

Self Service Cheat Sheet

Positive Time Reporter

A Positive Time Reporter is an employee who does not have a set schedule and ALL hours are manually entered.

**Help Desk: 920-3409 (Yellowknife)
866-475-8162 (toll free)
HRHelpdesk@gov.nt.ca**

Timesheet
Harry Potter
Job Title: Wizard Extrordinaire
EmpID: 123456
Empl Rcd Nbr: 0

Click on the Overrides Tab to enter your combo code

See the monthly calendar by clicking here

Click here to move to the next time period

View By: Time Period Date: 01/09/2007 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 0.0000 Hours Scheduled Hours: 75.0000 Hours
Reported time on or after 18/08/2007 is for a future period.

From Saturday 01/09/2007 to Friday 09/14/2007

Enter in your hours every day you work

| Sat 1/9 | Sun 2/9 | Mon 3/9 | Tue 4/9 | Wed 5/9 | Thu 6/9 | Fri 7/9 | Sat 8/9 | Sun 9/9 | Mon 10/9 | Tue 11/9 | Wed 12/9 | Thu 13/9 | Fri 14/9 | Total | Time Reporting Code | Taskgroup | Business Unit |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----------|----------|-------|----------------------|-----------|---------------|
| 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | | | 7.5 | 7.5 | 4.0 | 7.5 | 7.5 | | | REG - Regular 8U | DEFAULT | GR1BU |
| | | | | | | | | | | 3.5 | | | | | SL1 - Sick Leave | DEFAULT | GR1BU |
| | | | 3.0 | 2.0 | | | | | | | | | | | OT1 - Overtime @ 1.5 | DEFAULT | GR1BU |

Submit

Reported Time Status - click to hide

| Date | Status | Total | Time Reporting Code | Comments |
|------|--------|--------|---------------------|----------|
| | | 0.0000 | | |

Reported Hours Summary - click to view
Balances - click to view

Go To: [Self Service](#)
[Time Reporting](#)

Enter any exceptions in addition to your regular hours worked

Remember to enter your exceptions AND regular hours for partial days

Do not change the Task Group or Business Unit codes

Click here to delete a row

Click here to add another row

All time and leave will appear here after you click submit. Check the status column to see if it has been approved.

Click here to check your leave balances