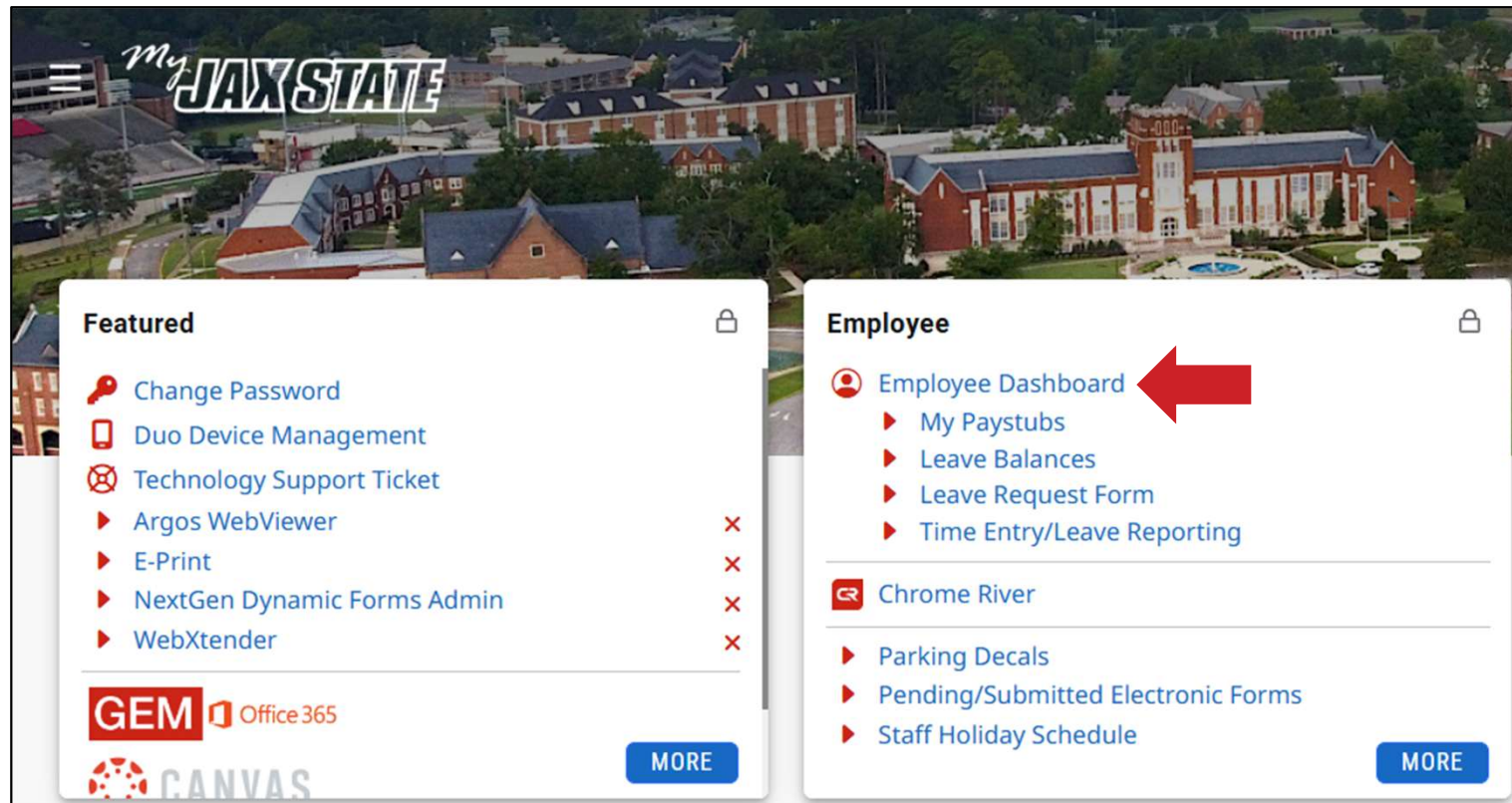


Faculty Leave Reporting Instructions






the FRIENDLIEST CAMPUS *in the* SOUTH


Step 1: Log in to MyJaxState and click Employee Dashboard



Step 2: Click Enter Time

 Hood, Caroline M

Employee Dashboard



Hood, Caroline M.

