



CHICAGO STATE UNIVERSITY

Time Reporting
through
Web-time Entry
for
Non-Exempt Employees

Introduction

Web Time Entry

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

Logging On

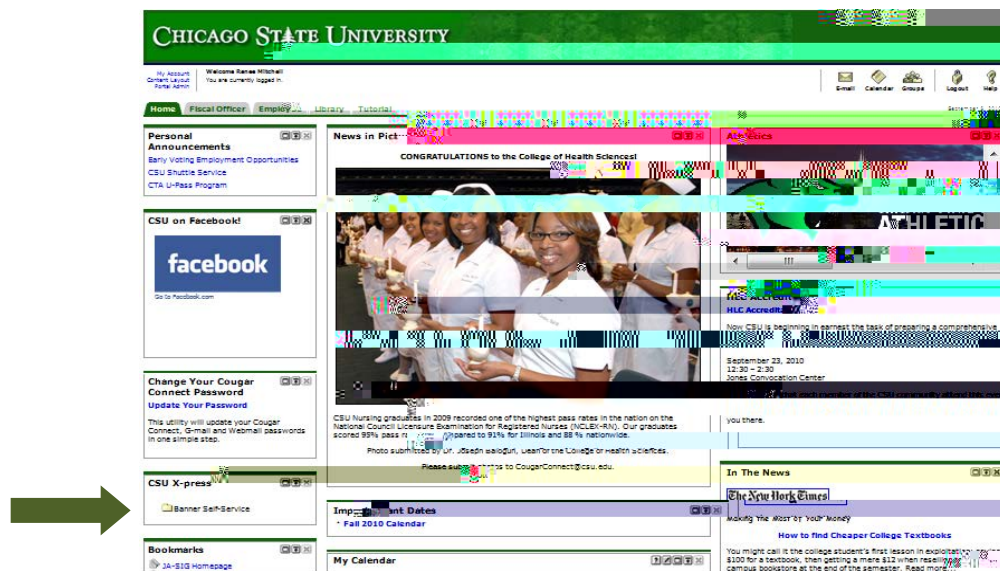
You will access the Web Time Entry System two ways: (1) Through Cougar Connect or (2) Web Time Entry portal. Both of these options are accessible from any computer with access to the Internet. You will be issued a User Name and Password to log on to the portal and your access and authorizations within the Web Time Entry system will be driven by this sign-on. Because of the sensitive nature of payroll information, you should not share your ID or password with anyone. It is also important to log off of the system when you have finished.

Option 1: Access through Cougar Connect

1. Access the **Cougar Connect** from the CSU homepage:



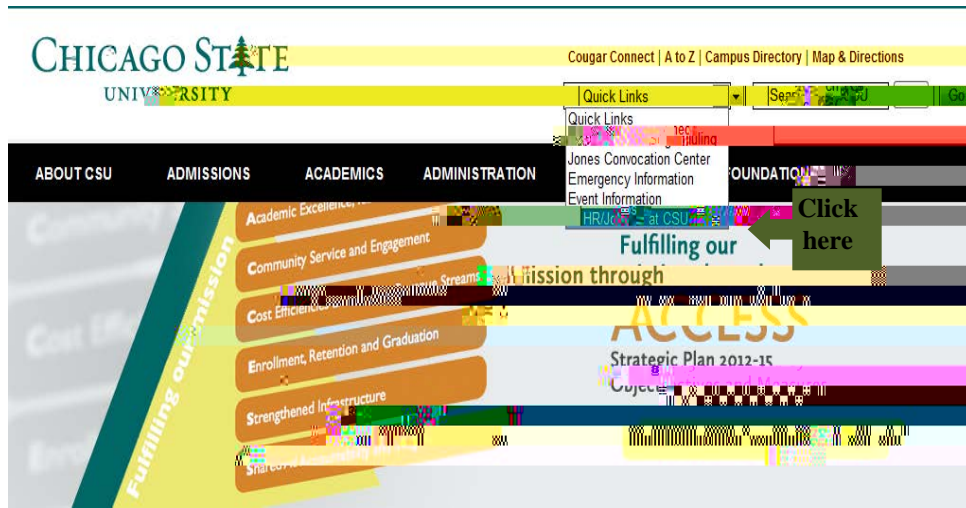
Click Banner Self Service



Option 2: Web Time Entry portal

Notes

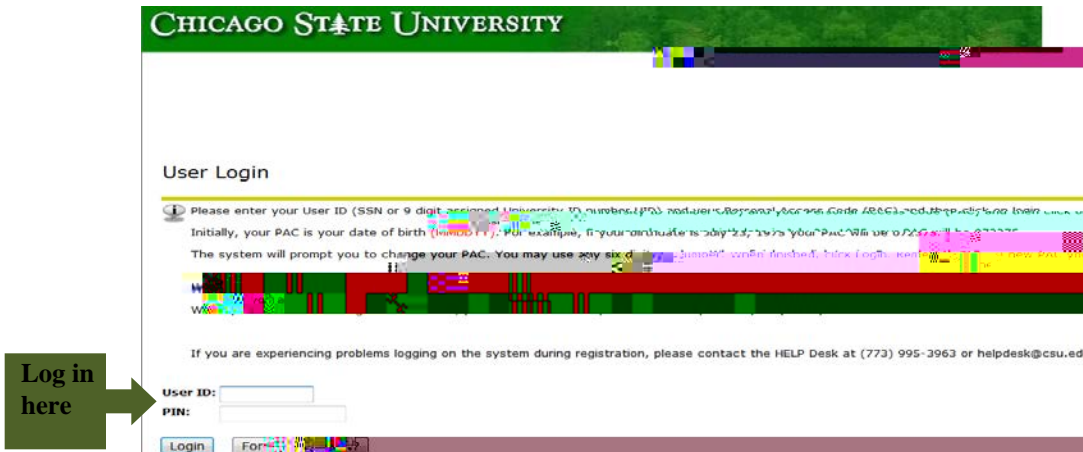
1. Go CSU homepage (csu.edu) then **Quick Links**, then **HR/Jobs at CSU**



