Tango

Workflow for leave request - current pay period

20 Steps   [View on Tango](#)

Created by	Creation Date	Last Updated
Ashley Bishop	May 9, 2022	May 9, 2022

Go to Lake Superior State University

www.lssu.edu
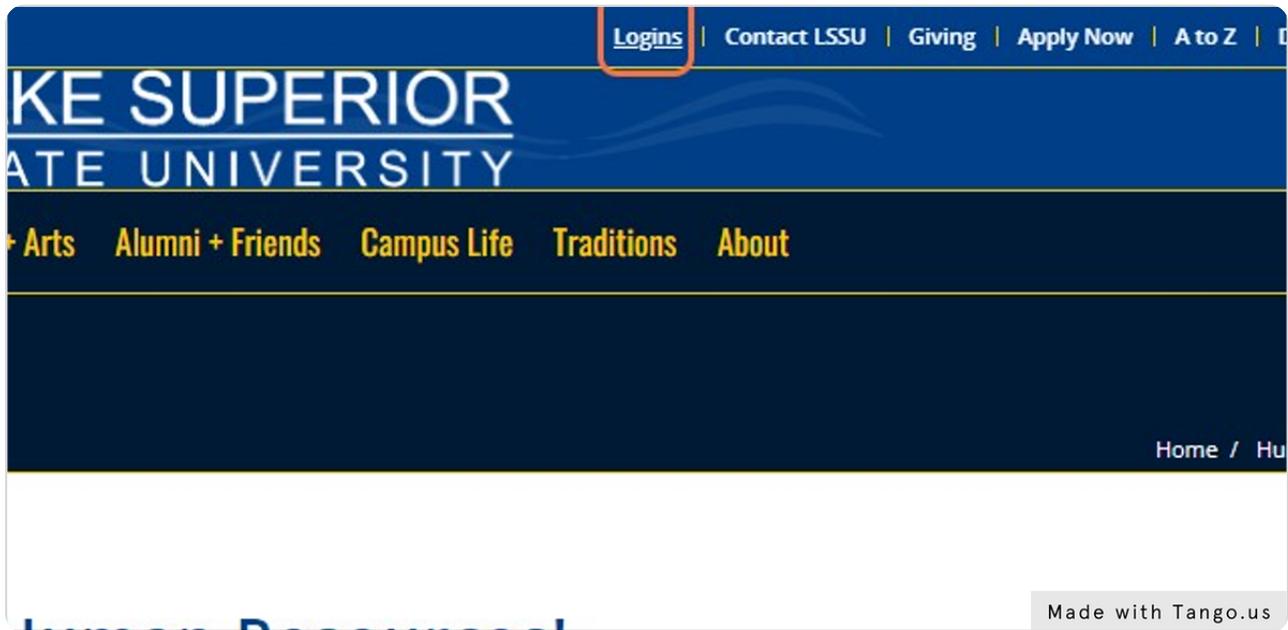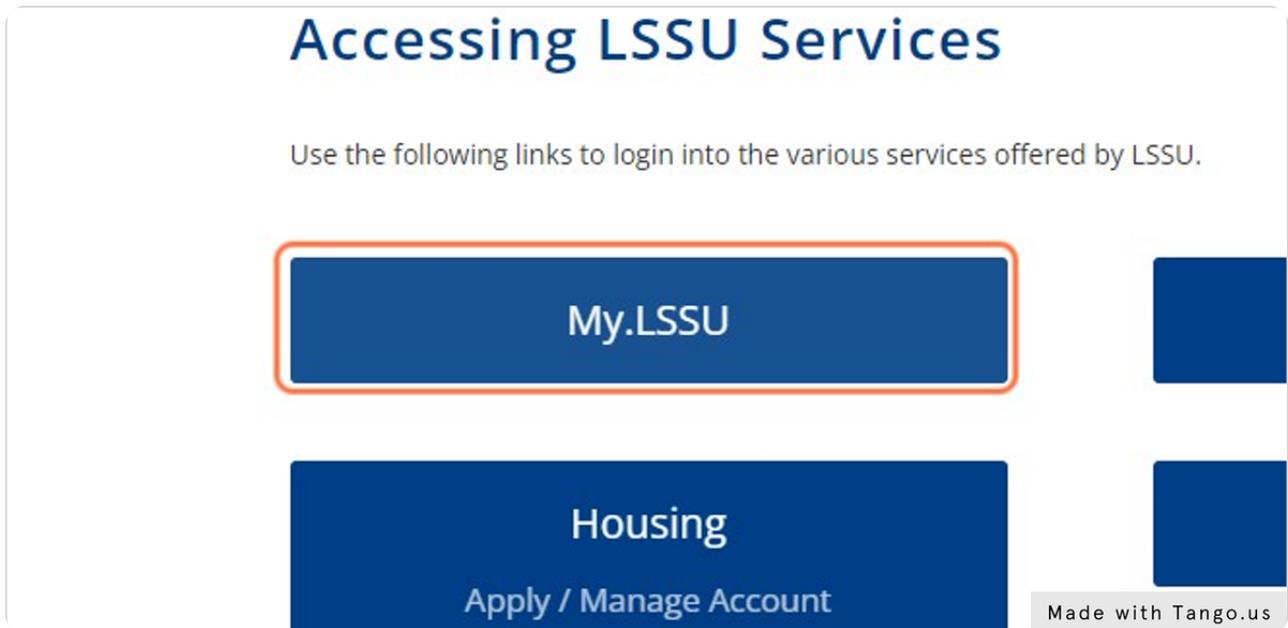
Click on Logins

