <i>Wilkes, Mari-Jo</i> <b>2</b>	2125	4ADM	****2345	06/01/2008	GO								
Fed Comp: 00:00	State Comp: 08:00	Holiday Comp: 02:15	Flex Time: 00:00	Annual Leave: 150:30	Sick Leave: 31:50	Balance As Of: 02/16/2008								
Corrected: NO	Status: Draft <b>3</b>	TLR Correction History												
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
<b>Update Balances</b>	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0700	1200	0700	1200	0700	1200	0700	1200				
			1300	1800	1300	1800	1300	1800	1300	1800				
<b>Total Hours</b>			<b>4</b>	1000		1000		1000		1000				
<b>Update Balances</b>	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
<b>Exceptions</b>	RDO	1000	<b>5</b>								RDO	1000	RDO	1000
	<b>6</b>													
<b>Total Exception Hrs</b>														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7			0000		1000		1000		1000		0000		0000	
FSWF7	UICN	N000701C												
FNEF7	UISM	N001501C	<b>7</b>											
QHCT	UISN	NJ0012BE												
<b>Total LDPR Hours</b>				1000	1000	1000	1000							
<b>Update Balances</b>													<b>Add LDPR Entries</b>	

(Frame 2 of 2)

Total LDPR Hours			1000	1000	1000	1000				
Update Balances										Add LDPR Entries
LDPR Comment:										
Event Code Section										
On Call Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8							
On Pager Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			OT Explanation (special project code and name, if applicable)	OT Authorized / Not Authorized Comments				OT Authorized?		
Sunday - 06/01								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Monday - 06/02								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Tuesday - 06/03			9					<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Wednesday - 06/04								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday - 06/05								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Friday - 06/06								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Saturday - 06/07								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TLR Comment:										
			Save as Draft	Submit Week	Update Balances	Cancel				

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

**FLSA Type** Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test  
 Supervisor One . Test  
 EmployeeOne . Cat Of: 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples

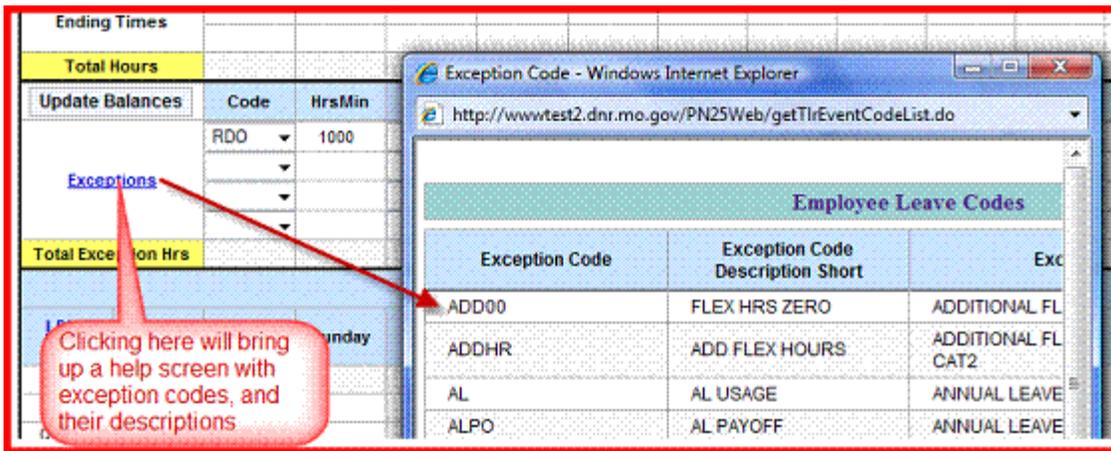
a. A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.

b. 8:45 PM is written as 2045.

5. Three RDOs must be recorded in a 7 day work period.

6. Enter your Exception codes. Codes are available by clicking on the drop down "Exceptions" bar.

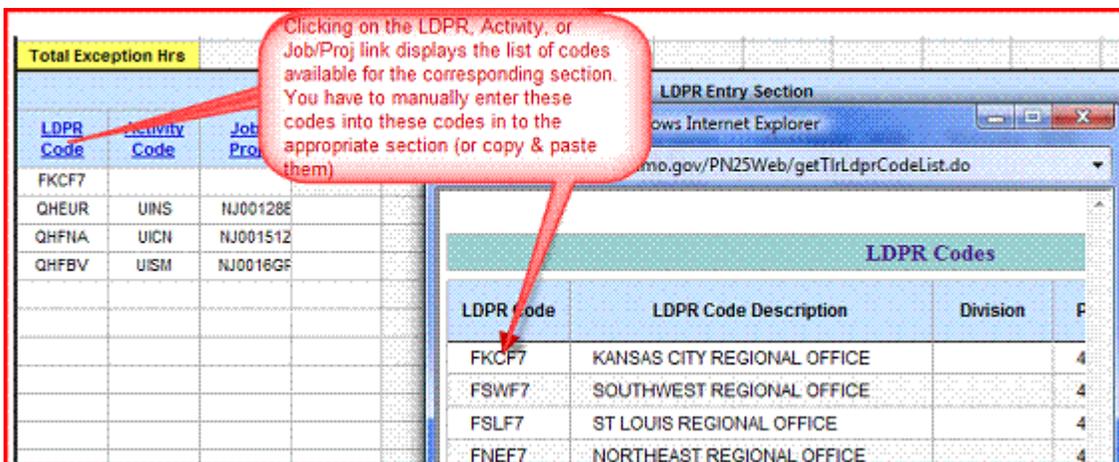
Sample is shown here.



- a. An exception code may be selected only once on a given day.
- b. Both an Exception Code and Exception Time must be entered for every exception entry.
- c. Exception Time must be entered as HHMM. The time you enter is a length of time -- NOT a time of day. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- d. No more than 10 hours of Exception time can be taken in a given day.
- e. Exception time must be entered in 15 minute increments, except when sick leave workers comp is taken.

7. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a group of LDPR entries that you frequently use.

- a. You enter the non-default LDPR work time here.
- b. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- c. A list of all LDPR codes can be displayed by clicking on the "LDPR Code" link in the header, same for the "Activity Code," or "Job Proj" links. *As shown here:*



8. Event (Pager or On Call) section. This section will only appear if HR has selected (checked) the "Event Time" on your profile. If so, here is where you record your length of time in HHMM format. E.g. if you were "On Call" from 8 AM till midnight, you would enter 1600. *The sample screen is shown here*

<b>Total LDPR Hours</b>			1000	1000	1000	1000				
<b>Update Balances</b>										<b>Add LDPR Entries</b>
<b>LDPR Comment:</b>										
<b>Event Code Section</b>										
<b>On Call Duty</b>										
<b>LDPR Code</b>	<b>Activity Code</b>	<b>Job Proj</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	
			8							
<b>On Pager Duty</b>										
<b>LDPR Code</b>	<b>Activity Code</b>	<b>Job Proj</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	
			<b>OT Explanation (special project code and name, if applicable)</b>			<b>OT Authorized / Not Authorized Comments</b>			<b>OT Authorized?</b>	
Sunday - 06/01									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 06/02									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 06/03			9						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/04									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/05									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 06/06									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 06/07									<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>TLR Comment:</b>										
			<b>Save as Draft</b>		<b>Submit Week</b>		<b>Update Balances</b>		<b>Cancel</b>	

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

9. Enter an **OT Explanation** for each day you worked overtime.  
**Note:** an overtime explanation is required for each day of overtime recorded.
10. Single click the **Submit Week** **Submit Week** button to save and submit the Employee Time Record for approval.  
**Note:** Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

**Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the Balance as of Date”.

**Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

**Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, “Submitted:Modify Approved,” or “Submitted:Modify Disapproved.”

## TLR Correction History

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week's days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

**Chapter 3: Adding Employee Time Record**  
**Section 2.0 Employee Time Records**  
**2.1 4X10 Category One**  
**Step-by-Step**

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Ds</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:		Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>								
Submitted By:		FLSA Type: <i>Work Category listed here</i>	Organization: 2125		Program: 4ADM	Employee ID (SSN): ****2345	Week Beginning: 06/01/2008		<input type="button" value="GO"/>					
Approver: Wilkes, Mari-Jo		2		Status: Draft		3		TLR Correction History						
Fed Comp: 00:00		State Comp: 08:00		Holiday Comp: 02:15		Flex Time: 00:00		Annual Leave: 150:30						
Corrected: NO		Sick Leave: 31:50		Balance As Of: 02/16/2008										
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
<input type="button" value="Update Balances"/>	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0700	1200	0700	1200	0700	1200	0700	1200				
			1300	1800	1300	1800	1300	1800	1300	1800				
Total Hours			4	1000		1000		1000		1000				
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
<input type="button" value="Exceptions"/>	RDO	1000	5								RDO	1000	RDO	1000
	6													
Total Exception Hrs														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7			0000	1000	1000	1000	1000	0000	0000					
FSWF7	UICN	N000701C												
FNEF7	UISM	N001501C	7											
QHCT	UISN	NJ0012BE												
Total LDPR Hours				1000	1000	1000	1000							
<input type="button" value="Update Balances"/>									<input type="button" value="Add LDPR Entries"/>					

(Frame 2 of 2)

Total LDPR Hours		1000	1000	1000	1000					
Update Balances									Add LDPR Entries	
LDPR Comment:										
Event Code Section										
On Call Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8							
On Pager Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments		OT Authorized?	
Sunday - 06/01									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 06/02									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 06/03			9						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/04									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/05									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 06/06									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 06/07									<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:										
Save as Draft		Submit Week		Update Balances		Cancel				

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

**FLSA Type** Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test  
 Supervisor One . Test  
 EmployeeOne . Cat Of: 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples

- a. A 8:45 AM start time is entered as 0845. The leading “0” is required. It serves as a reminder you are entering both hours and minutes.
- b. 8:45 PM is written as 2045.

5. Three RDOs must be recorded in a 7 day work period.

6. Enter your Exception codes. Codes are available by clicking on the drop down “Exceptions” bar. *Sample is shown here.*

Clicking here will bring up a help screen with exception codes, and their descriptions

Employee Leave Codes		
Exception Code	Exception Code Description Short	Exc
ADD00	FLEX HRS ZERO	ADDITIONAL FL
ADDHR	ADD FLEX HOURS	ADDITIONAL FL CAT2
AL	AL USAGE	ANNUAL LEAVE
ALPO	AL PAYOFF	ANNUAL LEAVE

- An exception code may be selected only once on a given day.
- Both an Exception Code and Exception Time must be entered for every exception entry.
- Exception Time must be entered as HHMM. The time you enter is a length of time -- NOT a time of day. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- No more than 10 hours of Exception time can be taken in a given day.
- Exception time must be entered in 15 minute increments, except when sick leave workers comp is taken.

7. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a group of LDPR entries that you frequently use. You enter the non-default LDPR work time here. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning. A list of all LDPR codes can be displayed by clicking on the "LDPR Code" link in the header, same for the "Activity Code," or "Job Proj" links. As shown here:

Clicking on the LDPR, Activity, or Job/Proj link displays the list of codes available for the corresponding section. You have to manually enter these codes into these codes in to the appropriate section (or copy & paste them)

LDPR Code	LDPR Code Description	Division	P
FKCF7	KANSAS CITY REGIONAL OFFICE		4
FSWF7	SOUTHWEST REGIONAL OFFICE		4
FSLF7	ST LOUIS REGIONAL OFFICE		4
FNEF7	NORTHEAST REGIONAL OFFICE		4

8. Event (Pager or On Call) section. This section will only appear if HR has selected (checked) the "Event Time" on your profile. If so, here is where you record your length of time in HHMM format. E.g. if you were "On Call" from 8 AM till midnight, you would enter 1600. *The sample screen is shown here*

Total LDPR Hours			1000	1000	1000	1000				
Update Balances								Add LDPR Entries		
LDPR Comment:										
Event Code Section										
On Call Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8							
On Pager Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments		OT Authorized?	
Sunday - 06/01									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Monday - 06/02									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuesday - 06/03			9						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Wednesday - 06/04									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/05									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Friday - 06/06									<input type="checkbox"/> YES <input type="checkbox"/> NO	
Saturday - 06/07									<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:										
			Save as Draft		Submit Week		Update Balances		Cancel	

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

9. Enter an **OT Explanation** for each day you worked overtime.  
**Note:** an overtime explanation is required for each day of overtime recorded.

