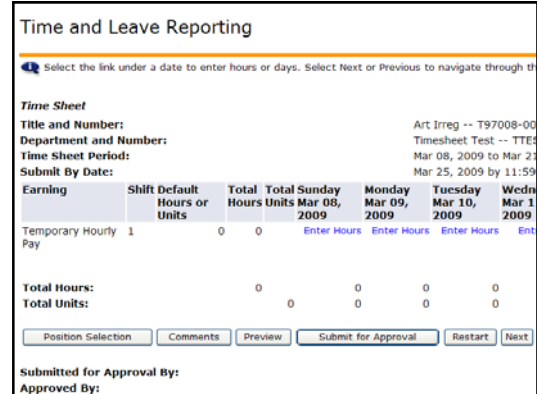


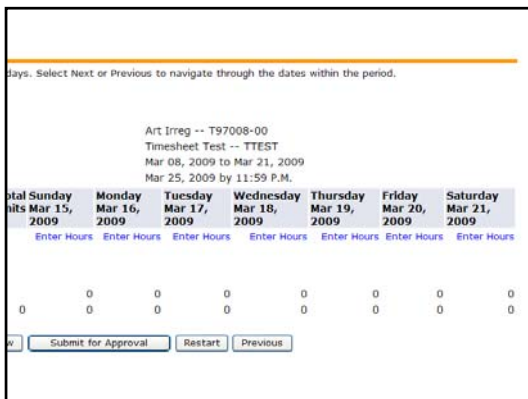
Filling Out My Time Sheet: Hourly Employees



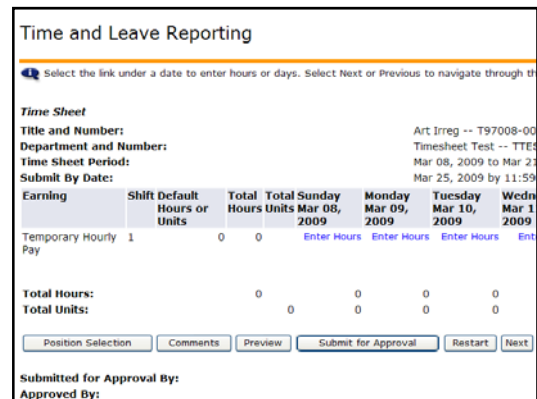
If you are an hourly employee, you will only see one earnings type on your time sheet. For Temporary Employee Assignments, this will be "Temporary Hourly Pay." For WorkStudy Assignments, this will be "WorkStudy Hourly Pay." For Student Job Assignments, this will be "Student Regular Hourly Pay." You must submit a time sheet for every pay period worked. If you don't submit your time sheet on time, it's likely that you won't get paid until the following pay date.



Open your time sheet for the correct pay period, and look at the top row of dates that go across the screen. You'll notice that we can only see one week. To get to the next week, we simply click the "Next" button at the bottom of the screen . . .



. . . and there we are, in the second week of the pay period. And to get back we click the "Previous" button that has appeared.



Hourly employees will enter the number of hours they've worked each day, rounding to the nearest tenth of an hour. If you have worked three hours, all you need to do is enter "3." If you have worked 3 and a half hours, enter "3.5." If you have worked 3 and a quarter hours, you can enter "3.25" or "3.3." If you enter "3.25," however, the system will round it to for you to "1.3" after your time sheet has been passed on to payroll. If you'd like to see a chart that translates minutes into tenths of hours, click on the link at the left that says "Converting Minutes to Hours."

To enter hours, click the "Enter Hours" link that corresponds with the date that you'd like to report. For example, let's say that you worked 5 hours on Tuesday, March 10th. The first thing to do is click the enter hours link.

Filling Out My Time Sheet: Hourly Employees

Time and Leave Reporting

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

Time Sheet

Title and Number: Art Irreg -- T97008-
Department and Number: Timesheet Test -- TT
Time Sheet Period: Mar 08, 2009 to Mar
Submit By Date: Mar 25, 2009 by 11:15

Earning: Temporary Hourly Pay
Date: Mar 10, 2009
Shift: 1
Hours:

Earning	Shift Default Hours or Units	Total Hours	Total Sunday Units	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wed Mar 2009
Temporary Hourly Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Shift Differential by 1 Hour	1	0	0	Enter Hours	Enter Hours	Enter Hours

Time and Leave Reporting

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

Time Sheet

Title and Number: Art Irreg -- T97008-
Department and Number: Timesheet Test -- TT
Time Sheet Period: Mar 08, 2009 to Mar
Submit By Date: Mar 25, 2009 by 11:15

Earning: Temporary Hourly Pay
Date: Mar 10, 2009
Shift: 1
Hours:

Earning	Shift Default Hours or Units	Total Hours	Total Sunday Units	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wed Mar 2009
Temporary Hourly Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Shift Differential by 1 Hour	1	0	0	Enter Hours	Enter Hours	Enter Hours

Notice that the screen has changed slightly. The time reporting for that date appears.

Confirm that the date that you're going to report is correct, then type in the number of hours into the open field and click "Save."

Department and Number: Timesheet Test -- TTE
Time Sheet Period: Mar 08, 2009 to Mar 25, 2009 by 11:59
Submit By Date: Mar 25, 2009 by 11:59

Earning: Temporary Hourly Pay
Date: Mar 10, 2009
Shift: 1
Hours: 5

Earning	Shift Default Hours or Units	Total Hours	Total Sunday Units	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wed Mar 11, 2009
Temporary Hourly Pay	1	0	5	Enter Hours	Enter Hours	5
Total Hours:		5	0	0	0	5
Total Units:		0	0	0	0	0

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

You can see that 5 hours have been posted under March 10th. If you'd like to enter hours for another day, just click the "Enter Hours" link under the earnings type and date you'd like to report, fill in the hours, and click "Save" again.

Back to Employees Tab

Time and Leave Reporting

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

Time Sheet

Title and Number: Art Irreg -- T97008-
Department and Number: Timesheet Test -- TT
Time Sheet Period: Mar 08, 2009 to Mar
Submit By Date: Mar 25, 2009 by 11:15

Earning: Temporary Hourly Pay
Date: Mar 10, 2009
Shift: 1
Hours: 5

Earning	Shift Default Hours or Units	Total Hours	Total Sunday Units	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wed Mar 2009
Temporary Hourly Pay	1	0	5	Enter Hours	Enter Hours	5

If you are reporting leave taken for just part of the pay period and you're not ready to submit your time sheet yet, just click on the "Back to Employees" Tab link in the upper left hand corner of the screen to return to BengalWeb. If you are ready to submit your time for approval, continue by following the simple procedure outlined in the "Submitting & Logging Out" section that comes next.