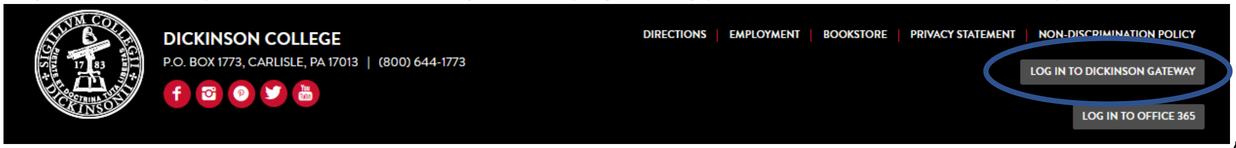
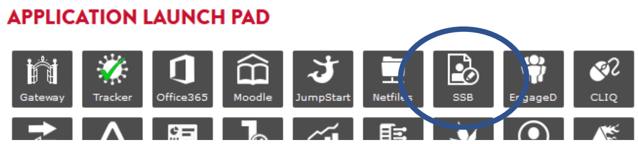
WEB TIME ENTRY INSTRUCTIONS (Student Employees)

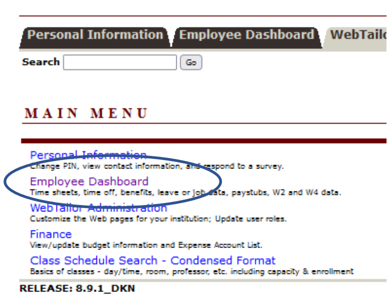
Log into Gateway from Dickinson College homepage using your network user name and password.



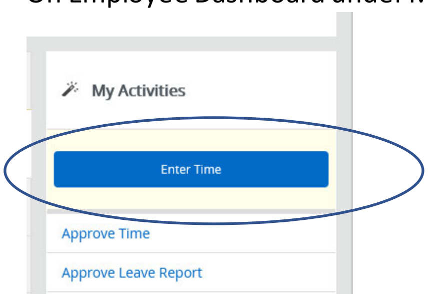
Click SSB icon from the Application Launch Pad.



Click link for Employee Dashboard

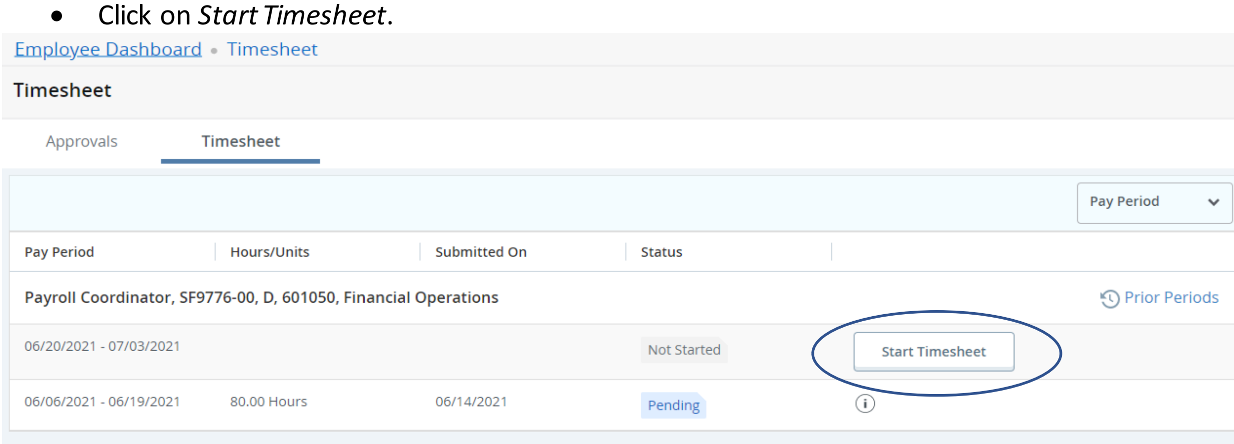


On Employee Dashboard under My Activities section click the *Enter Time* link to go to Timesheet page.