9. Single click the **Submit Week**  button to save and submit the Employee Time Record for approval.  
**Note:** Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

**Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the Balance as of Date”.

**Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

**Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, “Submitted:Modify Approved,” or “Submitted:Modify Disapproved.”

## TLR Correction History

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week's days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

# Chapter 3: Adding Employee Time Record

## Section 2.0 Employee Time Records

### 2.2 4X10 Category Two

#### Step-by-Step

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Da</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By:	FLSA Type: <i>Work Category listed here</i>	Approver: <i>Wilkes, Mari-Jo</i> <b>2</b>			Organization: 2125	Program: 4ADM	Employee ID (SSN): ****2345	Week Beginning: 06/01/2008		GO				
Fed Comp: 00:00	State Comp: 08:00	Holiday Comp: 02:15	Flex Time: 00:00	Annual Leave: 150:30	Sick Leave: 31:50	Balance As Of: 02/16/2008								
Corrected: NO	Status: Draft <b>3</b>			TLR Correction History										
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0700	1200	0700	1200	0700	1200	0700	1200				
			1300	1800	1300	1800	1300	1800	1300	1800				
Total Hours			<b>4</b>		1000		1000		1000		1000			
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	1000	<b>5</b>								RDO	1000	RDO	1000
	<b>6</b>													
Total Exception Hrs														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7			0000	1000	1000	1000	1000	0000	0000					
FSWF7	UJCN	N0007010												
FNEF7	UISM	N0015010	<b>7</b>											
QHFC7	UISN	NJ00128E												
Total LDPR Hours				1000	1000	1000	1000							
Update Balances									Add LDPR Entries					

(Frame 2 of 2)

Total LDPR Hours			1000	1000	1000	1000				
Update Balances								Add LDPR Entries		
LDPR Comment:										
Event Code Section										
On Call Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin		HrsMin	HrsMin	HrsMin	HrsMin	
			8							
On Pager Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?		
Sunday - 06/01								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Monday - 06/02								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Tuesday - 06/03				9				<input type="checkbox"/> YES <input type="checkbox"/> NO		
Wednesday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Thursday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Friday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Saturday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO		
TLR Comment:										
Save as Draft			Submit Week			Update Balances			Cancel	

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

**FLSA Type** Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test ▼

- Supervisor One . Test
- EmployeeOne . Cat One 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

- Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.
- Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples
  - A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.
  - 8:45 PM is written as 2045.
- Three RDOs must be recorded in a 7 day work period.
- Enter your Exception codes. Codes are available by clicking on the drop down "Exceptions" bar. *Sample is shown here.*



Total LDPR Hours			1000	1000	1000	1000				
Update Balances										Add LDPR Entries
LDPR Comment:										
Event Code Section										
On Call Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin			HrsMin	HrsMin	HrsMin	
			8							
On Pager Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
OT Explanation (special project code and name, if applicable)					OT Authorized / Not Authorized Comments			OT Authorized?		
Sunday - 06/01								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Monday - 06/02								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Tuesday - 06/03								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Wednesday - 06/04								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday - 06/05								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Friday - 06/06								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Saturday - 06/07								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TLR Comment:										
Save as Draft			Submit Week		Update Balances			Cancel		

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

- 9. Enter an **OT Explanation** for each day you worked overtime.  
*Note: an overtime explanation is required for each day of overtime recorded.*
- 10. Single click the **Submit Week**  button to save and submit the Employee Time Record for approval.  
*Note: Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.*

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

**Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the Balance as of Date”.

**Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

## Status

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, “Submitted:Modify Approved,” or “Submitted:Modify Disapproved.”

## TLR Correction History

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week’s days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

Chapter 3: Adding Employee Time Record  
 Section 2.0 Employee Time Records  
 2.3 4X10 Permanent Part Time Exception Paid

Step-by-Step

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dg</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage.  
 your screen will look similar to this: (Frame 1 of 2)

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By:	FLSA Type: <i>Work Category listed here</i>	Approver: <i>Wikes, Mari-Jo</i> <b>2</b>			Organization: 2125	Program: 4ADM	Employee ID (SSN): ****2345	Week Beginning: 06/01/2008			<input type="button" value="GO"/>			
Fed Comp: 00:00	State Comp: 08:00	Holiday Comp: 02:15	Flex Time: 00:00	Annual Leave: 150:30	Sick Leave: 31:50	Balance As Of: 02/16/2008								
Corrected: NO	Status: Draft <b>3</b>			TLR Correction History										
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0700	1200	0700	1200	0700	1200	0700	1200				
Total Hours			1300	1800	1300	1800	1300	1800	1300	1800				
			<b>4</b>											
				1000		1000		1000		1000				
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	1000	<b>5</b>								RDO	1000	RDO	1000
	<b>6</b>													
Total Exception Hrs														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7			0000	1000	1000	1000	1000	0000	0000					
FSWF7	UICN	N000701C												
FNEF7	UISM	N001501C	<b>7</b>											
QHCT	UISN	NJ00128E												
Total LDPR Hours				1000	1000	1000	1000							
Update Balances														Add LDPR Entries

(Frame 2 of 2)

Total LDPR Hours			1000	1000	1000	1000				
Update Balances										Add LDPR Entries
LDPR Comment:										
Event Code Section										
On Call Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin		HrsMin	HrsMin	HrsMin	HrsMin	
			8							
<div style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block; color: red;">             Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.           </div>										
On Pager Duty										
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			8							
OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?		
Sunday - 06/01								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Monday - 06/02								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Tuesday - 06/03				9				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Wednesday - 06/04								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday - 06/05								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Friday - 06/06								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Saturday - 06/07								<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TLR Comment:										
Save as Draft			Submit Week			Update Balances			Cancel	

**FLSA Type** Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test

Supervisor One . Test  
EmployeeOne . Cat Of: 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. You must record at a minimum, the percentage work schedule hours. E.g. if you are a 80% person, you must record 32 hours each week. This may include Comp, Flex, or sick time in addition to hours worked. Here are two examples for recording hours.

- a. A 8:45 AM start time is entered as 0845. The leading “0” is required. It serves as a reminder you are entering both hours and minutes.
- b. 8:45 PM is written as 2045.

5. Three RDOs must be recorded in a 7 day work period.

6. Enter your Exception codes. Codes are available by clicking on the drop down “Exceptions” bar.

Sample is shown here.

Clicking here will bring up a help screen with exception codes, and their descriptions

Exception Code	Exception Code Description Short	Exception Code Description Long
ADD00	FLEX HRS ZERO	ADDITIONAL FLEX HOURS
ADDHR	ADD FLEX HOURS	ADDITIONAL FLEX HOURS CAT2
AL	AL USAGE	ANNUAL LEAVE
ALPO	AL PAYOFF	ANNUAL LEAVE

- An exception code may be selected only once on a given day.
- Both an Exception Code and Exception Time must be entered for every exception entry.
- Exception Time must be entered as HHMM. Refer to Appendix A for a military time conversion chart. The time you enter is a length of time -- **NOT** a time of day. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- No more than 10 hours of Exception time can be taken in a given day.
- Exception time must be entered in 15 minute increments, except when sick leave workers comp is taken.

7. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a group of LDPR entries that you frequently use. You enter the non-default LDPR work time here. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning. A list of all LDPR codes can be displayed by clicking on the "LDPR Code" link in the header, same for the "Activity Code," or "Job Proj" links. As shown here:

Clicking on the LDPR, Activity, or Job/Proj link displays the list of codes available for the corresponding section. You have to manually enter these codes into these codes in to the appropriate section (or copy & paste them)

LDPR Code	LDPR Code Description	Division	F
FKCF7	KANSAS CITY REGIONAL OFFICE		4
FSWF7	SOUTHWEST REGIONAL OFFICE		4
FSLF7	ST LOUIS REGIONAL OFFICE		4
FNEF7	NORTHEAST REGIONAL OFFICE		4

8. Event (Pager or On Call) section. This section will only appear if HR has selected the "Event Time" on your profile. If so, here is where you record your length of time in HHMM format. E.g. if you were "On Call" from 8 AM till midnight, you would enter 1600. *The sample screen is shown here*

<b>Total LDPR Hours</b>			1000	1000	1000	1000				
<b>Update Balances</b>										<b>Add LDPR Entries</b>
<b>LDPR Comment:</b>										
<b>Event Code Section</b>										
<b>On Call Duty</b>										
<b>LDPR Code</b>	<b>Activity Code</b>	<b>Job Proj</b>	<b>HrsMin</b>	<b>HrsMin</b>			<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	
			8							
<b>On Pager Duty</b>										
<b>LDPR Code</b>	<b>Activity Code</b>	<b>Job Proj</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	<b>HrsMin</b>	
			<b>OT Explanation (special project code and name, if applicable)</b>				<b>OT Authorized / Not Authorized Comments</b>		<b>OT Authorized?</b>	
Sunday - 06/01									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 06/02									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 06/03			9						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/04									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/05									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday - 06/06									<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 06/07									<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>TLR Comment:</b>										
			<b>Save as Draft</b>		<b>Submit Week</b>		<b>Update Balances</b>		<b>Cancel</b>	

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

- 9. Enter an **OT Explanation** for each day you worked overtime.  
*Note: an overtime explanation is required for each day of overtime recorded.*
- 10. Single click the **Submit Week**  button to save and submit the Employee Time Record for approval.  
*Note: Submitting an Employee Time Record will notify your supervisor that your time is ready for approval.*

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

**Leave Balances**

Displays the current amount of Employee Comp Time balances that are in SAM II since the “Balance as of Date”.

**Balance as of Date**

Date the Employee Comp Times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

**Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, Submitted:Modify/Approved, or Submitted:Modify/Disapproved.

## TLR Correction History

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week's days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

# Chapter 3: Adding Employee Time Record

## Section 3.0 Employee Time Records

### 3.0 Full Time Hourly

#### Step-by-Step

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMI Cutoff Da</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMI Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By:	FLSA Type: <i>Work Category listed here</i>	Approver: <i>Wilkes, Man-Jo</i> <b>2</b>		Organization: 2125	Program: 4ADM	Employee ID (SSN): ****2345	Week Beginning: 06/01/2008		GO					
Fed Comp: 00:00	State Comp: 08:00	Holiday Comp: 02:15	Flex Time: 00:00	Annual Leave: 150:30	Sick Leave: 31:50	Balance As Of: 02/16/2008								
Corrected: NO	Status: Draft <b>3</b>		TLR Correction History											
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0700	1200	0700	1200	0700	1200						
			1300	1800	1300	1800	1300	1800						
Total Hours			<b>4</b>	1000	1000	1000								
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions			<b>5</b>											
Total Exception Hrs														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7				1000	1000	1000								
FSWF7	UICN	N0007010	<b>6</b>											
FNEF7	UISM	N0015010												
QHCT	UISN	NJ00128E												
Total LDPR Hours				1000	1000	1000	1000							
Update Balances														Add LDPR Entries

(Frame 2 of 2)

Total LDPR Hours			0800	0800	0800	0800	0800	Add LDPR Entries	
LDPR Comment:									
Event Code Section									
On Call Duty			HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
LDPR Code	Activity Code	Job Proj							
			8						
On Pager Duty			HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin
LDPR Code	Activity Code	Job Proj							
			8						
OT Explanation (special project code and name, if applicable)				OT Approval/Disapproval Comments				OT Approved?	
Friday - 06/06								<input type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 06/07								<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sunday - 06/08								<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 06/09								<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 06/10								<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/11								<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/12								<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:									
Modify Week					Cancel				

Event codes are for anyone assigned On Call of Pager duty. It must be selected, in your profile, by HR.

**FLSA Type** Is not an editable field and will default to the current user type as it is listed in your User Profile.

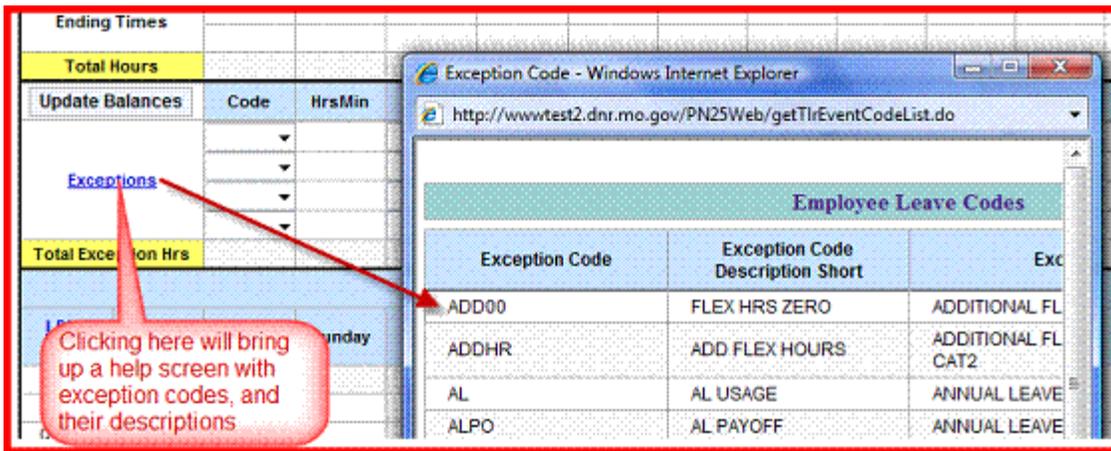
2. Single click to the drop down arrow to select your **Primary Approver**.

Approver: Supervisor One . Test  
 Supervisor One . Test  
 EmployeeOne . Cat One 4X10

**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

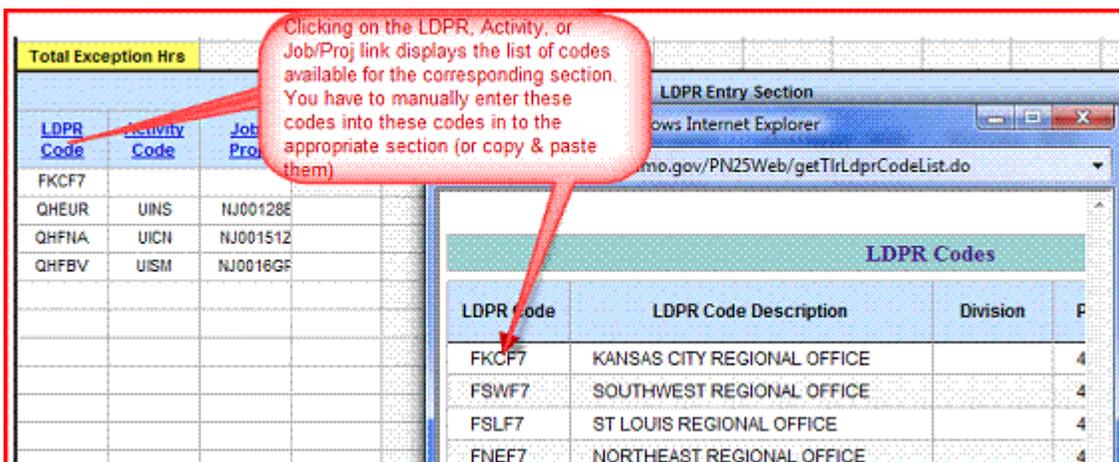
3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.
4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples
  - a. A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.
  - b. 8:45 PM is written as 2045.

