

# EMPLOYEE'S QUICK GUIDE



## Web Time Entry at a glance:

- Log into “My Info”
- Click on “Employee Services”
- Click on “Timesheet”
- Enter Hours
- Submit Hours

## WEB TIME ENTRY – Quick reference guide for Employees

### Employees

#### Tips & Reminders

1. The last day of the pay period is the deadline for submitting a timesheet.
2. After you submit your timesheet, you can make changes by clicking the “Return Time” button on timesheet.
3. Timesheets can be submitted at anytime in the pay period.
4. Your timesheet shows earning types that apply to your job type only.
5. Always check your balances! It’s easy - just look on the Employee tab on My Info
6. If an illness keeps you from work, use the sick earning code.
7. Timesheet policies and processes are located at link: <http://www2.montana.edu/policy/personnel/per900.html#935.00>
8. Need help? Please call Human Resources 994-3651.

#### To Open Your Timesheet:

1. Go to [www.montana.edu/hr](http://www.montana.edu/hr) and locate the **My Info** link at the bottom of the page.
2. Click on **My Info**.
3. Click on **Enter Secure Area** and type in your *User ID (GID) and PIN*.
4. Click on the **Employee Services** tab.
5. Click on the **Time Sheet** link on the left side of the window.
6. Click the **My Choice** radial button for the Title and Department you want to enter time for (most of us have just one).
7. From the **Pay Period and Status** drop down box, select the current pay period (should default to most current).
8. Click the **Time Sheet** button.

#### To Enter Time:

1. Click the **Enter Hours** link under the date worked in the row for the *earnings code* used (examples: Regular, Sick, Annual).
2. In the **Hours** text box, type the number of hours.
3. Click the **Save** button.
4. Look for the verification message stating the hours were successfully saved.

#### To Copy Time:

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Click the **Enter Hours** link under the date worked in the row for the *earnings code* used (examples: Regular, Sick, Annual).
2. In the **Hours** text box, type the number of hours you worked each day this pay period.
3. Click the **Copy** button.
4. Click on the **“Copy from date displayed to end of the pay period”** checkbox **OR** Click the **Checkbox** for each day you want these hours copied to.
5. If your workweek includes Saturday or Sunday, click those checkboxes too.
6. Click the **Copy** button.
7. Look for the verification message that states the hours were successfully copied.
8. Click the **Timesheet** button.
9. The hours have now been copied for all days in the pay period for that earning category.

## To Adjust Your Time:

Changing hours you have entered for a particular day is not a problem.

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** text box, type the correct number or delete the incorrect number. (Note: Do Not enter a zero. Delete current hours entered and leave blank.)
3. Click the **Save** button.

## To Put a Comment on Your Time Sheet:

Sometimes there are special circumstances you will want your timesheet approver to know about. You can leave a comment on your timesheet that the approver will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the Timesheet page.
2. In the **Comments** boxes, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your timesheet. (Note: Comments on your timesheet are only visible to you in Preview mode.)

## To Preview:

When your timesheet is ready to submit for approval, it's important for you to preview it first. Check your hours to make sure the days, numbers, and earnings codes are all correct.

1. Click the **Preview** button at the bottom of your timesheet, the scroll bar may need to be used. (Note: On most computers, the timesheet is too big, to be seen all at once. You can make the text size on your screen smaller by clicking "view" and "Text Size" from your explorer browser menu - or similar commands in Netscape or other browsers)
2. After you have reviewed your time return to your timesheet by click the **Previous Menu** button.

## To Submit Your Time Sheet:

Submit time as follows:

1. Click the **Submit for Approval** button at the bottom of the timesheet. (Note: This page contains the Certification Statement. Typing your PIN here is equivalent to signing your timesheet; it certifies that you approve the timesheet information as accurate.)
2. Click the **Submit** button.

## To Return Time after Submission:

If, after your timesheet has been submitted for approval and/or approved, a correction is required, it can be return to yourself for correction.

1. Click the **Return Time** button at the bottom of your timesheet. Your time will be return to you and may be updated and corrected.
2. After you have corrected your time, review your time by clicking on the **Preview** button. To return to your timesheet by click the **Previous Menu** button.
3. If your supervisor had approved your timesheet prior to the **Return Time** button being clicked, make sure to communicate with them that your time has been resubmitted for approval.

## Print Your Time Sheet (Optional):

4. Click the **Preview** button at the bottom of your timesheet.
5. Click **File** from the browser menu.
6. Click **Print**.
7. From the printer settings, select **Landscape** for paper layout. (Note: In Explorer, click properties, then click Paper to find the landscape setting.)
8. Click the **OK** button to save your paper layout setting.
9. Click the **OK** button to print your timesheet.
10. Back in the **Timesheet Preview** window, click the **Previous Menu** button.