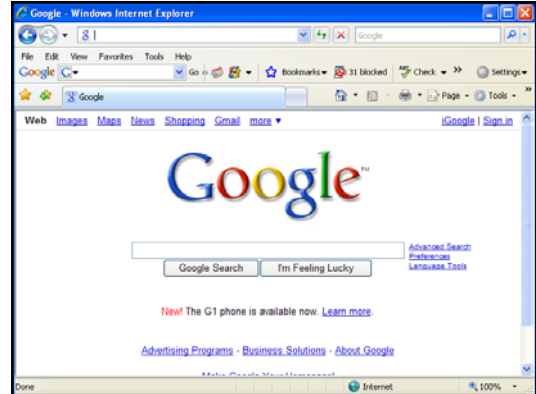


Where's My Time Sheet?



To begin Web Time Entry, you'll need to find your time sheet. Everyone should open their time sheet at the beginning of each pay period to verify that they have one. If there is a problem, you will need to contact HR. This will help ensure that you DO have a pay check on pay day.



Start by opening a web browser and navigating to BengalWeb, ISU's new web portal, your entry point to the university's electronic resources. The address is www.bengalweb.isu.edu.



When the login page appears, sign in. Your Username and Password are the same as for your ISU email.



If you have any problems logging in, click the "Having Problems?" link to find out how to get help.

Where's My Time Sheet?



After you sign in, you'll be taken to your BengalWeb homepage. If you haven't used BengalWeb before, you can click on the "How Do I . . .?" tab



and open the User's Guide to BengalWeb that you'll find there.

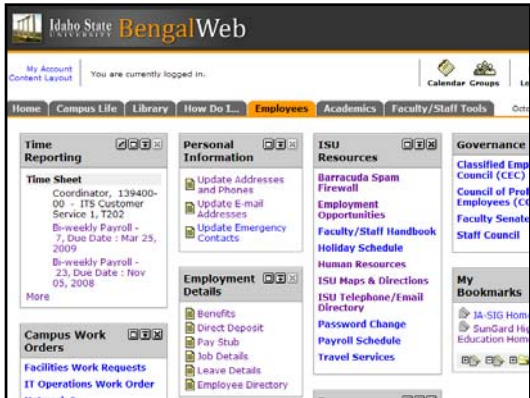


It's loaded with information on how to use all of BengalWeb's many power-packed features.



To proceed with Web Time Entry, click on the "Employees" tab

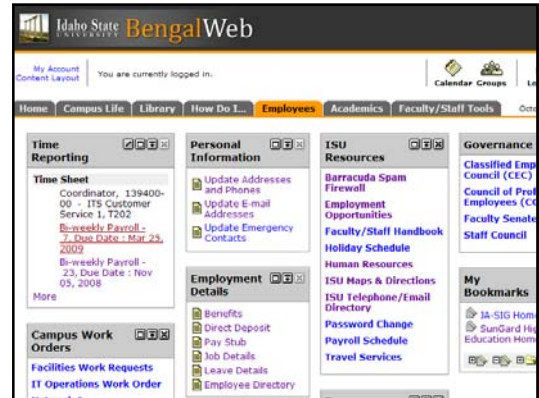
Where's My Time Sheet?



and locate the Time Reporting channel.

This is where you'll go to enter your time and later check that it's been approved. Let's scan this channel for a moment. First, we'll confirm that the information about your job is correct.

Notice that your job title and related information appear above the payroll dates. If you have more than one job, both will be listed, and available payroll dates will be listed below each job. To access your time sheet,



click on the Bi-weekly Payroll period for which you wish to report your time. If you have more than one job, be sure to select the payroll date directly below the job you are reporting time for.



Your time sheet will appear.

Confirm again that your job information is correct, along with the pay period.

The Submit By date is really important. This is the date by when your time sheet needs to be submitted to the payroll department, so that means you need to submit it to the person approving your time with enough time for it to be approved and submitted to payroll by this date. Generally, the Submit By date will be a Tuesday. If you don't work on the weekend, you should submit your time sheet on or before the previous Friday.

Now that you've located your time sheet, the next step is filling it out. To find out how, continue to the next section of this tutorial.