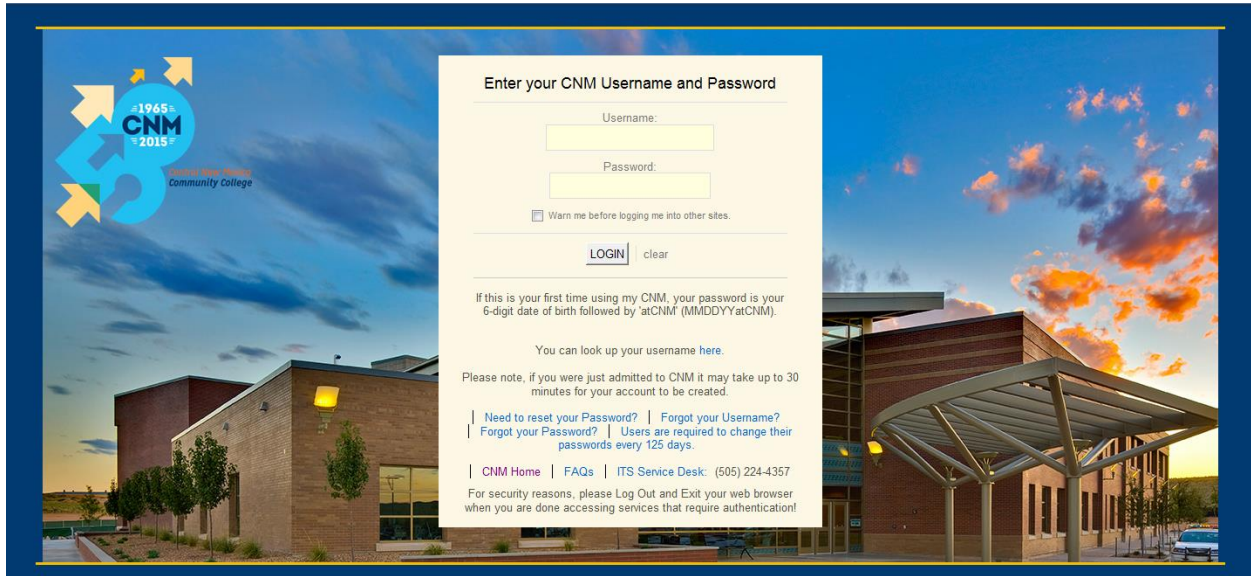
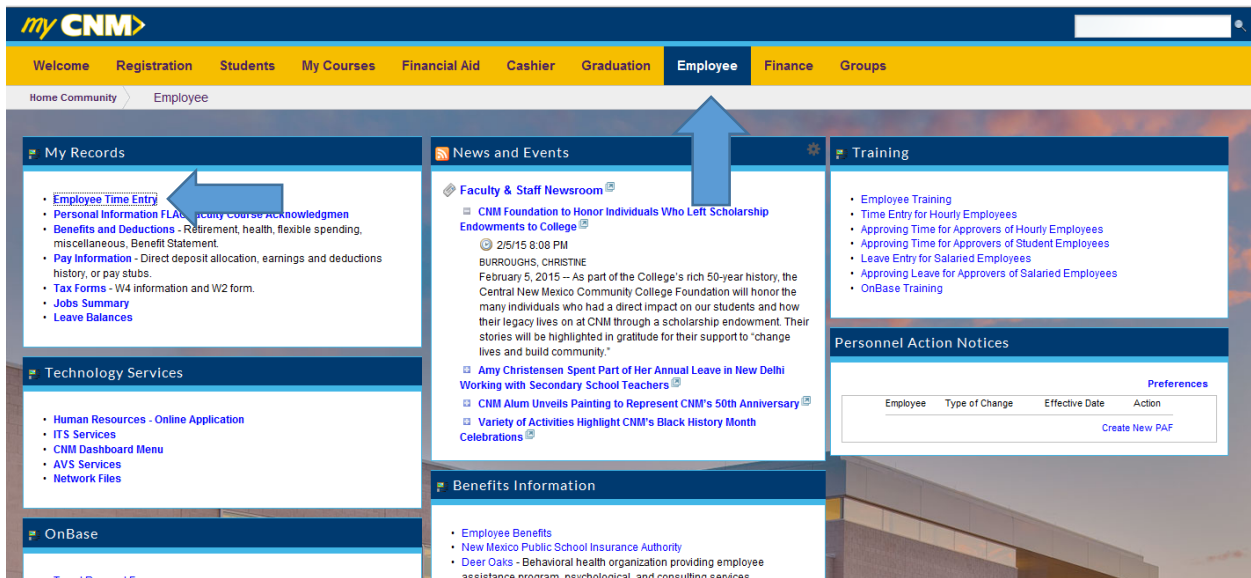


