

Web Time Entry
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Navigation Tips for the Web Time Sheet

1. Use Internet Explorer or Netscape.
2. To adjust font size in Internet Explorer select **Text Size** from the **View** menu.
To adjust font size in Netscape select **Increase/Decrease Font** from the **View** menu.
3. Use the Navigation Buttons on the time sheet not the browser back/forward buttons.
4. Use the scroll bars on the right and bottom of your screen to move up or down.
5. Your cursor will change from an arrow to a hand when you are in a field that allows data entry.
6. Single click only.
7. Web time sheet displays one week at a time beginning with the first day of a pay period, which may not be a Monday. Use the Next button to move ahead one week.

Accessing your time sheet

Electronic time sheets are located on the Employee Web and may be accessed from any PC or Mac computer with an internet connection. Open a time sheet by clicking on Employee Web on the Human Resources home page or by selecting Faculty & Staff on Western’s home page then clicking WWU Information system.

Log into the Employee Web

At the User Login page enter your Western ID, also known as your W number. The ID is 8 digits preceded by a capital W. Then enter your PIN, the PIN number is six digits, usually the first 6 digits of your SSN.

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN) for access to the WWU Information System. The "W" at the beginning of your ID number must be entered in UPPERCASE. When finished click the Login button. To protect your privacy, close your browser when you are finished. For more information on privacy, [click here](#).

User ID:

PIN:

Enter your WWU ID and PIN. If you need assistance with your PIN contact the Admin Computing Help desk at x2853.

<p>Main Menu</p> <hr/> <p>Welcome, John Q. Public, to the WWU Information System! Last web access on Jan 28, 2004 at 03:40 pm</p> <p>Personal Information View your address(es) and phone number(s); View/Update Emergency Contact Information; Change your PIN or Security Question.</p> <p>Employee Access to Pay Stubs, W2, Leave Balances, Deduction and Benefit information, Electronic Time sheets and Enter Leave in Advance.</p>	<p>Select Employee from the Main Menu</p>
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<p>Employee Services Menu</p> <hr/> <p>Benefits and Deductions View your retirement plans, health insurance information, and other deductions.</p> <p>Pay Information View your earnings and deductions history; View your pay stubs.</p> <p>Tax Forms View W-4 information; View your W-2 form.</p> <p>View Leave Balances</p> <p>Time Entry Instructions Instructions for entering and submitting electronic time sheets.</p> <p>Time Sheets Access Time Sheets for Electronic Time Entry</p> <p>Leave Entry in Advance Instructions Instructions on using your electronic Leave sheet.</p> <p>Leave Entry in Advance Enter Leave hours up to 3 months in advance.</p>	<p>Next Select Time Sheet.</p>									
<table border="1"> <thead> <tr> <th>Title and Department</th> <th>My Choice</th> <th>Pay Period and Status</th> </tr> </thead> <tbody> <tr> <td>Model Citizen III, 999999-00 <input checked="" type="radio"/></td> <td></td> <td>Feb 01, 2004 to Feb 15, 2004 Not Started ▼</td> </tr> <tr> <td>Human Resources, 5410</td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Time Sheet"/></p>	Title and Department	My Choice	Pay Period and Status	Model Citizen III, 999999-00 <input checked="" type="radio"/>		Feb 01, 2004 to Feb 15, 2004 Not Started ▼	Human Resources, 5410			<p>The Position Selection page opens.</p>
Title and Department	My Choice	Pay Period and Status								
Model Citizen III, 999999-00 <input checked="" type="radio"/>		Feb 01, 2004 to Feb 15, 2004 Not Started ▼								
Human Resources, 5410										

Open a Time Sheet

The Position Selection page lists all positions available for time entry in the current pay period. If you have more than one active position click on the radio button next to the position for which you will enter time. Click the Time Sheet button to open your time sheet. Time sheets from two previous pay periods may be viewed by clicking on the drop down box in the Pay Period and Status section.

Time Entry Deadlines and Pay Dates

Title and Department	My Choice	Pay Period and Status
Model Citizen III, 999999-00 <input checked="" type="radio"/>		Feb 01, 2004 to Feb 15, 2004 In Progress ▼
Tightrope Walker, 999991-00 <input type="radio"/>		Feb 01, 2004 to Feb 15, 2004 Not Started ▼
Human Resources, 5410		

This section lists your job title, job number department and organization code.

