

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

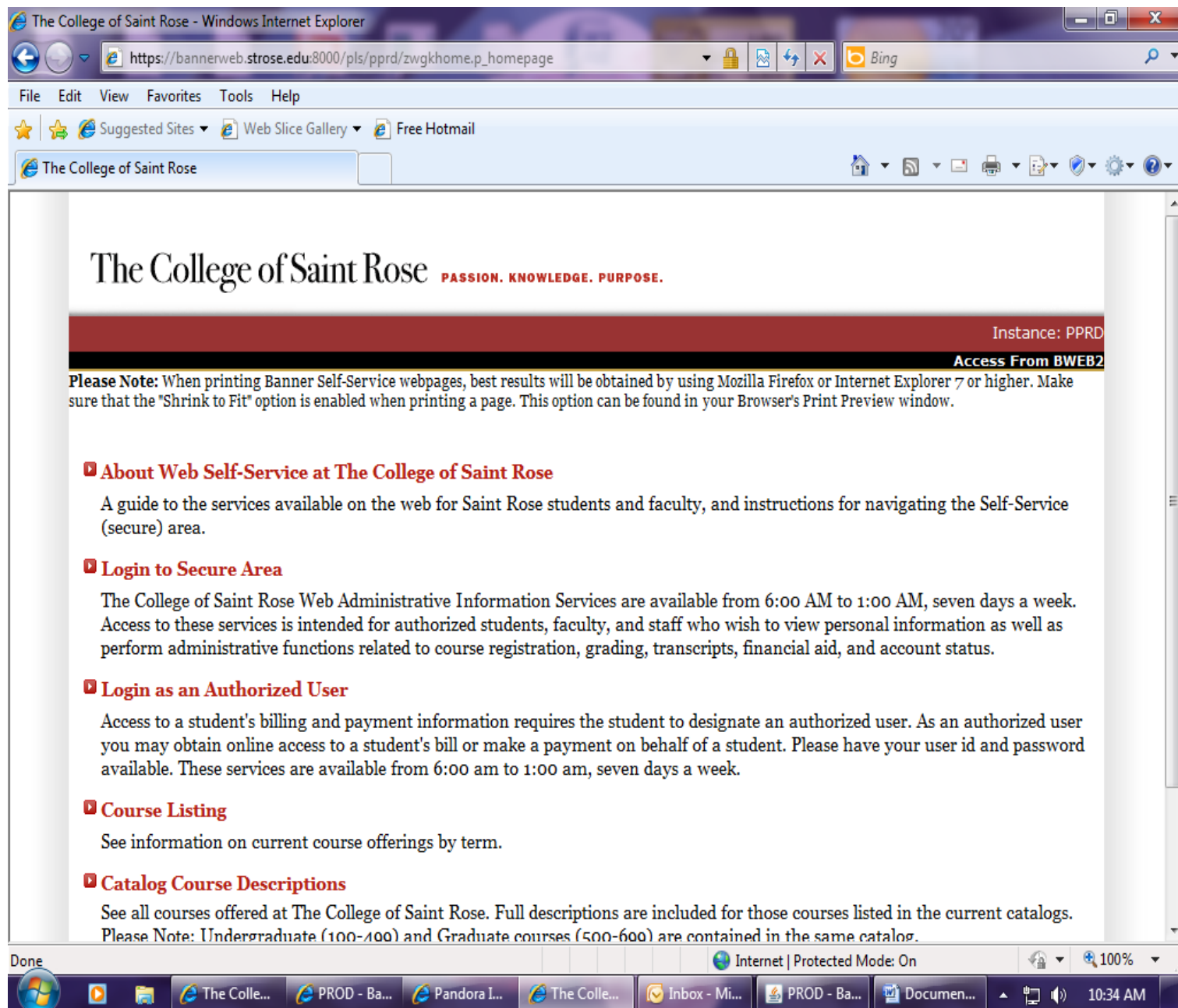
slezakc@strose.edu

Thank you!

