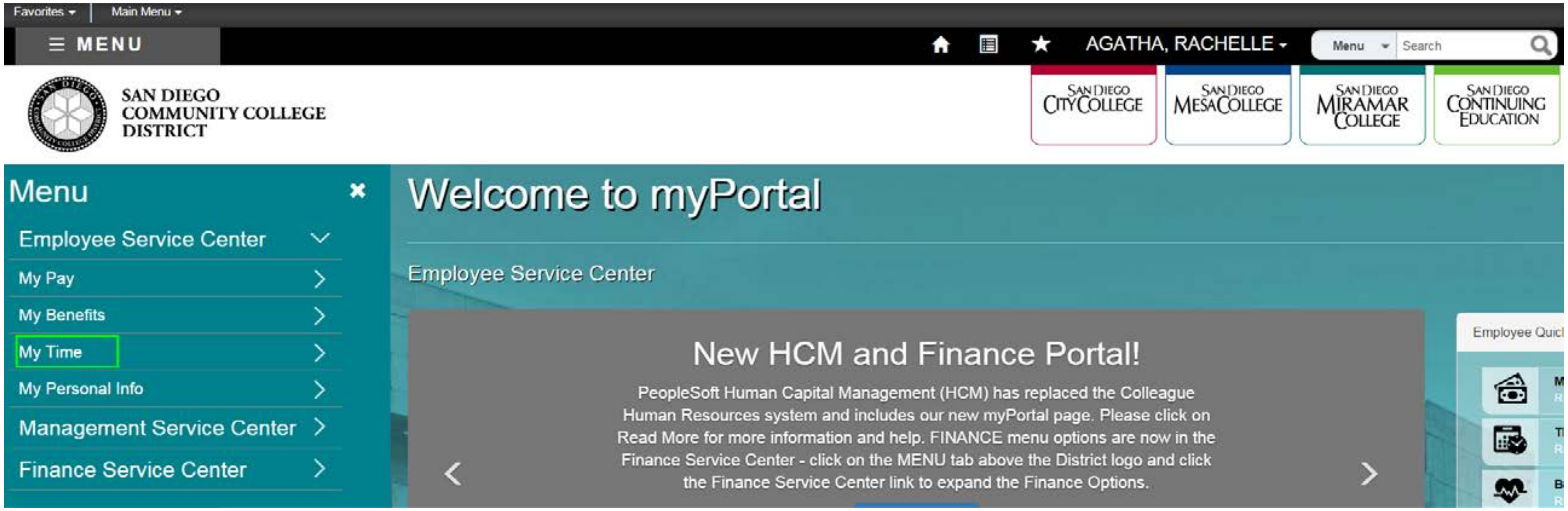
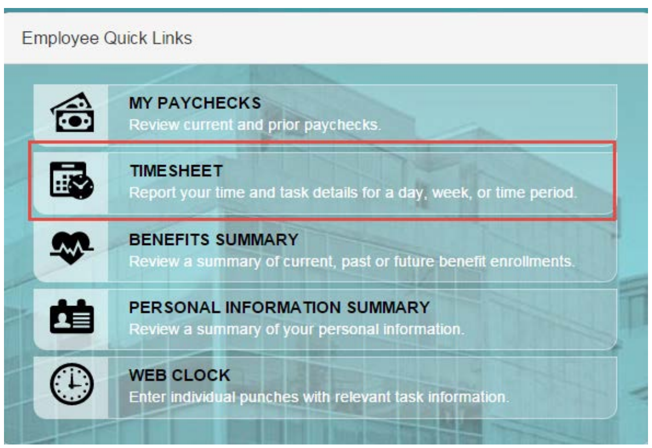
MESA HCM JOB AID
ADJUNCT & OVERLOAD TIME REPORTING

1 Employees enter time in one of two ways.

OPTION 1 - Select the **Menu**, then **Employee Service Center**, then **My Time**



