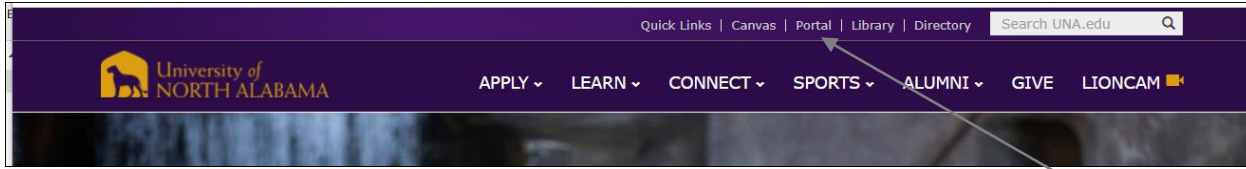


Step 1

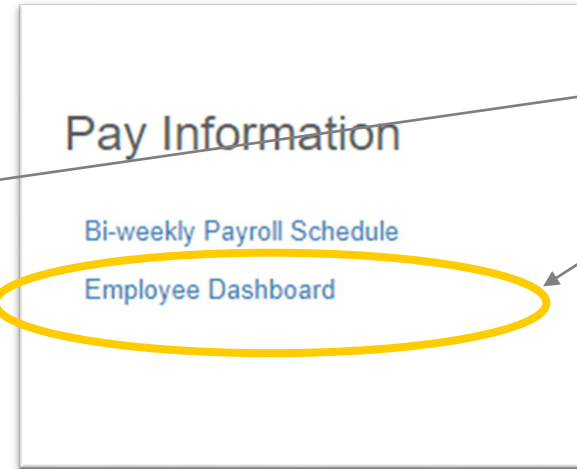
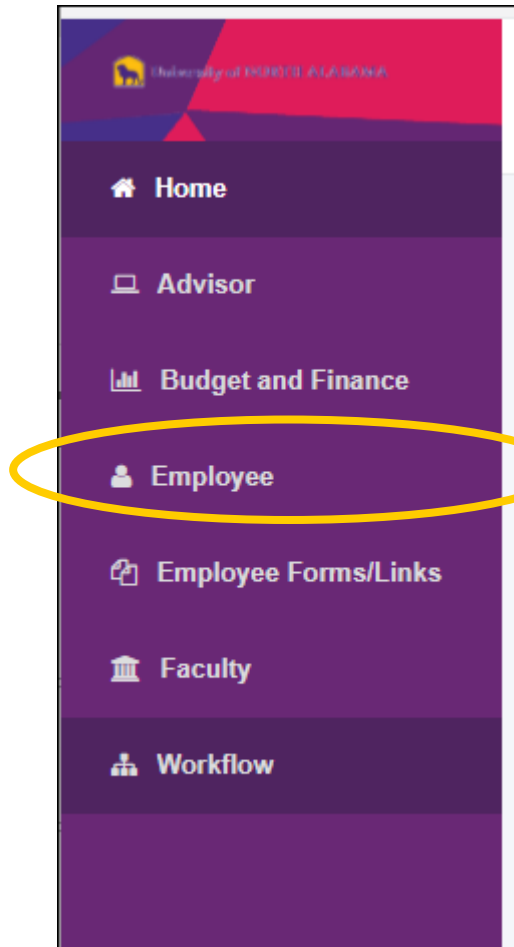


Log into Portal

Step 2

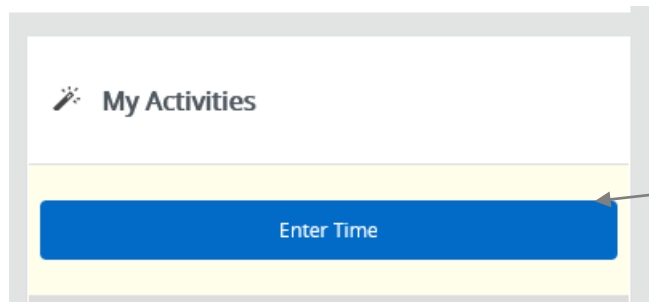
A screenshot of the "University of North Alabama Production Systems Access" login page. At the top left is the UNA seal. To its right is the text "University of North Alabama Production Systems Access". Below this is the instruction "Please enter your UNA username and password". There are two input fields: the first contains the email "leolion@una.edu" and the second contains masked characters ".....". A blue "Sign in" button is positioned below the fields. At the bottom, there is a disclaimer: "By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed [here](#). Unauthorized users should disconnect immediately." Two arrows originate from the "Log into Portal" box: one points to the "Portal" link in the header of Step 1, and the other points to the username input field in Step 2.

Step 3



On the Employee menu, select "employee dashboard".

Step 4



Then select Enter Time.

Step 5

The screenshot shows the 'Employee Dashboard' with a 'Timesheet' sub-section. The 'Timesheet' tab is highlighted in blue. Below the tabs is a 'Pay Period' dropdown menu. At the bottom, there is a table header with columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'.

Click Start Time Sheet.

Step 6

The screenshot shows a weekly calendar view for the period 01/30/2022 - 02/12/2022. The total hours are 32.00. The calendar shows hours for Monday (8.00), Tuesday (8.00), Wednesday (8.00), and Thursday (8.00). Friday is highlighted in blue, indicating it is the selected date for reporting. Below the calendar is an 'Add Earn Code' section with a dropdown menu set to 'Biweekly Pay' and an input field containing '8'. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Review'. The 'Save' button is circled in red.

Select the date on which you would like to report time.

Select the earnings code to be used and enter the number of hours used.

Click SAVE (this is easy to overlook but VERY necessary).

Step 7

9/25/2022 - 10/08/2022 | 80.00 Hours | Returned | Submit By 10/11/2022, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25 8.00 Hours	26 8.00 Hours	27 8.00 Hours	28 8.00 Hours	29 8.00 Hours	30 8.00 Hours	1

+ Add Earn Code

Earn Code: Biweekly Pay | Hours*

Cancel Save Preview

Click "Preview".

Time Entry Detail

Date	Earn Code	Shift	Total
09/26/2022	BW, Biweekly Pay	1	8.00 Hours
09/27/2022	BW, Biweekly Pay	1	8.00 Hours
09/28/2022	BW, Biweekly Pay	1	8.00 Hours
09/29/2022	BW, Biweekly Pay	1	8.00 Hours
09/30/2022	ANL, Annual Leave	1	8.00 Hours
10/03/2022	BW, Biweekly Pay	1	4.00 Hours
10/03/2022	SIC, Sick Leave	1	4.00 Hours
10/04/2022	BW, Biweekly Pay	1	8.00 Hours
10/05/2022	BW, Biweekly Pay	1	8.00 Hours
10/06/2022	BW, Biweekly Pay	1	7.50 Hours
10/06/2022	CTW, Comp Time Earned	1	0.50 Hours
10/07/2022	BW, Biweekly Pay	1	8.00 Hours

Summary

Return Submit

Review for accuracy and then click "Submit".

Step 8

Lion Habitat Supervisor | The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat | Timesheet data successfully saved. | Restart Time | Leave Balances

01/30/2022 - 02/12/2022 | 40.00 Hours | In Progress | Submit By 02/15/2022, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 8.00 Hours	1 8.00 Hours	2 8.00 Hours	3 8.00 Hours	4 8.00 Hours	5

+ Add Earn Code

Be sure you receive this notification to know you submitted successfully.