Rensselaer   Time Sheet System (Exempt)

LOGGING IN

1. Open a browser and go to: https://sis.rpi.edu
2. Enter **RCS username** and **password**.
3. Click **Login**.
4. **Complete Duo verification if prompted**.
5. Click the **HR/Payroll Menu** tab.
6. Click **Time Sheet**.
7. Click **Access my Time Sheet – Select**.
8. From the drop down choose the current pay period if not already showing.
9. Click **Time Sheet**.

ADDING HOURS CHARGED – IF NONE JUST CLICK ON "SUBMIT FOR APPROVAL"

1. If you need to charge any hours for this pay period, select appropriate row and date, click on Enter Hours – enter number of hours to charge typically no more than 8.
2. Click **Save**.

COPYING (REPEATING)

1. After entering the hours charged on one of the days, click **Save** and then click **Copy**.
2. Select all the days you would like the same type and number of hours 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 **hours for a 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**.