Web Time Sheet

User's Guide

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INTRODUCTION

Web Time Sheet is an automated **time reporting and approval process.** This user's guide will provide an overview of the system and how to submit your work hours via the web. For additional information or training, please contact the Payroll Office.

Web Time Sheet Advantages:

1. Access to time sheet at your convenience, from any internet accessible computer.
2. Ability to check the status of your time sheet throughout the pay period process.
3. Increased accuracy of data collection and eliminate paper process.
4. Data feeds directly into the Payroll system after supervisor approval.
5. Reduced cost and increased customer service.

Understanding User Roles and Status:

Originator – The originator is the employee who enters hours on time sheet and submits to Approver. No changes can be made after the time sheet has been submitted for approval. The initial status will be *Not Started* and change to *In Progress* as time is entered. If the approver does not agree with the time sheet submitted they may *Return for Correction*. The originator must then correct and re-submit. Originator should check their time to ensure the status is updated to *Approved* and then *Completed* before the pay period deadline. Immediately contact your Approver if time-sheet is not approved.

Acknowledger – Typically the acknowledger is a senior manager who reviews time sheets within the organization / department. The acknowledger may only indicate that they have reviewed the time sheet. Only approvers and originators can change time sheets. No action is required by the acknowledger for processing of time sheet. This person is also known as the FYI (For Your Information) user.

Approver – Typically the approver is the Supervisor or Time Keeper of the originator. Time sheets in *Pending* status are awaiting approval. The approver must approve the time sheet before it can be processed by Payroll. They may also correct the time sheet or *Return for Correction* to originator. The Approver must immediately notify the originator if they make changes or *Return for Correction*. Time sheets must be approved before the payroll deadline. Only approved time-sheets will be processed. When a time sheet has been approved the status will change to *Approved.* At this point the time sheet is ready for processing and only Payroll can make changes. When the time sheet has been processed by payroll the status will change to *Completed*. An approver must select a Proxy who can approve time sheets in their absence.

Proxy – The proxy is a person selected by the approver to act on their behalf. The proxy can approve time sheets for the Approver.

Originator / Employee Responsibility:

1. Enter hours worked on a daily basis.
2. Submit time by the end of the pay period or work week.
3. If time is not submitted via the web, you must contact your supervisor before the end of pay period.

4. Review and maintain accurate attendance records.

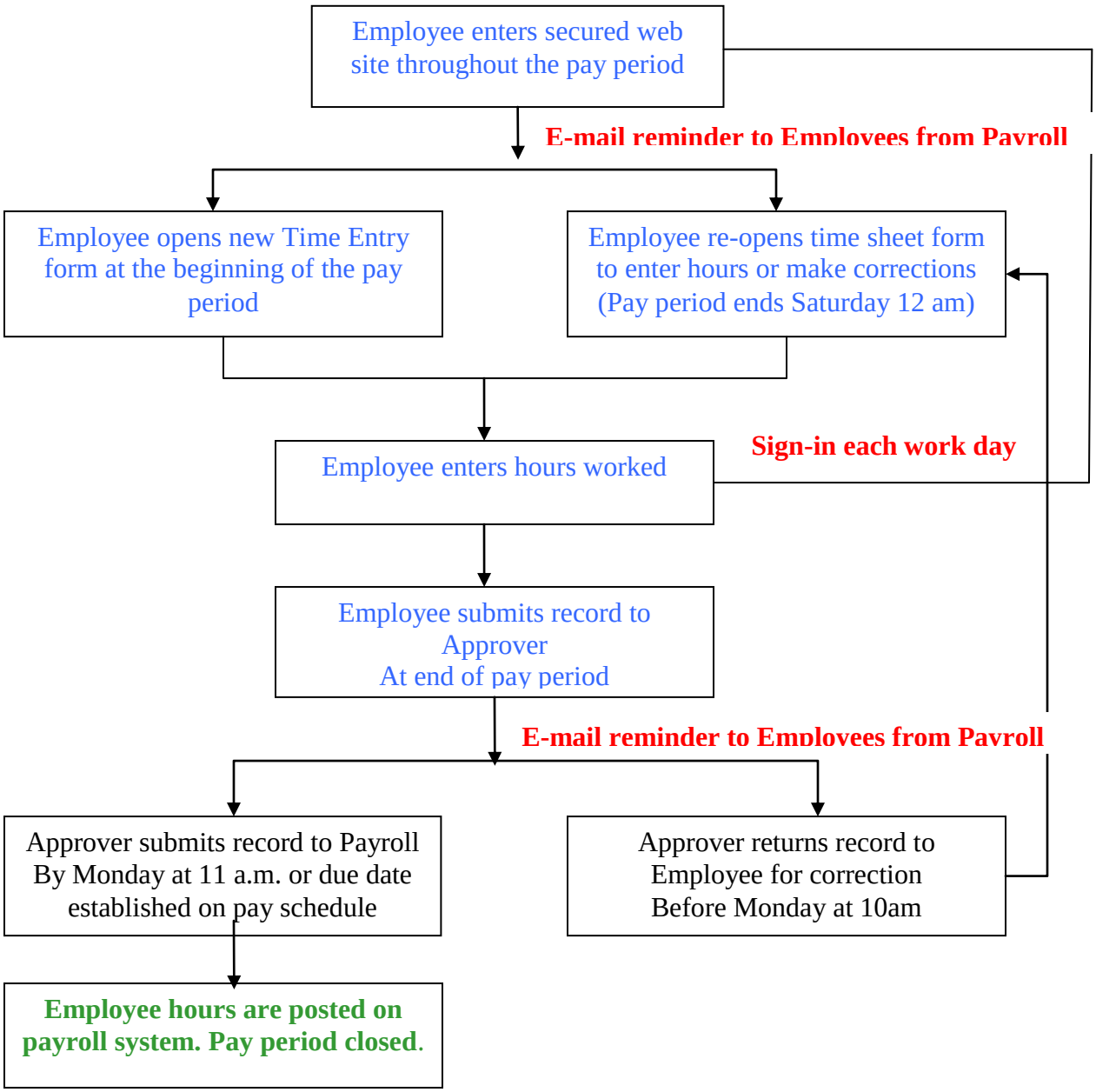
Approver / Supervisor Responsibility:

1. Notify Payroll of changes or updates in web Approver or Proxy list. During the initial set-up department managers will work with Payroll to establish web approver list and Proxy.
2. Approvers will set-up Proxy Approver who will approve time in their absence.
3. Approvers will log-on to web and review employee time. Any changes will be communicated to employee prior to final approval.
4. Approvers will submit employee time at end of pay period or before designated due date and time (check pay schedule due dates).
5. If time is not approved via web contact Payroll Office before the end of the pay period.

Originator and Approver must ensure time is approved by the due date. Time sheets not approved will not be processed by Payroll. Only time sheets with a final status of *Completed* are processed by payroll and receive a paycheck.

Payroll pay schedule can be found on the Human Resources website or contact Payroll Office.

