Web Time Entry for Students

Student's Handbook

Welcome to Web Time Entry!

The Web Time Entry system allows students to individually log onto a secure website and enter the hours worked at their campus jobs online from any computer anywhere. The student's time is then approved online by the campus employer and sent electronically to Payroll for processing.

This handbook outlines the process used by student employees to enter and submit the hours they have worked each pay period.

If you have any questions, please call or email:

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<u>Detailed Instructions</u>

1. Access **mySwarthmore** through this link <u>https://myswat.swarthmore.edu/pls/twbkwbis.P_WWWLogin</u>
   a. When you open your mySwarthmore account, you will find you have a new menu – an employee menu
   b. Enter your User ID and password. *Remember: never share your password!*

2. Once logged in, click the **Employee** link.
   Note: You will not see the Employee tab until your Supervisors hires you into the electronic system and all of your employment paperwork has been filled out.

3. Click the **Time Sheet** link
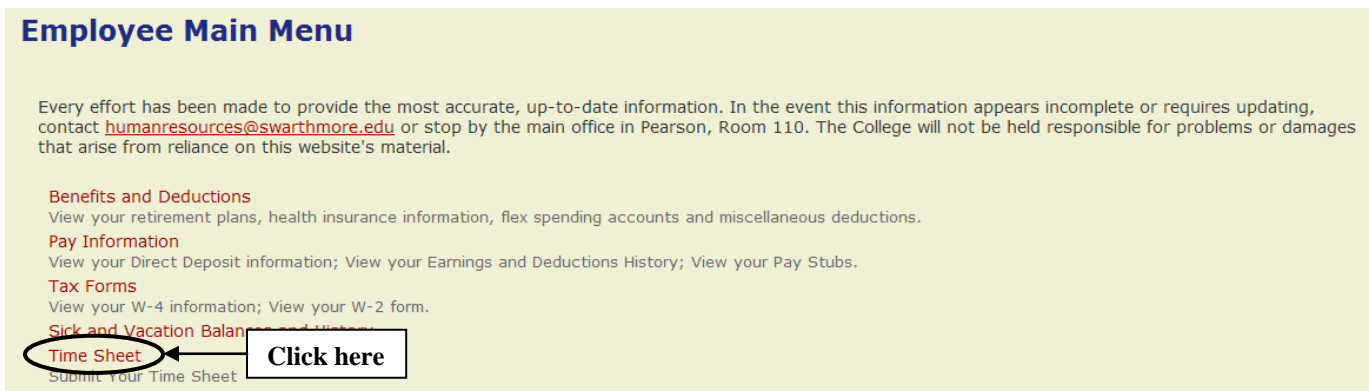
4. Select the **Time Sheet** and the **Pay Period,** then click **Time Sheet**
   a. Choose a position and pay period. If you have more than one position, choose the one for which you want to record hours. Verify that all your active positions are listed here; if they are not, notify your supervisor.
   b. From the **Pay Period and Status** drop down menu, choose the pay period for which you want to enter hours. You may also select and view your time sheets from prior pay periods (the system will not allow you to change them).
      i. *Status definitions:*
         1. **Not Started**: The student has not yet started to enter hours on the time sheet.
         2. **In Progress**: The time sheet has been started by the student, but has not been submitted for approval.
         3. **Pending**: The time sheet has been completed by the student and submitted for approval. The record is waiting for the approver (or proxy) to approve the time.
         4. **Approved**: The time sheet has been approved and has been electronically sent to the payroll department.

Time Sheet Selection

position

pay period

status

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
Tour Guide, W99999-00 Admissions Office, 4010	⊙	Feb 22, 2009 to Mar 07, 2009 Not Started ▾
Math Tutor, W99999-01 Mathematics, 2330	○	Feb 22, 2009 to Mar 07, 2009 Not Started ▾

Time Sheet ← **Click here after choosing a position and pay period**

5. To enter your time, click on **Enter Hours** under the day you worked and on the row for the earnings type for which you are reporting hours. Enter hours worked in the box that will appear. Hours must be entered for the specific day you worked. Hours should be reported to the quarter hour (i.e, only use .25, .50. or .75).

    a. Be sure to click **Save** after each entry. Saving the hours will bring you back to the previous screen. The number of hours you entered will now display under the appropriate day. Continue entering until all hours worked for the pay period have been recorded. If you have not completed entering your hours for the entire pay period, click **Exit** on the upper right of the screen. You can return to enter additional hours at a later date. *Important:* **DO NOT** click **Submit for Approval** until you have finished entering all your hours for the entire pay period, because you will not then be able to enter additional hours unless your supervisor returns the form to you for correction.

