

WEB TIME SHEET@ St. John's University

What is Web Time Sheet?

Web Time Sheet is the new automated Time Sheet and approval process for employees currently using paper time sheets.

Employees can now submit their work hours via the web directly to their Supervisor.

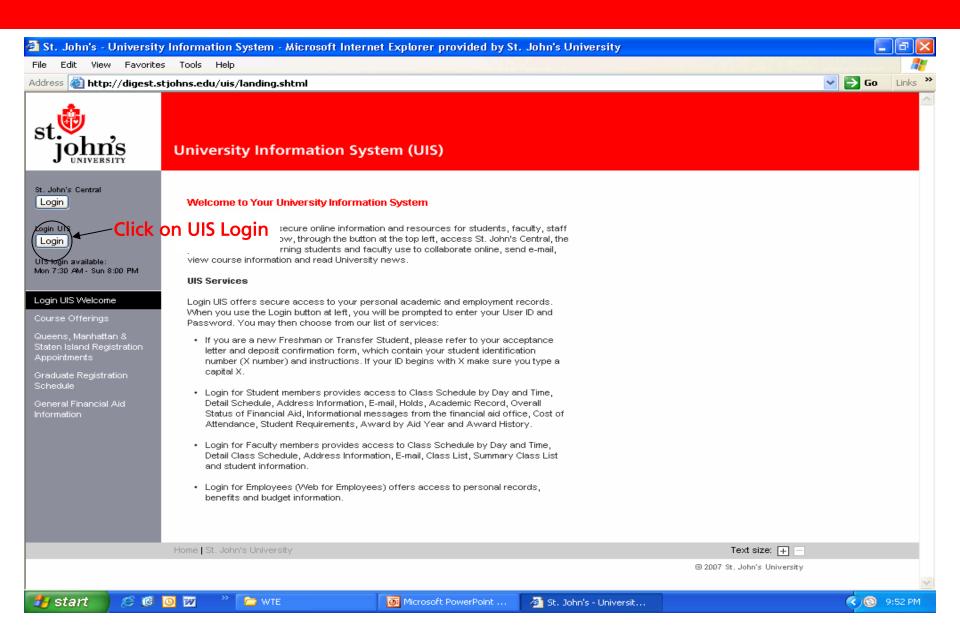
This presentation will take you step by step through the entire process required to ensure you receive pay for all hours worked accurately and on-time.

Web Time Sheet Advantages:

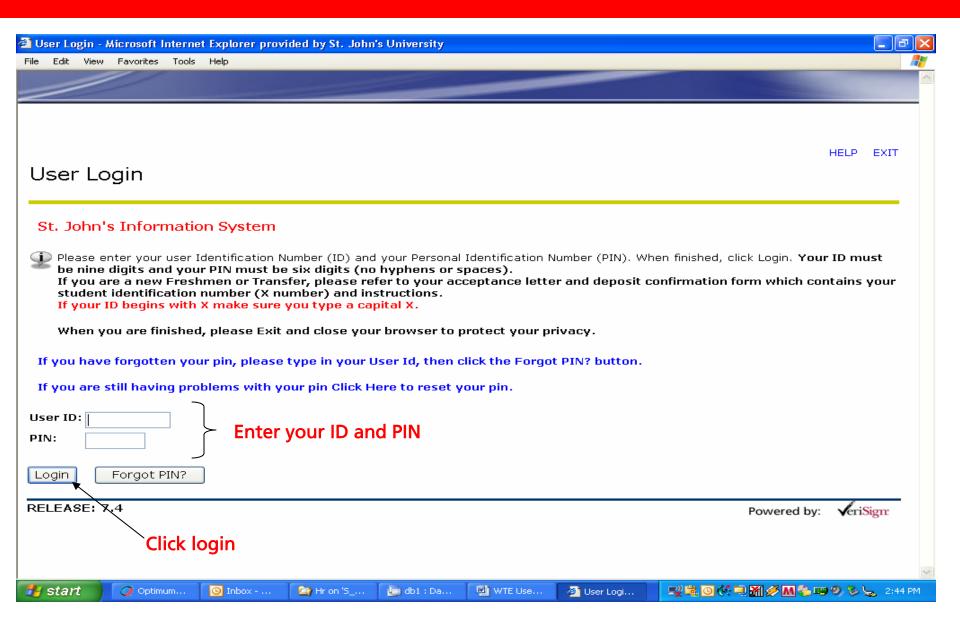
- Access to time sheet at your convenience, from any internet accessible computer.
- Ability to check the status of your time sheet throughout the pay period process.
- Data feeds directly into the Payroll system <u>after</u> supervisor approval.
- Reduce cost, eliminate paper, and increased customer service.



