Student Employee Time Sheet Entry

Step-by-Step User Guide

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Prepared for:
Faculty and Professional Staff Student Employee Supervisors

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Background

Beginning December 16, Student Employment payroll will migrate to the new ERP system.

The migration, at this point, means a change in 1) the way that students will submit Time Sheets and 2) the way that Faculty and Professional Staff (FPS) will approve those Time Sheets; namely, the entire student Time Sheet process will be completed online via the new ERP system. As well, Time Sheet Approvers (FPS) will approve Time Sheets online.

The steps below provide step-by-step instruction for students to enter and submit electronic Time Sheets online to their FPS Supervisor for approval. The process and interface will look similar to that for non-exempt professional staff utilizing Time Sheets online as well.

This User Guide may be used in place of or in conjunction with the offered training sessions that have been scheduled primarily for Winter Break student employees in December and early January (previously emailed to all Supervisors on November 15):

Tuesday, December 18, 2012: Harris 002, 8:30am - 4:30pm
Thursday, December 20, 2012: Harris 002, 8:30am - 4:30pm
Wednesday, January 2, 2013: Harris 002, 8:30am - 4:30pm
Thursday, January 3, 2013: Harris 002, 8:30am - 4:30pm

As well, this User Guide should be used to train your student employees who will be continuing or beginning work in mid-January for the Spring semester.

Because we fully expect, of course, that students will pick up on this rather quickly, you may choose to have them either utilize this User Guide or attend a session, or both, if you feel it is necessary.

We wish to emphasize that online Time Sheet submission will require new modes of organization, discipline, and accountability for students and FPS. To that point, we need you to encourage your student employees to complete the “Time In and Out” section of their Time Sheet at the end of each completed work day (Steps 6 and 7).

In training your student employees, please be sure to emphasize this point from the beginning and continue to emphasize it throughout your supervision.

Good habits in this regard will reward us all.
Step 1

- Go to Inside F&M portal (not yet complete), log in, and navigate to the portal for completing a Time Sheet

Step 2

- The Welcome screen will appear indicating your name and the last date and time you logged in to the system
- Click on either the Employee tab or the Employee link – either one will work
Step 3

- Click on Time Sheet link
Step 4

- The Time Sheet Selection screen appears and lists each job/department for which you have been hired (green box)
- Please select the radio button under My Choice (red arrow) for the job/department for which you want to submit a Time Sheet
- The example below is showing only one job/department for this example student
- Use dropdown arrow to select the correct Pay Period and Status for the week in which you wish to report your daily hours worked (red box)
- Click on Time Sheet (yellow box)

Note: You will see week options for the current Pay Period – past Period Periods will not be listed, so it is important to report daily hours worked at the end of each working day.

Note: If a student misses the Pay Period deadline for submission, the student will have to submit a signed paper Time Sheet to their Supervisor for approval and further submission to Student Payroll. Repeat paper Time Sheet submitters could be subject to review and inquiry by their Senior Officer.
Step 5

- The first week (Dec 3 – Dec 8) in the Pay Period will appear as below for you to enter daily hours.
- If you need to enter hours into the second week (Dec 10 – Dec 15) of the Pay Period, click Next (green box).
- Pick the day that you are working or wish to enter hours by clicking on the blue highlighted link “Enter Hours”.
- In this example, we are choosing December 3, 2012, so we click on Enter Hours for that date (red box).
Step 6

- After clicking on the Enter Hours link, the following screen appears
Step 7

- Simply click on the Time In and Time Out fields and enter the time in a 99:99 format (as indicated in the instructions)

**NOTE:** Times can only be entered on the 15 minute intervals (e.g., 10:00, 10:15, 10:30, 10:45)

- If you work for two non-consecutive time periods in the same day, you would fill in two lines for this one day (e.g., working 10:00 AM to 11:00 AM and then returning later in the day to work 2:00 PM to 3:00 PM)
- They system will calculate the number of hours per line automatically
- Click Save (red box)
- Click Time Sheet (green box)

**IMPORTANT:** Use the AM/PM dropdown to correctly indicate the Time In and Time Out.
• The following screen appears and will now show the number of hours that you just indicated and saved
Step 8

- After completing your time worked over the full two-week Pay Period...
- Click on Preview
The screen below appears indicating a Summary of Reported Time of the two-week Pay Period and Time Sheet entries and Total Hours entered.

This is the “Student Accountability Step” where students are responsible to make sure that all hours are correct:

- If hours are incorrect or a student missed reporting a day, students at this point would click Previous Menu (red box).
- Click on the actual number of hours previously entered or “Enter Hours” for a new day.
- The Time In and Out screen will appear again for entry/corrections.

When the student is confident that the Time Sheet is correct:

- Click on Previous Menu to return to the Time and Leave Reporting screen.
Step 9

- You will return to the Time and Leave Reporting screen below
- Check one final time that all looks correct
- Click Submit for Approval

Note: The Submit By Date indicates the date of the Monday following the end of the two-week Pay Period (Dec 17). Time Sheets must be submitted for each two-week Pay Period by that Monday, dated conveniently on the Time Sheet entry screen.
Step 10

- After submitting your Time Sheet for approval to your Faculty/Professional Staff (FPS) Supervisor, the following Time and Leave Reporting screen appears.
- Be sure to note that the alert appears that reads: “Your time sheet was submitted successfully.”

- You are finished. Congratulations!