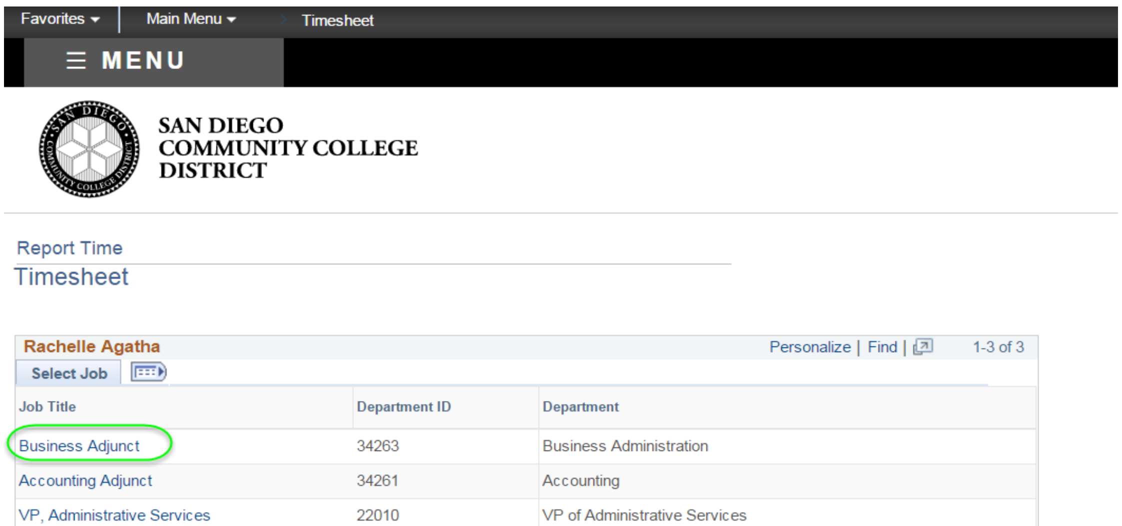
OPTION 2: select the **Time Sheet** in the **Employee Quick Link**



The rest of the Job Aid will use **Option 1**.

