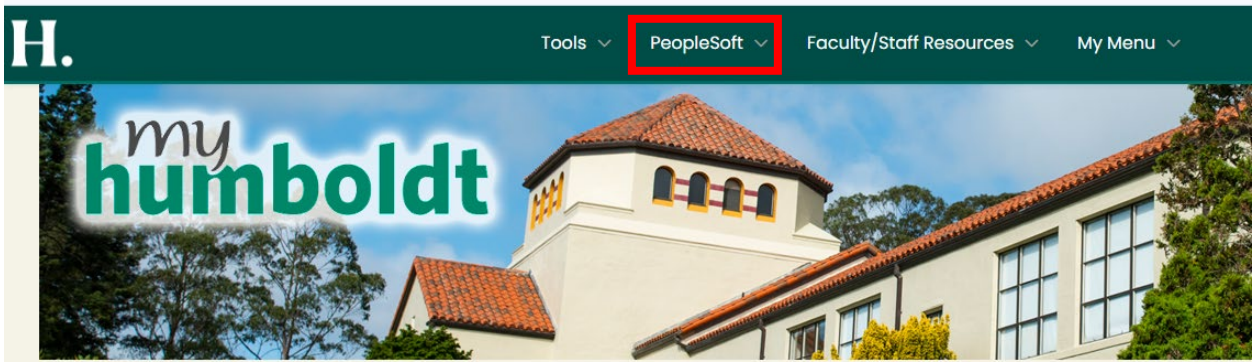
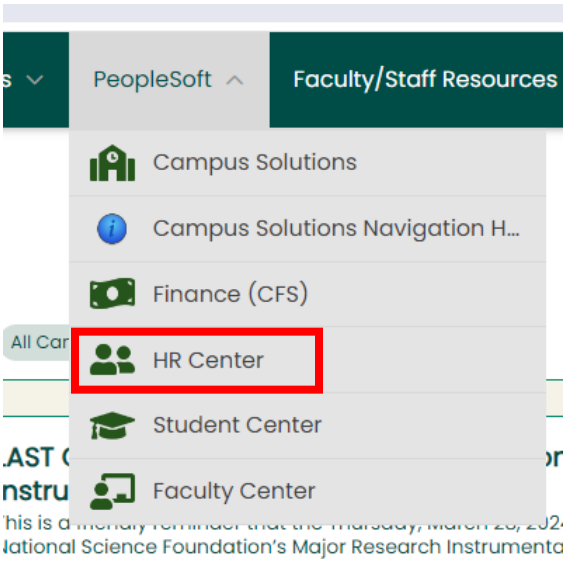
1. **Intermittent Timesheet Entry**
2. Start by opening the myHumboldt Portal.
3. Click the Peoplesoft menu at the top of the screen.



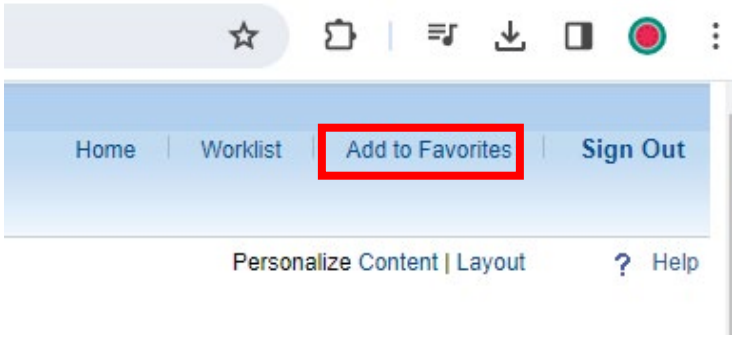
4. Select the HR Center option.



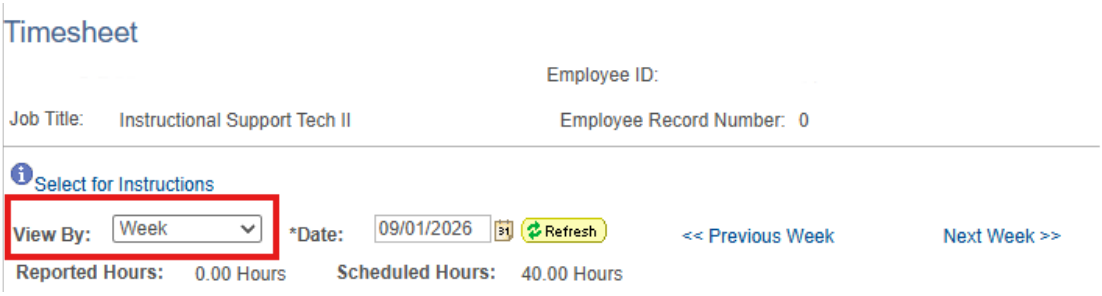
5. The HR Center will open in the browser.
6. On the left-hand side, click the little arrow to the left of the Self-Service menu option to open the submenu.