My Profile

Leave Balances as of 04/07/2025

Sick Leave in hours

Annual Leave in hours

Full Leave Balance Information

Pay Information

Latest Pay Stub: 04/01/2025

All Pay Stubs

Deductions History

Earnings

Benefits

Taxes

Employee Summary

My Activities

Enter Time

Approve Time

Pay Stub Administrator

Benefits Administrator



1094 Tax Receipt ID Entry

Request Leave

Pending/Submitted Electronic Forms

Step 3: Click Start Timesheet


JAXSTATE
Jacksonville State University

 Hood, Caroline M.


[Employee Dashboard](#) • Timesheet

Timesheet

[Approvals](#) [Timesheet](#)

Pay Period 

Pay Period	Hours/Units	Submitted On	Status
Assistant Professor, 011014-00, J, 61001, Controller			
04/01/2025 - 04/30/2025			Not Started

 Prior Periods

Start Timesheet

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

JAX STATE
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
1	2	3	4	5	6	7



+ Add Earn Code

Earn Code

Select Earn Code

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.

JAXSTATE
Jacksonville State University

 Hood, Caroline M.

[Employee Dashboard](#) • [Timesheet](#) • Assistant Professor, 011014-00, J, 61001, Controller

Assistant Professor, 011014-00, J, 61001, Controller Restart Time Leave Balances

04/01/2025 - 04/30/2025 i 💬 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

Select Earn Code ▼

JAXSTATE
Jacksonville State University

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

The screenshot displays the JAXSTATE Jacksonville State University Timesheet interface. At the top, the header includes the JAXSTATE logo, a settings gear icon, a user profile icon for 'Hood, Caroline M.', and navigation links for 'Employee Dashboard' and 'Timesheet'. The user's role is listed as 'Assistant Professor, 011014-00, J, 61001, Controller'. Below this, there are links for 'Restart Time' and 'Leave Balances'. The main section shows the date range '04/01/2025 - 04/30/2025' with a status of 'In Progress' and a 'Submit By' deadline of '04/18/2025, 05:00 PM'. A calendar grid follows, with days of the week as headers and dates 22 through 28 as rows. Thursday, the 24th, is highlighted in orange. Below the calendar is a grey bar with a '+ Add Earn Code' button. At the bottom, a 'Select Earn Code' dropdown menu is open, showing 'SICK LEAVE PAY' as a selectable option, which is pointed to by a red arrow.

JAXSTATE
Jacksonville State University

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

Assistant Professor, 011014-00, J, 61001, Controller [Restart Time](#) [Leave Balances](#)

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

Select Earn Code ^

SICK LEAVE PAY

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

Restart Time Leave Balances

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 Hours*

SICK LEAVE PAY 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 Jacksonville State University Timesheet interface. The user is logged in as Caroline M. Hood. The page title is "Assistant Professor, 011014-00, J, 61001, Controller". The calendar view shows the week of 04/01/2025 to 04/30/2025, with Thursday (04/24/2025) highlighted in orange. The "Add Earn Code" section is expanded, showing "SICK LEAVE PAY" selected in the "Earn Code" dropdown and "2" entered in the "Hours*" field. A red arrow points to the "Save" button at the bottom right of the interface.

