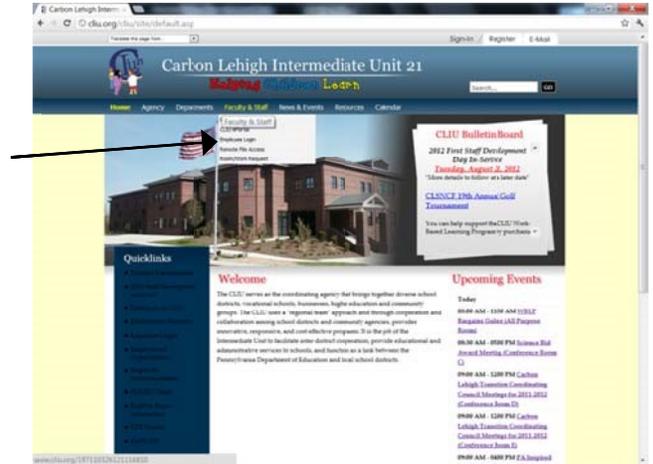


# Daily eTimesheet Entry Procedure

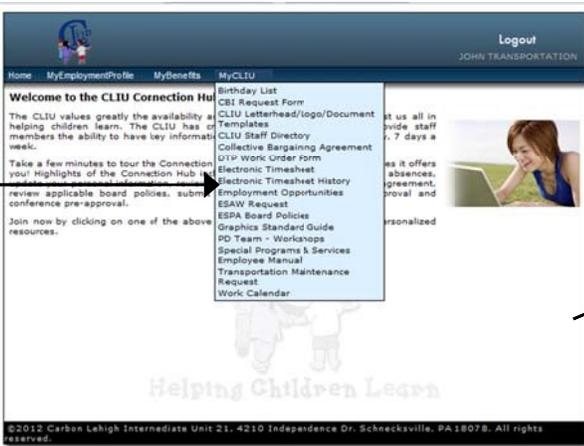
1. The timesheet deadline is Monday 9:00 am.  
Please have your timesheet submitted on Mondays by 9:00 each week. (When the CLIU is closed on a Monday due to a holiday, the deadline will be Tuesday at 9:00 am.)
2. Open the CLIU Website at [www.cliu.org](http://www.cliu.org)
3. Go to *Faculty and Staff* and select



Employee Login.



4. Enter *User name* and *Password*.
5. Select *Electronic Timesheet* from the dropdown menu (under "My CLIU").
6. Enter the date either by choosing it from the drop down calendar or by entering the numbers.



7. Select *Time Sheet Type* in the drop down box that pertains to the hours being entered  
**Driver=Vehicle Driver/Vehicle Assistant** or **Aide= Vehicle Assistant**
8. Enter your timesheet data for each day separately. Each day will include all the runs for that day. Enter runs (EX: AM-NOON-PM) using the steps below:  
**TAB** button will move you quickly through these sections  
**DO NOT USE THE BACKSPACE KEY** - press and hold the 'SHIFT' key while  
**TO REMOVE THE TAB** - pressing the 'TAB' key to reverse the TAB motion

- a. Select the TYPE of run (Reg = normal run) – (Sum-P33, Sum-ESY, and Sum-EI are for summer runs only and Dry Run) Hit [tab]
- b. Select your POSITION (Driver or Aide) for the run [tab]
- c. Enter the number assigned to the vehicle you drove or rode in for each run in the VEH# field (B or V followed by the number of the vehicle ex: **B01**) Must be 2 or 3 digits [tab] d. Check the PRE TRIP box by pressing the *space bar*, only if you did a PRE TRIP for the run being entered on the line. (This will automatically add the 15 minutes for you). If no PRE TRIP was done then just TAB through to the next section [tab].

- e. Enter the actual starting time of your run in START TIME, you can utilize the slider option to choose hour and minutes and clicking done (this option will only recognize military time for afternoon runs); you may also enter regular time being sure to type the : colon and AM or PM. (The starting time should NOT include your 15 minute PRE TRIP. It is the time that you actually leave the lot.
- f. Enter the actual ending time of your run in END TIME, utilizing either the slider option or manually entering regular time. *When entering times, please use the number keys, not the letter keys (Ex: 0, not 0)*

Drivers Only- Enter the mileage for each run (See Mileage Entry Procedure)

- g. If the run is entered for anything other than actual driving, select the appropriate description from the drop down box under 'Hours Type' with the choices below:

- |                |                 |
|----------------|-----------------|
| a. Substitute  | e. Family Sick  |
| b. Bereavement | f. Jury Duty    |
| c. Personal    | g. Professional |
| d. Sick        |                 |

For Part-Time: Enter your scheduled work day hours

(Note that the number of hours you put in may be different from the number of hours that you are paid for since a weighted average based on the four most recent weeks worked will be used by Payroll to calculate your hours).

