



Workflow for leave request - current pay period

20 Steps [View on Tango](#)

Created by

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Creation Date

May 9, 2022

Last Updated

May 9, 2022

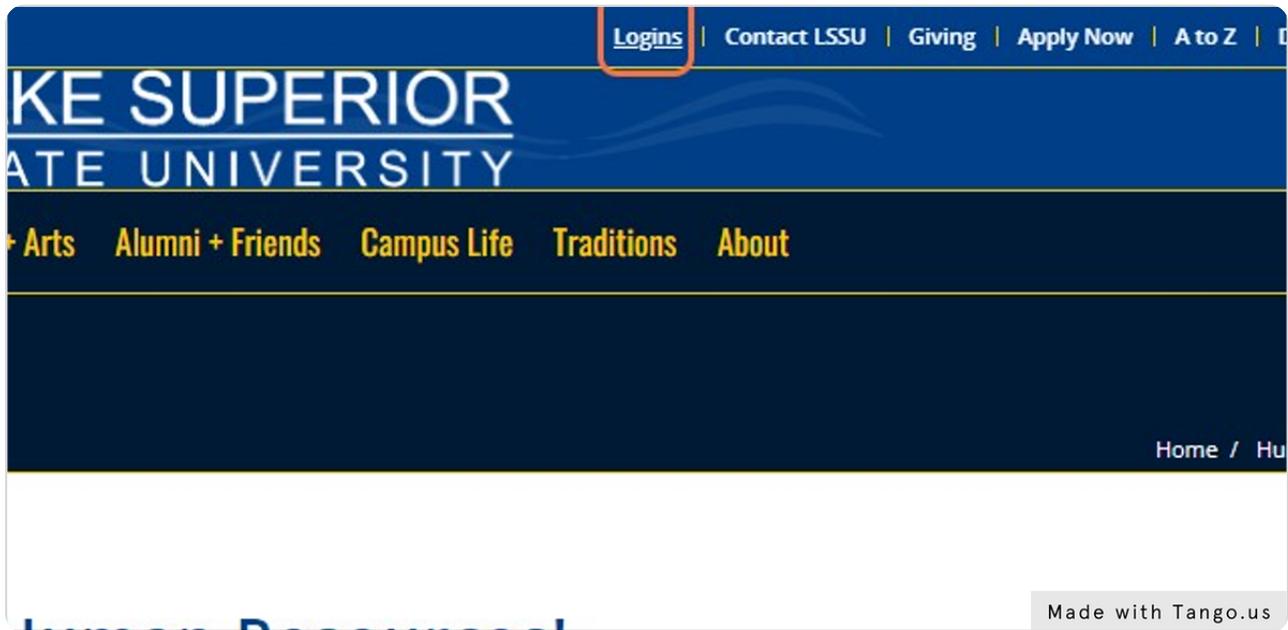
STEP 1

Go to Lake Superior State University

www.lssu.edu

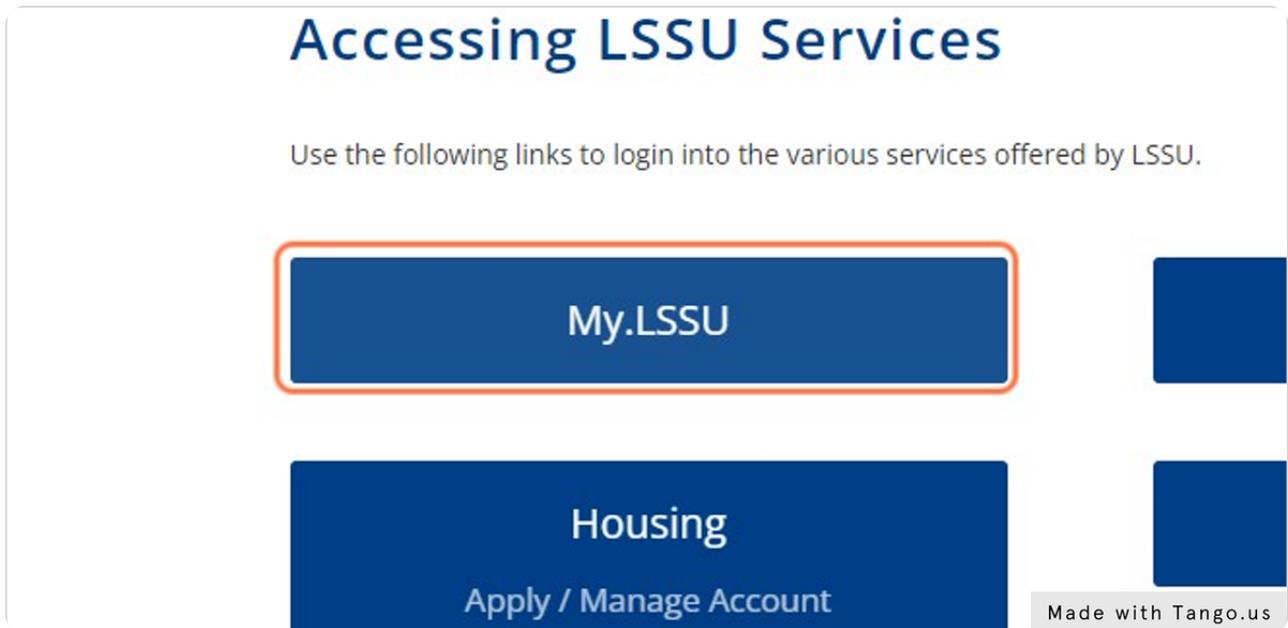
STEP 2

Click on Logins



STEP 3

Click on My.LSSU



Accessing LSSU Services

Use the following links to login into the various services offered by LSSU.

