

WEB TIME ENTRY TIPS & REMINDERS

- VERY IMPORTANT - Be careful selecting the pay period from the available options, multiple could be available at one time so be sure you are pulling up the current period.

- Time in and out is required, log the beginning and ending time for each shift, remember to record time out for meal breaks.

- Use the clock icon to select your time – watch the AM/PM designation and remember to click **Set** to save your entry.

- Premium payments are only the additional amounts that are paid on top of your regular or overtime rate of pay. *Applicable to Facilities employees only.*

- All premium payments (*Facilities employees only*) must also be entered using the applicable earn code. Enter your Regular Pay or Overtime Pay for that time period and then also enter the premium pay - it is okay to overlap the hours (*you can ignore the warning messages about the overlap that appear at the top of the screen for premium payments*).
 - Shift Regular
 - Shift Overtime
 - Pesticide Application
 - STK Coverage - Custodian
 - STK Coverage - Grounds
 - EWOC Earnings
 - EWOC Overtime

- Use the comment feature to alert your supervisor & Payroll to important time sheet information such as call-in pay, funeral leave, jury duty, fire call etc. Remember to include the date and times in the comment section. For approved funeral leave the relationship to the employee must be listed in the comment.

- Call-in pay (*applicable to Facilities employees only*) – **very important** - please add a comment to your time sheet letting Payroll staff know when that occurs. Include the date and times in the comment.
For example: *Call-in pay 10/6/23 8pm-11pm*
- Use the copy feature to speed up the process for the pay period or for a specific day. Remember to go back in and edit any hours you need to if your schedule changed.
- Remember to save what you have entered
- Preview your time sheet before you submit for approval to ensure what you entered is correct.
- Use the **Return** option to make any changes after you submit, but this can only be done before the noon deadline and before supervisor approval.
- No system changes are allowed after the noon deadline. Any updates have to go through your supervisor using the return time feature or to Payroll through email communication.
- For help call Patti x7803, Courtney x7802 or Allie x6796