Login to your myCNM account



Click on the **Employee** link and select **Employee Time Entry** from the My Records box



Choose the **Access my Time Sheet** radio button and click select

Central New Mexico Community College

Browse

Personal Information | Student | Financial Aid | **Employee** | Finance

## Time Reporting Selection

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

**Selection Criteria**

**My Choice**

**Access my Time Sheet:**

**Access my Leave Report:**

**Access my Leave Request:**

**Approve or Acknowledge Time:**

**Approve All Departments:**

**Act as Proxy:** Self

**Act as Superuser:**

Select

Select a pay period and click on **Time Sheet**

Central New Mexico Community College

Browse

Personal Information | Student | Financial Aid | **Employee** | Finance

## Time Sheet Selection

Home > Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

**My Choice** | Pay Period and Status

**Title and Department**  
ACCOUNTING SUPERVISOR, H21010-HR  
Business Office, 2101

**Pay Period and Status**  
Feb 07, 2015 to Feb 20, 2015 Not Started

Time Sheet



When you are finished entering time for the week click **Next** for the second week of the pay period

**Submit By Date:** Feb 23, 2015 by 01:00 PM Find a page...

**Earning:** SICK LEAVE  
**Date:** Feb 13, 2015  
**Shift:** 1  
**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 07, 2015	Sunday Feb 08, 2015	Monday Feb 09, 2015	Tuesday Feb 10, 2015	Wednesday Feb 11, 2015	Thursday Feb 12, 2015	Friday Feb 13, 2015
REGULAR PAY	1	0	24		Enter Hours	Enter Hours	8	8	8	Enter Hours	Enter Hours
ANNUAL LEAVE	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
SICK LEAVE	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8
PERSONAL LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
BEREAVEMENT LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
LEGAL LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HOLIDAY	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
DOCK PAY	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OVERTIME RATE 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OVERTIME REGULAR RATE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OVERTIME HOLIDAY RATE 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
SHIFT DIFFERENTIAL	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HALF RATE FOR 1.5 TIME	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OVERTIME SHIFT DIFF HALF	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
DONATED LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			40		0	0	0	8	8	8	8
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**

When you are finished entering time for the pay period click **Submit for Approval**

**Submit By Date:** Feb 23, 2015 by 01:00 PM

**Earning:** REGULAR PAY  
**Date:** Feb 20, 2015  
**Shift:** 1  
**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 14, 2015	Sunday Feb 15, 2015	Monday Feb 16, 2015	Tuesday Feb 17, 2015	V	F
REGULAR PAY	1	0	64		Enter Hours	Enter Hours	8	8		
ANNUAL LEAVE	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
SICK LEAVE	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
PERSONAL LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
BEREAVEMENT LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
LEGAL LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
HOLIDAY	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
DOCK PAY	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
OVERTIME RATE 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
OVERTIME REGULAR RATE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
OVERTIME HOLIDAY RATE 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
SHIFT DIFFERENTIAL	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
HALF RATE FOR 1.5 TIME	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
OVERTIME SHIFT DIFF HALF	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
DONATED LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
<b>Total Hours:</b>			80		0	0	8	8		
<b>Total Units:</b>				0	0	0	0	0		

Position Selection Comments Preview **Submit for Approval** Restart Previous

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

When your time is successfully submitted you will see your supervisors name by **Waiting for Approval From**

Submit By Date:

Feb 23, 2015 by 01:00 PM

Earning:

REGULAR PAY

Date:

Feb 20, 2015

Shift:

1

Hours:

8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 14, 2015	Sunday Feb 15, 2015	Monday Feb 16, 2015	Tuesday Feb 17, 2015	Wednesday Feb 18, 2015
REGULAR PAY	1	0	64		Enter Hours	Enter Hours	8	8	
ANNUAL LEAVE	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
SICK LEAVE	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
PERSONAL LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
BEREAVEMENT LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
LEGAL LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
HOLIDAY	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
DOCK PAY	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
OVERTIME RATE 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
OVERTIME REGULAR RATE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
OVERTIME HOLIDAY RATE 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
SHIFT DIFFERENTIAL	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
HALF RATE FOR 1.5 TIME	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
OVERTIME SHIFT DIFF HALF	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
DONATED LEAVE	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>			80		0	0	8	8	
<b>Total Units:</b>				0	0	0	0	0	0

Position Selection Comments Preview **Submit** Approval Restart Previous

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Supervisor Name