Click on My.LSSU

Type in your username and password

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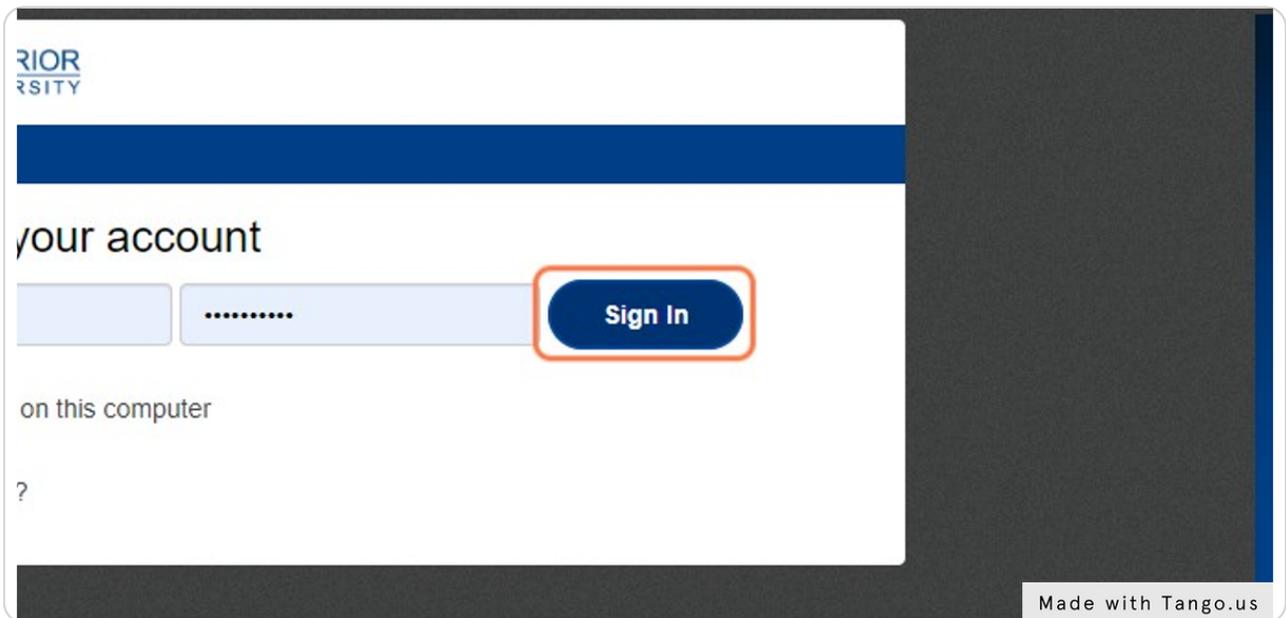
Click on 'Anchor Access' from the LSSU Web Services card ('Enter Time' from the Payroll card is a direct link)
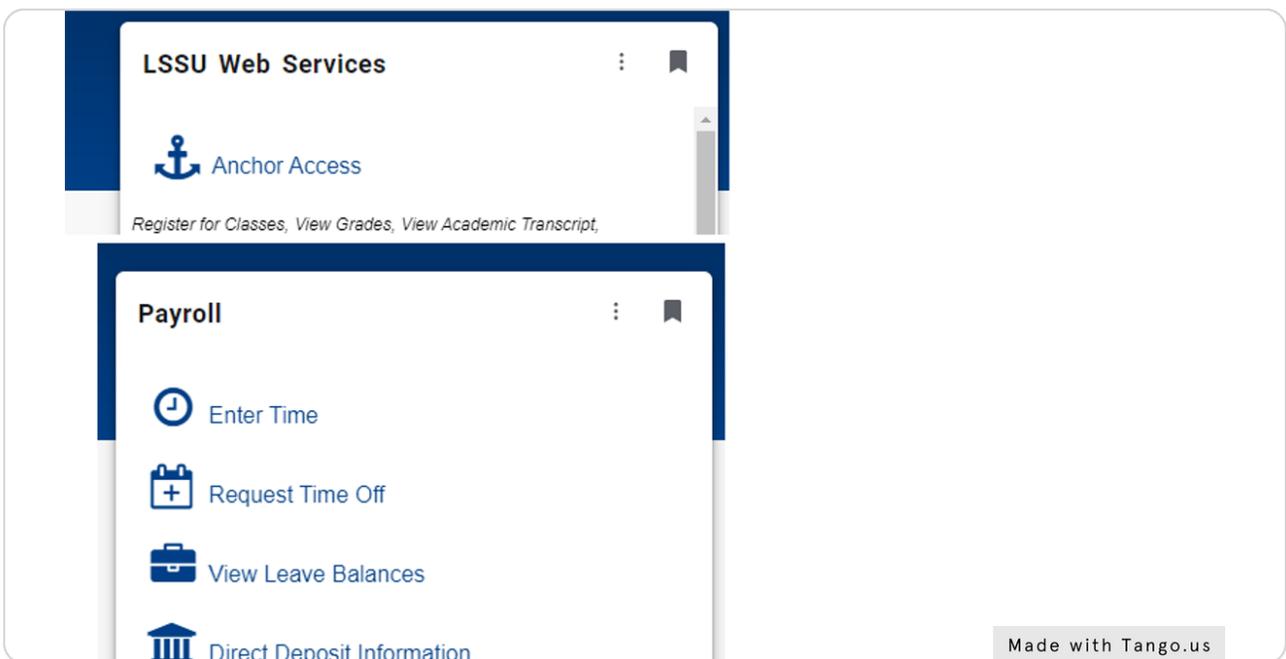
Click on Employee tab

