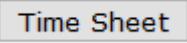




LOGGING IN

1. Open a browser and type: **sis.rpi.edu**
2. Click **Login**
3. Type your **RIN** and then your **password** (for the first time it will be DOB (MMDDYY))
4. Click **Login**
5. Click the **"HR/Payroll Menu"** tab
6. Click **"Time Sheet"**
7. Choose the **"Pay Period and Status"** (you can also see any completed pay periods)
8. Click 

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

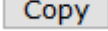
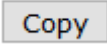
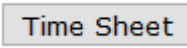
2. Enter your time ex:
3. Click **"Save"**

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

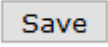
Regular Pay	1	0	78.5
Overtime At Time And One Half	1	0	0
PTO Scheduled - Non-Exempt	1	0	1.5

Adds up to 80 hours for pay period

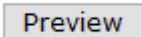
COPYING (REPEATING)

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