Process Flowchart

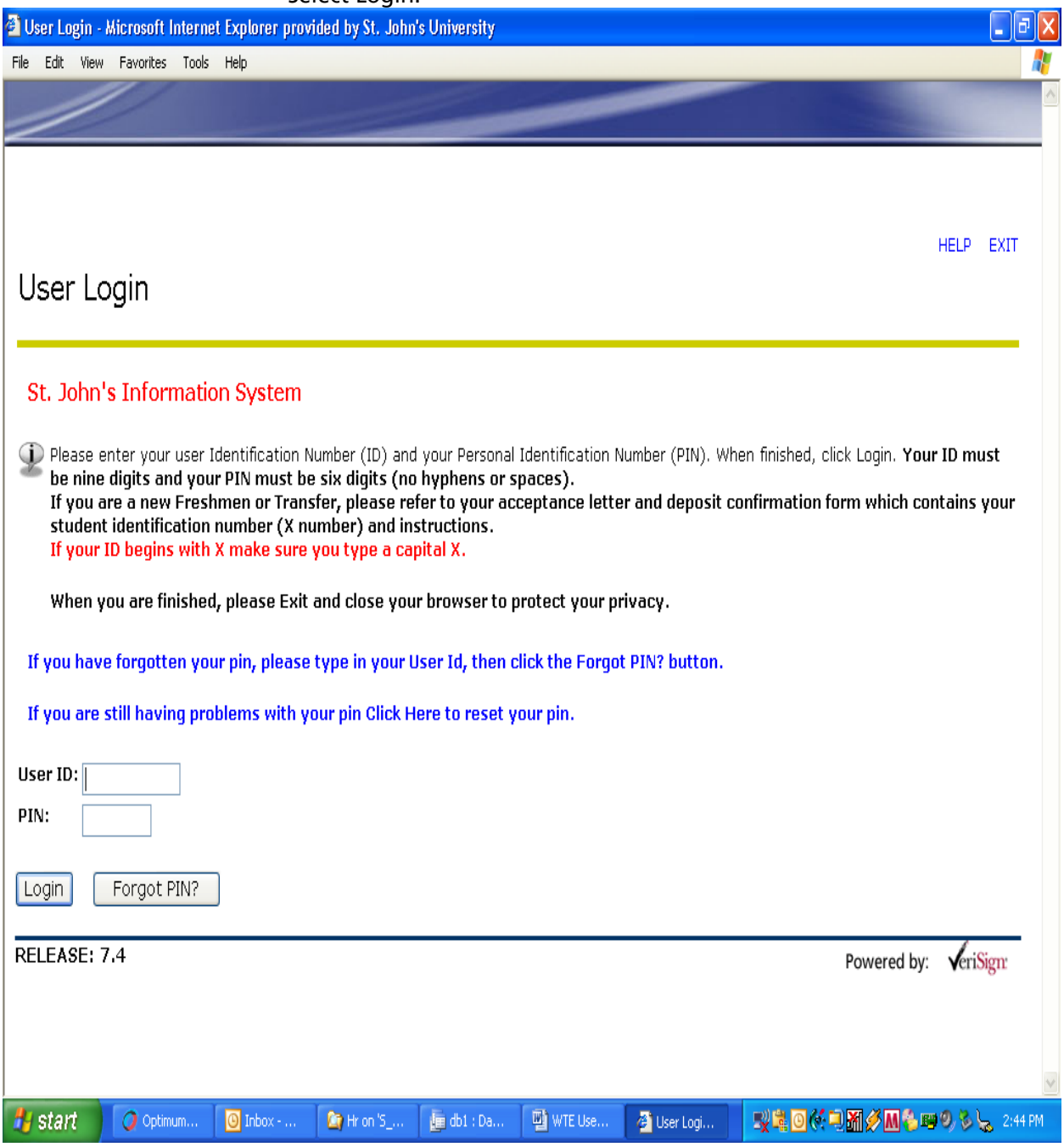


Instructions

A. **Logging On to UIS via Web:**

Internet Site: https://apollo.stjohns.edu/sjusis/twbkwbis.P_WWWLogin

- Select **Login UIS**
- Login to the secure area by entering your
- User ID and PIN.
- Select Login.

