

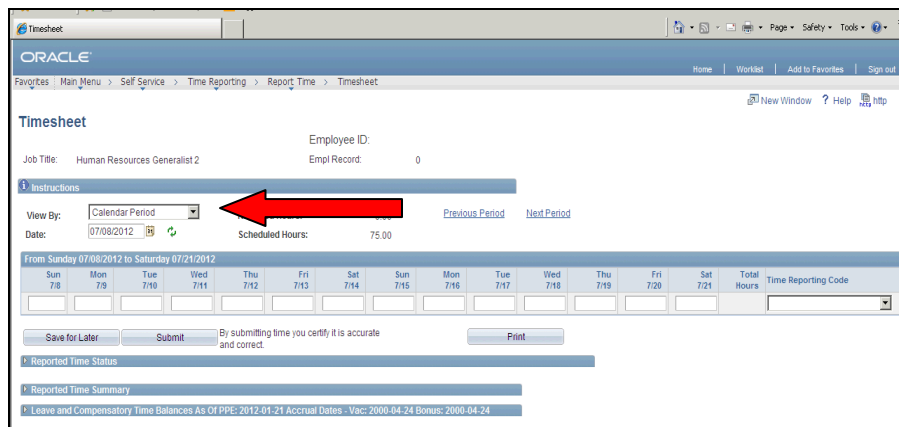
## How to Submit Time & Labor

This module will instruct you on how to submit time through the PeopleSoft® **Time and Labor** module. It is important to accurately record all hours worked and all leave time taken within the pay period.

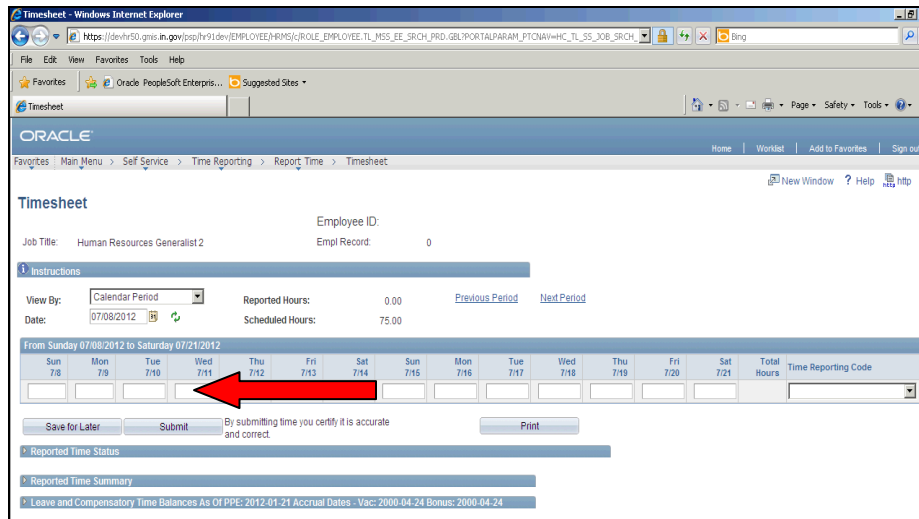
Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p><b>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</b></p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>


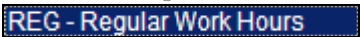






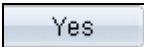
Step	Action
2.	<p>Click the <b>Timesheet</b> menu button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">  Timesheet         </div>
3.	Select the correct pay period for the time you are reporting.

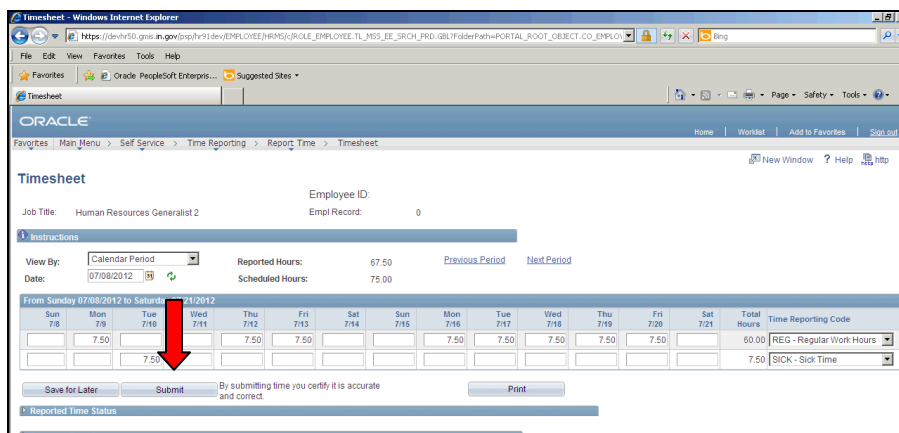


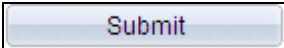
Step	Action
4.	Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.