Click on Pay Information
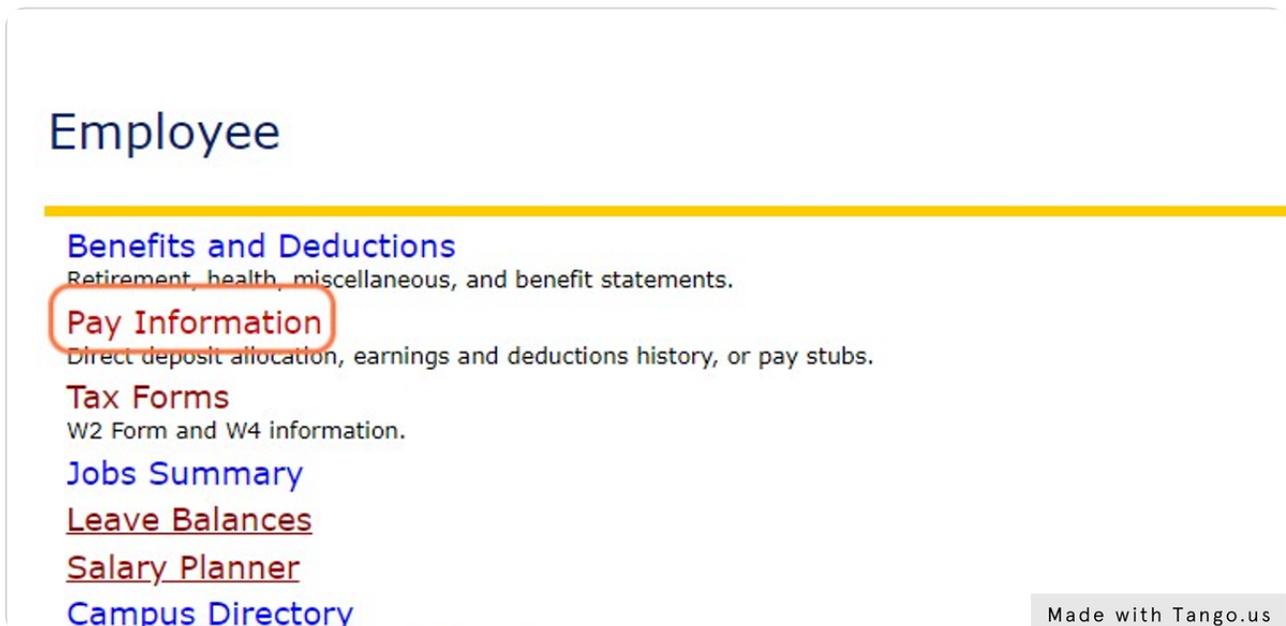
Click on Enter Time
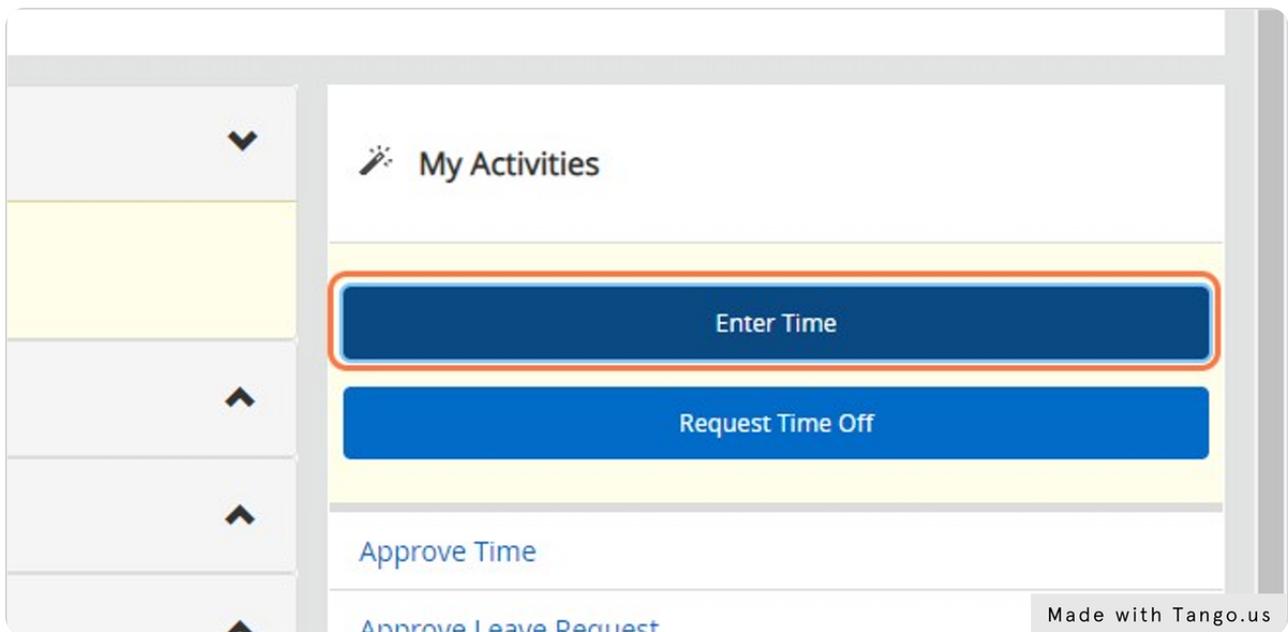
