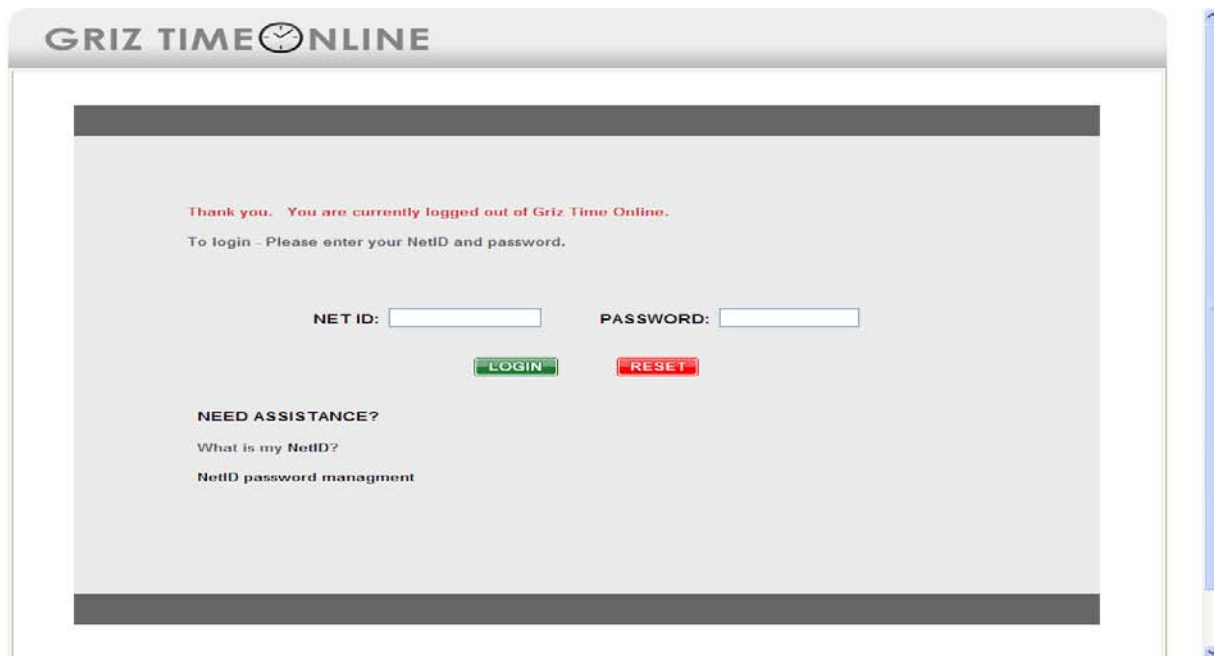


## Welcome to Griz Time Online!

GTO is the web-based time entry interface for reporting bi-weekly and student employee work hours.



The login screen for Griz Time Online features a header with the logo. The main content area has a light gray background and contains the following elements: a red message stating 'Thank you. You are currently logged out of Griz Time Online.', a prompt to enter NetID and password, two input fields labeled 'NET ID:' and 'PASSWORD:', a green 'LOGIN' button, a red 'RESET' button, and a section titled 'NEED ASSISTANCE?' with links for 'What is my NetID?' and 'NetID password management'.

GRIZ TIME ONLINE

Thank you. You are currently logged out of Griz Time Online.

To login - Please enter your NetID and password.

NET ID:  PASSWORD:

LOGIN RESET

NEED ASSISTANCE?

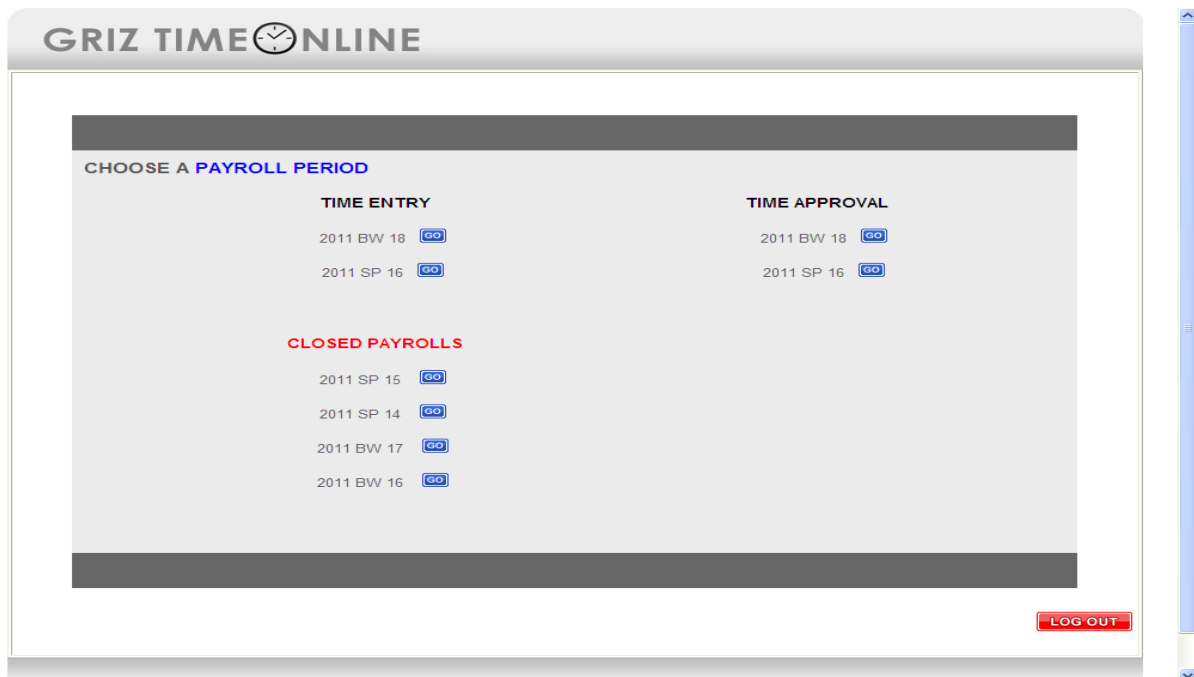
What is my NetID?