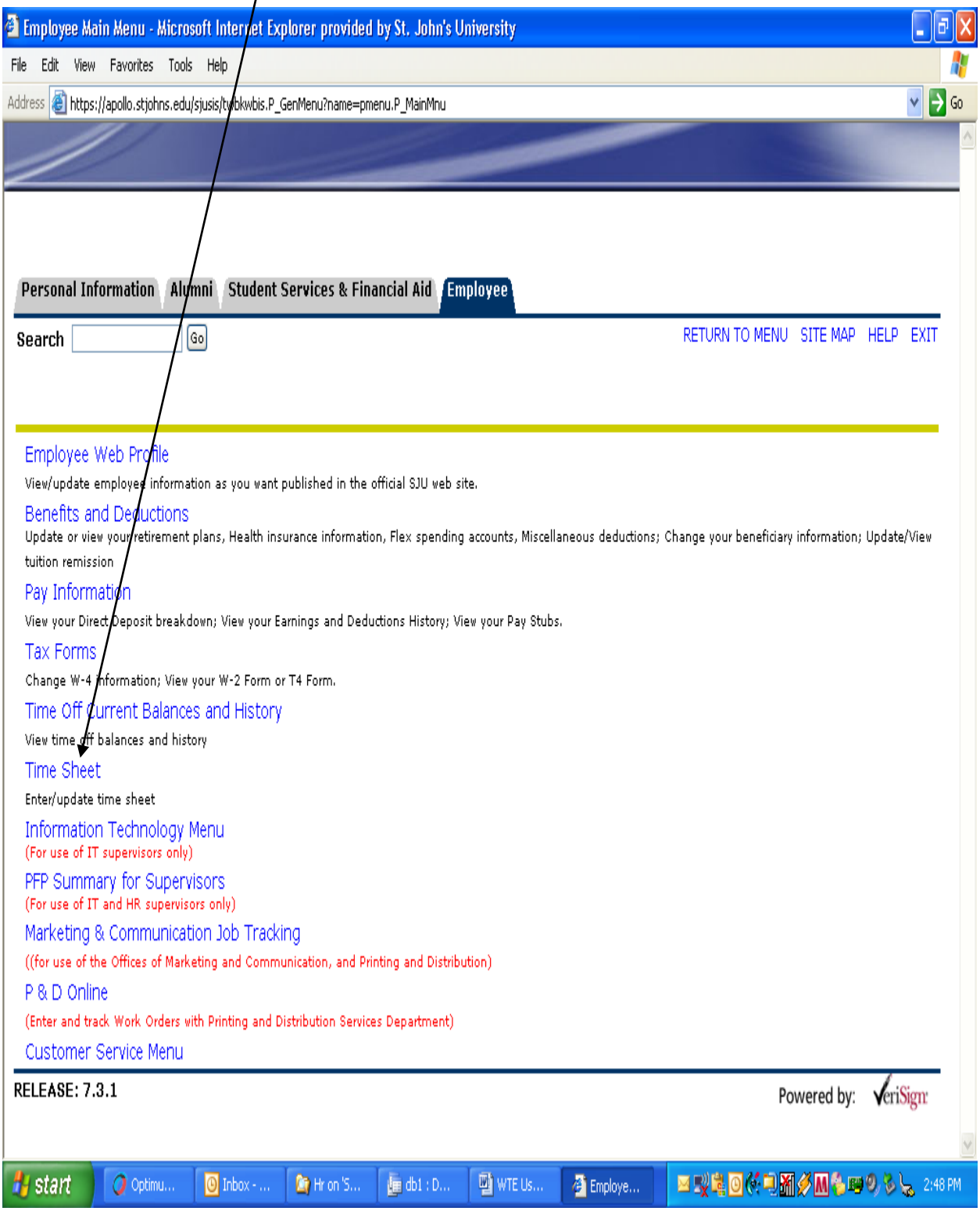


B. Welcome page

1. Click on **Employee** or Employee tab at top.

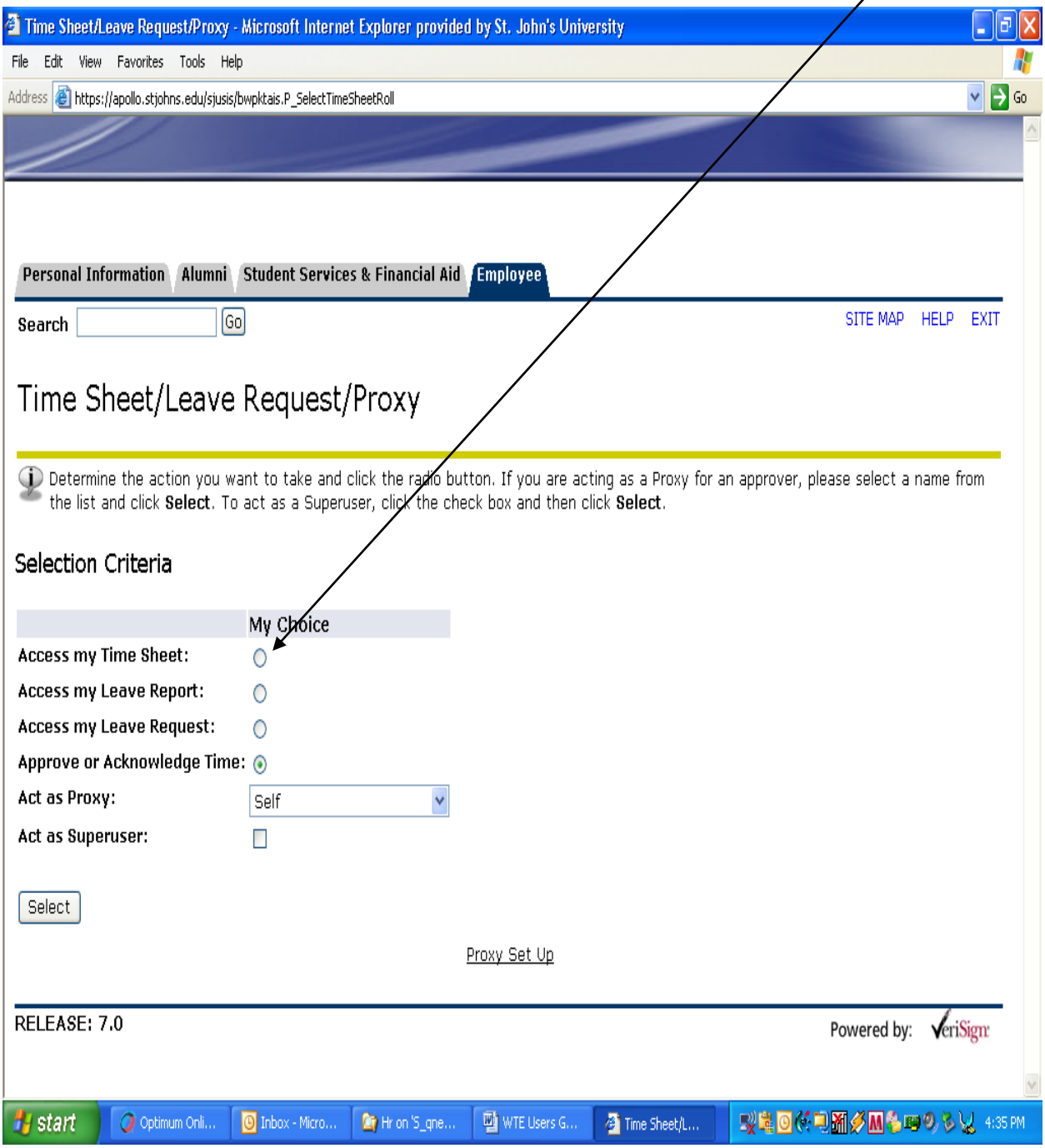
C. Employee Main Menu

2. Click on **Time Sheet**

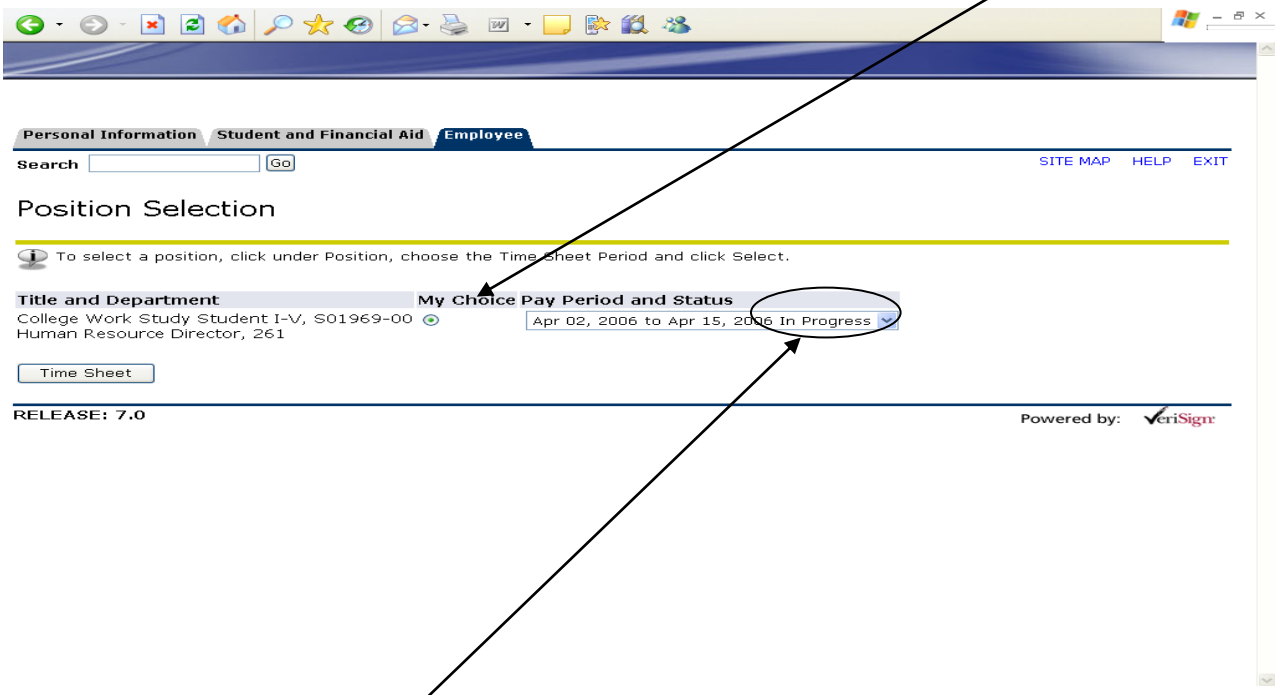


D. Selection Criteria

The Selection Criteria Page is displayed for employees to enter their time sheet, select "Access my Time Sheet". Approvers will select "Approve or Acknowledge Time".



All current and previous positions will be displayed on this screen. Selects the **position and pay period** for the current pay period (status *Not Started* or *In Progress*).



Select the correct active pay period from the pull-down menu. Previously completed pay periods will also be appear in the pull-down menu.

After selecting the correct pay period, click on the **Time Sheet** button. This will initialize your time sheet.

E.Status Definitions for Time Sheets:

Status	*Definition*
Not Started	The time sheet has not been initialized.
In Progress	The time sheet has been initialized by the employee but is not completed or ready for submission to the approver. Hours may or may not have been entered.
Pending	The time sheet has been submitted for approval. It will remain in pending status until all Approvers have taken action.
Approved	A time sheet has been approved and is ready for processing by Payroll.
Awaiting Approval	The time sheet was returned for correction while it was in the approval process.
Error	The time sheet contains one or more errors. Contact Payroll extension 6345.
Completed	The time sheet has been fully processed by Payroll.