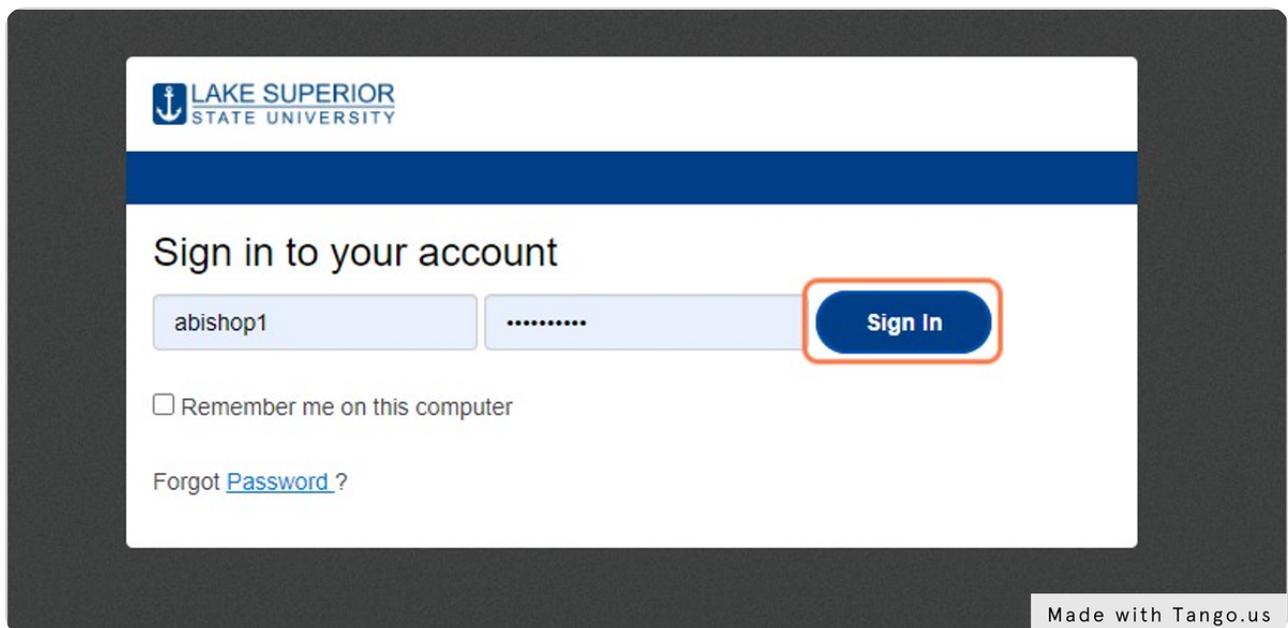
My.LSSU

Housing
Apply / Manage Account

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STEP 4

Type in your username and password



LAKE SUPERIOR STATE UNIVERSITY

Sign in to your account