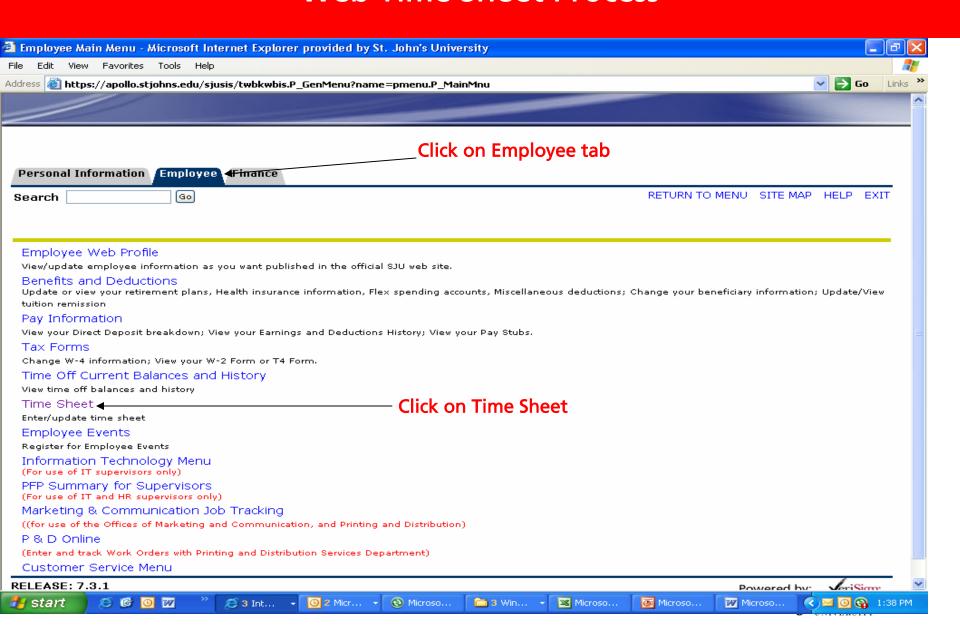
Access University Information System



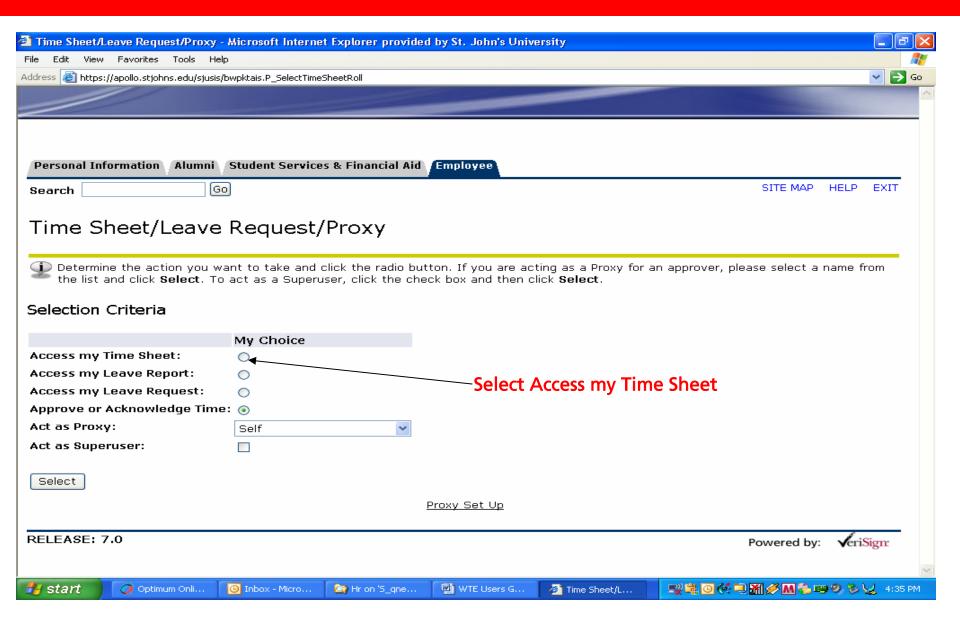
LOGIN PAGE



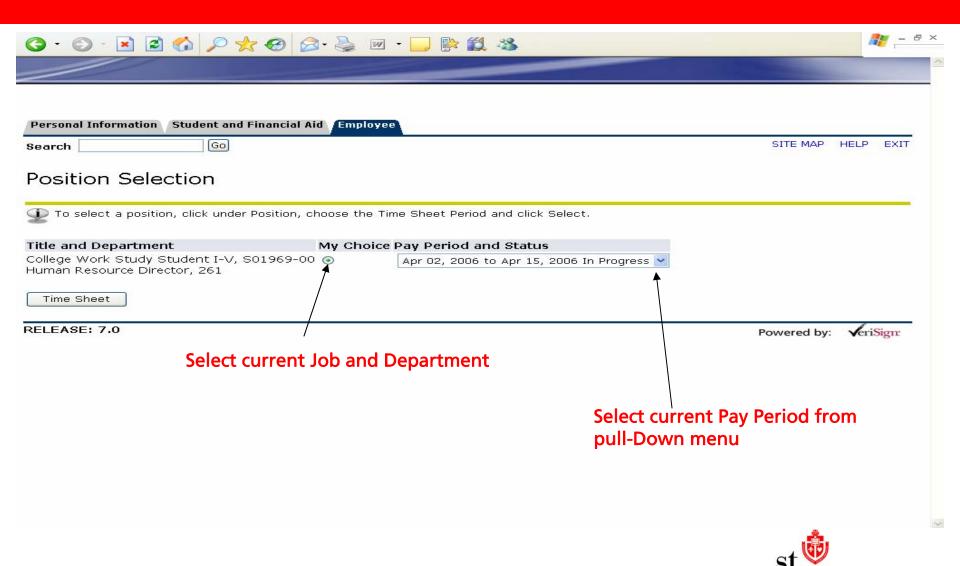
Web Time Sheet Process



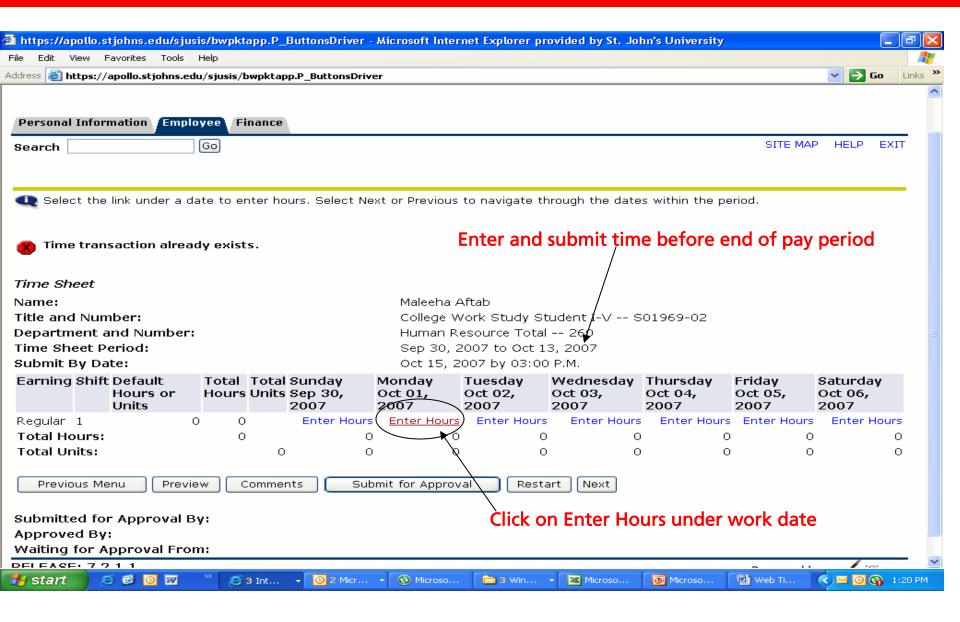
Access your Time Sheet



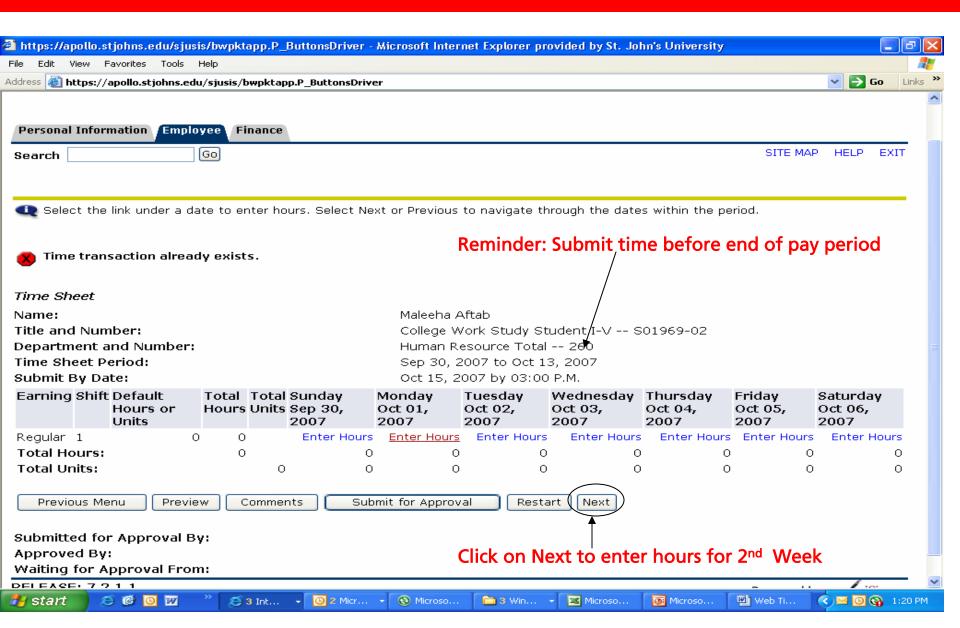
