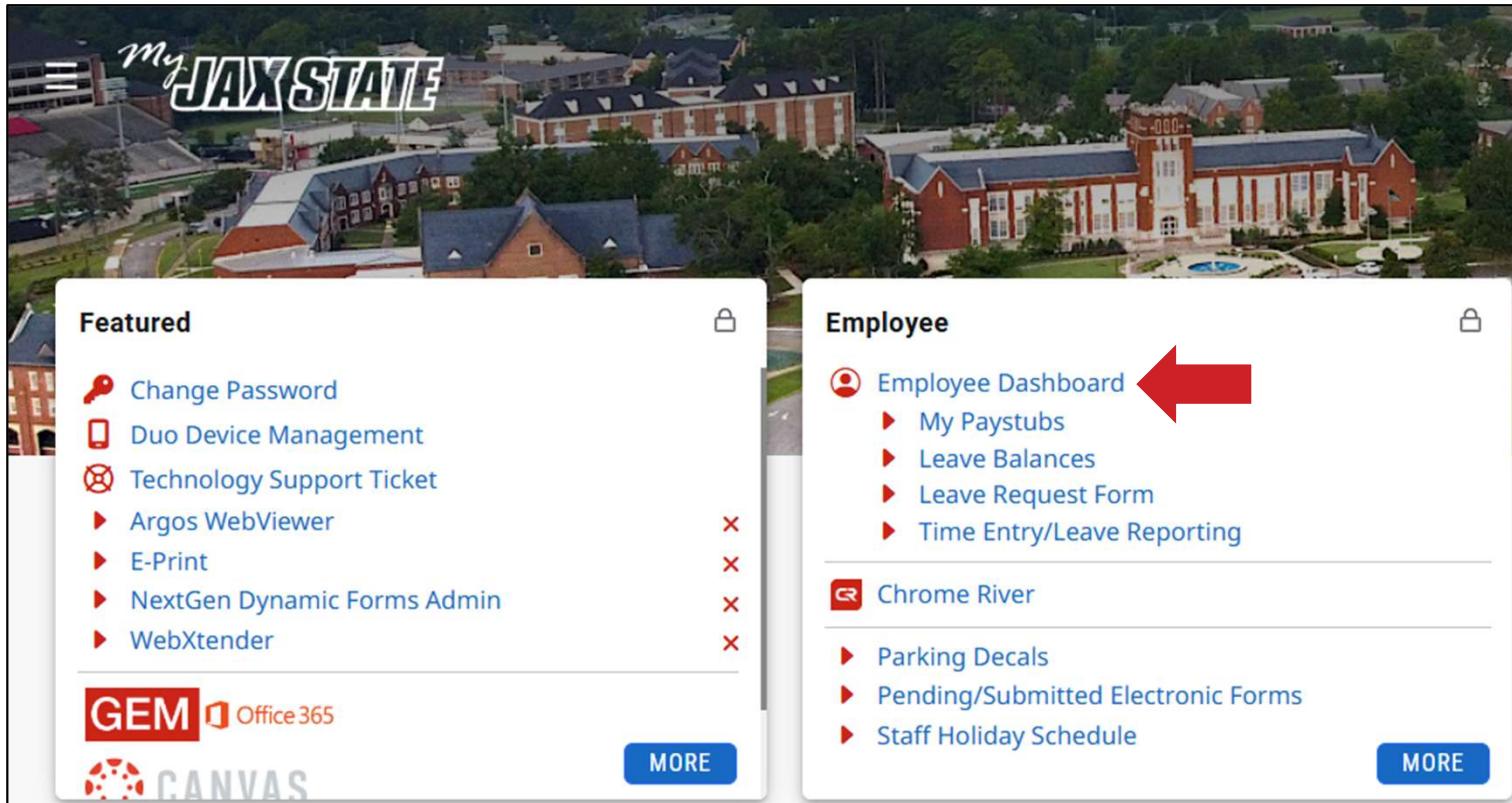


Faculty Leave Reporting Instructions



the FRIENDLIES CAMPUS *in* *the* SOUTH

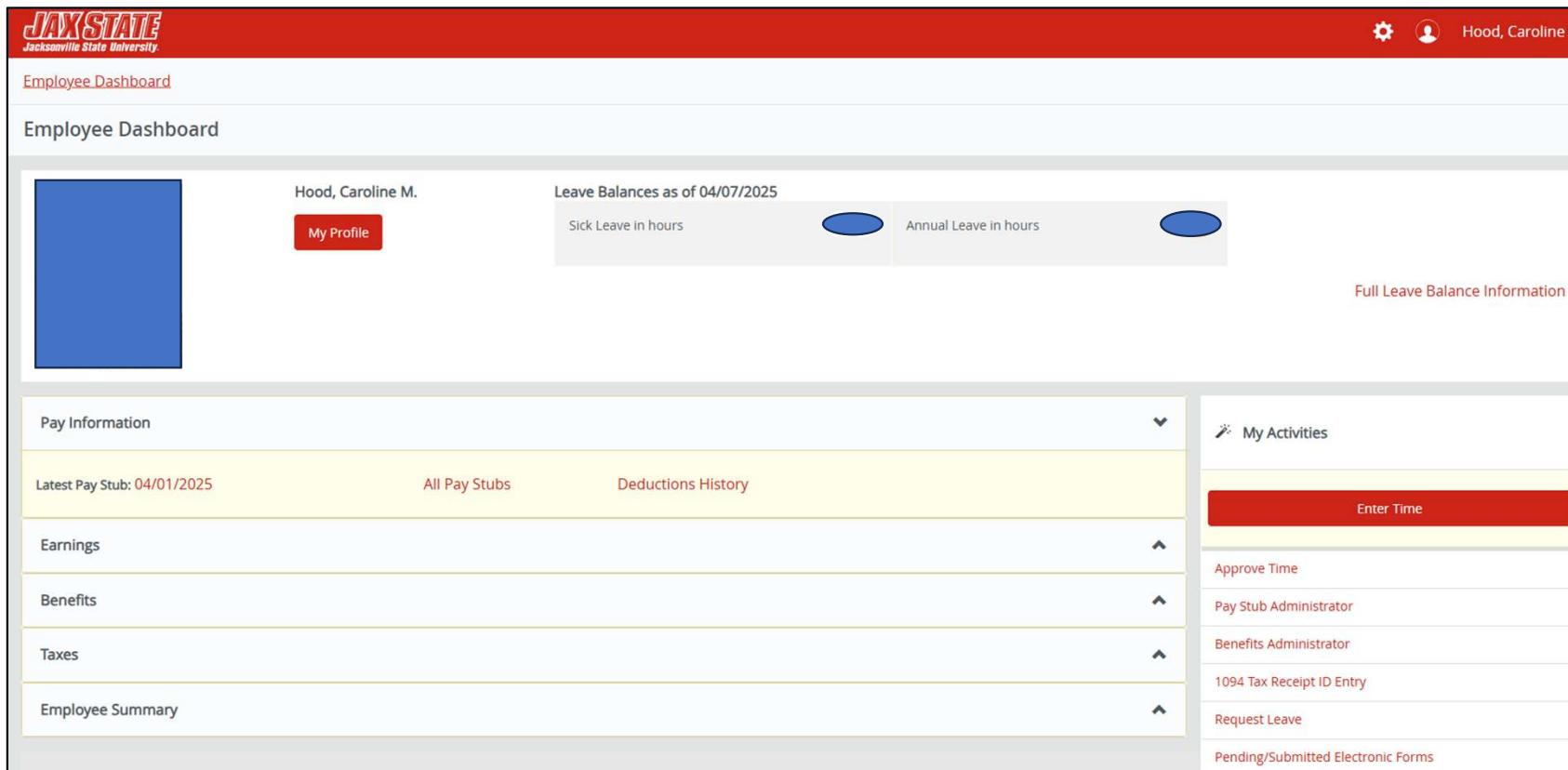
Step 1: Log in to MyJaxState and click Employee Dashboard



The screenshot shows the MyJaxState portal. At the top, there is a banner with the text "my JAX STATE" and a background image of a university campus. Below the banner, there are two main sections: "Featured" on the left and "Employee" on the right. The "Featured" section includes links for Change Password, Duo Device Management, Technology Support Ticket, Argos WebViewer, E-Print, NextGen Dynamic Forms Admin, and WebXtender. The "Employee" section includes links for Employee Dashboard (which is highlighted with a red arrow), My Paystubs, Leave Balances, Leave Request Form, Time Entry/Leave Reporting, Chrome River, Parking Decals, Pending/Submitted Electronic Forms, and Staff Holiday Schedule. At the bottom of the portal, there are links for GEM, Office 365, and Canvas, along with a "MORE" button.

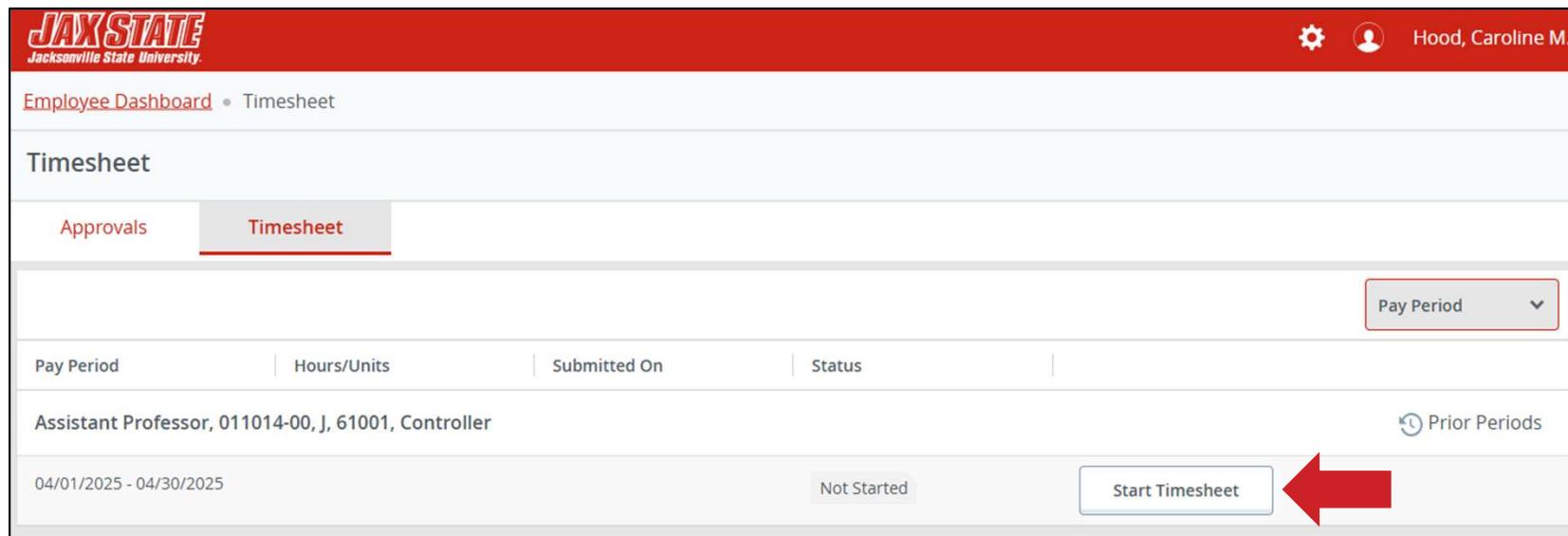


Step 2: Click Enter Time



The screenshot shows the JAXSTATE Employee Dashboard. At the top, there is a red header bar with the JAXSTATE logo and the text "Hood, Caroline M." On the left, there is a blue placeholder image. In the center, there is a section titled "Leave Balances as of 04/07/2025" with two buttons: "Sick Leave in hours" and "Annual Leave in hours". To the right of this section is a link "Full Leave Balance Information". Below this, there is a sidebar with the following sections: "Pay Information", "Earnings", "Benefits", "Taxes", and "Employee Summary". On the right side of the dashboard, there is a sidebar titled "My Activities" with the following items: "Enter Time" (which is highlighted with a red arrow), "Approve Time", "Pay Stub Administrator", "Benefits Administrator", "1094 Tax Receipt ID Entry", "Request Leave", and "Pending/Submitted Electronic Forms".