abishop1

Sign In

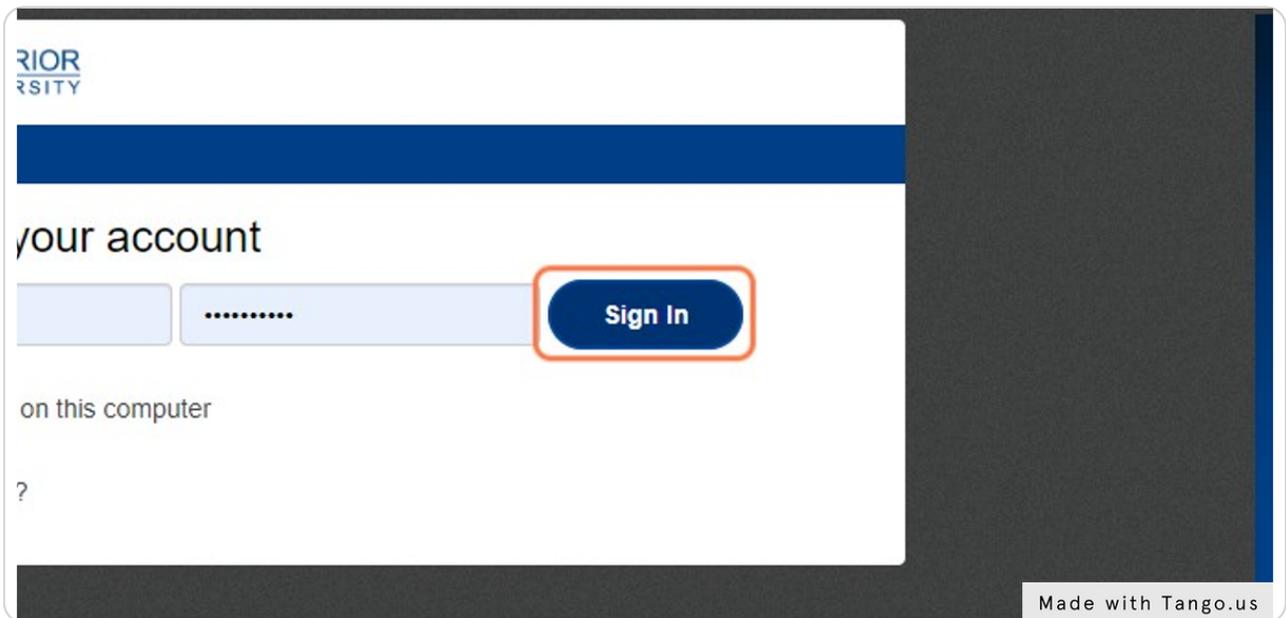
Remember me on this computer

Forgot [Password](#) ?

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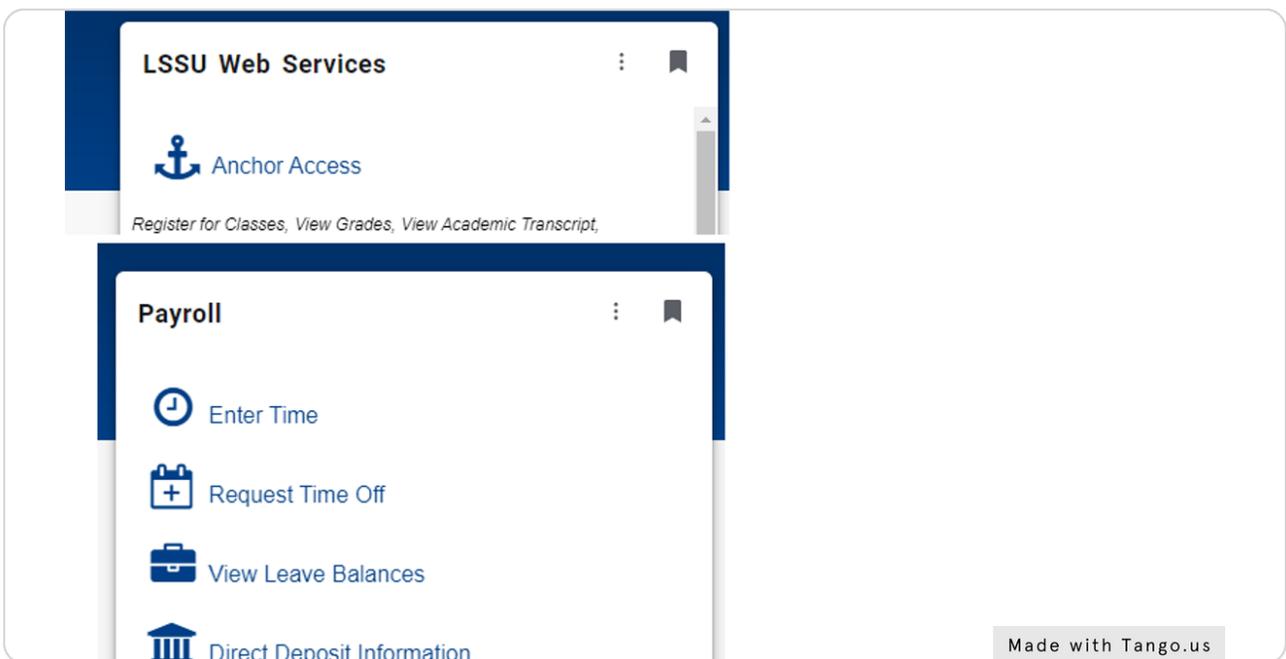
STEP 5