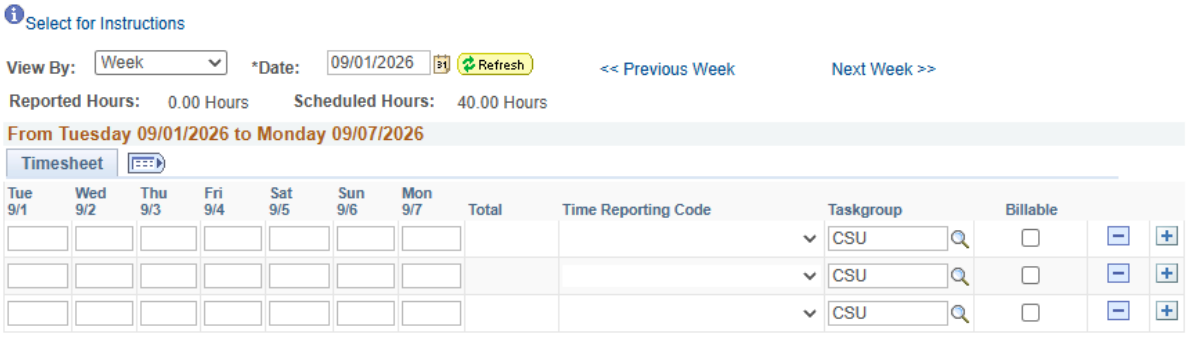
7. Click the Time Reporting submenu link
8. The Time Reporting Page will open.
9. Click the Timesheet option under the Report Time banner.
10. The Timesheet page will open.
11. Before you continue, click the Add to Favorites option on the top right corner. This will add the Timesheet page to your Favorites menu where you can find it quickly every month.



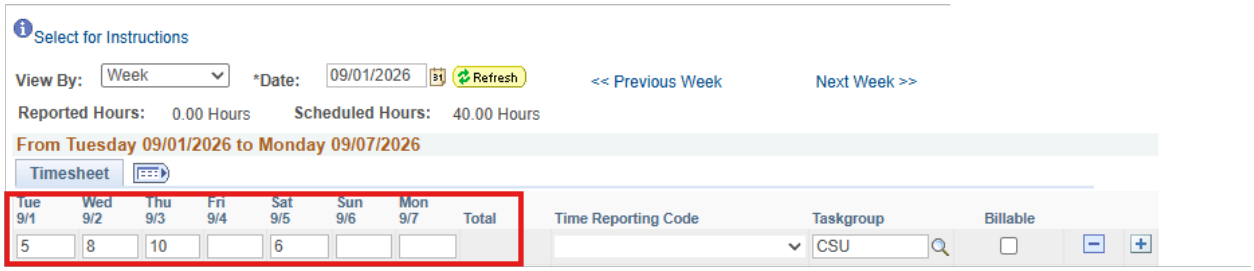
12. A small window will open. Click the OK button.
13. Then another small window will open confirming your action. Click the OK button.
14. Open the Favorites Menu at the top to confirm that the Timesheet page has been added to the menu.
15. **Entering Work Hours**
16. Back in the Timesheet page, notice that the View By option is selected as Week.



17. All the days for the current week will appear in the Timesheet block in rows.



18. Type the total hours worked for each day in the corresponding boxes.

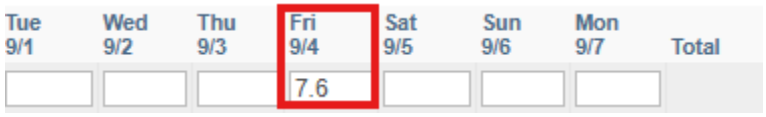


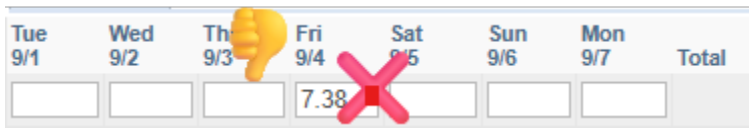
19. Due to the State payroll system rounding rules, time entry can only go out to one decimal place. Please use the following conversion chart to round your hours.

