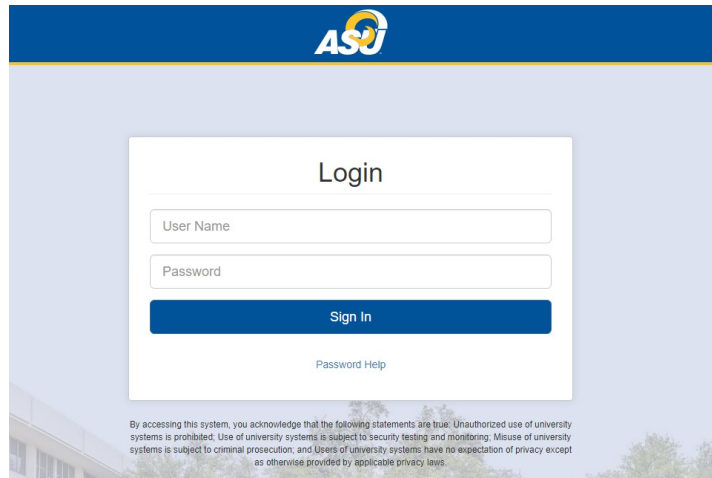


## Angelo State University Web Time Entry - Employee Guide (Non-Exempt)

The purpose of this guide is to describe the procedures for reporting leave time taken by employees.

### 1. Log into [RamPort](#)



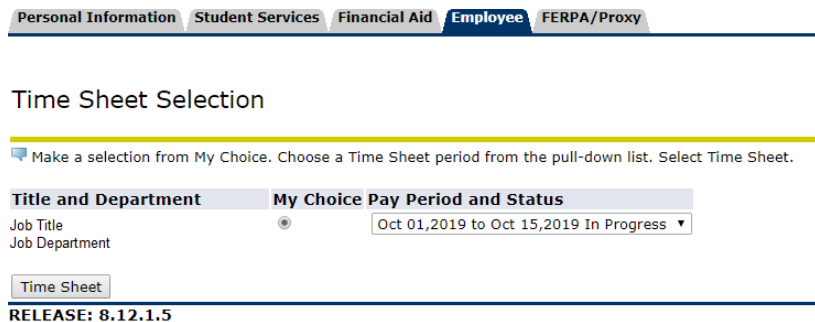
The screenshot shows the ASU Login page. At the top is the ASU logo. Below it is a white login box with the title "Login". Inside the box are two input fields: "User Name" and "Password". Below these fields is a blue "Sign In" button. At the bottom of the box is a link for "Password Help". Below the login box is a small disclaimer: "By accessing this system, you acknowledge that the following statements are true: Unauthorized use of university systems is prohibited. Use of university systems is subject to security, testing and monitoring. Misuse of university systems is subject to criminal prosecution, and Users of university systems have no expectation of privacy except as otherwise provided by applicable privacy laws."

### 2. Under the "Employee Tab," click on the icon that says "Web Time Entry."

Home > Employee



### 3. This will prompt you to the "Time Sheet Selection."



The screenshot shows the "Time Sheet Selection" page. At the top are navigation tabs: "Personal Information", "Student Services", "Financial Aid", "Employee" (selected), and "FERPA/Proxy". Below the tabs is the heading "Time Sheet Selection". A message says: "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." Below this is a form with two sections: "Title and Department" and "My Choice Pay Period and Status". Under "Title and Department" are fields for "Job Title" and "Job Department". Under "My Choice Pay Period and Status" is a radio button and a dropdown menu showing "Oct 01,2019 to Oct 15,2019 In Progress". At the bottom is a "Time Sheet" button.

Select the leave period (the period in which leave was taken) desired from the drop-down box. Then click "Time Sheet."  
  
This will prompt you to see section 4.

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## 4. Entering time

Please click on the appropriate "Enter Hours," box you would like to record your leave.

For more information on the types of leave, please refer to [OP 52.59 Miscellaneous Time Away From Work](#)

Buttons:

- a) Comments – place for you to enter comments for your supervisor to see
- b) Preview – gives you a preview of your leave before you submit it for approval
- c) Submit for Approval – sends your leave report to your supervisor for his/her approval or correction
- d) Restart – exits the leave reporting period and does not save your changes
- e) Next – takes you to the next series of dates within the period

### Available Leave Balances

Vacation Leave Balance  
Sick Leave Balance  
Compensatory Time Balance  
Equivalent Time Balance  
VAC Use/Lose Balance through August 31

**Staff Positions Only:** Your available Vacation Leave balances will show once you have been with a state agency for 6 months.

### Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Job Title  
Job Department

Oct 01,2019 to Oct 15,2019

Oct 16,2019 by 06:00 PM

Earning	Shift	Total Hours	Tuesday Oct 01,2019	Wednesday Oct 02,2019	Thursday Oct 03,2019	Friday Oct 04,2019	Saturday Oct 05,2019	Sunday Oct 06,2019	Monday Oct 07,
Regular Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Hours Earned	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Hours Used	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Equivalent Hours Earned	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Equivalent Hours Used	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency (Berv) Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Miscellaneous Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Leave (Oth)	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	<b>a.</b>	0	0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next | e.

Submitted for Approval By: b. c. d.

Approved By:

Waiting for Approval From:

Once you have entered your leave, press the SAVE button. When you hit SAVE, what you entered will appear on the report. Total hours taken for the period will show.

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.

### Things to Remember:

If you submit by mistake, inform your supervisor, and they will return it to you.

If you have any questions, please refer to [Web Time Entry and Semi - Monthly Payroll - Frequently Asked Questions](#).

If you have any additional questions, please contact the [Office of Human Resources](#) (325) 942 - 2168