



# Public Safety and Powerhouse Web Time Entry Instructions

## Start Here!

Enter Self Service through **TITAN CONNECT**

The screenshot shows the TitanConnect web interface. At the top, it says "Welcome Anna Marie Yelencich" and "You are currently logged in." There are navigation tabs for "TC Home", "Mission", "Tutorial", "Employee", "UDM Phone Directory", and "UDM Calendar". The "Employee" tab is selected. Below the tabs, there are several sections: "UDM Major Announcements" with a green box containing text about updating campus addresses; "Campus Announcements" with a link to a free H1N1 clinic; "Personal Announcements" stating there are none; and "TitanConnect" with a link to "TitanConnect Self Service" and the text "Secure access to your information. Best of all, you can help yourself -- no waiting!". On the right side, there are links for "Exchange/Outlook Web Access" and "My Calendar".

Select the **EMPLOYEE** Tab

The screenshot shows the "Employee" tab selected in the TitanConnect interface. At the top left is the University of Detroit Mercy logo and the slogan "We want great things for you." Below the logo is a search bar with a "Go" button and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The "Main Menu" section contains a welcome message: "Welcome, Anna M. Yelencich, to the WWW Information System! Last web access on Dec 04, 2009 at 02:40 pm". Under "Personal Information", there are links for "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile." Under "Employee", there are links for "Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data." At the bottom left, it says "RELEASE: 7.4" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION".

# Public Safety and Powerhouse Web Time Entry Instructions

Select **TIMESHEET**

The screenshot shows the top navigation bar of the University of Detroit Mercy portal. The logo and tagline 'We want great things for you.' are on the left. Below the navigation bar, there are tabs for 'Personal Information' and 'Employee'. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The 'Employee' menu is expanded, showing a list of options: 'Time Sheet', 'Leave Report', 'Request Time Off', 'Electronic Personnel Action Forms', 'Pay Information', 'Tax Forms', 'Jobs Summary', and 'Leave Balances'. The 'Time Sheet' option is highlighted with a yellow underline.

## How do I report time?

Select **JOB** (My Choice)

Select Current **PAY PERIOD**

Select **TIMESHEET**

The screenshot shows the 'Time Sheet Selection' screen in the employee portal. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are tabs for 'Personal Information', 'Student', and 'Employee'. A search bar is present with a 'Go' button. On the right, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The 'Time Sheet Selection' section has a yellow underline. Below the underline, there is a message: 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' Below this message, there are two sections: 'Title and Department' and 'My Choice Pay Period and Status'. The 'Title and Department' section shows 'Police Officer, SM9976-00' and 'Public Safety Department, 2401'. The 'My Choice Pay Period and Status' section shows 'Dec 28, 2009 to Jan 10, 2010 Not Started' with a dropdown arrow. Below these sections, there is a 'Time Sheet' button. At the bottom left, it says 'RELEASE: 7.0'. At the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.



# Public Safety and Powerhouse Web Time Entry Instructions

Shift premiums are available for Regular and Overtime

**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.

**Time Sheet**

**Title and Number:** Police Officer -- SM9976-00  
**Department and Number:** Public Safety Department -- 2401  
**Time Sheet Period:** Dec 28, 2009 to Jan 10, 2010  
**Submit By Date:** Jan 11, 2010 by 10:00 A.M.

**Earning:** Overtime  
**Date:** Dec 29, 2009  
**Shift:** 2  
**Hours:** 2

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Dec 28, 2009	Tuesday Dec 29, 2009	Wednesday Dec 30, 2009	Thursday Dec 31, 2009	Friday Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010
Regular Pay	1	0	76		8	4	8	8	8	8	Enter Hours
Regular Pay	2	0	4		Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	2	0	2		Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Officer In Charge - CSO	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Officer In Charge - PO	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			82		8	10	8	8	8	0	0

**NOTE:** Banner defaults to shift 1, which is the a.m. shift, and pays base hourly rate. Shift 2 is the afternoon shift and pays a premium, and shift 3 is the midnight shift and also pays a premium. Please make sure you record correct shifts.

Use **COPY** button to autofill other dates

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Personal Information Student **Employee** Module Navigation Links

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

**Copy**

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.

