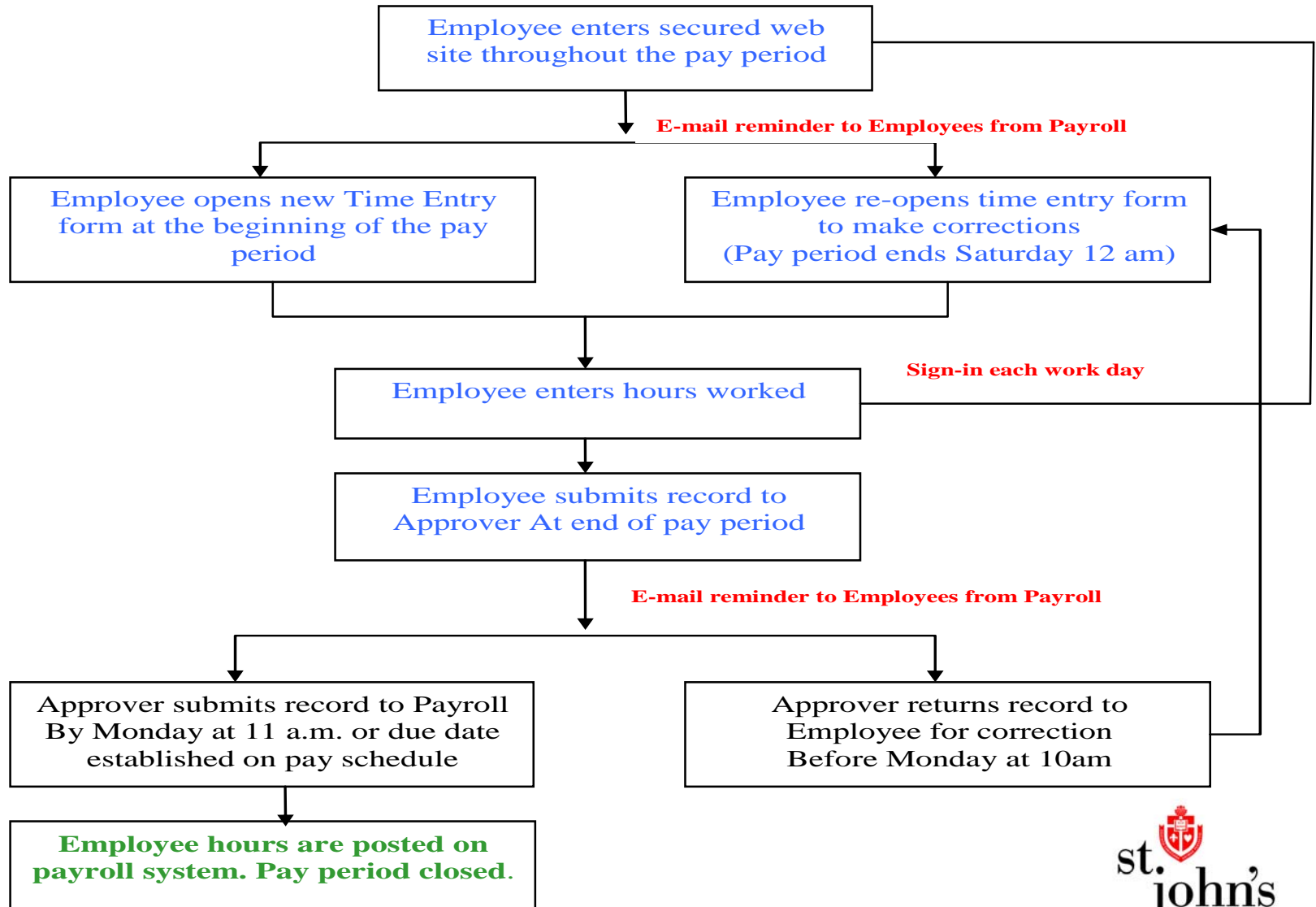


# WEB TIME SHEET FOR SUPERVISORS

# 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.
- Cost savings - elimination of paper, overtime, and manual checks.

