

WEB TIME SHEET @ St. John's University

What is Web Time Sheet?

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

St. John's - University Information System - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address <http://digest.stjohns.edu/uis/landing.shtml> Go Links >>

st. john's UNIVERSITY

University Information System (UIS)

St. John's Central
[Login](#)

Login UIS
[Login](#)

UIS login available:
Mon 7:30 AM - Sun 8:00 PM

Login UIS Welcome

Course Offerings

Queens, Manhattan & Staten Island Registration Appointments

Graduate Registration Schedule

General Financial Aid Information

Welcome to Your University Information System

secure online information and resources for students, faculty, staff and employees. Through the button at the top left, access St. John's Central, the University Information System, and other online resources. For training 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.

Home | St. John's University

Text size: + -

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LOGIN PAGE


User Login - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

HELP EXIT

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.](#)

User ID:

PIN:

Enter your ID and PIN

RELEASE: 7.4 Powered by: 

Click login

start Optimum... Inbox - ... Hr on 'S_... db1 : Da... WTE Use... User Logi... 2:44 PM

Web Time Sheet Process

The screenshot shows a Microsoft Internet Explorer browser window titled "Employee Main Menu - Microsoft Internet Explorer provided by St. John's University". The address bar contains the URL: https://apollo.stjohns.edu/sjosis/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu. The page features a navigation menu with three tabs: "Personal Information", "Employee", and "Finance". A red arrow points to the "Employee" tab with the text "Click on Employee tab". Below the navigation menu is a search bar with a "Go" button and a "RETURN TO MENU SITE MAP HELP EXIT" link. The main content area lists several menu items, each with a brief description. A red arrow points to the "Time Sheet" link with the text "Click on Time Sheet". The "Time Sheet" link is followed by the text "Enter/update time sheet". At the bottom of the page, the text "RELEASE: 7.3.1" is visible. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "1:38 PM".

Employee Main Menu - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address https://apollo.stjohns.edu/sjosis/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu Go Links >>

Personal Information **Employee** Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

[Employee Web Profile](#)
View/update employee information as you want published in the official SJU web site.

[Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, Miscellaneous deductions; Change your beneficiary information; Update/View tuition remission

[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
Change W-4 information; View your W-2 Form or T4 Form.

[Time Off Current Balances and History](#)
View time off balances and history

[Time Sheet](#) ← Click on Time Sheet
Enter/update time sheet

[Employee Events](#)
Register for Employee Events

[Information Technology Menu](#)
(For use of IT supervisors only)

[PFP Summary for Supervisors](#)
(For use of IT and HR supervisors only)

[Marketing & Communication Job Tracking](#)
((for use of the Offices of Marketing and Communication, and Printing and Distribution)

[P & D Online](#)
(Enter and track Work Orders with Printing and Distribution Services Department)

[Customer Service Menu](#)

RELEASE: 7.3.1

Powered by VeriSign

start 3 Int... 2 Mic... Microso... 3 Win... Microso... Microso... Microso... Microso... 1:38 PM

Access your Time Sheet


Time Sheet/Leave Request/Proxy - Microsoft Internet Explorer provided by St. John's University

Address https://apollo.stjohns.edu/sjosis/bwpktais.P_SelectTimeSheetRoll Go

Personal Information Alumni Student Services & Financial Aid **Employee**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet/Leave Request/Proxy


 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self <input type="text"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

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Select Access my Time Sheet

Select Time Sheet Pay Period

Personal Information **Student and Financial Aid** **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Position Selection

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

Title and Department	My Choice Pay Period and Status
College Work Study Student I-V, S01969-00 Human Resource Director, 261	Apr 02, 2006 to Apr 15, 2006 In Progress

RELEASE: 7.0 Powered by:

Select current Job and Department

Select current Pay Period from
pull-Down menu

Enter Hours on Time Sheet – 1st Week

https://apollo.stjohns.edu/sjasis/bwpktapp.P_ButtonsDriver - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address https://apollo.stjohns.edu/sjasis/bwpktapp.P_ButtonsDriver Go Links >>

Personal Information **Employee** Finance

Search Go SITE MAP HELP EXIT

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

X Time transaction already exists.