CONVERSION	
MINUTES	**TENTHS**
0-5	0
6-11	1
12-17	2
18-23	3
24-29	4
30-35	5
36-41	6
42-47	7
48-53	8
54-59	9
60	1

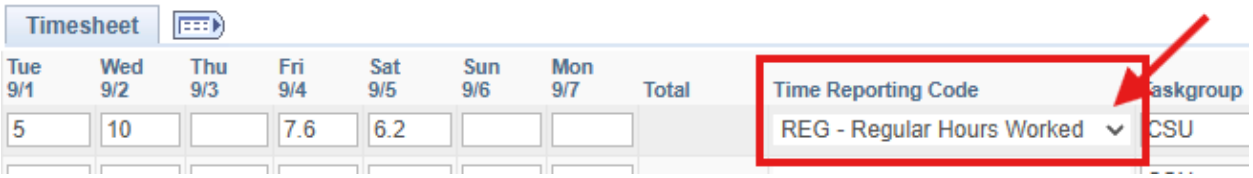
EXAMPLE

Working seven hours and 38 minutes on 9/4/26 will be reported as 7.6 total hours.

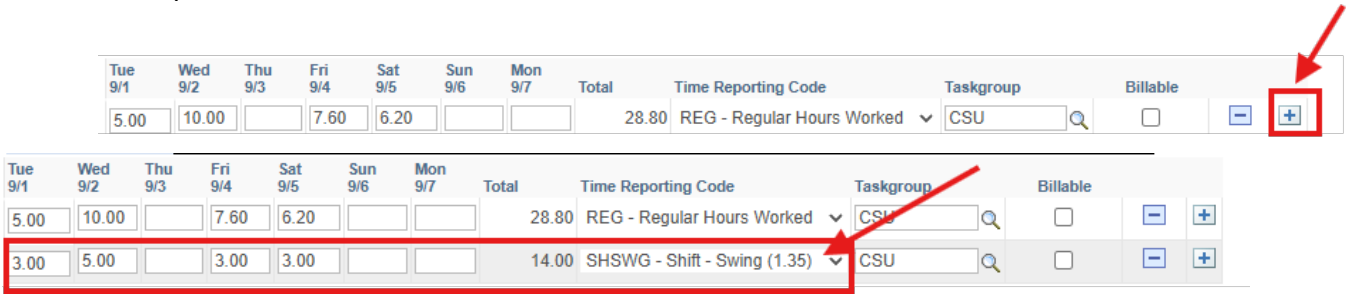




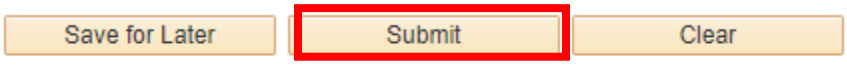
20. In the same row, under the Time Reporting Code column, select the REG – Regular Hours Worked option.



21. For those that are eligible for shift differential (refer to applicable collective bargaining agreements) you will insert a second row and enter the total hours of that shift that qualifies for shift differential. Depending on what hours have been worked there are two options to choose from.



22. Once you have finished entering all your working hours, click the Submit button on the lower left corner.



23. A pop-up message window will appear asking you to validate worked time. Click the Yes button.

24. **Entering Holiday, Vacation, Sick, and Personal Leave**

25. **Holiday Hours**
    Holiday hours are counted based on the total amount of **regular hours worked and paid for** during a given month. The shift, swing, and overtime, and holiday hours do not count for holiday time. Only applies if your appointment qualifies for paid holidays.

26. If there is more than one holiday in a month, the same amount counts for each holiday.

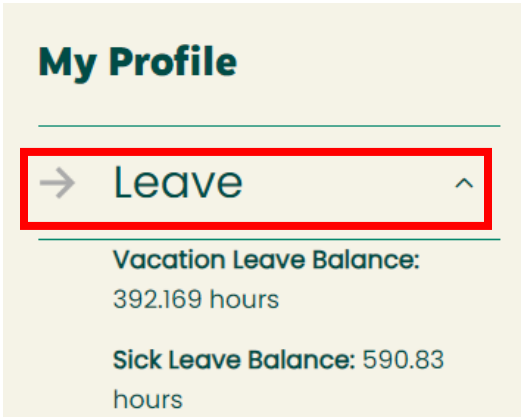
27. We recommend that you enter your holiday time at the end of the month because by then you will know the exact amount of hours that you have worked.