# Process Flowchart



# 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.

# LOGIN PAGE

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


File Edit View Favorites Tools Help

HELP EXIT

## User Login

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### 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 displaying the 'Employee Main Menu' for St. John's University. The address bar shows the URL: [https://apollo.stjohns.edu/sjosis/twbkwbis.P\\_GenMenu?name=pmenu.P\\_MainMnu](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 and a 'Go' button. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area lists several menu items, including 'Employee Web Profile', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Time Off Current Balances and History', 'Time Sheet', 'Employee Events', 'Information Technology Menu', 'PFP Summary for Supervisors', 'Marketing & Communication Job Tracking', 'P & D Online', and 'Customer Service Menu'. A red arrow points to the 'Time Sheet' link with the text 'Click on Time Sheet'. At the bottom of the page, it says 'RELEASE: 7.3.1' and 'Powered by VeriSign'. The Windows taskbar at the bottom shows the Start button and several open applications, including Internet Explorer, Microsoft Office Word, and Microsoft Office Excel. The system clock shows the time as 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](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... 1:38 PM

# Approver / Supervisor Process

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

Address: https://apollo.stjohns.edu/sjusstais/bwptais.P\_SelectTimeSheetRoll

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 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
Act as Superuser:	<input type="checkbox"/>

[Select]