NetID password management

**LOGIN:** The screen you see above is the login screen for GTO.

- Your User ID is your NET ID number
- Your password is \_\_\_\_\_.
- Click on the "Login" button.

**PAYROLLS:** The screen below displays which payrolls are open and available for either payroll data entry or payroll approval.



The payroll selection screen for Griz Time Online features a header with the logo. The main content area has a light gray background and contains the following elements: a section titled 'CHOOSE A PAYROLL PERIOD' with two columns, 'TIME ENTRY' and 'TIME APPROVAL', each containing two rows of payroll periods (2011 BW 18, 2011 SP 16) with a 'GO' button; a section titled 'CLOSED PAYROLLS' with four rows of payroll periods (2011 SP 15, 2011 SP 14, 2011 BW 17, 2011 BW 16) with a 'GO' button; and a red 'LOG OUT' button in the bottom right corner.

GRIZ TIME ONLINE

CHOOSE A PAYROLL PERIOD

TIME ENTRY	TIME APPROVAL
2011 BW 18 <input type="button" value="GO"/>	2011 BW 18 <input type="button" value="GO"/>
2011 SP 16 <input type="button" value="GO"/>	2011 SP 16 <input type="button" value="GO"/>

CLOSED PAYROLLS

2011 SP 15 <input type="button" value="GO"/>
2011 SP 14 <input type="button" value="GO"/>
2011 BW 17 <input type="button" value="GO"/>
2011 BW 16 <input type="button" value="GO"/>

LOG OUT

- Left side of the screen displays those payrolls ready for data entry
- Right side displays those payrolls ready for approval.
- Payrolls listed under "Closed" have been completed and are no longer available for data entry.

**Note:** “Closed” payrolls can be accessed and downloaded for informational purposes. Users set up in the security table as eligible for ‘data entry only’ will not see the “Approval” side of the screen below. Users set up as an approver, or as both an approver and a data entry person, will see the approver side of the screen as well. Users will see student payroll or bi-weekly only or may see both depending on what was approved on the security form.

By clicking the “Go” button next to SP 16 or BW 18 you will be taken to the next screen which displays information about the payroll you have chosen like SP 16 below.

**GRIZ TIME ONLINE**

**CHOOSE A TIME SHEET**

PAY ID	BEGIN DATE	END DATE	CHECK DATE	WEB START	WEB CLOSE	WEB END TIME
SP 16	7/19/2011	8/1/2011	8/15/2011	8/2/2011	8/30/2011	5:00 PM

**ROSTER**

Select One

The screen above shows the payroll id, the “begin” and “end” date of the payroll cycle, and information about the web time entry time. As displayed on the screen above:

- Click the drop-down arrow next to “Select One.”
- A listing of the Time Roster numbers based on a user’s security permissions will appear.
- Click the desired Time Roster number then click on the “Go” button.

**GRIZ TIME ONLINE**

**CHOOSE A TIME SHEET**

PAY ID	BEGIN DATE	END DATE	CHECK DATE	WEB START	WEB CLOSE	WEB END TIME
SP 16	7/19/2011	8/1/2011	8/15/2011	8/2/2011	8/30/2011	5:00 PM

**ROSTER**

Select One

- 311100 - President's Office
- 312100 - Athletics-General
- 31210H - Athletics - Home Game Mtg Exp
- 312119 - NCAA Academic Enhancement
- 313100 - Alumni Center
- 314100 - University Relations Administration
- 316000 - Legal Counsel
- 322210 - Planning Budget & Analysis Office
- 32311C - Facility Services - Custodians
- 32311J - Fac Svcs - Recycling, Rntl Hsing Mnt
- 32311K - Fac Svcs - COT
- 32311Z - Fac Svcs - Accounting & Computers
- 32331P - Public Safety - Police
- 32331S - Public Safety - Students
- 324210 - Adams Center
- 331010 - Provost Office Operations
- 331020 - Academic Affairs - Other
- 331070 - Undergraduate Advising Center
- 331075 - Student Success
- 331160 - Campus Writing Center
- 331510 - Mansfield Center Administration
- 332000 - College of Technology
- 332100 - College of Technology/Dean
- 33210A - Academic Support Center-Perkins
- 332120 - Business Technology
- 332270 - Academic Computing - COT
- 332510 - College of Arts & Sciences/Dean
- 33251A - TRIO Student Support Services
- 33251B - Upward Bound

GRIZ TIME ONLINE

CHOOSE A TIME SHEET

PAY ID	BEGIN DATE	END DATE	CHECK DATE	WEB START	WEB CLOSE	WEB END TIME
SP 16	7/19/2011	8/1/2011	8/15/2011	8/2/2011	8/30/2011	5:00 PM

ROSTER

32311C - Facility Services - Custodians

GO

SELECT NEW PAYROLL

LOG OUT

By clicking the “Go” button users are taken to the first student (in alphabetical order) being paid on this time roster. Below is an example screen; displaying that you are in Time Entry Mode. The student name and the student ID number show on the line above the ORG information. The next line shows the Time Roster org number and description, employee class, status and disposition. The next line displays the employee’s position number, the JOB Title, effective date of this record and the hourly rate of the employee. A new feature to GTO is the default of the JOBS labor distribution in the Earn Code block.