5. Enter your Exception codes and their description. Codes are available by clicking on the "Exceptions." Note. you have to manually enter the codes (clicking on the code does not automatically enter it into the Code field). Sample is shown here.



- a. An exception code may be selected only once on a given day.
- b. Both an Exception Code and Exception Time must be entered for every exception entry.
- c. Exception Time must be entered as HHMM. Refer to Appendix A for a military time conversion chart. The time you enter is a length of time -- NOT a time of day. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning.
- d. No more than 8 hours of Exception time can be taken in a given day.
- e. Exception time must be entered in 15 minute increments, except when sick leave workers comp is taken.

6. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a default group of LDPR codes that you frequently use. You enter are non-default LDPR work time here. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning. A list of all LDPR codes can be displayed by clicking on the "LDPR Code," Activity Code," or "Job Proj." As shown here:



7. Event (Pager or On Call) section. This section will only appear if HR has selected the "Event Time" on your profile. If so, here is where you record your length of time in HHMM format. E.g. if you were "On Call" from 8 AM till midnight, you would enter 1600. The sample screen is shown here:

Total LDPR Hours			1000	1000	1000	1000					
Update Balances										Add LDPR Entries	
LDPR Comment:											
Event Code Section											
On Call Duty											
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			7								
On Pager Duty											
LDPR Code	Activity Code	Job Proj	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	HrsMin	
			7								
OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?			
Sunday - 06/01								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Monday - 06/02								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Tuesday - 06/03				8				<input type="checkbox"/> YES <input type="checkbox"/> NO			
Wednesday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Thursday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Friday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO			
Saturday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO			
TLR Comment:											
Save as Draft			Submit Week			Update Balances			Cancel		

Event codes are used by anyone assigned On Call or Pager duty. It must be selected in your profile by HR.

- 8. Enter an **OT Explanation** for each day you worked overtime.
  - 9. Single click the **Submit Week**  button to save and submit the Employee Time Record for approval.
- Note:** Submitting a Employee Time Record will notify your supervisor that your time is ready for approval.

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile. .

**Leave Balances**

Displays the current amount of comp Employee Time balances that are in SAM II, since the “Balance as of Date”.

**Balance as of Date**

Date that the comp Employee Time times were last interfaced with SAMII.

**Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

**Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, Submitted:Modify/Approved, or Submitted:Modify/Disapproved.

**TLR Correction History**

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

## Messages

This area will display messages and alerts that effect the current Employee Time Record.

### Save as Draft

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

### Submit Pay Period

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

### Submit Week

**Submit Week** submits the entire week's days for approval.

### Update Balances

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

### Cancel

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

**Chapter 3: Adding Employee Time Record**  
**Section 4.0 Employee Time Records**  
**4.0 1000 Hour Temporary**

Step-by-Step

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Da</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday C</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

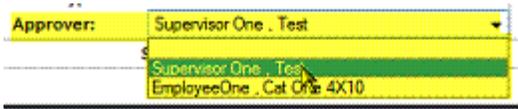
1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>								
Submitted By:	FLSA Type:	Work Category listed here			Organization:	Program:	Employee ID (SSN):	Week Beginning:					
Corrected: NO	Approver:	Supervisor One , Test 2			2125	4ADM	****5678	06/01/2008		GO			
Messages:	Status: Draft	3			TLR Correction History				Total Appointment Hours Worked: 40:00				
Day & Date													
Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times				4	HHMM 0730 1130	HHMM 1130 1600							
Total Hours													
LDPR Entry Section													
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07				
FKCF7													
5													
Total LDPR Hours													
Update Balances										Add LDPR Entries			
LDPR Comment:													
OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?					
Sunday - 06/01								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Monday - 06/02				6				<input type="checkbox"/> YES <input type="checkbox"/> NO					
Tuesday - 06/03								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Wednesday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Thursday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Friday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Saturday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO					
TLR Comment:													
Save as Draft				Submit Week				Update Balances				Cancel	

## FLSA Type

Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.



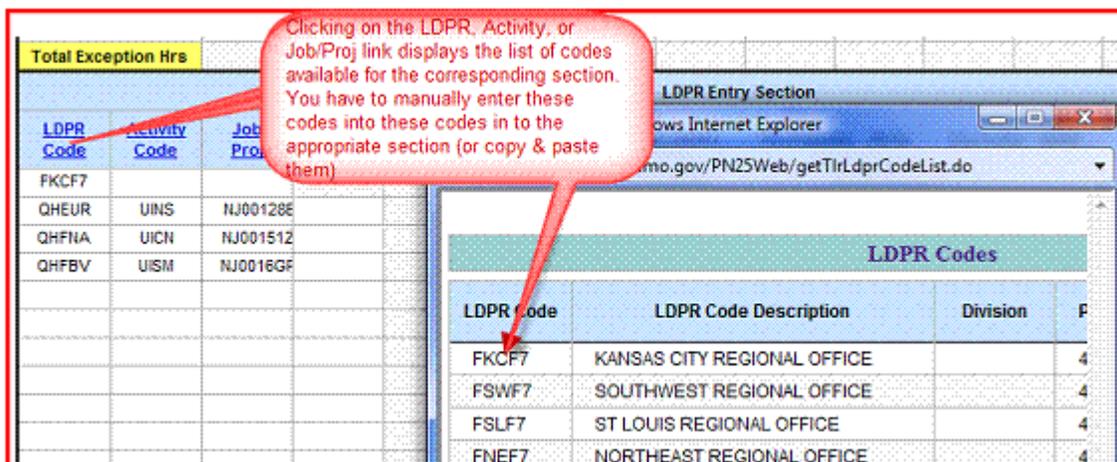
**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples

- A 8:45 AM start time is entered as 0845. The leading "0" is required. It serves as a reminder you are entering both hours and minutes.
- 8:45 PM is written as 2045.

5. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a default group of LDPR codes that you frequently use. You enter are non-default LDPR work time here. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning. A list of all LDPR codes can be displayed by clicking on the "LDPR Code," "Activity Code," or "Job Proj." As shown here:



Clicking on the LDPR, Activity, or Job/Proj link displays the list of codes available for the corresponding section. You have to manually enter these codes into these codes in to the appropriate section (or copy & paste them)

LDPR Code	LDPR Code Description	Division	P
FKCF7	KANSAS CITY REGIONAL OFFICE		4
FSWF7	SOUTHWEST REGIONAL OFFICE		4
FSLF7	ST LOUIS REGIONAL OFFICE		4
FNEF7	NORTHEAST REGIONAL OFFICE		4

6. Enter an **OT Explanation** for each day you worked overtime.

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

**Note:** Submitting a Employee Time Record will notify your supervisor that your time is ready for approval.

## **Additional information regarding the fields displayed.**

### **Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile.

### **Leave Balances**

Displays the current amount of comp Employee Time balances that are in SAM II, since the “Balance as of Date”.

### **Balance as of Date**

Date that the comp Employee Time times were last interfaced with SAMII.

### **Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

### **Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, Submitted:Modify/Approved, or Submitted:Modify/Disapproved.

### **TLR Correction History**

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

### **Messages**

This area will display messages and alerts that effect the current Employee Time Record.

#### **Save as Draft**

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

#### **Submit Pay Period**

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

#### **Submit Week**

**Submit Week** submits the entire week’s days for approval.

#### **Update Balances**

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

#### **Cancel**

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

# Chapter 3: Adding Employee Time Record

## Section 5.0 Employee Time Records

### 5.0 Returning Retiree

#### Step-by-Step

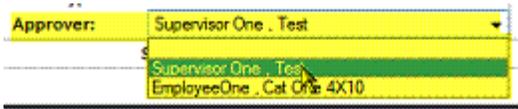
<a href="#">My Time Reporting Home</a>   <a href="#">DNR Home</a>   <a href="#">Time Reporting Help</a>   <a href="#">Logout</a>		
<b>Activity Status</b>	<b>Time Reporting Activities</b>	<b>Viewable Rep</b>
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff De</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday T</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

1. Single click the **Report Employee Time (Add)** link from your homepage.

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By:	FLSA Type: <i>Work Category listed here</i>	Organization: 2125		Program: 4ADM	Employee ID (SSN): ****5678	Week Beginning: 06/01/2008		GO						
Corrected: NO	Status: Draft	3		TLR Correction History				Total Appointment Hours Worked: 40:00						
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			4	HHMM 0730	HHMM 1130									
Total Hours				1130	1600									
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7														
5														
Total LDPR Hours														
Update Balances										Add LDPR Entries				
LDPR Comment:														
OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?						
Sunday - 06/01								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Monday - 06/02				6				<input type="checkbox"/> YES <input type="checkbox"/> NO						
Tuesday - 06/03								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Wednesday - 06/04								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Thursday - 06/05								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Friday - 06/06								<input type="checkbox"/> YES <input type="checkbox"/> NO						
Saturday - 06/07								<input type="checkbox"/> YES <input type="checkbox"/> NO						
TLR Comment:														
Save as Draft				Submit Week				Update Balances				Cancel		

**FLSA Type** Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.



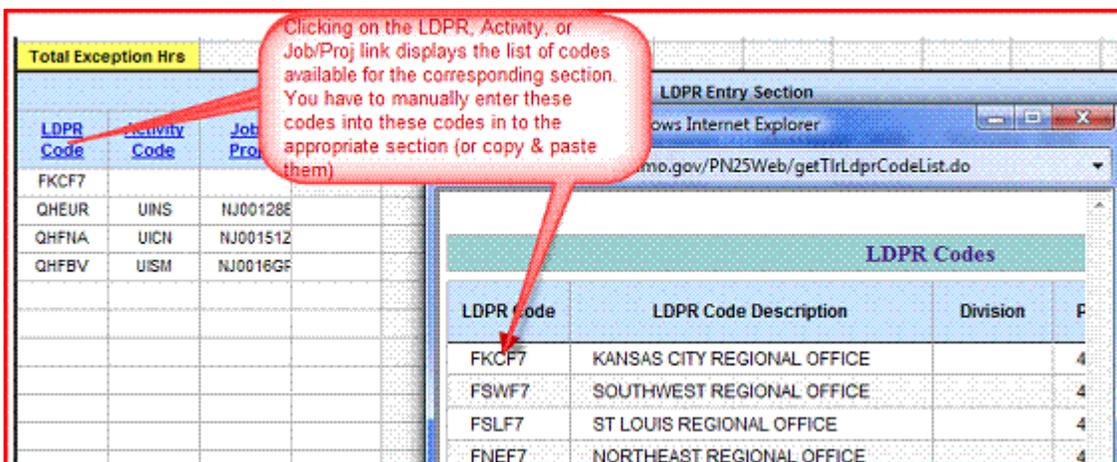
**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples

- a. A 8:45 AM start time is entered as 0845. The leading “0” is required. It serves as a reminder you are entering both hours and minutes.
- b. 8:45 PM is written as 2045.

5. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a default group of LDPR codes that you frequently use. You enter are non-default LDPR work time here. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning. A list of all LDPR codes can be displayed by clicking on the “LDPR Code,” Activity Code,” or “Job Proj.” As shown here:



5. Enter an **OT Explanation** for each day you worked overtime.

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

**Note:** Submitting a Employee Time Record will notify your supervisor that your time is ready for approval.

**Additional information regarding the fields displayed.**

**Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile. .

### **Leave Balances**

Displays the current amount of comp Employee Time balances that are in SAM II, since the “Balance as of Date”.

### **Balance as of Date**

Date that the comp Employee Time times were last interfaced with SAMII.

### **Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

### **Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, Submitted:Modify/Approved, or Submitted:Modify/Disapproved.

### **TLR Correction History**

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

### **Messages**

This area will display messages and alerts that effect the current Employee Time Record.

#### **Save as Draft**

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

#### **Submit Pay Period**

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

#### **Submit Week**

**Submit Week** submits the entire week’s days for approval.

#### **Update Balances**

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

#### **Cancel**

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

# Chapter 3: Adding Employee Time Record

## Section 6.0 Employee Time Records

### 6.0 Temporary Seasonal

#### Step-by-Step

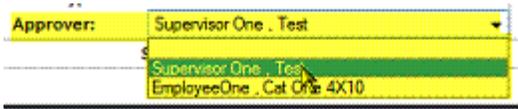
<a href="#">My Time Reporting Home</a>   <a href="#">DNR Home</a>   <a href="#">Time Reporting Help</a>   <a href="#">Logout</a>															
<table border="1"> <thead> <tr> <th>Activity Status</th> <th>Time Reporting Activities</th> <th>Viewable Reports</th> </tr> </thead> <tbody> <tr> <td>0 <a href="#">Draft T&amp;L Records</a></td> <td><a href="#">Report Time &amp; Leave (Add)</a></td> <td><a href="#">SAMII Cutoff Dates</a></td> </tr> <tr> <td>0 <a href="#">Unapproved T&amp;L Records</a></td> <td><a href="#">Modify Most Recent T&amp;L Record</a></td> <td><a href="#">SAMII Holiday Calendar</a></td> </tr> <tr> <td>0 <a href="#">Disapproved T&amp;L Records</a></td> <td><a href="#">Modify Employee Profile</a></td> <td><a href="#">Leave Exception Request</a></td> </tr> <tr> <td><a href="#">Saved T&amp;L Record Summary</a></td> <td><a href="#">Leave Request Record(Add)</a></td> <td><a href="#">LDPR Codes</a></td> </tr> </tbody> </table>	Activity Status	Time Reporting Activities	Viewable Reports	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Calendar</a>	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Request</a>	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
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0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Calendar</a>													
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Request</a>													
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>													

1. Single click the **Report Employee Time (Add)** link from your homepage. *your screen will look similar to this: (Frame 1 of 2)*

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: <i>Your employee name here</i>									
Submitted By:	FLSA Type: <i>Work Category listed here</i>	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****5678	Week Beginning: 06/01/2008 <input type="button" value="GO"/>									
Corrected: NO	Approver: Supervisor One, Test 2	Status: Draft 3	TLR Correction History		Total Appointment Hours Worked: 40:00									
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			4	HHMM 0730	HHMM 1130									
Total Hours														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7														
5														
Total LDPR Hours														
Update Balances										Add LDPR Entries				
LDPR Comment:														
	OT Explanation (special project code and name, if applicable)				OT Authorized / Not Authorized Comments				OT Authorized?					
Sunday - 06/01									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Monday - 06/02	6								<input type="checkbox"/> YES <input type="checkbox"/> NO					
Tuesday - 06/03									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Wednesday - 06/04									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Thursday - 06/05									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Friday - 06/06									<input type="checkbox"/> YES <input type="checkbox"/> NO					
Saturday - 06/07									<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** Is not an editable field and will default to the current user type as it is listed in your User Profile.