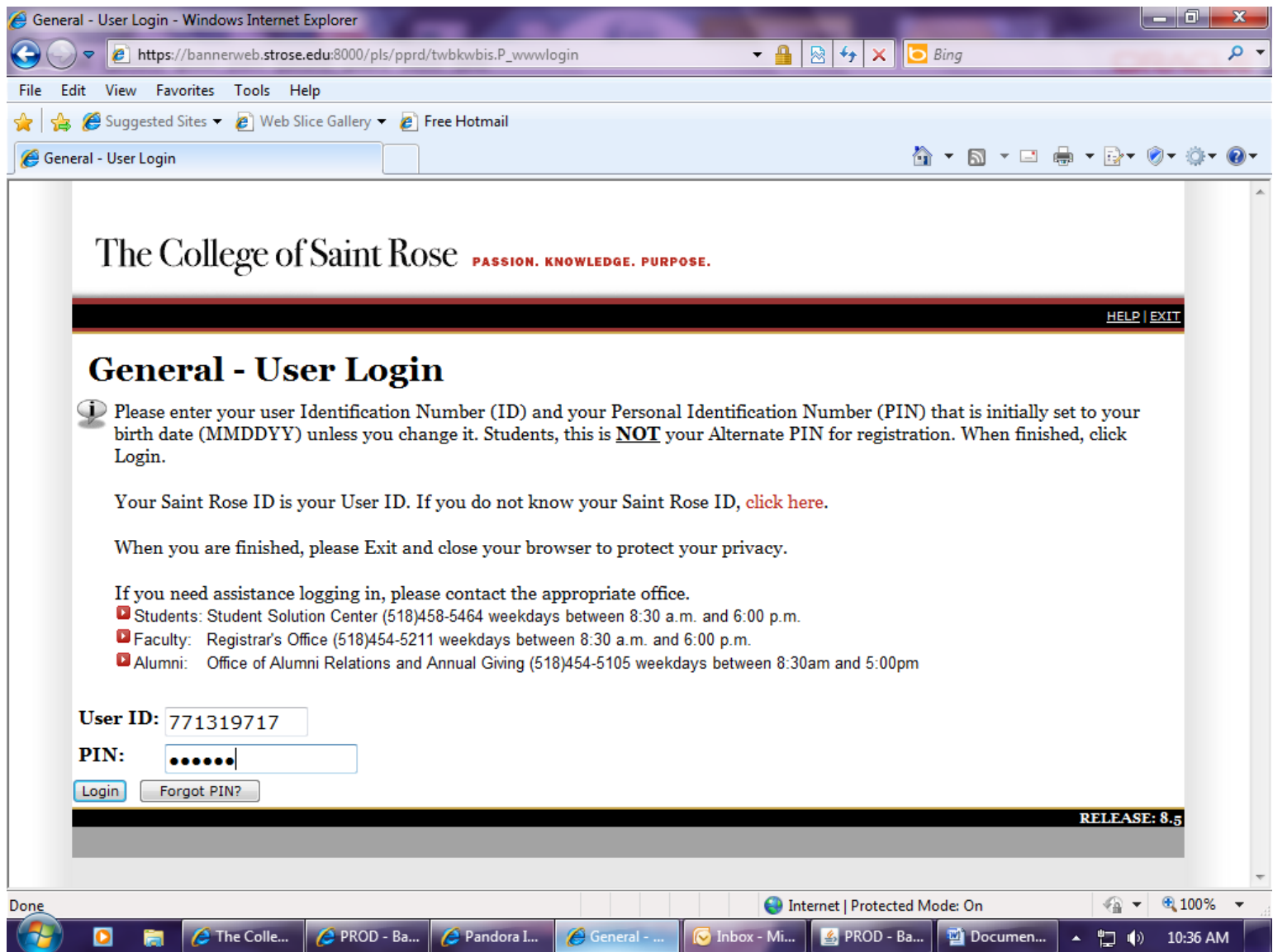
Login into Web Time Entry Through Self Service

Access Self Service by signing onto the internet and going to

https://bannerweb.strose.edu/



Click on Login to Secure Area



Key in User ID and PIN

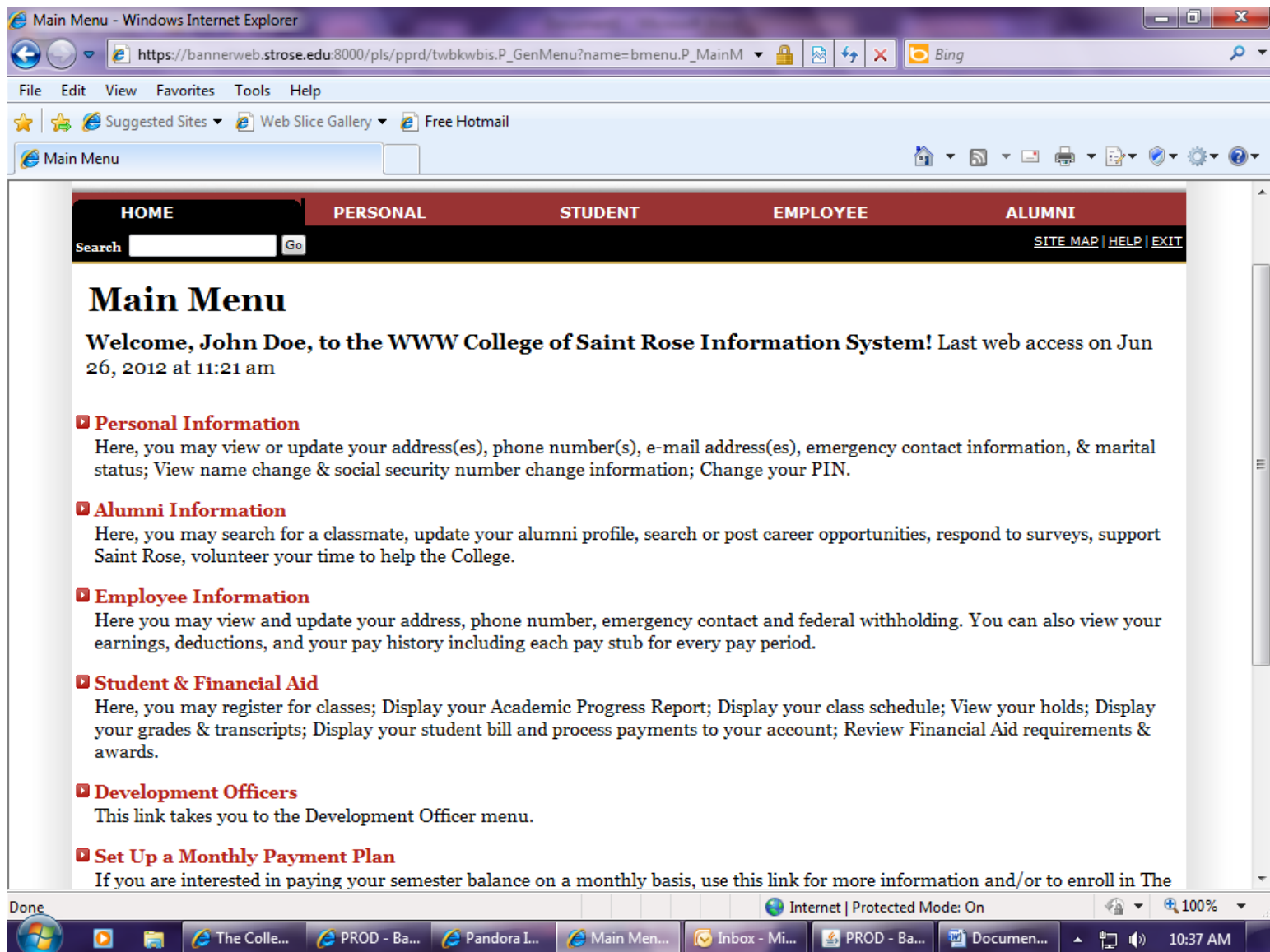
When you have reached this screen key in your User ID (which is printed on your ID card), and then your PIN.