Also please note that the “Select New Roster”, “Select New Payroll” and “View Report” and “Log Out” buttons have moved to the left.

GRIZ TIME ONLINE

STATUS

	NAME	HRS
X	Bede, Sierra Rose	0
X	Buford, Colton Charles	0
X	Caracciolo, Peter Christian	0
X	Christiaens, Adam Kevin	0
X	Clark, Laura Lee	0
X	Clark, Warren F.	0
X	Clough, Steve James	0
X	Cochran, Eric Richard	0
X	Cooper, Harrison Eliot	0

SUBMIT UPDATES

YOU ARE IN TIME ENTRY MODE

TIME ENTRY

<SWAP MODES>

APPROVAL

SHORTCUTS

SELECT NEW ROSTER

SELECT NEW PAYROLL

VIEW REPORT

LOG OUT

YOU ARE IN TIME ENTRY MODE

ORG	EMP CLASS	STATUS	DISPOSITION
32311C - Facility Services - Custodians	1H	Active	10-Awaiting Time

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
NWS000/00	Non-Wrk Study	7/1/2011	7.35

NWS000/00

HOURS/UNITS BY EARN CODE

LEAVE BALANCES & EARN CODES

Earn Code	Index	Account	Activity	Hours	Percent
REG	MFS002	61225			0

BACK

NEXT

- “Select New Roster” – This button will take you back to the “Choose a Time Sheet” screen to select a new time roster. This is based on the security form and what time rosters you have access to for data entry or approval.
- “Select New Payroll” – This button will take you back to the “Choose a Payroll Period” screen to choose another payroll to work on. **Please Note:** This feature will only be valid if you have security to enter or approve both bi-weekly and student payrolls. There will be only one SP payroll and one BW payroll open at a time.
- “View Report” – This button will show you a report listing the employees on your time roster. This report has 3 buttons at the bottom of the report. The three choices are: view only those employees with hours, to export the file to Excel or to Close the report.
- “Log Out” – This button will log you out of the web data entry product from this screen.
- If you click on the “Leave Balances & Earn Codes” you will see the display below. This will be a listing of the earn codes and lists any leave balances the employee may have.

## GRIZ TIME ONLINE

STATUS	NAME
X	Kaminski, Heidi D.
X	Kelvie, Jessica Dawn
X	Person, Kristin Nicole
X	Plenger, Emmalee Florence
X	Priest, Angela Jackson
X	Simons, Bradie Kay
X	Singleton, Hannah Marie
X	Slater, Janet M.
X	Sullivan, Shiloh M. A.

**SUBMIT UPDATES**

YOU ARE IN TIME ENTRY

<SWAP MODES>

TIME ENTRY

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

Leave Balances and Earn Codes - Windows Internet Explorer

http://w3dev.unt.edu/dte/dte\_earn\_codes.asp?ecls=HF&pidm=876605

Earn Code	Earn Code Description	Leave Balance
ANX	Annual Excess Leave	0
ANN	Annual Leave Pay	115.27
CMP	Compensatory Time Pay	0
SCK	Sick/Emergency Pay	152.52
REG	Regular Pay	0
LWP	Leave Without Pay (Dock Pay)	0
MEA	Non Cash Comp. Meals/NonTax.	0
OT	Overtime (Based on Reg. Rate)	0
ONC	On Call-Regular Hours	0
CTE	Compensatory Time Earned	0

**CLOSE**

YOU ARE IN TIME ENTRY MODE

Active 20-Awaiting Proof

EFF. DATE	RATE
S 7/1/2011	13.056

VE BALANCES & EARN CODES

CTE 0 TOTAL: 80.00

JRY 0

Hours	Percent
80	100

**NEXT** ➡

- The following example displays 8.0 hours of regular time entered, you will note that the account number is protected. This is the account code defaulted from the employee’s JOB record and the user cannot make changes.

**GRIZ TIME** **ONLINE**

STATUS	NAME	HRS
X	Bede, Sierra Rose	0
X	Buford, Colton Charles	0
X	Caracciolo, Peter Christian	0
X	Christiaens, Adam Kevin	0
X	Clark, Laura Lee	0
X	Clark, Warren F.	0
X	Clough, Steve James	0
X	Cochran, Eric Richard	0
X	Cooper, Harrison Eliot	0

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY** MODE

TIME ENTRY

<SWAP MODES>

APPROVAL

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

YOU ARE IN **TIME ENTRY** MODE

ORG	EMP CLASS	STATUS	DISPOSITION
32311C - Facility Services - Custodians	1H	Active	10-Awaiting Time

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
NWS000/01	Non-Wrk Study	7/1/2011	7.35

**NWS000/01**

HOURS/UNITS BY EARN CODE + LEAVE BALANCES & EARN CODES

REG  MEA  OT

**TOTAL:**  
8.00

Earn Code	Index	Account	Activity	Hours	Percent
REG	MFS002	61225		8	100

← BACK
NEXT →

- If an additional line of labor distribution is required and you enter an account code incorrectly an error message will appear. Please see the example below. The error message alerts the user that a wrong account number was entered which must be corrected before moving to the next student. This error will display for student payroll only.
  - Non-work study jobs (NWS) are generally expensed to 61225.
  - Work study jobs (CWS) are expensed to either 61226 or 61228.
- The error message tells you which account code to use for the specific job based on the account code that was on the hiring documents. This error displays for student payroll only.
- Bi-weekly temporary employees expense to 61224 and permanent staff expense to 61125.
- The percent column is automatically populated when hours are entered. If pay is split between several Indices then the percent for each Index will be automatically calculated.
- An Index, Account number, and Hours for each transaction must be entered when recording the information. If you are using Activity Codes you may enter one as long as it is a valid code.