Click on Start Timesheet
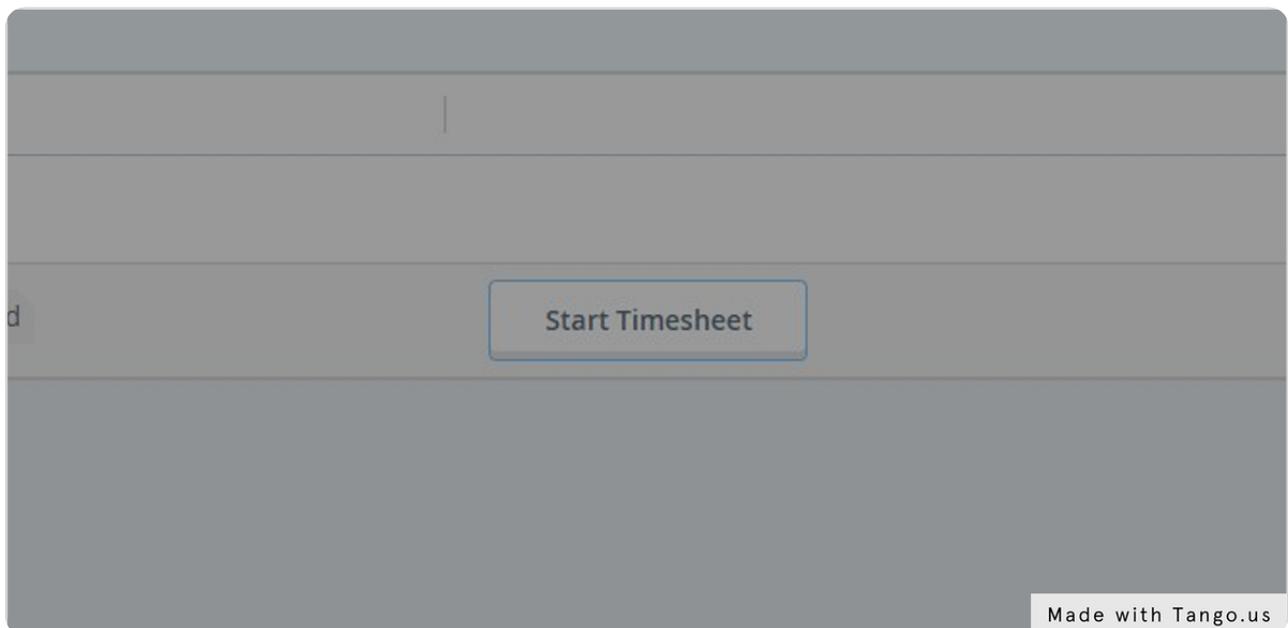
Click on the date you will be reporting exception time