2. Single click to the drop down arrow to select your **Primary Approver**.



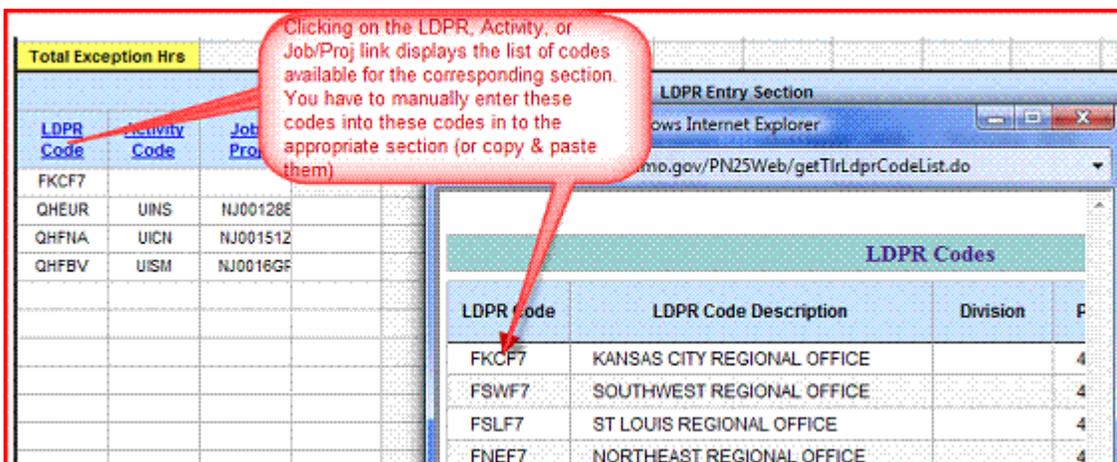
**Note:** The Approver name that you select on the first Employee Time Record you submit will become the default supervisor for all future records submitted.

3. Status of this ETR. The status will match one of the Activity Status Groups and is automatically changed when you Enter, Submit, or Modify your ETR.

4. Enter you start and stop times for each day you work. The format is (HHMM) where HH is hours (military time) and MM is the minute. Here are two examples

- a. A 8:45 AM start time is entered as 0845. The leading “0” is required. It serves as a reminder you are entering both hours and minutes.
- b. 8:45 PM is written as 2045.

5. Enter special projects or work not assigned to your default LDPR. You can, on your profile, create a default group of LDPR codes that you frequently use. You enter are non-default LDPR work time here. The time you enter is NOT a time of day, but rather a length of time. For example, 0745 represents seven hours and 45 minutes, not 07:45 in the morning. A list of all LDPR codes can be displayed by clicking on the “LDPR Code,” “Activity Code,” or “Job Proj.” As shown here:



6. Enter an **OT Explanation** for each day you worked overtime.

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

**Note:** Submitting a Employee Time Record will notify your supervisor that your time is ready for approval.

## **Additional information regarding the fields displayed.**

### **Week Beginning**

Is not an editable field and will default to day of the work week selected as “Week Begin Day” on the employee profile. .

### **Leave Balances**

Displays the current amount of comp Employee Time balances that are in SAM II, since the “Balance as of Date”.

### **Balance as of Date**

Date that the comp Employee Time times were last interfaced with SAMII.

### **Corrected Indicator**

Yes or No indicates if this current Employee Time Record has been changed (corrected) after supervisor approval.

### **Status**

Displays the current status of this Employee Time Record. Status indicators are Draft, Submitted, Approved, Disapproved, Locked, Submitted:Modify/Approved, or Submitted:Modify/Disapproved.

### **TLR Correction History**

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

### **Messages**

This area will display messages and alerts that effect the current Employee Time Record.

#### **Save as Draft**

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

#### **Submit Pay Period**

**Submit Pay Period** submits days for the current pay period for approval and saves future days in a Draft Employee Time Record (days in partial week before the 15<sup>th</sup> or the end of the month). Refer to section 7 for more details on pay periods.

#### **Submit Week**

**Submit Week** submits the entire week’s days for approval.

#### **Update Balances**

**Update Balances** calculates all hours entered on the Employee Time record, as well as Flex time and Holiday comp time balances for the week.

#### **Cancel**

**Cancel** all unsaved data entry on the current Employee Time Record is discarded and returns to the homepage.

**Chapter 3: Adding Employee Time Record**  
**Section 7.0 Employee Time Records**  
**7.0 Save Employee Time Record as a Draft**

Step-by-Step

1. Single click the **Report Employee Time (Add)** link from your homepage.  
*your screen will look similar to this:*

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

Activity Status	Time Reporting Activities	Viewable Rep
0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff De</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday T</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exceptio</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>

2. Enter **Start and End** shift times for each day worked so far in the current week or pay period.

Approved By: Missouri Department of Natural Resources  
**TIME & LEAVE RECORD**  
 Employee Name: Your User ID

Submitted By: FLSA Type: Your FLSA type  
 Approver: The name of Approver

Organization: 2125 Program: 4ADM Employee ID (SSN): \*\*\*\*3456 Week Beginning: 06/01/2008 GC

Fed Comp: 166:40 State Comp: 15:00 Holiday Comp: 60:00 Flex Time: 00:00 Annual Leave: 167:00 Sick Leave: 23:00 Balance As Of: 02/16/2008

Corrected: NO Status: Draft 1 TLR Correction History

Messages:

Day & Date	Sunday - 06/01	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07
Update Balances	Start	End	Start	End	Start	End	Start
Shift Beginning & Ending Times		0800 1600	0800 1200 1300 1700 2				
Total Hours		0800	0800				
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code
Exceptions	RDO	0800					RDO
Total Exception Hrs		0800					0800

LDPR Entry Section

LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07
FKCF7			0800	0400	0600	0000	0000	0000	0800
QHEUR	UINS	NJ00128E		0400					
QHFNA	UICN	NJ00151Z			0200				
EBV	UADM	NJ00							

Saturday - 06/07  YES  NO

TLR Comment:

3

**Save as Draft** Submit Week Update Balances Cancel

**Note:** Refer to the step by step procedures listed in the Adding a Employee Time Record section for all field requirements, by employee type.

3. Single click the **Save as Draft**  button to save the incomplete T&L record that is not ready to be submitted.

**Chapter 3: Adding Employee Time Record**  
**Section 8.0 Employee Time Records**  
**Modify Most Recent Employee Time Records**

Step-by-Step

1. Single click the **Modify Most Recent T&L Record** link from your homepage.
- 2.

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	0 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

your screen will look similar to this:

Notice all of the editable fields are currently “grayed out” or locked.

Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status: Draft	TLR Correction History												
Messages:														
Day & Date	Friday - 06/20		Saturday - 06/21		Sunday - 06/22		Monday - 06/23		Tuesday - 06/24		Wednesday - 06/25		Thursday - 06/26	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours														
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800											RDO	0800

2. Single click the **Modify Week** button at the bottom of the T&L record.

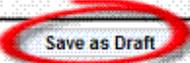
Tuesday - 06/24		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/25		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/26		<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:			
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>			

your screen will look similar to this:

Notice all of the editable fields are now open or unlocked, allowing you to modify your time.

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Your User ID									
Submitted By:	FLSA Type: Your FLSA type	Organization: 2125		Program: 4ADM	Employee ID (SSN): ****3456	Week Beginning: 06/01/2008		GO						
	Approver: The name of Approver	Holiday Comp: 150:00		Flex Time: 00:00	Annual Leave: 167:00	Sick Leave: 23:00	Balance As Of: 02/16/2008							
Fed Comp: 166:40	State Comp: 15:00													
Corrected: NO	Status: Draft		TLR Correction History											
Messages:														
Day & Date	Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1600	0800	1200								
					1300	1700								
Total Hours			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
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07					
FKCF7			0800	0400		0600		0000		0000		0000		0800
QHEUR	UINS	NJ00128E		0400										
QHFNA	UICN	NJ00151Z				0200								
EBV	UICM	NJ00												

3. **Modify** each field as needed.
4. Single click the **Save as Draft**  button to save and close the Employee Time Record in Draft status.

TLR Comment:				
				

- OR**
5. Complete **all shift times** for the week.
6. Single click the **Submit Week**  button to send the Employee Time Record to your supervisor for approval.
- Note. Submitting a Employee Time Record will notify your supervisor that your time is ready for approval.*

All Employee Time Records must be submitted and approved in chronological order.

**Chapter 4: Working with LDPR's**  
**Section 1.0 Employee Time Records**  
**1.0 Pre-set Commonly Used LDPR's in you worksheet**

Step-by-Step

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

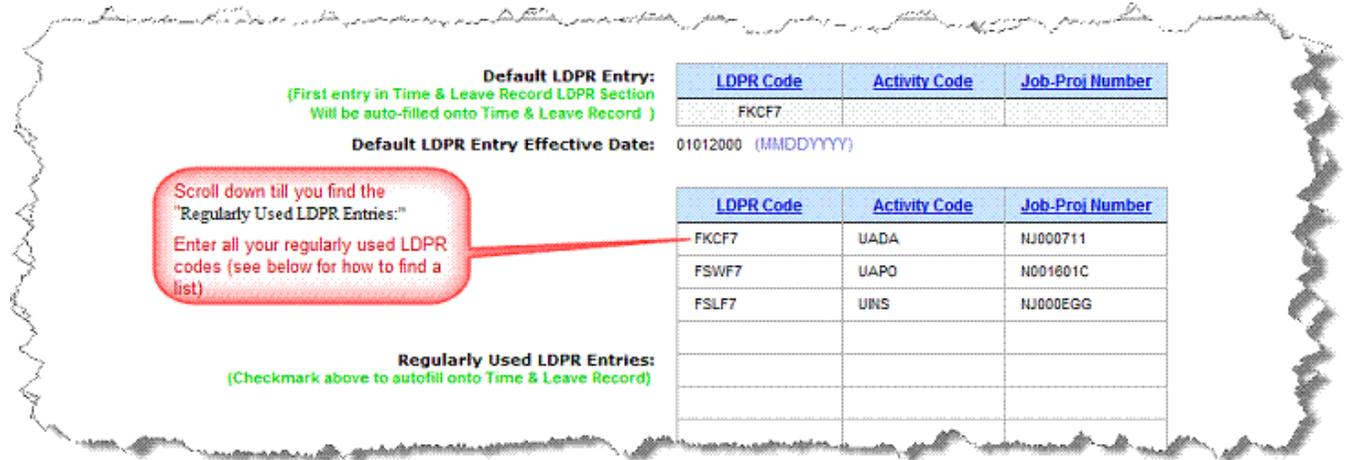


Your screen will look like this:



Add profile and checkbox and show relationship with time sheet

2. Scroll down your Profile page till you find the Regularly used LDPR section



3. You can find a list of LDPR codes by clicking on the LDPR Code link the column header. See screen below.

Default LDPR Entry: (First entry in Time & Leave Record LDPR Section Will be auto-filled onto Time & Leave Record )

Default LDPR Entry Effective Date: 01012000 (MMDDYYYY)

Clicking on the **LDPR Code** located on top of the column will open a list of available LDPR Codes. The list will be in a separate window. This is a reference list. You must manually copy the codes you wish to use.

Regularly Used LDPR Entries: (Checkmark above to autofill onto Time & Leave Record)

LDPR Code	LDPR Code Description	Division	F
FKCF7	KANSAS CITY REGIONAL OFFICE		4
FSWF7	SOUTHWEST REGIONAL OFFICE		4
FSLF7	ST LOUIS REGIONAL OFFICE		4
FNEF7	NORTHEAST REGIONAL OFFICE		4
FSEF7	SOUTHEAST REGIONAL OFFICE		4
QHFC7	HWP-FEDERAL FACILITIES SECT	4153	
QHESW	HWP-COMPLIANCE&ENFORCEMENT SEC	4152	
QHEUR	HWP-COMPLIANCE&ENFORCEMENT SEC	4152	

The LDPR table is for reference purposes. Clicking on the code in the table will not create an LDPR entry. You have to manually enter the code (or copy and paste it) to the table.

4. Use the same process for finding and entering Activity Codes and Job/Project Numbers. See sample screen below

You will get a list of activity codes by clicking on the **Activity Code** tab at the top of the table. A new screen will appear with a list of available Activity Codes.

