History Faculty Sick Leave Reporting Using SAP

Follow these instructions to enter your sick leave

1. Log into the SAP Portal

- From the <u>Texas State homepage</u> click "Faculty & Staff" (1 in left image below)
- From the <u>Faculty and Staff page</u> click "SAP Portal" (2 in left image below)
- Enter in your Texas State NetID and Password and click "Login" then go through two factor authentication if prompted (right image below)



2. Open "My Timesheet" in SAP

- From the SAP homepage click "time" in the top menu (1 in image below)
- Click "My Timesheet" to open your timesheet (2 in image below)
- Note the your top menu may have different options depending on what you have access to in SAP



3. Using the "Record My Time" screen

- Make sure you are using your current/active personnel assignment (1 in image below)
- If the personnel assignment displayed is incorrect, click the box to "Switch Assignment" to choose the correct one (2 in image below)
- Use the calendar to select the week you need to enter sick time for. Clicking on a date selects that week. Use the arrows at the top to change months (3 in image below)
- Make sure that the week you need to enter time for is displayed on the screen (4 in image below)
- Click "+ Enter Records" to begin entering sick time (5 in image below)

SAF	× .	Recor	d My T	ime 🔻					٩
Adam tems Sup	E Cla	r k ec 1 / 50	017912	/ 00042	016)		1		2 Switch Assign
view	IMPOR	T new A	ttendar	nces/Abs	ences	Tim	ie Entry Gr	ups	
								X ¹ 2	
Time e	ntry with	iin navij	(ation pr	eriod (fre	om 03/1	16/2025	to 06/01/2	25) is available.	
							_	•	
<		April			2025		8	Weekly Recorded/Target (0140	+ Enter Records 🚺 🖓 💿
	Sun	Mon	Tue	Wed	Thu	Fri	Set	Recorded / Target Attendance/Absence	Entered
			1	2	3	4	5	Sunday, May 4, 2025	
15	6	7	8	9	10	11	12	0.00 / 0.00	0.00 Hours
16	13	14	15	16	17	18	19	Attributes:	
17	20	21	22	23	24	25	26	Monday, May 5, 2025	
18	27	28	29	30				0.00 / 8.00	0.00 Hours
			May		2	025		Attributes:	
	Sun	Mon	Tue	Wed	Thu	Fri	Set	Tuesday, May 6, 2025	
					1	2	3	0.00 / 8.00	0.00 Hours
19	A	5	6	7	8	9	10	Attributes:	
20	11	12	13	14	15	16	17	Wednesday, May 7, 2025	
21	18	19	20	21	22	23	24	0.00 / 8.00	0.00 Hours
22	25	26	20	20	20	20	24	Attributes:	
**	23	20	21	20	25	30	31	Thursday, May 8, 2025	
Tod	say		Time	leted		Time Wa	15	0.00 / 8.00	0.00 Hours
Wo	lected rking Day		No Tim	ne		Public H	ioliday	Attributes:	
Non-Working		Time Rejected					Friday, May 9, 2025		
								0.00/8.00	0.00 Hours

4. Entering Time

- Click the arrow under the "Attendance/Absence" column and either type "Sick Leave" and press enter or scroll down until you find "Sick "Leave" and click it in the menu (1 in image below)
- Click the box under the "Entered" column and enter in the amount of sick leave you wish to enter (2 in image below)
 - Time can be recorded in 15-minute increments using .25, .50, .75, 1.0
- Once time is entered, click "Submit" at the bottom of the screen (3 in image below)
- If you make a mistake and need to reset the form, click the "X" next to the hours you entered (4 in image below)

Weekly Recorded/Target	8 / 40						Duplicate Time Entries	Duplicate Week	0
Recorded / Target	Attendance/Absence	Info	2	Entered	Status				
Sunday, May 4, 2025			4						
8.00 / 0.00 !	Select Att/Abs	(i)	_	8.00 + Hours		0	⊗ + 4		
Attributes:	Sick Leave								
Monday May 5, 2025									
0.00 / 8.00	Select Att/Abs	· (i)	-	0.00 + Hours		0	⊗ +		
Attributes:									
Tuesday, May 6, 2025									
0.00 / 8.00	Select Att/Abs	í	—	0.00 + Hours		0	⊗ +		
Attributes:									
Wednesday, May 7, 20	25								
0.00 / 8.00	Select Att/Abs	(i)	_	0.00 + Hours		0	⊗ +		
Attributes:									
Thursday, May 8, 2025									
0.00 / 8.00	Select Att/Abs	í	_	0.00 + Hours		0	⊗ +	3	_
								St	bmit

Other Information

- Chrome or Firefox works better for time entry than the most recent version of Internet Explorer or Safari.
- If you need additional help speak with Madelyn. If you log in, she can walk you through the process and help you enter your sick time.