Step 3: Click Start Timesheet



The screenshot shows the JAXSTATE Employee Dashboard. The top navigation bar includes the JAXSTATE logo, a gear icon, a user profile icon, and the text "Hood, Caroline M.". Below the header, the "Employee Dashboard" and "Timesheet" are listed. The "Timesheet" tab is active, indicated by a red underline. The main content area is titled "Timesheet" and contains a table with columns: Pay Period, Hours/Units, Submitted On, and Status. The table shows the following data:

Pay Period	Hours/Units	Submitted On	Status
04/01/2025 - 04/30/2025			Not Started

Below the table, there is a "Pay Period" dropdown menu and a "Prior Periods" link. A prominent red arrow points to the "Start Timesheet" button, which is located at the bottom right of the table area.

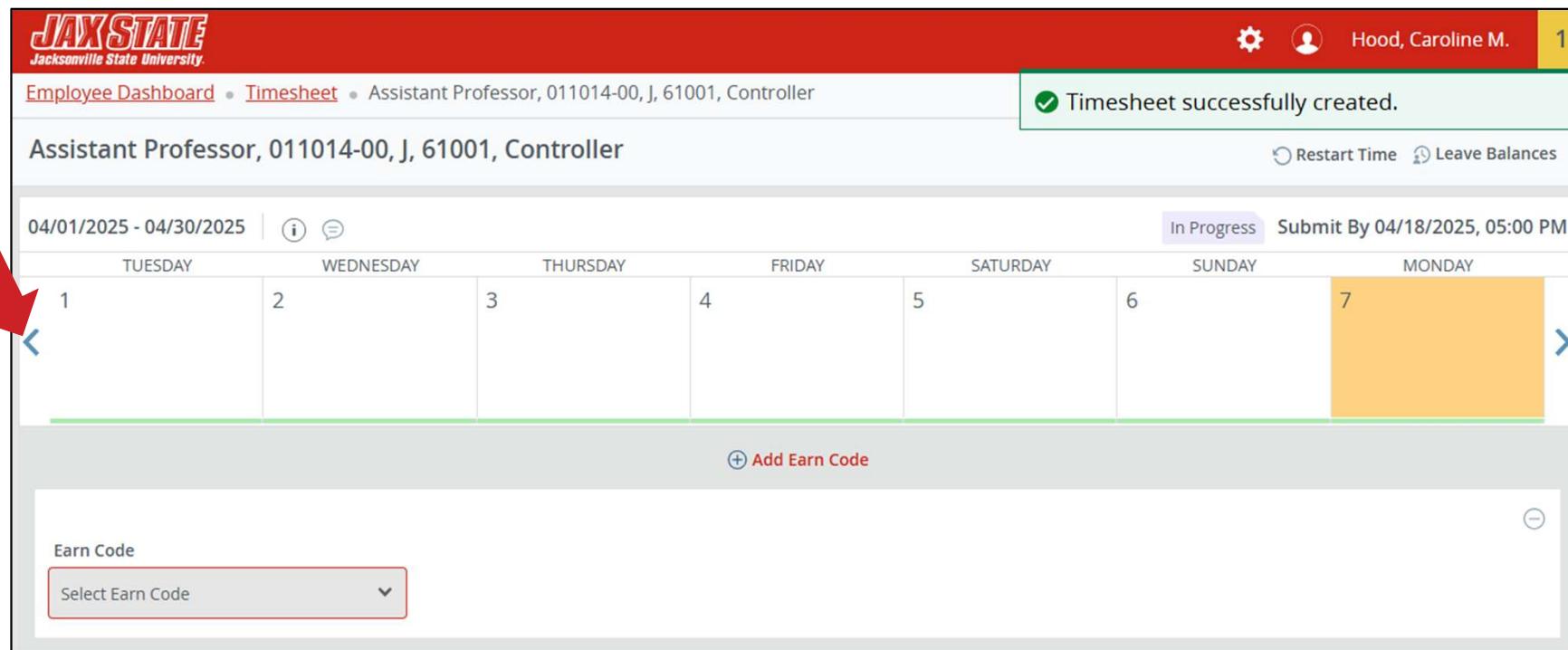


Step 4: Add Sick Leave – see next slides for details

- Skip to Step 5 if you have no leave to report.



Step 4a: Use arrows to move to different weeks on the calendar to select the day(s) you need to report sick leave



JAXSTATE
Jacksonville State University

Employee Dashboard • Timesheet • Assistant Professor, 011014-00, J, 61001, Controller

Assistant Professor, 011014-00, J, 61001, Controller

04/01/2025 - 04/30/2025 | *Info* *Comment*

In Progress | Submit By 04/18/2025, 05:00 PM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
1	2	3	4	5	6	7

[+ Add Earn Code](#)

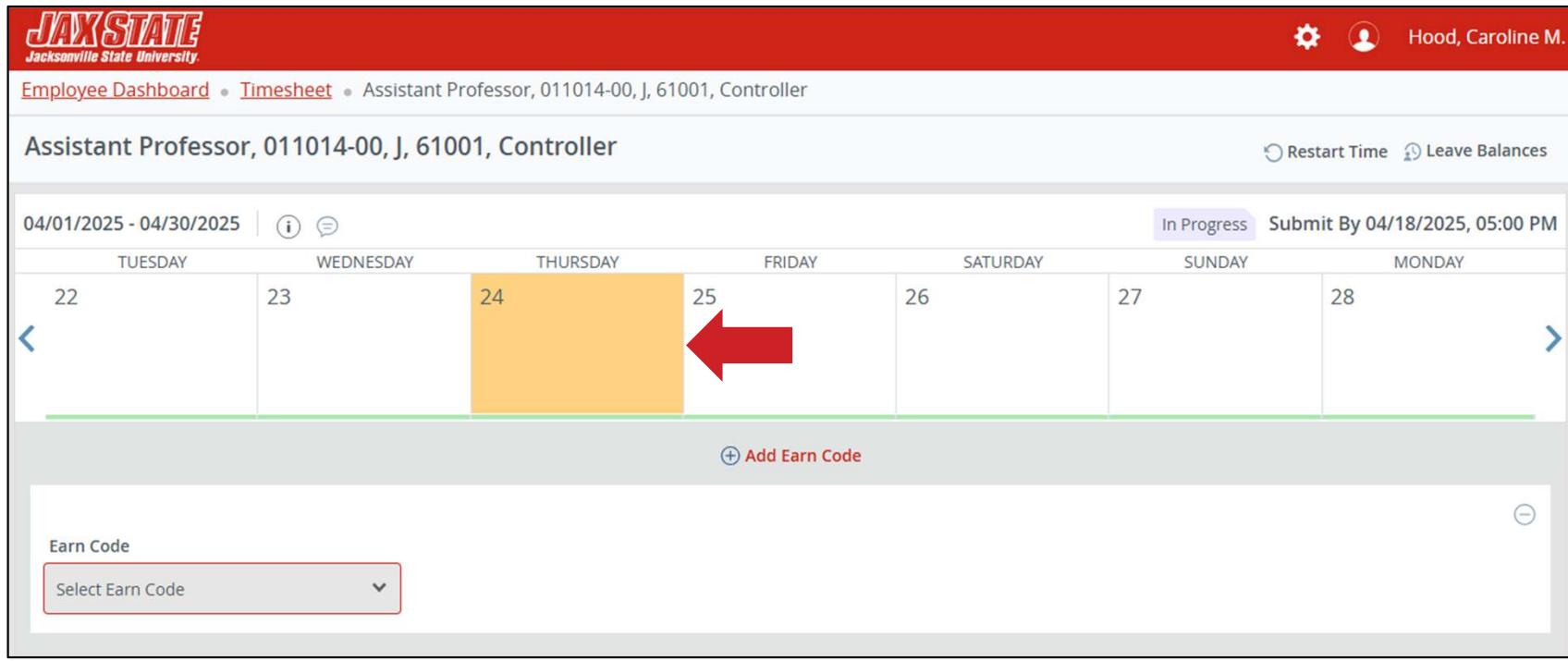
Earn Code

Select Earn Code

Timesheet successfully created.

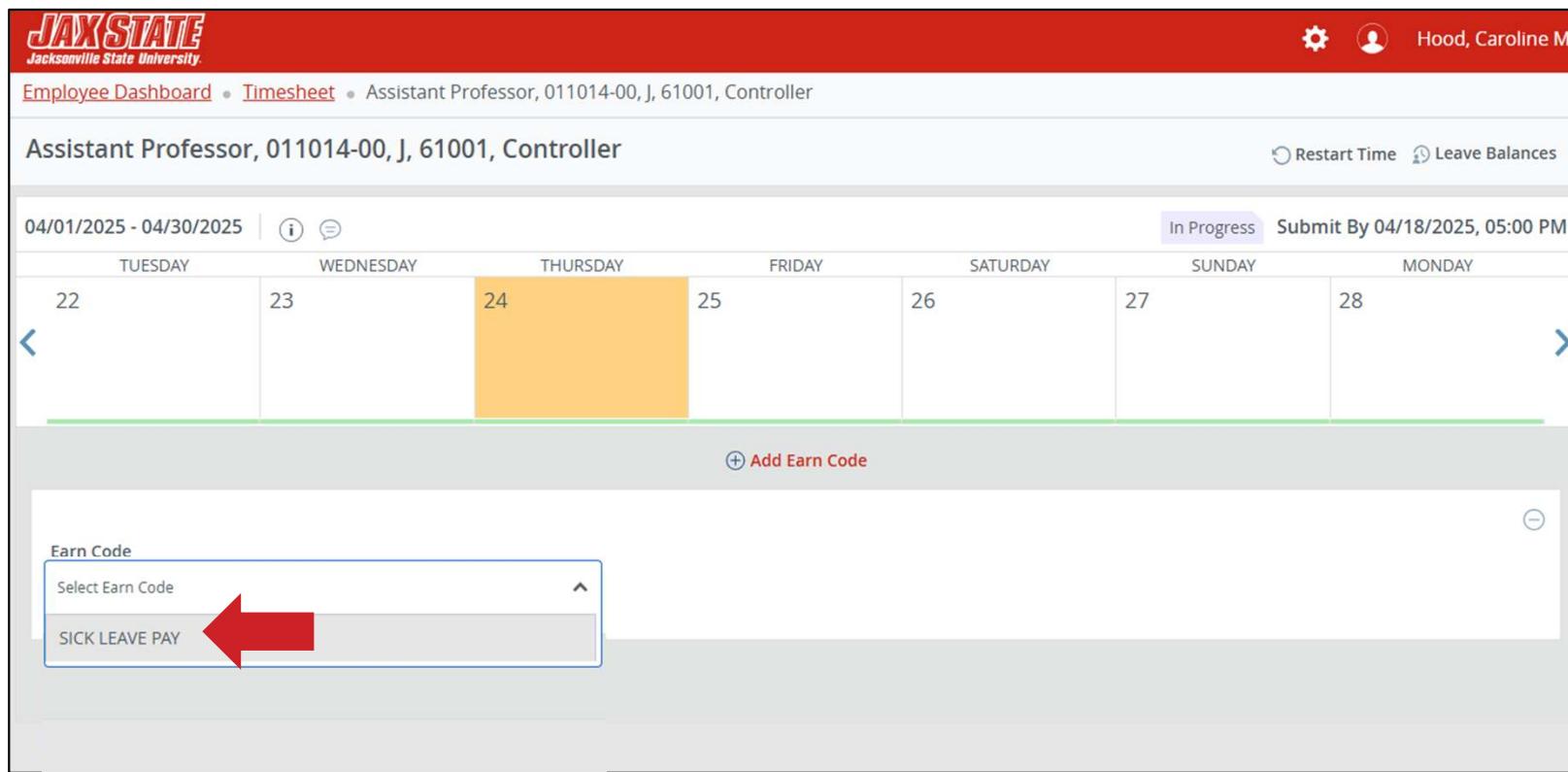
Hood, Caroline M. 1

Step 4b: Once you are on the correct week of the month for the day(s) you have sick leave, click on the day you need to report sick leave. It will become highlighted in yellow.