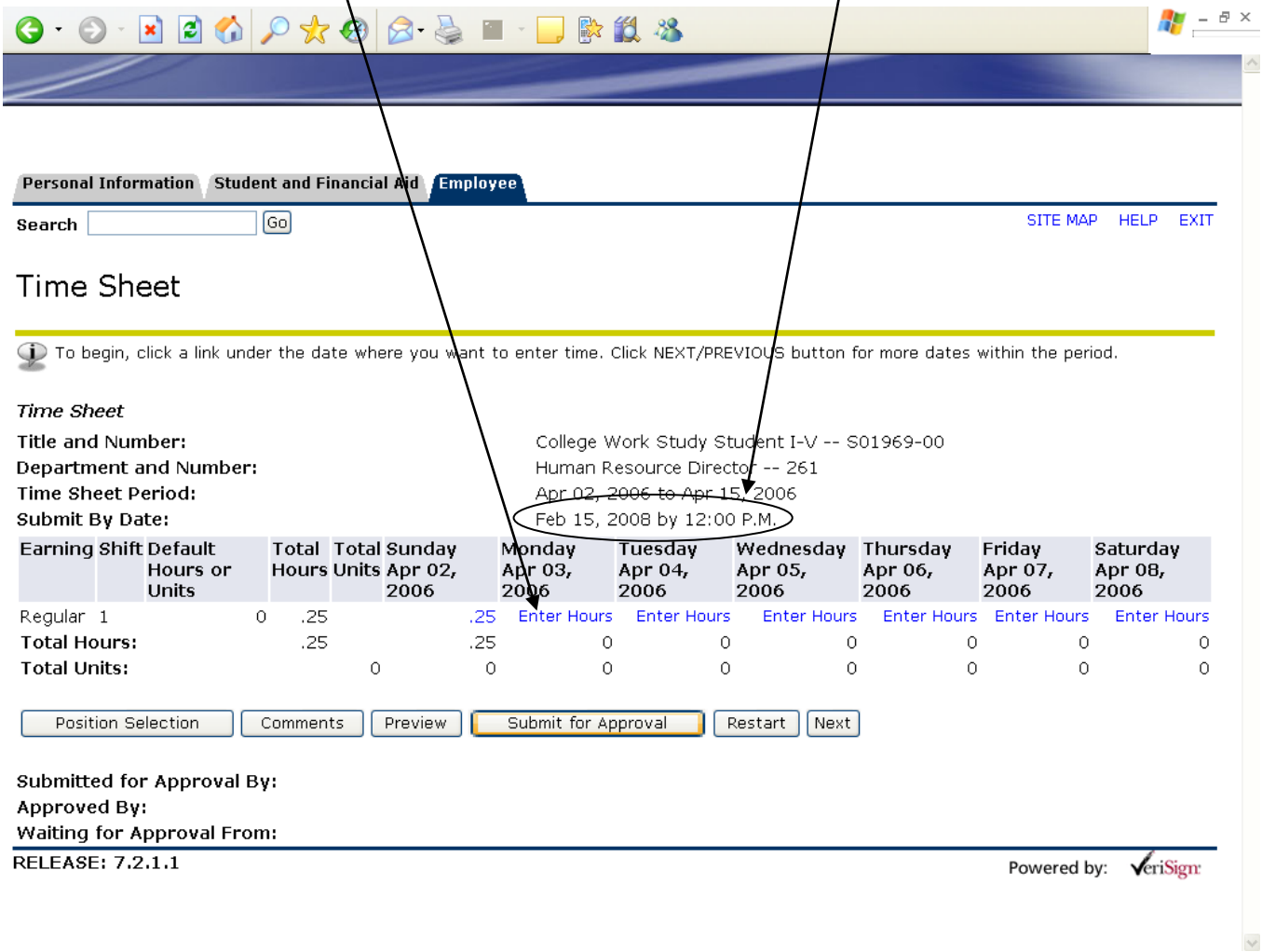
F. Entering Time

The Time Sheet Page is used to enter hours for the pay period. The page contains three important information sections:

1. The top section contains position information, including the timeline for submitting your time sheet.
    a. **You must enter time daily during the time sheet period and submit all hours by the pay period end date.**
    b. **You MUST submit time to the Approver before the "Submit By Date" indicate on this page.**
2. The middle section summarizes time entered for the pay period.
3. The bottom section provides information on the status of the time sheet.

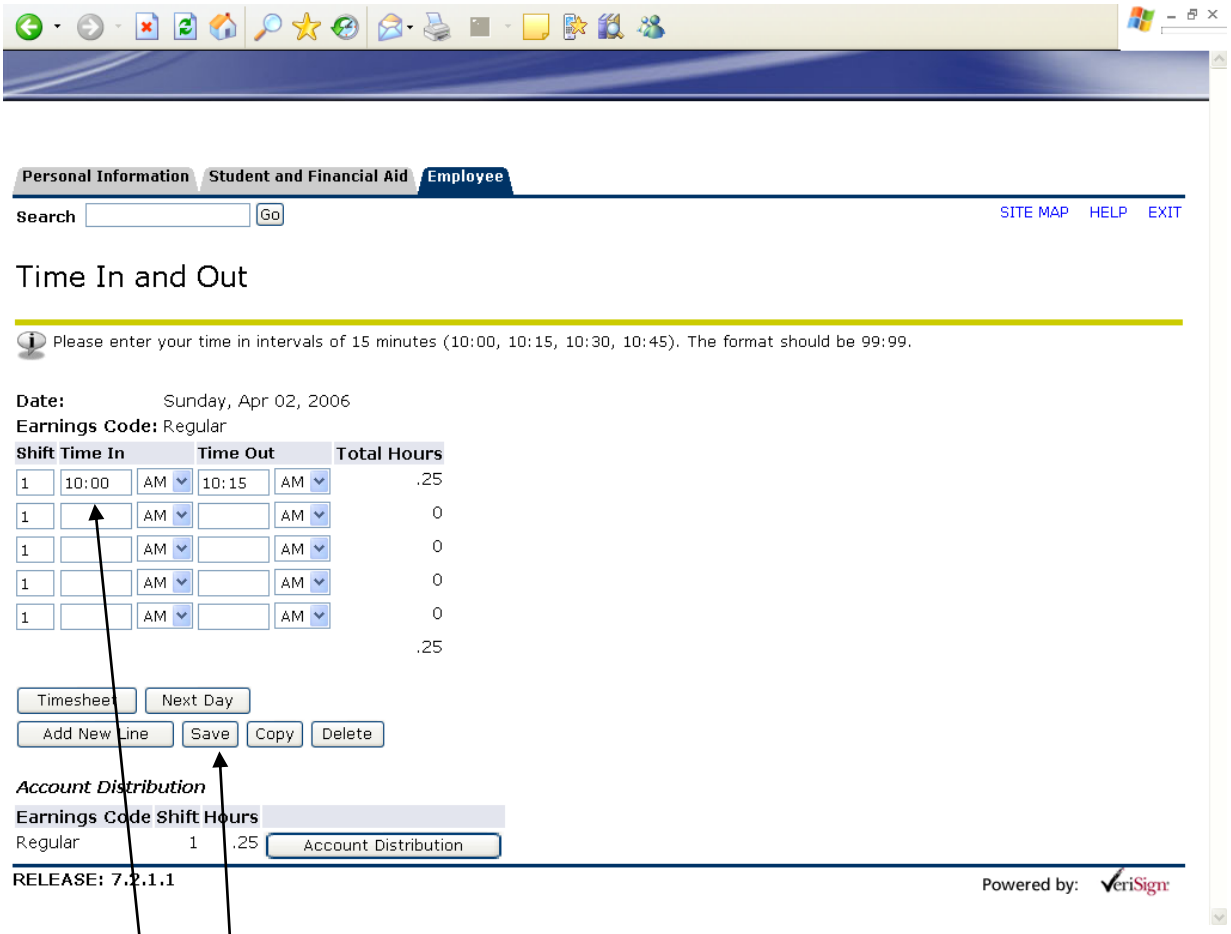
Begin Entering Time:

Click on '**Enter Hours**' found in the middle section.