Click here to open your time sheet.

Electronic Time Sheet

A time sheet opens, the top portion displays your Title and Position Number, Department & Organization code, Time Sheet Period and Submit by date and time:

Title and Number:	Model Citizen III -- 999999-00
Department and Number:	Human Resources -- 5410
Time Sheet Period:	Feb 01, 2004 to Feb 15, 2004
Submit By Date:	Jan 31, 2004 by 11:59 P.M.

Note: Time can not be submitted after the Submit date/time.

The middle section is the earning section. Time is entered in this section. Depending on your employee class and whether you are hourly or salaried your time sheet may look different.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 01, 2004	Monday Feb 02, 2004	Tuesday Feb 03, 2004
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours
Sick Leave/Monthly Accruals	1	0	0		Enter Hours	Enter Hours	Enter Hours
Personal Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1	0					Enter Hours
Compensatory Time OT Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours

Dates are listed across the top and earn/leave codes on the left

The bottom portion contains navigation buttons, the submit button and approver information.

Position Selection	Comments	Preview	Submit for Approval	Restart	Next
Submitted for Approval By:					
Approved By:					
Waiting for Approval From:					

Enter Time

There are two methods for entering time: one for hourly and student employees and one for salaried employees. If you are an hourly or student employee, follow the instructions which begin below. If you are a salaried employee, follow the instructions under the section titled **Salaried Staff**. All staff may use the features described under the **Optional Features** section.

Hourly Staff

To begin entering time select a time sheet from the Position Selection Page. Only time sheets for the current pay period with a transaction status of “Not Started”, “In Progress” or “Returned for Correction” are available for time entry. All other time sheets are view only.

Hourly staff are required to record time in/out for each day worked. A time sheet is submitted each pay period in which hours are worked in order to be paid.

Use the **Hourly Regular Pay** earnings code to record all regular hours worked. Move your cursor to Hourly Regular Pay then across to the date to which you will enter time. When your cursor changes to a hand click once. Use Overtime Pay to record any overtime hours.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Sunday Feb 01, 2004	Monday Feb 02, 2004
Hourly Regular Pay	1	0	0	Enter Hours	Enter Hours
Overtime Pay	1	0	0	Enter Hours	Enter Hours
Hourly Shift Differential Pay	1	0	0	Enter Units	Enter Units
Hourly Shift Differential OT	1	0	0	Enter Units	Enter Units
Late Hourly Time	1	0	0	Enter Hours	Enter Hours
Total Hours:		0		0	0
Total Units:			0	0	0

Place the cursor on Enter Hours. When the cursor changes to a hand click once.

The time in/out screen opens. This screen is used to record the start and end time for hours worked each day. The format for entering time is HH:MM. Minutes are rounded to the nearest quarter hour, example 2:35 is rounded to the nearest quarter hour and entered as 2:30. You will receive an error message if hours are not entered in this format. Be sure to indicate AM or PM. The example below displays time in/out entries for a work day beginning at 8:00AM and ending at 5:30PM with a 1 hour lunch:

<p>Date: Monday, Feb 02, 2004</p> <p>Earnings Code: Hourly Regular Pay</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Time In</th> <th style="width: 10%;"></th> <th style="width: 15%;">Time Out</th> <th style="width: 10%;"></th> <th style="width: 10%;">Total Hours</th> </tr> </thead> <tbody> <tr> <td>08:30</td> <td>AM</td> <td>12:00</td> <td>PM</td> <td style="text-align: center;">0</td> </tr> <tr> <td>01:00</td> <td>PM</td> <td>05:30</td> <td>PM</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td>AM</td> <td></td> <td>AM</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td>AM</td> <td></td> <td>AM</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td>AM</td> <td></td> <td>AM</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Timesheet"/> <input type="button" value="Previous Day"/> <input type="button" value="Next Day"/> </p> <p style="text-align: center;"> <input type="button" value="Add New Line"/> <input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> </p>	Time In		Time Out		Total Hours	08:30	AM	12:00	PM	0	01:00	PM	05:30	PM	0		AM		AM	0		AM		AM	0		AM		AM	0					0	<p>Enter time in/out for hours worked paying careful attention to the AM/PM field. You should enter time daily for each day worked.</p> <p>If working beyond midnight enter Time Out as 12:00AM. Save. Click Next Day and enter Time In as 12:00AM.</p> <p>After hours are entered press Save.</p>
Time In		Time Out		Total Hours																																
08:30	AM	12:00	PM	0																																
01:00	PM	05:30	PM	0																																
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Time In		Time Out		Total Hours																																
08:30	AM	12:00	PM	3.5																																
01:00	PM	05:30	PM	4.5																																
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Hourly Regular Pay	1	0	8	Enter Hours	8	Enter Hours																														
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Time Sheet					
Earning Code	Shift	Total Hours	Total Units	Sunday, Feb 01, 2004	Monday, Feb 02, 2004
Hourly Regular Pay	1	8			8
Total Hours:		8			8
Total Units:			0		