The screenshot shows the JAXSTATE Employee Dashboard Timesheet page. The top navigation bar includes the JAXSTATE logo, user profile for Hood, Caroline M., and links for Employee Dashboard, Timesheet, and Leave Balances. The main content area displays a weekly calendar for the week of April 1, 2025, to April 7, 2025. The days are labeled TUESDAY through MONDAY. The date April 25 is highlighted in yellow, and a red arrow points to it from the left. The calendar also shows other dates: 22, 23, 24, 26, 27, and 28. Below the calendar, there is a section for 'Add Earn Code' with a dropdown menu labeled 'Select Earn Code'. The page has a light gray background with a green horizontal bar at the bottom.

Step 4c: Click in the Select Earn Code drop down box and click on Sick Leave Pay



The screenshot shows the JAXSTATE Employee Dashboard Timesheet page. The top navigation bar includes the JAXSTATE logo, a gear icon, a user profile icon, and the text 'Hood, Caroline M.'. Below the navigation, the page title is 'Employee Dashboard • Timesheet • Assistant Professor, 011014-00, J, 61001, Controller'. The main content area displays a weekly calendar from April 1, 2025, to April 30, 2025. The days of the week are labeled: TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY, and MONDAY. The dates 22 through 28 are listed under each day. A green horizontal bar spans the width of the calendar. Below the calendar, there is a button labeled '+ Add Earn Code' and a dropdown menu labeled 'Earn Code' with the sub-label 'Select Earn Code'. The option 'SICK LEAVE PAY' is listed in the dropdown menu, and a red arrow points to it. The status bar at the bottom of the page shows 'In Progress' and 'Submit By 04/18/2025, 05:00 PM'.

Step 4d: Type in the number of hours of sick leave you need to report for the day you have highlighted.

- If you are absent the entire day, you should report 8 hours of sick leave.

JAXSTATE
Jacksonville State University

Employee Dashboard • Timesheet • Assistant Professor, 011014-00, J, 61001, Controller

Assistant Professor, 011014-00, J, 61001, Controller

04/01/2025 - 04/30/2025 | | In Progress | Submit By 04/18/2025, 05:00 PM

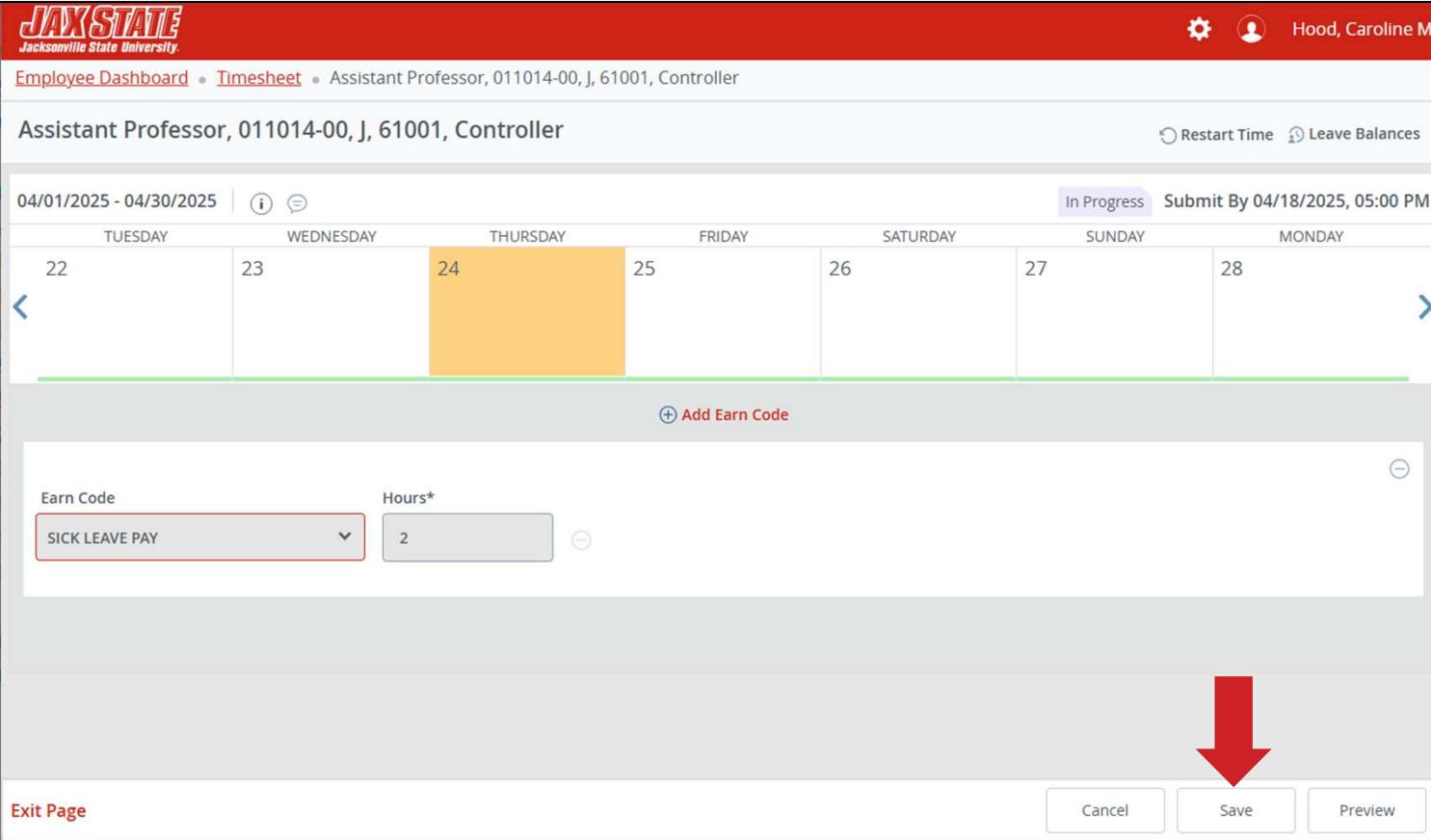
TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
22	23	24	25	26	27	28

Add Earn Code

Earn Code: SICK LEAVE PAY | Hours*: 2



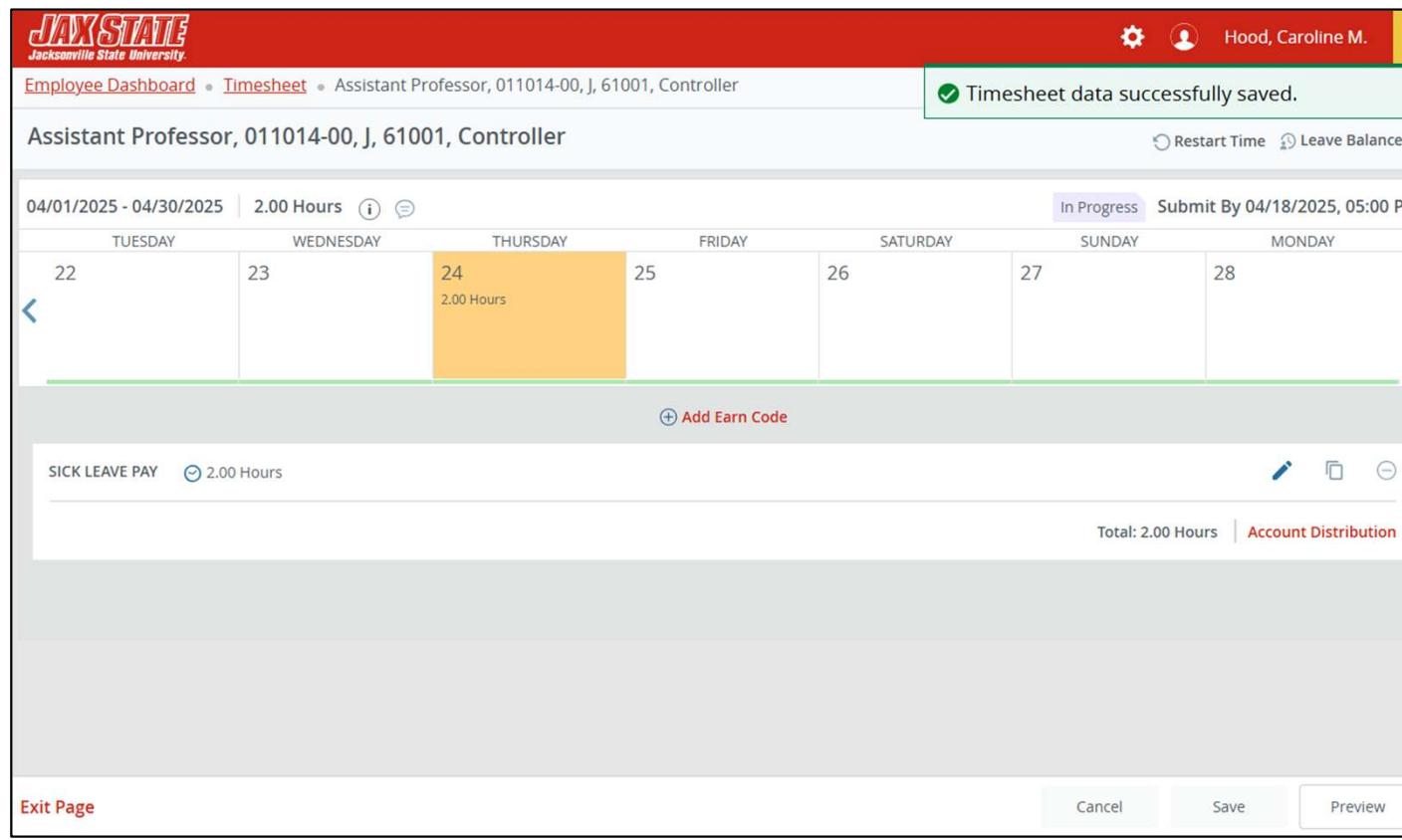
Step 4e: Click Save at the bottom right-hand side of your screen to save the sick leave you entered.



The screenshot shows the JAXSTATE Timesheet interface. At the top, the JAXSTATE logo and user information 'Hood, Caroline M.' are visible. Below the header, the navigation path is 'Employee Dashboard > Timesheet > Assistant Professor, 011014-00, J, 61001, Controller'. The main area displays a weekly calendar from April 22 to April 28, 2025. Thursday, April 24, is highlighted in yellow. Below the calendar, there is a form to enter sick leave. The 'Earn Code' dropdown is set to 'SICK LEAVE PAY' and the 'Hours*' input field contains '2'. At the bottom right of the form, there are 'Cancel', 'Save', and 'Preview' buttons. A large red arrow points to the 'Save' button.



Step 4f: You will see a green pop-up message that the sick leave you entered was saved successfully.



The screenshot shows the JAXSTATE Timesheet application interface. At the top, the JAXSTATE logo and the user's name, Hood, Caroline M., are displayed. A green pop-up message in the top right corner says "Timesheet data successfully saved." A red arrow points to this message. Below the message, there are buttons for "Restart Time" and "Leave Balances". The main area shows a weekly calendar from April 1, 2025, to April 30, 2025. A yellow box highlights Thursday, April 24, with the text "2.00 Hours". At the bottom, a section for "SICK LEAVE PAY" shows "2.00 Hours" and "Total: 2.00 Hours". There are buttons for "Cancel", "Save", and "Preview".