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

(ex. 010175).

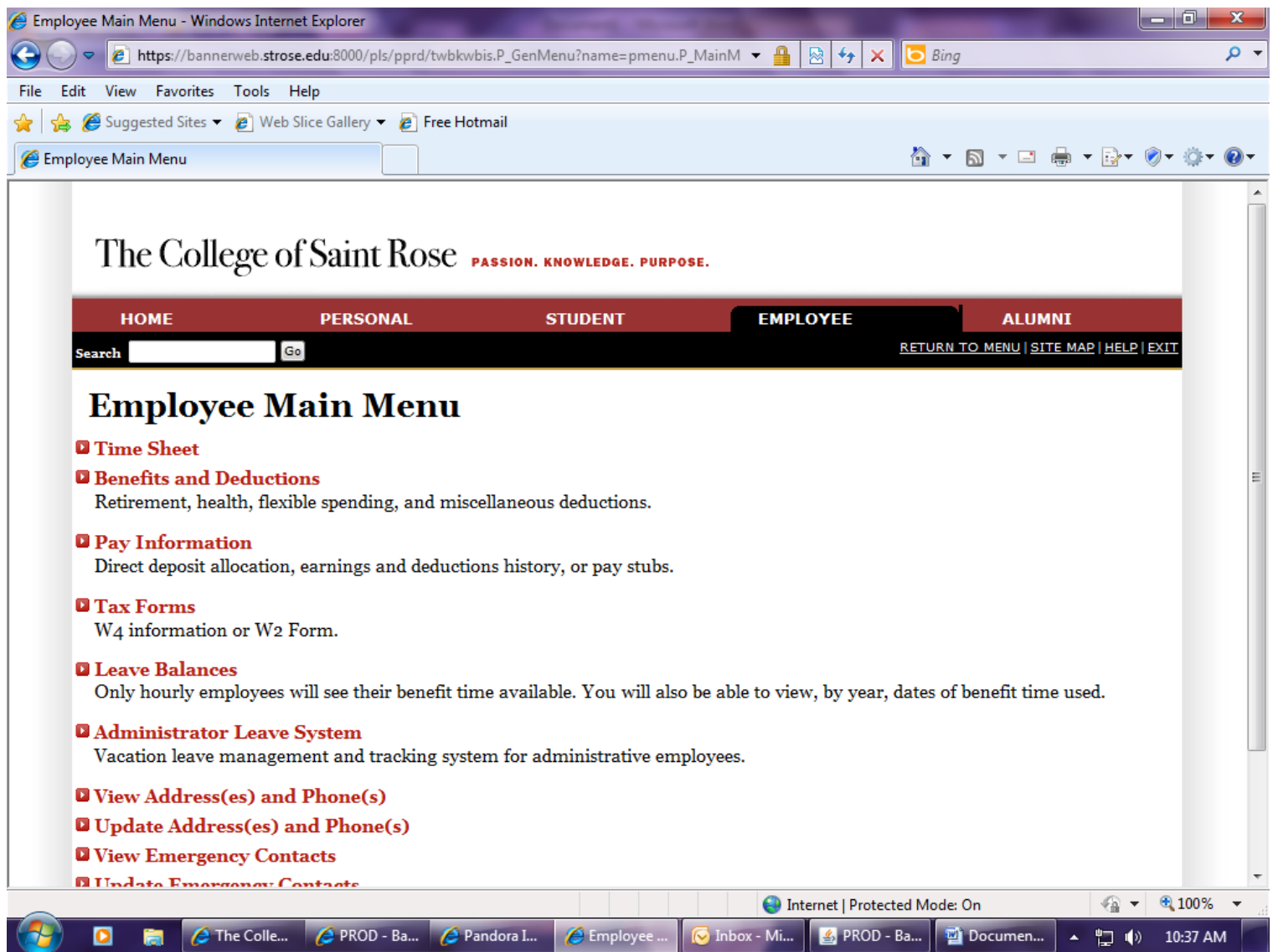
Once you have keyed that in and hit Login it will ask you to change your pin to a new six digit number.

