

Student Payroll Web Time Entry Guidelines

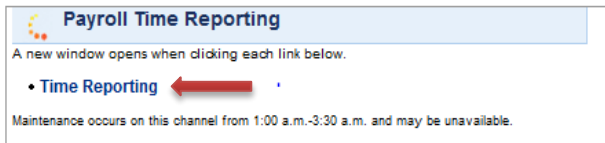
Student Employees

TIPS AND REMINDERS

Student cut-off for entering time is the Monday following the last day of the pay period at 5pm.

OPENING YOUR TIME SHEET

1. Log into **MyXU** using your User Name and Password.
2. Click the **Student Services** tab across the top.
3. Find the **Payroll Time Reporting** channel in the middle of the screen below the **My Academic Records** channel.



4. Click on the **Time Reporting** hyperlink.
5. Click the **Time Sheet** Hyperlink.
6. Click the **My Choice** radio button associated with the Position Title and Department for which you want to enter time. Note: If you have multiple jobs, you will see all jobs that are set up for web time entry.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
75152 Payroll Assistant, SUU669-00 Controllers Office, 75152	<input checked="" type="radio"/>	Sep 17, 2012 to Sep 30, 2012 In Progress
36151 Clerk, SUU938-00 Financial Aid Office, 36151	<input type="radio"/>	Sep 17, 2012 to Sep 30, 2012 Not Started

Time Sheet

7. Next to the **My Choice** column/radio button pick the proper **Pay Period and Status** from the dropdown menu. Note: At times during pay periods you might see two open Pay Periods within the dropdown menu.
8. Click the Time Sheet button.

ENTERING HOURS

1. Click on the **Enter Hours** link under the date worked.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: 36151 Clerk -- SUU938-00
 Department and Number: Financial Aid Office -- 36151
 Time Sheet Period: Sep 17, 2012 to Sep 30, 2012
 Submit By Date: Oct 01, 2012 by 05:00 PM

Earning	Shift	Default	Total	Total	Tuesday	Wednesday	Thursday	
		Hours or Units	Hours	Units	Sep 17, 2012	Sep 18, 2012	Sep 19, 2012	Sep 20, 2012
Regular Hours	1		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Work Between 12:00AM-8:00 AM	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0
Total Units:			0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

2. Once you click on the **Enter hours** hyperlink you will see this:

Time In and Out

NOTE: Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:30.

Date: Friday, Oct 05, 2012

Earnings Code: Regular Hours

Shift	Time In	Time Out	Total Hours
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	0

Time Sheet | Previous Day | Next Day
 Add New Line | Save | Copy | Delete

3. **Do not** change the shift information. Time in and time out must be entered. The format is HH:MM. Minutes should be entered in intervals of 15 minutes. Remember to indicate **AM or PM**. After entering all time in and time out for a given day, hit the save button. The total hours worked for the day are calculated and saved for that day.

4. **SPLIT SHIFT:** If you worked a split shift, you will need to enter your hours worked for the day on two lines. For example: You work from 9am – 11am and then from 2pm – 4pm on the **SAME** day. Your time will look like the picture below:

Date: Tuesday, Oct 02, 2012

Earnings Code: Regular Hours

Shift	Time In	Time Out	Total Hours
1	09:00	AM 11:00	2
1	02:00	PM 04:00	2
1		AM	0
1		AM	0
1		AM	0
1		AM	4

Time Sheet | Previous Day | Next Day
 Add New Line | Save | Copy | Delete

Account Distribution

Earnings Code Shift Hours

Regular Hours 1 4 Account Distribution

- EARNINGS CODE 'WORK BETWEEN 12:00AM-8:00AM':** You must be instructed by your Supervisor to use this earnings code to record your hours worked between 12am and 8am. If you have not been instructed to use this code then you **MUST** record your hours worked between 12am and 8am using the '**Regular Hours**' earnings code.
- If you worked between the hours of 12am and 8am at any time during your shift you will need to enter those hours worked using the earnings code 'Work Between 12:00am – 8:00am'
- For example, if you worked from 6am to 11am, you will enter your hours worked from 6am to 8am using earnings code 'Work Between 12:00am - 8:00am' and you will enter your remaining hours worked (8am to 11am) using the 'Regular Hours' earnings code. To do this you will click on the Enter Hours hyperlink for the day worked next to the applicable earnings code. Your time entered will look like this:

