WEB TIME SHEET
@ St. John’s University
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 after supervisor approval.
• Reduce cost, eliminate paper, and increased customer service.
Access University Information System

University Information System (UIS)

Welcome to Your University Information System

Click on UIS Login secure online information and resources for students, faculty, staff.
through the button at the top left, access St. John's Central, the
students and faculty use to collaborate online, send e-mail,
view course information and read University news.

UIS Services

Login UIS offers secure access to your personal academic and employment records.
When you use the Login button at left, you will be prompted to enter your User ID and
Password. You may then choose from our list of services:

- If you are a new Freshman or Transfer Student, please refer to your acceptance
letter and deposit confirmation form, which contain your student identification
number (X number) and instructions. If your ID begins with X make sure you type a
capital X.

- Login for Student members provides access to Class Schedule by Day and Time,
Detail Schedule, Address Information, E-mail, Holds, Academic Record, Overall
Status of Financial Aid, Informational messages from the financial aid office, Cost of
Attendance, Student Requirements, Award by Aid Year and Award History.

- Login for Faculty members provides access to Class Schedule by Day and Time,
Detail Class Schedule, Address Information, E-mail, Class List, Summary Class List
and student information.

- Login for Employees (Web for Employees) offers access to personal records,
benefits and budget information.
User Login

St. John's Information System

Please enter your user identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. Your ID must be nine digits and your PIN must be six digits (no hyphens or spaces).
If you are a new Freshmen or Transfer, please refer to your acceptance letter and deposit confirmation form which contains your student identification number (X number) and instructions.
If your ID begins with X make sure you type a capital X.

When you are finished, please Exit and close your browser to protect your privacy.

If you have forgotten your pin, please type in your User Id, then click the Forgot PIN? button.
If you are still having problems with your pin Click Here to reset your pin.

Enter your ID and PIN

Click login
Web Time Sheet Process

Click on Employee tab

Click on Time Sheet
Access your Time Sheet

Select Access my Time Sheet
Select Time Sheet Pay Period

To select a position, click under Position, choose the Time Sheet Period and click Select.

- **Title and Department**: College Work Study Student I-V, S01969-00
- **My Choice Pay Period and Status**: Apr 02, 2006 to Apr 15, 2006 In Progress

Select current Job and Department

Select current Pay Period from pull-Down menu
Enter Hours on Time Sheet – 1st Week

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

Time transaction already exists.

Click on Enter Hours under work date

Enter and submit time before end of pay period
Enter Hours on Time Sheet – 2\textsuperscript{nd} Week

Reminder: Submit time before end of pay period

Click on Next to enter hours for 2\textsuperscript{nd} Week
Part-time and Student Employees - Time In / Out

Enter time in and out. Total hours are calculated.

DO NOT CHANGE OR ENTER SHIFT

Click save after entering all hours worked for the day. Repeat steps for next work day.
View your Completed Timesheet
Before you Submit to your Supervisor

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Shift Rate</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1</td>
<td>13.5</td>
<td>3.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.25</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.25</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.25</td>
<td>1.75</td>
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<td>3.25</td>
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<td>2.25</td>
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<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.75</td>
<td></td>
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</tbody>
</table>

**Time In and Out**

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>09:15 AM</td>
<td>10:15 AM</td>
<td>09:00 AM</td>
<td>10:15 AM</td>
<td>09:00 AM</td>
<td>10:15 AM</td>
<td>09:00 AM</td>
<td>10:15 AM</td>
<td>09:00 AM</td>
<td>10:15 AM</td>
<td>09:00 AM</td>
<td>10:15 AM</td>
</tr>
<tr>
<td></td>
<td>10:15 AM</td>
<td>12:30 PM</td>
<td>12:30 PM</td>
<td>12:30 PM</td>
<td>12:30 PM</td>
<td>12:30 PM</td>
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<td>12:30 PM</td>
<td>12:30 PM</td>
<td>12:30 PM</td>
<td>12:30 PM</td>
</tr>
</tbody>
</table>

**Comments**

<table>
<thead>
<tr>
<th>Date</th>
<th>Made by</th>
<th>Confidential</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 01, 2007 11:51 am</td>
<td>Marrieya Sallick</td>
<td>No</td>
<td>Worked September 14. Hours entered under Sunday</td>
</tr>
</tbody>
</table>

**Routing Queue**

<table>
<thead>
<tr>
<th>Name</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marrieya Sallick</td>
<td>Originated Oct 01, 2007 11:49 am</td>
</tr>
<tr>
<td>David Martinez</td>
<td>Submitted Oct 01, 2007 01:34 pm</td>
</tr>
<tr>
<td>Thomas Galard</td>
<td>In the Queue</td>
</tr>
<tr>
<td>Nancy Santors</td>
<td>In the Queue</td>
</tr>
</tbody>
</table>

**Account Distribution Default Data**

<table>
<thead>
<tr>
<th>Pay Period Effective Date</th>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 16, 2007</td>
<td>100.00</td>
<td>2135H</td>
<td>803</td>
<td>6401</td>
<td>70500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- View your Completed Timesheet before you Submit to your Supervisor.
- Click Submit at end of Pay Period to send Time for approval.
- Total hours per day section.
- Detail section of time in / out per day.
- Optional comments section.
Optional Comments section

Enter a comment in the text area below. If this comment is Confidential, be sure to check the indicator.

Employee: Marneya Sallick
Pay Period: Sep 16, 2007 to Sep 29, 2007

Made By: David Martinez
Comment Date: Oct 01, 2007
Confidential Indicator: ☐

Enter or Edit Comment:

Made By: Marneya Sallick
Comment Date: Oct 01, 2007
Comment is not Confidential
Comment: Worked September 14. Hours entered under Sunday

Click to save comments.

Enter and save comments to your Time Sheet
Final Step – re-enter PIN and Submit Time Sheet

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

After you have entered all hours for the 2 week pay period.

Enter PIN

Click on Submit
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