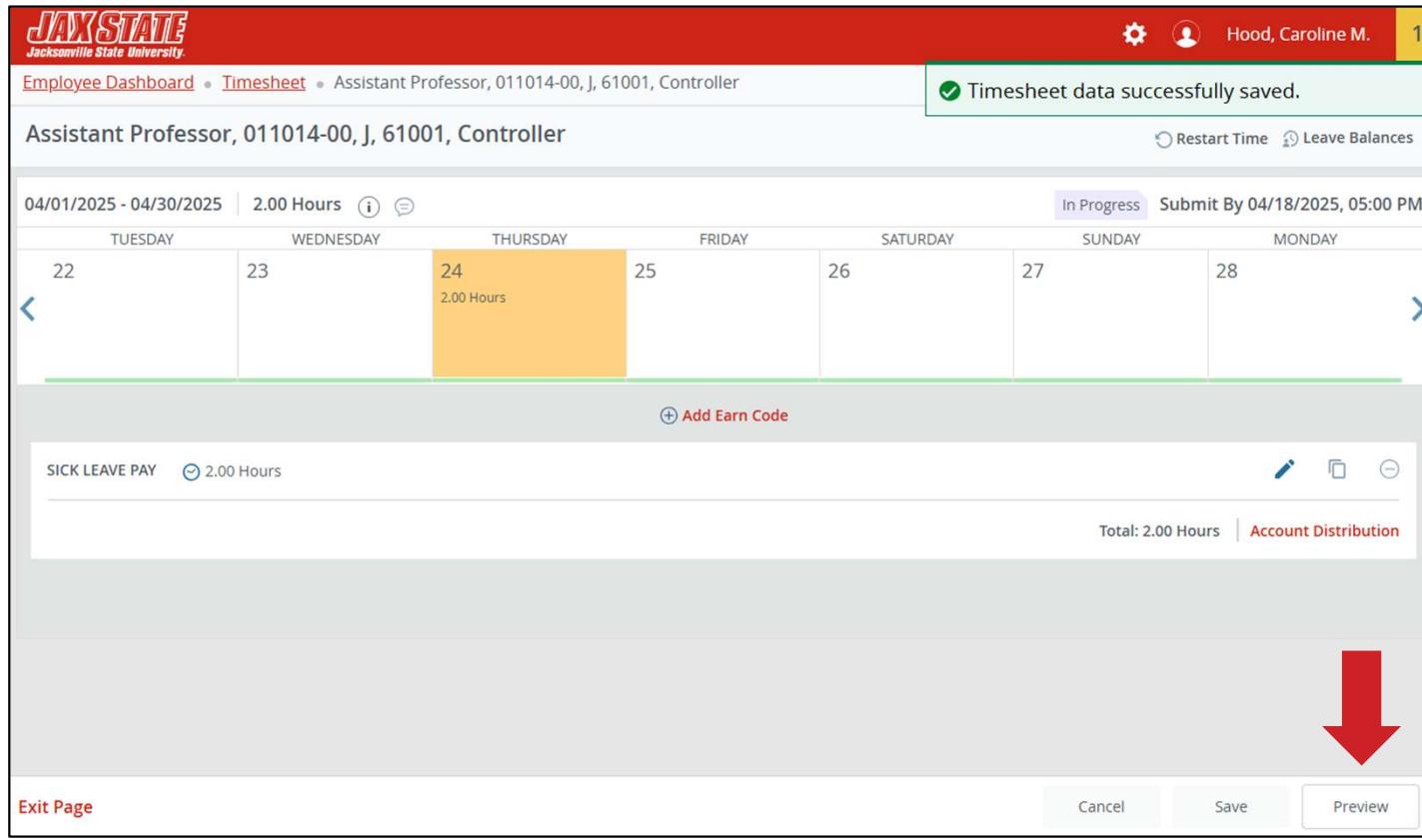


If you have more sick leave you need to enter on other days of the month, follow steps 4a – 4f:

- Use the arrows on the calendar to change the week (if necessary)
- Click on the day you need to add sick leave (it will become highlighted in yellow)
- Click in the Select Earn Code drop down box and click on Sick Leave Pay
- Type in the number of hours of sick leave you need to report for the day you have highlighted.
- Click Save at the bottom right-hand side of your screen to save the sick leave you entered.
- You will see a green pop-up message that the sick leave you entered was saved successfully.



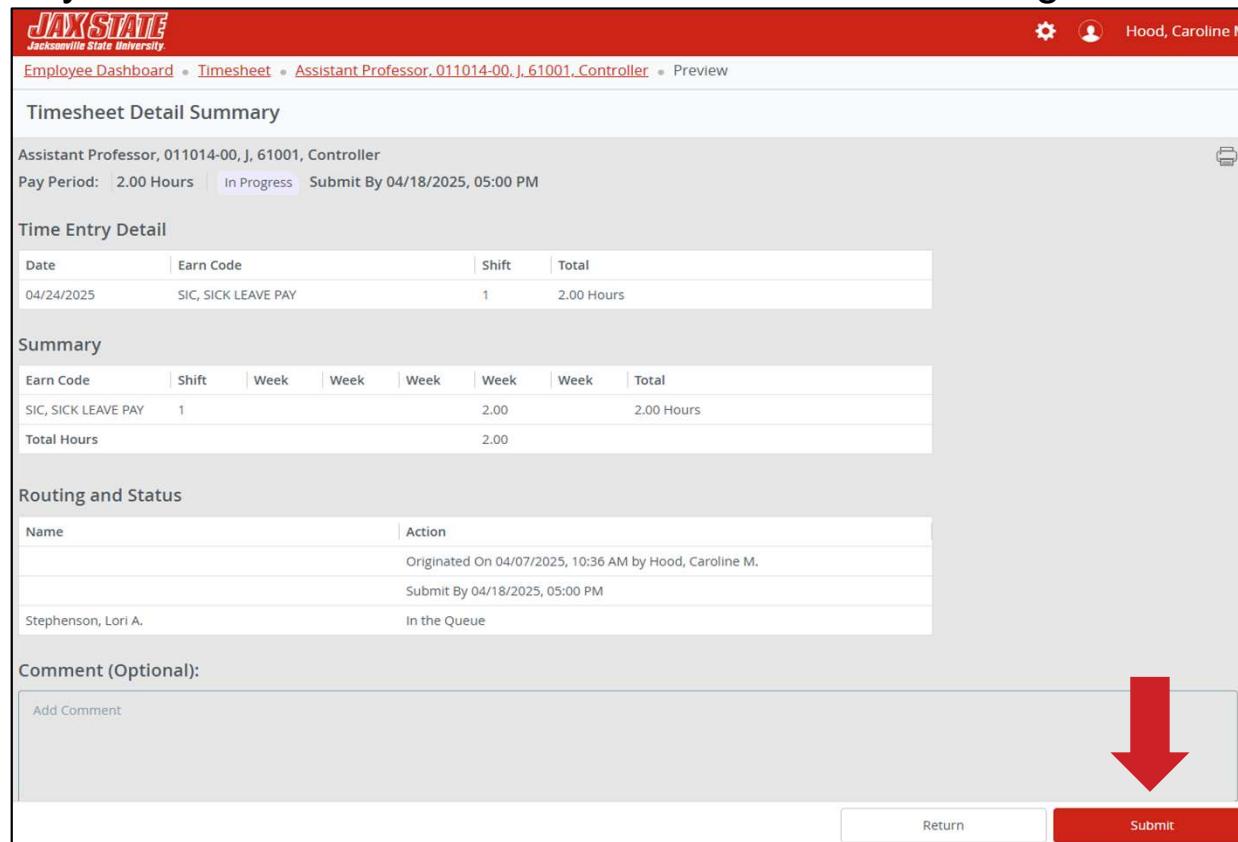
Step 4g: After you have entered all sick leave for the month, click Preview at the bottom right-hand side of your screen



The screenshot shows the JAXSTATE Employee Dashboard Timesheet page. At the top, the JAXSTATE logo and the user's name, Hood, Caroline M., are displayed. A green success message box says "Timesheet data successfully saved." Below the message, there are links for "Restart Time" and "Leave Balances". The main area shows a weekly calendar from April 22 to April 28, 2025. The entry for April 24 is highlighted in orange and labeled "2.00 Hours". Below the calendar, a section for "SICK LEAVE PAY" shows "2.00 Hours" and a "Total: 2.00 Hours" summary. At the bottom right of this section, a red arrow points down to the "Preview" button. The bottom navigation bar includes "Exit Page", "Cancel", "Save", and "Preview".

Step 4h: You will see your Timesheet Detail Summary. Review this to make sure all sick leave you entered appears correct. You may also add comments if you like by clicking in the comment box (optional step).

Once you are satisfied that your timesheet has all sick leave reported and you've typed in any comments you would like to add, click Submit at the bottom right-hand side of your screen.



The screenshot shows the Jacksonville State University Employee Dashboard with the following details:

Header: JAXSTATE Jacksonville State University, Employee Dashboard, Timesheet, Assistant Professor, 011014-00, J, 61001, Controller, Preview, Hood, Caroline M.

Section: Timesheet Detail Summary

Assistant Professor, 011014-00, J, 61001, Controller

Pay Period: 2.00 Hours | In Progress | Submit By 04/18/2025, 05:00 PM

Section: Time Entry Detail

Date	Earn Code	Shift	Total
04/24/2025	SIC, SICK LEAVE PAY	1	2.00 Hours

Section: Summary

Earn Code	Shift	Week	Week	Week	Week	Total
SIC, SICK LEAVE PAY	1		2.00		2.00 Hours	
Total Hours 2.00						

Section: Routing and Status

Name	Action
	Originated On 04/07/2025, 10:36 AM by Hood, Caroline M.
	Submit By 04/18/2025, 05:00 PM
Stephenson, Lori A.	In the Queue

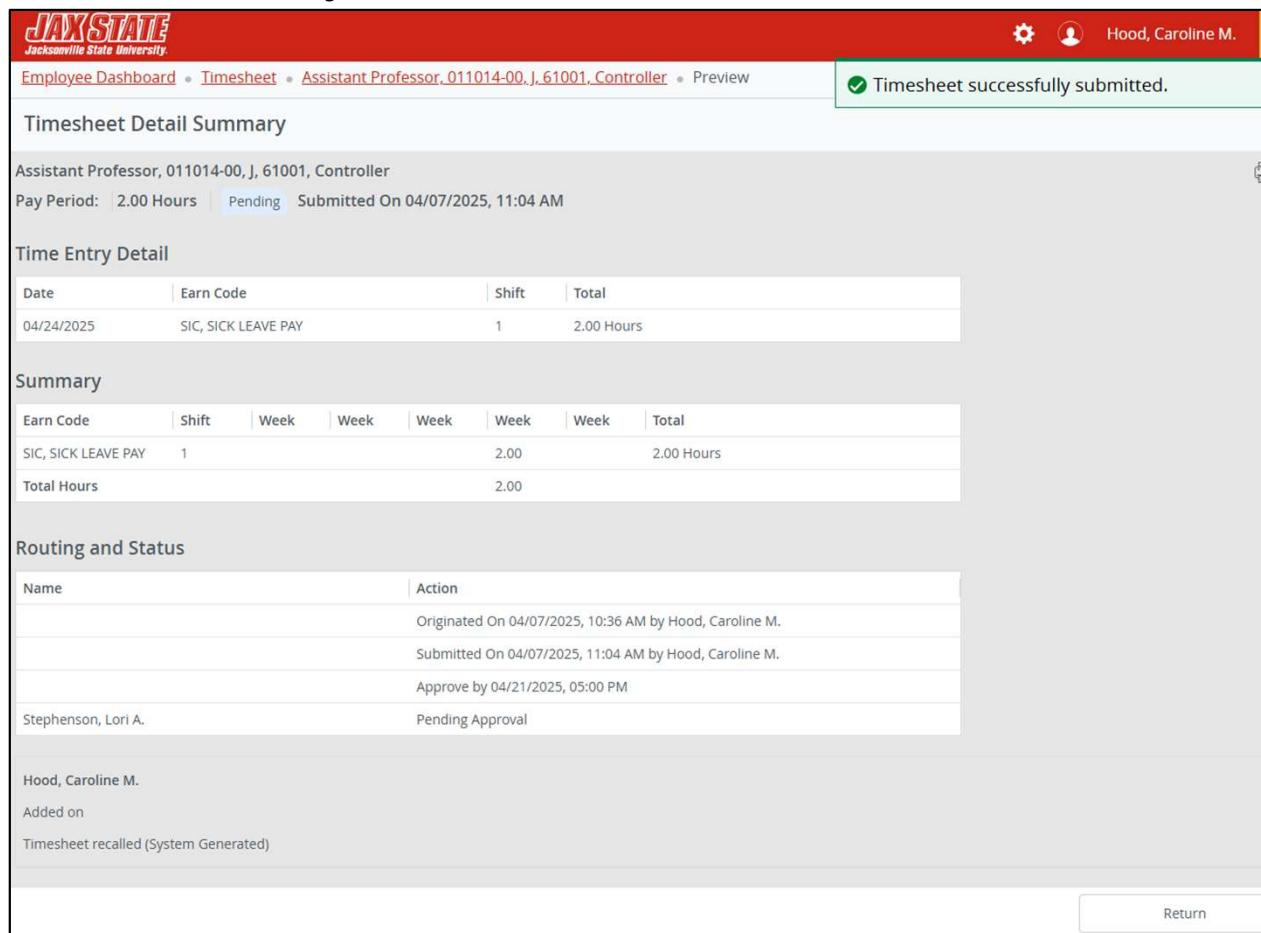
Section: Comment (Optional):