28. This chart reflects the holiday hours you are permitted to take based on the hours that you worked and got paid for. Show chart

29. **Vacation, Sick, and Personal Hours**
    The amount of Vacation, Sick and Personal time that you are entitled by month varies by the union that you belong to.

30. **Entering Leave Time**
    To enter any of these times, start from the myHumboldt portal.

31. Click the arrow next to the Leave header to open its contents.

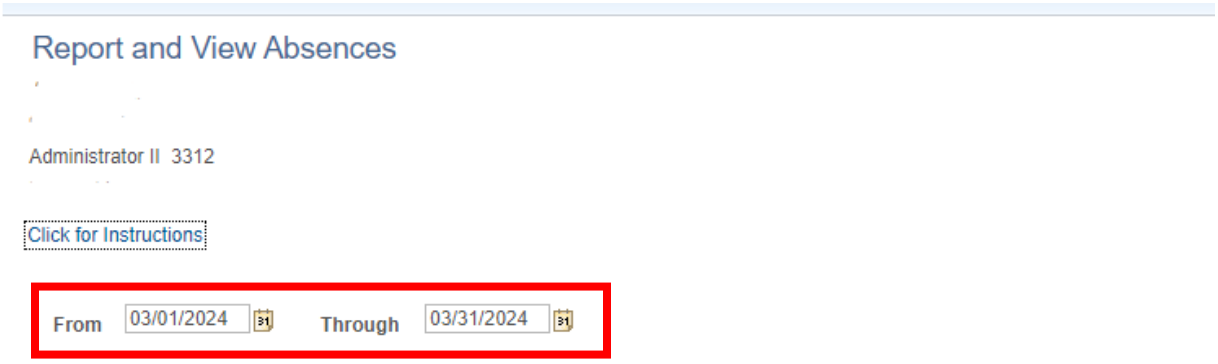


32. You will see your balances for vacation and sick leaves.

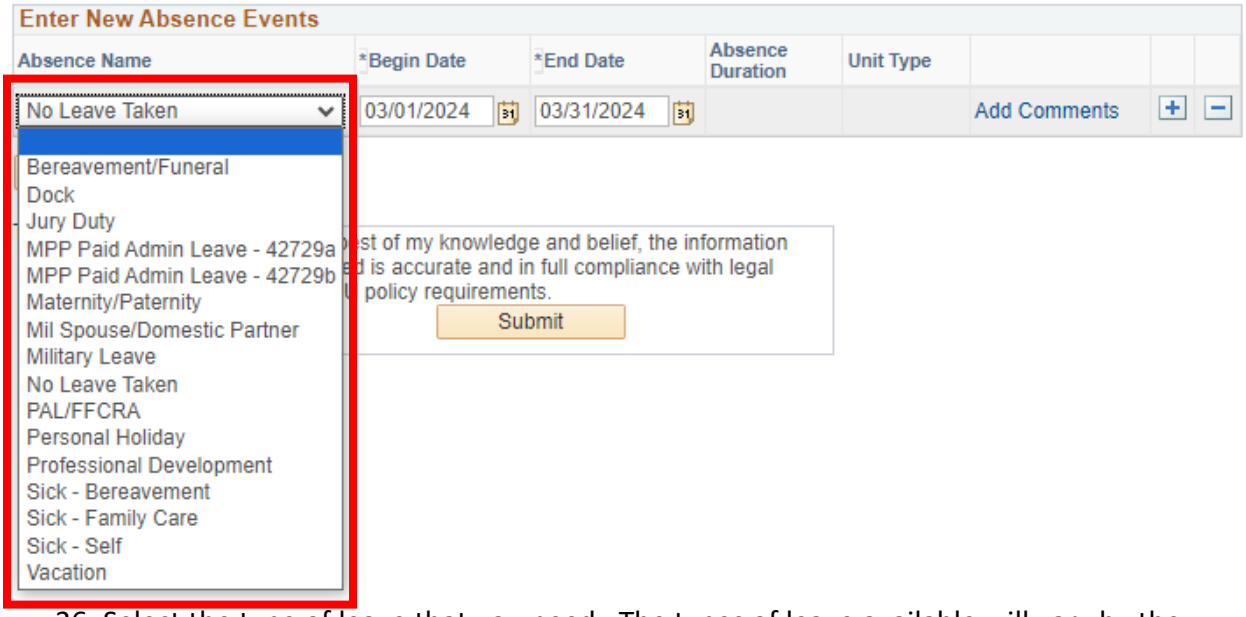
33. Underneath them, click the Report and View Absences link.



