

# Federal Work Study Students

## 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:

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**Welcome Tanner J. McLaughlin to the University of New England Online Information Service!**

Last web access on Nov 10, 2015 at 02:09 pm

**Personal Information and Settings**  
View/update your address, phone, and emergency contact information; View instructions for changing your name, marital status, and Social Security Number; Change your PIN and security question/answer; Check out the surveys!

**Student Services**  
Register, add, and drop classes; Display your class schedule; Display your grades & transcripts; View on-campus housing assignment information.

**Student Financial Services**  
Manage your bills; View your 1098-T; Check the status of your financial aid Application Materials; Review your financial aid Award Information.

**Employee Services**  
View your pay, position information, benefits, deductions, and leave time.

**Applicant Services**

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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**

Federal Workstudy Student, 009999-00  
Financial Aid Gov't/State Grant, 7230

**My Choice Pay Period and Status**

Feb 29, 2016 to Mar 13, 2016 In Progress

Time Sheet

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3. Click on **Enter Hours** below the correct Mar 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         |
| <b>Total Hours:</b>            |       |                        | 12          |             | 0                   | 0                    | 0                      | 4                     | 0                   | 0                     | 0                   |
| <b>Total Units:</b>            |       |                        |             | 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:**

Browser address bar: https://ssb1.une.edu:4443/pls/prod/bwplktetm\_P\_EnterTimeSheet?JobsSeqNo=35&TypeF...  
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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         |
| <b>Total Hours:</b>            |       |                        | 8           |             | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |
| <b>Total Units:</b>            |       |                        |             | 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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5. Click **Save**. To clear all hours and start over click **Restart**.

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           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
| CWS FICA Exempt (Spec Rate)    | 1     | 0                      | 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           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
| Regular Pay                    | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
| <b>Total Hours:</b>            |       |                        | 8           | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |
| <b>Total Units:</b>            |       |                        | 0           | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |

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6. Click **“Next”** to input time for Week 2.

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 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          | 0           | 3                   | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
| CWS FICA Exempt (Spec Rate)    | 1     | 0                      | 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           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
| Regular Pay                    | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
| <b>Total Hours:</b>            |       |                        | 15          | 3           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |
| <b>Total Units:</b>            |       |                        | 0           | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |

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

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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                        | 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           | 15          |                     | 3                    | Enter Hours            | 3                     | 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         |
| <b>Total Hours:</b>            |       |                        | 15          |             |                     | 3                    | 0                      | 3                     | 3                   | 0                     | 0                   |
| <b>Total Units:</b>            |       |                        |             | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |

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

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         |
| <b>Total Hours:</b>            |       |                        | 12          |             | 0                   | 0                    | 0                      | 4                     | 0                   | 0                     | 0                   |
| <b>Total Units:</b>            |       |                        |             | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |

Position Selection Comments **Preview** Previous Return Time

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

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### Summary of Reported Time

Set your printer layout to Landscape before printing.

Josselyn Payson Financial Aid Gov't/State Grant, 7230  
Federal Workstudy Student, 009999-00

**Time Sheet**

| Earning Code        | Shift | 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 | 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     | 15          |             | 3                    |                       | 3                       |                        |                      |                        |                      | 3                    |                       | 3                       | 3                      |                      |                        |                      |
| <b>Total Hours:</b> |       | 15          |             | 3                    |                       | 3                       |                        |                      |                        |                      | 3                    |                       | 3                       | 3                      |                      |                        |                      |
| <b>Total Units:</b> |       |             | 0           |                      |                       |                         |                        |                      |                        |                      |                      |                       |                         |                        |                      |                        |                      |

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

https://ssb1.une.edu:4443/pls/prod/bwvplktem.P\_TimeSheetButtonsDriver

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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                        | 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                      | 15          |             | 3                   | Enter Hours          | Enter Hours            | 3                     | 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         |
| <b>Total Hours:</b>            |       |                        | 15          |             | 3                   | 0                    | 3                      | 3                     | 0                   | 0                     | 0                   |
| <b>Total Units:</b>            |       |                        |             | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |

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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:

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