Add Comment

Buttons: Return, Submit



Step 4i: You will see a green pop-up message that your timesheet was submitted successfully.



The screenshot shows the JAXSTATE Employee Dashboard Timesheet page. At the top, the JAXSTATE logo and the user's name, Hood, Caroline M., are displayed. A green pop-up message in the top right corner says "Timesheet successfully submitted." A red arrow points to this message. The page contains sections for "Timesheet Detail Summary", "Time Entry Detail", "Summary", "Routing and Status", and "Hood, Caroline M." information. The "Time Entry Detail" section shows a table with one row: Date (04/24/2025), Earn Code (SIC, SICK LEAVE PAY), Shift (1), and Total (2.00 Hours). The "Summary" section shows a table with rows for SIC, SICK LEAVE PAY (Shift 1, 2.00, 2.00 Hours) and Total Hours (2.00). The "Routing and Status" section shows a table with rows for Name (Hood, Caroline M.) and Action (Originated On 04/07/2025, 10:36 AM by Hood, Caroline M., Submitted On 04/07/2025, 11:04 AM by Hood, Caroline M., Approve by 04/21/2025, 05:00 PM) and Name (Stephenson, Lori A.) and Action (Pending Approval). The "Hood, Caroline M." section shows information: Added on, Timesheet recalled (System Generated), and a "Return" button.



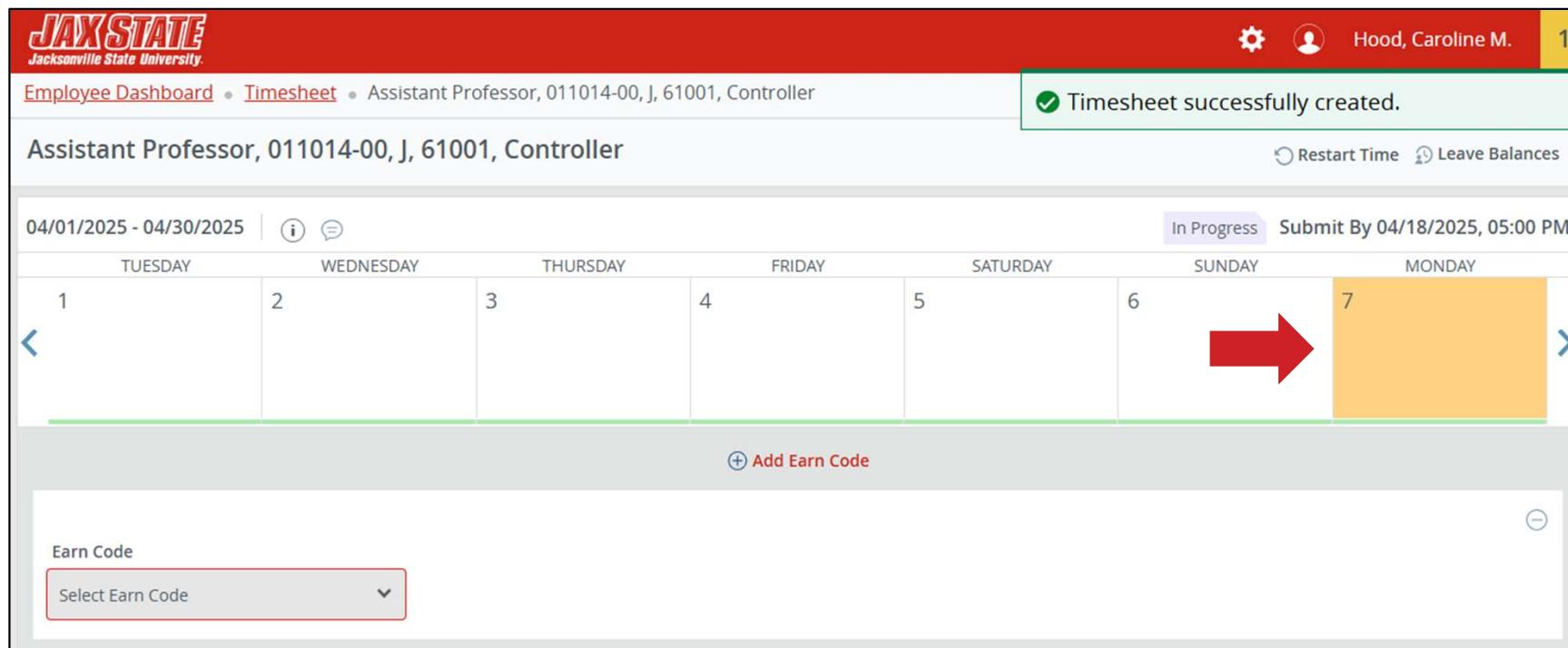
Step 4j: You may now close this window. Your timesheet has been submitted, and next it will go to your timesheet approver to be approved for payroll processing.



Step 5: Submitting Your Timesheet When You Have No Sick Leave to Report



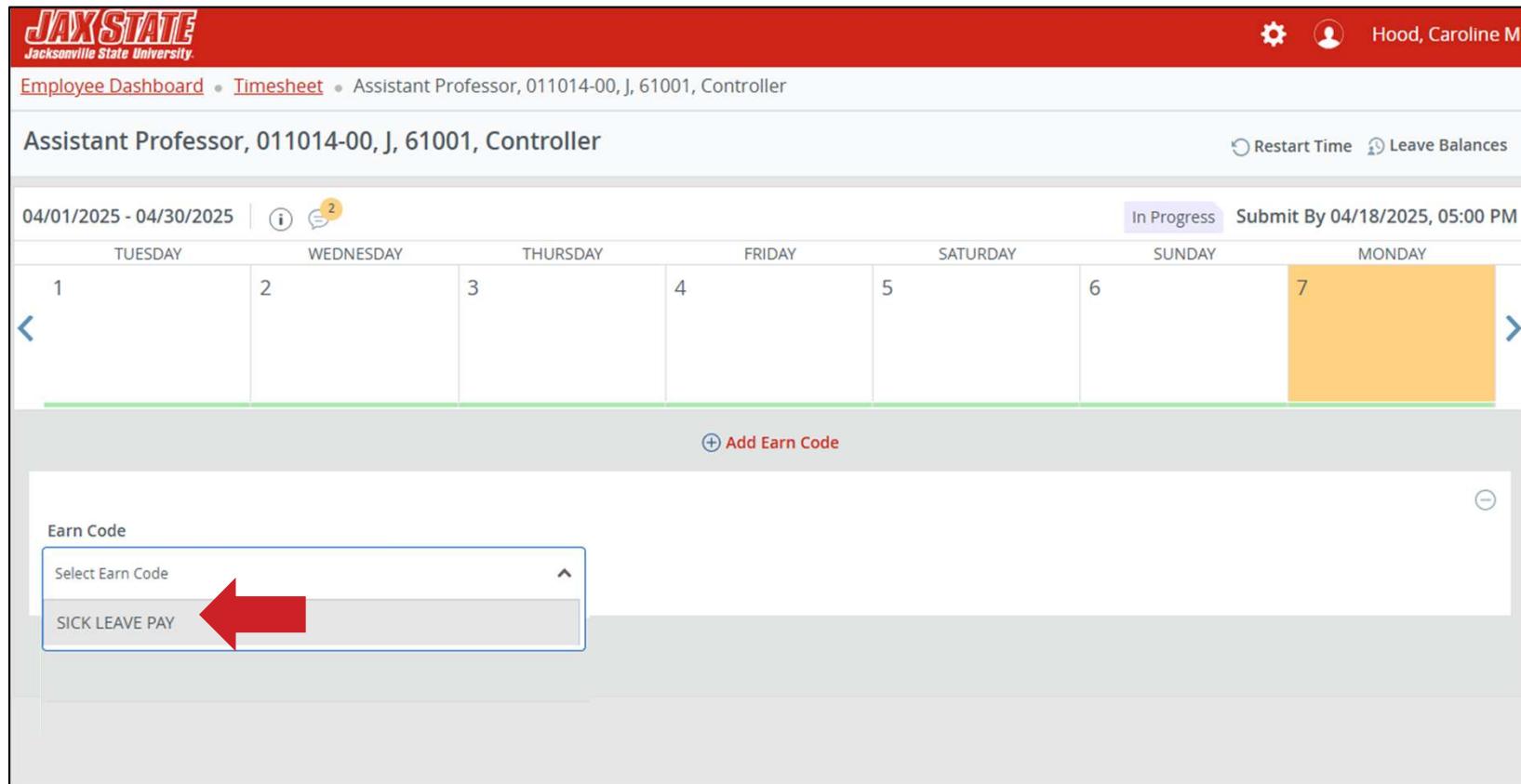
Step 5a: Click on just any day of the month – it does not matter which day. The day you click on will be highlighted yellow.



The screenshot shows the JAXSTATE Employee Dashboard Timesheet page. At the top, the JAXSTATE logo and the user's name, Hood, Caroline M., are displayed. A green success message box says "Timesheet successfully created." Below the header, the user's information is shown: Assistant Professor, 011014-00, J, 61001, Controller. The main area is a 7-day calendar from April 1 to April 7. The days are labeled 1 through 7. A red arrow points to Day 7, which is highlighted in yellow. The days are labeled as follows: TUESDAY (1), WEDNESDAY (2), THURSDAY (3), FRIDAY (4), SATURDAY (5), SUNDAY (6), and MONDAY (7). At the bottom of the calendar, there are buttons for "Add Earn Code" and "Select Earn Code". Above the calendar, there are buttons for "Restart Time" and "Leave Balances". The date range "04/01/2025 - 04/30/2025" is also visible.

