



MVRCOG

Tyler Lewis

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Timesheets



SCSupport



Requisitions



Record Search



Workflow



Mileage

MY FORMS

Enter text to search...

Type Description

After logging into the SC View system and landing on this page, click on the Timesheets icon.

No data

New Form

Edit Form

CALENDAR

14-18 August 2023

CREATE FORMS

Document Type

Description

No data

New Form

WORKFLOW SUMMARY

Queue

Items



LEAVE REQUESTS

MILEAGE

TIME SHEETS

From Last 180 days By User Tyler Lewis Items I Affected

Add Sheet

Edit Sheet

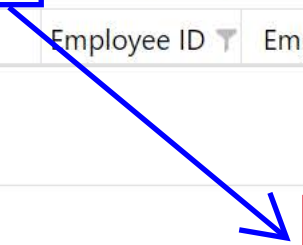
Export

Submit Time Sheets

Lock USPS

#	Employee ID	Employee	Start Date	End Date	Worked Hours	Absence Hours	Combined Hours	Location	Sta
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No data to display



Click the Add Sheet button to enter a new timesheet.

Employee
Tyler Lewis

Employee ID
000000444

Payroll Period

08/20/2023 - 08/26/2023

07/09/2023 - 07/15/2023

07/16/2023 - 07/22/2023

07/23/2023 - 07/29/2023

07/30/2023 - 08/05/2023

08/06/2023 - 08/12/2023

08/13/2023 - 08/19/2023

08/20/2023 - 08/26/2023

Overtime Only

Select the appropriate week by clicking on the drop down arrow

Export Submit Save Draft Cancel Refresh Positions

Draft

Summary

Week 1	0 entries	00 hrs 00 mins	\$0.00
Total	0 entries	00 hrs 00 mins	\$0.00

Date	Time In	Time Out	Department	Position	Mins	Notes	Subbing For	Pay	Hours	Type
Sun 20 Aug								\$0.00	0.00	
Mon 21 Aug								\$0.00	0.00	
Tue 22 Aug								\$0.00	0.00	
Wed 23 Aug								\$0.00	0.00	
Thu 24 Aug								\$0.00	0.00	
Fri 25 Aug								\$0.00	0.00	
Sat 26 Aug								\$0.00	0.00	

Employee
Tyler Lewis

Employee ID
000000444

Payroll Period
08/13/2023 - 08/19/2023

Overtime Only

Summary

Week 1

Total

1 entries 0.88 day , \$132.92

1 entries 0.88 day , \$132.92

Export

Submit

Save Draft

Cancel

Refresh Positions

Draft

Enter the time in and time out for each work day by double clicking in the corresponding cell

Date	Time In	Time Out	Department	Position	Location	Break Mins	Notes	Subbing For	Pay	Hours	Type
Sun 13 Aug									\$0.00	0.00	
Mon 14 Aug	08:00 AM	03:00 PM	MVRCOG	ASSISTANT TO TREASURER					\$132.92	7.00	Daily
Tue 15 Aug	08:00 AM	12:00 A							\$0.00	0.00	
Wed 16 Aug									\$0.00	0.00	
Thu 17 Aug									\$0.00	0.00	
Fri 18 Aug									\$0.00	0.00	
Sat 19 Aug									\$0.00	0.00	

Add Line

Delete Line

Available: Vacation 0.000, Personal 0.000, Sick Leave 0.000

Employee
Tyler Lewis

Employee ID
000000444

Payroll Period
08/13/2023 - 08/19/2023

Overtime Only

Summary

Week 1 2 entries 0.88 day , \$132.92
Total 2 entries 0.88 day , \$132.92

Export Submit Save Draft Cancel Refresh Positions

Draft

Date	Time In	Time Out	Department	Position	Location	Break Mins	Notes	Subbing For	Pay	Hours	Type
Sun 13 Aug									\$0.00	0.00	
Mon 14 Aug	08:00 AM	03:00 PM	MVRCOG	ASSISTANT TO TREASURER					\$132.92	7.00	Daily
Tue 15 Aug	08:00 AM	03:00 PM	<input type="text" value=""/>						\$0.00	7.00	
Wed 16 Aug			UNITED WAY - Girard						\$0.00	0.00	
Thu 17 Aug			MVRCOG						\$0.00	0.00	
Fri 18 Aug									\$0.00	0.00	
Sat 19 Aug									\$0.00	0.00	

Most employees only have one choice here. IF you have more than one supervisor you can select the correct one.

Add Line Delete Line

Employee
Tyler Lewis

Employee ID
000000444

Payroll Period
08/13/2023 - 08/19/2023

Overtime Only

Summary

Week 1 2 entries 0.88 day , \$132.92
Total 2 entries 0.88 day , \$132.92

Export Submit Save Draft Cancel Refresh Positions

Draft

Date	Time In	Time Out	Department	Position	Location	Break Mins	Notes	Subbing For	Pay	Hours	Type
Sun 13 Aug									\$0.00	0.00	
Mon 14 Aug	08:00 AM	03:00 PM	MVRCOG	ASSISTANT TO TREASURER					\$132.92	7.00	Daily
Tue 15 Aug	08:00 AM	03:00 PM	MVRCOG						\$0.00	7.00	
Wed 16 Aug									\$0.00	0.00	
Thu 17 Aug									\$0.00	0.00	
Fri 18 Aug									\$0.00	0.00	
Sat 19 Aug									\$0.00	0.00	

- ASSISTANT TO TREASURER
- FISCAL SERVICES ESC
- FISCAL SERVICES CTC
- RTI

Most employees will only have one position. IF you have more than one position/job; you will be able to select the correct job here. This is IMPORTANT as rates of pay are tied to the position you select. If you select the incorrect position you could be paid incorrectly.

Add Line Delete Line

Employee
Tyler Lewis

Employee ID
000000444

Payroll Period
08/13/2023 - 08/19/2023

When finished entering your time for the week click Submit to send the timesheet to your supervisor for approval.

You can also click Save Draft and edit your timesheet before submitting.

Overtime Only

Export

Submit

Save Draft

Cancel

Refresh Positions

Summary

Week 1 2 entries 1.75 days , \$265.83
Total 2 entries 1.75 days , \$265.83

Draft

Date	Time In	Time Out	Department	Position	Location	Break Mins	Notes	Subbing For	Pay	Hours	Type
Sun 13 Aug									\$0.00	0.00	
Mon 14 Aug	08:00 AM	03:00 PM	MVRCOG		1				\$132.92	7.00	Daily
Tue 15 Aug	08:00 AM	03:00 PM	MVRCOG	ASSISTANT TO TREASURER					\$132.92	7.00	Daily
Wed 16 Aug									\$0.00	0.00	
Thu 17 Aug									\$0.00	0.00	
Fri 18 Aug									\$0.00	0.00	
Sat 19 Aug									\$0.00	0.00	

These fields are optional and do not have to be filled out.

The hours and pay fields will automatically calculate based on the information you enter.

Add Line

Delete Line