



### LOGGING IN

1. Open a browser and go to: <https://sis.rpi.edu>
2. Enter **RCS username** and **password**.
3. Click **Login**.
4. Click the **HR/Payroll Menu** tab.
5. Click **Time Sheet**.
6. Choose the **Pay Period and Status**. (you can also see any completed pay periods)
7. Click the **Time Sheet** button.

### ADDING YOUR REGULAR/PTO TIME

1. Under **Regular Pay** or **PTO Scheduled/Unscheduled** click **Enter Hours** on the day you want to enter your hours.

Shift	Time In		Time Out	
1	8:00	AM	1:00	PM
1	1:30	PM	4:30	PM

2. Enter your time ex:
3. Click **Save**.

**NOTE:** When using both Regular and PTO hours for the day, the hours should add up to the hours you work.

Regular Pay	1	0	78.5
Overtime At Time And One Half	1	0	0
PTO Scheduled - Non-Exempt	1	0	1.5

Adds up to 80 hours for pay period

### COPYING (REPEATING)

1. After entering your time on one of the days, click **SAVE** and then click **Copy**.
2. Select all the days you would like the same time to be copied to and then click **Copy**.
3. Click **Time Sheet** and you will see the time copied to those days.

### EDITING DATE/TIME

1. While viewing your Time Sheet, click on the **day** that has the hours to change.
2. Make your change and then click **Save** and then click **Time Sheet** to see the change.

### PREVIEWING AND SUBMITTING YOUR TIME SHEET

1. Scroll to the bottom of the Time Sheet and choose **Preview**.
2. If your Time Sheet is complete, click **Submit for Approval**.