G. Time In and Time Out for Part-time employees:

Full-time employees will only enter total hours worked for the day. Part-time and Student employees must enter time in and time out.



Steps for Time In and Out (Part-time and Student Workers):

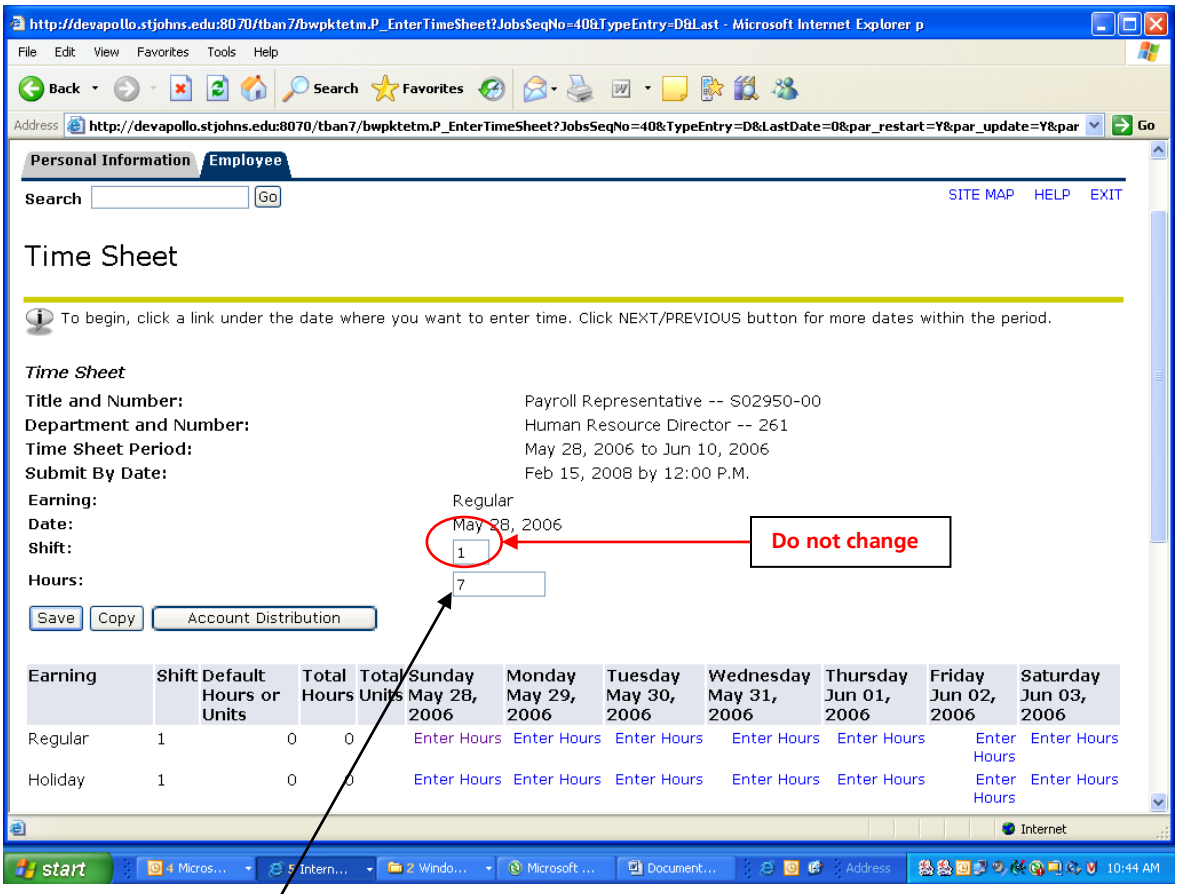
1. **Time In and Out -** Enter time that you arrived to work in intervals of 15 minutes and remember to change AM/PM accordingly, and then do the same for your departure time **(Time Out).** Total hours will be calculated for you. If you work more than 5 consecutive hours in one day you must have a meal break of at least one-half hour. Enter a new time-in and time-out to show any breaks longer than 15 minutes for the work day.

2. Click on **Save** and you are done.

3. Repeat this process for each day in the pay period.

H. Entering Hours for Full-time employees:

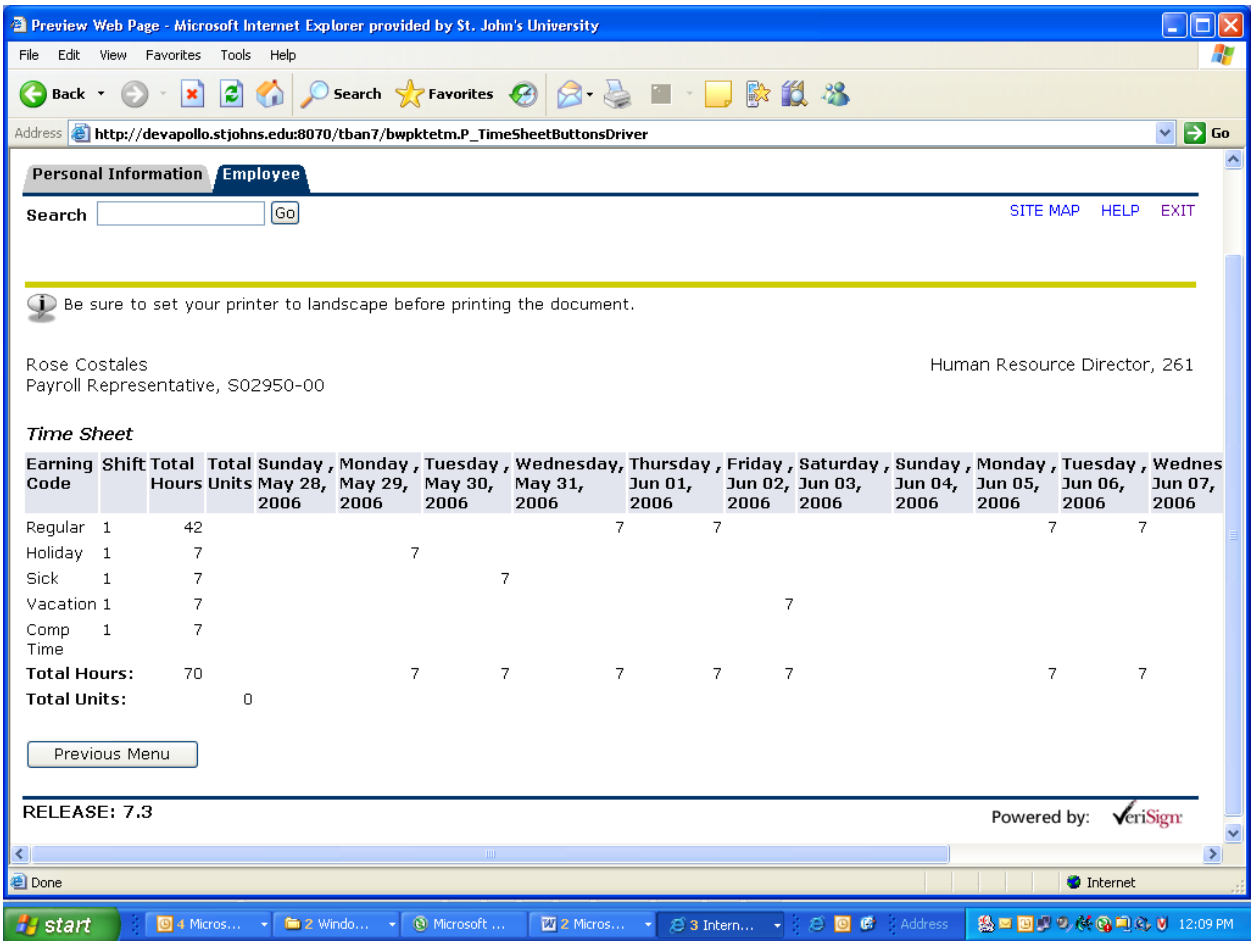
Full-time employees are only required to enter total work hours for the day. After you click on **Enter Hours** for the appropriate earnings you will then enter hours for the day.



