Using Web Time Entry

Student Worker - Enter time with Web Time Entry:

1. Log into PirateNet
2. Under Working at SHU, go to your timesheet
3. Select the appropriate job and payperiod
4. Enter hours on the appropriate days and Save
    a. All current payperiod hours should be listed for Regular Pay-Student
    b. Can copy to additional days
    c. Can add comments, as needed
    d. To get to the second week, click Next
    e. To see a final view of the timesheet before submitting, click on Preview
5. Once complete with hours for both weeks, click Submit for Approval

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
Assoc Deans Office FWS, W2131A-00 Human Resources Office, 141311	⦿	Jun 05, 2015 to Jun 18, 2015 Not Started ∨

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Jun 05, 2015	Saturday Jun 06, 2015	Sunday Jun 07, 2015	Monday Jun 08, 2015	Tuesday Jun 09, 2015	Wednesday Jun 10, 2015	Thursday Jun 11, 2015
	Regular Pay - Student	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Adjustment	1		0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			0		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] [Next]

Earnings Code: Regular Pay - Student

Shift	Time In		Time Out		Total Hours
1	10:00	AM ∨	12:00	PM ∨	0
1		AM ∨		AM ∨	0
1		AM ∨		AM ∨	0
1		AM ∨		AM ∨	0
1		AM ∨		AM ∨	0
					0

Time Sheet	Previous Day	Next Day
Add New Line	Save	Copy	Delete

Student Worker - Copy hours:

1. To copy hours, follow the same steps to enter the first day's hours. Save
2. Click Copy and you will see a list of all the days in the payperiod
3. At the top, you'll see the date you already entered (in the example below, it's June 8, 2015, 2 hours)
4. Check the boxes for the days that have the same schedule as the original date
   a. For example, you may work the same schedule every Monday and Wednesday. Enter the first Monday and copy to the other days.
5. Click Copy – you will get a message that Your Hours Have Been Copied Successfully
6. Click on Time Sheet
   a. You can click Preview to see the full timesheet
7. Click Submit for Approval

Earnings Code: Regular Pay - Student
Date and Hours to Copy: Jun 08, 2015, 2 Hours
Copy from date displayed to end of the pay period: ☐
Include Saturdays: ☐
Include Sundays: ☐
Copy by date:

Friday Jun 05, 2015	Saturday Jun 06, 2015	Sunday Jun 07, 2015	Monday Jun 08, 2015	Tuesday Jun 09, 2015	Wednesday Jun 10, 2015	Thursday Jun 11, 2015
☐	☐	☐	☐	☐	☐	☐

Friday Jun 12, 2015	Saturday Jun 13, 2015	Sunday Jun 14, 2015	Monday Jun 15, 2015	Tuesday Jun 16, 2015	Wednesday Jun 17, 2015	Thursday Jun 18, 2015
☐	☐	☐	☐	☐	☐	☐

[Time Sheet] [Previous Menu] [Copy]

Supervisor - Enter time from a previous payperiod:

If a timesheet was missed and you were not paid (previously known as a Historical Edit in Kronos), you can enter time on the current timesheet by using the Missing Hours earn code on the timesheet.

1. On the first day of the timesheet (Friday), click on Units
    a. enter the total hours missed (i.e. 20 hours from a previous payperiod)
2. Save
3. Click on Comments
4. Add a comment outlining the days those hours were actually worked
5. Save Comments
6. Click Previous Menu
7. When timesheet is complete, click Submit for Approval

Earning:
Date:
Shift:
Units:

Adjustment
Jun 05, 2015
[1]
[|]

Comments

☐ Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Jun 15, 2015
Enter or Edit Comment: worked Monday through Friday, 10 am to 12 pm the weeks of May 4 and 11.

[Save] [Previous Menu]

Supervisor - Approve Timesheet:

1. Log into PirateNet
2. In Profile section, go to Human Resources section
3. Click on the link for Student Worker Timesheet Approval

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	⦿
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

[Select]

4. Choose Approve or Acknowledge Time and click on Select button
5. Select the appropriate payperiod
6. For easier navigation, use the default sort by employee status then by name

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
1, 141311, Human Resources Office	⦿	BW, Jun 05, 2015 to Jun 18, 2015 ⌄

Sort Order

	My Choice
Sort employees' records by Status then by Name:	⦿
Sort employees' records by Name:	○

Select

7. You will see the list of employees in your department by status. Timesheets in Pending must be approved by the payperiod deadline

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
11079641	Joy Hayward W2131A - 00 Assoc Deans Office FWS	Approve	21.50	20.00		☐	☐		Change Time Record Comments Leave Balance

8. Click on the name of the employee for more details on their timesheet

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Friday , Jun 05, 2015	Saturday , Jun 06, 2015	Sunday , Jun 07, 2015	Monday , Jun 08, 2015	Tuesday , Jun 09, 2015	Wednesday, Jun 10, 2015	Thursday , Jun 11, 2015	Friday , Jun 12, 2015	Saturday , Jun 13, 2015	Sunday , Jun 14, 2015	Monday , Jun 15, 2015	Tuesday , Jun 16, 2015	Wednesday, Jun 17, 2015	Thursday , Jun 18, 2015
Regular Pay - Student	1		21.5					3	2	2	2	1	1.5	3	3	2		2
Adjustment	1		0	20	20													
Total Hours:			21.5					3	2	2	2	1	1.5	3	3	2		2
Total Units:				20	20													

Time In and Out

Earnings	Friday , Jun 05, 2015	Saturday , Jun 06, 2015	Sunday , Jun 07, 2015	Monday , Jun 08, 2015	Tuesday , Jun 09, 2015	Wednesday, Jun 10, 2015	Thursday , Jun 11, 2015	Friday , Jun 12, 2015	Saturday , Jun 13, 2015	Sunday , Jun 14, 2015	Monday , Jun 15, 2015	Tuesday , Jun 16, 2015	Wednesday, Jun 17, 2015	Thursday , Jun 18, 2015
Regular Pay - Student			12:00PM 03:00PM	10:00AM 12:00PM	10:00AM 12:00PM	10:00AM 12:00PM	10:00AM 11:00AM	10:00AM 11:30AM	12:00PM 03:00PM	12:00PM 03:00PM	10:00AM 12:00PM		10:00AM 12:00PM	

9. Click Approve