Date: Monday, Oct 29, 2012
Earnings Code: Work Between 12:00AM-8:00 AM

Shift	Time In		Time Out		Total Hours
1	06:00	AM ▾	08:00	AM ▾	2
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					2

Date: Monday, Oct 29, 2012
Earnings Code: Regular Hours

Shift	Time In		Time Out		Total Hours
1	08:00	AM ▾	11:00	AM ▾	3
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					3

- If you worked from 10pm to 2am you will need to enter your time worked on two **SEPARATE** days. On the first day you will enter hours using *Regular Pay* from 10pm to 12am and on the second day you will enter hours using *Worked Between..* from 12am to 2am.
- After entering your hours worked for the day, click

- To return to your time sheet click

- Close the window to return to the portal.

ADJUSTING YOUR HOURS

Changing hours you've entered for a particular day is no problem, as long as you haven't submitted the time sheet for approval.

- Click the **Hours** link for the date that needs to be changed
- Go to Step 2 in the Entering Hours section above and follow the process.
- Click the **Save** button.

LEAVING A COMMENT ON YOUR TIME SHEET

You can leave a comment on your time sheet for your supervisor. He or she can view the comment when they open the timesheet for approval.

- Click the **Comments** button at the bottom of the time sheet page.
- In the **Comments** box, type your message.
- Click the **Save** button.
- Click the **Previous Menu** button to return to your time sheet. Note: Comments on your time sheet are only visible to you in **Preview** mode.

PRINTING YOUR TIME SHEET

- Click the **Preview** button at the bottom of your time sheet.
- Click **File** from the browser menu.
- Click **Print**.
- From the printer settings, select "**Landscape**" for Paper Layout.
- Click the **OK** button to save your paper layout setting.
- Click the **OK** button to print your time sheet.

SUBMITTING YOUR TIME SHEET

Check your hours to make sure the days, numbers, and earnings codes are all correct.

- Click the **Submit for Approval** button at the bottom of your time sheet.
- Once you click your time sheet becomes view only and cannot be altered.
- Note: You can change your time sheet after it has been submitted, until it has been approved or the submission deadline has passed, by clicking the **RETURN TIME** button at the bottom of the timesheet. Once you have completed your changes you will need to resubmit your time sheet for approval.
- Please notice, once you have submitted your time sheet for approval, your Supervisor's name will appear at the bottom of the time sheet.

- You will need to notify your Supervisor once you have submitted your time sheet for approval. There is no automatic notification process.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the

Your time sheet was submitted successfully.

Time Sheet

Title and Number: 36151 Clerk -- SI
Department and Number: Financial Aid Office
Time Sheet Period: Sep 17, 2012 to :
Submit By Date: Oct 01, 2012 by (

Earning	Shift Default	Total		Total Monday	Tuesday	Wedne:
		Hours or Units	Hours Units	Sep 17, 2012	Sep 18, 2012	Sep 19,
Regular Hours	1	0	2		2	Enter Hours Ente
Work Between 12:00AM-8:00 AM	1	0	0	Enter Hours	Enter Hours	Ente
Total Hours:			2		2	0
Total Units:			0		0	0

Position Selection | Comments | Preview | Next | Return Time

Submitted for Approval By: You on Sep 21, 2
Approved By:
Waiting for Approval From: Suzanne Leiker

Previously submitted Time Sheets

Previously submitted time sheets can be viewed for up to one year.

- To view a previously submitted time sheet, select the pay period for the time sheet you want to view.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time She

Title and Department	My Choice	Pay Period and Status
75152 Payroll Assistant, SUU669-00 Controllers Office, 75152	<input checked="" type="radio"/>	Sep 17, 2012 to Sep 30, 2012 In Progress ▾
36151 Clerk, SUU938-00 Financial Aid Office, 36151	<input type="radio"/>	Sep 17, 2012 to Sep 30, 2012 Not Started ▾

Time Sheet

- Click
- Now you can view ONLY your previously submitted time sheets.