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



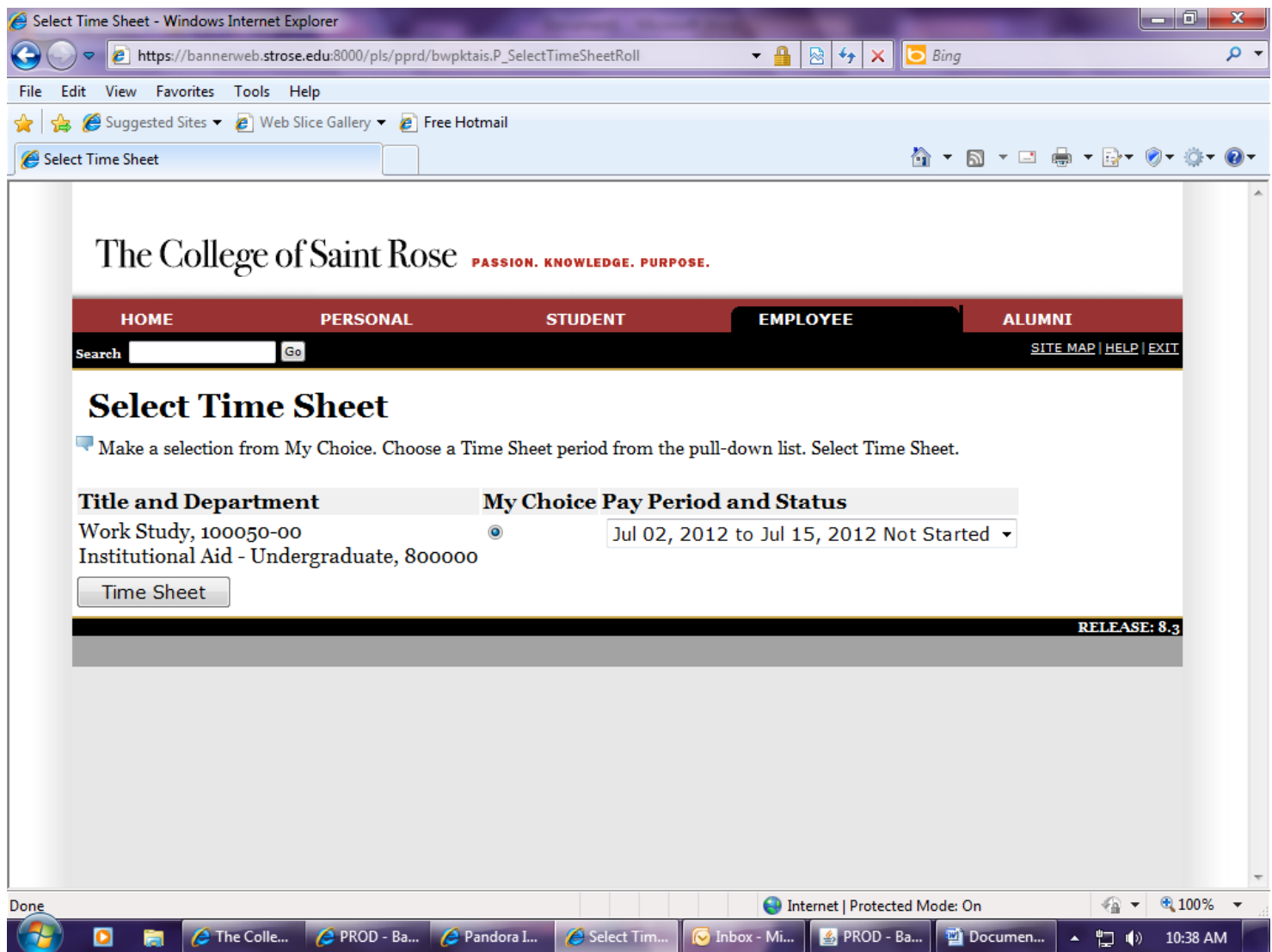
Click on Employee Information

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.



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.



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.

Time Sheet - Windows Internet Explorer

https://bannerweb.strose.edu:8000/pls/pprd/bwvpkteis.P_SelectTimeSheetDriver

File Edit View Favorites Tools Help

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Time Sheet

HOME PERSONAL STUDENT **EMPLOYEE** ALUMNI

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Time Sheet

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

Time Sheet

Title and Number: Work Study -- 100050-00

Department and Number: Institutional Aid - Undergraduate -- 800000

Time Sheet Period: Jul 02, 2012 to Jul 15, 2012

Submit By Date: Jul 16, 2012 by 04:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 02, 2012	Tuesday Jul 03, 2012	Wednesday Jul 04, 2012	Thursday Jul 05, 2012	Friday Jul 06, 2012	Saturday Jul 07, 2012	Sunday Jul 08, 2012
College Work Study	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

Submitted for Approval By:

Approved By:

Done Internet | Protected Mode: On 100%

The Colle... PROD - Ba... Pandora I... Time Shee... Inbox - Mi... PROD - Ba... Documen...