X	Buford, Colton Charles	0
X	Caracciolo, Peter Christian	0
X	Christiaens, Adam Kevin	0
X	Clark, Laura Lee	0
X	Clark, Warren F.	0
X	Clough, Steve James	0
X	Cochran, Eric Richard	0
X	Cooper, Harrison Eliot	0

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY** MODE

TIME ENTRY

<SWAP MODES>

APPROVAL

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

ORG	EMP CLASS	STATUS	DISPOSITION
32311C - Facility Services - Custodians	1H	Active	10-Awaiting Time

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
NWS000/01	Non-Wrk Study	7/1/2011	7.35

**Windows Internet Explorer**

Invalid Account 61226. Required account codes:  
 REG - 61225  
 OT - 61202  
 MEA - 61301  
 Please correct.

**OK**

+ LEAVE BALANCES & EARN CODES

REG  MEA  OT

**TOTAL:**  
8.00

Earn Code	Index	Account	Activity	Hours	Percent
REG	MFS002	61225		8	100
	MFS002	61226			

← BACK
NEXT →

**Note: screen above w/ error message – screen below w/ corrected data.**

X	Buford, Colton Charles	0
X	Caracciolo, Peter Christian	0
X	Christiaens, Adam Kevin	0
X	Clark, Laura Lee	0
X	Clark, Warren F.	0
X	Clough, Steve James	0
X	Cochran, Eric Richard	0
X	Cooper, Harrison Eliot	0

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY** MODE

<SWAP MODES>

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

ORG	EMP CLASS	STATUS	DISPOSITION
32311C - Facility Services - Custodians	1H	Active	10-Awaiting Time

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
NWS000/01	Non-Wrk Study	7/1/2011	7.35

**NWS000/01**

HOURS/UNITS BY EARN CODE LEAVE BALANCES & EARN CODES

REG 8 MEA 0 OT 0 **TOTAL: 8.00**

Earn Code	Index	Account	Activity	Hours	Percent
REG	MFS002	61225		4	50
	MFS002	61225		4	50

← BACK
NEXT →

Upon completing the entry for a student click the “NEXT” button. Data will be committed to the database for this student and the user may proceed to the next student. If you wish to commit the data before moving to the next record, click on the “SUBMIT UPDATES” button to the left to commit your changes. You may then click on “NEXT” to move to the next employee or you may click on an employee’s name in the listing to the left to move directly to that employee.

If the employee has no hours for the payroll the user would click “NEXT” or select a name from the listing of employees on the left side. If you did not enter any hours you will see the message below, select OK to proceed to the next record or CANCEL if you need to input hours for this employee.

X	Caracciolo, Peter Christian	0
X	Christiaens, Adam Kevin	0
X	Clark, Laura Lee	0
X	Clark, Warren F.	0
X	Clough, Steve James	0
X	Cochran, Eric Richard	0
X	Cooper, Harrison Eliot	0
X	Corson, Michael James	0

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY** MODE

<SWAP MODES>

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

ORG	EMP CLASS	STATUS	DISPOSITION
32311C - Facility Services - Custodians	1H	Active	10-Awaiting Time

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
NWS000/00	Non-Wrk Study	7/1/2011	7.35

**NWS000/00**

HOURS/UNITS BY EARN CODE LEAVE BALANCES & EARN CODES

REG 8 MEA 0 OT 0 **TOTAL: 8.00**

Earn Code	Index	Account	Activity	Hours	Percent
REG	MFS002	61225		4	50
	MFS002	61225		4	50

← BACK
NEXT →

**Windows Internet Explorer**

?

You have zero hours entered for this person. Is this correct? Click O.K. to continue or Cancel to make changes.

OK Cancel

The example below displays a bi-weekly temporary employees' JOB record that is in a Leave w/o pay or benefits status. This is a temporary employee who is beyond the dates that were submitted on the Temporary Hire Form. You will note that the Earn Code block is protected and will not allow any data entry of hours for that employee. You would need to contact your Human Resource Associate for payment to this employee.

## GRIZ TIME ONLINE

STATUS	NAME	HRS
X	Adams, Elizabeth S.	0
X	Arneson, Michael Craig	8
X	Ballas, Dan Joseph	80
X	Ballhorn, William	80
X	Bloom, Michael Alan	80
X	Burgad, Ruth Ann	80
X	Burrington, Kenneth Wayne	80
X	Carlson, Sean Andrew	80
X	Carroll, Adam Charles	80

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY MODE**

TIME ENTRY <SWAP MODES> APPROVAL

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

YOU ARE IN **TIME ENTRY MODE**

ORG	EMP CLASS	STATUS	DISPOSITION
33264C - Information Tech Ofc - Ray Ford	TH	Leave w/o pay or benefits	10-Awaiting Time

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
920P07/00	Web Content Spec/IT	7/31/2011	18

**920P07/00**

HOURS/UNITS BY EARN CODE

REG	0	ANN	0	ANX	0	CMP	0	CTE	0	<b>TOTAL:</b> 0.0
LWP	0	MEA	0	OT	0	SCK	0	JRY	0	

Earn Code	Index	Account	Activity	Hours	Percent
REG	MIT033	61224		0	100

← BACK      NEXT →

The following is a bi-weekly academic year classified staff on a Leave w/o pay with benefits. You will note that there is a LNP record; this is the "B" leave record you see on your time rosters when they are outside the academic work year. If the employee has worked and you want to pay this employee you would select the ONC earn code and enter the hours, see second example below. Any leave hours would need to be reported to your Human Resource Associate for entry.

