Employee Self
Service

SJF Web Time Entry User Guide
Student Employees
Fish'R'Net Employee Self Service

Web Time Entry is a web-based time entry software system. As a student or coach record hours worked and any NYS sick pay.

It is critical that you submit your electronic timesheet 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 timesheets must be submitted for approval by 10:00am the Monday of a pay week. If your department requires you to complete and submit your timesheet earlier, you need to follow that schedule.

To sign in, click the **Employee Self Service** icon in the Launch Pad Apps Dashboard folder **Banner 9 Self-Service**.

Apps dashboard

St. John Fisher University   Non-Production Apps   Banner 9 Self-Service   Apps

Fish 'R' Net

Employee Self
Service

For any Employee Self Service issues or questions, please contact Payroll at:

(585)385-8056 or (585)385-8057

email: payroll@sjf.edu

Enter Time

To enter time, you need to sign into Fish'R'Net and be on the Employee Dashboard page. Under My Activities, on the right side of the page, click the Enter Time bar.

Employee Dashboard

Employee Dashboard

Leave Balances as of 04/10/2025

My Profile

New York Paid Sick Leave Law in hours

Full Leave Balance Information

Pay Information				⌄
Latest Pay Stub: 02/28/2025	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				⌃
Taxes				⌃
Job Summary				⌃
Employee Summary				⌃

✈ My Activities

Enter Time

Click on Enter Time bar under My Activities to start your timesheet.

File:Time Submission Guide Students V1

The screen pops up where you will select Start Timesheet based on the Pay Period. If the pay period isn't open, time cannot be entered. Click Start Timesheet to begin your timesheet for the pay period. The dates are on the left hand side of the screen.

Timesheet

Approvals	**Timesheet**

Pay period dates.

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status	
				↻ Prior Periods
03/22/2025 - 04/04/2025			Not Started	Start Timesheet
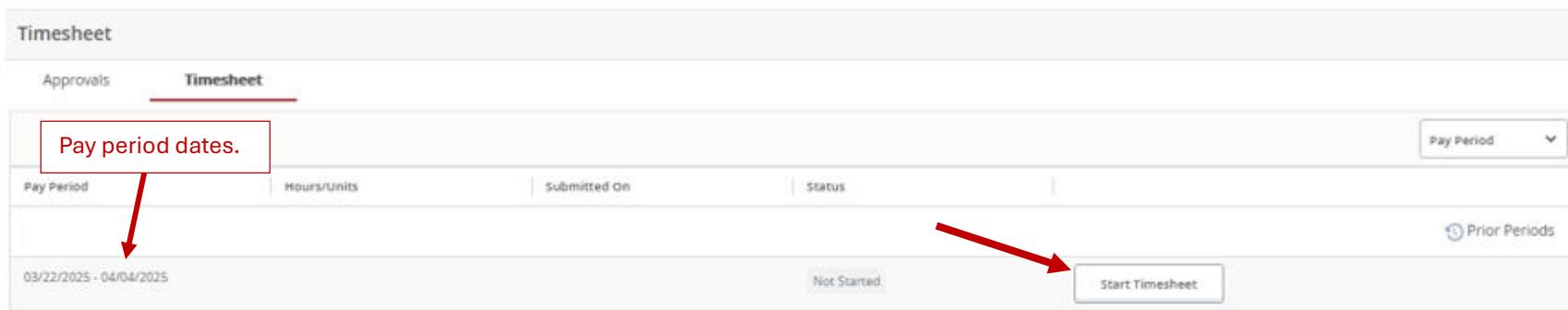
A calendar will appear with the day you started the timesheet highlighted. To enter time for a particular day in the pay period, go to the date on the calendar. Select the earn code from the drop-down list option, then enter the hours in the Hours field. To add another earn code for a day, click Add Earn Code.

To enter time for another day, click on the calendar day. Enter the time by selecting an earn code from the drop-down list. Enter the hours in the Hours field.

Hours can be copied from one day to another. This feature will be explained further in the document.

