Web Time Entry for Student Employees   *Rev. 4/1/19 (MU)*

IMPORTANT NOTES

Job Changes: Job changes within the same pay period will produce two time sheets, one to report hours before the change and one to report hours after the change. Open each and enter your hours in the appropriate dates.

Deadlines: Please follow all deadlines. Your time sheet is usually due to your supervisor on Monday. Missing a deadline may result in delayed payment.

Accessing your Time Sheet in Self-Service

1. Login to Self-Service either directly through ssb.messiah.edu or through FalconLink.messiah.edu or from the Messiah University main website (by clicking on "Current Students" menu at the top, and then the button for "Current Students Home".)

2. Select "Employee".

3. Select "Time Sheet Reporting".

4. Next, you will see your job(s) and department(s) listed. Here is an example of this selection screen.

Title and Department	My Choice	Pay Period and Status
Offc Asst, Registrar, 2510FA-00 Registrar, 2510	●	Sep 24, 2017 to Oct 07, 2017 Approved ▾
Campus Events Worker, 2645FA-00 Campus Events, 2645	○	Sep 24, 2017 to Oct 07, 2017 Not Started ▾

[Time Sheet]

5. If you have more than one job assignment, click the little dot beside the job you are interested in, under the "My Choice" column.

6. Use the dropdown menu on the right to select the pay period you are reporting.

7. Single-click the "Time Sheet" button.

8. When you open your time sheet, you will be presented with a grid where you enter the hours you work for each day that you work. The grid will display only seven days at one time. You will use the "Next" button to advance to the next seven days. You will only report hours that you work – you do not need to enter zeroes if you did not work on any given day. (See the next page for a sample and further instructions.)

> **Time Sheet Status Indicators:**
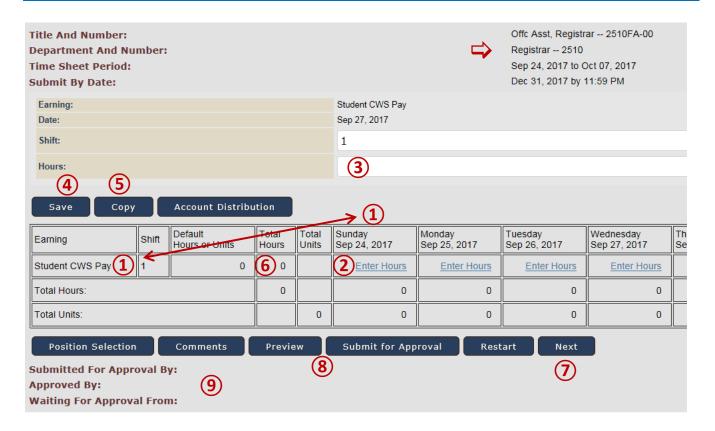> Not Started = you have not opened the time sheet to start it
> In Progress = you opened the time sheet to start to enter hours
> Pending = you sent the time sheet to your supervisor for approval
> Approved = your supervisor approved the time sheet
> Completed = the payroll office has received the time sheet

Web Time Entry for Student Employees
Rev. 4/1/19 (MU)

Data Entry

⇨ Confirm that you have opened the correct job and pay period, as displayed in the upper right.

① Note the days are listed across the top, and the types of paid time are listed on the left. Students will only have one type of pay – *Student CWS Pay* or *Student Inst Pay*.

② Click on the "**Enter Hours**" link, beneath the day for which you worked.

③ The screen will refresh. An entry prompt will appear above the grid. Enter the number of hours you worked, to the nearest quarter hour (x.00, x.25, x.50, x.75). NOTE: The "Shift" should always be 1. If different "shifts" are worked during the day, enter the total hours for the day.

④ Click on the "Save" button. You <u>must click save</u> or your entry will not be saved.
- The screen will refresh, but will look very much the same. The hours you entered will display in the grid cell that you had selected. It is advised that you visually inspect the grid to see your hours were recorded. Do not click in another cell until you know that the current cell has been saved.
- Once saved, you may return later to add additional hours on other days.
- Correct an entry by clicking on the number you had entered and then enter a new number.