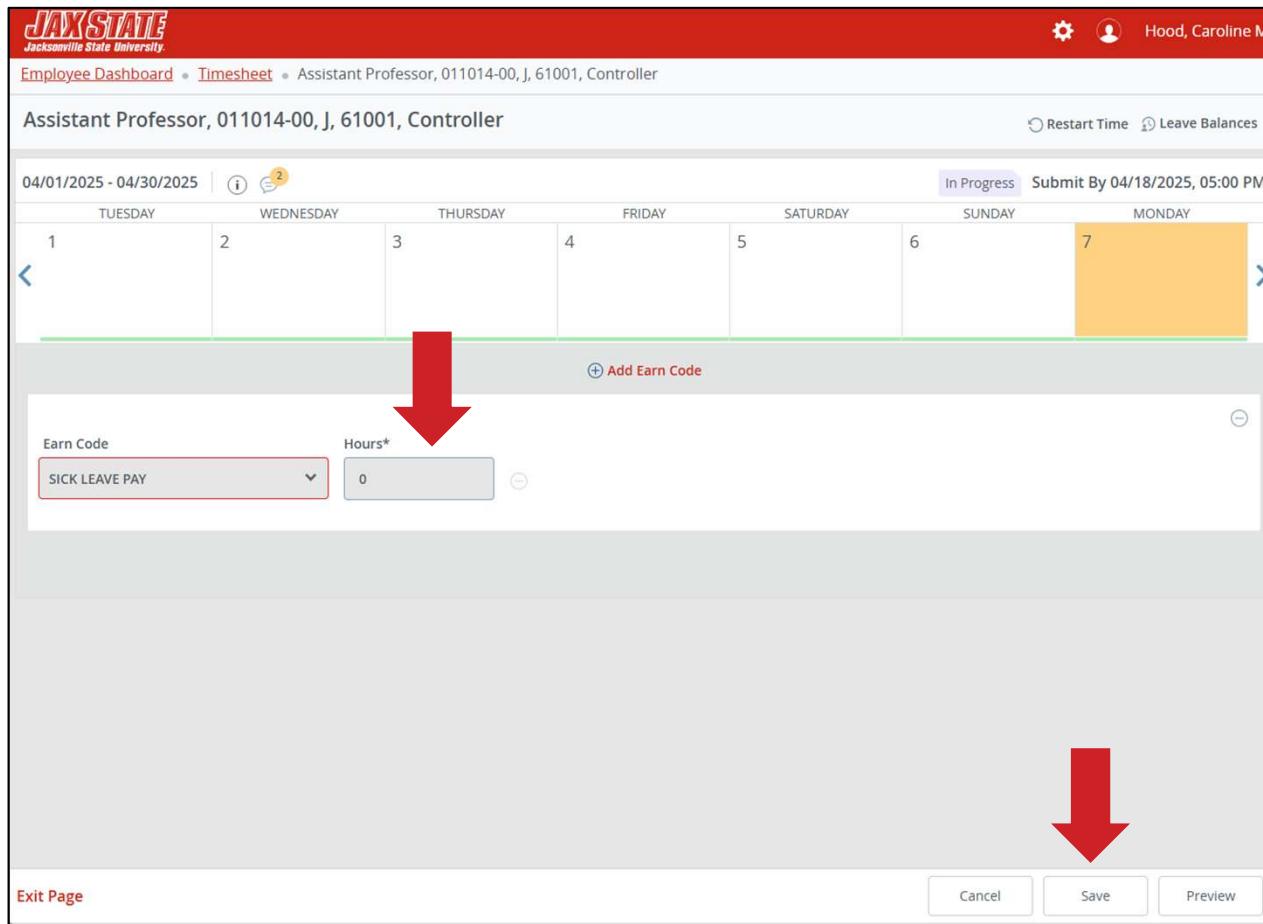


Step 5b: Click in the Select Earn Code drop down box and click on Sick Leave Pay



The screenshot shows the JAXSTATE Timesheet application interface. At the top, the JAXSTATE logo and the user's name, Hood, Caroline M., are displayed. Below the header, the navigation path is Employee Dashboard > Timesheet > Assistant Professor, 011014-00, J, 61001, Controller. The main area shows a weekly calendar from April 1, 2025, to April 7, 2025. The days are labeled TUESDAY through MONDAY. A red arrow points to the 'Select Earn Code' dropdown menu, which is open and shows the option 'SICK LEAVE PAY'.

Step 5c: Type in 0 hours and click Save at the bottom right-hand side of your screen



JAXSTATE
Jacksonville State University

Employee Dashboard • Timesheet • Assistant Professor, 011014-00, J, 61001, Controller

Assistant Professor, 011014-00, J, 61001, Controller

04/01/2025 - 04/30/2025 | *i* 

In Progress Submit By 04/18/2025, 05:00 PM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
1	2	3	4	5	6	7

 [Add Earn Code](#)

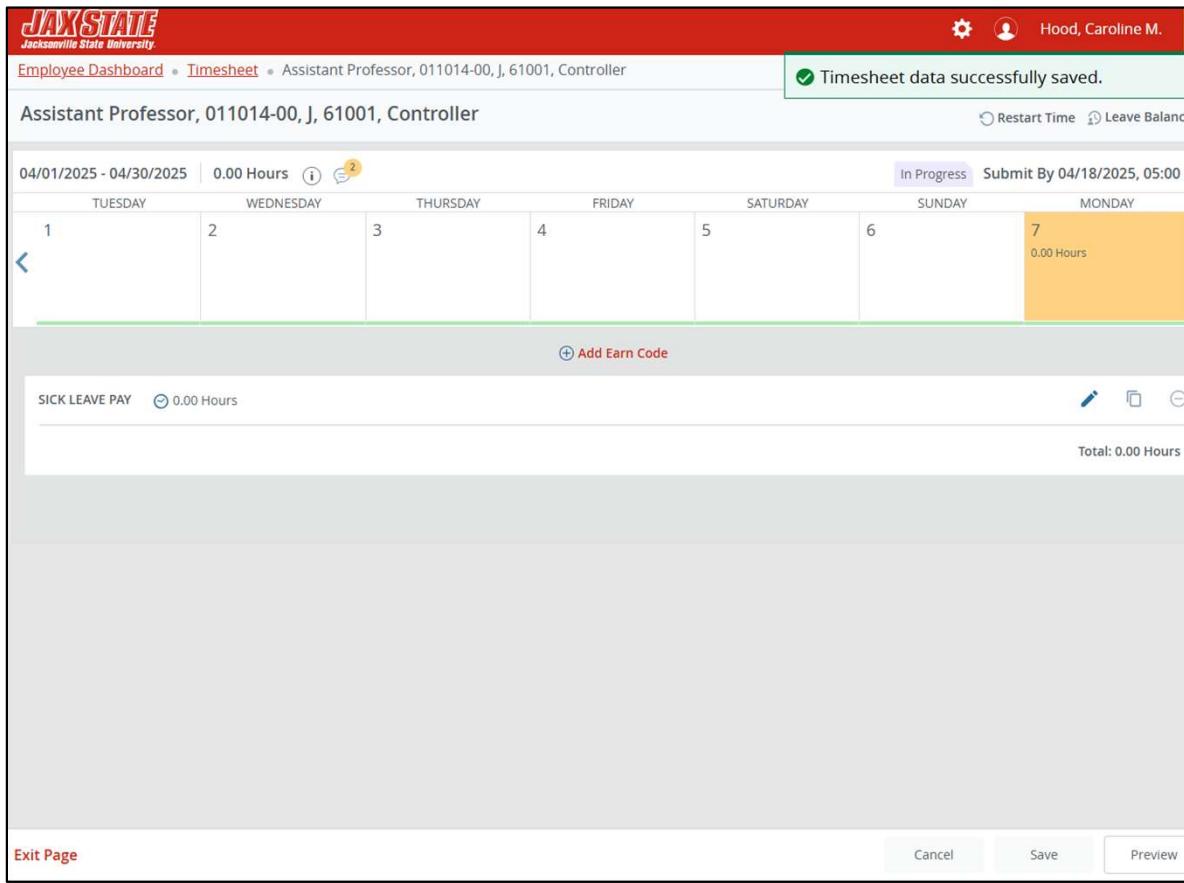
Earn Code: SICK LEAVE PAY

Hours*: 0

Exit Page Cancel Save Preview



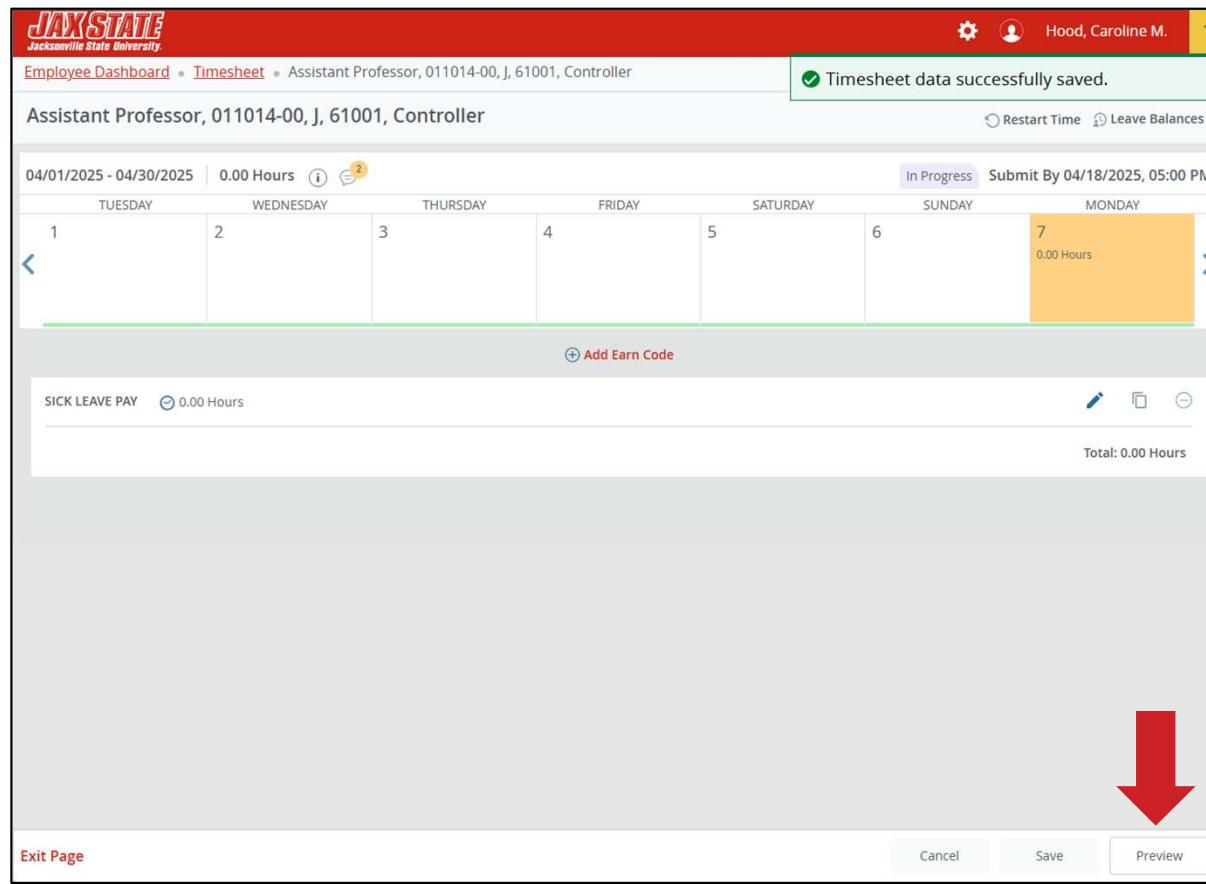
Step 5d: You will see a green pop-up message that the sick leave you entered was saved successfully.



The screenshot shows the JAXSTATE Timesheet application interface. At the top, the JAXSTATE logo and "Jacksonville State University" are displayed. The user is logged in as "Hood, Caroline M." with a notification count of "1". The main title is "Employee Dashboard > Timesheet > Assistant Professor, 011014-00, J, 61001, Controller". Below this, the "Assistant Professor, 011014-00, J, 61001, Controller" section is shown. The timesheet period is "04/01/2025 - 04/30/2025" with "0.00 Hours" worked. The status is "In Progress" and the submission deadline is "Submit By 04/18/2025, 05:00 PM". The weekly grid shows days 1 through 7. Day 7 is highlighted in orange with "0.00 Hours" entered. A green success message box at the top right says "Timesheet data successfully saved." with a checkmark icon. A red arrow points from the text above to this message box. At the bottom, there are buttons for "Exit Page", "Cancel", "Save", and "Preview".

