



INSTITUTE FOR
ADVANCED STUDY

TO: Monthly (Exempt) Staff
FROM: Human Resources
RE: Monthly Timesheets in Employee Self Service
DATE: January 1, 2019

Monthly staff are required to enter **time off from work only** on their electronic timesheets in SyncHR Employee Self Service. You do not need to enter hours worked. **Monthly employees still need to submit timesheets on a monthly basis, even during those months when Paid Time Off (PTO) or other time off options are not used.**

On your timesheet screen, on the left under “TIME OFF”, you will see an icon of a page with a magnifying glass. Click on this icon and you will see all available time off selections. We ask that you use the appropriate time off selections to accurately reflect your hours away from work. Using different options for time off from work will require additional rows. Before you make any changes, please click “Add Row”. Please note that holidays are automatically pre-populated in a separate row. Make sure to click “SAVE” located in the upper right hand blue boxes and then at the end of the month, “SUBMIT FOR APPROVAL”. Your supervisor will get a notification when your timecard has been submitted and also if it is overdue.

Should you need to check the amount of paid time off that is available to you, when you are logged into “My Current Timesheet”, click on “UTILITIES” (one of the blue boxes on the upper right), and then select “Time Off Counts”.

Before using Disability, Leave w/out Pay, NJ Family Leave or Parental Leave, you will need to contact Beatrice Jessen in Human Resources at extension 8243.

Your cooperation with completing timesheets using all time off selections aids accurate recordkeeping. We appreciate the extra time it may take in completing time cards.

Note for New Hires: New hires may take PTO after the successful completion of the three month introductory period. Please contact Human Resources with any questions.

If you have any questions regarding time cards, please contact Carol Kuna at ext. 8210.