Select Time Sheet Pay Period



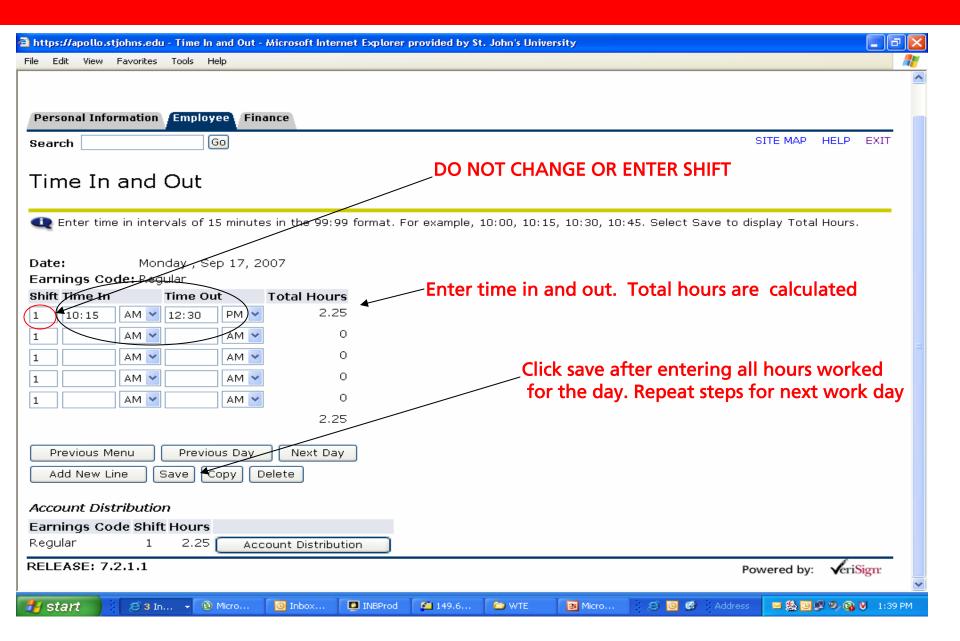
Enter Hours on Time Sheet – 1st Week



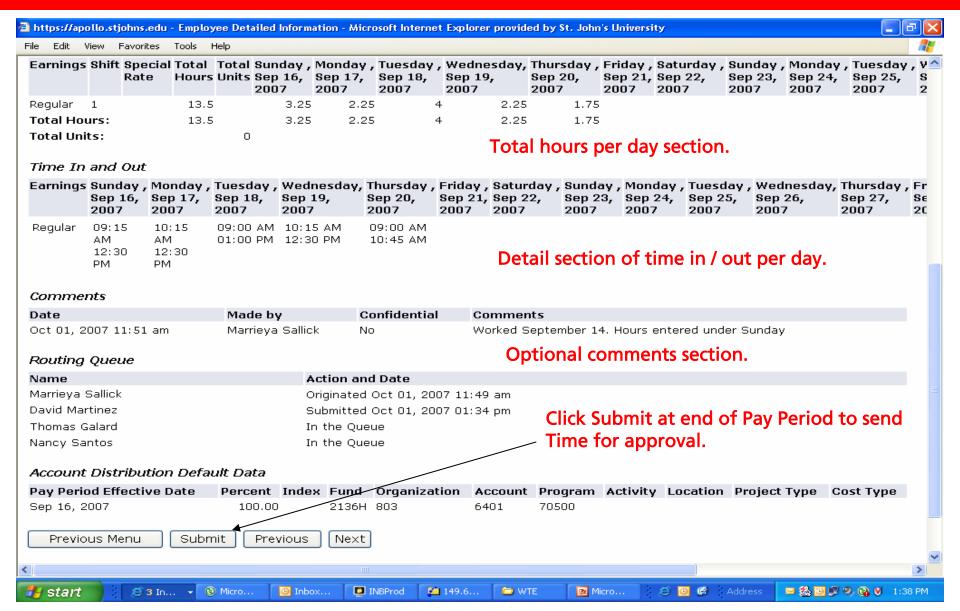
Enter Hours on Time Sheet – 2nd Week



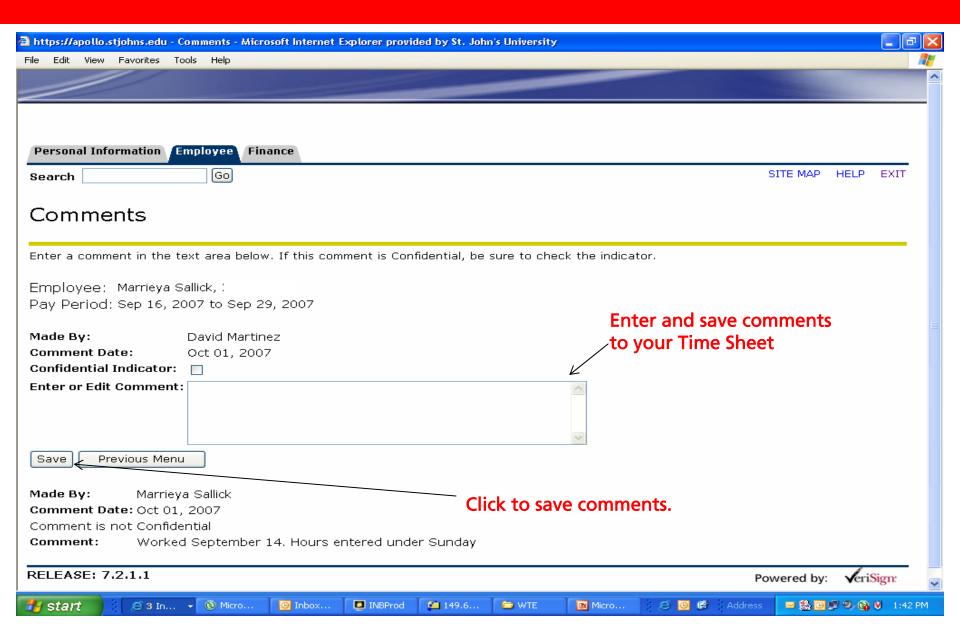
Part-time and Student Employees - Time In / Out



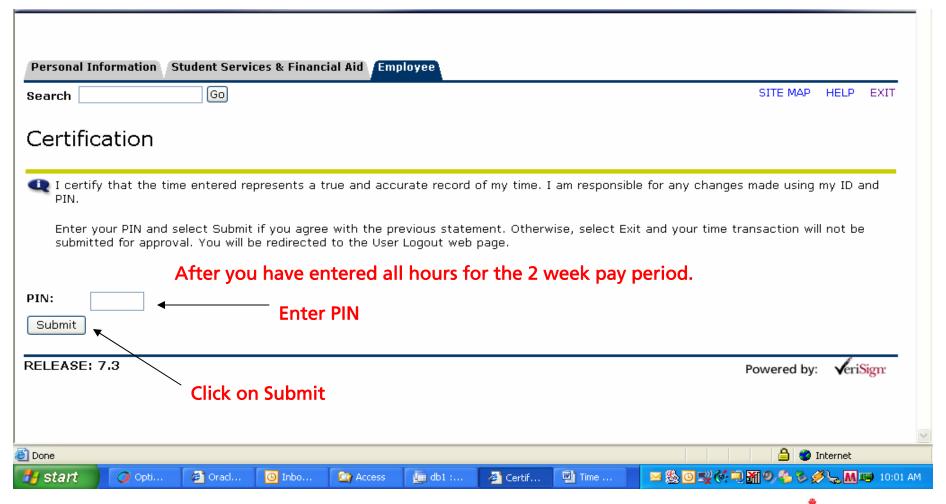
View your Completed Timesheet Before you Submit to your Supervisor



Optional Comments section



Final Step – re-enter PIN and Submit Time Sheet





Employee Responsibility

- Enter hours worked on a daily basis.
- Submit time by the end of the pay period or work week.
- Remind Approver and check on status.
- If time is not submitted via the web, you must fill out paper time-sheet and obtain supervisor's signature before end of pay period.
- Review and maintain accurate attendance records.
- NO TIME SHEET = NO PAY!!!!

For additional information or training, please contact the Payroll Office at 718-990-1471