Time Sheet

Name: Maleeha Aftab
Title and Number: College Work Study Student I-V -- S01969-02
Department and Number: Human Resource Total -- 260
Time Sheet Period: Sep 30, 2007 to Oct 13, 2007
Submit By Date: Oct 15, 2007 by 03:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Sep 30, 2007	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007
Regular	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	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu Preview Comments **Submit for Approval** Restart Next

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

RELEASE: 7.2.1.1

start 3 Int... 2 Mic... Microso... 3 Win... Microso... Microso... Web Ti... 1:20 PM

Enter and submit time before end of pay period

Click on Enter Hours under work date

Enter Hours on Time Sheet – 2nd Week

https://apollo.stjohns.edu/sjasis/bwpktapp.P_ButtonsDriver - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address https://apollo.stjohns.edu/sjasis/bwpktapp.P_ButtonsDriver Go Links

Personal Information **Employee** Finance

Search Go SITE MAP HELP EXIT

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

X Time transaction already exists.

Reminder: Submit time before end of pay period

Time Sheet

Name: Maleeha Aftab
Title and Number: College Work Study Student I-V -- S01969-02
Department and Number: Human Resource Total -- 260
Time Sheet Period: Sep 30, 2007 to Oct 13, 2007
Submit By Date: Oct 15, 2007 by 03:00 P.M.

Earning Shift	Default Hours or Units	Total Hours	Total Units	Sunday Sep 30, 2007	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007
Regular 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	0
Total Units:			0	0	0	0	0	0	0	0

Previous Menu Preview Comments Submit for Approval Restart **Next**

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

Click on Next to enter hours for 2nd Week

start 3 Int... 2 Mic... Microso... 3 Win... Microso... Microso... Web Ti... 1:20 PM

Part-time and Student Employees - Time In / Out

https://apollo.stjohns.edu - Time In and Out - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Personal Information **Employee** Finance

Search Go SITE MAP HELP EXIT

Time In and Out

Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Sep 17, 2007
Earnings Code: Regular

Shift	Time In	Time Out	Total Hours
1	10:15 AM	12:30 PM	2.25
1			0
1			0
1			0
1			0
			2.25

Previous Menu Previous Day Next Day
Add New Line Save Copy Delete

Account Distribution

Earnings Code	Shift	Hours
Regular	1	2.25

Account Distribution

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DO NOT CHANGE OR ENTER SHIFT

Enter time in and out. Total hours are calculated

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

https://apollo.stjohns.edu - Employee Detailed Information - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Sep 16, 2007	Monday , Sep 17, 2007	Tuesday , Sep 18, 2007	Wednesday , Sep 19, 2007	Thursday , Sep 20, 2007	Friday , Sep 21, 2007	Saturday , Sep 22, 2007	Sunday , Sep 23, 2007	Monday , Sep 24, 2007	Tuesday , Sep 25, 2007	Wednesday , Sep 26, 2007	Thursday , Sep 27, 2007	Friday , Sep 28, 2007
Regular	1		13.5		3.25	2.25	4	2.25	1.75								
Total Hours:			13.5		3.25	2.25	4	2.25	1.75								
Total Units:				0													

Total hours per day section.

Time In and Out

Earnings	Sunday , Sep 16, 2007	Monday , Sep 17, 2007	Tuesday , Sep 18, 2007	Wednesday , Sep 19, 2007	Thursday , Sep 20, 2007	Friday , Sep 21, 2007	Saturday , Sep 22, 2007	Sunday , Sep 23, 2007	Monday , Sep 24, 2007	Tuesday , Sep 25, 2007	Wednesday , Sep 26, 2007	Thursday , Sep 27, 2007	Friday , Sep 28, 2007
Regular	09:15 AM 12:30 PM	10:15 AM 12:30 PM	09:00 AM 01:00 PM	10:15 AM 12:30 PM	09:00 AM 10:45 AM								

Detail section of time in / out per day.

Comments

Date	Made by	Confidential	Comments
Oct 01, 2007 11:51 am	Marrieya Sallick	No	Worked September 14. Hours entered under Sunday

Optional comments section.

Routing Queue

Name	Action and Date
Marrieya Sallick	Originated Oct 01, 2007 11:49 am
David Martinez	Submitted Oct 01, 2007 01:34 pm
Thomas Galard	In the Queue
Nancy Santos	In the Queue

Click Submit at end of Pay Period to send Time for approval.

Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
	Sep 16, 2007	100.00		2136H	803	6401	70500				

Previous Menu Submit Previous Next

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Optional Comments section

https://apollo.stjohns.edu - Comments - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Personal Information **Employee** Finance

Search Go SITE MAP HELP EXIT

Comments

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

Employee: Marrieya 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:

Save Previous Menu

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

RELEASE: 7.2.1.1

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Final Step – re-enter PIN and Submit Time Sheet

Personal Information **Student Services & Financial Aid** **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

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.

PIN: **Enter PIN**

Click on Submit

RELEASE: 7.3 Powered by: 

Done Internet

start Opti... Orad... Inbo... Access db1 ... Certif... Time ... 10:01 AM

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