

# Quick Timesheet Reference for Administrative/Professional Faculty and 12-Month Faculty

\*Note: You will only enter exception hours taken for sick leave or personal leave (vacation) time. Time will be entered semi-monthly for most 12-month employees.

1. Log on to <https://patriotweb.gmu.edu/>. You should bookmark this site, as it is where you will enter your time each pay period. Be sure to enter your time daily. Select **LOGIN**.
2. Enter your Mason Username (aka NetID) and password (these are the same credentials you use to log in to Mason email, Blackboard, etc.). As an example, if your Mason email is jdoe@gmu.edu, enter jdoe. Select **LOGIN**.

**Note:** The first time you use the system, you will be asked to provide a simple question and answer to that question to be used in case you forget your password. You must do this to proceed further.

3. Select the **Employee Services** tab and then select **TIME SHEET**.
4. If you have choices at the next screen, choose **Access My Time Sheet**. Click on **SELECT**.
5. Select the correct **Pay Period and Status** dates. Select **TIME SHEET**.
6. You only record exception time. To do so, go to the correct line for the kind of leave taken and the correct date on which you took leave. On that line, select **Enter Hours** in the column for the date the leave was taken.
7. This will take you to another screen. In the **Hours** field, enter the number of hours of leave taken. Select **SAVE**. Repeat this step for any additional leave taken during that pay period.
8. You may select **PREVIEW** to double-check your work. If changes are necessary, select **PREVIOUS MENU** to return to your time sheet to make those changes.

*You will submit only at the end of the pay period. Be sure to make changes before you submit, as you will not be able to edit your entries after your timesheet is approved by your approver.*

9. To exit, select **EXIT** on the top of the screen.
10. Optional: Select **COMMENTS** to communicate with your supervisor/approver. After making your remarks, select **SAVE** and then **PREVIOUS MENU** to return to the time sheet.
11. At the end of the pay period when your time sheet is complete, select **SUBMIT for APPROVAL** to forward your time sheet to your supervisor/timesheet approver for approval. Enter your password and select **SUBMIT** to confirm the submission.