JAXSTATE
Jacksonville State University

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

Assistant Professor, 011014-00, J, 61001, Controller [Restart Time](#) [Leave Balances](#)

04/01/2025 - 04/30/2025 [In Progress](#) Submit By 04/18/2025, 05:00 PM

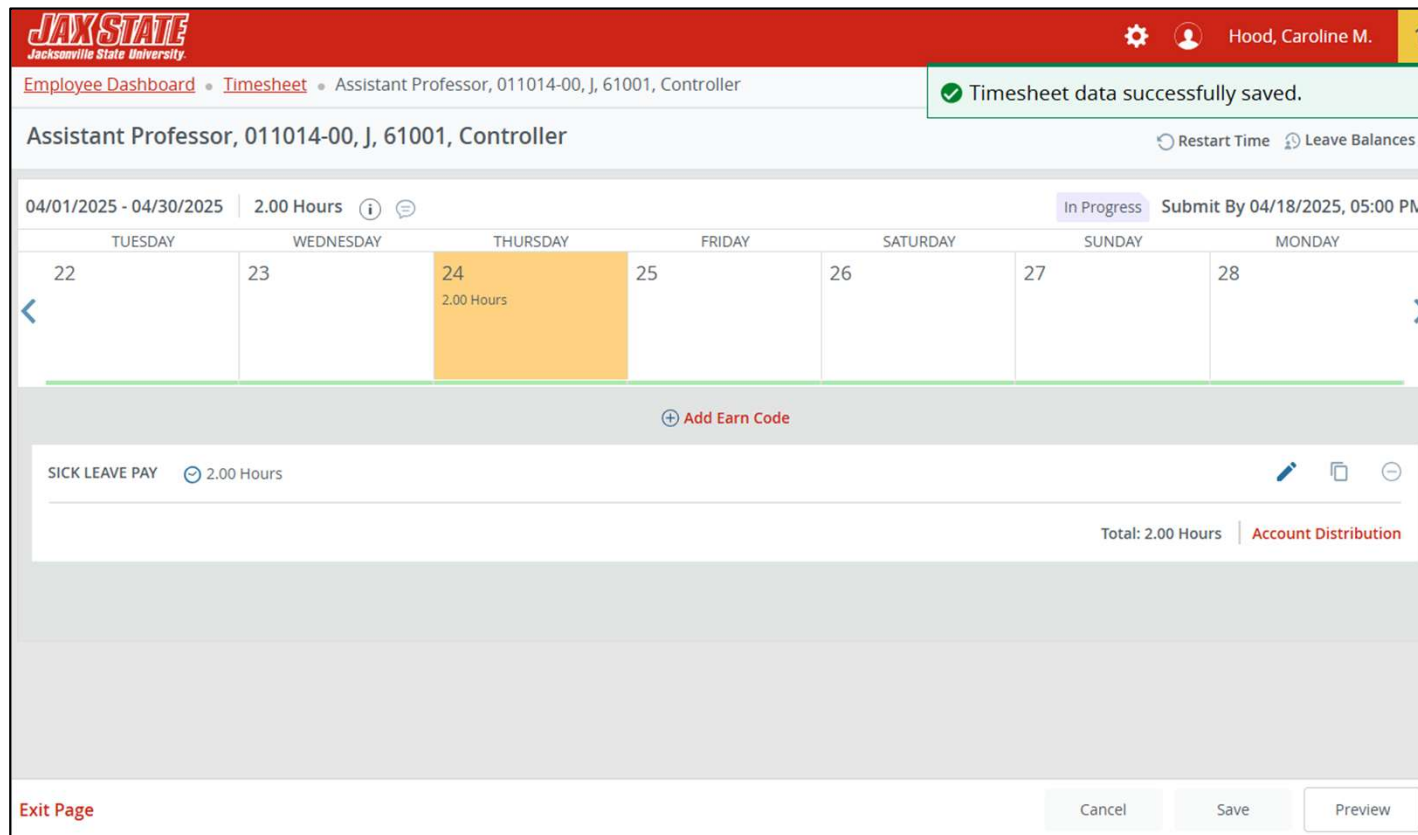
TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
22	23	24	25	26	27	28