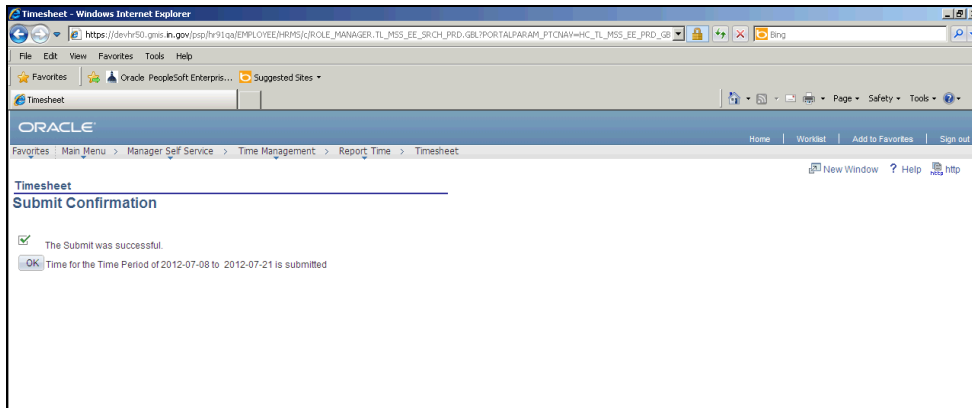



Step	Action
5.	<p>Choose the proper <b>Time Reporting Code</b> for each day of your work schedule.</p> <p><b>NOTE:</b> Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>If available, sick leave must be used for an FML absence due to a serious health condition of the employee or his/her spouse, child, or parent before any vacation or personal leave can be used.</p>
6.	<p>Click the <b>Time Reporting Code</b> list.</p> 
7.	<p>Choose the proper <b>Time Reporting Code</b> for each day you were scheduled to work.</p> <p>For this example, click the <b>REG - Regular Work Hours</b> list item.</p> 
8.	Click the scrollbar and move to the right side of the <b>Time Reporting Code</b> .
9.	<p>A separate row is required for each different type of leave and for regular hours worked.</p> <p>Click the <b>Add Row</b> button if you need more rows to document your hours worked or accrued leave taken during the pay period.</p> 
10.	Enter the hours worked or leave time taken for each day in the corresponding box.

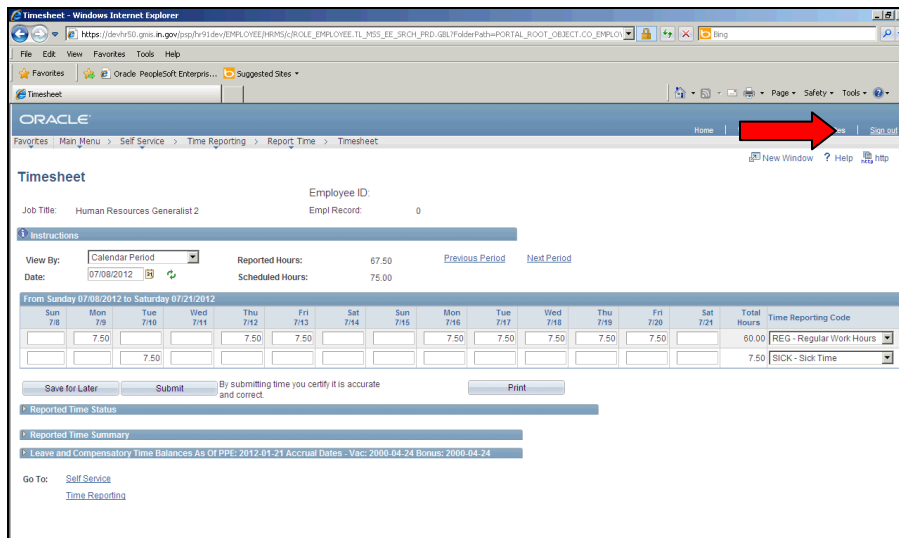
Step	Action
11.	Click the <b>Time Reporting Code</b> list. 
12.	Choose the applicable leave. For this example, we will click the <b>SICK - Sick Time</b> list item. 
13.	In the event that you are using FML you will need to select the appropriate request from the <b>FMLA Request</b> drop down list.  You can find more information on how to submit your Time and Labor with an FMLA Request by visiting <b>the following web address.</b>
14.	Note: If you enter any lines in error, you may use the <b>Minus</b> icon to delete the row.
15.	Now you will need to continue to add your time worked or leave taken for each day of the week.  <b>NOTE:</b> Once you have completed your time entry, you should do both of the following to complete time submission:  1. <b>Save</b> using the <b>Save for Later</b> button. 2. <b>Submit</b> your time using the <b>Submit</b> button.
16.	Click the <b>Save for Later</b> button. 
17.	Click the <b>Yes</b> button. 
18.	Review to be sure you have accurately entered the number of hours (work or leave) and <b>Time Reporting Codes</b> on the correct rows for the entire pay period.




Step	Action
19.	Click the <b>Submit</b> button. 



Step	Action
20.	Click the <b>OK</b> button. 



Step	Action
21.	Click the <b>Sign out</b> link. 
22.	<b>You have successfully submitted your time!</b>