

# Employee Guide for Time & Attendance

## Submit Timesheet

To access the Time and Attendance Portal, click on **Timesheet** on the navigation panel

IAS INSTITUTE FOR ADVANCED STUDY

Search...

Myself

⚠ You have a pending [New Hire Checklist](#) task. If you are eligible for benefits, you can enroll after you

Report a Life Event


Change Federal Tax Elections (W-4)

Change State Tax Elections

View Organization Chart

**Timesheet**

My Contact Info



Legal Name Denzel King

Home Phone +1 303-454-1246

Work Location 1001 Arapahoe Avenue  
Boulder, CO 80302

Home 135 North Ave.  
Denver, CO 80202

Personal Email dking@yahoo.com

Upload Profile Image

## Step 1: Access to Timesheet

To access your current Timesheet click **Clock**

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Dashboards

Home Edit Tabs

**Clock**

Thursday, Aug 20  
09:17 PM  
[EDT]

Announcements (0)  
No Data to Display

Timesheet Chart

Hours

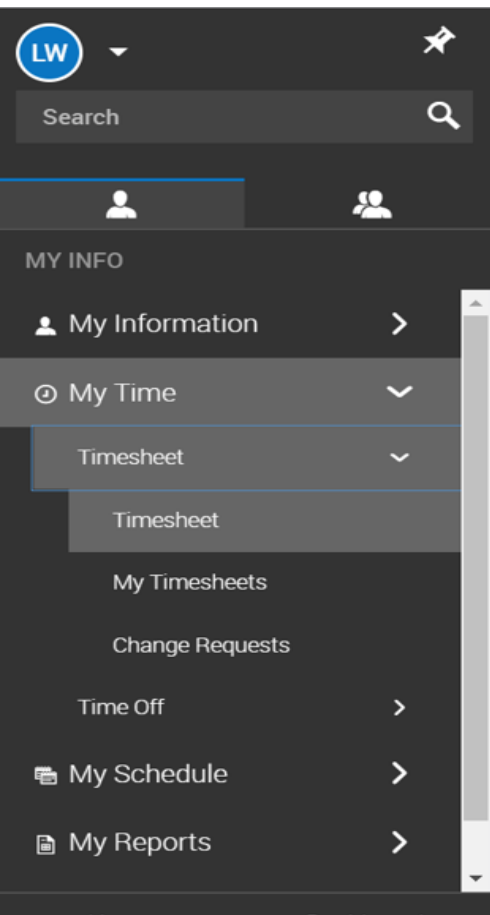
0.00 HRS PERIOD TOTAL

?? HRS ACCRUAL VACATION

?? PERIOD EXTRA PAY

?? OVERTIME

OR from the top left menu > Select **My Time** > **Timesheet** > **Timesheet**



**Person Initials:** Log out of SyncHR Time, Open a new window

**Pin:** To keep the left-side menu open

**Tabs:** My Info, My Team

## Step 2: Enter your Time

Enter your time and click **Save** to save your current timesheet or **Submit for approval**.

← Timesheet Edit

SAVE UNDO SUBMIT FOR APPROVAL CHANGE REQUESTS UTILITIES INFO

Time Sheet: August 10, 2020 - August 23, 2020 This Is Your Current Timesheet Needs Saving

Timesheet Calc. Detail Calc. Summary Summary By Day

Monday, August 10, 2020 - Sunday, August 23, 2020

Budget Org	Time Off	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Mon 17	Tue 18	Raw Total
5304 - Security		8.00	7.50	7.00							22.50
	Raw Total	8.00	7.50	7.00	0.00	0.00	0.00	0.00	0.00	0.00	22.50

1 Add Rows

# Request Time Off

Opening the **left-side menu** reveals new areas in which to navigate.

To Request Time Off click **My Time > Time Off > Request**. A new page will display.

The screenshot shows the IAS (Institute for Advanced Study) system interface. On the left is a dark navigation menu with a search bar and several categories: MY INFO, My Information, My Time (selected), Timesheet, Time Off (expanded), Request (selected), History, Balances, Calendar, Accruals History, My Schedule, My Reports, and Help. The main content area is titled 'MY TIME' and 'Time Off Request'. It features a 'Time Off Type' dropdown menu with 'PTO' selected, indicated by a red arrow. Below this is an 'Accrued Balances Details' section with a 'START REQUEST' button, also indicated by a red arrow. A calendar grid shows dates from Monday to Sunday, with some dates greyed out and a maroon flag on Tuesday, August 8th. A list of bullet points explains these markers.

- Company holidays are marked with a maroon flag.
- Days which cannot be taken off are greyed out.

Select the **Time Off Type** on the left-side menu > Select **Start Request** on the right.

A new window will pop up > Select **Request Type** - Multiple Days OR Partial Day (1-day time off can be selected under both types) > **Fill out** the necessary information > **Submit Request**

The screenshot shows a 'Request Time Off' modal form. It has a title bar with a close button (X). The form contains several fields: 'Time Off' with a dropdown menu showing 'PTO'; 'Request Type' with a dropdown menu showing 'Multiple Days' and 'Partial Day (Bulk)'; 'Projected balance' with a text input field; 'Start Balance' with a text input field containing '--'; and a 'Comment' text area. At the bottom, there are two buttons: 'CANCEL' and 'SUBMIT REQUEST'.