10:38 AM

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.

Time In Out page - Windows Internet Explorer

https://bannerweb.stroze.edu:8000/pls/pprd/bwpkteci.P_TimeInOut?JobsSeqNo=8962&LastC

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Time In Out page

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Time In Out page

Enter time at 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, Jul 02, 2012
Earnings Code: College Work Study

Shift	Time In	Time Out	Total Hours
1	10:00 AM	2:00 PM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
			0

Time Sheet Next Day

Add New Line Save Copy Delete

RELEASE: 8.6

Internet | Protected Mode: On 100%

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10:39 AM

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.

Time In Out page - Windows Internet Explorer

https://bannerweb.strose.edu:8000/pls/pprd/bwpkteci.P_UpdateTimeInOut

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Time In Out page

Time In Out page

Enter time at 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, Jul 02, 2012

Earnings Code: College Work Study

Shift	Time In	Time Out	Total Hours
1	10:00 AM	02:00 PM	4
1			0
1			0
1			0
1			0
			4

Time Sheet Next Day

Add New Line Save Copy Delete

Account Distribution

Earnings Code	Shift Hours
College Work Study 1	4

Account Distribution

RELEASE: 8.6

Done Internet | Protected Mode: On 100% 10:39 AM

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.

Time In Out page - Windows Internet Explorer

https://bannerweb.strose.edu:8000/pls/pprd/bwpkteci.P_TimeInOut?JobsSeqNo=8962&LastE...

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Time In Out page

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Time In Out page

Enter time at 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: Thursday, Jul 05, 2012
Earnings Code: College Work Study

Shift	Time In		Time Out		Total Hours
1	8:00	AM	10:45	AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					0

RELEASE: 8.6

Done Internet | Protected Mode: On 100%

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10:40 AM

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.

Time In Out page - Windows Internet Explorer

https://bannerweb.strose.edu:8000/pls/pprd/bwpkteci.P_UpdateTimeInOut

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Time In Out page

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Time In Out page

Enter time at 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: Thursday, Jul 05, 2012
Earnings Code: College Work Study

Shift	Time In	Time Out	Total Hours
1	08:00 AM	10:45 AM	2.75
1			0
1			0
1			0
1			0
			2.75

Time Sheet Previous Day Next Day

Done Internet | Protected Mode: On 100% 10:40 AM

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.

Time Sheet - Windows Internet Explorer

https://bannerweb.strose.edu:8000/pls/pprd/bwpkteci.P_UpdateTimeInOut

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Time Sheet

Time Sheet

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

Time Sheet

Title and Number: Work Study -- 100050-00

Department and Number: Institutional Aid - Undergraduate -- 800000

Time Sheet Period: Jul 02, 2012 to Jul 15, 2012

Submit By Date: Jul 16, 2012 by 04:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 02, 2012	Tuesday Jul 03, 2012	Wednesday Jul 04, 2012	Thursday Jul 05, 2012	Friday Jul 06, 2012	Saturday Jul 07, 2012	Sunday Jul 08, 2012
College Work Study	1	0	6.75		4	Enter Hours	Enter Hours	2.75	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6.75		4	0	0	2.75	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.6

Done Internet | Protected Mode: On 100% 10:40 AM

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.

Certification Web page - Windows Internet Explorer

https://bannerweb.strose.edu:8000/pls/pprd/bwpktetm.P_TimeSheetButtonsDriver

File Edit View Favorites Tools Help

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Certification Web page

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Certification Web page

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.

PIN:

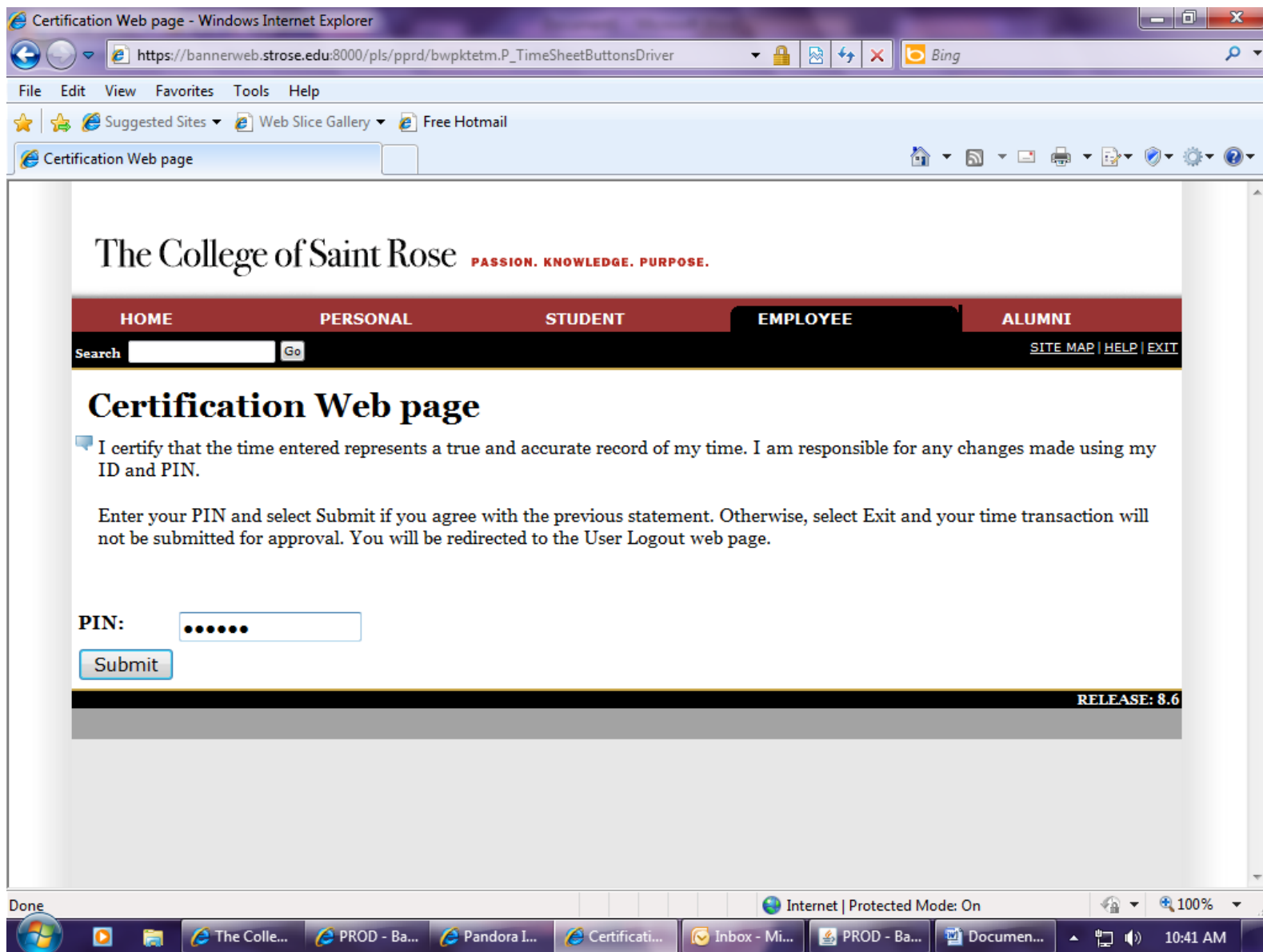
RELEASE: 8.6

Done

Internet | Protected Mode: On 100%

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10:40 AM



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



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.

Time Sheet - Windows Internet Explorer

https://bannerweb.strose.edu:8000/pls/pprd/bwvptesb.P_CertificationDriver

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery Free Hotmail

Time Sheet

Time Sheet

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

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Work Study -- 100050-00
Department and Number: Institutional Aid - Undergraduate -- 800000
Time Sheet Period: Jul 02, 2012 to Jul 15, 2012
Submit By Date: Jul 16, 2012 by 04:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 02, 2012	Tuesday Jul 03, 2012	Wednesday Jul 04, 2012	Thursday Jul 05, 2012	Friday Jul 06, 2012	Saturday Jul 07, 2012	Sunday Jul 08, 2012
College Work Study	1	0	6.75		4	Enter Hours	Enter Hours	2.75	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6.75		4	0	0	2.75	0	0	0
Total Units:				0	0	0	0	0	0	0	0