Steps (only full-time employees):

1. Enter **Hours** for the entire day (ex. 7, 7.5 or 8). **DO NOT CHANGE OR ENTER SHIFT**.
2. Click on **Save** and you are done.
3. Repeat this process for each day of the pay period.

After you have entered all your hours for the pay period and before you submit to approver, click the **Preview** button on the Time Sheet Page. The Preview page displays all hours entered for each earning code. Always preview your time sheet before you submit to approver.

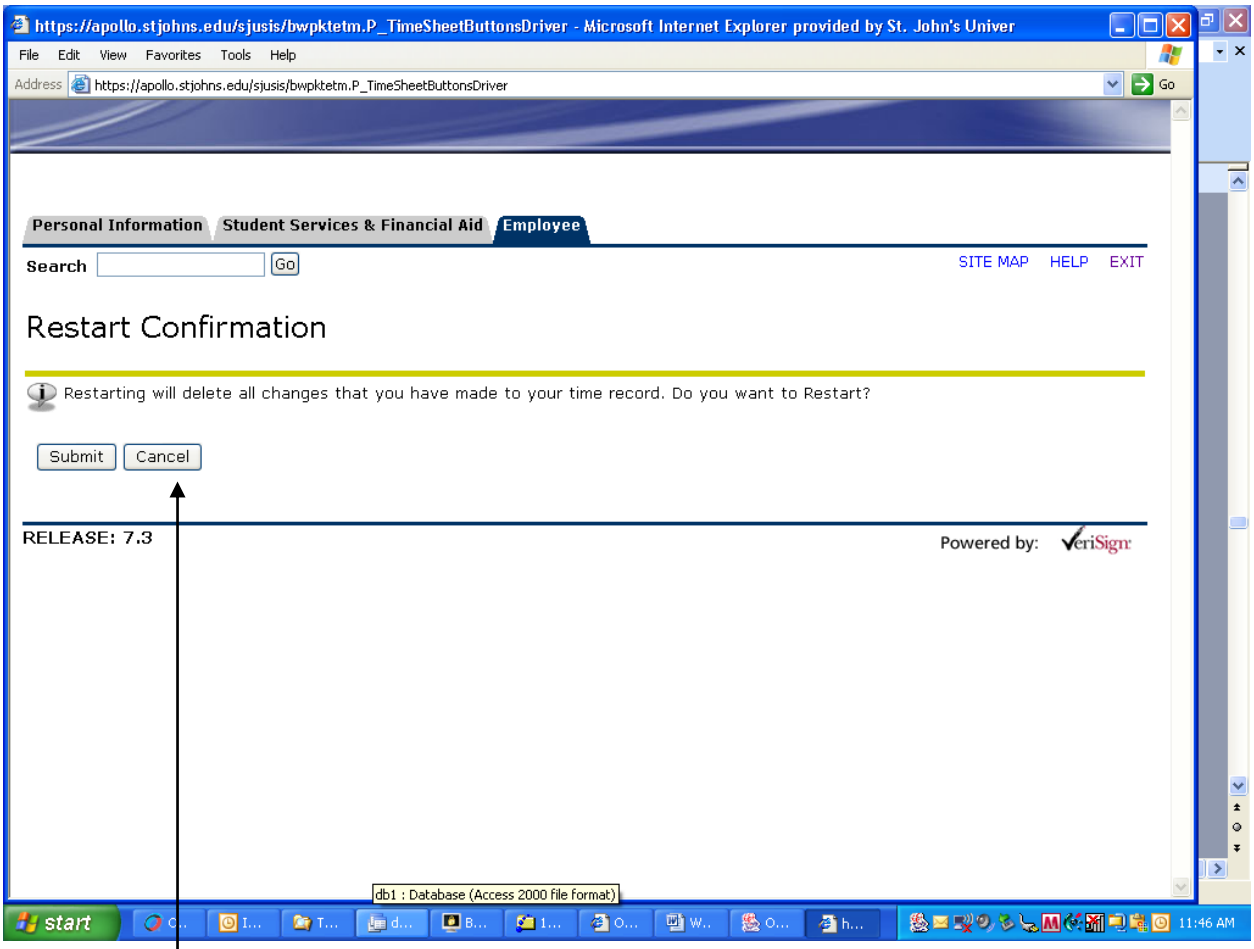


Earning Code	Shift	Total Hours	Total Units	Sunday, May 28, 2006	Monday, May 29, 2006	Tuesday, May 30, 2006	Wednesday, May 31, 2006	Thursday, Jun 01, 2006	Friday, Jun 02, 2006	Saturday, Jun 03, 2006	Sunday, Jun 04, 2006	Monday, Jun 05, 2006	Tuesday, Jun 06, 2006	Wednes Jun 07, 2006
Regular	1	42						7	7			7	7	
Holiday	1	7				7								
Sick	1	7					7							
Vacation	1	7							7					
Comp Time	1	7												
Total Hours:		70				7	7	7	7	7		7	7	
Total Units:			0											

I. Restarting

The Restart Confirmation Page will appear when you click the **Restart** button from the Time Sheet Page. All previously made entries will be removed and the record re-initialized with the most current information.