[+ Add Earn Code](#)

Earn Code: SICK LEAVE PAY Hours*: 2

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

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



The screenshot displays the JAXSTATE Jacksonville State University Timesheet interface. At the top, a red header bar contains the JAXSTATE logo, a settings gear icon, a user profile icon for 'Hood, Caroline M.', and a yellow notification badge with the number '1'. Below the header, a green pop-up message with a checkmark icon states 'Timesheet data successfully saved.' A red arrow points to this message. The main content area shows the user's role as 'Assistant Professor, 011014-00, J, 61001, Controller' and a navigation bar with 'Employee Dashboard' and 'Timesheet' links. The timesheet grid covers the period from 04/01/2025 to 04/30/2025, showing 2.00 hours entered for Thursday, April 24th. Below the grid, there is a section for 'SICK LEAVE PAY' with a clock icon and '2.00 Hours'. At the bottom, a summary bar shows 'Total: 2.00 Hours' and a link to 'Account Distribution'. The footer includes an 'Exit Page' link and 'Cancel', 'Save', and 'Preview' buttons.

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

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
22	23	24 2.00 Hours	25	26	27	28

+ Add Earn Code

SICK LEAVE PAY 2.00 Hours

Total: 2.00 Hours | Account Distribution

Exit Page Cancel Save 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

JAXSTATE
Jacksonville State University

Employee Dashboard • [Timesheet](#) • Assistant Professor, 011014-00, J, 61001, Controller

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

Timesheet data successfully saved.

Restart Time Leave Balances

04/01/2025 - 04/30/2025 2.00 Hours In Progress Submit By 04/18/2025, 05:00 PM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
22	23	24 2.00 Hours	25	26	27	28

+ Add Earn Code

SICK LEAVE PAY 2.00 Hours



Total: 2.00 Hours Account Distribution

Exit Page Cancel Save **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.

JAXSTATE
Jacksonville State University

 Hood, Caroline M.

[Employee Dashboard](#) • [Timesheet](#) • [Assistant Professor, 011014-00, J, 61001, Controller](#) • [Preview](#)

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

Time Entry Detail

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

Summary

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

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

Return

Submit

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

JAXSTATE
Jacksonville State University

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

Timesheet successfully submitted.

Timesheet Detail Summary

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

Pay Period: 2.00 Hours Pending Submitted On 04/07/2025, 11:04 AM

Time Entry Detail

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

Summary

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

Routing and Status

Name	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
Stephenson, Lori A.	Pending Approval

Hood, Caroline M.
Added on
Timesheet recalled (System Generated)

Return

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.

JAXSTATE
Jacksonville State University.

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

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

Restart Time Leave Balances

04/01/2025 - 04/30/2025 ⓘ ⓘ 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 ▼

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

JAX STATE
Jacksonville State University

Employee Dashboard • [Timesheet](#) • Assistant Professor, 011014-00, J, 61001, Controller

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

Restart Time Leave Balances

04/01/2025 - 04/30/2025 | 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

SICK LEAVE PAY

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

The screenshot displays the JAXSTATE Jacksonville State University Timesheet interface. At the top, the header includes the JAXSTATE logo, a settings icon, a user icon for 'Hood, Caroline M.', and navigation links for 'Employee Dashboard' and 'Timesheet'. The user's role is listed as 'Assistant Professor, 011014-00, J, 61001, Controller'. Below this, there are links for 'Restart Time' and 'Leave Balances'. The main section shows a calendar for the period '04/01/2025 - 04/30/2025' with a status of 'In Progress' and a 'Submit By' date of '04/18/2025, 05:00 PM'. The calendar grid shows days from Tuesday to Monday, with the 7th of April highlighted in orange. A red arrow points from the calendar grid to the 'Add Earn Code' section. In this section, the 'Earn Code' dropdown is set to 'SICK LEAVE PAY' and the 'Hours*' input field contains the number '0'. Another red arrow points from the 'Save' button at the bottom right of the interface. The bottom of the screen features an 'Exit Page' link and buttons for 'Cancel', 'Save', and 'Preview'.