In Progres

WEDNESDAY	THURSDAY	FRIDAY	
11	12	13	14

⊕ Add Earn Code

Made with Tango.us
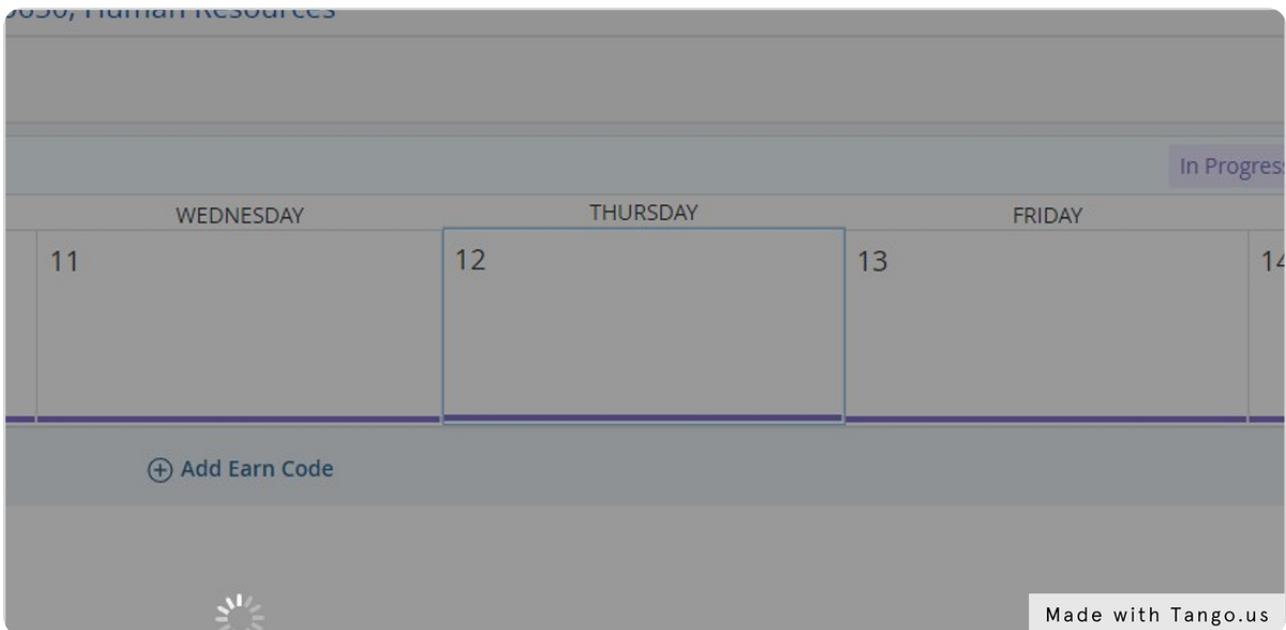
Click on Select Earn Code

