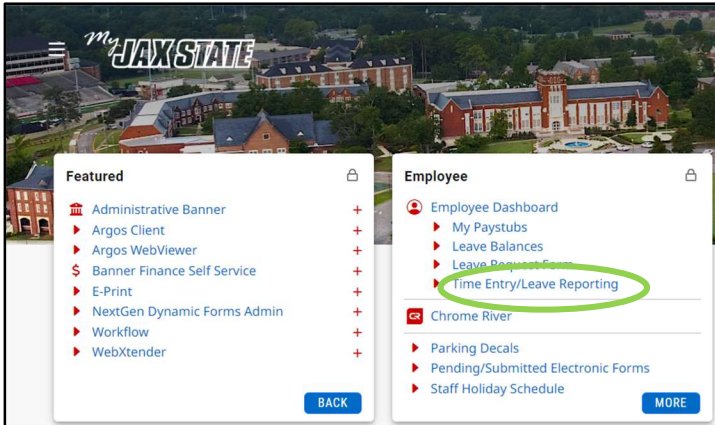
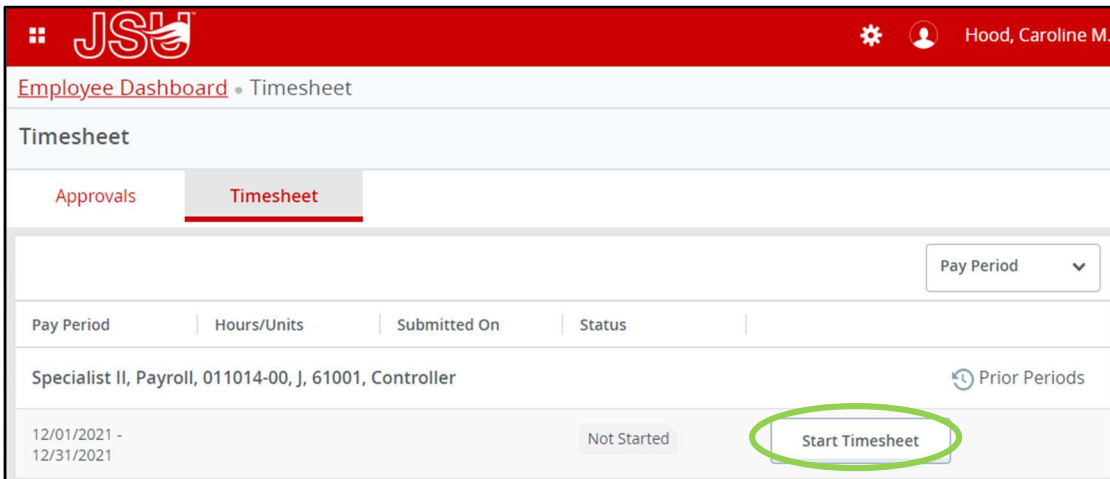


How to enter leave in MyJaxState – Employees on Monthly Payroll

1). Log in to MyJaxState and click **Time Entry/Leave Reporting**



2). Click **Start Timesheet**



3). Now you may begin to enter any leave you have taken for the month. If you took no leave – click **Select Earn Code** and choose **Annual Leave** (see step 7 if you have leave to report)

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, the JSU logo is on the left, and the user's name 'Hood, Caroline M.' is on the right. Below the header, the breadcrumb trail reads 'Employee Dashboard • Timesheet • Specialist II, Payroll, 011014-00, J, 61001, Controller'. The main title is 'Specialist II, Payroll, 011014-00, J, 61001, Controller', with 'Restart Time' and 'Leave Balances' links. The date range is '12/01/2021 - 12/31/2021', and the status is 'In Progress' with a 'Submit By 12/10/2021, 03:00 PM' deadline. A calendar view shows days 5 through 11, with Monday the 6th highlighted in orange. Below the calendar is a '+ Add Earn Code' button. A dropdown menu is open, showing 'Earn Code' with the following options: 'Select Earn Code', 'ANNUAL LEAVE PAY' (circled in green), 'SICK LEAVE PAY', and '2018 TORNADO'.

4). If you have no leave to report, type in **0** hours and click **Save**. You only have to do this once – you don't have to input 0 on every day.

JSU Employee Dashboard • Timesheet • Specialist II, Payroll, 011014-00, J, 61001, Controller

Specialist II, Payroll, 011014-00, J, 61001, Controller

12/01/2021 - 12/31/2021 | In Progress | Submit By 12/10/2021, 03:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9	10	11

+ Add Earn Code

Earn Code: ANNUAL LEAVE PAY

Hours: 0

Exit Page | Cancel | Save | Preview

5). You will see a message in the top right corner “Timesheet data successfully saved.” Next, click **Preview**.