JAXSTATE
Jacksonville State University

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

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

Restart Time Leave Balances

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

TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY MONDAY

1 2 3 4 5 6 7

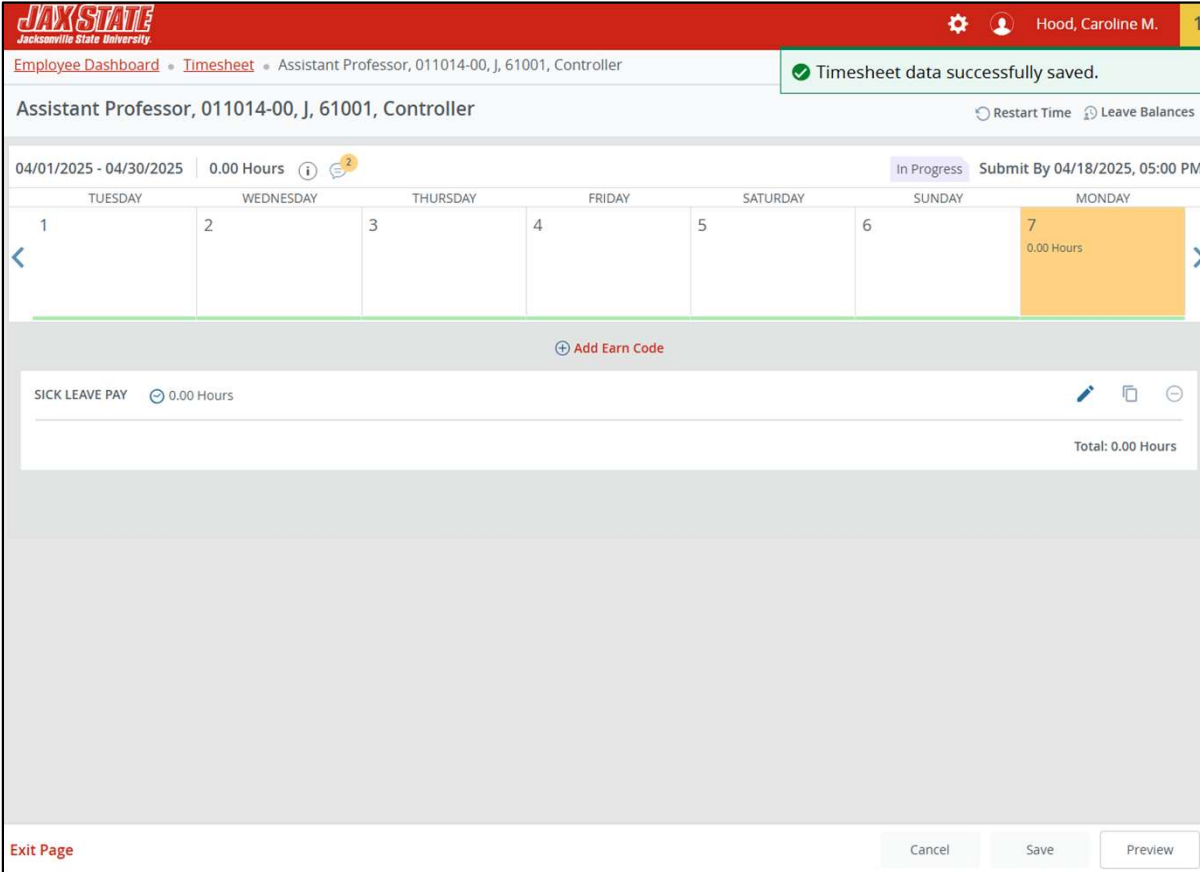
+ Add Earn Code

Earn Code Hours*

SICK LEAVE PAY 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 displays the JAXSTATE Timesheet interface for Assistant Professor, 011014-00, J, 61001, Controller. A green pop-up message at the top right states "Timesheet data successfully saved." A red arrow points to this message. The interface includes a header with the JAXSTATE logo, user information (Hood, Caroline M.), and a navigation bar with "Employee Dashboard" and "Timesheet". The main section shows a calendar for the week of 04/01/2025 to 04/30/2025, with a total of 0.00 Hours. The calendar grid shows days from Tuesday to Monday, with the 7th of April highlighted in orange and labeled "7 0.00 Hours". Below the calendar, there is a section for "SICK LEAVE PAY" with a total of 0.00 Hours. The bottom of the interface features an "Exit Page" button and "Cancel", "Save", and "Preview" buttons.