Click on Sign In



STEP 6

Click on 'Anchor Access' from the LSSU Web Services card ('Enter Time' from the Payroll card is a direct link)



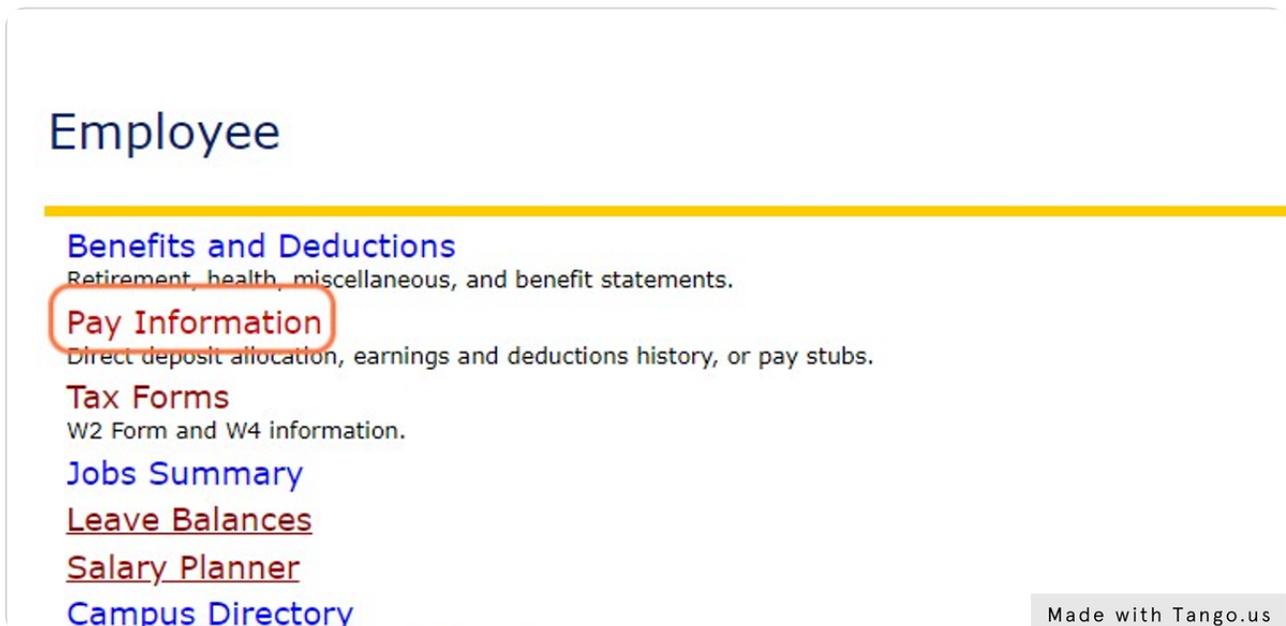
STEP 7

Click on Employee tab



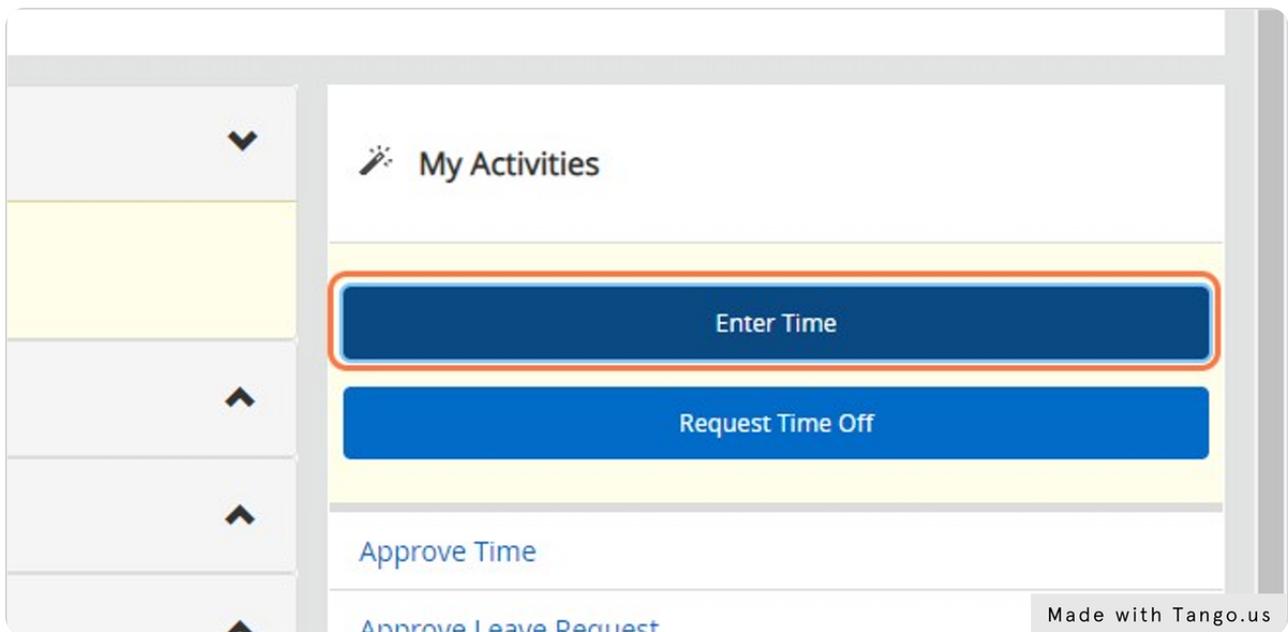
STEP 8

Click on Pay Information



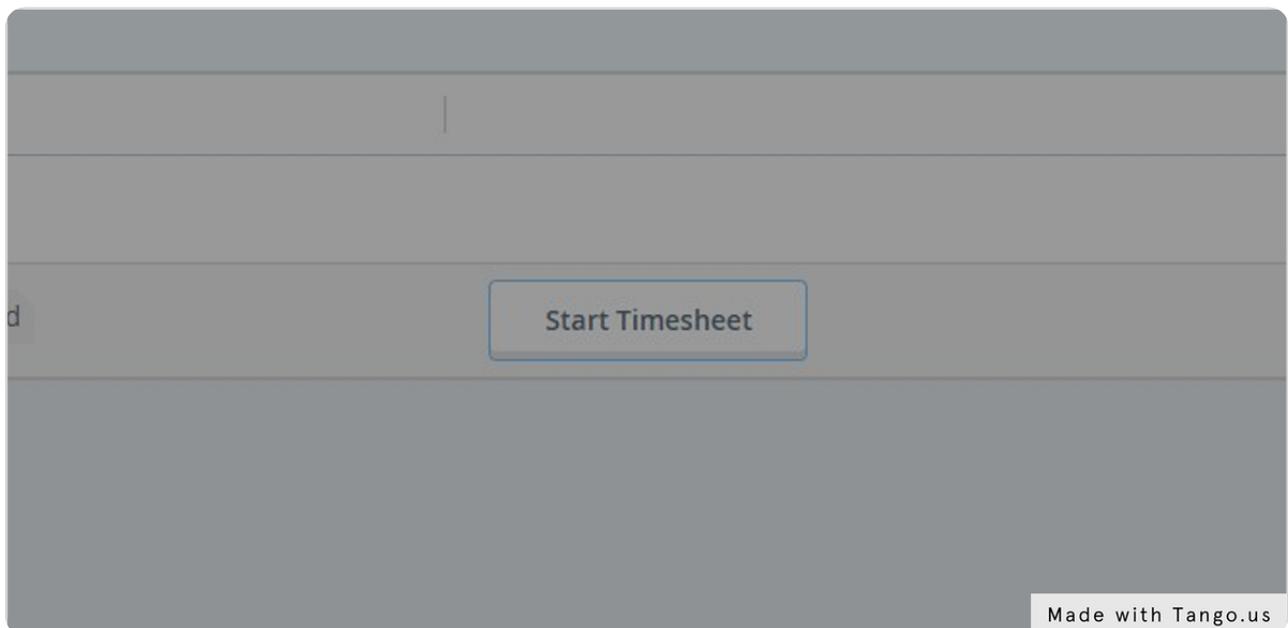
STEP 9