## GRIZ TIME ONLINE

STATUS	NAME	HRS
X	Adams, Elizabeth S.	0
X	Reed, Robert Hubert	80
X	Roberts, Aimee Bowe	80
X	Robertson, Dale R.	80
X	Shontz, Jessica Cecilia	80
X	Slater, Janet M.	28
X	Strobel, Roger F.	80
X	Weddle, Michael B.	80
X	Wheeler, Walter M.	80

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY MODE**

TIME ENTRY <SWAP MODES> APPROVAL

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

YOU ARE IN **TIME ENTRY MODE**

ORG	EMP CLASS	STATUS	DISPOSITION
347110 - UC Administration	HP	Leave w/o pay, with benefits	20-Awaiting Proof

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
117100/AY	Custodian I/UC Admin	7/1/2011	12.280915

**117100/AY**

HOURS/UNITS BY EARN CODE

LNP	20	OT	0	ONC	8	MEA	0	<b>TOTAL:</b> 28.00
-----	----	----	---	-----	---	-----	---	------------------------

Earn Code	Index	Account	Activity	Hours	Percent
LNP	MUC817	61125		20	100

← BACK      NEXT →



# GRIZ TIME ONLINE

STATUS	NAME	HRS
<input checked="" type="checkbox"/>	Adams, Elizabeth S.	0
<input checked="" type="checkbox"/>	Reed, Robert Hubert	80
<input checked="" type="checkbox"/>	Roberts, Aimee Bowe	80
<input checked="" type="checkbox"/>	Robertson, Dale R.	80
<input checked="" type="checkbox"/>	Shontz, Jessica Cecilia	80
<input checked="" type="checkbox"/>	Slater, Janet M.	28
<input checked="" type="checkbox"/>	Strobel, Roger F.	80
<input checked="" type="checkbox"/>	Weddle, Michael B.	80
<input checked="" type="checkbox"/>	Wheeler, Walter M.	80

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY** MODE



<SWAP MODES>



**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

YOU ARE IN **TIME ENTRY** MODE

ORG	EMP CLASS	STATUS	DISPOSITION
347110 - UC Administration	HP	Leave w/o pay, with benefits	20-Awaiting Proof
POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
117100/AY	Custodian I/UC Admin	7/1/2011	12.280915

**117100/AY**

HOURS/UNITS BY EARN CODE

**LEAVE BALANCES & EARN CODES**

LNP	20	OT	0	ONC	8	MEA	0	<b>TOTAL:</b>	28.00
-----	----	----	---	-----	---	-----	---	---------------	-------

Earn Code	Index	Account	Activity	Hours	Percent
ONC	MUC817	61125		8	100

**← BACK**

**NEXT →**

Data entry of leave hours on JOBS that have multiple funding sources always follows the distribution for the regular earnings. Always enter your regular hours first and click “SUBMIT UPDATES” to commit the entry. Then click on the leave earn code you wish to enter next. If you are unsure of the employee’s leave balance you can click on the “LEAVE BALANCES & EARN CODES” button to see their balances. Once you are ready for data entry of the leave hours click on the leave and enter the percent sign and hours and the system will distribute the hours with the same percent split that is on the REG earn code. See below for an example of this entry.

ORG	EMP CLASS	STATUS	DISPOSITION
36710F - RI Research & Training Ctr	HF	Active	20-Awaiting Proof
POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
292110/00	Program Asst/MUARID	7/1/2011	10.92

ORG	EMP CLASS	STATUS	DISPOSITION
36710F - RI Research & Training Ctr	HF	Active	20-Awaiting Proof
POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
292110/00	Program Asst/MUARID	7/1/2011	10.92

**292110/00**

HOURS/UNITS BY EARN CODE

**LEAVE BALANCES & EARN CODES**

REG	80	ANN	0	ANX	0	CMP	0	CTE	0	<b>TOTAL:</b>	80.00
LWP	0	MEA	0	OT	0	SCK	0	JRY	0		

Earn Code	Index	Account	Activity	Hours	Percent
REG	M25906	61125		48	60
	M67272	61125		4	5
	M67453	61125		28	35

**292110/00**

HOURS/UNITS BY EARN CODE

**LEAVE BALANCES & EARN CODES**

REG	80	ANN	0	ANX	0	CMP	0	CTE	0	<b>TOTAL:</b>	80.00
LWP	0	MEA	0	OT	0	SCK	0	JRY	0		

Earn Code	Index	Account	Activity	Hours	Percent
ANN	M25906	61125		%16	
	M67272	61125			
	M67453	61125			





The Annual Leave hours have the same labor distribution split at the Regular earnings and the Regular hours have been reduced by the 16 annual leave hours. You are done with data entry and ready to go to the Approval Mode, if your security form gives you permission to do the Approval of Time entry, see the Approval Mode section below.