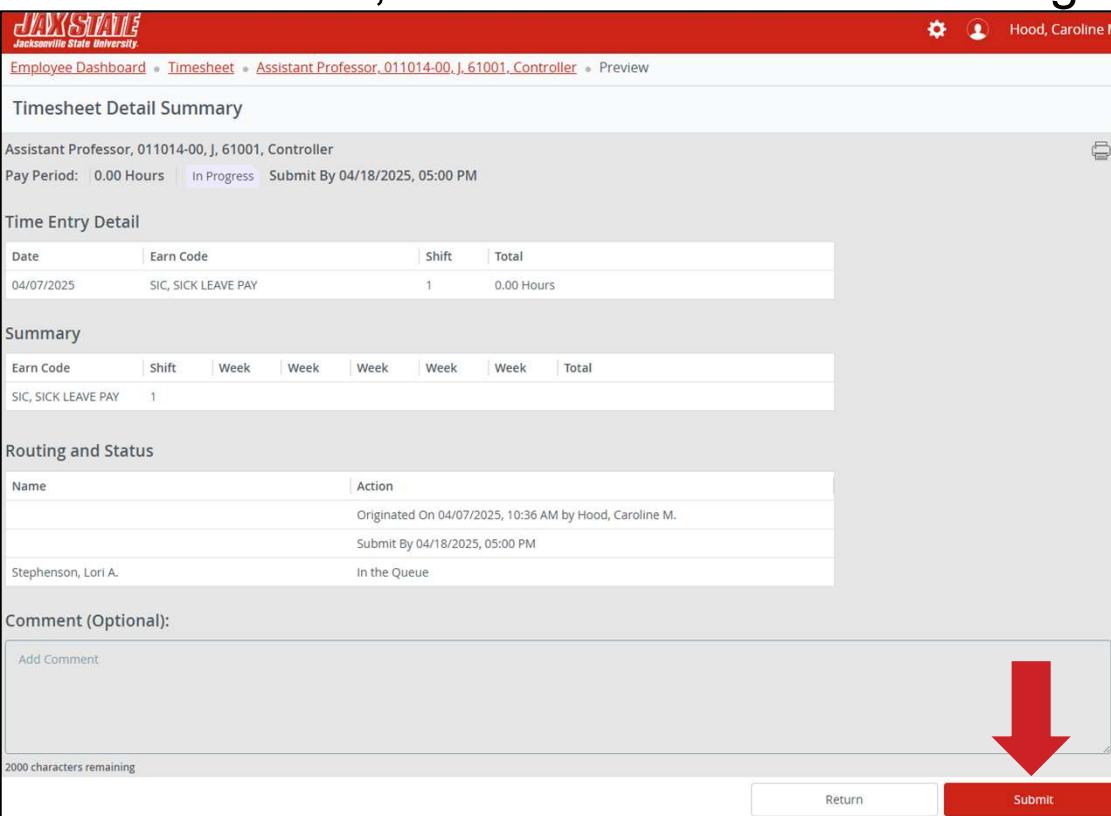


Step 5e: Click Preview at the bottom right-hand side of your screen



Step 5f: You will see your Timesheet Detail Summary – it will show that you have no sick leave for the month. You may also add comments if you like by clicking in the comment box (optional step).

Once you are satisfied that your timesheet is correct and you've typed in any comments you would like to add, click Submit at the bottom right-hand side of your screen.



JAXSTATE
Jacksonville State University

Employee Dashboard • Timesheet • Assistant Professor, 011014-00, J, 61001, Controller • Preview

Timesheet Detail Summary

Assistant Professor, 011014-00, J, 61001, Controller

Pay Period: 0.00 Hours | In Progress | Submit By 04/18/2025, 05:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/07/2025	SIC, SICK LEAVE PAY	1	0.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Week	Total
SIC, SICK LEAVE PAY	1							

Routing and Status

Name	Action
	Originated On 04/07/2025, 10:36 AM by Hood, Caroline M.
	Submit By 04/18/2025, 05:00 PM
Stephenson, Lori A.	In the Queue

Comment (Optional):

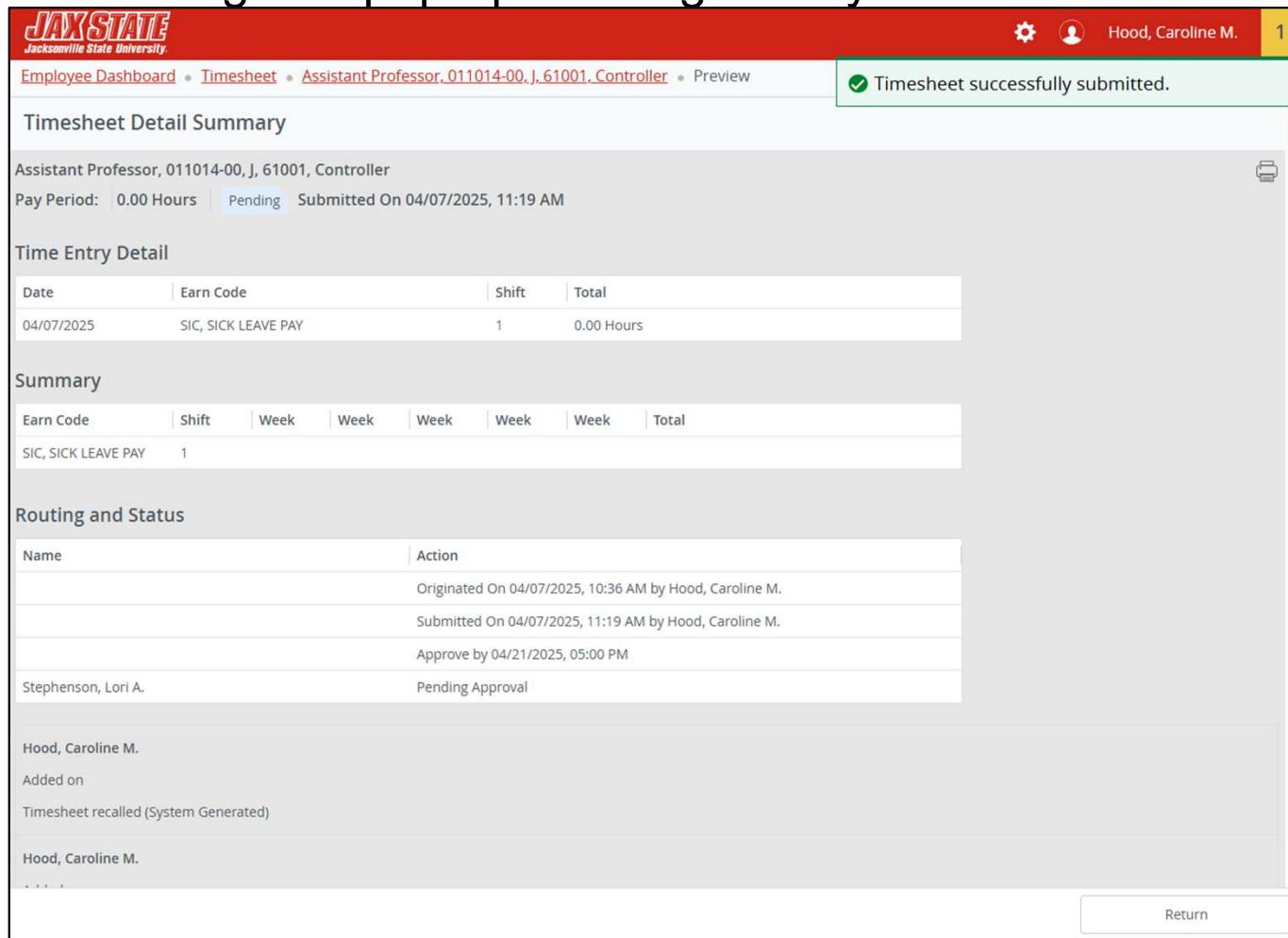
Add Comment

2000 characters remaining

Return Submit



Step 5g: You will see a green pop-up message that your timesheet was submitted successfully



The screenshot shows the JAXSTATE Employee Dashboard Timesheet page. At the top, the JAXSTATE logo and the user's name, Hood, Caroline M., are visible. A green success message box displays the text "Timesheet successfully submitted." with a checkmark icon. A red arrow points from the text "You will see a green pop-up message that your timesheet was submitted successfully" to this message box. The page content includes sections for "Timesheet Detail Summary", "Time Entry Detail", "Summary", "Routing and Status", and "History". The "Time Entry Detail" section shows a single entry for "SIC, SICK LEAVE PAY" on "04/07/2025" with a shift of 1 and a total of "0.00 Hours". The "Summary" section shows the same entry with a shift of 1. The "Routing and Status" section shows the timesheet originated by Hood, Caroline M. on 04/07/2025 at 10:36 AM and submitted by her on 04/07/2025 at 11:19 AM. It also shows an approval step for 04/21/2025 at 05:00 PM, which is pending. The "History" section shows the timesheet was recalled by the system. A "Return" button is located at the bottom right of the page.

Step 5h: You may now close this window. Your timesheet has been submitted, and next it will go to your timesheet approver to be approved for payroll processing.

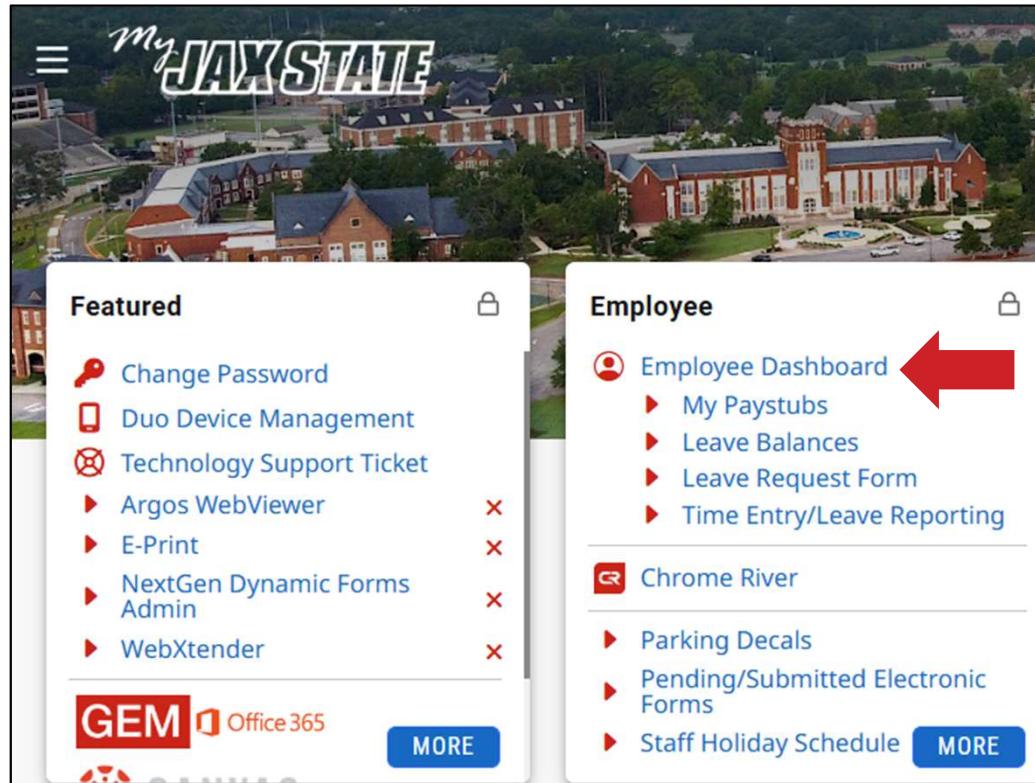


Tip: How to edit your timesheet after you have already submitted it (see the following slides)



