The College of Saint Rose PASSION. KNOWLEDGE. PURPOSE.

WEB TIME ENTRY HANDBOOK FOR WORK STUDY EMPLOYEES

Welcome to Web Time Entry!

The Web Time Entry system allows you to log onto the secure website and enter the hours that you have worked for a specific pay period. Your hours are then approved online by your supervisor and sent electronically to Payroll for processing.

This handbook outlines how to go about entering the time you worked via web time entry.

If you have any questions, please call or email:

Antonia Kananis, Accountant

ext. 2820

kananisa@strose.edu

or

Christina A. Slezak, Accountant

ext. 5147

slezakc@strose.edu

Thank you!

Login into Web Time Entry Through Self Service

Access Self Service by signing onto the internet and going to

https://bannerweb.strose.edu/

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A guide to the services available on the web for Saint Rose students and faculty, and instructions for nav	vigating the Self-Servic	e	=
(secure) area.			
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The College of Saint Rose Web Administrative Information Services are available from 6:00 AM to 1:00	AM, seven days a wee	k.	
Access to these services is intended for authorized students, faculty, and staff who wish to view personal perform administrative functions related to course registration, grading, transcripts, financial aid, and ac	ccount status.	÷	
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Course Listing			
See information on current course offerings by term.			
Catalog Course Descriptions			
See all courses offered at The College of Saint Rose. Full descriptions are included for those courses listed Please Note: Undergraduate (100-400) and Graduate courses (500-600) are contained in the same cata	l in the current catalog dog.	s.	-
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Click on Login to Secure Area

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	Your Saint Rose ID is your User ID. If you do not know your Saint Rose ID, click here.							
	When you are finished, please Exit and close your browser to protect your privacy.							
	If you need assistance logging in, please contact the appropriate office. Students: Student Solution Center (518)458-5464 weekdays between 8:30 a.m. and 6:00 p.m.							
	Faculty: Registrar's Office (518)454-5211 weekdays between 8:30 a.m. and 6:00 p.m.							
	Alumni: Office of Alumni Relations and Annual Giving (518)454-5105 weekdays between 8:30am and 5:	00pm						
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Key in User ID and PIN

When you have reached this screen key in your User ID (which is printed on your ID card), and then your PIN.

If it is the first time you are signing in then your PIN would be your date of birth.

(ex. 010175).

Once you have keyed that in and hit Login it will ask you to change your pin to a new six digit number.

*If you have forgotten your PIN or your need to reset it please contact the Human Resources office at ext 5138

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Click on Employee Information

Either click on Employee Information from the main screen or click on the employee information tab at the top right hand corner of the screen.

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Click on Time Sheet

To begin to enter the time that you worked for a particular pay period you need to click on

Time Sheet as shown above.

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Select the Pay Period and Status

At this screen you want to select the current pay period so that you can key in the time that you worked. Once you have done that click on the Time Sheet button.

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Entering Hours Worked

To enter the hours worked for the pay period, go under the day in which you wish to key in the hours and click on

Enter Hours.

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Entering Your In and Out Times

To enter in the time that you worked for the day you have to key in the hour that you came in and the hour that you left. If you happen to come back to work after your last out time you would just enter your new start time under the one you had originally keyed in.

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After keying in your Time In and Time Out you need to go to the bottom of the screen and click on Save. Once you have done that Web Time Entry will then calculate the hours keyed in and register them under Total Hours.

Click the Time Sheet Button to go back and select another day you worked in the pay period.

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All hours need to be keyed in 15 minute increments. Make sure to review all your In and Out Times before selecting the Save button.

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Once you have completed filling out your Web Time Entry Timesheet for the pay period go back to the main timesheet screen so that you can view all the hours that you keyed in to make sure that you are not missing any days.

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Submitting Timesheet for Approval

Once you have finished reviewing your timesheet and you want to submit it to your supervisor for approval you want to go the bottom of the screen shown above and click on the button Submit for Approval.

After Clicking in the Submit for Approval button you will be sent to the following screen in which it prompts you to key in your Pin#. Once you have done so click on Submit.

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Your pin number is the same six digit number you would use when you log into the secure site.

After keying in your Pin# and clicking on Submit it will bring you back to the main timesheet screen.

Note that on this screen at the top of the page it indicates

A Your Time Sheet Was Submitted Successfully.

Also at the bottom of the page it now shows that you submitted it for approval and on the date it was submitted, as well as indicating that it is waiting for approval from your supervisor.

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Once you have submitted your timesheet for approval your supervisor will be sent the email below advising them they need to log in and approve your timesheet.

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If you sign back into the secure site you will see that the status of your timesheet says pending. It will remain at the status of pending until your supervisor has approved your time.

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Log into the secure site before the deadline for your timesheet to make sure the status of your timesheet has changed to Approved. If the status hasn't changed you will need to contact your supervisor.

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You have now successfully keyed in your hours via Web Time Entry!