**Zschaechner, Lynda Lee** 80

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY** MODE

 **<SWAP MODES>** 

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

ORG	EMP CLASS	STATUS	DISPOSITION
36710F - RI Research & Training Ctr	HF	Active	20-Awaiting Proof
POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
292110/00	Program Asst/MUARID	7/1/2011	10.92

**292110/00**

HOURS/UNITS BY EARN CODE

**LEAVE BALANCES & EARN CODES**

REG	64	ANN	16	ANX	0	CMP	0	CTE	0	<b>TOTAL:</b>	80.00
LWP	0	MEA	0	OT	0	SCK	0	JRY	0		

Earn Code	Index	Account	Activity	Hours	Percent
ANN	M25906	61125		9.6	60
	M67272	61125		0.8	5
	M67453	61125		5.6	35

**← BACK**

**NEXT →**

## APPROVAL MODE

Located on the left of the form there is the section to move to the Approval Mode by clicking on the “APPROVAL” icon. You will note that right above the icons the mode you are currently in is displayed. Below is a snap shot of the Approval Screen.

**GRIZ TIME ONLINE**

YOU ARE IN **APPROVAL** MODE

**ROSTER:**

**32311C - Facility Services - Custodians**

**RECORDS:**



☒ = HOURS ENTERED & APPROVED  
☒ = HOURS NOT APPROVED

**CHECK ALL RECORDS:** ☒

**UNCHECK ALL RECORDS:** ☒

**SUBMIT UPDATES**

YOU ARE IN **APPROVAL** MODE

 **<SWAP MODES>** 

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

**PAY 2011 SP 16**

APPROVE	STATUS	NAME	HRS	POSN/SUFFIX	JOB TITLE	RATE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bede, Sierra Rose	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bryers, Sean M.	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Buford, Colton Charles	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Caracciolo, Peter Christian	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Christiaens, Adam Kevin	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clark, Laura Lee	REG 8	NWS000/01	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clark, Warren F.	REG 0	NWS000/01	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clough, Steve James	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cochran, Eric Richard	REG 0	NWS000/01	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooper, Harrison Eliot	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Corson, Michael James	REG 0	NWS000/02	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DeBoer, Peter A.	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dolan, Matthew Thomas	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fidler, Josh Hiroshi	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goughnour, Eric Zebbulinlan	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gross, Raymond Louis	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guynes, Dale Andrew	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Haffiger, Arthur Andrew	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hall, Wendell Earl	REG 0	NWS000/00	Non-Wrk Study 7.35	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Haney, Christopher Jon	REG 0	NWS000/00	Non-Wrk Study 7.35	

## GTO Approver Screen

Once data entry is completed for a roster the data must be approved. You may mark the records to be approved individually by clicking the “APPROVE” box before each name or you can click on the green “CHECK ALL RECORDS” to the left. This will put a check mark in the box of all the employees to the right. Then click the “SUBMIT UPDATES” button to commit the changes. On the first example you can see the two records were individually clicked to save and the changes submitted. It only approved two records and the other two have not been approved.

GRIZ TIME ONLINE

ROSTER:

344000 - Griz Card

RECORDS:

☒ = HOURS ENTERED & APPROVED

☒ = HOURS NOT APPROVED

CHECK ALL RECORDS: ☒

UNCHECK ALL RECORDS: ☐

SUBMIT UPDATES

YOU ARE IN APPROVAL MODE

TIME ENTRY

<SWAP MODES>

APPROVAL

SELECT NEW ROSTER

SELECT NEW PAYROLL

VIEW REPORT

YOU ARE IN APPROVAL MODE

PAY 2011 SP 16

APPROVE	STATUS	NAME	HRS	POSN/SUFFIX	JOB TITLE	RATE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Calvert, Emily Rose	REG 16	NWS000/00	Non-Wrk Study	7.35
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charlton, Carly Elyse	REG 24	NWS000/00	Non-Wrk Study	7.5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hall, Paige Nichols	REG 40	NWS000/00	Non-Wrk Study	7.35
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hinman, Tawny Michelle	REG 24	NWS000/00	Non-Wrk Study	7.35

In this example the green “CHECK ALL RECORDS” was clicked so all 4 were checked and once the “SUBMIT UPDATES” was clicked all 4 records have been approved. Once Approval processing is finished the time roster is complete.

GRIZ TIME ONLINE

ROSTER:

344000 - Griz Card

RECORDS:

☒ = HOURS ENTERED & APPROVED

☒ = HOURS NOT APPROVED

CHECK ALL RECORDS: ☒

UNCHECK ALL RECORDS: ☐

SUBMIT UPDATES

YOU ARE IN APPROVAL MODE

TIME ENTRY

<SWAP MODES>

APPROVAL

SELECT NEW ROSTER

SELECT NEW PAYROLL

VIEW REPORT

YOU ARE IN APPROVAL MODE

PAY 2011 SP 16

APPROVE	STATUS	NAME	HRS	POSN/SUFFIX	JOB TITLE	RATE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Calvert, Emily Rose	REG 16	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Charlton, Carly Elyse	REG 24	NWS000/00	Non-Wrk Study	7.5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hall, Paige Nichols	REG 40	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hinman, Tawny Michelle	REG 24	NWS000/00	Non-Wrk Study	7.35

**ADJUSTMENT AFTER APPROVAL** – If you must make an adjustment to the time entered before the GTO has closed see the WEB CLOSE date and WEB END TIME below. This lets you know when your data entry and approval must be completed. If WEB entry is still open you can remove the check mark off the person you need to adjust, go back to time entry mode, make your adjustment and then go back to the approval mode to approve the record. See below for this sequence of steps.

## GRIZ TIME ONLINE

**CHOOSE A TIME SHEET**

PAY ID	BEGIN DATE	END DATE	CHECK DATE	WEB START	WEB CLOSE	WEB END TIME
SP 17	8/2/2011	8/18/2011	9/1/2011	8/16/2011	8/30/2011	5:00 PM

Once the records have been approved and WEB entry is still open the following is a display of what the TIME ENTRY screen look like. At this point you cannot make any adjustments to these records they have the green check marks which mean they are approved. To make an adjustment you click on the APPROVAL mode icon to uncheck the record you wish to fix and then come back to the TIME ENTRY mode. See second example.



