



Welcome to Web Time Entry! As you go through this tutorial, you'll learn how to access and enter your electronic time sheets. But first, notice the menu to your left. The tutorial is divided into chapters. The first time through, you'll want to go through them in sequence. However, if you want to hear something again, or if you later find that you'd like a refresher, you can select the chapter of your choice.

Also notice the controls at the bottom of the video screen. You can use these to pause if you need to look away from your computer, or to rewind if you'd like to hear something over.

A printable guide to Web Time Entry is also available. After you've gone through this tutorial, just click the link at the left to bring up a document that you can print and then refer to at any time.



Web Time Entry offers many new advantages. The most obvious, of course, is the elimination of the old paper time reporting system.



No more wasted paper,



carrying paper time sheets from one place to another,



or having many dedicated employees spend countless hours inputting handwritten data in order to generate paychecks.



In addition, you can now access your time sheet anywhere at any time from any computer with an Internet connection.



Web Time Entry is easy. If you've been submitting the old paper time sheets, you'll find that the new electronic time sheets are very similar. You will continue to report your time - and submit it for approval.



The person approving your time will also continue to do so, but their approval will take place electronically as well.



If you're a faculty member not earning vacation leave, you'll submit a time sheet only for those time periods in which you take sick leave. If your employment falls into any other category - faculty earning vacation leave, classified or non-classified staff, or hourly -



you'll submit a time sheet for every pay period. And it's important that time sheets be submitted by the deadline.



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- Most faculty only submit time sheets when they take sick leave
- Other employees submit a time sheet every pay period
- Remember to submit your time sheet by the deadline

The purpose of this tutorial is to show you how to fill out, submit, and keep track of your new electronic time sheets. If you have any additional questions on Web Time Entry or related payroll policies, talk to your time approver, consult the Faculty Staff Handbook,



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Human Resources 282-2517

IT Service Desk
282-4357(HELP) help@isu.edu

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>. Please make a note of these numbers while they're on your screen.

The next section of this tutorial is called "Where's My Time Sheet?" It will show you how to access the correct time sheet for the pay period you wish to enter time for, and how to get you ready to begin entering your time.

Click one of the buttons below to continue, or to play this chapter again.