### Request Time Off

Time Off \*  Request Type \*

Date \*

Duration \*  Total Hours \*

**Projected balance**

Start Balance  End Balance

Comment

### Request Time Off

Time Off \*  Request Type \*

From \*  To \*

Hours Per Day \*

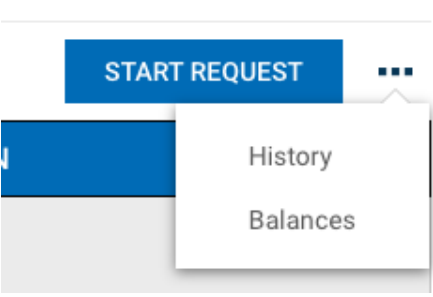
**Projected balance**

Start Balance  End Balance

Comment

## Time Off Balances

On the same page you can view your balance detail. To navigate to it select **Ellipsis icon > Balances**. You can also access time off balances from the **left menu > My Time > Time Off > Balances**. A new page will display. Toggle between day or hour time off balances. You can also request time off from this page.



← Time Off Balances

DAY | HOUR

PTO

AVAILABLE: **29.00** DAYS

Jan 1, 2019 - Jan 1, 2020

Accrued To	Jan 1, 2020
Current Accrued	30.00 days
Current Balance	29.00 days
Taken	1.00 days
Scheduled	0.00 days
Pending Approval	1.00 days
Carry Over	10.00 days
Carry Over Used By Balance	0.00 days
Earned After Last Carry Over	20.00 days
Projected Accrual	30.00 days
Projected Balance	29.00 days

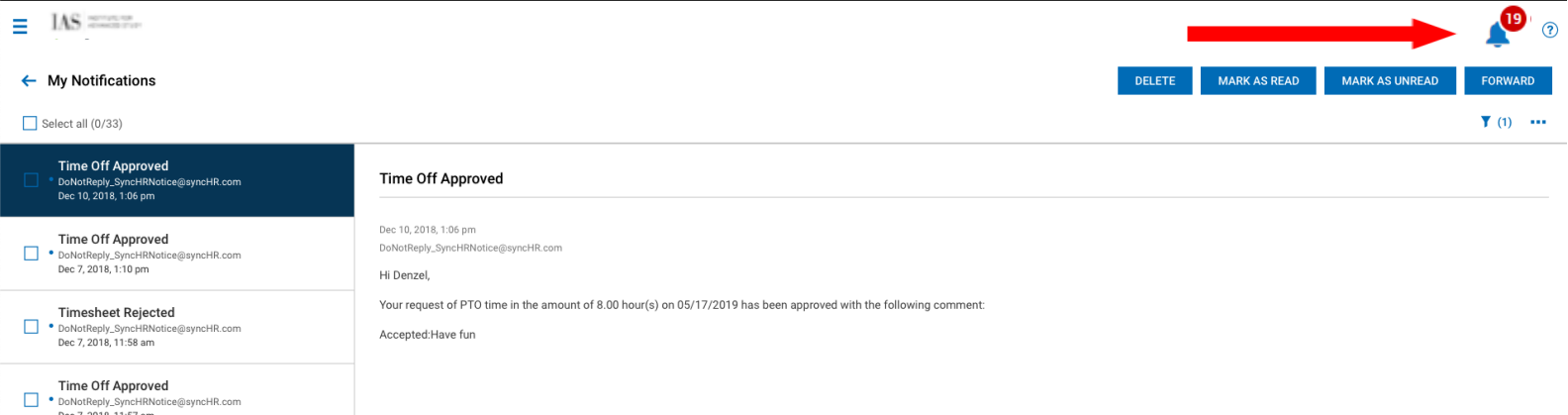


# My Notifications - Check timesheet / time off request status

To access manager notifications for time off requests, timesheet submissions, and timesheet change requests, click the **Ring** icon in the top right of SyncHR Time. A new page will display.

**Notifications:** View or manage Notifications from the left side panel

**Action Buttons:** Delete, Mark as Read, Mark as Unread, Forward



IAS

← My Notifications

Select all (0/33)

**Time Off Approved**  
DoNotReply\_SyncHRNotice@syncHR.com  
Dec 10, 2018, 1:06 pm

**Time Off Approved**  
DoNotReply\_SyncHRNotice@syncHR.com  
Dec 7, 2018, 1:10 pm

**Timesheet Rejected**  
DoNotReply\_SyncHRNotice@syncHR.com  
Dec 7, 2018, 11:58 am

**Time Off Approved**  
DoNotReply\_SyncHRNotice@syncHR.com  
Dec 7, 2018, 11:58 am

**Time Off Approved**

Dec 10, 2018, 1:06 pm  
DoNotReply\_SyncHRNotice@syncHR.com

Hi Denzel,

Your request of PTO time in the amount of 8.00 hour(s) on 05/17/2019 has been approved with the following comment:  
Accepted:Have fun

DELETED MARK AS READ MARK AS UNREAD FORWARD

(1) ...