

SJFC WEB TIME ENTRY (WTE)

Quick Guide for Part Time Coaches, Staff & Grad Associates, Student Employees & Temp Seasonal Employees

Web Time Entry is a web-based time entry software system that has replaced your paper time sheet with an electronic time sheet. As an hourly employee, you record hours worked each day. It is critical that you submit your electronic time sheet by the submission deadline so you will be paid. Once the deadline for the pay period has passed, the time sheet is no longer available. Employee time sheets must be submitted for approval by 10:00am the Monday after the pay period ends. If your department requires you to complete and submit your time sheet earlier, you need to follow that schedule. Consult your supervisor with any questions you may have. For a Payroll Schedule and more detailed instructions on Web Time Entry refer to the Payroll webpage, <https://www.sjfc.edu/services/payroll/web-time-entry/>.

Please Note: Do not use the browser Back button to navigate. You may lose any entries you have completed.

Log On and Access Time sheet

- Log onto your **mySJFC** account using your **SJFC Login** and **Password**
- Select **FishRNet** from the LAUNCHPAD menu on the left.
- Select **Employees Enter Secure Area** from the FishRNet home page
- Enter your **User ID** (SJFC student ID#) and **PIN**
- Select **Employee Services**
- Select **Time Sheet** on the Employee Main Menu
- On the Time Sheet Selection screen, select the **Position** by clicking in the circle under **My Choice**. Select a time sheet by choosing a Pay Period from drop down menu. Then click the **Time Sheet** button. You may have multiple positions at the College. Each position will have its own time sheet. Time worked for the position should be entered on the position's corresponding time sheet.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
TS OITUserService Service Desk, 555001-99 OIT - User Services, 3203	<input checked="" type="radio"/>	Jul 21, 2018 to Aug 03, 2018 Not Started
TS OITUserService Media Tech, 555002-99 OIT - User Services, 3203	<input type="radio"/>	Jul 21, 2018 to Aug 03, 2018 Not Started

Time Sheet

[Pay Stub](#) | [Earnings History](#) | [Deductions Hi](#)

Enter Time

- You now should see your current **Time Reporting** time sheet for the position you have selected.
- Look at the **days/dates** of the week along the top and the **Earning** description on the left hand side. Click on **Enter Hours** on the appropriate **Earning** line and under the associated **day/date** to start entering time.

Time Reporting

Select the link under a date to enter hours.

St. John Fisher College meal period is typically 1 hour. By submitting your time sheet you are certifying that on days you worked more that 6 consecutive hours you which is not included in the hours recorded below. If in the unusual circumstance you are not able to take a meal period you are required to NOTE THE DATE and the feature below.

Time Sheet

Title and Number:	TS OITUserService Service Desk -- 555001-99											
Department and Number:	OIT - User Services -- 3203											
Time Sheet Period:	Jul 21, 2018 to Aug 03, 2018											
Submit By Date:	Aug 04, 2018 by 11:59 PM											
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 21, 2018	Sunday Jul 22, 2018	Monday Jul 23, 2018	Tuesday Jul 24, 2018	Wednesday Jul 25, 2018	Thursday Jul 26, 2018	Friday Jul 27, 2018	
Regular Temporary/Seasonal	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			0	0	0	0	0	0	0	0	0	
Total Units:			0	0	0	0	0	0	0	0	0	

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

[Pay Stub](#) | [Earnings History](#) | [Deductions History](#) | [Direct Deposit Information](#) | [Earnings By Position](#)

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- Confirm the **Earning** and **Date** selected is correct then click into the empty box next to **Hours** and enter your hours worked. **Record time worked to the minute using decimal conversion of minutes.** Examples: 7.25 = 7 hours & 15 minutes, 8.70 = 8 hours & 42 minutes. (See Conversion Table on page 6.)
- Click the **Save** button after each entry.
- Click the **Next** (or **Previous**) button to navigate between the 2 weeks of days/dates for the pay period.

Time Sheet

Title and Number:	TS OITUserService Service Desk -- 555001-99
Department and Number:	OIT - User Services -- 3203
Time Sheet Period:	Jul 21, 2018 to Aug 03, 2018
Submit By Date:	Aug 04, 2018 by 11:59 PM

Earning:	Regular Temporary/Seasonal
Date:	Jul 23, 2018
Shift:	1
Hours:	

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 21, 2018	Sunday Jul 22, 2018	Monday Jul 23, 2018	Tuesday Jul 24, 2018	Wednesday Jul 25, 2018	Thursday Jul 26, 2018	Friday Jul 27, 2018
Regular Temporary/Seasonal	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

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

Copy function: If this same number of hours applies to multiple days, click on the **Copy** button