2. From the HR webpage click **Payroll** on the left, then **Web-time Entry** on the right



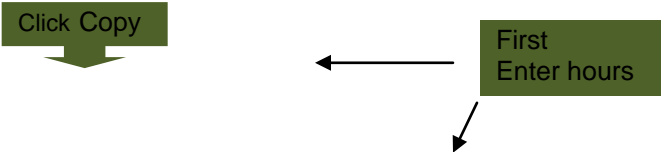
3. Log into Banner Self Service, you will need your UID and PIN



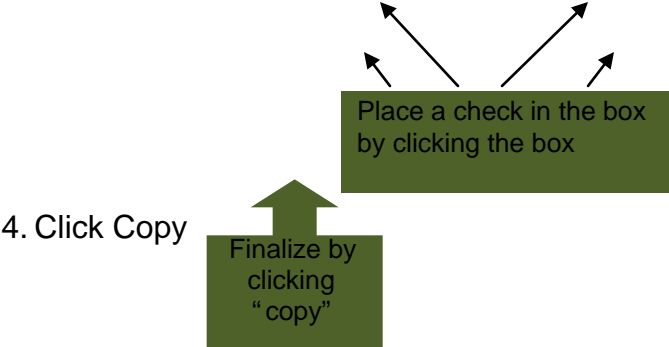
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If you worked the same number of hours for multiple days you may “copy” that time.

- 1. Click Enter Hours (a link under the date) where you want to enter time.
- 2. Click Copy



- 3. Copy by clicking box under the dates where you want time to appear



5. To return to your time sheet, click **Time Sheet**



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Personal Information

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Be sure to set your printer to landscape before printing the document.

Jane Doe Bursar, 0214
Extra-Help/Clerical, XH0214-1U

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday May 16, 2010	Monday May 17, 2010	Tuesday May 18, 2010	Wednesday May 19, 2010	Thursday May 20, 2010	Friday May 21, 2010	Saturday May 22, 2010	Sunday May 23, 2010	Monday May 24, 2010	Tuesday May 25, 2010	Wednesday May 26, 2010	Thursday May 27, 2010	Friday May 28, 2010	Saturday May 29, 2010
Regular (incl Lump Sum & Temp)	1	37.5			7.5	7.5		7.5									
Total Hours:																	
Total Units:			0														

RELEASE: 7.3 powered by SUNGARD HIGHER EDUCATION

7. Upon verifying time worked during the pay period, click **Previous Menu**

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8. Submit your time sheet for approval, by clicking **Submit for Approval**

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Time Sheet

To begin, click

Time Sheet

Title and Number: Extra-Help/Clerical - XH0214-1U
Department and Number: Bursar - 0214
Time Sheet Period: May 16, 2010 to June 1, 2010
Submit By Date: June 1, 2010 by 12:00pm

Earning: Regular (incl Lump Sum & Temp)
Date: May 23, 2010
Shift: 1
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 23, 2010	Monday May 24, 2010	Tuesday May 25, 2010	Wednesday May 26, 2010	Thursday May 27, 2010	Friday May 28, 2010	Saturday May 29, 2010
Regular (incl Lump Sum & Temp)	1	0	37.5		Enter Hours	Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours
Total Hours:			37.5		0	0	0	7.5	0	7.5	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 7.3

You **MUST** click
"Submit for Approval"
to move your timesheet
through the process.

- After submitting time sheet approval, you must certify the information is true and accurate. **Enter your PIN**

- Click **Submit**



After you have certified the accuracy of time worked, click Submit, the screen will indicate that your time sheet was submitted successfully. The bottom of the screen will display the date that the time sheet was submitted. It also indicates that the time sheet is waiting for approval by your supervisor. When your supervisor has approved the time, it will be noted in the Approved Box.

NOTE: Failure to properly submit your time by the deadline will result in you not being paid for that pay period.

Answers to Frequently Asked Questions (FAQ)

1. What if my time sheet is not listed or my Position (Title and Department) is not listed on the Position Selection screen?
Please contact your supervisor and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (e.g., etc.) has been submitted.
2. What if I clicked on Submit for A

Printing Records “Quick Reference”

Retrieve the image you want to print and using the menu bar at the top of the screen

1. Select **Edit**
 - a. Click on **Select All** from the drop down menu

2. Select **View**
 - a. Click on **Text Size** from the drop down menu
 - b. Choose **Smallest**

3. Select **File**
 - a. Click on **Page Setup** from the drop down menu
 - b. Choose **Landscape**
 - c. Click **OK**

4. Click the **Printer Icon** found in the menu bar at the top of the screen.