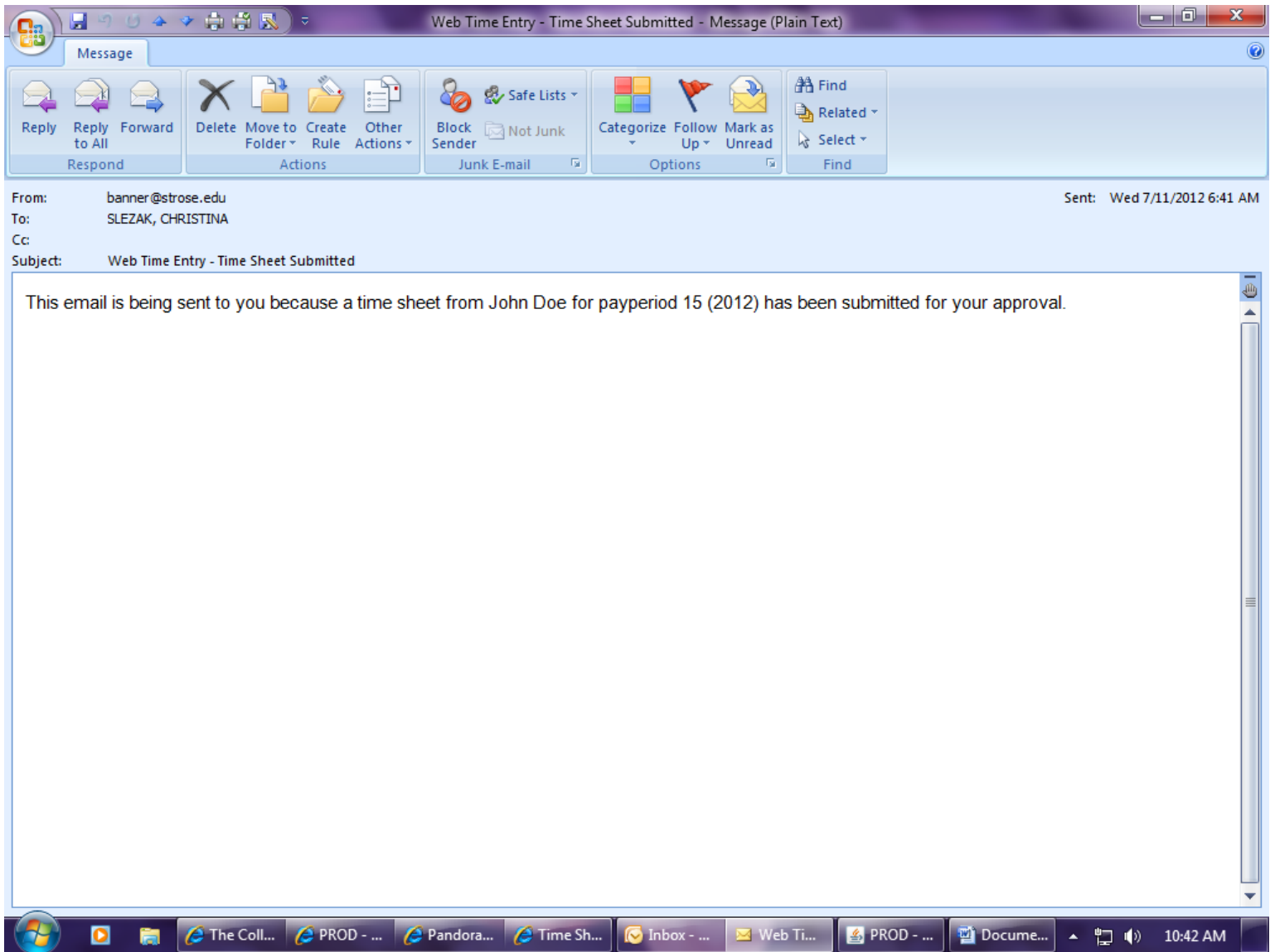
Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jul 11, 2012
Approved By:
Waiting for Approval From: Christina Slezak