Activity Code	Description
UADA	DEPT & DIVISION ADMINISTRATION
UAPO	PROGRAM OPERATIONS
UINS	INSPECTIONS
UIGO	INSPECT-WP GENERAL OTHER
UILD	INSPECT-WP LAND DISTURBANCE
UISC	INSPECT-WP SITE SPEC CAFO

LDPR Code	Activity Code	Job-Proj Number
FKCF7	UADA	NJ000711
FSWF7	UAPO	N001601C
FSLF7	UINS	NJ000EGG

**Chapter 4: Working with LDPR's**  
**Section 2.0 Employee Time Records**  
**2.0 Adding a LDPR to you worksheet**

Step-by-Step

1. Open the T&L Record to which you will add an LDPR. In this example we start from your Dashboard and click on the **Report Time & Leave (Add)**. Option.  
 See screen below.



2. Go to the LDPR frame of your Time Sheet. *It will look as follows:*  
 3.

Approved By:		Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne								
Submitted By:		FLSA Type: 5X8 Category Zero	Organization: 2125		Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 10/03/2008							
Approvers: Supervisor One , Test		State Comp: 13:00	Holiday Comp: 14:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/18/2008							
Corrected: NO		Status: Draft		TLR Correction History										
Messages:														
Day & Date	Friday - 10/03		Saturday - 10/04		Sunday - 10/05		Monday - 10/06		Tuesday - 10/07		Wednesday - 10/08		Thursday - 10/09	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
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														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Friday	Saturday - 10/04	Sunday - 10/05	Monday - 10/06	Tuesday - 10/07	Wednesday - 10/08	Thursday - 10/09					
FKCF7														
FKCF7	UADA	U1000711												

3. Enter additional LDPR codes in the first blank row of the LDPR Entry section

LDPR Entry Section										
LDPR Code	Activity Code	Job Proj	Friday	Saturday - 10/04	Sunday - 10/05	Monday - 10/06	Tuesday - 10/07	Wednesday - 10/08	Thursday - 10/09	
FKCF7			0800		0800		0800		0800	0800
FKCF7	UADA	NJ000711								
FSWF7	UAPO	N001601C								
FSLF7	UINS	NJ000EGG								

Add your LDPR Code, Activity Code and Job/Project code to a blank line as shown here.

4. You can find a list of LDPR codes by clicking on the underlined LDPR Code tab at the top of the column. See screen below.

Default LDPR Entry: (First entry in Time & Leave Record LDPR Section Will be auto-filled onto Time & Leave Record )

Default LDPR Entry Effective Date: 01/01/00 (MMDDYYYY)

Clicking on the LDPR Code located on top of the column will open a list of available LDPR Codes. The list will be in a separate window. This is a reference list. You must manually copy the codes you wish to use.

Regularly Used LDPR Entries: (Checkmark above to autofill onto Time & Leave Record)

LDPR Code	LDPR Code Description	Division	F
FKCF7	KANSAS CITY REGIONAL OFFICE		4
FSWF7	SOUTHWEST REGIONAL OFFICE		4
FSLF7	ST LOUIS REGIONAL OFFICE		4
FNEF7	NORTHEAST REGIONAL OFFICE		4
FSEF7	SOUTHEAST REGIONAL OFFICE		4
QHFCT	HWP-FEDERAL FACILITIES SECT	4153	
QHESW	HWP-COMPLIANCE&ENFORCEMENT SEC	4152	
QHEUR	HWP-COMPLIANCE&ENFORCEMENT SEC	4152	

The LDPR table is for reference purposes. Clicking on the code in the table will not create an LDPR entry. You have to manually enter the code (or copy and paste it) to the table.

5. Use the same process for finding and entering Activity Codes and Job/Project Numbers. See sample screen below

TLR Activity Codes - Windows Internet Explorer

http://wwwtest2.dnr.mo.gov/PN25Web/getTlrActivityCodeList.do

Activity Code	Description
UADA	DEPT & DIVISION ADMINISTRATION
UAPO	PROGRAM OPERATIONS
UINS	INSPECTIONS
UIGO	INSPECT-WP GENERAL OTHER
UILD	INSPECT-WP LAND DISTURBANCE
UISC	INSPECT-WP SITE SPEC CAFO

You will get a list of activity codes by clicking on the Activity Code tab at the top of the table. A new screen will appear with a list of available Activity Codes.

LDPR Code	Activity Code	Job-Proj Number
FKCF7	UADA	NJ000711
FSWF7	UAPO	N001601C
FSLF7	UINS	NJ000EGG

6. When finished return to your dashboard by clicking on **Save as Draft** and return to your Dashboard. *Sample screen section below:*

Thursday - 10/09

YES NO

TLR Comment:

Save as Draft Submit Week Update Balances Cancel



**Chapter 4: Working with LDPR's**  
**Section 3.0 Employee Time Records**  
**3.0 Assigning Time to a LDPR**

Step-by-Step

1. Open the T&L Records to which you will assign time to an LDPR. In this example we start from your Dashboard and click on the **Report Time & Leave (Add)**. Option. See screen below.



2. Go to the LDPR frame of your Time Sheet. It will look as follows:

Approved By:		Missouri Department of Natural Resources TIME & LEAVE RECORD					Employee Name: Cat Zero 5X8 EmployeeOne								
Submitted By:		FLSA Type: 5X8 Category Zero		Organization: 2125		Program: 4ADM		Employee ID (SSN): ****8912		Week Beginning: 10/03/2008					
Approver: Supervisor One . Test		Fed Comp: 60:00		State Comp: 13:00		Holiday Comp: 14:40		Flex Time: 00:00		Annual Leave: 100:00		Sick Leave: 22:10		Balance As Of: 02/16/2008	
Corrected: NO		Status: Draft					TLR Correction History								
Messages:															
Day & Date	Friday - 10/03		Saturday - 10/04		Sunday - 10/05		Monday - 10/06		Tuesday - 10/07		Wednesday - 10/08		Thursday - 10/09		
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200			
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700			
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															
LDPR Entry Section															
LDPR Code	Activity Code	Job Proj	Friday	Saturday - 10/04	Sunday - 10/05	Monday - 10/06	Tuesday - 10/07	Wednesday - 10/08	Thursday - 10/09						
FKCF7															
FKCF7	UADA	U100711													

3. Enter the time for each day you work on each LDPR. The default LDPR will automatically be assigned all time not allocated to other LDPR's. The time entry will only accept an HHMM format. So to assign a half hour (30 minutes) the entry will be 0030. To assign four hours and fifteen minutes the entry will be 0415. Note this is not a time of day, so 1300 does not represent 1:00 PM, rather it represents 13 hours work. Enter the units in 15 minute increments.

Total Exception Hr		LDPR Entry Section									
LDPR Code	Activity Code	Job Proj	Friday	Saturday - 10/04	Sunday - 10/05	Monday - 10/06	Tuesday - 10/07	Wednesday - 10/08	Thursday - 10/09		
FKCF7			0800	0100	0315	0800	0800	0800	0800		
FKCF7	UADA	NJ000711		0600	0030						
FSWF7	UAPO	N0018010			0415						
FSLF7	UINS	NJ000EGC		0100							

All unassigned hours are assigned of the default LDPR

Enter the hours worked on each LDPR (except the default LDPR). The format is HHMM. So thirty minutes (a half hour) is entered as 0030. Four hours and fifteen minutes is listed as 0415.

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne									
Submitted By:	FLSA Type: 5X8 Category Zero	Organization: 2125		Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 10/03/2008								
	Approver: Supervisor One, Test													
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 14:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status: Draft		TLR Correction History											
Messages:														
Day & Date	Friday - 10/03		Saturday - 10/04		Sunday - 10/05		Monday - 10/06		Tuesday - 10/07		Wednesday - 10/08		Thursday - 10/09	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours														
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions	RDO	0800											RDO	0800
Total Except														
LDPR Entry Section														
LDPR Code	Activity Code	Job Proj	Friday	Saturday - 10/04	Sunday - 10/05	Monday - 10/06	Tuesday - 10/07	Wednesday - 10/08	Thursday - 10/09					
FKCF7														
FKCF7	UADA	NJ000711												
FSWF7	UAPO	N0018010												
FSLF7	UINS													

To assign time to LDPR, select the LDPR from the list of most used LDPR's or add new ones as needed (previous section). Then add the time to the corresponding days.

4. When finished return to your dashboard by clicking on **Submit Week** and return to your Dashboard. *Sample screen section below:*

Thursday - 10/09	YES	NO
TLR Comment:		
Save as Draft	Submit Week	Update Balances
	Cancel	

# Chapter 5: Working with Draft Employee Time Records

## Section 1.0 Employee Time Records

### Viewing Draft Employee Time Records

#### Viewing DRAFT Employee Time Records

Step-by-Step

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

Activity Status	Time Reporting Activities	Viewable Reports
2 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMIII Cutoff Dates</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMIII Holiday Dates</a>
0 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
		<a href="#">Activity Codes</a>
		<a href="#">Job Project Codes</a>

your screen will look similar to this:

Draft Time and Leave Records	
Week Begin Date	Time Record Status
<a href="#">05/03/2007</a>	Draft
<a href="#">05/10/2007</a>	Draft
<a href="#">05/17/2007</a>	Draft

2. Single click the **Week Begin Date** of the Employee Time Record that you want to view.

your screen will look similar to this:

Notice all of the editable fields are currently “grayed out” or locked.

Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status: <b>Draft</b>	TLR Correction History												
Messages:														
Day & Date	Friday - 06/20		Saturday - 06/21		Sunday - 06/22		Monday - 06/23		Tuesday - 06/24		Wednesday - 06/25		Thursday - 06/26	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours														
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800											RDO	0800

3. Single click the **Cancel** button to return to your homepage when you are finished viewing the Employee Time Record.

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"/>



	OT Explanation (special project code and name, if applicable)	OT Authorized / Not Authorized Comments	OT Authorized?
Sunday - 06/01			<input type="checkbox"/> YES <input type="checkbox"/> NO
Monday - 06/02			<input type="checkbox"/> YES <input type="checkbox"/> NO
Tuesday - 06/03			<input type="checkbox"/> YES <input type="checkbox"/> NO
Wednesday - 06/04			<input type="checkbox"/> YES <input type="checkbox"/> NO
Thursday - 06/05			<input type="checkbox"/> YES <input type="checkbox"/> NO
Friday - 06/06			<input type="checkbox"/> YES <input type="checkbox"/> NO
Saturday - 06/07			<input type="checkbox"/> YES <input type="checkbox"/> NO
TLR Comment:			

3. Single click the **Modify Week**  button at the bottom of the T&L record.

*your screen will look similar to this:*

**Notice all of the editable fields are now open or unlocked, allowing you to modify your time.**

Missouri Department of Natural Resources TIME & LEAVE RECORD				Employee Name: Test Supervisor One			
Submitted By:	FLSA Type: SX8 Category Zero Approver: Supervisor One, Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****6789	Week Beginning: 06/01/2008		
Fed Comp: 00:00	State Comp: 15:00	Holiday Comp: 160:00	Flex Time: 00:00	Annual Leave: 167:00	Sick Leave: 23:00	Balance As Of: 02/16/2008	
Corrected: NO	Status: <b>Draft</b>	TLR Correction History					
Messages:							
Day & Date	Sunday - 06/01	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05	Friday - 06/06	Saturday - 06/07
Update Balances	Start	End	Start	End	Start	End	Start
Shift Beginning & Ending Times		0800	1600	0800	1600	0800	1600
Total Hours							
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code
Exceptions	RDO	0800					RDO
Total Exception Hrs							
LDPR Entry Section							
LDPR Code	Activity Code	Job Proj	Sunday	Monday - 06/02	Tuesday - 06/03	Wednesday - 06/04	Thursday - 06/05
XCE							Friday - 06/06

4. Enter additional shift start and end times or **Modify** existing entries, for each day as needed.

5. Single click the **Submit Week**  button to send the Employee Time Record to your supervisor for approval.

OR

6. Single click the **Submit Pay Period** [Submit Pay Period](#) to submit the days for the current pay period for approval and save the future days (days in partial week before the 15<sup>th</sup> or the end of the month) on this record as a Draft record.

You will see message to submit the pay period when you are in a partial week. i.e.

Approved By:	Missouri State Highway Patrol <b>TIME &amp; LEAVE RECORD</b>			Employee Name: ExemptEmployeeOne		
Submitted By:	FLSA Type: Exempt Member	Troop: F	Zone: 01	Employee ID (SSN): ****7899	Week Beginning: 08/12/2007	
Supervisor: Test, Supervisor One						
Fed Comp: 00:00	State Comp: 15:00	Holiday Comp: 08:00	Annual Leave: 23:00	Sick Leave: 24:00	Balance As Of: 02/16/2007	
Corrected: NO	Status: Draft	TLR Correction History:			Mltpl Appointments: None	
Messages:	Please submit pay period by clicking the button "Submit Pay Period" button by 08/15/2007					

Submitting a Employee Time Record will notify your supervisor that your time is ready for approval. Refer to section 7 for more details on pay periods.

# Chapter 6: Working with Submitted Employee Time Records

## Section 1.0 Viewing Submitted Employee Time Records

### 1.0 Viewing Submitted Records

Step-by-Step

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

Activity Status	Time Reporting Activities	Viewable Reports
2 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMIII Cutoff Dates</a>
0 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMIII Holiday Dates</a>
2 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
		<a href="#">Activity Codes</a>
		<a href="#">Job Project Codes</a>

your screen will look similar to this:

Time and Leave Records awaiting supervisor approval	
Week Begin Date	Time Record Status
<a href="#">05/27/2007</a>	Submitted

2. Single click the **Week Begin Date** of the *Submitted* Employee Time Record that you want to view.

your screen will look similar to this:

Approved By: Supervisor One , Test	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cst Zero 5X8 EmployeeOne										
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/06/2008									
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008									
Corrected: NO	Status: <b>Submitted</b>		TLR Correction History												
Messages:															
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09		Tuesday - 06/10		Wednesday - 06/11		Thursday - 06/12		
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Shift Beginning & Ending			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200			
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700			
Wednesday - 06/11												<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Thursday - 06/12												<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 **Cancel**  button to return to your homepage when you are finished viewing the Employee Time Record.