Time In and Out, Hourly Regular Pay

Sunday Feb 01, 2004	Monday Feb 02, 2004	Tuesday Feb 03, 2004	Wednesday Feb 04, 2004	Thurs Feb 05, 2004
08:30 AM				
12:00 PM				
01:00 PM				
05:30 PM				

Click preview to view all time entered for the pay period. Preview displays the sum total of hours worked per day and the time in/out detail.

Copy Hours

The Copy Hours function is useful if you work the same hours more than one day. To use this feature, first follow the directions to enter and save hours in the time/in out screen.

Date: Monday, Feb 02, 2004				
Earnings Code: Hourly Regular Pay				
Time In		Time Out		Total Hours
08:30	AM	12:00	PM	3.5
01:00	PM	05:30	PM	4.5
	AM		AM	0
	AM		AM	0
	AM		AM	0
				8

To copy time in and out to another day click **Copy**.

<p>Earnings Code: _____ Hourly Regular Pay Date and Hours to Copy: _____ Feb 02, 2004, 8 Hours Copy from date displayed to end of the pay period: <input type="checkbox"/> Include Saturdays: <input type="checkbox"/> Include Sundays: <input type="checkbox"/> Copy by date:</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Sunday Feb 01, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Monday Feb 02, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Tuesday Feb 03, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Wednesday Feb 04, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Thursday Feb 05, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Sunday Feb 08, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Monday Feb 09, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Tuesday Feb 10, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Wednesday Feb 11, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;">Thursday Feb 12, 2004</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Sunday Feb 15, 2004</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Time Sheet"/> <input type="button" value="Previous Menu"/> <input type="button" value="Copy"/> </p>	Sunday Feb 01, 2004	Monday Feb 02, 2004	Tuesday Feb 03, 2004	Wednesday Feb 04, 2004	Thursday Feb 05, 2004		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sunday Feb 08, 2004	Monday Feb 09, 2004	Tuesday Feb 10, 2004	Wednesday Feb 11, 2004	Thursday Feb 12, 2004		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sunday Feb 15, 2004						<input type="checkbox"/>						<p>The Copy Hours screen opens. Select "Copy from date displayed to the end of the pay period.."</p> <p style="text-align: center; margin: 10px 0;"><u>OR</u></p> <p>Select specific days to copy hours.</p>																																																																																					
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		Units			2004	2004	2004	2004	2004	2004																																																																																																																
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<p>Time Sheet</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-align: left;">Earning Code</th> <th style="text-align: left;">Shift</th> <th style="text-align: left;">Total</th> <th style="text-align: left;">Total</th> <th style="text-align: left;">Sunday</th> <th style="text-align: left;">Monday</th> <th style="text-align: left;">Tuesday</th> <th style="text-align: left;">Wednesday</th> <th style="text-align: left;">Thursday</th> <th style="text-align: left;">Friday</th> <th style="text-align: left;">Saturday</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> <th>Units</th> <th>Feb 01,</th> <th>Feb 02,</th> <th>Feb 03,</th> <th>Feb 04,</th> <th>Feb 05,</th> <th>Feb 06,</th> <th>Feb 07,</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th>2004</th> <th>2004</th> <th>2004</th> <th>2004</th> <th>2004</th> <th>2004</th> <th>2004</th> </tr> </thead> <tbody> <tr> <td>Hourly Regular Pay</td> <td>1</td> <td>32</td> <td></td> <td></td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td></td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td></td> </tr> <tr> <td colspan="2">Total Hours:</td> <td>32</td> <td></td> <td></td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td></td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td></td> </tr> <tr> <td colspan="2">Total Units:</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Time In and Out, Hourly Regular Pay</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Sunday Feb 01, 2004</th> <th style="text-align: left;">Monday Feb 02, 2004</th> <th style="text-align: left;">Tuesday Feb 03, 2004</th> <th style="text-align: left;">Wednesday Feb 04, 2004</th> <th style="text-align: left;">Thursday Feb 05, 2004</th> <th style="text-align: left;">Friday Feb 06, 2004</th> <th style="text-align: left;">Saturday Feb 07, 2004</th> <th style="text-align: left;">Sunday Feb 08, 2004</th> <th style="text-align: left;">Monday Feb 09, 2004</th> <th style="text-align: left;">Tuesday Feb 10, 2004</th> <th style="text-align: left;">Wednesday Feb 11, 2004</th> </tr> </thead> <tbody> <tr> <td></td> <td>08:30 AM</td> <td>08:30 AM</td> <td></td> <td>08:30 AM</td> <td>08:30 AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>12:00 PM</td> <td>12:00 PM</td> <td></td> <td>12:00 PM</td> <td>12:00 PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>01:00 PM</td> <td>01:00 PM</td> <td></td> <td>01:00 PM</td> <td>01:00 PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>05:30 PM</td> <td>05:30 PM</td> <td></td> <td>05:30 PM</td> <td>05:30 PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Earning Code	Shift	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			Hours	Units	Feb 01,	Feb 02,	Feb 03,	Feb 04,	Feb 05,	Feb 06,	Feb 07,					2004	2004	2004	2004	2004	2004	2004	Hourly Regular Pay	1	32			8	8		8	8		Total Hours:		32			8	8		8	8		Total Units:			0								Sunday Feb 01, 2004	Monday Feb 02, 2004	Tuesday Feb 03, 2004	Wednesday Feb 04, 2004	Thursday Feb 05, 2004	Friday Feb 06, 2004	Saturday Feb 07, 2004	Sunday Feb 08, 2004	Monday Feb 09, 2004	Tuesday Feb 10, 2004	Wednesday Feb 11, 2004		08:30 AM	08:30 AM		08:30 AM	08:30 AM							12:00 PM	12:00 PM		12:00 PM	12:00 PM							01:00 PM	01:00 PM		01:00 PM	01:00 PM							05:30 PM	05:30 PM		05:30 PM	05:30 PM						<p>Preview now shows a total of 32 Regular hours entered and the time in/out for each day worked is displayed.</p>
Earning Code	Shift	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																
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Hours from a previous pay period

Hours that did not get recorded in a previous pay period are recorded in the current pay period using the Late Hourly Time earning code. Enter the sum total of hours in the first day of the pay period, enter the actual date and times of the hours worked in the comments box.

Example: 18 hours from last pay period are entered on the current pay period time sheet.

