WEB TIME SHEET FOR SUPERVISORS
Web vs. Paper

- Employees and Supervisors can check status of time sheet throughout the payroll process.
- Time can be entered, tracked and Approved via internet.
- Increase accuracy as data is entered directly onto the time sheet.
- Eliminates projection of time for Thursday through Saturday.
- Eliminates lost, late, incomplete and unsigned time sheets.
- Eliminates forged or inaccurate time sheets.
Process Flowchart

Employee enters secured web site throughout the pay period

Employee opens new Time Entry form at the beginning of the pay period

Employee enters hours worked

Employee submits record to Approver At end of pay period

Approver submits record to Payroll
By Monday at 11 a.m. or due date established on pay schedule

Approver returns record to Employee for correction
Before Monday at 10am

Employee hours are posted on payroll system. Pay period closed.

E-mail reminder to Employees from Payroll

Employee re-opens time entry form to make corrections
(Pay period ends Saturday 12 am)

Sign-in each work day
Understanding Supervisor Roles

Approver:
- Typically the approver is the Supervisor
- The approver must approve the time sheet before it can be processed by Payroll.
- The Approver must immediately notify the employee if they *Change Record* or *Return for Correction*.
- Time sheets must be approved before the payroll deadline.
- 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.

FYI:
- The For Your Information person can be a secondary supervisor who can view time sheets only. This role is optional.
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 Freshman 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.

User ID: [ ]
PIN: [ ]

Enter your ID and PIN

Click login

Powered by: veriSign
Web Time Sheet Process

Click on Employee tab

Click on Time Sheet
Approver / Supervisor Process

Select Approver button

If acting as Proxy, use pull-down menu to Select Approvers name.

Click to Select Pay Period

Set-up Proxy if this is your first time using WTS or if changing Proxy (see next slide).
All Approvers must select a Proxy

Proxy set-up screen used by Approver.

A proxy will approve time sheets in the absence of the Approver. Add or Remove your Proxy’s name and click the Save button.
Select Department and Pay Period

Select department
Select current Pay Period
Click on Select to view time sheets
Review Status and Approve Time Sheet

Time sheet Status: Pending approval, In Progress and Not Started. Only time sheets in Pending status can be Approved.

Click on name to view actual Time Sheet

Approve on or before end of Pay Period

To Approve Check box and Click Save
Approver can view details of employee’s time sheet and Approve, Return, or Change Record.
Approver Responsibility

- Approvers are responsible for approving their employees’ time sheet on or before end of pay period.

- If time sheets are not approved employee will not be paid.

- Approved time sheets cannot be changed. Contact Payroll Office to make any changes after approval process.

- Notify Payroll Office of any changes to Approver or FYI status.

- If time is not submitted via web a paper time-sheet must be sent to Payroll before the end of the pay period.