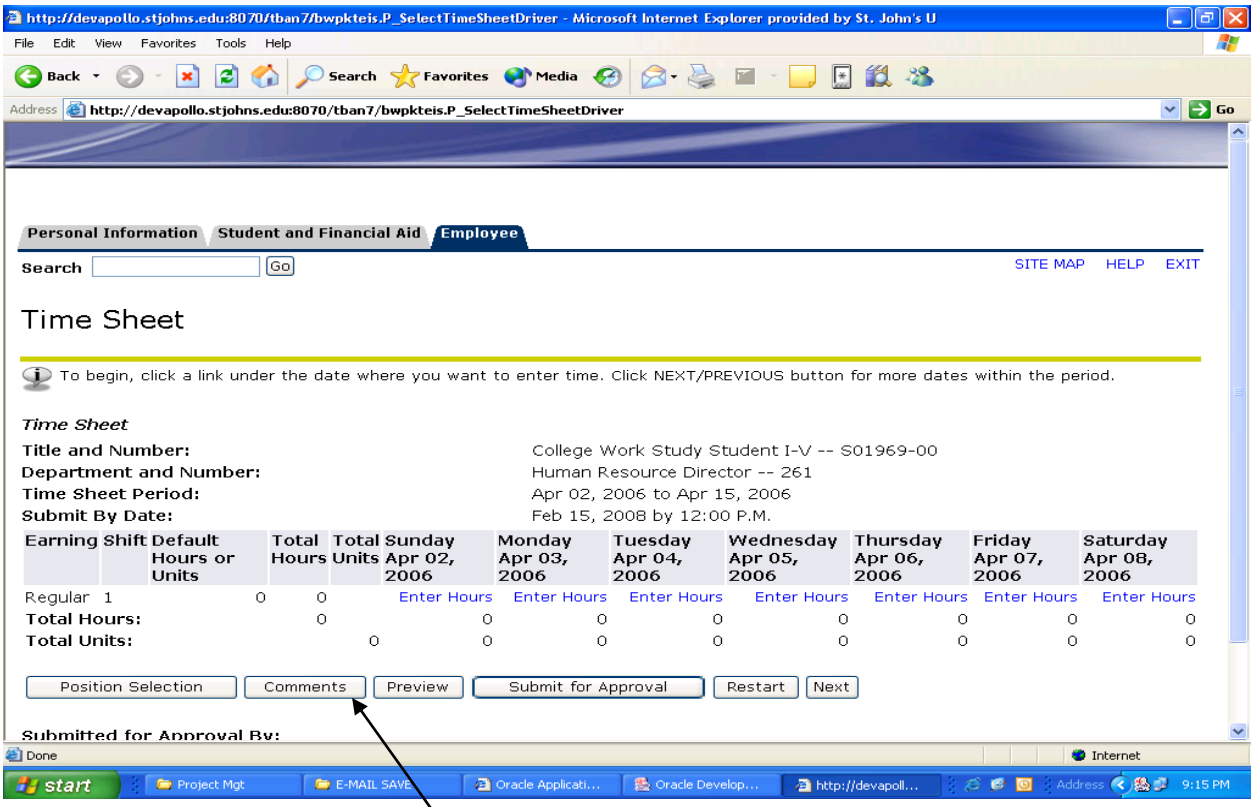
NOTE: If changes are made to your job mid pay period, you may be asked by Payroll Office to restart your timesheet to capture those changes.



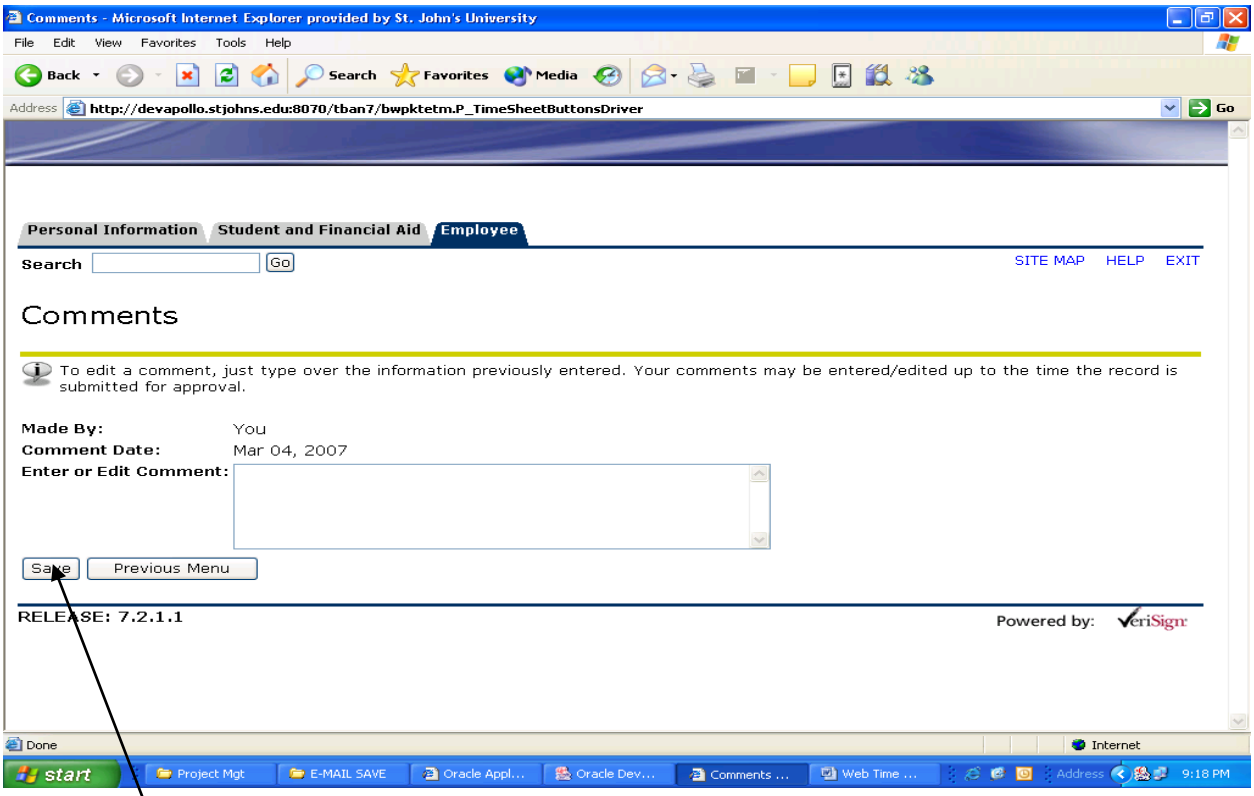
Clicking **Cancel** returns the employee back to the unchanged time sheet. If you click **Submit** you must re-enter hours.

J. Enter Comments

The **Comments** button is used by Originator or Approvers to enter and view comments about the pay period. For example, to explain additional hours not reported on a previous pay period. Adding comments to your time sheet is optional and not required for processing of time sheet.



1. Employees can click the **Comments** button to provide additional information to the Approver and/or Payroll.



1. Click **Save** to send the comments with the time sheet.
2. To add more comments, repeat the previous steps and **Save**.
3. Click **Previous Menu** to return to the Time Sheet.

K. Submitting Time:

Reminder: Hours must be entered on the Time Sheet on a daily basis. Enter the hours worked, click **Save**, and exit UIS website. Repeat this step throughout the pay period.

Caution: Do not submit hours until time entry has been completed for the entire pay period. Once the time sheet has been submitted for approval, it cannot be accessed by the originator.

1. When you have finished entering time for the entire pay period and your time sheet is ready for approval, **click on the Submit button** to send your time sheet to your Approver. Your time sheet cannot be approved and processed until it has been submitted.

2. Check the status of your time sheet on the position selection page.

Note: Employees are responsible for submitting their time sheet to the approver. Employees who fail to submit time sheet for approval will not receive a paycheck for the pay period and must contact the Payroll Office.

3. The status is set to ***Pending*** when the time sheet is submitted. The status will remain as Pending until the Approver takes action.

4. The status is set to ***Awaiting Approval*** if the time sheet record is returned to the employee for correction.

5. The status is set to ***Error*** if the time sheet record contains an error. Contact the Payroll Office 718-990-1471.

6. The status is set to ***Approved*** after the Approver sends it to Payroll for processing.

Note: Approvers are responsible for approving their employees time sheet. Time sheets not approved by the due date will not be processed. Time sheets with no hours do not need approval.

7. The status is set to ***Completed*** when Payroll has processed the time sheet.

L. Altering time after Submission

Once you **Submit** your time sheet for approval, **you cannot make changes to it.** If changes are necessary, you must contact your Approver (listed at the bottom of the Time Sheet page).