For Full-Time, Personal, Sick, Bereavement, Professional or Family Sick, enter the following times:

**6:00 am - 2:00 pm - full day absence**

**6:00 am – 10:00 am - morning absence**

**1:00 pm – 5:00 pm – noon and afternoon absence**

Consult with your supervisor for clarification on the number of hours for which you are scheduled.

9. Hit [tab] twice to get to the next line to enter the next set of times for that day
10. Enter all driver/aide run information for the day
11. When all times are entered for that day, press the SAVE button at the bottom of the screen to save your data for each day. Saving will also give you another opportunity to enter another date. Begin again on Step #6 if another day needs to be entered.

**DRY RUNS:** \*\*Drivers are to use their assigned/or equivalent vehicle for dry runs. Dry runs will be entered in the same manner as regular runs using the "Dry Run" option in 'TYPE' drop down, with the exception of mileage entry.

Please enter "0" students and all "0"s in the mileage.

## Mileage Entry Procedure

1. Only drivers enter mileage.
2. It can only be entered into a regular-Vehicle Driver/Vehicle Assistant type eTimesheet.
3. Mileage must be recorded under each "run" on the eTimesheet for **ONE** day each week with the highest miles.
4. For "ODOM START", enter the odometer reading of your vehicle before you leave the lot. 5. For "ODOM FIRST P/U", enter the odometer reading of your vehicle when you pick up your first student.
6. For "ODOM LAST D/O", enter the odometer reading of your vehicle when you drop off your last student on that particular run.
7. For "ODOM END", enter the odometer reading of your vehicle when your return to the lot.
8. For "NUM OF STUDENTS", enter the number of students that are assigned to your run.
9. Reverse this procedure for your return run.
10. Mileage entries must be made for each run for the day with the highest miles each week. 11. Mileage must be entered using the tenth of a mile. Example, 1000.3 for one thousand and 3 tenths miles (if your vehicle is equipped with an odometer that displays the tenth of a mile).

## Mileage Entry Tips

1. Drivers must enter mileage for each run. If this is not done, an error message will result.

2. *For Absences:* Enter "1" for all odometer entries when entering hours when you are absent. Use "0" for number of students.
3. Enter "1" for all odometer entries for "recreation runs". Enter "0" for number of students.

### MILEAGE ENTRY SCENARIOS

1. If you had no students ride for a run (you went for the student(s) and no one went to school):

Start Odometer	10
First P/U Odometer	10
Last D/O Odometer	10
Odometer End	25

2. If you drop your students off at school and you don't return to the lot, but leave the school you just dropped off at to begin your next run:

<i>1st run</i>	
Start Odometer- ( <i>leaving lot</i> )	10
First P/U Odometer	15
Last D/O Odometer	20
Odometer End	20

*2nd run*

Start Odometer- ( <i>leaving school after 1st run D/O</i> )	20
First P/U Odometer	25
Last D/O Odometer	30
Odometer End	35

## CBI eTimesheet Entry Procedure

1. Enter the date of the CBI
2. Select *Time Sheet Type* in the drop down box. Choose: *DRIVER/AIDE-CBI*
3. Enter your *Position type* from the drop down box. *AIDE* or *DRIVER* [tab]
4. Enter *Vehicle #* (**B**\_\_, **J**\_\_, or **V**\_\_).

5. Check the *PRE TRIP* box by hitting the space bar, **ONLY** if you used a different bus for the CBI. If you used the same bus as your normal run, this box should not be checked. 6. Please use the "*Other Agency Box*" only if you have been told that your run is for an agency other than the CLIU.
7. See the *CBI Scenarios* below for detailed instructions
8. When all times are entered for that day, press the *SAVE* button on the bottom of the screen to save your data for each day. Saving will also give you another opportunity to enter another date.
9. Wait to "*Submit*" your timesheet until you are finished entering your time for the entire week.

The screenshot shows a web interface for a 'Time Sheet' form. At the top, there is a navigation bar with 'Home', 'MyEmploymentProfile', 'MyBenefits', and 'MyCLIU'. A 'Logout' button is in the top right corner. Below the navigation bar, the page title is 'Time Sheet'. A 'PLEASE NOTE' section contains three instructions: 1. Don't forget to enter your paperwork time on the Miscellaneous entry screen. 2. When doing a dry run with your own personal vehicle, please use V01 on your Driver entry screen for the Vehicle Code. 3. If you check the pretrip box, please do not include the 15 minutes in your start time. The form is for 'JOHN TRANSPORTATION' and is dated '9/27/2012'. The 'Time Sheet Type' is 'Drivers/Aide - CBI'. There are fields for 'POSITION:' and 'VEHICLE #:'. The main table has columns for 'PRE TRIP', 'DRIVE START', 'DRIVE END', 'LAYOVER START', 'LAYOVER END', 'RETURN START', and 'RETURN END'. Each column has a time selection dropdown. There is an 'OTHER AGENCY RUN:' checkbox. Below the table, there are 'Total Driving:' and 'Total Layover:' labels. A 'Grand Totals' section shows 'Total Timesheet Hours: 0:00'. There is a 'Comments:' field and a signature line with the text 'I certify that the above information is correct.' and a 'Signature:' label.

