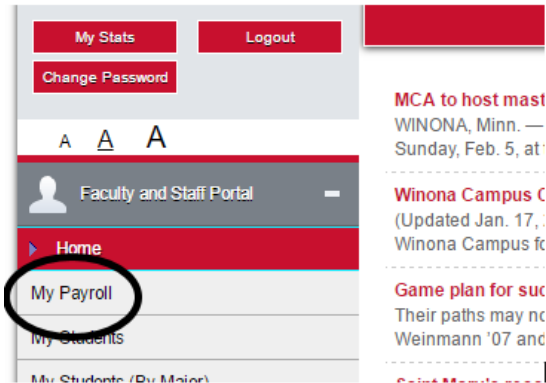


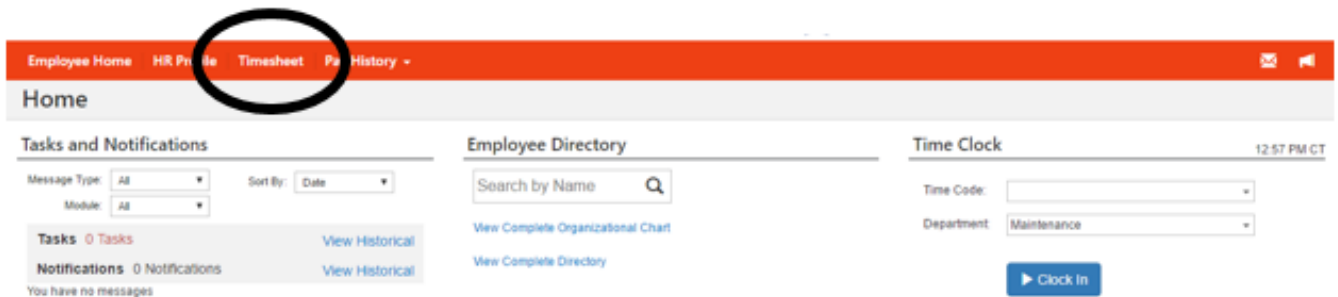
Faculty/Staff Portal

How do I enter time into Greenshades? How to Enter Time

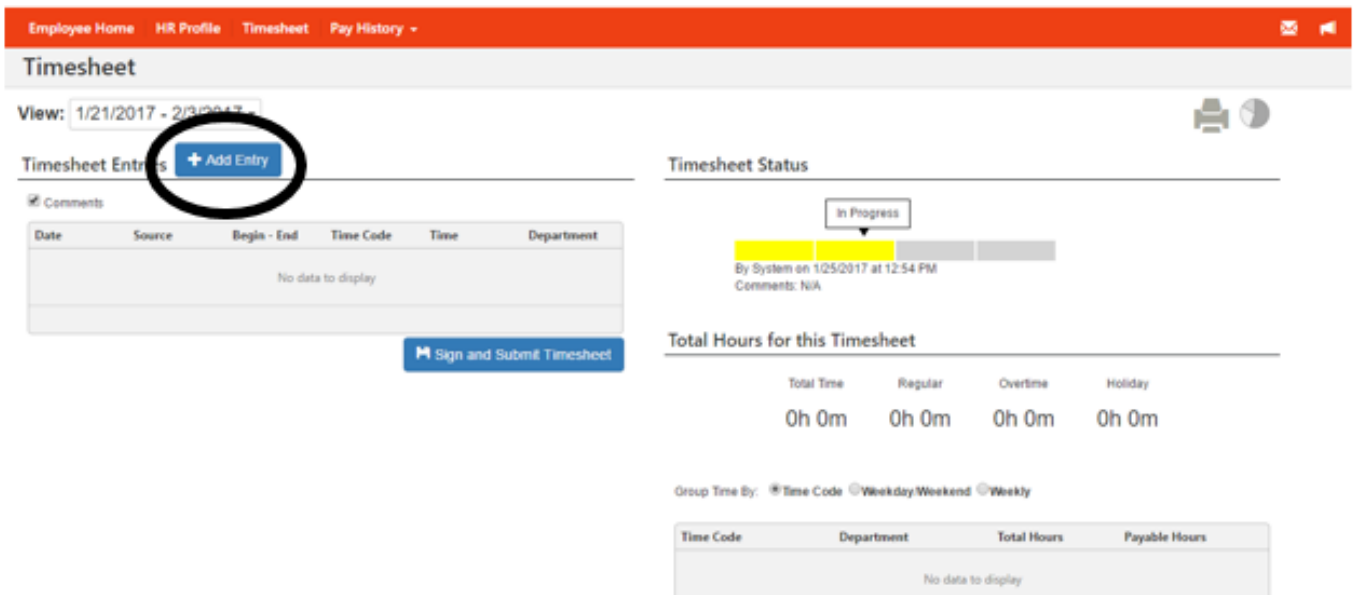
1. Login to the Faculty portal. faculty.smumn.edu
2. Click on My Payroll on the left hand side



3. Click Timesheet



4. Click Add Entry



5. Choose the appropriate Code and enter your Start and End Dates and Times. Click Save. ****Note: Report hours worked, vacation, and sick time. You will need to account for the lunch hour (ie. record 8am-12pm, and 12:30pm-4:30pm).**

Faculty/Staff Portal

Entry Management

Code: []

Start Time: []

Stop Time: Reg-Information Technology
Sic-Information Technology
Vac-Information Technology

Comments: []

Save

6. Once you have entered all of your time, click Sign and Submit Timesheet at the bottom.

View: 1/21/2017 - 2/3/2017

Timesheet Entries [+ Add Entry](#)

Comments

Date	Source	Begin - End	Time Code	Time	Department
No data to display					

[Sign and Submit Timesheet](#)

Unique solution ID: #1485

Author: n/a

Last update: 2017-02-03 15:32