JSU Employee Dashboard • Timesheet • Specialist II, Payroll, 011014-00, J, 61001, Controller

Specialist II, Payroll, 011014-00, J, 61001, Controller

12/01/2021 - 12/31/2021 | 0.00 Hours | In Progress | Submit By 12/10/2021, 03:00 PM

Timesheet data successfully saved.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 0.00 Hours	7	8	9	10	11

+ Add Earn Code

ANNUAL LEAVE PAY 0.00 Hours

Total: 0.00 Hours

Exit Page | Cancel | Save | Preview

6). Next, click **Submit**. You can also add comments if needed in the comment box before you click Submit. If you do have leave to report – follow steps 7 – 9.

JSU Hood, Caroline M.

Employee Dashboard • Timesheet • Specialist II, Payroll, 011014-00, J, 61001, Controller • Preview

Timesheet Detail Summary

Specialist II, Payroll, 011014-00, J, 61001, Controller

Pay Period: 12/01/2021 - 12/31/2021 0.00 Hours **In Progress** Submit By 12/10/2021, 03:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
12/06/2021	AL, ANNUAL LEAVE PAY	1	0.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
AL, ANNUAL LEAVE PAY	1						

Routing and Status

Name	Action	Date & Time
Hood, Caroline M.	Originated	12/06/2021, 09:19 AM
Stephenson, Lori A.	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

Return **Submit**

7). If you have annual leave or sick leave to report, follow these steps.

You will need to enter hours of sick leave or annual leave on the days that you were out. You can move to a different week on the calendar by clicking the arrows on the left or the right – see below.

The screenshot displays the JSA Employee Dashboard Timesheet interface. At the top, the JSA logo is visible on the left, and the user's name, 'Hood, Caroline M.', is on the right. The breadcrumb trail shows 'Employee Dashboard > Timesheet > Specialist II, Payroll, 011014-00, J, 61001, Controller'. The main header identifies the user as 'Specialist II, Payroll, 011014-00, J, 61001, Controller' and includes links for 'Restart Time' and 'Leave Balances'. The calendar view shows the period from 12/01/2021 to 12/31/2021, with the current week (12/05/2021 to 12/11/2021) highlighted in orange. The status is 'In Progress' and the submit deadline is '12/10/2021, 03:00 PM'. Below the calendar is an 'Add Earn Code' section with a dropdown menu labeled 'Select Earn Code'. At the bottom are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'. Two green circles highlight the left and right navigation arrows on the calendar.

8). Once you have moved to the week that you had annual or sick leave, click on the day(s) you have leave to report. The day will be yellow on the calendar. **Click Annual Leave Pay or Sick Leave Pay** under the Select Earn Code drop down box to report the hours of leave for that day.

The screenshot displays the JSD Timesheet interface. At the top, the JSD logo and user name 'Hood, Caroline M.' are visible. Below the header, the breadcrumb trail reads 'Employee Dashboard • Timesheet • Specialist II, Payroll, 011014-00, J, 61001, Controller'. The main content area shows a calendar for the period '12/01/2021 - 12/31/2021'. The calendar is currently on 'Monday, 12/13/2021', which is highlighted in yellow. The days of the week are labeled: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY. The dates 12, 13, 14, 15, 16, 17, and 18 are shown below the days. A green circle highlights the 'Earn Code' dropdown menu, which is open and shows the following options: 'Select Earn Code', 'ANNUAL LEAVE PAY', 'SICK LEAVE PAY', and '2018 TORNADO'. At the bottom of the interface, there are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'.

9). After you have selected the correct earn code for your type of leave, **type in the hours** you were absent for that day and click **Save**.

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, the user is identified as 'Hood, Caroline M.'. The breadcrumb trail shows 'Employee Dashboard > Timesheet > Specialist II, Payroll, 011014-00, J, 61001, Controller'. The main heading is 'Specialist II, Payroll, 011014-00, J, 61001, Controller'. The calendar view shows the period from 12/01/2021 to 12/31/2021, with the current date being Monday, December 13, 2021. The calendar grid shows days from Sunday (12) to Saturday (18). Below the calendar, there is an 'Add Earn Code' section. The 'Earn Code' dropdown is set to 'SICK LEAVE PAY' and the 'Hours' input field contains the number '3'. At the bottom of the interface, there are three buttons: 'Exit Page', 'Cancel', and 'Save'. The 'Save' button is circled in green.

10). You can add more leave by clicking on the days of the month and following steps 7 - 9. If you were absent for an entire day, you will need to enter 8 hours of either sick or annual leave. Remember, you can show different weeks on the calendar by clicking the left or right arrows.

11). When you have finished entering your leave, click **Save**, then click **Preview**, then **Submit** as seen on **Steps 4 - 6**.

Some Notes:

- It is University Policy to submit Leave Request forms. Payroll doesn't always receive these forms. It is important that you include your leave on BOTH your timesheet and your Leave Request form.
- If you need to report leave other than Annual Leave or Sick Leave (for instance, bereavement leave, jury duty, FMLA, etc.) you need to submit a Leave Request form. There are spaces on the form to include those other types of leave. Once Payroll receives your Leave Request form, then we will change your leave to the correct type. In the meantime, please include your other type of leave on your timesheet as either sick or annual and include a comment on your timesheet letting Payroll and your approver know that the leave you have submitted is actually for bereavement, jury duty, FMLA, etc.