<table border="1"> <thead> <tr> <th>Earning</th> <th>Shift</th> <th>Default Hours or Units</th> <th>Total Hours</th> <th>Total Sunday Units Feb 01, 2004</th> <th></th> </tr> </thead> <tbody> <tr> <td>Hourly Regular Pay</td> <td>1</td> <td>0</td> <td>32</td> <td></td> <td>Enter Hours</td> </tr> <tr> <td>Overtime Pay</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Hours</td> </tr> <tr> <td>Hourly Shift Differential Pay</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Units</td> </tr> <tr> <td>Hourly Shift Differential OT</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Units</td> </tr> <tr> <td>Late Hourly Time</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Hours</td> </tr> <tr> <td colspan="3">Total Hours:</td> <td>32</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Total Units:</td> <td></td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Earning	Shift	Default Hours or Units	Total Hours	Total Sunday Units Feb 01, 2004		Hourly Regular Pay	1	0	32		Enter Hours	Overtime Pay	1	0	0		Enter Hours	Hourly Shift Differential Pay	1	0	0		Enter Units	Hourly Shift Differential OT	1	0	0		Enter Units	Late Hourly Time	1	0	0		Enter Hours	Total Hours:			32			Total Units:				0	0	<p>Move your cursor down to Late Hourly Time then across to the first day of the pay period, in this case Sun Feb 1. When the cursor changes to a hand click once.</p>
Earning	Shift	Default Hours or Units	Total Hours	Total Sunday Units Feb 01, 2004																																													
Hourly Regular Pay	1	0	32		Enter Hours																																												
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<p>Date: Sunday, Feb 01, 2004 Earnings Code: Late Hourly Time</p> <table border="1"> <thead> <tr> <th>Time In</th> <th>Time Out</th> <th>Total Hours</th> </tr> </thead> <tbody> <tr> <td>12:00 AM</td> <td>06:00 PM</td> <td>18</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>18</td> </tr> </tbody> </table> <p>Timesheet Next Day Add New Line Save Copy Delete</p>	Time In	Time Out	Total Hours	12:00 AM	06:00 PM	18			0			0			0			0			18	<p>Use the time in/out window to record all of the hours in the previous pay period. <i>If you need to enter more than 24 hours Late time use more than one day.</i> Click Save Hours Click Timesheet</p>																											
Time In	Time Out	Total Hours																																															
12:00 AM	06:00 PM	18																																															
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Late Hourly Time	1	0	18	18	Enter Hours	Enter Hours																																											
Total Hours:			50	18	8	8																																											
Total Units:			0	0	0	0																																											
<p>Enter or Edit Comment:</p> <p>Jan. 20, 10:00 - 2:00, 4 hours Jan. 22, 8:30 - 12:30, 4 hours Jan. 24, 7:30 - 1:30, 6 hours Jan. 27, 10:00 - 1:00, 3 hours Jan. 31, 11:30 - 12:30, 1 hour</p> <p>Save Previous Menu</p>	<p>Enter the dates and times the hours were actually worked. worked. Click Save Click Previous Menu</p>																																																

Shift Differential

WWU pays .50/hour for shift differential in addition to your base salary. Shift Differential is different from overtime. Keying time for Shift differential is a two step process; first use the Regular Hours earning code to enter the total amount of hours worked. Second use the Hourly Shift Differential earning code to record the hours which you will be paid shift difference. If you just enter shift difference without Regular hours you will only be paid 50 cents an hour.

Example: Tuesday February 10th you worked 8 hours from 10:00AM – 7:00PM with a 1 hour lunch. Two of the hours worked are eligible for Hourly Shift Differential.

<table border="1"> <thead> <tr> <th>Time In</th> <th>Time Out</th> <th>Total Hours</th> </tr> </thead> <tbody> <tr> <td>10:00 AM</td> <td>04:00 PM</td> <td>6</td> </tr> <tr> <td>05:00 PM</td> <td>07:00 PM</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>8</td> </tr> </tbody> </table> <p> <input type="button" value="Timesheet"/> <input type="button" value="Previous Day"/> <input type="button" value="Next Day"/> </p> <p> <input type="button" value="Add New Line"/> <input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> </p>	Time In	Time Out	Total Hours	10:00 AM	04:00 PM	6	05:00 PM	07:00 PM	2			0			0			0			8	<p><u>Step 1</u> Enter hours worked: Move your cursor down to Hourly Regular pay then across to the correct day. When the cursor changes to a hand click once. The time in/out screen opens. Enter all the hours worked for the day. Click Save Hours. Click Timesheet.</p>			
Time In	Time Out	Total Hours																							
10:00 AM	04:00 PM	6																							
05:00 PM	07:00 PM	2																							
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Earning	Shift Default Hours or Units	Total Hours	Total Units	Sunday Feb 08, 2004	Monday Feb 09, 2004																				
Hourly Regular Pay	1	0	40	Enter Hours	8																				
Overtime Pay	1	0	0	Enter Hours	Enter Hours																				
Hourly Shift Differential Pay	1	0	0	Enter Units	Enter Units																				
<p>Earning: Hourly Shift Differential Pay</p> <p>Date: Feb 09, 2004</p> <p>Shift: <input type="text" value="1"/></p> <p>Units: <input type="text" value="2"/></p> <p> <input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Account Distribution"/> </p>	<p><u>Step 2:</u> Enter Shift Differential: Move your cursor down to Hourly Shift Differential Pay and across to the correct day. When your cursor changes to an hand click once. Enter 2 in the Hours/Units Field. Click Save Hours/Units.</p>																								

