<u>Federal Work Study Students</u>

Instructions on How to Use Self Service Web Time Entry

Introduction
Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets. The Web Time Entry system will allow you to log into a secure website and enter the hours online from any computer with access to the Internet. Your time is then approved online by your supervisor and sent electronically to Payroll for processing.

Timeframes and Deadlines
In order to be paid each pay period it is critical that you submit your timesheet by the deadline. You are responsible for submitting your electronic timesheets to your supervisor. Without a timesheet, the supervisor is unable to approve your time and without the supervisor's or their proxy's approval, your paycheck may be delayed.

Please refer to the Federal Work Study – Bi-Weekly Payroll Schedule for payroll start and end times. In order for your supervisor to approve your time sheet by noon on Monday, please complete before end of day Sunday.

Access through U-Online

Log into your U-Online account

SELECT Employee Services:

Time Sheet Web Time Entry Instructions

1. Click **Time Sheet** to enter time worked.

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Employee Services Menu

Click →

Time Sheet
- Pay Information
  Pay statements, earnings and deductions history, direct deposit accounts.
- Benefits and Deductions
  View your current benefit and / or deduction information.
- Tax Information
  W4 Tax Withholding, W2 Earnings.
- HR/Payroll Downloadable Forms and Policies
  Links directly to the UNE HR/Payroll forms and policies.
- Leave Balances
  Check your leave balances and leave time used.

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2. **Choose the Time Sheet Period** that you would like to enter your time worked.
   Then click **Time Sheet**.

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Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Federal Workstudy Student, 009999-00 Financial Aid Gov't/State Grant, 7230	⦿	Feb 29, 2016 to Mar 13, 2016 In Progress ▾

[Time Sheet]

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Time Sheet Web Time Entry Instructions

3. Click on **Enter Hours** below the correct day and date on the first line for **Work Study Students**

Time and Leave Reporting

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: Federal Workstudy Student -- 009999-00
Department and Number: Financial Aid Gov't/State Grant -- 7230
Time Sheet Period: Feb 29, 2016 to Mar 13, 2016
Submit By Date: Mar 14, 2016 by 12:01 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 07, 2016	Tuesday Mar 08, 2016	Wednesday Mar 09, 2016	Thursday Mar 10, 2016	Friday Mar 11, 2016	Saturday Mar 12, 2016	Sunday Mar 13, 2016
Work Study Students	1	0	12		Enter Hours	Enter Hours	Enter Hours	4	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt (Spec Rate)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt-OT Academic Yr	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			12		0	0	0	4	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Previous] [Return Time]

4. **Enter** the total number of hours worked that day in the box next to **Hours:**

https://ssb1.une.edu:4443/pls/prod/bwpktetm.P_EnterTimeSheet?JobsSeqNo=35&Type

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Time and Leave Reporting

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: Federal Workstudy Student -- 009999-00
Department and Number: Financial Aid Gov't/State Grant -- 7230
Time Sheet Period: Feb 29, 2016 to Mar 13, 2016
Submit By Date: Mar 14, 2016 by 12:01 AM
Earning: Work Study Students
Date: Mar 10, 2016
Shift: [1]
Hours: [4]

[Save] [Copy] [Account Distribution]

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 07, 2016	Tuesday Mar 08, 2016	Wednesday Mar 09, 2016	Thursday Mar 10, 2016	Friday Mar 11, 2016	Saturday Mar 12, 2016	Sunday Mar 13, 2016
Work Study Students	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt (Spec Rate)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt-OT Academic Yr	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Previous]

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

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Time Sheet Web Time Entry Instructions

5. Click **Save.** To clear all hours and start over click **Restart.**

Time and Leave Reporting

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: Federal Workstudy Student -- 009999-00
Department and Number: Financial Aid Gov't/State Grant -- 7230
Time Sheet Period: Feb 29, 2016 to Mar 13, 2016
Submit By Date: Mar 14, 2016 by 12:01 AM
Earning: Work Study Students
Date: Mar 10, 2016
Shift: 1
Hours: 4

[Save] [Copy] [Account Distribution]

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 07, 2016	Tuesday Mar 08, 2016	Wednesday Mar 09, 2016	Thursday Mar 10, 2016	Friday Mar 11, 2016	Saturday Mar 12, 2016	Sunday Mar 13, 2016
Work Study Students	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt (Spec Rate)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt-OT Academic Yr	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Previous]

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Waiting for Approval From:

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6. **Click "Next"** to input time for Week 2.

Time and Leave Reporting

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: Federal Workstudy Student -- 009999-00
Department and Number: Financial Aid Gov't/State Grant -- 7230
Time Sheet Period: Feb 29, 2016 to Mar 13, 2016
Submit By Date: Mar 14, 2016 by 12:01 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Feb 29, 2016	Tuesday Mar 01, 2016	Wednesday Mar 02, 2016	Thursday Mar 03, 2016	Friday Mar 04, 2016	Saturday Mar 05, 2016	Sunday Mar 06, 2016
Work Study Students	1	0	15		3	Enter Hours	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt (Spec Rate)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt-OT Academic Yr	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			15		3	0	3	0	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:

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7. **Click "Previous"** to go back to Week 1.

8. Click **Preview** before submitting time for approval.

Time and Leave Reporting

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:			Federal Workstudy Student -- 009999-00		
Department and Number:			Financial Aid Gov't/State Grant -- 7230		
Time Sheet Period:			Feb 29, 2016 to Mar 13, 2016		
Submit By Date:			Mar 14, 2016 by 12:01 AM		

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 07, 2016	Tuesday Mar 08, 2016	Wednesday Mar 09, 2016	Thursday Mar 10, 2016	Friday Mar 11, 2016	Saturday Mar 12, 2016	Sunday Mar 13, 2016
Work Study Students	1	0	12		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt (Spec Rate)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CWS FICA Exempt-OT Academic Yr	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			12		0	0	0	4	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Previous] [Return Time]

Time Sheet Web Time Entry Instructions

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9. After you verify your hours, click **Previous Menu**.

10. Click on **Submit for Approval** for your supervisor to approve your timesheet.

Time Sheet Web Time Entry Instructions

11. Sign-off on your timesheet electronically by entering your U-Online password & click **Submit**.

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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.

Password: [_____]

[Submit]

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