⊕ Add Earn

Earn Code

Select Earn Code

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Tango
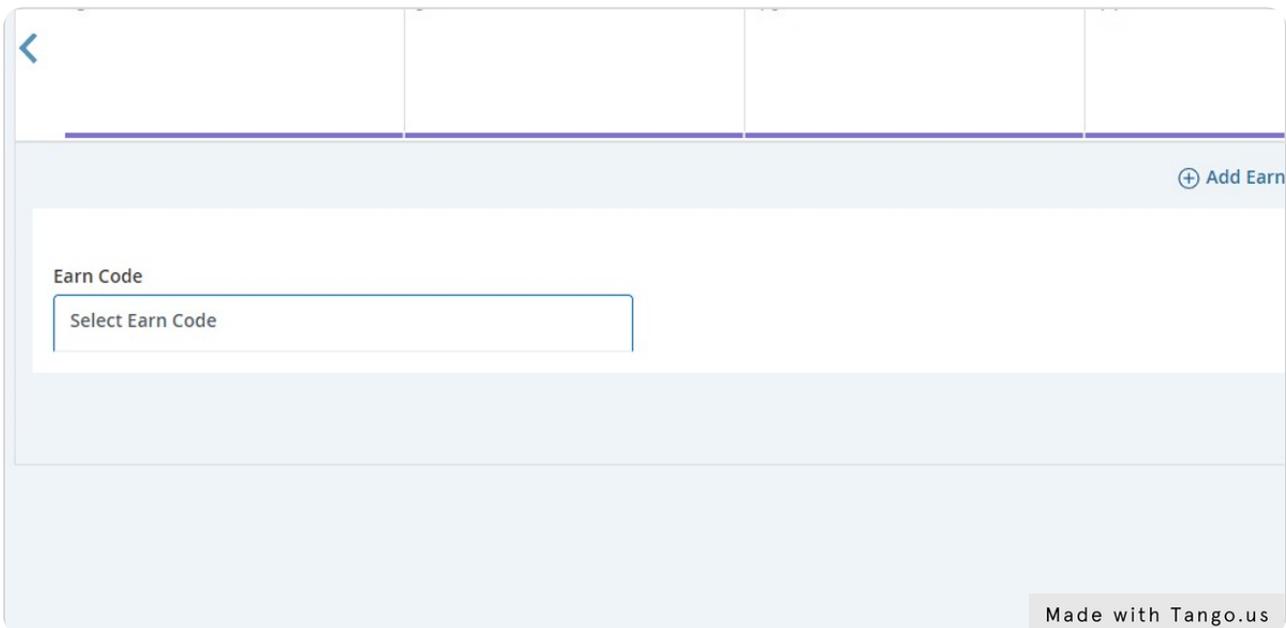
Select the appropriate Earn Code