**Chapter 6: Working with Submitted Employee Time Records**  
**Section 2.0 Modifying a Submitted Employee Time Records**  
**2.0 Modifying Submitted Records**

Step-by-Step

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



your 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 *Submitted* Employee Time Record that you want to view.  
 your screen will look similar to this:

**Notice all of the editable fields are currently “grayed out” or locked.**

Approved By: Supervisor One , Test	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>		Employee Name: Cat Zero 5X8 EmployeeOne											
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver: Supervisor One , Test	5X8 Category Zero	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/06/2008								
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status: Submitted	TLR Correction History												
Messages:														
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09		Tuesday - 06/10		Wednesday - 06/11		Thursday - 06/12	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & End			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Wednesday - 06/11												<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday - 06/12												<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 of the T&L record.

your screen will look similar to this:

**Notice all of the editable fields are now open or unlocked, allowing you to modify your time.**

Approved By:		Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Test Supervisor One													
Submitted By:		FLSA Type: SX8 Category Zero		Organization: 2125		Program: 4ADM		Employee ID (SSN): ****6789		Week Beginning: 06/01/2008									
Approvers:		Supervisor One, Test		Annual Leave: 167:00		Sick Leave: 23:00		Balance As Of: 02/16/2008											
Fed Comp: 00:00		State Comp: 15:00		Holiday Comp: 160:00		Flex Time: 00:00													
Corrected: NO		Status: Draft		TLR Correction History															
Messages:																			
Day & Date		Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07					
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									
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																			
LDPR Entry Section																			
LDPR Code		Activity Code		Job Proj		Sunday		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05		Friday - 06/06		Saturday - 06/07	
Tue - 06/10																		YES	
Wednesday - 06/11																		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Thursday - 06/12																		<input type="checkbox"/> YES <input type="checkbox"/> NO	
TLR Comment:																			
Submit Week				Update Balances				Cancel											

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

5. Single click the **Submit Week**  button to send the Employee Time Record to your supervisor for approval.

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

**Chapter 6: Working with Submitted Employee Time Records**  
**Section 3.0 Viewing Disapproved Employee Time Records**  
**3.0 Viewing Disapproved Time Records**

Step-by-Step

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

Time and Leave Record has already been saved! Please use the links below to modify a Saved Time and Leave Record

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
6	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
1	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
1	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

your screen will look similar to this:

Disapproved Time and Leave Records	
Week Begin Date	Time Record Status
05/30/2008	Not Approved

2. Single click the **Week Begin Date** of the *Not Approved* Employee Time Record that you want to view.

your screen will look similar to this:

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources</b> <b>TIME &amp; LEAVE RECORD</b>			Employee Name: Cat Zero 5X8 EmployeeOne										
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 05/30/2008								
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status:	Not Approved	TLR Correction History											
Messages:	Modify Current Pay Period													
Day & Date	Friday - 05/30		Saturday - 05/31		Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1200	0800	1200	0800	1200	0800	1200	0800	1600
					1300	1700	1300	1700	1300	1700	1300	1700		
Monday - 06/09	You worked two more hours here										YES	NO		
Tuesday - 06/10	OR										<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Wednesday - 06/11											<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Thursday - 06/12											<input type="checkbox"/> YES	<input type="checkbox"/> NO		
TLR Comment:	Check your schedule again													
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>														

3. Review the **Comments** from your Supervisor informing you as to why your Employee Time Record was Disapproved.

4. Single click the Cancel  button to return to your homepage when you are finished viewing the Employee Time Record.

**Chapter 6: Working with Submitted Employee Time Records**  
**Section 4.0 Modifying Disapproved Employee Time Records**  
**4.0 Modifying Disapproved Records**

Step-by-Step

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

Time and Leave Record has already been saved! Please use the links below to modify a Saved Time and Leave Record

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
6	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
1	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
1	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

your screen will look similar to this:

Disapproved Time and Leave Records	
Week Begin Date	Time Record Status
05/30/2008	Not Approved

3. Single click the **Week Begin Date** of the *Not Approved* Employee Time Record that you want to view.

your screen will look similar to this:

Notice all of the editable fields are currently “grayed out” or locked.

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources</b> <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 05/30/2008								
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 16:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status:	Not Approved	TLR Correction History											
Messages:														
Modify Current Pay Period														
Day & Date	Friday - 05/30		Saturday - 05/31		Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1200	0800	1200	0800	1200	0800	1200	0800	1600
					1300	1700	1300	1700	1300	1700	1300	1700		
Monday - 06/09					You worked two more hours here				YES	NO				
Tuesday - 06/10					OR				YES	NO				
Wednesday - 06/11									YES	NO				
Thursday - 06/12									YES	NO				
TLR Comment:	Check your schedule again													
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>														

4. Review the **Comments** from your Supervisor informing you as to why your Employee Time Record was Disapproved.

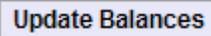
5. Single click the **Modify Week**  button at the bottom of the T&L record.

Your screen will look similar to this:

Notice all of the editable fields are now open or unlocked, allowing you to modify your time.

Approved By: Supervisor One , Test		Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne										
Submitted By: EmployeeOne , Cat Zero 5X8		FLSA Type: 5X8 Category Zero Approver: Supervisor One , Test		Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/06/2008									
Fed Comp: 60:00		State Comp: 13:00		Holiday Comp: 06:40		Flex Time: 00:00		Annual Leave: 100:00		Sick Leave: 22:10		Balance As Of: 02/16/2008				
Corrected: NO		Status: <b>Not Approved</b>				TLR Correction History										
Messages:																
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09		Tuesday - 06/10		Wednesday - 06/11		Thursday - 06/12			
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End		
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200				
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700				
Total Hours			0800		0800		0800		0800		0800					
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin		
	RDO	0800											RDO	0800		
Exception 1:																
Monday - 06/09							You worked two more hours here						YES	NO		
Tuesday - 06/10													<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Wednesday - 06/11							OT						<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Thursday - 06/12													<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
TLR Comment:	Check your schedule again															
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>																

6. **Modify** your Employee Time Record to correct the time that has been Disapproved.

7. Single click the **Update Balances**  button to re-calculate your Total Hours worked.

8. Single click the **Submit** button to send the MODIFIED Employee Time Record to your supervisor for approval.

Submitting a MODIFIED Employee Time Record will notify your supervisor that the "Corrected" record is ready for approval.

## Chapter 6: Working with Submitted Employee Time Records

### Section 5.0 Viewing Saved Employee Time Records

#### 5.0 Viewing Saved Records

Step-by-Step

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

Time and Leave Record has already been saved! Please use the links below to modify a Saved Time and Leave Record

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	6 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	1 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	1 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

*your screen will look similar to this:*

Saved Time and Leave Records	
Week Begin Date	Time Record Status
<a href="#">07/18/2008</a>	Draft
<a href="#">07/11/2008</a>	Draft
<a href="#">07/04/2008</a>	Draft
<a href="#">06/27/2008</a>	Draft
<a href="#">06/20/2008</a>	Draft
<a href="#">06/13/2008</a>	Draft
<a href="#">06/06/2008</a>	Not Approved
<a href="#">05/30/2008</a>	Approved

2. Single click the **Week Begin Date** of the Employee Time Record that you want to view.

#### Employee Time Status

**Draft** = record has been saved as a draft, but not yet submitted

**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 been interfaced with SAMII and is locked from further changes

**Chapter 6: Working with Submitted Employee Time Records**  
**Section 6.0 Modifying an Approved Employee Time Records**  
**6.0 Modifying Approved Records**

Step-by-Step

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

Time and Leave Record has already been saved! Please use the links below to modify a Saved Time and Leave Record

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
6	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
1	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
1	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

*your screen will look similar to this:*

Saved Time and Leave Records	
Week Begin Date	Time Record Status
<a href="#">06/10/2007</a>	Draft
<a href="#">06/03/2007</a>	Submitted
<a href="#">05/27/2007</a>	Approved

2. Single click the **Week Begin Date** of the APPROVED Employee Time Record that you want to modify.

*your screen will look similar to this:*

*Notice all of the editable fields are currently “grayed out” or locked.*

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approvers:	5X8 Category Zero Supervisor One , Test				Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 05/30/2008					
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status: <b>Approved</b>				TLR Correction History									
Messages:														
<b>Modify Current Pay Period</b>														
Day & Date	Friday - 05/30		Saturday - 05/31		Sunday - 06/01		Monday - 06/02		Tuesday - 06/03		Wednesday - 06/04		Thursday - 06/05	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1200	0800	1200	0800	1200	0800	1200	0800	1600
					1300	1700	1300	Fields greyed out			1300	1700		
Total Hours					0800		0800		0800		0800		0800	
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Exceptions														
Wednesday - 06/11													<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/12													<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 of the T&L record.

**Note:** If the record you are modifying falls in a split week, you will select Modify Previous Pay Period or Modify Current Pay Period instead of Modify Week. Refer to Section 7 for more details on pay periods.

Corrected: NO	Status: <b>Approved</b>	TLR Correction History	Missp Appointments: None
Messages:			
	<input type="button" value="Modify Previous Pay Period"/>		<input type="button" value="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

Your screen will look similar to this:

Notice all of the editable fields are now open or unlocked, allowing you to modify your time.

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources</b> <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/06/2008								
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: NO	Status: Approved			TLR Correction History										
Messages:														
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09		Tuesday - 06/10		Wednesday - 06/11		Thursday - 06/12	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
Total Hours				0800		0800		0800		0800		0800		
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800											RDO	0800
<input type="checkbox"/> YES <input type="checkbox"/> NO <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"/>														

3. Change your Employee Time Record to **Modify** the time that has been Approved.
4. Single click the **Update Balances**  button to re-calculate your Total Hours worked.
5. Single click the **Submit Week** button to send the Modified Approved Employee Time Record to your supervisor for approval.

Submitting a Modified Approved Employee Time Record will notify your supervisor that a record is ready for approval.

# Chapter 7: Working with Submitted Employee Time Records

## Section 1.0 Creating a Correction Employee Time Record

### 7.0 Creating a Correction Time Record

Step-by-Step

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

Time and Leave Record has already been saved! Please use the links below to modify a Saved Time and Leave Record

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	6 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	1 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	1 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

your screen will look similar to this:

Week Begin Date	Time Record Status
<a href="#">07/27/2008</a>	Submitted
<a href="#">07/20/2008</a>	Submitted
<a href="#">07/13/2008</a>	Submitted
<a href="#">07/06/2008</a>	Locked
<a href="#">06/29/2008</a>	Locked

1. Single click the **Week Begin Date** of the LOCKED Employee Time Record that you want to correct.

your screen will look similar to this:

Notice all of the editable fields are currently "grayed out" or locked.

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources</b> <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Scott Myers									
Submitted By: Myers , Scott	FLSA Type: Approver:	4X10 Category Two EmployeeOne , Cat One 4X10	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****3432	Week Beginning: 07/06/2008								
Fed Comp: 00:00	State Comp: 00:00	Holiday Comp: 00:00	Flex Time: 12:00	Annual Leave: 00:00	Sick Leave: 00:00	Balance As Of: 07/01/2008								
Corrected: NO	Status: <b>Locked</b>		TLR Correction History											
Messages:														
Day & Date	Sunday - 07/06		Monday - 07/07		Tuesday - 07/08		Wednesday - 07/09		Thursday - 07/10		Friday - 07/11		Saturday - 07/12	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0700	1200	0700	1200	0700	1200	0700	1200	0700	1900
					1300	1800	1300	1800	1300	1800	1300	1800		
Total Hours						1000		1000		1000		1000		1200
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Saturday - 07/12	Bebler sp												<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:														
<input type="button" value="Create Correction"/> <input type="button" value="Cancel"/>														

2. Single click the **Create Correction**  button at the bottom of the T&L record.

your screen will look similar to this:-- Notice that you are now in a NEW Record in a NEW window.

Your original record is in the window behind this new one.

Save TimeAndLeaveRecord x Correction TimeAndLeaveRecord x

Missouri Department of Natural Resources  
TIME & LEAVE RECORD

Approved By: \_\_\_\_\_ Employee Name: \_\_\_\_\_  
Submitted By: \_\_\_\_\_ FL3A Type: 4X10 Category Two Organization: 2125 Program: 4ADM  
Approver: \_\_\_\_\_ Employee One - Code: 4X10 TLR Correction History  
Corrected: YES Status: (SAMI CORRECTION) Beginning: 07/06/2008

Messages:

Day & Date	Sunday - 07/06	Monday - 07/07	Tuesday - 07/08	Wednesday - 07/09	Thursday - 07/10	Friday - 07/11	Saturday - 07/12
	Start End	Start End	Start End	Start End	Start End	Start End	Start End
Shift Beginning & Ending Times	Enter your corrections						
Total Hours	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin	Code HrsMin
Exceptions	-	-	-	-	-	-	-
Total Exception							

Enter Overtime Explanation here, if needed.

