



Web Time Entry has a few additional helpful features that can be accessed by clicking on the buttons at the bottom of your time sheet screen. Let's talk about them:

	UNITS		Oct 2009	2009	2009	2009	2009	2009	2009
No Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	32	Enter Hours	Enter Hours	8	8	8	8
Military Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		32	0	0	8	8	8	8	
Total Units:			0	0	0	0	0	0	0

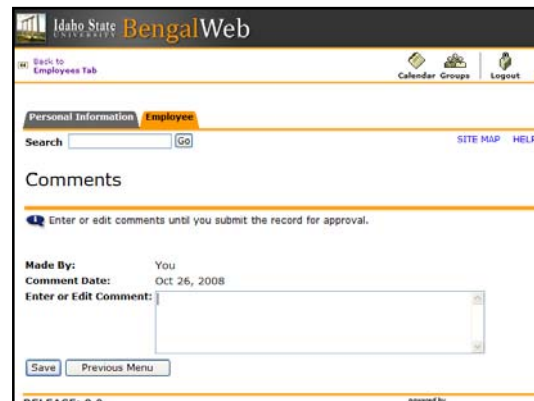
Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

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

First of all, you can add a general comment to your time sheet and the person approving your time can, too. To enter a new comment, click on the "Comments" button at the bottom of the screen.



The Comments page appears. Enter your comment



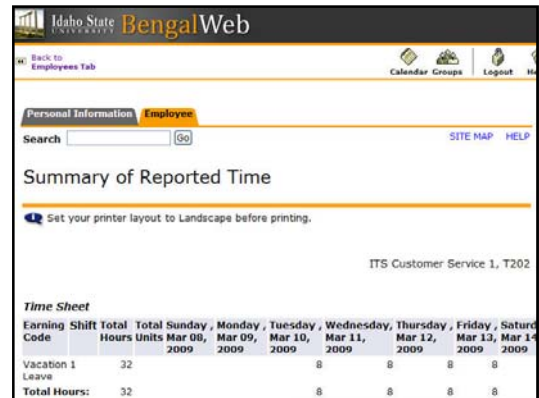
... click "Save."



The person approving your time will see your comment when they review your time sheet. You'll be able to see your comment when you click the "Preview" button to check over your time sheet. Let's talk about this next.



Now let's click the "Preview" button.



The Summary of Reported Time page appears.



When you preview your time sheet, you see the time you've reported and comments.



Finally, we have the "Restart" button, which should only be used very carefully. Now, we're not going to press it, but if we did, it would reset the time sheet to its default, and all the entries would be erased. Be sure not to do this unless you really want to start again from scratch.



That's it! You're done. Congratulations on navigating your way through the new online time reporting system! Now it's time for you to give it a try on your own.



And remember, if you have any additional questions on Web Time Entry or related payroll policies, talk to your supervisor, consult the Faculty Staff Handbook, or contact Human Resources at 282-2517. For assistance with technical issues, you can call the IT Service Desk at 282-4357, that's H-E-L-P, HELP. You can also send them an email at help@isu.edu <mailto:help@isu.edu>.