Earning	Shift Default Hours or Units	Total Hours	Total Units	Sunday Feb 08, 2004	Monday Feb 09, 2004
Hourly Regular Pay	1	0	40	Enter Hours	8
Overtime Pay	1	0	0	Enter Hours	Enter Hours
Hourly Shift Differential Pay	1	0	2	Enter Units	2
Hourly Shift Differential OT	1	0	0	Enter Units	Enter Units
Late Hourly Time	1	0	18	Enter Hours	Enter Hours
Total Hours:			58	0	8
Total Units:			2	0	2




Two hours Shift Differential is recorded on Mon March 17 in addition to 8 Hourly Regular Pay.

Submit Time Sheet for Approval.

Title and Number:	Tightrope Walker -- 999991-00	Time sheets need to be submitted for approval before the Submit by date and time listed at the top of the time sheet .
Department and Number:	Human Resources -- 5410	
Time Sheet Period:	Feb 01, 2004 to Feb 15, 2004	
Submit By Date:	Jan 31, 2004 by 11:59 P.M.	

Before submitting your timesheet for approval:

- Click on Preview to view all entries and comments for the entire pay period.
- Verify:
 - All hours worked were entered.
 - Regular Hourly Pay earning code was used for all regular hours worked.
 - Time in/out hours correct
 - Hourly Overtime Pay was used to record overtime worked.
 - Hourly Shift Differential Pay is accompanied by Hourly Regular Pay.
- *If you notice any errors after your time sheet is submitted for approval contact the person in the "Waiting for approval by" field at the bottom of your time sheet.*

	<p>After you have verified that all time is entered correctly, click the Submit button at the bottom of your time sheet.</p> <p><i>If there is no submit button then</i></p> <ul style="list-style-type: none"> • <i>You have already submitted your time sheet</i> • <i>You are past the deadline for submitting time.</i> <p><i>In either case, contact your supervisor.</i></p>
	<p>Enter your 6 digit PIN number to certify your time sheet. This is equivalent to a pen and ink signature.</p> <p>Click Submit</p>
 <p>Your time sheet was submitted successfully.</p>	<p>Confirmation that your time sheet was submitted. If you do not see this message your time sheet was not submitted.</p>

Salaried Staff

Salaried staff are required to submit a time sheet only if there are leave or exception hours to report. If you did not take any leave or earn exception time no time sheet is submitted, you are automatically paid normal hours.

Enter Hours

To begin entering time select a time sheet from the Position Selection Page. Only time sheets for the current pay period with a transaction status of “Not Started”, In Progress” or “Returned for Correction” are available for time entry. All other time sheets are view only.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 01, 2004	Monday Feb 02, 2004	Tuesday Feb 03, 2004
Vacation Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours
Sick Leave/Monthly Accruals	1		0	0	Enter Hours	Enter Hours	Enter Hours
Personal Holiday	1		0	0	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours
Compensatory Time OT Earned	1		0	0	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours
Shift Differential Pay	1		0	0	Enter Units	Enter Units	Enter Units

In the main time sheet screen select an Earning code on the left then move your cursor across to the date to which you will enter hours. When the cursor changes to a hand click once.

Earning:	Vacation Leave
Date:	Feb 02, 2004
Shift:	1
Hours:	8
<input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Account Distribution"/>	

Enter the total number of hours for the day rounded to two decimal places in the Hours/Units field.

- Click Save
- or
- Click Copy to copy hours to other days in the pay period.