Employee Dashboard • Timesheet • NWS-Office Worker, 222010-

↻ Restart Time   ⓓ Leave Balances

04/05/2025 - 04/18/2025   ⓘ ⊜   In Progress   **Submit By 06/16/2025, 10:00 AM**

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5	6	7	**8**	9	10	11

< ... >

⊕ Add Earn Code

⊖

Earn Code	Hours*	
University Non-Work Study ▼	2.50	Enter hours
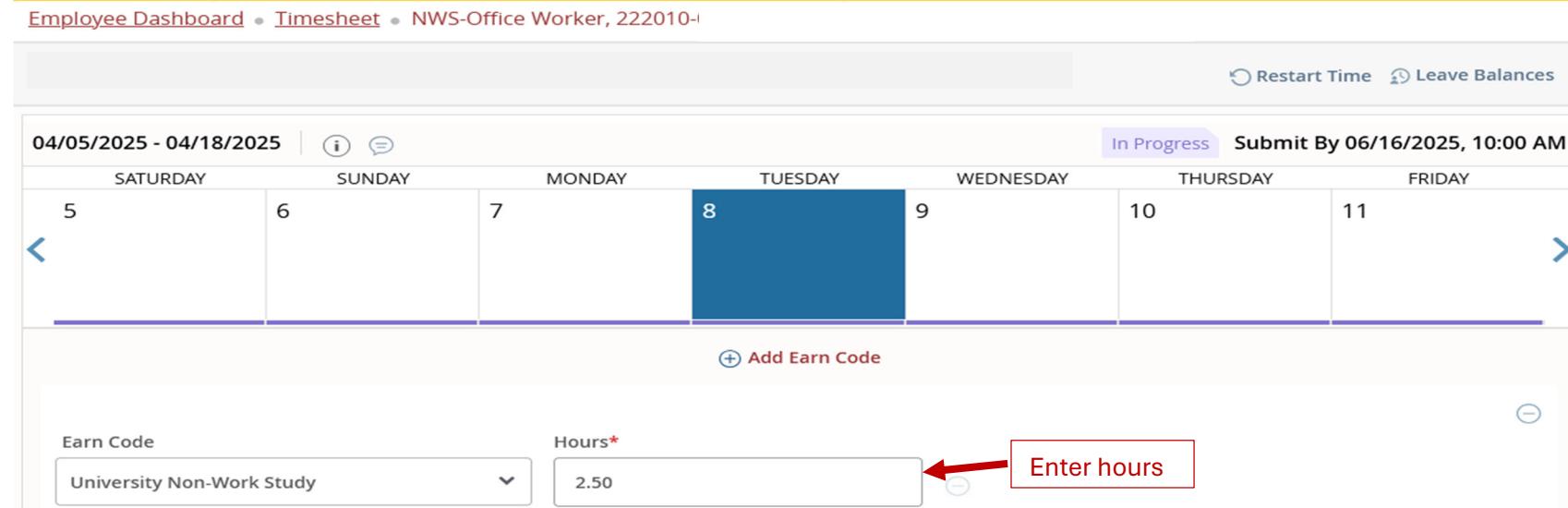
You MUST click the Save button. If you click to Exit the page you will be prompted to save the data.

Exit Page   Cancel   Save   Preview

Click Save after all hours for a day have
been entered. This is a MUST.

After the entered time has been saved you can exit the screen by clicking Exit Page on the lower left corner of the screen. To continue to enter time, click the Enter Time bar on the Employee Dashboard. If the time period is still open and the timesheet has the status of 'In Progress", click In Progress to continue.

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

Copy, Edit, Delete, Comment Functions
After hours recorded have been saved, three icons will appear above Account Distribution. With these icons, time can be edited, copied or deleted.
- The icon which looks like a pen is used to edit the time and earn codes which have been entered.
- The icon which looks like two pages is used to copy time entered from one day in the pay period to another day.
- The icon which is a circle with a line is used to delete time which has been entered.

Copy

Edit ➡   ✏   🗅   ⊖   ⬅ Delete

Account Distribution
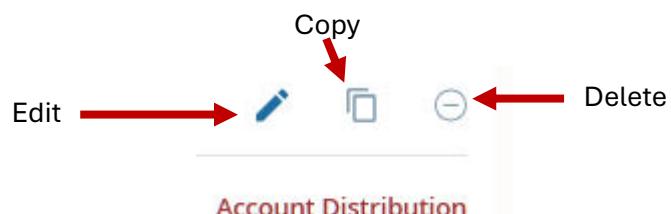
Copy Function: If the same Earning Code and number of hours applies to multiple days, the Copy icon can be used.
- Be in a calendar day where hours have been entered and click the Copy icon. The following screen appears for the pay period.

Copy Time Entry ✕

University Non-Work Study : 2.50 Hours (04/08/2025, TUESDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 04/05/2025 - 04/18/2025 ⑦

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8 2.50 Hours	9	10	11	12
13	14	15	16	17	18	19

Cancel	Save

- If the hours which have been saved should be copied for all days, simply click on "Copy to the end of pay period."

