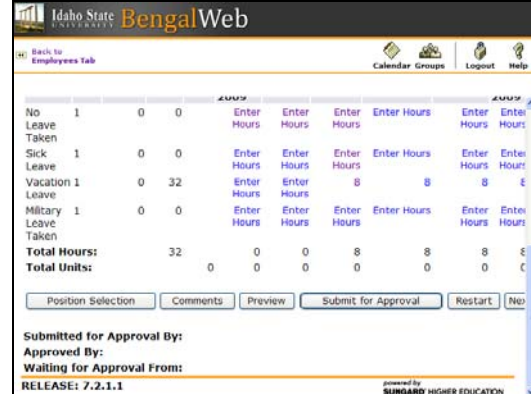


Submitting & Logging Out

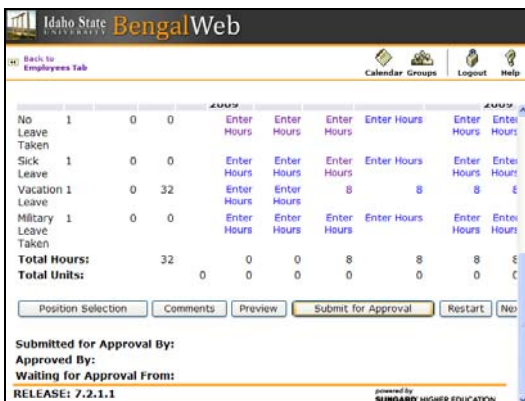


All we have left to do is submit the time sheet for approval, so let's do that now.

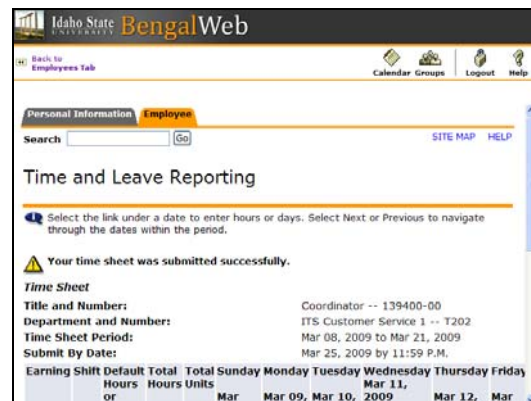


A screenshot of the BengalWeb interface. At the top, it says "Idaho State UNIVERSITY BengalWeb". Below that, there are navigation links: "Back to Employees Tab", "Calendar Groups", "Logout", and "Help". The main content area shows a table for entering hours for various leave types. The table has columns for "Enter Hours" and "Enter Units". The rows include "No Leave Taken", "Sick Leave", "Vacation 1 Leave", and "Military Leave Taken". The "Total Hours" row shows 32 hours and 0 units. At the bottom, there are buttons for "Position Selection", "Comments", "Preview", "Submit for Approval", "Restart", and "No". Below the buttons, it says "Submitted for Approval By:", "Approved By:", "Waiting for Approval From:", and "RELEASE: 7.2.1.1".

Just go to the bottom of your time sheet, and click the "Submit for Approval" button.



A screenshot of the BengalWeb interface, identical to the previous one, but with the "Submit for Approval" button highlighted in yellow.



A screenshot of the BengalWeb interface showing a confirmation message. The message says "Your time sheet was submitted successfully." Below the message, there is a "Time Sheet" section with the following information: "Title and Number: Coordinator -- 139400-00", "Department and Number: ITS Customer Service 1 -- T202", "Time Sheet Period: Mar 08, 2009 to Mar 21, 2009", and "Submit By Date: Mar 25, 2009 by 11:59 P.M.". At the bottom, there is a table for "Earning Shift Default Total" with columns for "Hours", "Units", "Mar", "Mar 09, Mar 10, 2009", "Mar 11, Mar 12, Mar", and "Mar".

You'll notice that you receive a message "Your time sheet was submitted successfully."

Remember - you must click the "Submit for Approval" button to submit your time sheet. Be sure to submit it by the deadlines established by payroll. But also be aware that once your time sheet is submitted you can no longer make changes to it. If your time sheet has been submitted and you need to make additions or corrections, you will have to contact your time approver.

Submitting & Logging Out

Idaho State UNIVERSITY BengalWeb

Back to Employees Tab | Calendar Groups | Logout | Help

Personal Information Employee

Search [] Go SITE MAP HELP

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Coordinator -- 139400-00
Department and Number: ITS Customer Service 1 -- T202
Time Sheet Period: Mar 08, 2009 to Mar 21, 2009
Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning Shift	Default	Total Hours	Hours	Units	Total Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
or		Mar	Mar 09,	Mar 10,	2009	Mar 11,	Mar 12,	Mar		

Idaho State UNIVERSITY BengalWeb

Back to Employees Tab | Calendar Groups | Logout | Help

Personal Information Employee

Search [] Go SITE MAP HELP

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Coordinator -- 139400-00
Department and Number: ITS Customer Service 1 -- T202
Time Sheet Period: Mar 08, 2009 to Mar 21, 2009
Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning Shift	Default	Total Hours	Hours	Units	Total Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
or		Mar	Mar 09,	Mar 10,	2009	Mar 11,	Mar 12,	Mar		

Let's now take another look at the bottom of the time sheet.

Idaho State UNIVERSITY BengalWeb

Back to Employees Tab | Calendar Groups | Logout | Help

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 1 Leave	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	0	8	8	8	8
Total Units:			0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

Submitted for Approval By: You on Oct 26, 2008
Approved By:
Waiting for Approval From: Raylin Ludwig

RELEASE: 7.2.1.1

Here we see when the time sheet was submitted, and who it's waiting for approval from, or who it's been approved by if it's already been approved.

Submitting & Logging Out

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

When you're done working on your time sheet, you can click on the "Back to Employees Tab" link in the upper left hand corner of your screen to return to BengalWeb and continue whatever else you might be doing.

Time Reporting

Time Sheet

Security Analyst, 140200-00 - Timesheet Test, TTEST

Bi-weekly Payroll - 7, Due Date : Mar 25, 2009

Bi-weekly Payroll - 23, Due Date : Nov 05, 2008

Campus Work Orders

Facilities Work Requests

IT Operations Work Order

Network & Telecommunications Work Order Form

PSUB and Rendezvous Reservations

Chartwells - Food Service

Scheduling & Events

If you roll your mouse over the link to the payroll period in the time reporting channel, you can see the status of your time sheet. In progress means that you're working on it but haven't submitted it yet. Pending means that it's waiting for approval.

State BengalWeb

You are currently logged in:

Calendar Groups Logout Help

Personal Information

Update Addresses and Phones

Update E-mail Addresses

Update Emergency Contacts

Employment Details

Benefits

Direct Deposit

Pay Stub

Job Details

Leave Details

Employee Directory

ISU Resources

Barracuda Spam Firewall

Employment Opportunities

Faculty/Staff Handbook

Holiday Schedule

Human Resources

ISU Maps & Directions

ISU Telephone/Email Directory

Password Change

Payroll Schedule

Travel Services

Governance

Classified Employees Council (CEC)

Council of Professional Employees (COPE)

Faculty Senate

Staff Council

My Bookmarks

JA-SIG Homepage

Sunsand Higher Education Homepage

Work

But remember, when you're done using BengalWeb, you should log out. This prevents others from accessing your account through any browser windows that you may have left open. To log out, just click the logout icon in the upper right hand corner of BengalWeb.

In the next section of this tutorial, we'll discuss how to use the copy function to enter multiple days of the same time.