Copy Hours

Earnings Code:	Vacation Leave, Shift 1				
Date and Hours to Copy:	Feb 02, 2004, 8 Hours				
Copy from date displayed to end of the pay period:	<input type="checkbox"/>				
Include Saturdays:	<input type="checkbox"/>				
Include Sundays:	<input type="checkbox"/>				
Copy by date:					
Sunday Feb 01, 2004	Monday Feb 02, 2004	Tuesday Feb 03, 2004	Wednesday Feb 04, 2004	Thursday Feb 05, 2004	Friday Feb 06, 2004
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sunday Feb 08, 2004	Monday Feb 09, 2004	Tuesday Feb 10, 2004	Wednesday Feb 11, 2004	Thursday Feb 12, 2004	Friday Feb 13, 2004
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the copy hours screen select

- Copy from date displayed to the end of the pay period.
- Or
- Select specific days to copy hours.

Click Copy.

 Your hours have been copied successfully.	Confirmation that hours were copied successfully. Click Timesheet.
--	--

Exception/Leave Hours from a Previous Pay Period

Exception and leave hours that did not get recorded in a previous pay period are recorded in the current pay period using the correct leave code. The sum total of leave hours are entered in the first day of the current pay period. The actual dates and leave hours are recorded in the comments box. Example: 80 vacation hours taken in the previous pay period are recorded on the first day of the current pay period.


<table border="1"> <thead> <tr> <th>Earning</th> <th>Shift</th> <th>Default Hours or Units</th> <th>Total Hours</th> <th>Total Units</th> <th>Sunday Feb 01, 2004</th> <th>Monday Feb 02, 2004</th> </tr> </thead> <tbody> <tr> <td>Vacation Leave</td> <td>1</td> <td>0</td> <td>40</td> <td></td> <td>Enter Hours</td> <td>8</td> </tr> </tbody> </table>	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 01, 2004	Monday Feb 02, 2004	Vacation Leave	1	0	40		Enter Hours	8	<p>Move your cursor down Vacation Leave then across to the first day of the pay period. When the cursor changes to a hand click once.</p>
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 01, 2004	Monday Feb 02, 2004									
Vacation Leave	1	0	40		Enter Hours	8									
<p>Earning: Vacation Leave Date: Feb 01, 2004 Shift: 1 Hours: 80</p> <p>Save Copy Account Distribution</p>	<p>Enter the lump sum of hours in the Hours field. Click Save</p>														
<p>Enter or Edit Comment: Vacation for January 16-31.</p> <p>Save Previous Menu</p>	<p>Enter appropriate comments to explain your entries. Verify with your supervisor as department requirements may differ. Click Save Click Previous Menu</p>														

Submit Time Sheet for Approval.

Before submitting your timesheet for approval:

- Click on Preview to view all entries and comments for the entire pay period.
- Verify all leave hours taken and/or exception hours earned are entered.
- *If you notice any errors after your time sheet is submitted for approval contact the person in the "Waiting for approval by" field at the bottom of your time sheet.*

<p>Preview Submit for Approval Restart Previous Next</p>	<p>After you have verified that all time is entered correctly, click the Submit button at the bottom of your time sheet.</p> <p>If there is no submit button then</p> <ul style="list-style-type: none"> • You have already submitted your time sheet • You are past the deadline for submitting time. <p>In either case, contact your supervisor.</p>
--	--

<p>PIN: <input type="text" value="....."/></p> <p><input type="button" value="Submit"/></p>	<p>Enter your 6 digit PIN number to certify your time sheet. This is equivalent to a pen and ink signature. Click Submit</p>
<p> Your time sheet was submitted successfully.</p>	<p>Confirmation that your time sheet was submitted. If you do not see this message your time sheet was not submitted.</p>

Optional Features

Preview

A helpful way to review your time sheet for errors or omissions prior to submitting is the preview feature. Clicking on the preview button will display all the days in the pay period and only those earn/leave codes you have entered hours for. In addition hourly employees will see the time in/out breakdown for each day worked. Preview also displays comments.