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:	Tour Guide -- W99999-00
Department and Number:	Admissions Office -- 4010
Time Sheet Period:	Feb 22, 2009 to Mar 07, 2009
Submit By Date:	Mar 09, 2009 by 10:00 A.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Feb 25, 2009	Thursday Feb 26, 2009	Friday Feb 27, 2009	Saturday Feb 28, 2009	Sunday Mar 01, 2009	Monday Mar 02, 2009	Tuesday Mar 03, 2009
Regular Student Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:					0	0	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0

Position Selection	Comments	Preview	Submit for Approval	Restart	Next

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

6. After you have entered hours for the entire pay period and you are ready to submit your time sheet to your supervisor for approval, click **Submit for Approval**. If you mistakenly click **Submit for Approval** prior to entering all your hours for a specific pay period, you must speak with your supervisor and have the time sheet released back to you for correction.
   a. After you click **Submit for Approval**, the screen will indicate that your time sheet was submitted successfully. The bottom of the screen will display the date that the time sheet was submitted. It also indicates that the time sheet is waiting for approval by your supervisor. Once your supervisor has approved the time, it will be so indicated in the **Approved By** box.
7. You should log in again before the payroll deadline to verify that your supervisor (or proxy) has approved your time sheet. If your time sheet has not been approved by 12:00 noon on the approval deadline, you will not receive a paycheck and will need to submit retro pay hours the next pay period. **It is in your best interest to contact your supervisor (or proxy) to ensure your time sheet is approved before the approval deadline.**

8. Other buttons on the **Time Sheet** screen:
   a. **Copy:** Use this function if you work the same number of hours on multiple days.
   b. **Account Distribution**: For accounting only; will not affect your hours or pay.
   c. **Position Selection:** Returns you to the Position Selection screen.
   d. **Comments:** Comments to your supervisor/proxy may be added to your time sheet by clicking here. If you need to communicate with the Payroll Department you should contact them directly.
   e. **Preview:** Will display the entire two-week pay period and will show the hours entered for each day.
   f. **Restart:** This button will zero out all hours previously entered and saved for the given pay period and allow you to make corrections – **prior** to clicking on **Submit for Approval**.
   g. **Previous / Next:** Each pay period is a two-week period but not all the days can fit on the width of one screen. Click on **Previous** or **Next** to toggle back and forth between each week.
   h. **Exit:** Always exit your web session by clicking on the Exit box in the upper right-hand corner of your screen.

Summary Steps for Web Time Entry

**Time sheets must be submitted for supervisor approval by 10:00 AM two days after the end of a pay period. For exact dates, please see the attached Student Payroll Calendar.
Students are responsible for remembering the deadline dates.**

1. Login to Self Service (mySwarthmore)
    - Enter user ID and password

2. Click on **Employee**

3. Click on **Time Sheet**

4. Select Position (Title and Department) and pay period for which you wish to record your hours.

5. Click on **Time Sheet** button

6. Click **Enter Hours** for the appropriate day

7. Enter your hours in the box in the middle of the screen
    Hours should be submitted to the nearest quarter hour (i.e., only use .25, .50. or .75).

8. Click **Save**. If you have not finished entering your hours for the entire pay period, you can now exit the system and return at a later date (within the pay period) to complete your data entry and Submit for Approval. ***Important:*** **Do not click "Submit" until you have entered all your hours**

9. Enter **Comment**, if needed

10. Click on **Submit for Approval** only after you have completed entering hours for the entire pay period. If you submit early, contact your supervisor

11. Verify that the time sheet has been submitted by reviewing the bottom of the screen. The **Submitted for Approval By** line should display the date

12. Login again before the payroll due date to verify that your supervisor has approved your time sheet

Advice !

1. Record your time every day
2. Submit your time by the deadline – the College is legally liable to pay you each pay period. If we don't do so because you haven't turned in your time, we can face penalties.

Biweekly Student Payroll Calendar Found Here
http://www.swarthmore.edu/x9260.xml