

## Quick Steps for Classified Staff

*You must submit a time sheet every pay period.*

### If you worked your regular hours every day and have no exceptions to report (leave or comp time taken, or extra time worked) . . .

1. Open BengalWeb – <http://bengalweb.isu.edu>. Click on the **Employees** tab.
2. Find the **Time Reporting** channel. Click on the time sheet for the correct pay period.
3. Locate the **No Exceptions** row. Click **Enter Hours** under any date.
4. A blank **Hours** field appears. Type in a “1.”  
**Note:** This is the equivalent of putting a check in a “No Exceptions” box on a paper time sheet. Just enter a “1” under one day. *Don’t enter anything on this line under more than one day, and don’t enter anything on this line other than a “1.”*
5. Click **Save**, then click **Submit for Approval** at the bottom of the screen. You’re done.

### If you have any exceptions to report during this pay period . . .

1. Go to the **Employees** tab in BengalWeb.
2. Find the **Time Reporting** channel. Click on the time sheet for the correct pay period.
3. Look at the **Earning** column at the left.  
Go to <http://www.isu.edu/tigeri/training/webtime/Earnings.htm> to find a list of available earning codes for your job category, along with their explanations.
4. Locate the row for the category of exceptions you have to report, then find the day you’re reporting for in that row. Click **Enter Hours**.  
**Note:** If you have exceptions to report, DO NOT ENTER ANYTHING in the **No Exceptions** row. To see the 2<sup>nd</sup> week of the pay period, click the **Next** button at the bottom of the screen.
5. A blank **Hours** field appears. Type in the exception hours you have to report for that category and day. Click **Save**. The hours you reported will appear under the correct date on the time sheet. (If you need to make a change, just click on the incorrect number to re-enter your hours.)  
If entering extra hours worked, just enter the number of hours worked in excess of your regular hours. The system will figure time and a half for the appropriate categories after you submit your time.
6. **If you only have one instance of exception hours to report:**  
Click **Submit for Approval** at the bottom of the screen. You’re done.

#### **If you have more than one instance of exception hours to report:**

Enter your hours under all appropriate categories and days, click **Save** after each entry, and then click **Submit for Approval**. You’re done.

#### **If you want to report additional exception hours later:**

If you’re not ready to submit your hours, but want to exit your time sheet, click **Save** after your last entry, but don’t click **Submit for Approval**. Click on the **Back to Employees** link in the upper left hand corner of your screen to continue in BengalWeb, or log out. The time you’ve entered so far will be saved, but you can still access your time sheet later to make additional changes. When you’ve finished reporting all your exception time for the pay period, click **Submit for Approval**. You’re done.

*Don’t click **Submit for Approval** until you’re completely done. Once you submit your time sheet, you can’t make any changes.*

**Need Help? Call the IT Service Desk: 282-4357 (HELP) [help@isu.edu](mailto:help@isu.edu)**