Click on Enter Time



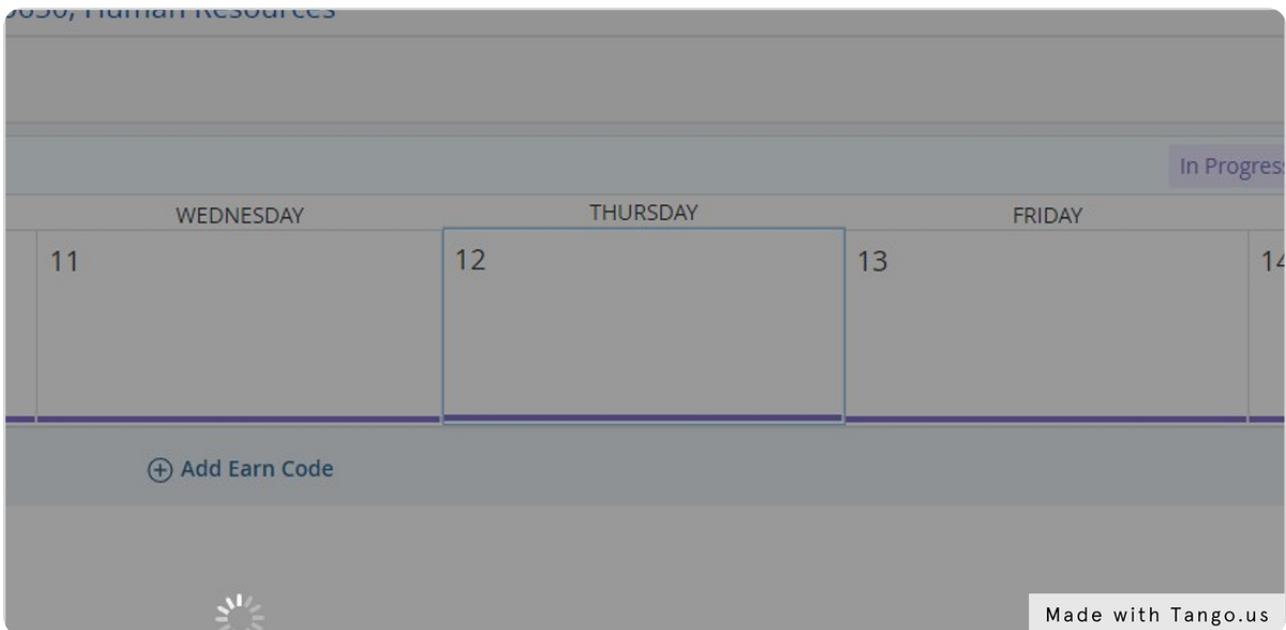
STEP 10

Click on Start Timesheet



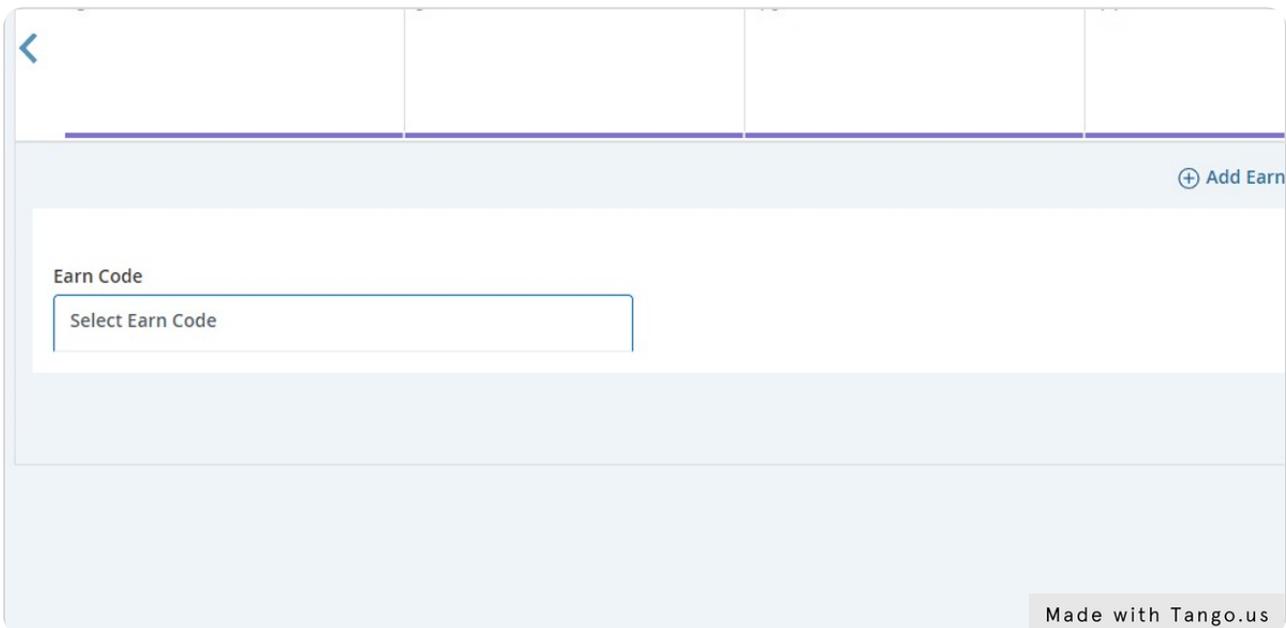
STEP 11

Click on the date you will be reporting exception time



STEP 12

Click on Select Earn Code



STEP 13

Select the appropriate Earn Code

The screenshot shows a web interface for adding an earn code. At the top right, there is a button labeled '+ Add Earn Code'. Below it, a dropdown menu titled 'Earn Code' is open, showing four options: 'Select Earn Code' (with an upward arrow), 'Vacation Pay' (highlighted in blue), 'Sick Pay', and 'Docked Pay'. The background is a light blue gradient. A watermark 'Made with Tango.us' is visible in the bottom right corner.

