

## H. Entering Hours for Full-time employees:

Full-time employees are only required to enter total work hours for the day. After you click on **Enter Hours** for the appropriate earnings you will then enter hours for the day.

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### Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

**Time Sheet**

Title and Number: Payroll Representative -- S02950-00  
 Department and Number: Human Resource Director -- 261  
 Time Sheet Period: May 28, 2006 to Jun 10, 2006  
 Submit By Date: Feb 15, 2008 by 12:00 P.M.

Earning: Regular  
 Date: May 28, 2006  
 Shift: 1  
 Hours: 7

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 28, 2006	Monday May 29, 2006	Tuesday May 30, 2006	Wednesday May 31, 2006	Thursday Jun 01, 2006	Friday Jun 02, 2006	Saturday Jun 03, 2006
Regular	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Holiday	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>

### Steps (only full-time employees):

1. Enter **Hours** for the entire day (ex. 7, 7.5 or 8). **DO NOT CHANGE OR ENTER SHIFT.**
2. Click on **Save** and you are done.
3. Repeat this process for each day of the pay period.

After you have entered all your hours for the pay period and before you submit to approver, click the **Preview** button on the Time Sheet Page. The Preview page displays all hours entered for each earning code. Always preview your time sheet before you submit to approver.

Preview Web Page - Microsoft Internet Explorer provided by St. John's University

Address: [http://devapollo.stjohns.edu:8070/tban7/bwpktetm.P\\_TimeSheetButtonsDriver](http://devapollo.stjohns.edu:8070/tban7/bwpktetm.P_TimeSheetButtonsDriver)

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Be sure to set your printer to landscape before printing the document.

Rose Costales  
Payroll Representative, S02950-00

Human Resource Director, 261

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Sunday, May 28, 2006	Monday, May 29, 2006	Tuesday, May 30, 2006	Wednesday, May 31, 2006	Thursday, Jun 01, 2006	Friday, Jun 02, 2006	Saturday, Jun 03, 2006	Sunday, Jun 04, 2006	Monday, Jun 05, 2006	Tuesday, Jun 06, 2006	Wednesday, Jun 07, 2006
Regular	1	42						7	7				7	7
Holiday	1	7			7							7		
Sick	1	7				7								
Vacation	1	7							7					
Comp Time	1	7												
<b>Total Hours:</b>		70			7	7	7	7	7			7	7	
<b>Total Units:</b>			0											

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