## CBI eTimesheet Scenarios

### Scenario #1- Driving to destination, Staying with Vehicle and NOT Assisting:

- Enter *Drive start time [tab]* and *Drive end time [tab]*
- Enter *Layover start time [tab]* and *Layover end time [tab]*
- Enter *Return start time [tab]* and *Return end time [tab]*
- SAVE

If you have a second (or third) layover, save the above and re-enter the same date on a new line, choosing *Driver/Aide-CBI*, and entering the second layover as follows:

- Enter *Layover start time [tab]* and *Layover end time [tab]*
- Enter *Return start time [tab]* and *Return end time [tab]*
- SAVE

### Scenario #2-Driving to destination, and ASSISTING with students:

- Enter *Drive start time [tab]* and *Drive end time only [tab]*
- SAVE

### Scenario #3-Drive to destination, NO Layover, NO Assist (Not staying):

- Enter the *Driver start time [tab]* and *Drive end time [tab]*
- Tab through the Layover section (no times should be entered)
- Enter the *Return start time [tab]* and *Return end time [tab]*
- SAVE

\*\*Please do not enter layover time if you are on a different run during the CBI\*\*

When you are finished entering all days and times for the week, please refer to Finalizing and Submitting your eTimesheet.

## Utility eTimesheet Entry Procedure

1. Enter date of your Utility work
2. Select *Time Sheet Type* in the drop down box, *UTILITY*
3. Enter the actual *starting time* of your utility work-- hours [tab] minutes [tab]select am or pm [tab]

START TIME HH:MM	END TIME HH:MM	TOTAL HOURS	KIND OF WORK PERFORMED	HOURS TYPE
:	:			
:	:			
:	:			
:	:			

Total:

4. Enter the actual *ending time* of your utility work or the time you broke for lunch-- hour [tab] minutes [tab] select am or pm [tab].  
If you took a lunch, you will continue your utility time on the second line when returning from lunch.
5. Select the '*Kind of Work Performed*' from the drop down box. (*Clean Vehicles, Move, Fire Ext, Run Vehicle, Mow Lawn, Warehouse, Weather Related, Other-Please comment*). If work performed is not part of anything listed in the drop down box and you choose '*Other*' and a separate box '*Other Work Performed*' will appear for you to type in the work you did.

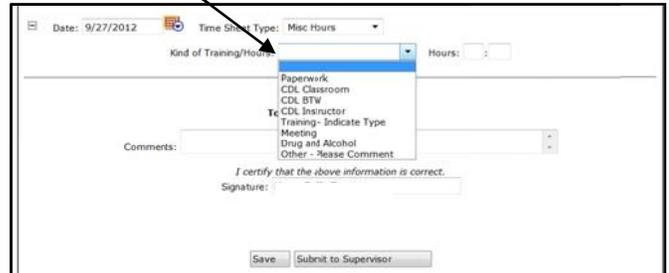
6. When all times are entered for that day, press the *SAVE* button on the bottom of the screen to save your data for each day. Saving will also give you another opportunity to enter another date.

When you are finished entering all days and times for the week, please refer to "Final Submission of Weekly eTimesheet"- Page 7.

## Miscellaneous eTimesheet Entry

*For paperwork, training, meetings, etc:*

1. Enter date
2. Select *Time Sheet Type* in the drop down box, *Misc Hours*
3. Select '*Kind of Training/Hours*' in the drop down box
  - ✓ *Paperwork Please assign the Friday of the week as your paperwork date.*



- **Three days of actual work equals one hour of paperwork.**
- **Two days of actual work equals one half hour of paperwork.**
- **Substitute drivers do not enter in paperwork.**

*NOTE: actual work for paperwork qualification does NOT include sick or personal time*

- ✓ CDL Training-Classroom
- ✓ CDL Training-BTW
- ✓ CDL Instructor
- ✓ Training - Indicate Type --*A comment box will appear below this option. Please enter the type of training in the comment box, ex: FirstAid, CPR, CDL, Safety, In-Services, and Orientations\*\**
- ✓ Meeting ---*If this is chosen, please place a note in the main 'Comment' box above the Signature Box to state who the meeting was with.*
  - i.e. For meetings with your supervisor that take place immediately after your run regarding an incident that took place on that run should be added to your run, and entered in the daily eTimesheet entry procedure. Enter "meeting with supervisor" in the main comment box.*
- ✓ Drug and Alcohol
- ✓ Other - Please Comment --*A comment box will appear below this option. Please enter what these hours were for. Include the date.*