## GRIZ TIME ONLINE

**STATUS**      **NAME**      **HRS**

✓	Calvert, Emily Rose	60
✓	Charlton, Carly Elyse	24
✓	Hall, Paige Nichols	40
✓	Hinman, Tawny Michelle	24

**SUBMIT UPDATES**

YOU ARE IN **TIME ENTRY** MODE

 **TIME ENTRY**      <SWAP MODES>       **APPROVAL**

**SHORTCUTS**

**SELECT NEW ROSTER**

**SELECT NEW PAYROLL**

**VIEW REPORT**

**LOG OUT**

YOU ARE IN **TIME ENTRY** MODE

**NAME:** Calvert, Emily Rose      **ID:** 100047919

ORG	EMP CLASS	STATUS	DISPOSITION
344000 - Griz Card	1H	Active	20-Awaiting Proof

POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
NWS000/00	Non-Wrk Study	7/1/2011	7.35

**NWS000/00**

HOURS/UNITS BY EARN CODE      **LEAVE BALANCES & EARN CODES**

REG 16 MEA 0 OT 0      **TOTAL:** 16.00

Earn Code	Index	Account	Activity	Hours	Percent
REG	MGC815	61225		16	100

**← BACK**      **NEXT →**

In the APPROVAL MODE you uncheck the employee you wish to fix, leaving the other employee's records check marked. If the employee has more than one line in the Approval Mode you will need to uncheck all of the records. Multiple lines will show for different earn codes. Now click "SUBMIT UPDATES", this will set the records with a red X which means the hours have not been approved and you can update the time entry. Click on the "TIME ENTRY" icon to return to the time entry screen to make your corrections.

# GRIZ TIME ONLINE

ROSTER:

344000 - Griz Card

RECORDS:

- ☒ = HOURS ENTERED & APPROVED  
☒ = HOURS NOT APPROVED

CHECK ALL RECORDS: ☒

UNCHECK ALL RECORDS: ☐

SUBMIT UPDATES

YOU ARE IN APPROVAL MODE



<SWAP MODES>



YOU ARE IN APPROVAL MODE

PAY 2011 SP 16

APPROVE	STATUS	NAME	HRS	POSN/SUFFIX	JOB TITLE	RATE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Calvert, Emily Rose	REG 16	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Charlton, Carly Elyse	REG 24	NWS000/00	Non-Wrk Study	7.5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hall, Paige Nichols	REG 40	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hinman, Tawny Michelle	REG 24	NWS000/00	Non-Wrk Study	7.35

This record had 16 hours and needed additional hours for a total of 40, those hours are entered, click on the "SUBMIT UPDATES" to commit the change and then click the "APPROVAL" icon to go back and approve this record.

# GRIZ TIME ONLINE

STATUS	NAME	HRS
<input checked="" type="checkbox"/>	Calvert, Emily Rose	60
<input checked="" type="checkbox"/>	Hall, Paige Nichols	40
<input checked="" type="checkbox"/>	Hinman, Tawny Michelle	24

SUBMIT UPDATES

YOU ARE IN TIME ENTRY MODE



<SWAP MODES>



SHORTCUTS

SELECT NEW ROSTER

SELECT NEW PAYROLL

VIEW REPORT

LOG OUT

YOU ARE IN TIME ENTRY MODE

ORG	EMP CLASS	STATUS	DISPOSITION
344000 - Griz Card	1H	Active	20-Awaiting Proof
POSN/SUFFIX	JOB TITLE	EFF.DATE	RATE
NWS000/00	Non-Wrk Study	7/1/2011	7.35

NWS000/00

HOURS/UNITS BY EARN CODE

LEAVE BALANCES & EARN CODES


REG	40	MEA	0	OT	0	TOTAL:
						40.00

Earn Code	Index	Account	Activity	Hours	Percent
REG	MGC815	61225		40	100

← BACK

NEXT →

Check the record you have updated and then click on the "SUBMIT UPDATES" to approve the record. Now all of your records are approved and this time roster is complete.

GRIZ TIME  ONLINE

ROSTER:  
  
344000 - Griz Card

RECORDS:  
  

☒ = HOURS ENTERED & APPROVED


☒ = HOURS NOT APPROVED

CHECK ALL RECORDS: ☒


UNCHECK ALL RECORDS: ☐

SUBMIT UPDATES

YOU ARE IN APPROVAL MODE

 TIME ENTRY

<SWAP MODES>

 APPROVAL

SELECT NEW ROSTER


SELECT NEW PAYROLL

VIEW REPORT

YOU ARE IN APPROVAL MODE

PAY 2011 SP 16

APPROVE	STATUS	NAME	HRS	POSN/SUFFIX	JOB TITLE	RATE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Calvert, Emily Rose	REG 40	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Charlton, Carly Elyse	REG 24	NWS000/00	Non-Wrk Study	7.5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hall, Paige Nichols	REG 40	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hinman, Tawny Michelle	REG 24	NWS000/00	Non-Wrk Study	7.35

GRIZ TIME  ONLINE

ROSTER:  
  
344000 - Griz Card

RECORDS:  
  