Time Sheet Information																	
Earning Code	Shift	Total	Sat Sep 01, 2001	Sun Sep 02, 2001	Mon Sep 03, 2001	Tue Sep 04, 2001	Wed Sep 05, 2001	Thu Sep 06, 2001	Fri Sep 07, 2001	Sat Sep 08, 2001	Sun Sep 09, 2001	Mon Sep 10, 2001	Tue Sep 11, 2001	Wed Sep 12, 2001	Thu Sep 13, 2001	Fri Sep 14, 2001	Sat Sep 15, 2001
Hourly Regular Pay	1	6.25			6.25												
Total:		6.25	0	0	6.25	0	0	0	0	0	0	0	0	0	0	0	0

Time In/Out - Hourly Regular Pay																
Sat Sep 01, 2001	Sun Sep 02, 2001	Mon Sep 03, 2001	Tue Sep 04, 2001	Wed Sep 05, 2001	Thu Sep 06, 2001	Fri Sep 07, 2001	Sat Sep 08, 2001	Sun Sep 09, 2001	Mon Sep 10, 2001	Tue Sep 11, 2001	Wed Sep 12, 2001	Thu Sep 13, 2001	Fri Sep 14, 2001	Sat Sep 15, 2001		
		08:15 AM 10:45 AM 11:30 AM 01:15 PM 03:00 PM 05:00 PM														

This Time In/Out Section is seen by Hourly employees only.

Print your Time Sheet

While in Preview mode you may print your time sheet. To print from Internet Explorer select Print from the File menu, select Layout, change the orientation to Landscape. If your printer allows, select legal to print on legal size paper, click then Print button. To print from Netscape select Print from the File menu, select Properties, then Layout change the orientation to Landscape, if your printer allows select legal t print on legal size paper, then click the Print button.

Restart

This feature will clear your un-submitted time sheet of all data entry. Use this if you find you have made several errors in entering your time and you wish to begin again from scratch.

Comp Time Straight Earned	1	0	0	==	==	==	==	==	==	==
Holiday Premium Pay	1	0	0	==	==	==	==	==	==	==
Holiday Comp Time Earned	1	0	0	==	==	==	==	==	==	==
Holiday Comp Taken	1	0	0	==	==	==	==	==	==	==
Holiday Comp Worked	1	0	13	==	==	==	==	13	==	==
Total:	13	0	0	0	0	0	0	13	0	0

Position Selection Comments Preview Submit **Restart** Next>>

Comments

You may enter and save comments by clicking on the Comments button at the bottom of the time sheet. Comments are submitted along with your time sheet to your supervisor.

Comp Time Straight Earned	1	0	0	==	==	==	==	==	==	==
Holiday Premium Pay	1	0	0	==	==	==	==	==	==	==
Holiday Comp Time Earned	1	0	0	==	==	==	==	==	==	==
Holiday Comp Taken	1	0	0	==	==	==	==	==	==	==
Holiday Comp Worked	1	0	13	==	==	==	==	13	==	==
Total:	13	0	0	0	0	0	0	13	0	0

Position Selection **Comments** Preview Submit Restart Next>>

Time Sheet Status Codes

Time Sheet Status	Description	Allowable action
<i>Not Started</i>	Time sheet is unopened.	Open Time Sheet to begin time entry..
<i>In Progress</i>	Time sheet has been opened and time entry has begun.	Enter, edit or review time. Submit time sheet.
<i>Pending</i>	Time sheet has been submitted and is waiting approval	View only.
<i>Approved</i>	Time is approved.	View only.
<i>Completed</i>	Time sheet has been downloaded to payroll.	View only.
<i>Return for Error Correction</i>	Approver returned time sheet for error correction..	Correct time entry, re-submit time sheet.

Transaction Status

Time sheet status.

Position Description & Department	Time Sheet Period
Computer Support Analyst I, 998100-00 Human Resources, 5410	Sep 16, 2001 to Sep 30, 2001 In Progress

A time sheet's status is displayed next to the pay period dates on the Position Selection page. Only a time sheet status of Not Started, In Progress or Returned for Correction allow time entry. For all other statuses the time sheet is view only. Below is a complete listing of time sheet statuses and the actions available for each status.

Status	Description	Available Action
Not Started	A new time sheet that has not been opened.	Enter time. Submit time sheet for approval
In Progress	Time sheet has been opened.	Enter time. Submit time Sheet for approval

Pending	Time sheets is submitted and awaiting approval	View time only.
Returned for Correction	Approver returned time sheet to you for correction.	Make corrections. Re-Submit time sheet for approval.
Error	Time was not loaded properly into the Banner System	Contact your time sheet approver.
Completed	Time sheet was processed through the payroll system.	View only. Completed time sheets may be viewed for the two previous pay periods.