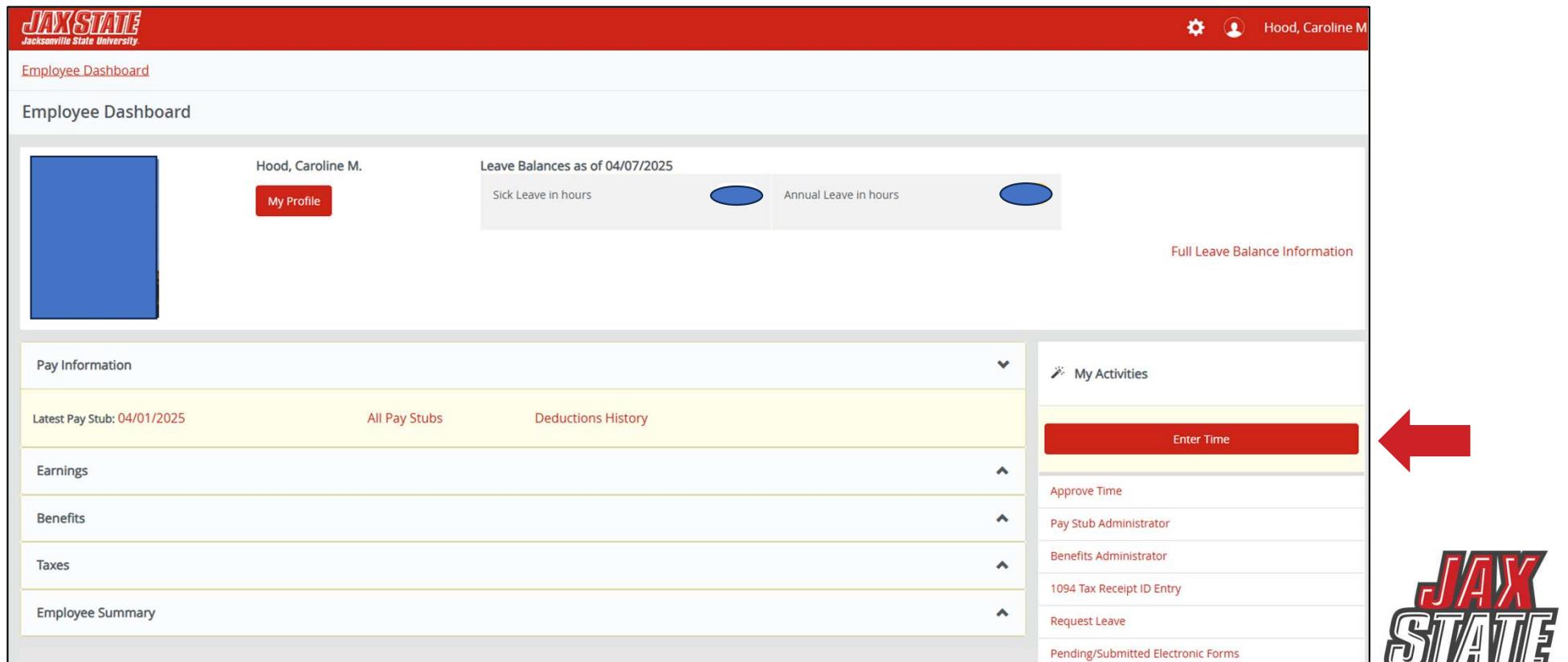
Tip: How to edit your timesheet after you have already submitted it

Step 1: Log back in to MyJaxState and click on your Employee Dashboard



Tip: How to edit your timesheet after you have already submitted it

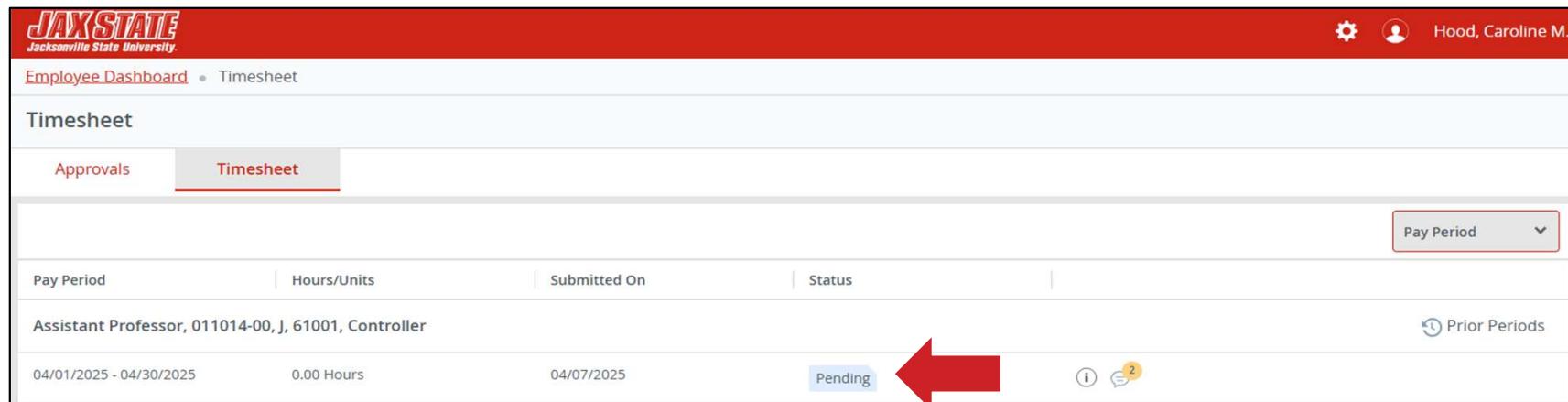
Step 2: Click Enter Time



The screenshot shows the JAXSTATE Employee Dashboard. At the top, the JAXSTATE logo and the user's name, Hood, Caroline M., are displayed. Below the header, the dashboard is divided into several sections: 'Employee Dashboard' (highlighted in red), 'Leave Balances as of 04/07/2025' (showing Sick Leave in hours and Annual Leave in hours), and 'Full Leave Balance Information'. On the left, a sidebar lists 'Pay Information', 'Latest Pay Stub: 04/01/2025', 'All Pay Stubs', 'Deductions History', 'Earnings', 'Benefits', 'Taxes', and 'Employee Summary'. On the right, a 'My Activities' sidebar lists 'Enter Time' (highlighted in red with a red arrow pointing to it), 'Approve Time', 'Pay Stub Administrator', 'Benefits Administrator', '1094 Tax Receipt ID Entry', 'Request Leave', and 'Pending/Submitted Electronic Forms'. The bottom right corner features the JAXSTATE logo.

Tip: How to edit your timesheet after you have already submitted it

Step 3: Click where it says Pending on your timesheet



The screenshot shows the JAXSTATE Employee Dashboard with the 'Timesheet' tab selected. The page displays a table with the following data:

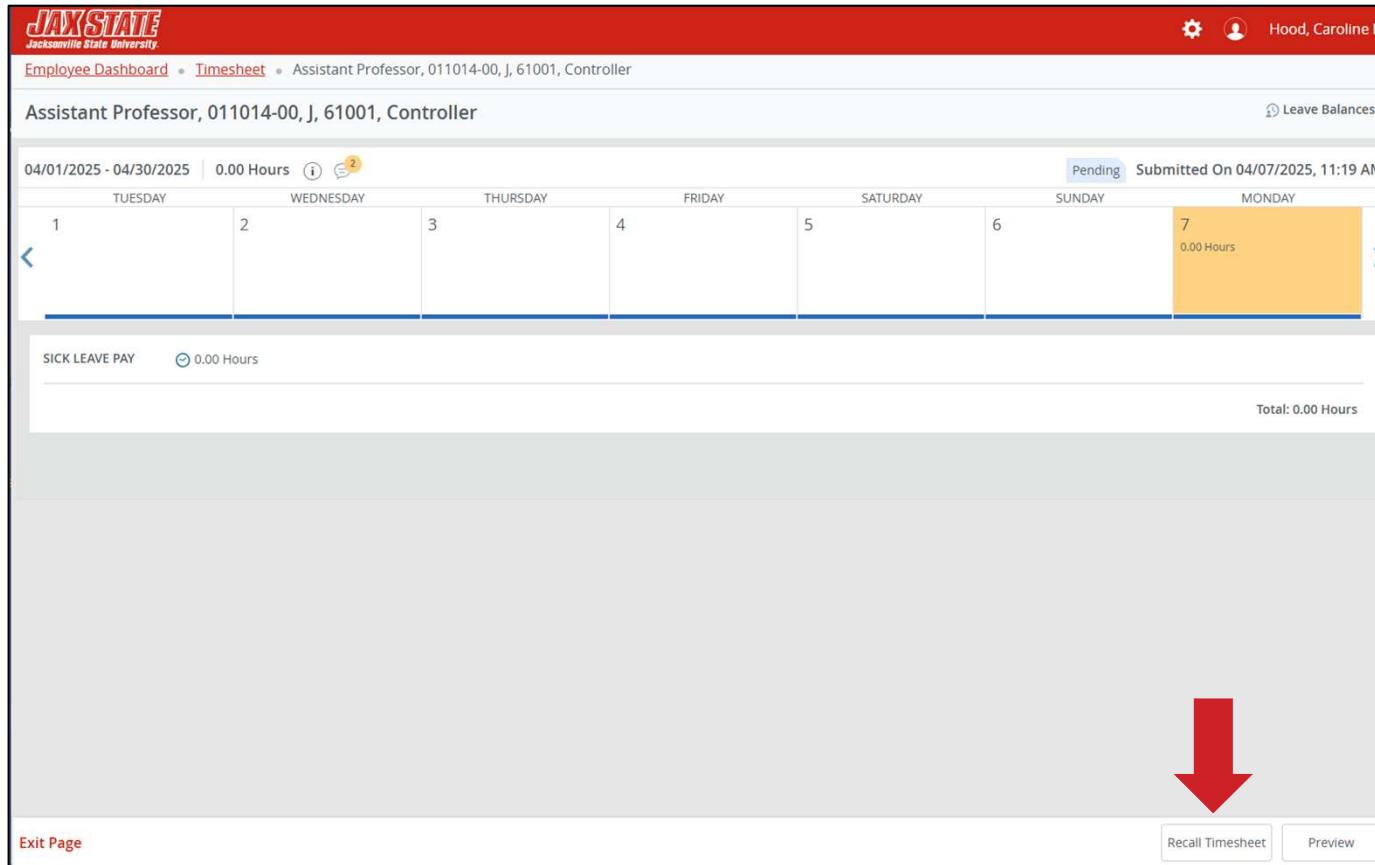
Pay Period	Hours/Units	Submitted On	Status
04/01/2025 - 04/30/2025	0.00 Hours	04/07/2025	Pending

A red arrow points to the 'Pending' status indicator. To the right of the status are two small icons: a blue info icon and a yellow message icon with a '2'.



Tip: How to edit your timesheet after you have already submitted it

Step 4: Click Recall Timesheet at the bottom right-hand side of your screen. This will allow you to re-do your timesheet.



Employee Dashboard • Timesheet • Assistant Professor, 011014-00, J, 61001, Controller

Assistant Professor, 011014-00, J, 61001, Controller

04/01/2025 - 04/30/2025 | 0.00 Hours (i) (2)

Pending Submitted On 04/07/2025, 11:19 AM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
1	2	3	4	5	6	7 0.00 Hours

SICK LEAVE PAY 0.00 Hours

Total: 0.00 Hours

Exit Page Recall Timesheet Preview



Thank you!
If you have questions, please email
Payroll@jsu.edu

