

LOGGING IN

1. You will need to be logged into your RPI email if you do not know your SIS login.
2. Open a browser and type: **sis.rpi.edu**
3. Enter **RIN** and your **SIS password**
 - a. If you do not know your SIS password click on **Forgot Password**
 - b. Enter RIN and click on **Reset Password**
 - c. Follow the link received in your RPI email to set your SIS password
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 **Time Sheet**

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 **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**