Tango

Workflow for leave request - current pay period

20 Steps View on Tango

Created by

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Go to Lake Superior State University

www.lssu.edu

STEP 2

Click on Logins





Click on My.LSSU



STEP 4

Type in your username and password

Sign in to your account abishop1 Sign In Sign In Remember me on this computer Forgot Password ?		2	
Sign in to your account abishop1 Sign In Remember me on this computer Forgot Password ?	STATE UNIVERSITY	ŕ	
abishop1 Sign In Remember me on this computer Forgot Password ?	Sign in to you	ir account	
Remember me on this computer Forgot Password ?	abishop1		Sign In
Forgot Password ?	Remember me on th	nis computer	
	Forgot Password ?		



Click on Sign In

RIOR		
our account	Sign In	
on this computer		
?		
		Made with Tango.us

STEP 6

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

LSSU Web Services	:	Щ	
Register for Classes, View Grades, View Academic Transcript,			
Payroll	:		
 Enter Time 			
+ Request Time Off			
View Leave Balances			
Direct Deposit Information			



Click on Employee tab



STEP 8

Click on Pay Information

Employee	
Benefits and Deductions Retirement, health, miscellaneous, and benefit statements. Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	
Tax Forms W2 Form and W4 information.	
Jobs Summary	
Leave Balances	
Salary Planner	
Campus Directory	Made with Tango.us



STEP 9

Click on Enter Time

~	My Activities	
	Enter Time	
^	Request Time Off	
*	Approve Time	
		Made with Tango.us

STEP 10

Click on Start Timesheet

d	Start Timesheet	
		Made with Tango.us



Click on the date you will be reporting exception time

2050, Human Resourc	C5		
			In Progress
WEDNESDAY	THURSDAY		FRIDAY
11	12	13	14
+ Add Earn Co	de		
S ^U			Made with Tango.us

STEP 12

Click on Select Earn Code

		⊕ Add E
Earn Code		
Select Earn Code		
		Made with Tango.u



Select the appropriate Earn Code

		(+) Add Ea
rn Code		
Select Earn Code	^	
Vacation Pay		
Sick Pay		
Docked Pay		
		Made with Tango

STEP 14

Type in the number of hours for each Earn Code type

	(+) Add Earn Code
v ⊌	
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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.*

# LAKE SUPER	RIOR SITY														*	: (1	Bisho	op, Ashley D.
Employee Dashboard •	Timesheet	Payroll &	Compensatior	n Admin, 999	797-00, 1, 106	50, Human Re	sources	• Pre	eview									
Timesheet Detail Summ	ary																	
Payroll & Compensation Admir Pay Period: 05/01/2022 - 05/14	n, 999797-00, 1, /2022 8.00 Ho	, 10650, Human ours In Progr	Resources ess Submit By	05/16/2022, 12	:01 PM													G
Time Entry Detail																		
Date	Earn Code				Shift	Total												
05/12/2022	SIC, Sick Pay				1	8.00 Hours												
Summary																		
Earn Code	Shift	Week 1	Week 2	Total														
SIC, Sick Pay	1		8.00	8.00 Hours														
Total Hours			8.00															
Routing and Status																		
Name		Action		Date & 1	Time													
Bishop, Ashley D.		Originate	d	05/09/20	022, 04:44 PM													
Beach, Wendy J.		In the Qu	ieue															
Comment (Optional):																		
Add Comment																		
2000 characters remaining																		
I certify that the time entere	ed represents a	true and accura	ate record of my	time. I am resp	onsible for any o	hanges made usi	ng my ID.											
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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





Created in seconds with





12 of 12