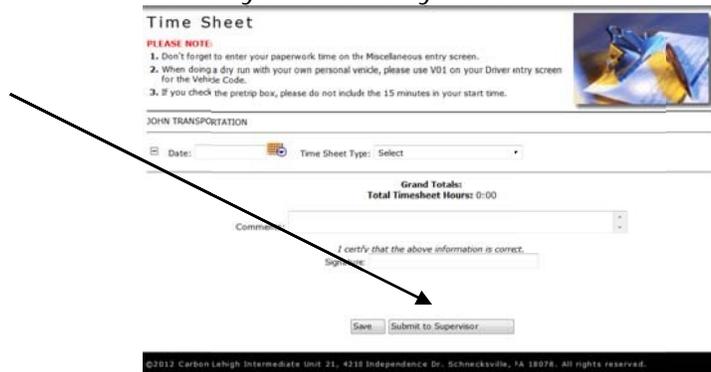
4. Tab over to '*Hours*' and enter total hours for that training, hour [tab] minutes [tab]

5. *\*\*If training is not part of anything listed in the drop down box and you chose 'Other', a separate box 'Other Training/Hours' will appear for you to type in the work you did.* 6. When all times are entered for that day, press the *SAVE* button on the bottom of the screen to save your data for each day. Saving will also give you another opportunity to enter another date.

When you are finished entering all days and times for the week, please see "Final Submission of Weekly eTimesheet" Page 7.

# Final Submission of Weekly eTimesheet

1. Submission of your timesheet should be done at the "End of your Work Week" or can be entered daily and saved. Only *SUBMIT* your timesheet when all your hours have been entered.
2. Please check your times before submitting since you will NOT have access to make any changes once submitted.
3. Please use the 'Comment' box at the bottom of the page for any brief comments that you need to relay to Trina Foley or your Supervisor. *Examples: Traffic Delay, Vehicle Breakdown, Student Behavior.* Overtime will force you to comment prior to submitting.
4. After complete review, type your name in the signature box and click on the "Submit to Supervisor" button to submit your timesheet.
5. If you need to add or change anything after submitting you will need to email Trina Foley ([foleyt@cliu.org](mailto:foleyt@cliu.org)) and your Supervisor to make the changes.
6. Please do not share your password with anyone for any reason.



## eTimesheet Helpful Hints

The *Tab* Key is your best friend. 😊

'TAB' button will move you quickly through these sections

'SHIFT' 'TAB' - Press and hold the 'SHIFT' key while pressing the 'TAB' key to reverse the TAB motion - DO NOT USE THE BACKSPACE KEY.

2. Clicking on "plus sign in the box" symbol next to the date will allow you to open the detail for that day.

Clicking on "minus sign in the box" symbol next to the date will allow you to close the detail for that day.

3. When choosing options with a dropdown box, typing the first letter of that option will also enter it for you (Ex: D - for Driver, or A - for Aide)

4. When entering times, use the number keys, not the letter keys (Ex: 0 - not O).

5. If learning a run with a driver, you will be paid as a driver. Enter your hours under Dry Run option in TYPE dropdown. Entering "0"s for # of students and mileage.
6. The timesheet system will kick you out after being idle for more than 15 minutes.
7. To view your submitted timesheet, under MYCLIU you would choose *Electronic Timesheet History* and click on the date you want to view.
8. Do not use dashes between your vehicle letter and vehicle number. Vehicle number must contain *a minimum of 2 or 3 numbers*. (Ex: B01 for Bus 1, or V303 for Van 303)
9. When selecting "*Time Sheet Type*" during the summer, be sure to check the schedule for where you are assigned, (EI, ESY, P-33). Check with your supervisor to verify what program

you should be entering.

10. "SAVE" will save the information you entered. It also allows you to add additional information ; "SUBMIT TO SUPERVISOR" should be used when your timesheet is finished and you would like to send it for approval. After you hit submit you **CANNOT** make any changes to your timesheet.

## eTimesheet Contact Information

If you are having difficulty and need help, please do the following:

1. Go to the CLIU Website: [www.cliu.org](http://www.cliu.org)
2. Log on under *Faculty & Staff Employee Log-on*
3. Select *My CLIU*
4. Review the Tutorial
5. Review the FAQ's.
6. Contact the following list of people if you are unable to find your answer in the above resources;

❖ Trina Foley	x 1677	<a href="mailto:foleyt@cliu.org">foleyt@cliu.org</a>
❖ Nancy Kern	x 1067	<a href="mailto:kernn@cliu.org">kernn@cliu.org</a>
❖ Stacy Hall	x 1258	<a href="mailto:halls@cliu.org">halls@cliu.org</a>
❖ HELP DESK	x 1010	Option # 2