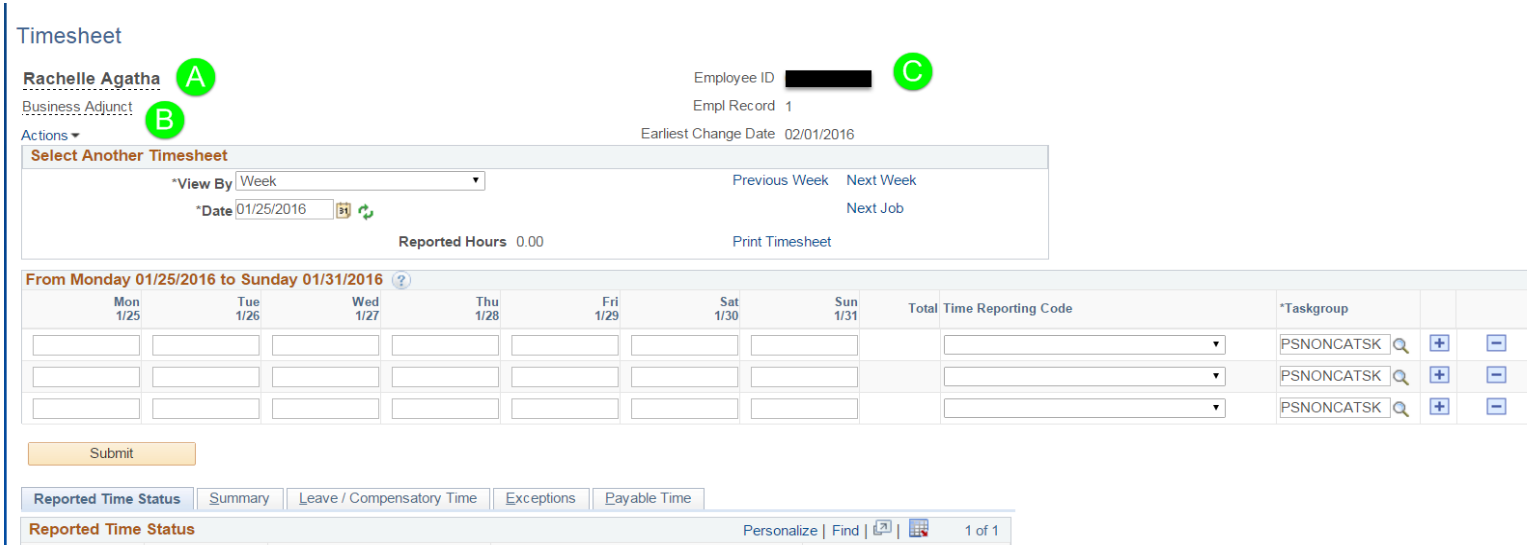
2 Navigate to your time sheet

3 You may have more than one job code, select the job code which you wish to enter time.



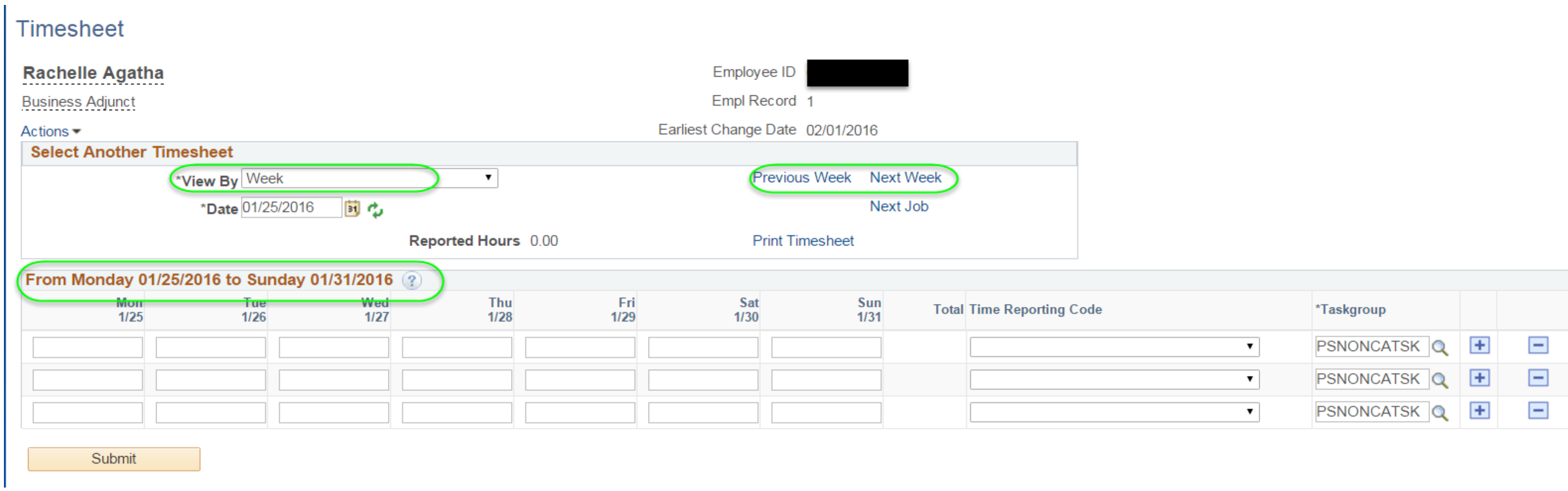
4 The time sheet will appear once selected. Review to be sure you are in the right time sheet:

- **A** Name
- **B** Position
- **C** Employee ID



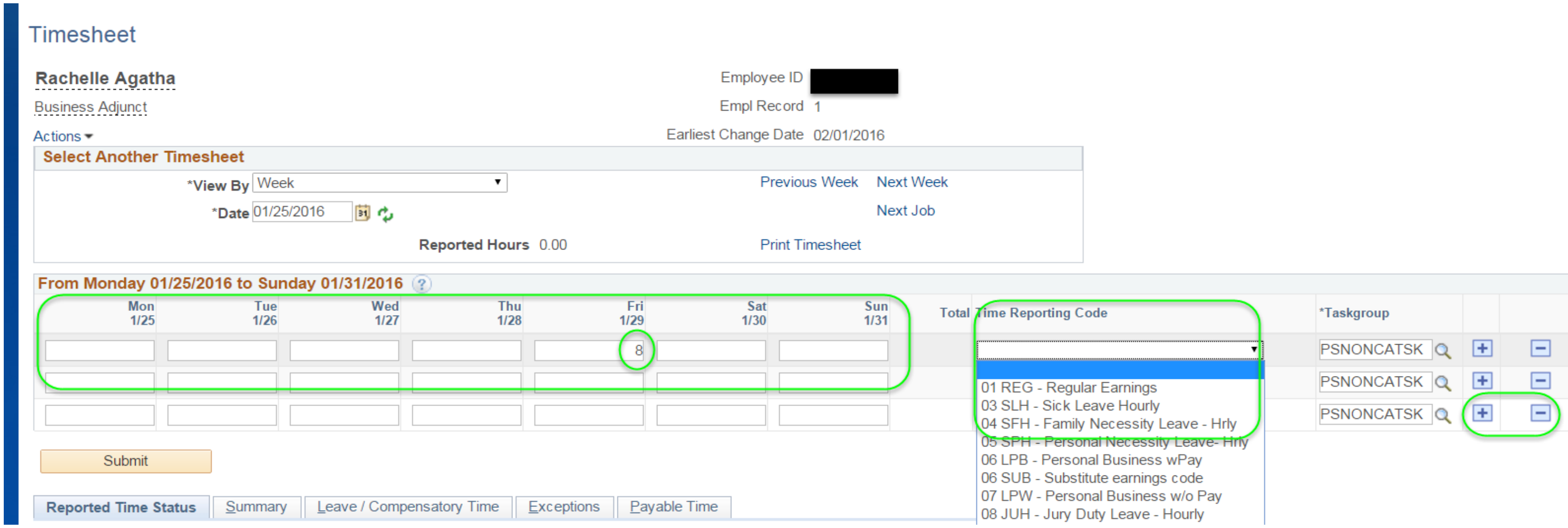
5 Other screen items to note:

- **A** You may select to view by week or use the drop down to select other options
- **B** The default view is the current week.
- **C** Previous week and Next Week buttons will help you navigate