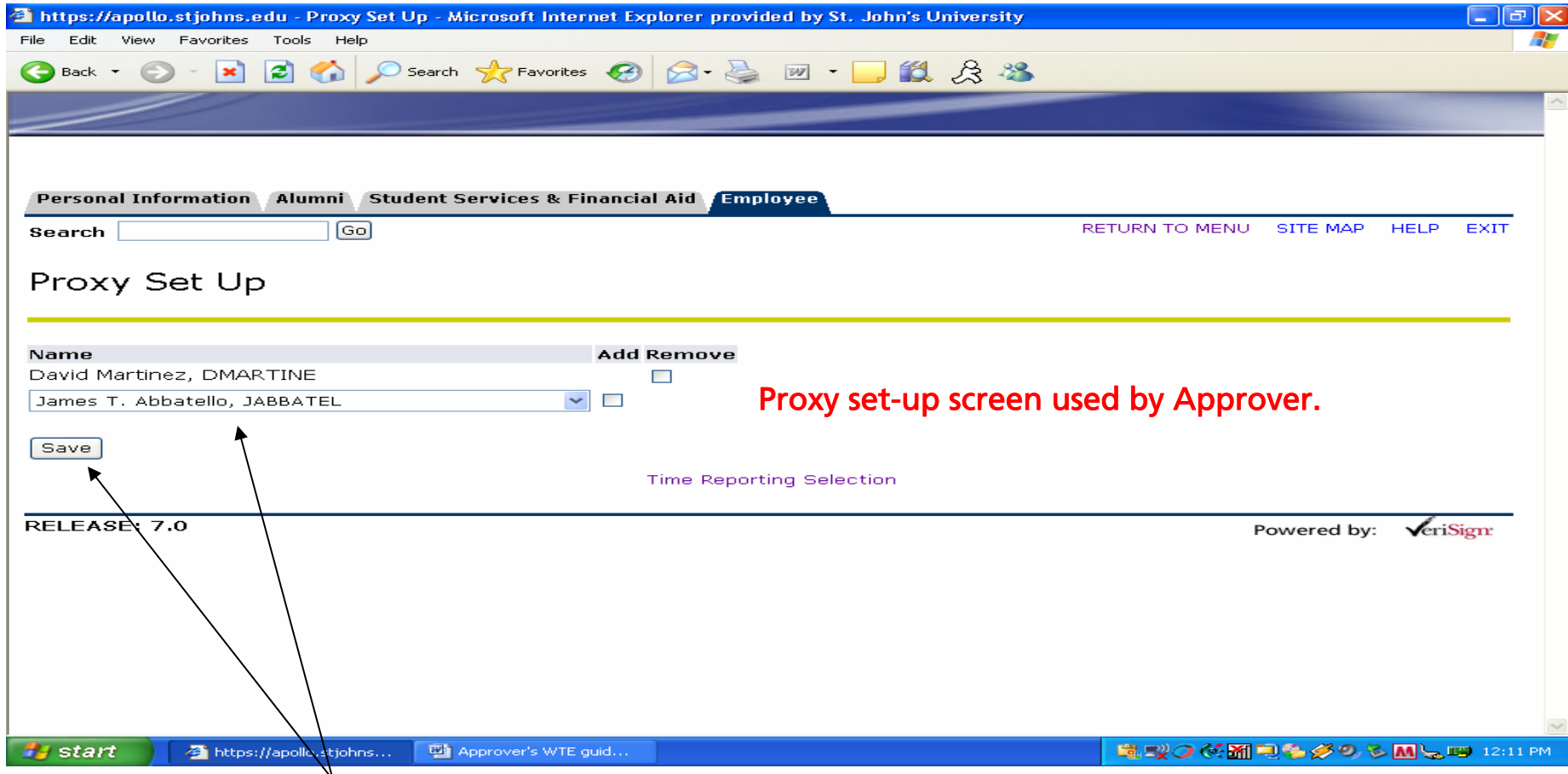
Proxy Set Up

RELEASE: 7.0 Powered by: VeriSign

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

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

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Taskbar

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

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

## Selection

Click the button under COA/Organization to select an organization and choose the Pay ID/Pay Period. Determine the Sort Order and then click **Select**.

## Time Sheet

Department and Description	My Choice	Pay Period
9, 260, Human Resource Total	<input checked="" type="radio"/>	BW, Sep 02, 2007 to Sep 15, 2007
9, 261, Human Resources	<input type="radio"/>	BW, Jan 21, 2007 to Feb 03, 2007

## Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

← Click on Select to view time sheets

RELEASE: 7.0 Powered by: VeriSign

start https://apollo.stjohns... Approver's WTE guid... 12:13 PM

# Review Status and Approve Time Sheet

Summary - Microsoft Internet Explorer provided by St. John's University  
Address: https://apollo.stjohns.edu/sjusis/bwpktais.P\_ProcSelectApproverAction

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

**COA:** 9, St. John's University  
**Department:** 260, Human Resource Total  
**Pay Period:** Sep 30, 2007 to Oct 13, 2007  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Oct 15, 2007, 03:00 P.M.

Select New Department    Select All, Approve or FYI    Reset    Save

Pending ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
X0:	9 Debra A. Meade S02022 - 00	Acknowledge	70.00	.00		<input type="checkbox"/>		

In Progress ID	Name and Position	Total Hours	Total Units	Other Information
X01:	Rose A. Costales S02950 - 00	78.25	.00	Comments
X01:	Liauty E Elle S01969 - 00	16.50	.00	
X00:	Krimhilde G. Vogelmann S02023 - 00	91.50	.00	Comments

Not Started ID	Name and Position	Other Information
X01:	Maleeha Aftab S01969 - 02	
X0:.....	Elizabeth J. Arruda S01969 - 00	
X016R:	Alike I. Carrington-Fuller	

Approve on or before end of Pay Period

To Approve Check box and Click Save

Click on name to view actual Time Sheet

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



# View of Web Time Sheet

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

Address: [https://apollo.stjohns.edu/sjosis/bwpktais.P\\_ProcDeleteAppr](https://apollo.stjohns.edu/sjosis/bwpktais.P_ProcDeleteAppr)

## Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

**Employee ID and Name:** X01 Debra A. Meade  
**Title:** S02022-00 Faculty Records Assistant III  
**Department and Description:** 9 260 Human Resource Total  
**Transaction Status:** Pending

*Routing Queue | Account Distribution*

### Time Sheet

Earnings	Shift	Special Rate	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	Sunday , Oct 07, 2007	Monday , Oct 08, 2007	Tuesday , Oct 09, 2007	Wednesday , Oct 10, 2007
Regular	1		63			7	7	7	7	7					7
Holiday	1		7										7		
<b>Total Hours:</b>			70			7	7	7	7	7			7		7
<b>Total Units:</b>				0											

### Routing Queue

Name	Action and Date
Debra A. Meade	Originated Oct 04, 2007 09:39 am
Debra A. Meade	Submitted Oct 10, 2007 10:14 am
David Martinez	Pending
Richard J. Geraci	Pending

### Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Sep 30, 2007		100.00		1110	261	6252	41000				

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.