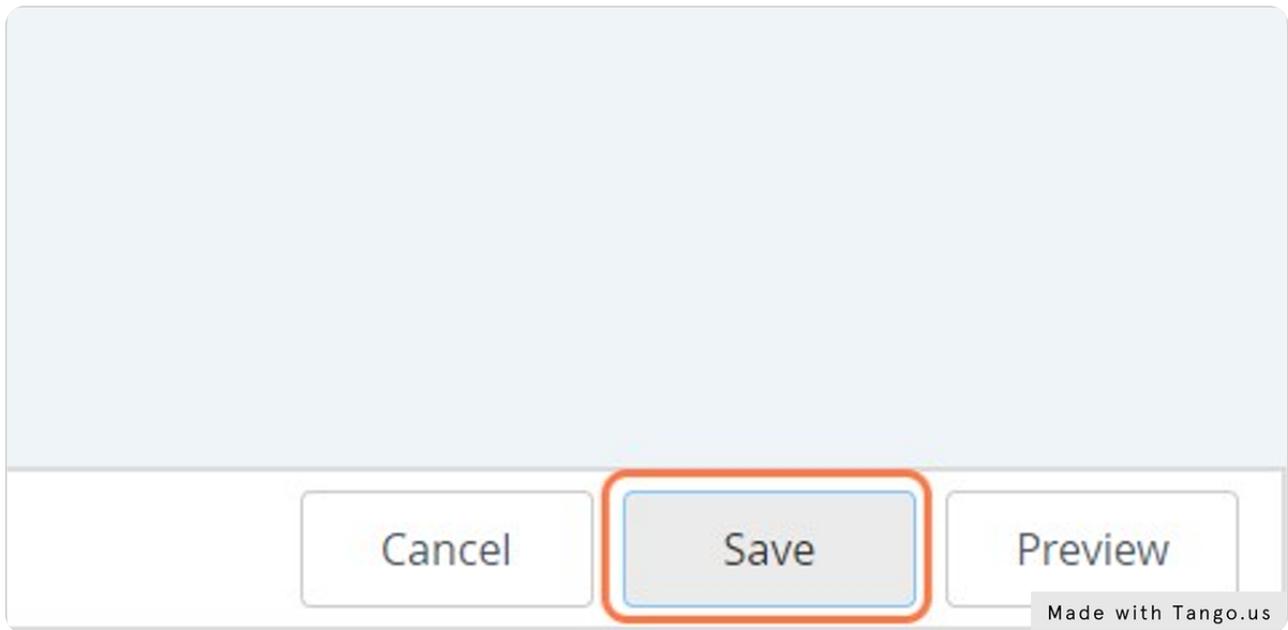
STEP 14

Type in the number of hours for each Earn Code type

The screenshot shows the same web interface as in Step 13. The 'Earn Code' dropdown is now closed. The 'Hours' input field is highlighted with a red border and contains the number '8'. To the right of the input field is a minus sign icon. The '+ Add Earn Code' button is still visible in the top right corner. The watermark 'Made with Tango.us' is present in the bottom right corner.

