Geology Department Time Tracking Instructions

We are using a time tracking system from Anuko called time tracker. This site is designed to be used by all students who are paid from Geology Department Accounts.

This website is only available when you are on campus, it is not published globally on the internet. Therefore you must enter your time when you are on campus.

You can find the site here: Https://geol-timetracker.lsu.edu .

The basic process is as follows:

1) Login to the time tracking site using your PAWS/ MyLSU ID in all lowercase letters. **Contact Lisa Kirk or Michael Strain for your initial password.**
2) Enter your time in and time out daily. Include any relevant notes.
3) At the end your pay cycle you will create a report of your time worked and email it to your supervisor / professor for approval.
   a. GAs must submit a report monthly. Reports must be approved by your supervising professor and forwarded to Lisa Kirk (LKirk2@lsu.edu). TAs teaching more than one course must submit a report for each professor they teach for.

For questions or IT support contact Michael Strain (GeolSupport@lsu.edu)

Sounds easy right? The following pages give you step by step instructions on how to do it.

How To Enter Your Time

When you reach the site you will be presented with this login screen.

Your username will be the same as your MYLSU / PAWS ID. (For the purposes of this document we will be using an account names testy). **This username is case sensitive**, and **your username will be all lower case.**

Please speak to Lisa Kirk or Michael Strain to get your initial password.

PLEASE CHANGE YOUR PASSWORD THE FIRST TIME YOU LOGIN!

When you login you will see the basic time entry page.

From this page you can enter your time information for any day.

1) Begin by selecting the day that you wish to enter time for by clicking on the appropriate day on the calendar.

2) Then you will select your "Client" - This will be the supervising professor, the professor you are teaching a course for, or the person you are working for. If you are working in the department office you will select Lisa Kirk as the client.

3) Next you will select the "Project" - This will be what category of employee you are classified as.

4) You will then select your task. There will only be one option for task unless you are a TA. TAs must select the course they are teaching in that time period.

5) You will then enter the time you started and stopped working and any relevant notes you would like to include. These values are based on a 24 hour clock so 2:00 PM is 14:00. The duration field will automatically be populated.

6) Finally you will click the submit button and a list of your time entries for that day will appear at the bottom of the page

Seems strait forward so far right? Let's take a look at how to create a report to send to your professor.

How To Create A Monthly Time Report

1) Navigate to the reporting page by clicking on the work "Reports" at the top of the webpage
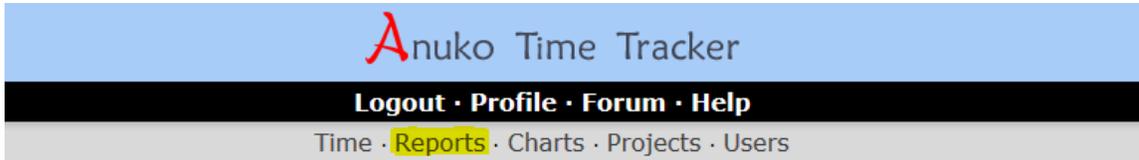
2) In the "Select Time Period" box select "this month" (unless it is the first day of the following mon, then you will select "last month")

    a. TAs will need to also select the section they are teaching from the "Task" field so that they can generate a report for each professor they are teaching a class for.

3) Click on the work "Generate" at the bottom of the page.

4) You will be presented with a formatted table that looks similar to this.

5) Click the "Send by e-mail" button at the bottom of the page.

6) Enter the email address of the person who will review your time. Note the time period covered by the report in either the subject or notes field and click send.

7) After reviewing your time the professor will then forward the email to LKirk2@lsu.edu with the work "Approved" in the message body.

That wasn't so hard.