Earn Code

Select Earn Code

Vacation Pay

Sick Pay

Docked Pay

⊕ Add Earn Cod

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STEP 14

Type in the number of hours for each Earn Code type

⊕ Add Earn Code

Hours

8

⊖

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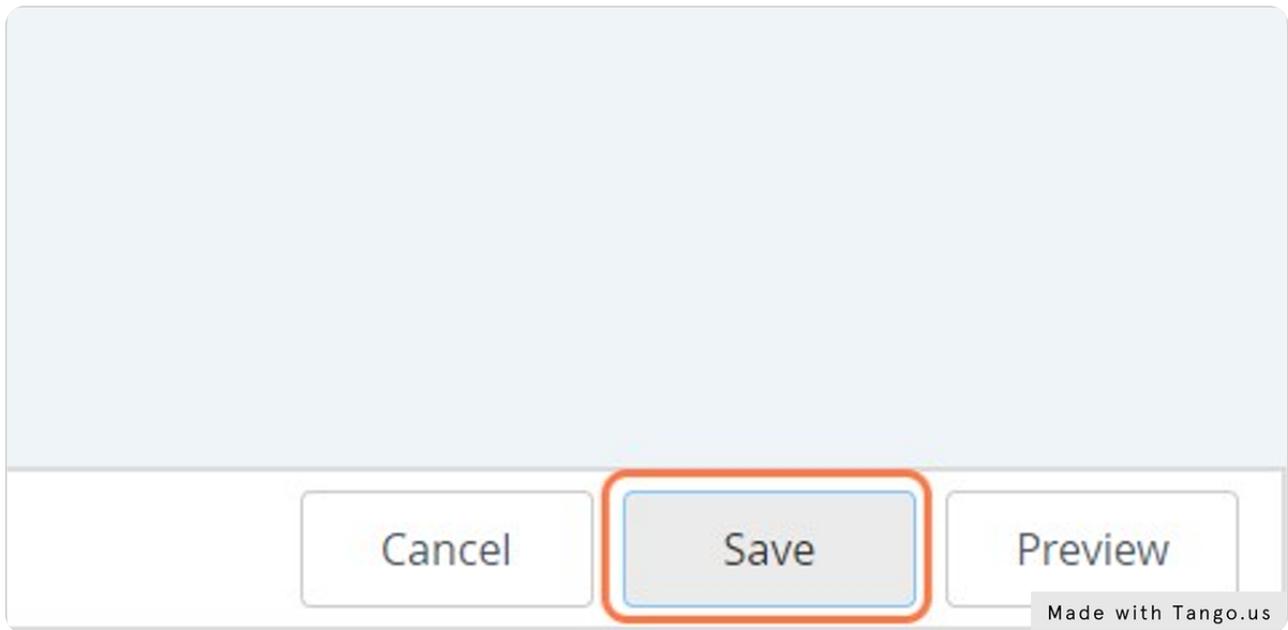
Click on Save

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
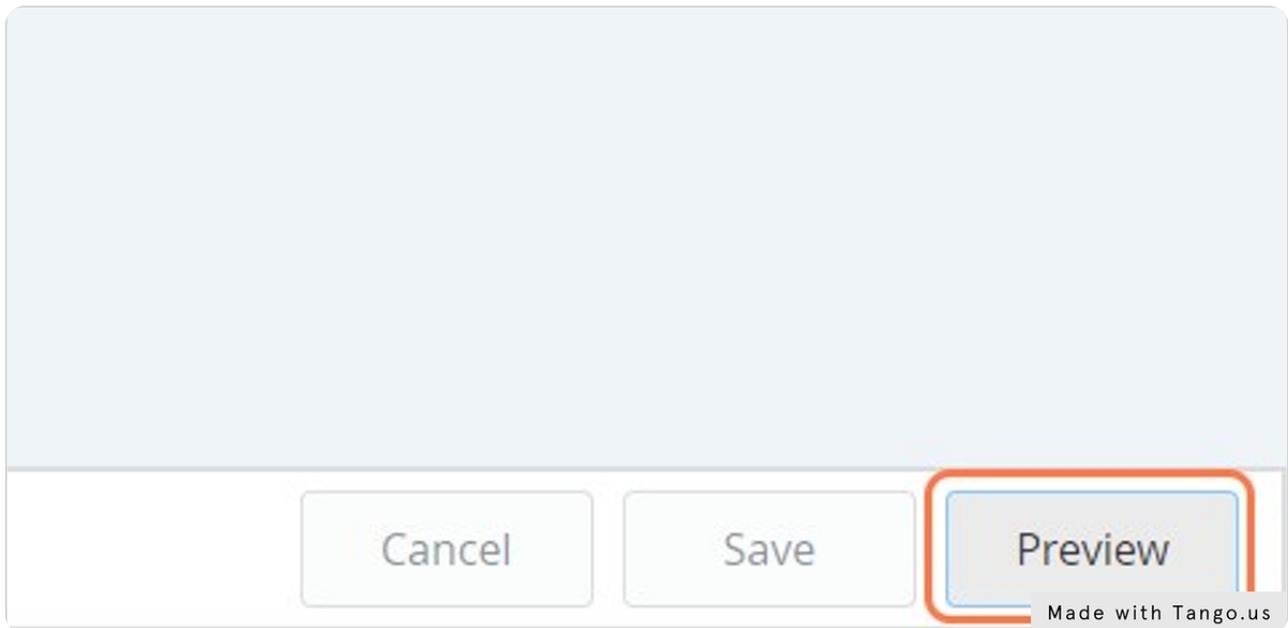
STEP 18