⇨ To exit the page without submitting it to your supervisor for approval, press the word "Exit" in the upper right, or simply close the browser window.

⑤ The "Copy" button will allow you to copy the current day's information to multiple days. (If you think you will find the copy function helpful, please review the detailed instructions found later in this document.)

⑥ The "Total Hours" column will be the total for the entire pay period, not just a total for the days currently displayed on the screen.

⑦ Use the "Next" button to display the next seven days on the screen.

⑧ Additional action buttons are found at the bottom of the grid.

Position Selection = return to previous screen to select a different job, if you have multiple jobs.

Comments = you can add comments. (The payroll staff will **not** be looking for comments. If you need to contact payroll staff, do so via phone or email.)

Preview = shows the entire pay period on the screen for your review. You may need to scroll right to see all of the days.

Submit for Approval = This button is used to send the time sheet to your supervisor for approval. You will only use this button <u>after</u> you are <u>completely</u> done entering <u>all</u> hours for the <u>entire</u> pay period. The time sheet will be sent to your supervisor for review and approval. <u>No further changes can be made</u>. If corrections are necessary, please contact your supervisor for further instructions. ****Follow all deadlines. Your time sheet is usually due to your supervisor on Monday.**** To stop entering and return later, either exit the screen (press "exit" on top right) or close your web browser window. You can then return later to finish.

Restart = erases all entries for the entire time sheet so you can start over.

Next = displays the next week.

Previous = displays the previous week.

⑨ After you have submitted your time sheet, you can monitor the status by viewing the status lines at the bottom of the screen. You may also monitor the status on the previous screen, where you select the pay period to report, you can monitor the status.

Time Sheet Status Indicators:
Not Started = you have not opened the time sheet to start it
In Progress = you opened the time sheet to start to enter hours
Pending = you sent the time sheet to your supervisor for approval
Approved = your supervisor approved the time sheet
Completed = the payroll office has received the time sheet

Please follow all deadlines.
Your time sheet is usually due to your supervisor on Monday.
Missing a deadline may result in delayed payment.

Web Time Entry for Student Employees

Rev. 4/1/19 (MU)

Need Help or have Questions?

Contact Wendy McElwee, payroll specialist, payroll@messiah.edu, 717-796-1800 ext. 2902.

Student Employment Website:
> http://www.messaih.edu/studentemployment

Policies are detailed in the Student Employee Handbook:
> http://www.messiah.edu/download/downloads/id/2575/current_handbook.pdf

The Copy Function

The copy function allows you to copy hours you have already entered into one cell in the grid and copy that same number of hours and type of time to additional days.

① There are some check boxes at the top of the screen that allow you to select a few options, which you will probably not use. (The option description is on the left and the check box itself is on the far right.)

② Check the little checkbox below each date that you want to create a copy of the originally selected day and type of time.

③ When you have finished selecting options and days, press the "Copy" button to perform the copy.

④ The screen will refresh and appear as though nothing has happened. However, near the top you will see a message in red text, which says, "Your hours have been copied successfully."

⑤ When you have finished making the copy, select the "Time Sheet" button to return to the prior screen.

COPY

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied. NOTE - This is SSB TEST

Earnings Code:	Student CWS Pay, Shift 1
Date and Hours to Copy:	Sep 27, 2017, 2 Hours
Copy From Date Displayed To End Of The Pay Period:	☐
Include Saturdays:	☐
Include Sundays:	☐

Copy by date:

Sunday Sep 24, 2017	Monday Sep 25, 2017	Tuesday Sep 26, 2017	Wednesday Sep 27, 2017	Thursday Sep 28, 2017	Friday Sep 29, 2017	Saturday Sep 30, 2017
☐	☐	☐	☐	☑	☑	☐

Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
☐	☐	☑	☐	☑	☑	☐

[Time Sheet] [Previous Menu] [Copy]