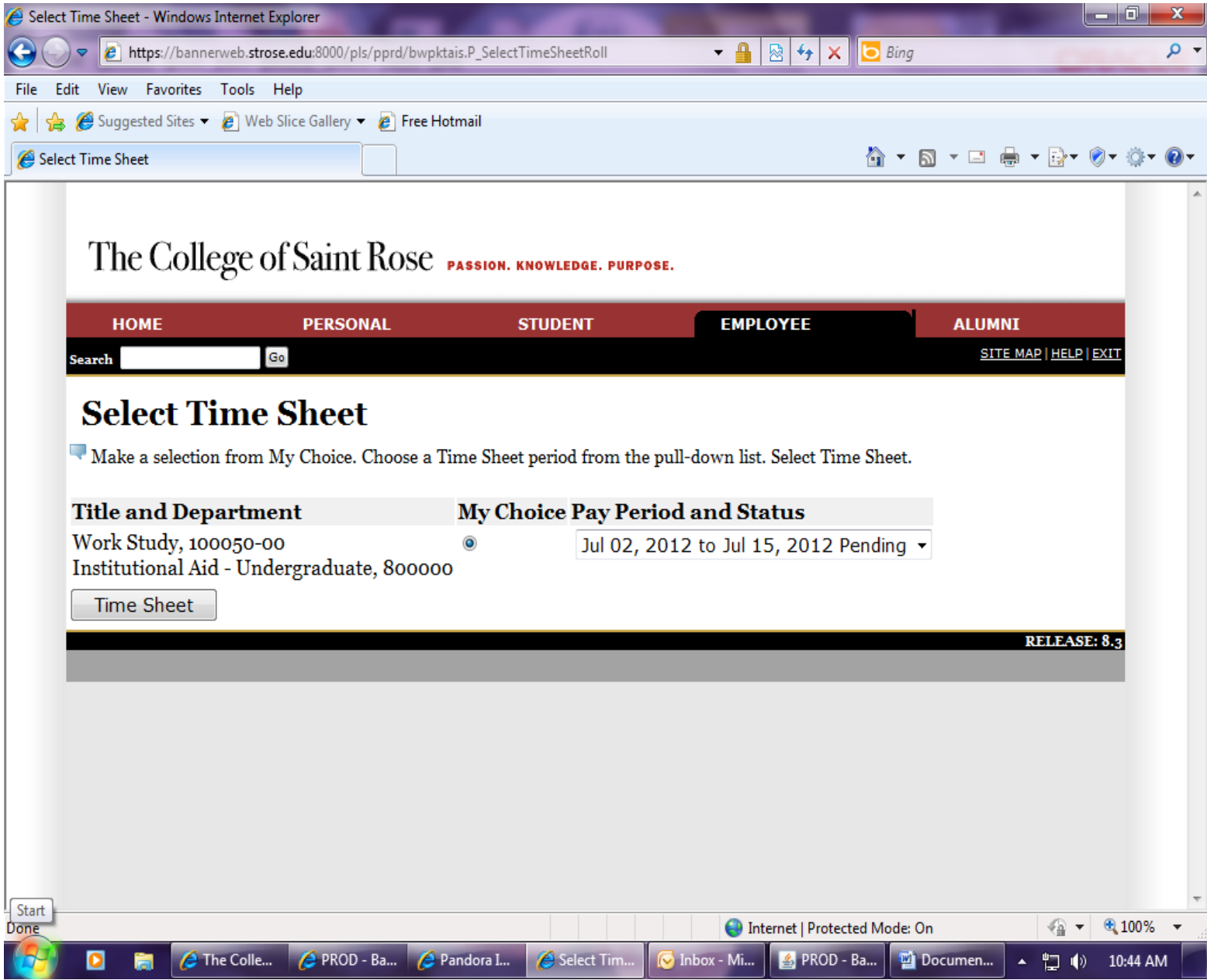
Internet | Protected Mode: On 100%

The Colle... PROD - Ba... Pandora L... Time Shee... Inbox - Mi... PROD - Ba... Documen... 10:41 AM

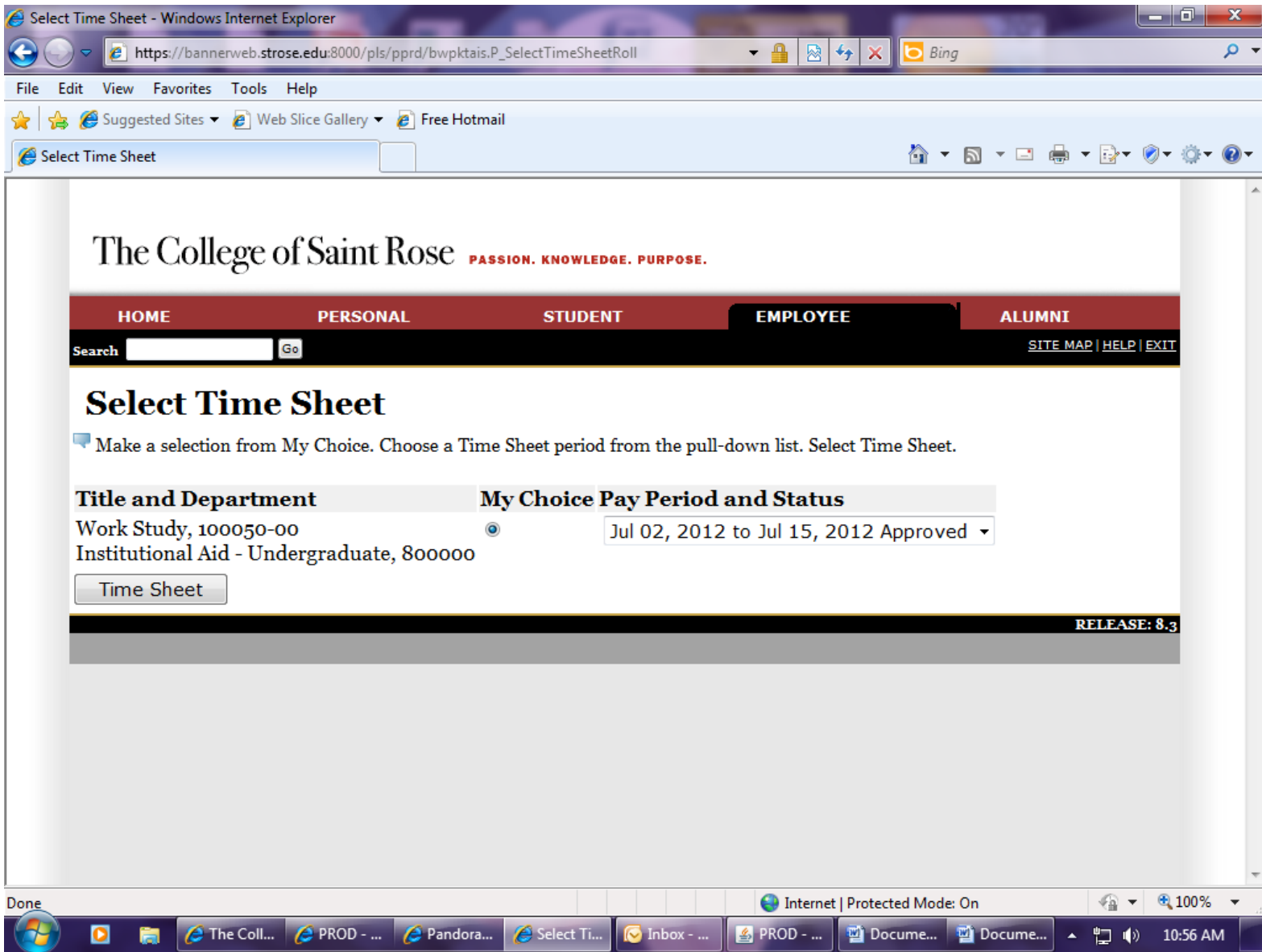
Once you have submitted your timesheet for approval your supervisor will be sent the email below advising them they need to log in and approve your timesheet.



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.



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.



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