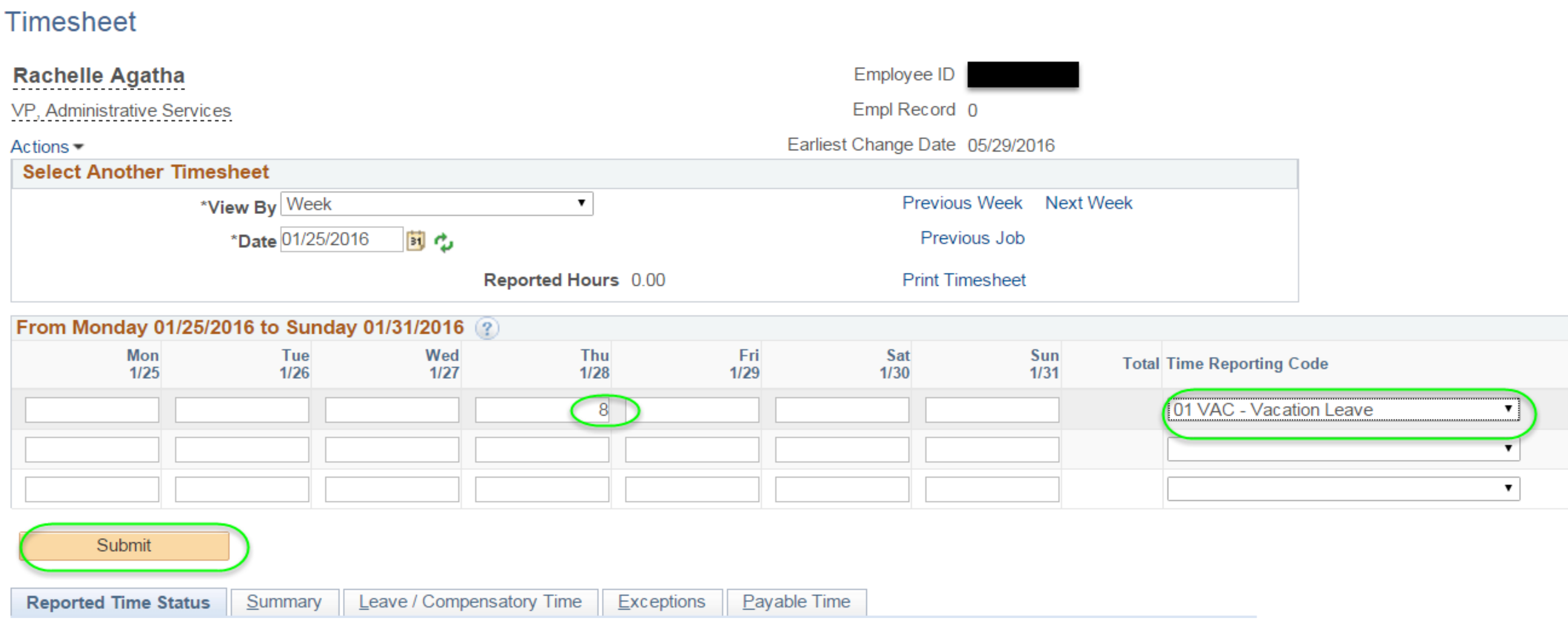


6 Other screen items to note:

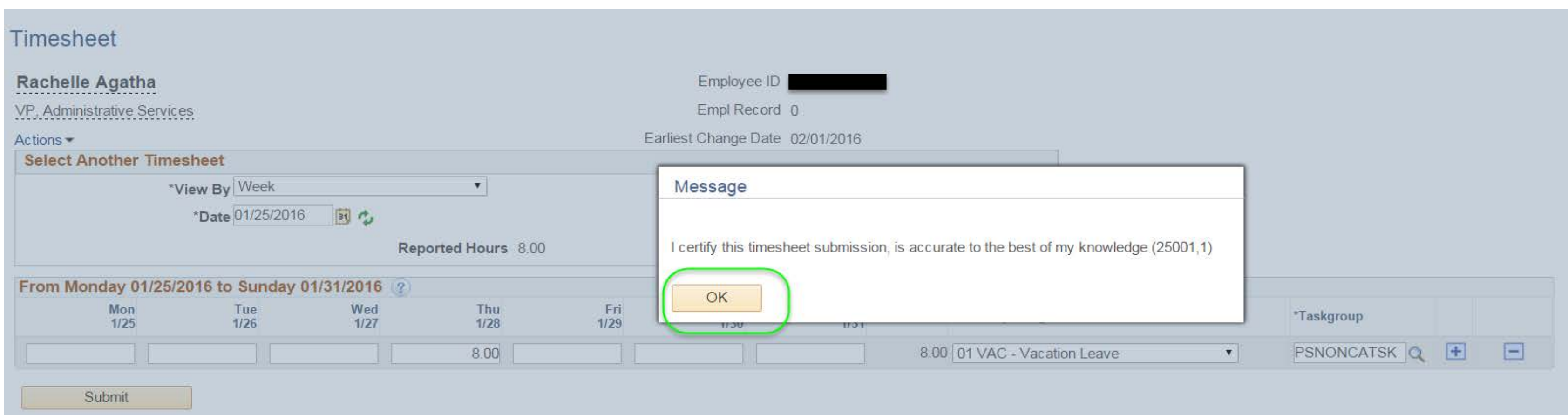
- **A** Enter time worked or exception time based on the time reporting code (TRC) from the drop down box.
- **B** You will only see the TRC codes you are eligible for so your screen might not look exactly as below.
- **C** You may add additional lines with the **+** and **-** icons



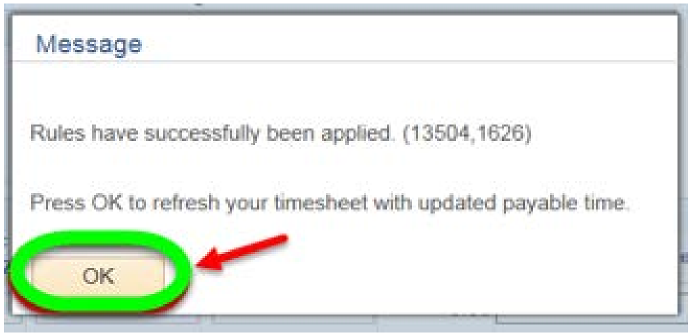
7 Once you complete all of the time and leave entry, you must **SUBMIT**



8 Make sure to press "OK" to certify your time sheet when the pop-up box appears.



9 A second pop-up box will appear with the message below - press ok. **NOW YOU ARE DONE!**



10 You may adjust time or leave or make corrections by re-entering your time sheet.

- **A** You may delete or add a line with the + / - icons
- **B** You may change the hours on a given day, or select a different TRC
- **C** You my move to a different time period.
- **D** Just remember to re-submit and select **OK** to both message boxes.