Day	YES	NO
Sunday - 07/06	<input type="checkbox"/>	<input type="checkbox"/>
Monday - 07/07	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday - 07/08	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday - 07/09	<input type="checkbox"/>	<input type="checkbox"/>
Thursday - 07/10	<input type="checkbox"/>	<input type="checkbox"/>
Friday - 07/11	<input type="checkbox"/>	<input type="checkbox"/>
Saturday - 07/12	<input type="checkbox"/>	<input type="checkbox"/>

Correction Record Comment / Explanation

Day	Comment / Explanation
Sunday - 07/06	
Monday - 07/07	
Tuesday - 07/08	
Wednesday - 07/09	Enter correction comments here
Thursday - 07/10	
Friday - 07/11	
Saturday - 07/12	
TLR Comment:	

Submit Week Cancel

3. Enter the **CORRECTION** that is needed in this NEW Employee Time record.

4. Enter a **Correction Record Comment or Explanation** for each day that has new time entered.

5. Enter an **OVERTIME EXPLANATION** for this corrected entry, if needed.

6. Single click the **Submit**  button to send the Corrected Employee Time Record to your supervisor for approval.

your 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](#)

## Chapter 8: Working with Partial Pay Periods

### Section 1.0 Submitting Time in a Partial Pay Period

#### 1.0 Submitting Time in a Partial Pay Period

If you are submitting a Employee Time Record where the pay period falls in a partial week, before the 15<sup>th</sup> or the end of the month, you will submit 2 records. The first record will be submitted for the current days and the second record will be a draft to be completed and submitted for future days.

#### Step-by-Step

1. Single click the **Report Employee Time (Add)** link from your homepage.

Time and Leave Record has already been saved! Please use the links below to modify a Saved Time and Leave Record

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
6	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
1	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
1	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

your screen will look similar to this:

**Notice this is a Partial Pay Period that must by submitted before the specified date.**

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne							
Submitted By:	FLSA Type: 5X8 Category Zero	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 08/29/2008							
Approver: Supervisor One , Test	Fed Comp: 60:00		State Comp: 13:00	Holiday Comp: 14:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008				
Corrected: NO	Status: Draft		TLR Correction History									
Messages:	SAMII Cutoff Date for the pay period ending on 08/31/2008 is 09/04/2008. Please submit time for the complete week by clicking the 'Submit Week' button at the end of the week.											
Day & Date	Friday - 08/29		Saturday - 08/30		Sunday	Tuesday - 09/02		Wednesday - 09/03		Thursday - 09/04		
Update Balances	Start	End	Start	End	Start	Start	End	Start	End	Start	End	
Shift Beginning & Ending Times			0800	1200	0800	1200		0800	1200	0800	1200	
			1300	1700	1300	1700		1300	1700	1300	1700	
Thursday - 09/04											<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:												
Save as Draft		Submit Week		Update Balances		Cancel						

2. Enter the **time** you have worked this week.

3. Single click the **Submit Pay Week** to submit the days for the current pay period for approval and save the future days (days in partial week before the 15<sup>th</sup> or the end of the month) on this record as a Draft record.

4. Return to the homepage

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
	6 <a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
	1 <a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
	1 <a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

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

*your screen will look similar to this:*

*Notice that your record has the status of Submitted / Draft.*

Saved Time and Leave Records	
Week Begin Date	Time Record Status
<a href="#">07/18/2008</a>	Draft
<a href="#">07/11/2008</a>	Draft
<a href="#">07/04/2008</a>	Draft
<a href="#">06/27/2008</a>	Draft
<a href="#">06/20/2008</a>	Draft
<a href="#">06/13/2008</a>	Draft

6. Single click the **Week Begin Date** of the **Submitted/Draft** Employee Time Record that you want to complete.

your screen will look similar to this:

Notice all of the editable fields are currently "grayed out" or locked.

Approved By:	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne							
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test		Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 09/12/2008					
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 14:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008						
Corrected: NO	Status: Submitted		TLR Correction History									
Messages:	Fields greyed out											
Day & Date	Friday - 09/12		Saturday - 09/13		Sunday - 09/14		Monday - 09/15	Tuesday - 09/16	Wednesday - 09/17		Thursday - 09/18	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700
Total Hours			0800		0800		0800		0800		0800	
	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
Thursday - 06/12											<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:												
<input type="button" value="Modify Week"/> <input type="button" value="Cancel"/>												

7. Single click the **Modify Week**  button at the bottom of the T&L record.

your screen will look similar to this:

Notice all of the editable fields are now open or unlocked, allowing you to modify your time.

Approved By: Supervisor One , Test	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne							
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test		Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/06/2008					
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008						
Corrected: NO	Status: Approved		TLR Correction History									
Messages:												
Day & Date	Friday - 06/06		Saturday - 06/07		Sunday - 06/08		Monday - 06/09	Tuesday - 06/10	Wednesday - 06/11		Thursday - 06/12	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700
Total Hours			0800		0800		0800		0800		0800	
Update Balances	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin	Code	HrsMin
	RDO	0800									RDO	0800
Wednesday - 06/10											<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 06/11											<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 06/12											<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"/>												

8. Enter the **time** you have worked this week.

9. Single click the **Submit Week**  button to send the Employee Time Record

**Chapter 8: Working with Partila Pay Periods**  
**Section 2.0 Modifying a Previous Pay Period**  
**2.0 Modifying a Previous Pay Period**

Step-by-Step

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

User Activities	Activity Status	Time Reporting Activities	Viewable Reports
6	<a href="#">Draft T&amp;L Records</a>	<a href="#">Report Time &amp; Leave (Add)</a>	<a href="#">SAMII Cutoff Dates</a>
1	<a href="#">Unapproved T&amp;L Records</a>	<a href="#">Modify Most Recent T&amp;L Record</a>	<a href="#">SAMII Holiday Dates</a>
1	<a href="#">Disapproved T&amp;L Records</a>	<a href="#">Modify Employee Profile</a>	<a href="#">Leave Exception Codes</a>
	<a href="#">Saved T&amp;L Record Summary</a>	<a href="#">Leave Request Record(Add)</a>	<a href="#">LDPR Codes</a>
			<a href="#">Activity Codes</a>
			<a href="#">Job Project Codes</a>

your screen will look similar to this:

Saved Time and Leave Records	
Week Begin Date	Time Record Status
<a href="#">06/10/2007</a>	Draft
<a href="#">06/03/2007</a>	Submitted
<a href="#">05/27/2007</a>	Approved

2. Single click the **Week Begin Date** of the APPROVED Employee Time Record that you want to modify.

your screen will look similar to this:

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

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources</b> <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/13/2008									
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008									
Corrected: NO	Status: <b>Approved</b>	Correction History												
Messages:	<input type="button" value="Modify Previous Pay Period"/>			<input type="button" value="Modify Current Pay Period"/>										
Day & Date	Friday - 06/13		Saturday - 06/14		Sunday - 06/15		Monday - 06/16		Tuesday - 06/17		Wednesday - 06/18		Thursday - 06/19	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Time			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		

3. Single click the **Modify Previous Pay Period**  button at the bottom on the record.

your screen will look similar to this:

Notices that the fields in the Previous pay period are now unlocked, allowing you to modify your time.

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources TIME &amp; LEAVE RECORD</b>						Employee Name: Cat Zero 5X8 EmployeeOne							
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test					Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 06/13/2008				
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 06:40	Flex Time: 00:00			Annual Leave: 100:00		Sick Leave: 22:10		Balance As Of: 02/16/2008				
Corrected: NO	Status: Approved					TLR Correction History								
Messages:	This pay period is unlocked						This pay period is greyed out (can not edit)							
Day & Date	Friday - 06/13		Saturday - 06/14		Sunday - 06/15		Monday - 06/16		Tuesday - 06/17		Wednesday - 06/18		Thursday - 06/19	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours				0800		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

4. Change the record to **Modify** the time that has been Approved.

5. Single click the **Update Balances**  button to re-calculate your Total Hours worked.

6. Single click the **Submit**  button to send the Modified Approved Employee Time Record to your supervisor for approval.

Submitting a Modified Approved Employee Time Record will notify your supervisor that a record is ready for approval.

# Chapter 9: Working with Manual Corrections for Sam II

## Section 1.0 View Corrections for SAM II

### 1.0 View Sam II Corrections

Manual correction to SAM II must be completed before marking Employee Time Records as entered.

Step-by-Step

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



your screen will look similar to this:

A screenshot of a table titled 'SAMII Manual Entry Time and Leave Records'. The table has four columns: 'Div / Prog', 'Week', 'Supervisor Name', and 'Employee Name'. The data rows show records for '2125 / 4ADM' with various week dates from 06/29/2008 to 08/05/2008. A mouse cursor is pointing at the '06/29/2008' date in the 'Week' column.

Div / Prog	Week	Supervisor Name	Employee Name
2125 / 4ADM	06/29/2008	Supervisor One Test H	Deters Kathy
	07/06/2008	Supervisor One Test H	Deters Kathy
	07/13/2008	Supervisor One Test H	Deters Kathy
	06/29/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/06/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/13/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/06/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H

2. Single click the **Week Date** of the Employee Time Record that you want to view.

your screen will look similar to this:

A screenshot of a 'TIME & LEAVE RECORD' form for the Missouri Department of Natural Resources. The form includes fields for 'Approved By', 'Submitted By', 'FLSA Type', 'Organization', 'Program', 'Employee ID (SSN)', and 'Week Beginning'. Below these is a table for 'Messages' and a grid for 'Day & Date' (Sunday - 06/29 to Saturday - 07/05) with columns for 'Start' and 'End' times. At the bottom, there is a 'TLR Comment' field and buttons for 'Entered', 'Reject', and 'Cancel'. A mouse cursor is pointing at the 'Cancel' button.

Approved By: Supervisor One , Test	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>		Employee Name: Kathy Deters											
Submitted By: Deters , Kathy	FLSA Type: Permanent Part Time Positive Paid	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****2342	Week Beginning: 06/29/2008									
Corrected: NO	Approver: Supervisor One , Test	TLR Correction History												
Status: Approved														
Messages:														
Day & Date	Sunday - 06/29		Monday - 06/30		Tuesday - 07/01		Wednesday - 07/02		Thursday - 07/03		Friday - 07/04		Saturday - 07/05	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times				0800	1200	0800	1200	0800	1200					
Total Hours					0400		0400		0400					
Saturday - 07/05														<input type="checkbox"/> YES <input type="checkbox"/> NO
TLR Comment:														
	Entered Reject Cancel													

3. Single click the **Cancel**  button to return to your homepage when you are finished viewing the Corrections Employee Time Record.

**Chapter 9: Working with Manual Corrections for SAM II**  
**Section 2.0 Manula Entry Corrections for SAM II**  
**2.0 Manual Entry for Sam II Corrections**

Manual corrections to SAM II *must be completed before* marking Employee Time Records as entered.

Step-by-Step

1. Follow the steps neccsary to complete SAM II enteries within SAM II.



*Note: Step 1 must be completed before marking Employee Time records with the following steps.*

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

*your screen will look similar to this:*

A screenshot of a table titled 'SAM II Manual Entry Time and Leave Records'. The table has four columns: 'Div / Prog', 'Week', 'Supervisor Name', and 'Employee Name'. The data is as follows:

Div / Prog	Week	Supervisor Name	Employee Name
2125 / 4ADM	06/29/2008	Supervisor One Test H	Deters Kathy
	07/06/2008	Supervisor One Test H	Deters Kathy
	07/13/2008	Supervisor One Test H	Deters Kathy
	05/30/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/06/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/13/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/20/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H

A mouse cursor is pointing at the '06/29/2008' date in the 'Week' column, which is highlighted with a yellow starburst effect.

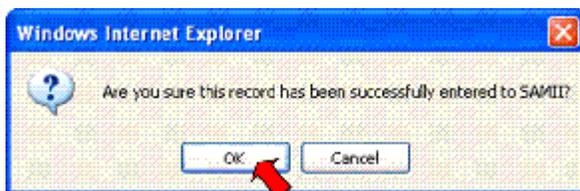
2. Single click the **Week Date** of the Employee Time Record that you want to modify.

*your screen will look similar to this:*

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources</b> <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Kathy Deters									
Submitted By: Deters , Kathy	FLSA Type: Permanent Part Time Positive Paid	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****2342	Week Beginning: 06/29/2008									
Corrected: NO	Approver: Supervisor One , Test	Status: <i>Approved</i>				TLR Correction History								
Messages:														
Day & Date	Sunday - 06/29		Monday - 06/30		Tuesday - 07/01		Wednesday - 07/02		Thursday - 07/03		Friday - 07/04		Saturday - 07/05	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times					0800	1200	0800	1200	0800	1200				
Total Hours						0400		0400		0400				
Saturday - 07/05														
TLR Comment:														
<input type="button" value="Entered"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>														

3. Single click the **Entered** button to mark the Employee Time Record as Manually entered into SAMII.

*your screen will look similar to this:*



## Chapter 9: Working with Manual Corrections for SAM II

### Section 3.0 Rejecting Corrections for SAM II

#### 3.0 Rejecting Corrections for Sam II Corrections

Corrections that are *not* entered into SAM II must be marked as "Reject". This will return the "corrected" Employee

#### Step-by-Step

1. Single click the **O/S Manual Entry Corrections for SAM II** link from your homepage. Time Record to a Draft status.



*your screen will look similar to this:*

A screenshot of a table titled 'SAM II Manual Entry Time and Leave Records'. The table has columns for Div / Prog, Week, Supervisor Name, and Employee Name. A mouse cursor is pointing to the '06/29/2008' date in the Week column.

Div / Prog	Week	Supervisor Name	Employee Name
2125 / 4ADM	06/29/2008	Supervisor One Test H	Deters Kathy
	07/06/2008	Supervisor One Test H	Deters Kathy
	07/13/2008	Supervisor One Test H	Deters Kathy
	05/30/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/06/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/13/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H
	06/20/2008	Supervisor One Test H	EmployeeOne Cat Zero 5X8 H

2. Single click the **Week Date** of the Employee Time Record that you want to modify.

*your screen will look similar to this:*

A screenshot of a 'TIME & LEAVE RECORD' form for the Missouri Department of Natural Resources. The form includes fields for Employee Name (Kathy Deters), FLSA Type (Permanent Part Time Positive Paid), Organization (2125), Program (4ADM), Employee ID (\*\*\*\*2342), and Week Beginning (06/29/2008). It features a grid for days of the week (Sunday - 06/29 to Saturday - 07/05) with columns for Start and End times. A mouse cursor is pointing to the 'Monday - 06/30' date. At the bottom, there are buttons for 'Entered', 'Reject', and 'Cancel', with a mouse cursor pointing to 'Reject'.