- If the hours should only be copied to certain days of the pay period, click on the days. The days will highlight as will the save button. Click Save. You will be brought back to the timesheet after clicking Save.

Copy Time Entry ✕

University Non-Work Study : 2.50 Hours (04/08/2025, TUESDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 04/05/2025 - 04/18/2025 ⑦

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8 2.50 Hours	9	10	11	12
13	14	15	16	17	18	19

Cancel	Save

File:Time Submission Guide Students V1

Edit Function: If the Earn Code or the Hours reported need to be changed for a day, click on the day and then click the Edit icon. You can now make changes to what was previously recorded. Click Save after the changes have been made.

Delete Function: If the information saved for a day needs to be delete, click on the day and then click the Delete icon, The entry will be deleted. A pop-up will appear to verify you want to make the change. Click Save after the information has been deleted.

Enter a Comment: After time has been entered, Comments are able to be added to the timesheet. The Comment icon appears above the dates of the pay period. Click on the icon, type in the comment then click Save.

04/05/2025 - 04/18/2025   10.00 Hours   (i) (=)

Submit Timesheet for Approval
When all time has been entered for the pay period, the timesheet needs to be Previewed and then Submitted for approval.

After all time is entered, at the bottom right of the screen click the Preview button.

Cancel   Save   Preview

A Timesheet Detail Summary will appear. Review the time which has been entered for accuracy. If changes need to be made to the entered time, click Return. If all time entered is correct click Submit.

File:Time Submission Guide Students V1

Timesheet Detail Summary

NWS-Office Worker, 222010-00, 2, 3104, Accounts Payable ,

Pay Period: 10.00 Hours   In Progress   Submit By 06/16/2025, 10:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
04/08/2025	210, University Non-Work Study	1	2.50 Hours
04/10/2025	210, University Non-Work Study	1	2.50 Hours
04/15/2025	210, University Non-Work Study	1	2.50 Hours
04/17/2025	210, University Non-Work Study	1	2.50 Hours

Summary

| Earn Code	Shift	Week	Week	Total
210, University Non-Work Study	1	5.00	5.00	10.00 Hours
Total Hours		5.00	5.00	

Routing and Status

Name	Action
	Originated On 06/04/2025, 02:50 PM by Banner, Student T.
	Submit By 06/16/2025, 10:00 AM
Powley, Mary R.	In the Queue

> Review time entered. If hours need to be changed click **Return**. This will take you back to the calendar where you can select the day to change the hours.

> Review time entered. If everything looks correct, click Submit.

[Return]   [**Submit**]

When the submit is successful the following will pop-up in the right top of your screen.

✅ Timesheet successfully submitted.
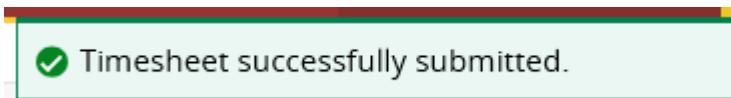
General Notes

Recall Timesheet: If after your timesheet has been submitted for approval, the window to make changes is still open and the timesheet is in the Pending status, you can recall your timesheet. The window to make changes is before 10:00AM on the Monday of a payroll week.

04/05/2025 - 04/18/2025	16.50 Hours	04/10/2025	Pending

- Click Enter Time
- The pay periods will appear. If the pay period you wish to change is in the Pending status, click the pay period dates.
- On the bottom right of the screen click Recall Timesheet. This will return the timesheet. Changes can now be made.

- After changes have been made and saved, click Preview.
- From the Timesheet Detail Summary page click Submit.
- Your timesheet is now waiting for your supervisor to approve.

Save: After time has been entered for each day, the save button needs to be clicked. If you try to exit without saving a prompt will appear.

Calculating Hours Worked and Overtime

Work week: The SJF work week is a 7 day period which begins on Saturday and Ends on Friday.

Pay Period: The SJF pay period is a consequtive two week period that starts on a Saturday and ends on a Friday.

Recording Time: Time worked on a daily basis should be recorded to the minute using a decimal conversion table of minutes. A conversion Table is at the end of this document.
- Examples:
  - 5.20 = 5 hours and 12 minutes
  - 0.70 = 42 minutes

Overtime: For hourly or non-exempt employees, overtime is calculated on the hours actually worked in a **work week** which are greater than 40. Hours in excess of 40 hours in a work week are paid as 1&½ times an employee's regular hourly rate.

Minute to Decimal Conversion Table

Time Conversion Chart
(Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0