

## Quick Steps for Hourly Employees

(work study, regular student, temporary, and other part-time employees)

*You must submit a time sheet for every pay period you work.*

### To report the hours you've 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.  
If you have more than one job, you will see each job title displayed in the channel. *Be careful to click on the time sheet directly under the job you are reporting time for.*
3. Locate the first day you worked in this pay period. Click **Enter Hours** under that date.  
To see the 2<sup>nd</sup> week of the pay period, click the **Next** button at the bottom of the screen.
4. A blank **Hours** field appears. Type in the hours you worked that 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.)  
Enter partial hours in tenths. **Example:** If you worked one hour, enter 1; if you worked one and one-half hours, enter 1.5. You can find a "Minutes-to-Tenths-of-an-Hour Conversion Table" at <http://www.isu.edu/tigeri/training/webtime/ConvertingMinutes.htm>.
5. **If you only worked one day during the entire pay period:**  
Click **Submit for Approval** at the bottom of the screen. You're done.

### **If you worked more than one day and you're filling out your time sheet all at once:**

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

### **If you want to report additional 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 report additional hours. When you've finished reporting all your 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)**