☒ = HOURS ENTERED & APPROVED


☒ = HOURS NOT APPROVED

CHECK ALL RECORDS: ☒


UNCHECK ALL RECORDS: ☐

SUBMIT UPDATES

YOU ARE IN APPROVAL MODE

 TIME ENTRY

<SWAP MODES>

 APPROVAL

SELECT NEW ROSTER

SELECT NEW PAYROLL

VIEW REPORT

YOU ARE IN APPROVAL MODE

PAY 2011 SP 16

APPROVE	STATUS	NAME	HRS	POSN/SUFFIX	JOB TITLE	RATE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Calvert, Emily Rose	REG 40	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Charlton, Carly Elyse	REG 24	NWS000/00	Non-Wrk Study	7.5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hall, Paige Nichols	REG 40	NWS000/00	Non-Wrk Study	7.35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hinman, Tawny Michelle	REG 24	NWS000/00	Non-Wrk Study	7.35

When the time roster is completed, if you are doing the Manual Approval you will want to click on the “View Report” button to get the report and print it so your supervisor can sign as the approver.

**Roster:** 344000 - Griz Card  
**Payroll Period:** 2011 SP 16  
**Start Date:** 7/19/2011  
**End Date:** 8/1/2011

Name	ID	Status	Posn/Suff	Rate	Earn Code	Hours	Index	Account	Activity
Calvert, Emily Rose		Approved	NWS000/00	7.35	REG	40	MGC815	61225	
Charlton, Carly Elyse		Approved	NWS000/00	7.5	REG	24	MGC815	61225	
Hall, Paige Nichols		Approved	NWS000/00	7.35	REG	40	MGC815	61225	
Hinman, Tawny Michelle		Approved	NWS000/00	7.35	REG	24	MGC815	61225	

EMPLOYEES W/ HOURS CLOSE EXPORT TO EXCEL

## GTO Access Request Form

The GTO Access Request Form is an on-line form with the supervisor requesting approval for the employees responsible for on-line data entry and approval. One form must be completed for each employee requesting GTO access for data entry and/or approval of student and/or bi-weekly payroll, listing all of the time rosters the employee is responsible for administering.

There are two options for data entry via the web:

Option 1 – Electronic: Payroll data is entered into the secure HR website (GTO) by departmental data entry person. Approval of entry is performed online by department manager (i.e. Dean, Director, Chair) prior to payroll deadline.

Option 2 – Electronic w/Manual Approval: Payroll data is entered into the secure HR website (GTO) and approved by departmental data entry person. A hard copy of the payroll data report is forwarded to department management for review, signature, and date, following payroll deadline. The best course under this option would be to generate the Web report once data entry is completed, print this report and have the department manager sign and date the report. (This option grants the departmental data entry person implicit approval for data entry into the secure HR website. For audit purposes, the payroll data reports must be reviewed and signed off by department management no more than 7 days after data entry is completed.)

One of the options above must be selected when completing the Griz Time Online Access Request form. Complete the Web Time Entry Security Setup form for each employee who will perform web data entry and/or approval. Option 1 requires that the approver will be available each time payroll is completed in order to approve the data and have it submitted to the system for processing. Option 2 gives the individual who is completing actual data entry the ability to load the payroll data and approve it for submission. Under this option a signed and approved paper copy must be kept for audit purposes. In large departments it may be wise to have more than one employee approved and trained for on-line entry. Link to the Griz Time Online Access Request form: <http://www.umt.edu/hrs/accessform/> Please visit HRS WEB page and click on Griz Time Online for all information about GTO.



## GRIZ TIME ONLINE ACCESS REQUEST

### SPONSOR INFORMATION

As the sponsor of this request, please enter your information:

Name:

Email:

### GTO USER INFORMATION

I am requesting GTO access for the following individual:

Name:

Email:

#790:

Phone:

Dept:

Position:

Please take the following action with this user: ☐ Add to GTO ☐ Remove from GTO

### DEPARTMENT APPROVAL METHOD

#### ☐ Option 1 – Electronic:

Payroll data is entered into the secure HR website (GTO) by departmental data entry person. Approval of entry is performed online by department manager (i.e. Dean, Director, Chair) prior to payroll deadline.

#### ☐ Option 2 – Electronic w/ Manual Approval:

Payroll data is entered into the secure HR website (GTO) and approved by departmental data entry person. A hard copy of the payroll data report is forwarded to department management for review, signature, and date, following payroll deadline. (This option grants the departmental data entry person implicit approval for data entries into the secure HR website. For audit purposes, the payroll data reports must be reviewed and signed off by department management prior to entry or no more than 7 days after entry.)

### PAYROLL ENTRY/APPROVERS

**Please note:** Student employees are allowed access to GTO for the sole purpose of updating Student Payroll only.

Roster #:

Payroll Type:

GTO Access:

**Optional:** Use only as necessary, listing all Rosters your responsible for administrating.

Roster #:

Payroll Type:

GTO Access:

Roster #:

Payroll Type:

GTO Access:

Roster #:

Payroll Type:

GTO Access:

Roster #:

Payroll Type:

GTO Access:

### DEPARTMENT AUTHORITIES

By submitting the GTO Access Request Form you are acknowledging...



**Miscellaneous:**

- Time records which serve as the original source document for data entry must be kept in the department for 5 calendar years.
- For GTO technical questions and procedural support: **GTOSupport@mso.umt.edu**
- For questions regarding your bi-weekly payroll please contact your Human Resource Associate (HRA) if you do not know who that is please use the following link.  
<http://umt.edu/HRS/Payroll/Human%20Resource%20Associates.aspx>
- For questions regarding your student payroll please contact your department's Human Resource Associate (HRA).

**Please Note:** The support email is received by several GTO trained individuals in HRS, and all emails will receive a response from this designated team.