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

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

+ Add Earn Code

SICK LEAVE PAY 0.00 Hours

Total: 0.00 Hours

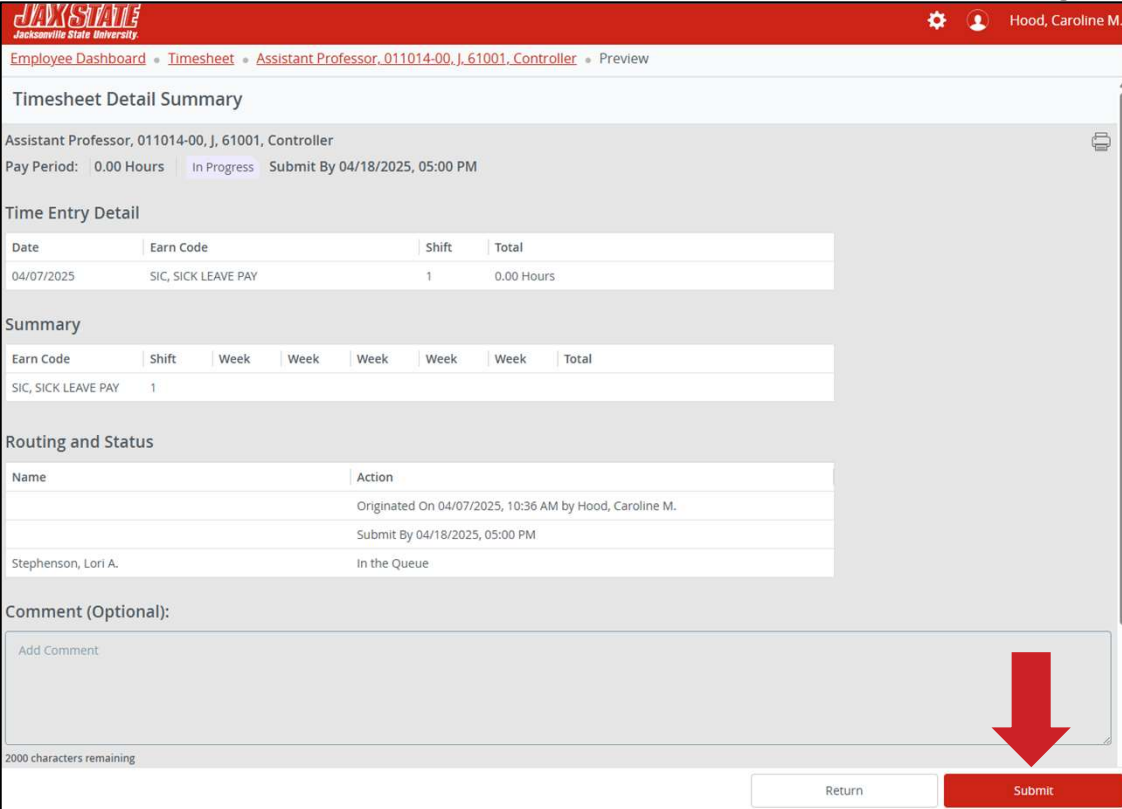
Exit Page Cancel Save Preview

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

The screenshot displays the JAXSTATE Jacksonville State University Timesheet interface. At the top, the header includes the JAXSTATE logo, user information (Hood, Caroline M.), and a notification: "Timesheet data successfully saved." The main section shows the user's role as "Assistant Professor, 011014-00, J, 61001, Controller" and a calendar for the period 04/01/2025 - 04/30/2025. The calendar shows days from Tuesday to Monday, with the 7th of April highlighted in orange and labeled "0.00 Hours". Below the calendar, there is a section for "SICK LEAVE PAY" with a value of "0.00 Hours" and a "Total: 0.00 Hours" summary. At the bottom right, a red arrow points to the "Preview" button, which is located next to "Cancel" and "Save" buttons. The "Exit Page" link is visible at the bottom left.

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	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

JAXSTATE
Jacksonville State University

 Hood, Caroline M. 1

[Employee Dashboard](#) • [Timesheet](#) • [Assistant Professor, 011014-00, J, 61001, Controller](#) • [Preview](#)

✔ Timesheet successfully submitted.

Timesheet Detail Summary

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

Pay Period: 0.00 Hours Pending Submitted On 04/07/2025, 11:19 AM

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	Total
SIC, SICK LEAVE PAY	1						

Routing and Status

Name	Action
	Originated On 04/07/2025, 10:36 AM by Hood, Caroline M.
	Submitted On 04/07/2025, 11:19 AM by Hood, Caroline M.
	Approve by 04/21/2025, 05:00 PM
Stephenson, Lori A.	Pending Approval

Hood, Caroline M.
Added on
Timesheet recalled (System Generated)
Hood, Caroline M.
.....