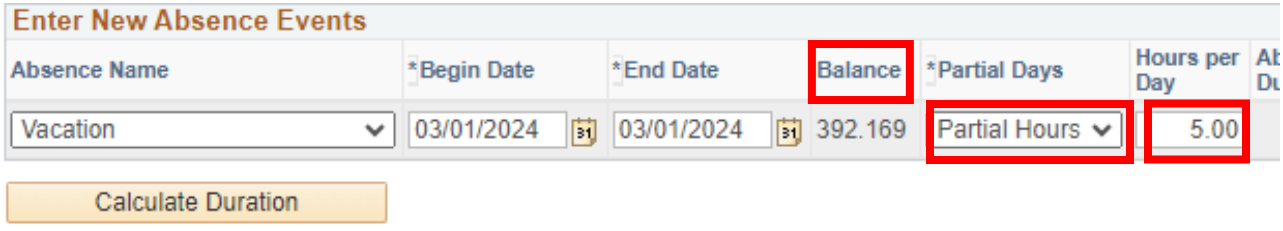
34. Be sure that the dates at the top of the tables reflect the pay period for the current month.



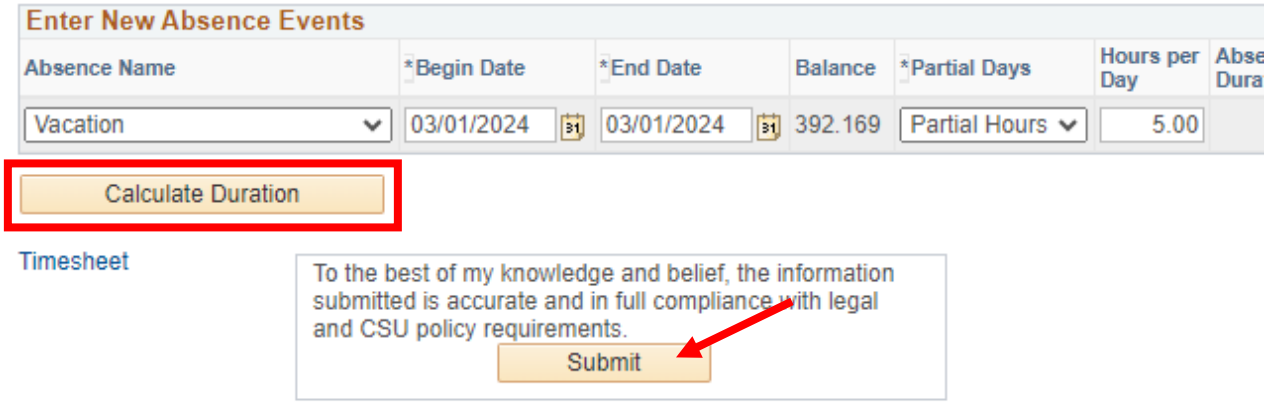
35. In the Enter New Absence Events block, click the Absence Name drop down to open it.



36. Select the type of leave that you need. The types of leave available will vary by the union that you belong to.
37. In this case, you are claiming 5 hours of vacation. Select the Vacation option. Note that your vacation hours available to you will appear in the Balance column.
38. Select the Begin Date and End Date of the day that you took vacation.
39. Click the Partial Days field to open the drop down options. Select None if you are taking full days or 8 hours per day. Select Partial Hours if you are taking less than 8 hours of vacation that day.
40. In this case, you will select Partial Hours.
41. A new Hours per Day Field will appear where you will type in the number of hours taken. Five in this example.



42. If you are going to enter more vacation or other leave options, click the plus sign button at the end of the row to add a new row below.
43. Follow the same process to enter other leave time.
44. Once done, click the Calculate Duration button on the bottom of the block.
45. If everything looks the way you intended, click the Submit button at the bottom of the blocks.



46. After you submit it, the Existing Absence Events block above will show that you have submitted your leaves and the hours for each one.

