This guide describes the process for accessing, viewing and entering an employee time sheet.

1. Login to RamPort - http://ramport.angelo.edu/cp/home/login
2. Click on the Work Life tab.
3. Click on Web Time Entry (Time Sheet) under Employee Services section.
4. Select the “Access my Time Sheet” option, and then click the “Select” button.

5. Select the correct Position, and pay period from the drop-down menu, and then click the “Time Sheet” button.
6. This screen will show your leave balances.

7. Enter time by clicking on **Enter Hours** link under the appropriate day, then typing in the number of hours worked that day into the text box and then clicking **Save**.

**Helpful Hint:** You may use the copy feature to copy the same number of hours into other days by clicking Copy and placing a check mark in the appropriate boxes. After all check marks have been placed, click on Time Sheet button to return to your time sheet.
List of Time Worked and Leave Categories:

a. **Regular Hours** – Regular time (hours) worked
b. **Vacation Hours** – Time used for vacation leave
c. **Sick Hours** – Time used for sick leave
d. **Holiday Hours** – Stated University holidays
e. **Compensatory Hours Earned** – When an employee physically works in excess of 40 hours in a week (excluding paid leave hours) the employee should record the hours over 40 in this section. Please refer to OP 52.28 Hours of Work, Overtime, and Compensatory Time.
f. **Compensatory Hours Used** – Enter compensatory hours available in your leave balances that you wish to use.
g. **Equivalent Hours Earned** – When the total hours worked plus any used paid leave hours exceed 40 hours in any week, the employee should record the hours over 40 in this section. Please refer to OP 52.28 Hours of Work, Overtime, and Compensatory Time.
h. **Equivalent Hours Used** – Enter equivalent hours available in your leave balances that you wish to use.
i. **Jury Duty Leave Hours** – Jury Duty and Court Appearances. Please refer to OP 52.59 Miscellaneous Time Away from Work.
j. **Emergency (Berv) Leave Hours** – Time used for Bereavement leave. Please refer to OP 52.59 Miscellaneous Time Away from Work.
k. **Miscellaneous Leave Hours** – Please refer to OP 52.59 Miscellaneous Time Away from Work.
l. **Military Leave Hours** – Time used in accordance with OP 52.25 Military Leave.
m. **Emergency Leave (Other)** – Time used in the event of an emergency closure of the campus.

8. Add Comments, prior to submitting the time for approval. Comments will be seen by your time approver. Click the **Comments** button on Time sheet page. Enter comments, click **Save** then **Previous Menu** to return to your Time Sheet.
9. After the pay period has ended and you have completed your time sheet, click on **Submit for Approval** to electronically submit your time sheet to your Supervisor for his/her approval.

10. After you click Submit, the system will bring you back to the top of the time sheet screen indicating that your time sheet was submitted successfully.

The bottom of the time sheet screen indicates that you have submitted your time sheet, and is automatically date stamped. It also indicates that the time sheet is waiting for approval by your supervisor. Once your supervisor has approved the time, it will be indicated in the Approved By section.

For Further Tips and Frequently Asked Questions, please refer to the FLSA Rule Change and Web Time Entry FAQ.