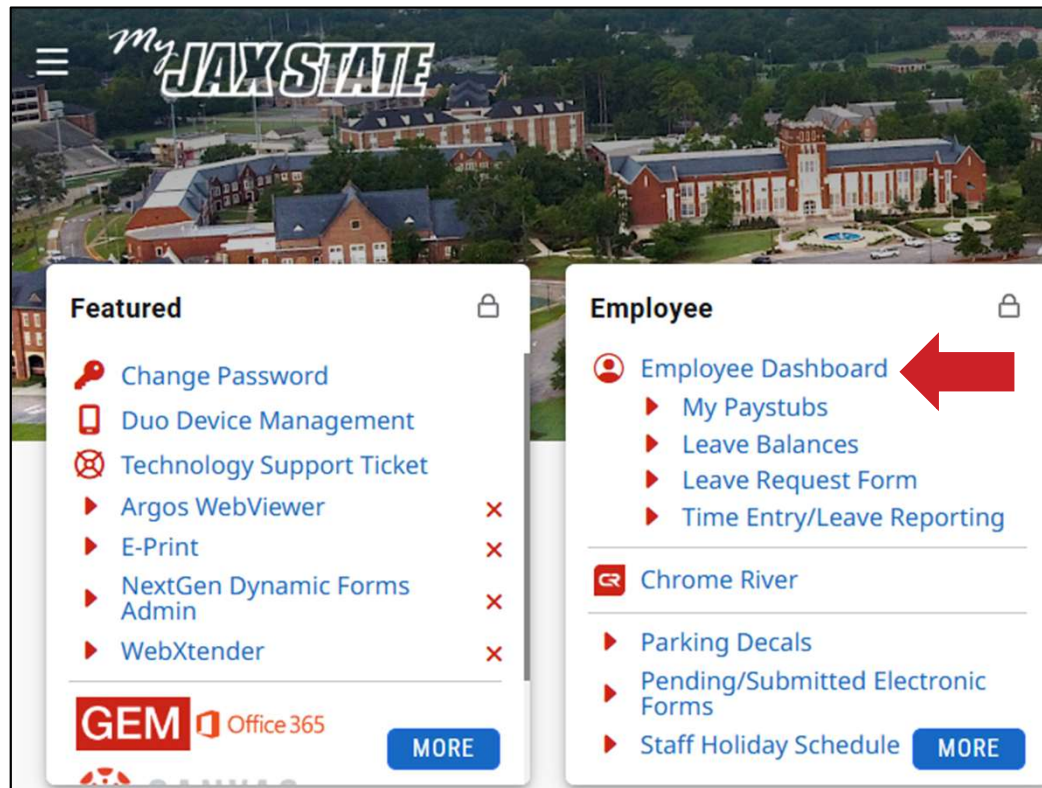
Return

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



 Hood, Caroline M

[Employee Dashboard](#)

Employee Dashboard



Hood, Caroline M.
[My Profile](#)

Leave Balances as of 04/07/2025
Sick Leave in hours  Annual Leave in hours 

Full Leave Balance Information

Pay Information


Latest Pay Stub: 04/01/2025 All Pay Stubs Deductions History

Earnings

Benefits

Taxes

Employee Summary

 My Activities

[Enter Time](#)

[Approve Time](#)

[Pay Stub Administrator](#)

[Benefits Administrator](#)

[1094 Tax Receipt ID Entry](#)

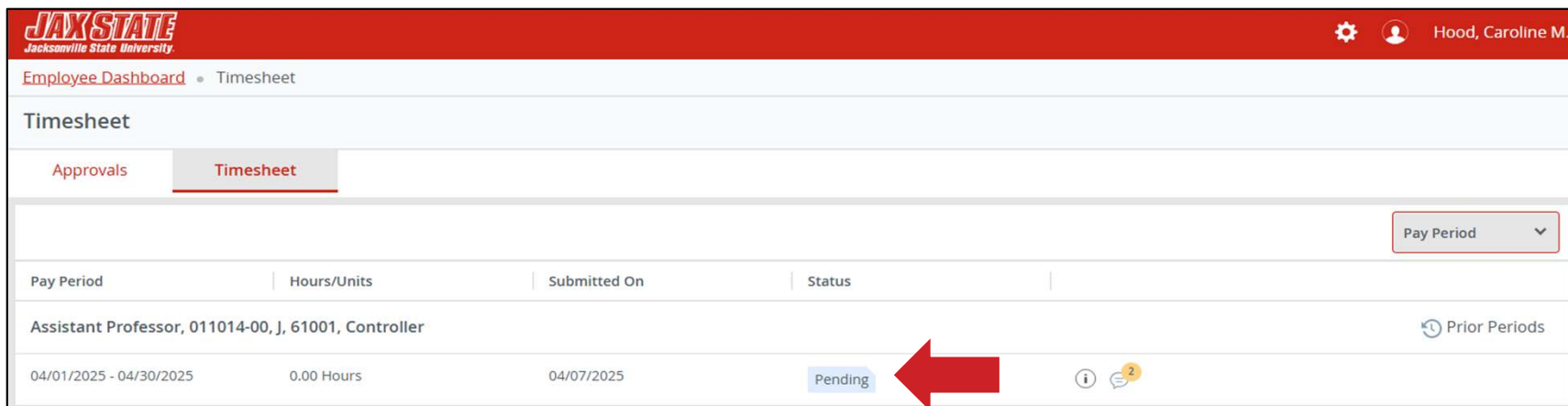
[Request Leave](#)

[Pending/Submitted Electronic Forms](#)



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 Jacksonville State University Employee Dashboard. The user is logged in as Caroline M. Hood. The 'Timesheet' tab is selected. A table displays the timesheet for the pay period 04/01/2025 - 04/30/2025, showing 0.00 hours submitted on 04/07/2025. The status is 'Pending', which is highlighted by a red arrow. There are also icons for information and notifications next to the status.

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

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.

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 | 0.00 Hours | 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