1. If the time sheet has been **Approved**, it cannot be changed by the Approver. Approver must contact Payroll to make any changes. Only time sheets **Pending** approval can be changed by approver.

2. If the time sheet has not been **Approved**, the Approver can either make the change or disapprove the time sheet, which returns the time sheet to the employee for correction.

M. Returned for Correction

If the Approver disapproves the time sheet, the status on the Position Selection Page will be ***Return for Correction***. When the time sheet is returned for correction, the employee must:

1. Choose the position and pay period for which corrections are necessary.

2. Click the link under the appropriate date and earn code

3. Enter the correct hours.

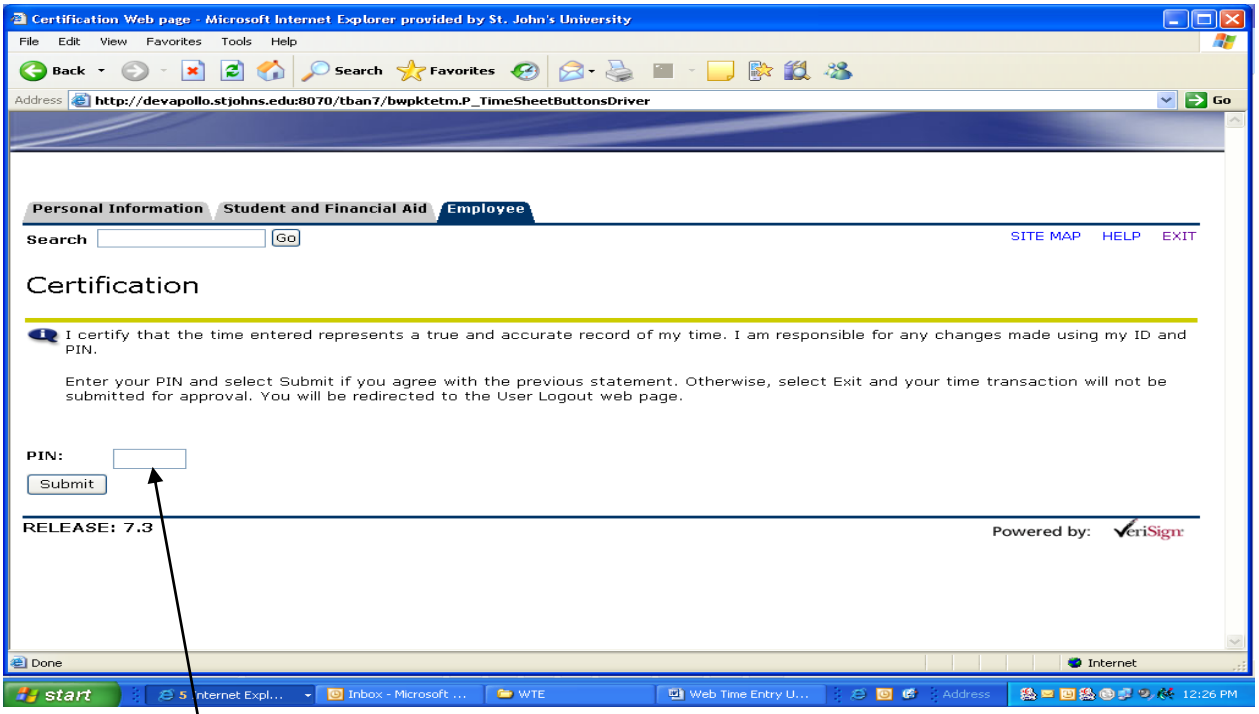
4. Click **Submit** to send it to the Approver again before the **Submit By** deadline shown on the time sheet.

5. **Certify Time** to complete the process.

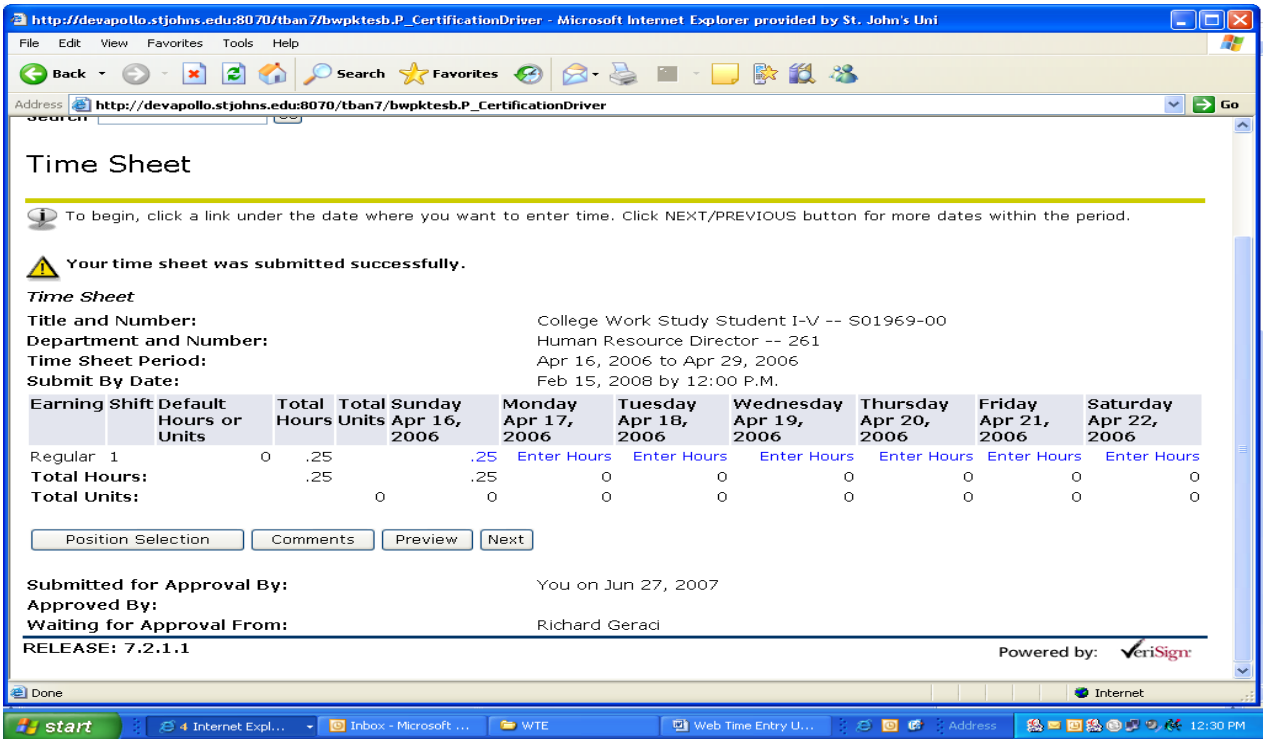
6. Contact Approver to inform them you have re-submitted your time sheet.

N. Certifying Time

This process acts as your **legally binding electronic signature** to certify that the hours entered are an accurate record of the hours worked.



Enter your PIN / Password and select Submit. After you submit only your Approver can make changes.



The following message will appear at the top of the page: ***Your time sheet was submitted successfully***. Your time sheet is now ready for approval. **Exit and close your web browser.**

For additional information or training, please contact:

David Martinez	(718) 990-5953	martined@stjohns.edu
Marilyn Thode	(718) 990-6374	thodem@stjohns.edu
Rose Costales	(718) 990-1471	costaler@stjohns.edu

Helpful Tips:

- Check the Pay Schedule located on the Human Resources website
- Enter hours worked every day
- Submit your hours on or before the due date, but no later than your last work day of the pay period.
- Remind your Supervisor to approve your hours
- Contact Payroll Office if you have any problems