Approved By: Supervisor One . Test	Missouri Department of Natural Resources <b>TIME &amp; LEAVE RECORD</b>		Employee Name: Kathy Deters										
Submitted By: Deters . Kathy	FLSA Type: Permanent Part Time Positive Paid	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****2342	Week Beginning: 06/29/2008								
Corrected: NO	Approver: Supervisor One . Test	Status: Approved TLR Correction History											
Messages:													
Day & Date	Sunday - 06/29	Monday - 06/30	Tuesday - 07/01	Wednesday - 07/02	Thursday - 07/03	Friday - 07/04	Saturday - 07/05						
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200					
Total Hours				0400		0400		0400					
Saturday - 07/05												YES	NO
TLR Comment:													
Entered Reject Cancel													

3. Single click the **Reject** button to marke the Employee Time Record as Manually entered into SAMII.



Sunday - 09/21	Making big impression with upper level	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 09/22		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 09/23		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 09/24		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 09/25		<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 Posted** on this Employee Time Record by your employee.
4. Single click the **Yes** check box in the OT Approved column for each day where overtime is entered.
5. **All Overtime** must be Approved or Disapproved for each day that has overtime posted.
6. Single click the Approve  button to Approve this **Employee Time Record**.



Sunday - 09/21	Making big impression with upper level	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 09/22		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 09/23		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 09/24		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 09/25		<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:			

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

5. **All Overtime** must be Approved or Disapproved for each day that has overtime posted

6. Enter an **OT Disapproval Comment** for each day where the overtime is not approved.

7. If a **Employee Time Record** is Disapproved , the supervisor must post a **TLR Comment**. This comment should inform the employee why their Time was not approved and/or give instructions for Correcting their Employee Time Record.

8. Single click the **Disapprove**  button to Disapprove this Employee Time Record.

*Disapproving a Employee Time Record will notify the employee that their Employee Time Record must be Modified and re-submitted.*

**Chapter 10: Approving/Disapproving Employee Time Reports**  
**Section 3.0 Viewing Disapproved Records Waiting on User Modifications**  
**3.0 Viewing Disapproved Records Waiting Approval**

Approver Activities	Activity Status
	29 <a href="#">T&amp;L Records Awaiting Approval</a>
	0 <a href="#">Corrections Awaiting Approval</a>
	1 <a href="#">Disapproved Awaiting User Correction</a>
	<a href="#">Proxy Time Reporting</a>

Step-by-Step

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

*your screen will look similar to this:*

Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Supervisor One Test H	EmployeeOne Cat Zero 5X8 H	07/04/2008	Not Approved

|

2. Single click on the T&L Record for the **Week Begin Date** that you want to view.

*your screen will look similar to this:*

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne										
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approvers: SX8 Category Zero Supervisor One , Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 07/04/2008										
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 00:00	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008									
Corrected: NO	Status: <b>Not Approved</b>	TLR Correction History													
Messages:															
Day & Date	Friday - 07/04		Saturday - 07/05		Sunday - 07/06		Monday - 07/07		Tuesday - 07/08		Wednesday - 07/09		Thursday - 07/10		
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200			
			1300	1700	1300	1700	1300	1700	1300	1700	1300	1700			
Total Hours			0800		0800		0800		0800		0800				
Thursday - 07/10													<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TLR Comment:	This was not an approved work schedule														
<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Cancel"/>															

3. Single click the **Cancel**  button to return to your homepage when you are finished viewing the Employee Time Record.

# Chapter 10: Approving/Disapproving Employee Time Reports

## Section 4.0 Approving Modified Employee Time Records

### 4.0 Approving Modified Records



#### Step-by-Step

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

*your screen will look similar to this:*

A screenshot of a web application page titled 'Correction Time and Leave Records submitted for approval'. The page displays a table with the following data:

Correction Time and Leave Records submitted for approval			
Time and Leave Record List for Division: 2125 Program: 4ADM			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Supervisor One Test H	<a href="#">EmployeeOne_CatZero.5X8_H</a>	<a href="#">07/04/200</a>	Correction Approved

Below the table are two buttons: 'Return To Time Reporting Home' and 'Get Incomplete Time Record List'. A mouse cursor is hovering over the 'Week Begin Date' link in the table.

2. Single click on the T&L Record for the **Week Begin Date** that you want to view.

*your screen will look similar to this:*

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****6912	Week Beginning: 07/04/2008								
Fed Comp: 60:00	State Comp: 13:00	Holiday Comp: 13:00	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: <b>YES</b>	Status: <b>Correction Approved</b>	TLR Correction History												
Messages:														
Day & Date	Friday - 07/04		Saturday - 07/05		Sunday - 07/06		Monday - 07/07		Tuesday - 07/08		Wednesday - 07/09		Thursday - 07/10	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1800	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours			0900		0800		0800		0800		0800			
	OT Explanation (include project code and name, if applicable)						OT Authorized / Not Authorized Comments				OT Authorized?			
Friday - 07/04	special assignment - you agreed						Not Authorized				<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		
Saturday - 07/05	Cleanup										<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		
Sunday - 07/06											<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Monday - 07/07											<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Tuesday - 07/08											<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Wednesday - 07/09											<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Thursday - 07/10											<input type="checkbox"/> YES	<input type="checkbox"/> NO		
TLR Comment:	This was not an approved work schedule													
<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Cancel"/>														

3. Review the **Corrected Time** on this Employee Time Record by your employee.
4. Single click the **Yes** check box in the OT Approved column for each day where overtime is entered.
5. **All Overtime** must be Approved or Disapproved for each day that has overtime posted.
6. Single click the Approve  button to Approve this **Employee Time Record**.

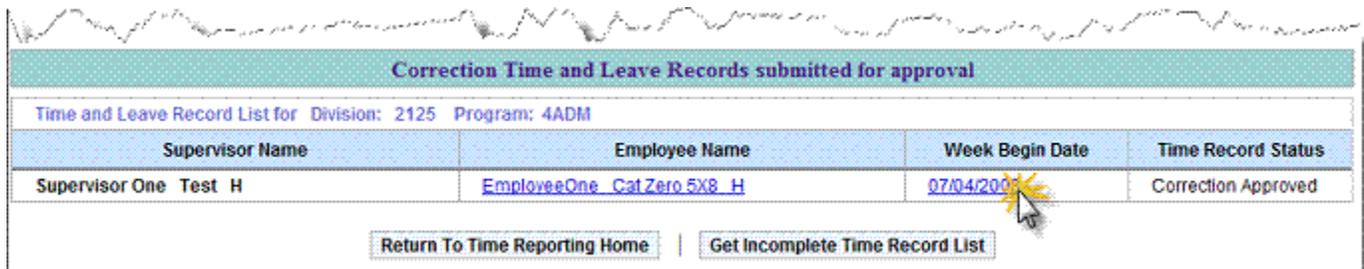
**Chapter 10: Approving/Disapproving Employee Time Reports**  
**Section 5.0 Viewing Corrections Awaiting Approval**  
**5.0 Viewing Corrections Awaiting Approval**



**Step-by-Step**

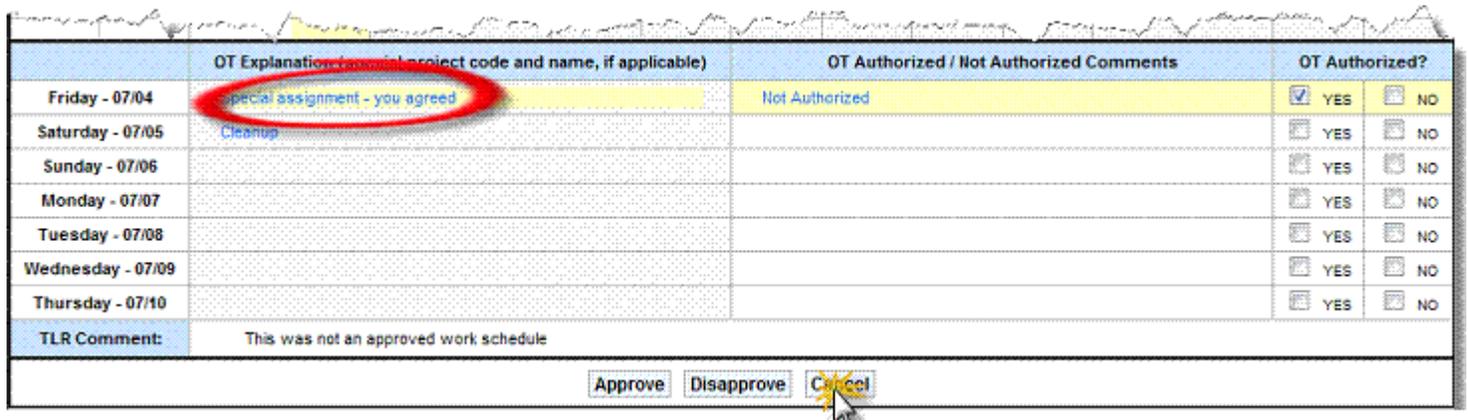
1. Single click the **Corrections Awaiting Approval** link from your homepage.

*your screen will look similar to this:*



2. Single click on the T&L Record for the **Week Begin Date** that you want to view.

*your screen will look similar to this:*



3. Single click the **Cancel** button to return to your homepage when you are finished viewing the Employee Time Record.

**Chapter 10: Approving/Disapproving Employee Time Reports**  
**Section 6.0 Approving Corrected Employee Time Records**  
**6.0 Approving Corrected Records**

Approver Activities	Activity Status
29	<a href="#">T&amp;L Records Awaiting Approval</a>
0	<a href="#">Corrections Awaiting Approval</a>
1	<a href="#">Disapproved Awaiting User Correction</a>
	<a href="#">Progress Reporting</a>

**Step-by-Step**

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

*your screen will look similar to this:*

Correction Time and Leave Records submitted for approval			
Time and Leave Record List for Division: 2125 Program: 4ADM			
Supervisor Name	Employee Name	Week Begin Date	Time Record Status
Supervisor One Test H	<a href="#">EmployeeOne_CatZero 5X8_H</a>	<a href="#">07/04/2008</a>	Correction Approved

Return To Time Reporting Home | Get Incomplete Time Record List

2. Single click on the T&L Record for the **Week Begin Date** that you want to view.

*your screen will look similar to this:*

Approved By: Supervisor One , Test	<b>Missouri Department of Natural Resources</b> <b>TIME &amp; LEAVE RECORD</b>				Employee Name: Cat Zero 5X8 EmployeeOne									
Submitted By: EmployeeOne , Cat Zero 5X8	FLSA Type: Approver:	5X8 Category Zero Supervisor One , Test	Organization: 2125	Program: 4ADM	Employee ID (SSN): ****8912	Week Beginning: 07/04/2008								
Fed Comp: 80:00	State Comp: 13:00	Holiday Comp: 00:00	Flex Time: 00:00	Annual Leave: 100:00	Sick Leave: 22:10	Balance As Of: 02/16/2008								
Corrected: <b>YES</b>	Status: <b>Correction Approved</b>	TLR Correction History												
Messages:														
Day & Date	Friday - 07/04		Saturday - 07/05		Sunday - 07/06		Monday - 07/07		Tuesday - 07/08		Wednesday - 07/09		Thursday - 07/10	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times			0800	1200	0800	1200	0800	1200	0800	1200	0800	1200		
			1300	1800	1300	1700	1300	1700	1300	1700	1300	1700		
Total Hours			0900		0800		0800		0800		0800			

	OT Explanation (insert project code and name, if applicable)	OT Authorized / Not Authorized Comments	OT Authorized?	
Friday - 07/04	special assignment - you agreed	Not Authorized	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Saturday - 07/05	Cleanup		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Sunday - 07/06			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday - 07/07			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday - 07/08			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday - 07/09			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday - 07/10			<input type="checkbox"/> YES	<input type="checkbox"/> NO
TLR Comment:	This was not an approved work schedule			

3. Review the **Corrected Time** on this Employee Time Record by your employee.

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

5. **All Overtime** must be Approved or Disapproved for each day that has overtime posted.

6. Single click the Approve  button to Approve this **Employee Time Record**.

# **Chapter 11: Military Time Conversion**

## **Section 1.0 Military Time Conversion**

### **1.0 Military Time Conversion**

#### **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

## Chapter 12: Exception Codes

### Section 1.0 Exception Codes

#### 1.0 Exception Codes

## 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
LNPML	LWOP MILITRY	LEAVE W/O PAY - MILITARY
LNPSP	LWOP SUSP DO	LEAVE W/O PAY - SUSPENSION DOK
LNPWC	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
LWPFCP	LWP CAP	PAID LEAVE - CIVIL AIR PATRL
LWPEI	LWP JBINTV	PAID LEAVE - JB EXAMINTERVIEW
LWPES	EE SUGG AWRD	EMPLOYEE SUGG AWARD OF LEAVE
LWPJC	LWP JURY/CRT	PAID LEAVE - JURY/COURT APPEAR
LWPMEM	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 LWSELF	SHARED LEAVE USAGE - SELF
SLS	SL SELF	SICK LEAVE USAGE - SELF
SLWC	SL WKRS COMP	SICK LEAVE USAGE - WRKRS CMP