

WEB TIMESHEET ENTRY

Student Instructions

1. Log on to WebOpus.
2. Click on **Employee**
3. Click on **Time Sheet**
4. Select the time sheet you wish to complete. You can select the time sheet you wish to complete by clicking on the button under 'My Choice'. If you have more than one job make sure you select the correct time sheet. All active contracts that you currently have will be listed here.
5. Use the drop down box under Pay Period and Status to select the Pay period you wish to report.
6. After you have selected the Time Sheet you wish to report click on Time Sheet- This will bring up the calendar for the period you are reporting.
7. To begin, click on the link in the day you wish to report hours labeled 'Enter Hours'. You should see a box similar to the one below:

Example:

Position and Number: Student Institutional Empl -- HS1001-01
Department and Number: Personnel Office -- 11170
Time Sheet Period: 25-AUG-2018 to 07-SEP-2018
Submit By Date: 10-SEP-2018 by 12:00 A.M.

Earning: Regular Pay
Date: 27-AUG-2018
Shift:
Hours or Units:

This box shows what type of hours you are reporting (Regular Pay, Overtime Pay etc.). Students should only be reporting Regular Pay! Date indicates the day you are entering hours for. Hours or Units is where you will enter the totals hours for that day.

NOTE: Hours must be reported to the nearest quarter hour. (Forty five minutes is NOT .45- .45 will be paid as 27 minutes) The chart below can be used as a guide:

15 minutes = .25

30 minutes = .50

45 minutes = .75

Once you have entered your total hours for the day you can click on 'Save'. To save time- if you worked the same number of hours for several days and you want to copy these hours to several days, enter the hours for the first day and then click on 'Copy'. Click on the days you want this amount reported in and click 'Copy' then click 'Time Sheet' to return to the time sheet.

To view days beyond the first week of the pay period, click 'Next'. You can also click 'Previous' to go back to the previous page.

8. When you have completed entering all your hours you can click the 'Preview' button to review everything you have entered.
9. When you have completed your time sheet and you are ready to sign it, click on 'Submit for Approval' and your timesheet will be sent to your supervisor to approve. The status will show 'pending' until your supervisor has approved your time sheet.

TIMESHEET ENTRY/APPROVAL DEADLINES:

Student timesheets must be submitted by the **end of the day on the entry deadline** listed on the [payroll calendar](#).

Supervisors must approve their student's timesheets by the **end of the day on the approval deadline** listed on the [payroll calendar](#).

After this date the student and supervisor will not be able to alter the timesheet. Timesheets for the pay period must be submitted the due date. Timesheets not submitted by the due date will have to be completed on paper timesheets (picked up at the Office of Human Resources) and payment may be delayed.