



# Full Time Dental Faculty Leave Reporting Instructions

## Start Here!

Enter Self Service through **TITAN CONNECT**

My Account  
Content Layout

Welcome Anna Marie Yelencich  
You are currently logged in.

E-mail Calendar Groups Logout Help

December 4, 2009

TC Home Mission Tutorial Employee UDM Phone Directory UDM Calendar

UDM Major Announcements

Employees, for the convenience of our students and colleagues, please verify and update your campus address using the TitanConnect Self-Service feature by clicking this link. At the time of conversion, a number of campus fax numbers were inadvertently placed into the campus phone number field. Many people have corrected their entry and some have not. Many people still have a "NULL" displaying in their phone directory record; entering missing information would be appreciated by all.

Campus Announcements

Free H1N1 Clinic 12/9/09 11am-3pm Student Center Ballroom, McNichols Campus

Personal Announcements

There are no announcements

TitanConnect

TitanConnect Self Service

Secure access to your information. Best of all, you can help yourself -- no waiting!

Exchange/Outlook Web Access

Microsoft Office Outlook Web Access

UDM's Outlook Web Access for Exchange Users

My Calendar

Click here to login to your calendar.

Select the **EMPLOYEE** Tab

UNIVERSITY OF DETROIT MERCY We want great things for you.

Personal Information Employee

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Anna M. Yelencich, to the WWW Information System! Last web access on Dec 04, 2009 at 02:40 pm

Personal Information  
Update addresses; contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Employee  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

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Select **LEAVE REPORT**

UNIVERSITY OF DETROIT MERCY We want great things for you.

Personal Information Student Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Employee

Time Sheet

Leave Report

Request Time Off

Pay Information  
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms  
W4 information, W2 Form or T4 Form.

Jobs Summary

Leave Balances

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# Full Time Dental Faculty Leave Reporting Instructions

## How do I report time?

Select **JOB** (My Choice)

Select Current **PAY PERIOD**

Select **LEAVE REPORT**

Enter hours taken under appropriate **EARNINGS CODE**

**SAVE** each entry

Select **NEXT** to access remainder of pay period

Add **COMMENTS** when applicable

Earning	Total Hours	Total Units	Friday Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010	Monday Jan 04, 2010	Tuesday Jan 05, 2010	Wednesday Jan 06, 2010	Thursday Jan 07, 2010
Paid Time Off	32			8	Enter Hours	Enter Hours	8	8	8
<b>Total Hours:</b>	32			8	0	0	8	8	8
<b>Total Units:</b>		0		0	0	0	0	0	0

# Full Time Dental Faculty Leave Reporting Instructions

Use **COPY** button to autofill other dates

Personal Information **Student** **Employee**
SITE MAP HELP EXIT

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Search

## Copy

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Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

**Leave Code:** Paid Time Off, Shift 1

**Date and leave time to copy:** Jan 01, 2010, 8 Hours

**Copy from date displayed to end of the leave period:**

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

Friday Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010	Monday Jan 04, 2010	Tuesday Jan 05, 2010	Wednesday Jan 06, 2010	Thursday Jan 07, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday Jan 08, 2010	Saturday Jan 09, 2010	Sunday Jan 10, 2010	Monday Jan 11, 2010	Tuesday Jan 12, 2010	Wednesday Jan 13, 2010	Thursday Jan 14, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Jan 15, 2010						
<input type="checkbox"/>						

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**I'm Finished, what now?**

**PREVIEW** for accuracy

We want great things for you.

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Personal Information **Student** **Employee**
SITE MAP HELP EXIT

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Search

## Summary of Reported Time

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Set your printer layout to Landscape before printing.

Associate Professor, FD9921-00
Restorative Dentistry, 0614

**Leave Report**

Earning Code	Total Hours	Total Units	Friday, Jan 01, 2010	Saturday, Jan 02, 2010	Sunday, Jan 03, 2010	Monday, Jan 04, 2010	Tuesday, Jan 05, 2010	Wednesday, Jan 06, 2010	Thursday, Jan 07, 2010	Friday, Jan 08, 2010	Saturday, Jan 09, 2010	Sunday, Jan 10, 2010	Monday, Jan 11, 2010	Tuesday, Jan 12, 2010	Wednesday, Jan 13, 2010	Thursday, Jan 14, 2010	Friday, Jan 15, 2010
Paid Time Off	32		8				8	8	8								
<b>Total Hours:</b>	<b>32</b>		<b>8</b>				<b>8</b>	<b>8</b>	<b>8</b>								
<b>Total Units:</b>		<b>0</b>															

# Full Time Dental Faculty Leave Reporting Instructions

Select **FILE/PRINT** from top menu bar (select landscape preference)

Select **PREVIOUS MENU** when done

Summary of Reported Time

Set your printer layout to Landscape before printing.

Associate Professor, FD9921-00 Restorative Dentistry, 0614

**Leave Report**

Earning Code	Total Hours	Total Units	Friday, Jan 01, 2010	Saturday, Jan 02, 2010	Sunday, Jan 03, 2010	Monday, Jan 04, 2010	Tuesday, Jan 05, 2010	Wednesday, Jan 06, 2010	Thursday, Jan 07, 2010	Friday, Jan 08, 2010	Saturday, Jan 09, 2010	Sunday, Jan 10, 2010	Monday, Jan 11, 2010	Tuesday, Jan 12, 2010	Wednesday, Jan 13, 2010	Thursday, Jan 14, 2010	Friday, Jan 15, 2010
Paid Time Off	32		8				8	8	8								
<b>Total Hours:</b>	32		8				8	8	8								
<b>Total Units:</b>		0															

Previous Menu

Select **SUBMIT FOR APPROVAL**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Associate Professor -- FD9921-00  
**Department and Number:** Restorative Dentistry -- 0614  
**Leave Report Period:** Jan 01, 2010 to Jan 15, 2010  
**Submit By Date:** Mar 01, 2010 by 05:00 P.M.

**Earning:** Paid Time Off  
**Date:** Jan 01, 2010  
**Hours:** 8

Save Copy

Earning	Total Hours	Total Units	Friday Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010	Monday Jan 04, 2010	Tuesday Jan 05, 2010	Wednesday Jan 06, 2010	Thursday Jan 07, 2010
Paid Time Off	32		8	Enter Hours	Enter Hours	0	8	8	8
<b>Total Hours:</b>	32		8	0	0	0	8	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0	0


Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

# Full Time Dental Faculty Leave Reporting Instructions

**CERTIFY** by entering your pin

Select **SUBMIT**



We want great things for you.

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**Personal Information** Student **Employee**

Search   [SITE MAP](#) [HELP](#) [EXIT](#)

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### Certification

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 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

**PIN:**

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**NOTE:** Dental Faculty can enter hours taken one month in advance, and three months after the pay period has occurred. Once you enter your time and it is approved, your leave balances are updated. If you enter time in advance and it is not taken, you will need to contact Payroll to correct your leave balance.