**Earnings Code:** Regular Pay, Shift 1  
**Date and Hours to Copy:** Dec 28, 2009, 8 Hours

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

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

Monday Dec 28, 2009	Tuesday Dec 29, 2009	Wednesday Dec 30, 2009	Thursday Dec 31, 2009	Friday Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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# Public Safety and Powerhouse Web Time Entry Instructions

I'm Finished, what now?

PREVIEW for accuracy

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Personal Information Student Employee

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

### Summary of Reported Time

Set your printer layout to Landscape before printing.

Police Officer, SM9976-00 Public Safety Department, 2401

**Time Sheet**

Earning Code	Shift Total Hours	Total Units	Monday, Dec 28, 2009	Tuesday, Dec 29, 2009	Wednesday, Dec 30, 2009	Thursday, Dec 31, 2009	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
Regular Pay	1	76	8	4	8	8	8				8	8	8	8	8	
Regular Pay	2	4		4												
Overtime	2	2		2												
<b>Total Hours:</b>		82	8	10	8	8	8			8	8	8	8	8		
<b>Total Units:</b>		0														

[Previous Menu](#)

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

Select **PREVIOUS MENU** when done

Summary of Reported Time - Windows Internet Explorer

http://testserver1.udmercy.edu:9096/pprd/bwpkitem\_P\_TimeSheetButtonsDriver

File Edit View Favorites Tools Help

- New Tab Ctrl+T
- Duplicate Tab Ctrl+K
- New Window Ctrl+N
- New Session
- Open... Ctrl+O
- Edit
- Save Ctrl+S
- Save As...
- Close Tab Ctrl+W
- Page Setup...
- Print... Ctrl+P**
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Exit

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Personal Information Student Employee

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

### Summary of Reported Time

Set your printer layout to Landscape before printing.

Police Officer, SM9976-00 Public Safety Department, 2401

**Time Sheet**

Earning Code	Shift Total Hours	Total Units	Monday, Dec 28, 2009	Tuesday, Dec 29, 2009	Wednesday, Dec 30, 2009	Thursday, Dec 31, 2009	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
Regular Pay	1	76	8	4	8	8	8				8	8	8	8	8	
Regular Pay	2	4		4												
Overtime	2	2		2												
<b>Total Hours:</b>		82	8	10	8	8	8			8	8	8	8	8		
<b>Total Units:</b>		0														

[Previous Menu](#)

# Public Safety and Powerhouse Web Time Entry Instructions

Select **SUBMIT FOR APPROVAL**

**Time Sheet**

**Title and Number:** Police Officer -- SM9976-00  
**Department and Number:** Public Safety Department -- 2401  
**Time Sheet Period:** Dec 28, 2009 to Jan 10, 2010  
**Submit By Date:** Jan 11, 2010 by 10:00 A.M.

**Earning:** Overtime  
**Date:** Dec 29, 2009  
**Shift:** 2  
**Hours:** 2

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Dec 28, 2009	Tuesday Dec 29, 2009	Wednesday Dec 30, 2009	Thursday Dec 31, 2009	Friday Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010
Regular Pay	1	0	76			8	4	8	8	8	Enter Hours
Regular Pay	2	0	4		Enter Hours		4	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	2	0	2		Enter Hours		2	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Officer In Charge - CSO	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Officer In Charge - PO	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			82			8	10	8	8	8	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**

\*Caution: Only submit at the end of the pay period . Be sure to make any necessary changes before you submit. You will not be able to edit your entries afterwards.

**CERTIFY** by entering your pin

Select **SUBMIT**

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Personal Information **Student** Employee

Search   [Module Navigation Links](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Certification**

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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# Public Safety and Powerhouse Web Time Entry Instructions

Timesheet successfully submitted

## 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.

 Your time sheet was submitted successfully.

### Time Sheet

**Title and Number:** Police Officer -- SM9976-00  
**Department and Number:** Public Safety Department -- 2401  
**Time Sheet Period:** Dec 28, 2009 to Jan 10, 2010  
**Submit By Date:** Jan 11, 2010 by 10:00 A.M.

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Regular Pay	1	0	76		8	4	8	8	8	Enter Hours	Enter Hours
Regular Pay	2	0	4		Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	2	0	2		Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Officer In Charge - CSO	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Officer In Charge - PO	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			82		8	10	8	8	8	8	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:** You on Jan 06, 2010  
**Approved By:**