Review the information for accuracy. *Comment Required for Sick Leave utilization.*
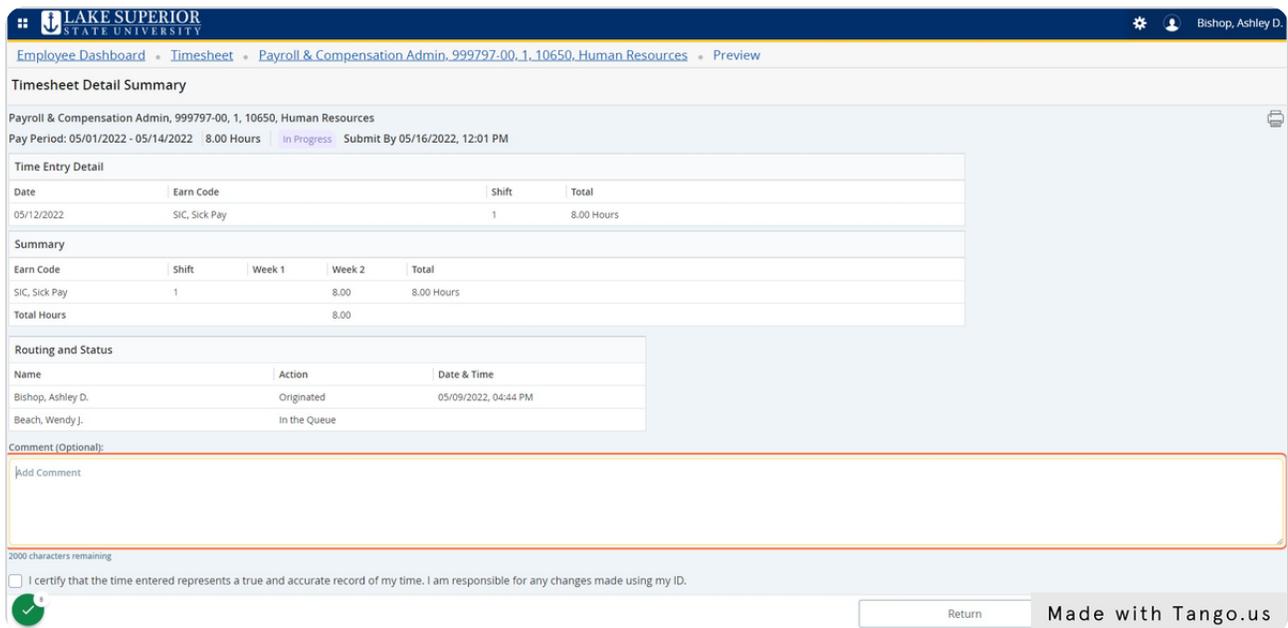
Check 'I certify' box.

Comment (Optional):

Add Comment

2000 characters remaining

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

Click on Submit

urn   Submit

Created in seconds with

Tango