STEP 15

Click on Save

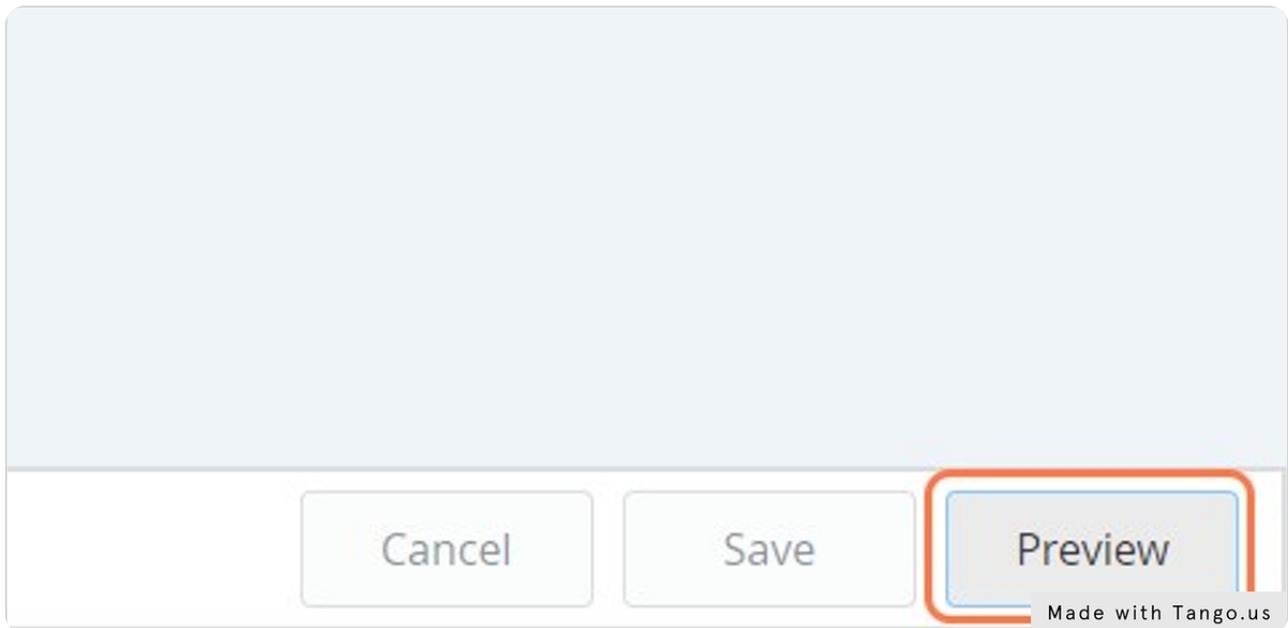


STEP 16

Report exception time hours for all dates as needed in the timesheet and Save.

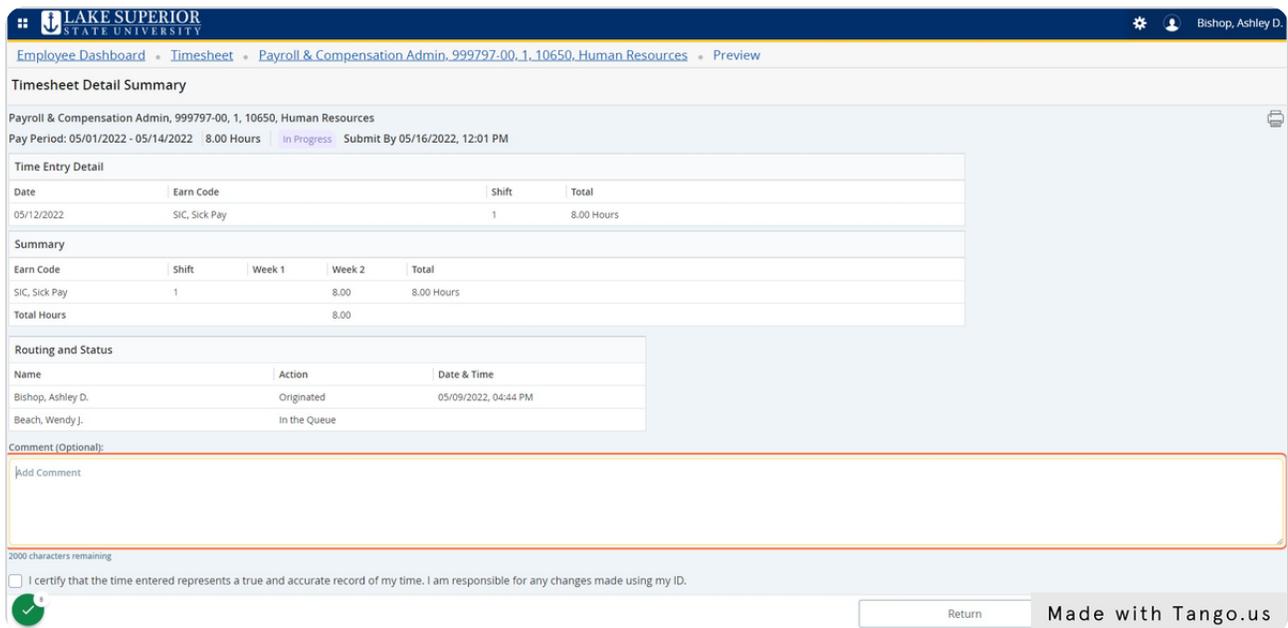
STEP 17

When completed with the timesheet, Click on Preview



STEP 18

Review the information for accuracy. *Comment Required for Sick Leave utilization.*



STEP 19

Check 'I certify' box.

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my t

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STEP 20

Click on Submit

urn

Submit

Made with Tango.us

Created in seconds with

Tango