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes unc

Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:	Regular Temporary/Seasonal, Shift 1					
Date and Hours to Copy:	Jul 23, 2018, 5 Hours					
Copy from date displayed to end of the pay period:	<input type="checkbox"/>					
Include Saturdays:	<input type="checkbox"/>					
Include Sundays:	<input type="checkbox"/>					
Copy by date:						
Saturday Jul 21, 2018	Sunday Jul 22, 2018	Monday Jul 23, 2018	Tuesday Jul 24, 2018	Wednesday Jul 25, 2018	Thursday Jul 26, 2018	Friday Jul 27, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Jul 28, 2018	Sunday Jul 29, 2018	Monday Jul 30, 2018	Tuesday Jul 31, 2018	Wednesday Aug 01, 2018	Thursday Aug 02, 2018	Friday Aug 03, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If this number should be copied for all days, simply click on **“Copy from date displayed to end of the pay period”**.
- OR
- Select the days that you want this number copied to for the **Earning** that was selected by clicking the box under the date.
- Click on the **Copy** button to save Hours to the selected Earning & Date(s).

NEXT

- Click on the **Time Sheet** button to return to the time sheet.
- Continue this process until you have completed entering your time. Don't forget to click the **Save** button with each entry.

Entering Comments

- Comments to your supervisor may be submitted by clicking on the **Comments** button. A box will appear to enter your comment into. Please include the date of the item you are commenting on. Click **Save** when comment is complete. Your supervisor will see these comments once your time sheet has been submitted but not before. **Previous Menu** will bring you back to the time sheet.
- **If you were eligible for an unpaid meal period but due to an unusual circumstance did not take the meal period, the minutes should be included as time worked and you are required to record the event by using the Comment feature. Please note the date that you were unable to take a meal period and the number of minutes that have been included.**

Learning	Unit	Hours or Units	Total Hours	Total Units	Saturday	Sunday	Monday
					Jul 21, 2018	Jul 22, 2018	Jul 23, 2018
Regular Staff/Grad assoc	1	0	48		Enter Hours	Enter Hours	8
Total Hours:			48		0	0	8
Total Units:				0	0	0	0

Comments

To edit a comment, just type over the information previously entered. Your comments may

Made By:	You
Comment Date:	Jul 25, 2018
Enter or Edit Comment:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Previous Menu"/>	

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Submitting Time Sheet for Approval

When you have completed and reviewed all time entered for the pay period, you must click on the **“Submit for Approval”** button for your electronic time sheet to become available to your supervisor for approval. Your time sheet will be listed as **Pending** on the **Time Sheet Selection** screen.

Learning	Unit	Hours or Units	Total Hours	Total Units	Saturday	Sunday	Monday
					Jul 21, 2018	Jul 22, 2018	Jul 23, 2018
Regular Staff/Grad assoc	1	0	48		Enter Hours	Enter Hours	8
Total Hours:			48		0	0	8
Total Units:				0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Time Sheet Status Definitions

- **Not Started:** The employee has not started to enter time.
- **In Progress:** The time sheet has been started by the employee but not submitted for approval.
- **Pending:** The time sheet has been completed by the Employee and submitted for approval. The record is waiting for the Supervisor (approver or proxy) to approve the time sheet.
- **Returned for Correction:** Supervisor has returned to employee for updates. Employee needs to make the updates and again submit the time sheet to Supervisor.
- **Approved:** The time sheet has been approved and sent to Payroll.
- **Completed:** Payroll received and processed the time sheet.

Important Notes

- Don't forget to click on the **Save** button after each time entry. Your entry will be lost without clicking **Save**.
- If you are working during the pay period, start your time sheet at the beginning of the pay period.
- Record time worked to the minute using the decimal Conversion of Minutes table below.
- A **work week** consists of a specified 7 day time frame that starts on a Saturday and ends on a Friday. A **pay period** consists of two consecutive work weeks that start on a Saturday and end on a Friday.
- **Preview** shows both weeks on one screen.
- Enter leave time for the entire 2 week pay period before submitting to your supervisor for approval.

- It is suggested that time worked for the pay period is entered on a daily basis. This way if you are out and not able to submit your time sheet for approval, the time sheet is mainly accurate and can be completed and submitted by your supervisor with the help of the Payroll department.
- Need to make an update or a correction to your submitted time sheet?
If your time sheet status is listed as **In Process** or **Pending** you can make changes. Click on the **Return Time** button, make your updates, **Save** and **Submit**. If the time sheet status is listed as **Approved** or **Completed**, you will need to contact your supervisor concerning updating the submitted time sheet.
- **Missed the deadline to submit your time sheet?**
The time sheet is the College's record of the dates & hours you worked. If you missed completing the time sheet for the pay period you worked, you will need to complete a generic time sheet, signed by you and your supervisor. The completed time sheet should be turned into the Payroll Department.

Employee Type	Earnings
Part time Coach	Coach Regular Hourly
	Coach - Overtime
Staff/Grad Associate	Base BiWkly staff/grad assoc
Student Employee	College Work Study
	College Non-Work Study
	Student Summer Pay
Temp/Seasonal Employee	Regular Temporary/Seasonal

Conversion from Minutes to Payroll Decimal Hours							
Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00