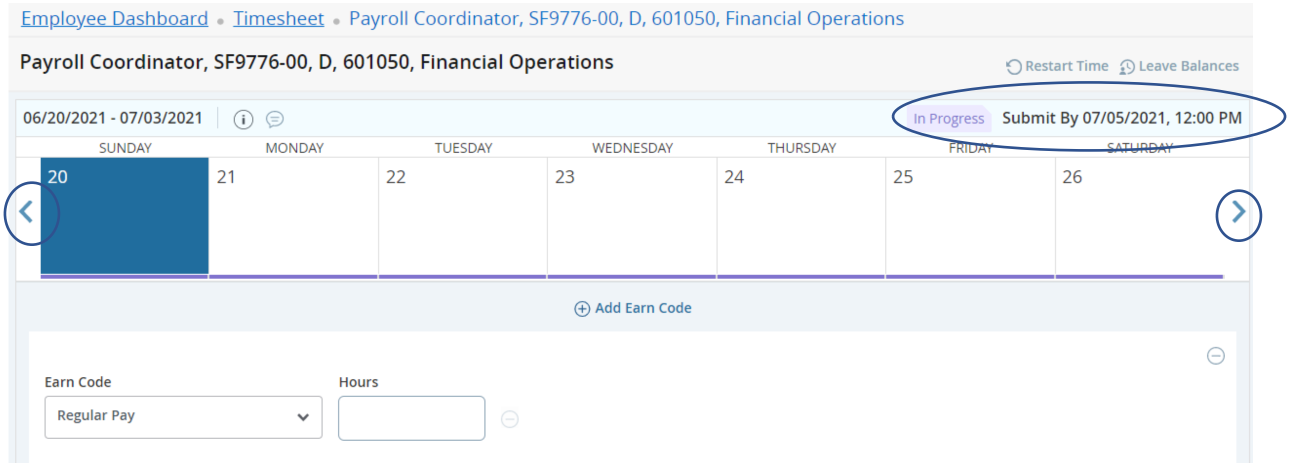


<u>Open timesheet</u>

- On the Timesheet page you will see the open pay periods available for timesheet completion. **<u>Be sure to click on the correct pay period for the appropriate timesheet.</u>**
- Click on *Start Timesheet*.

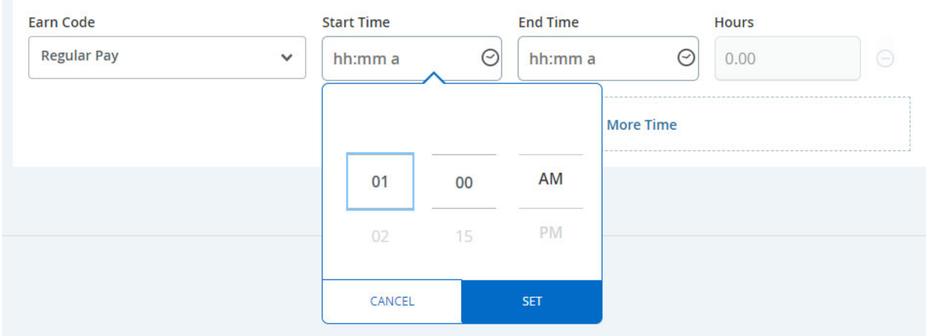


- The status of the timesheet and the timesheet submission deadline date are displayed on the top right of the screen.
- Click arrows to the left and right to view both weeks of the pay period.

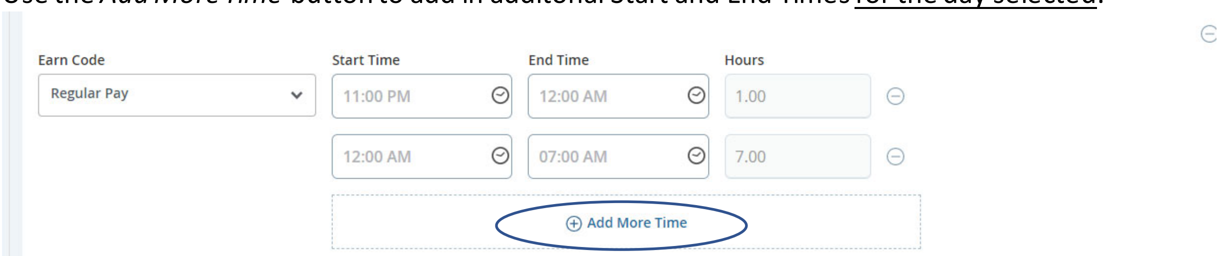


Enter hours

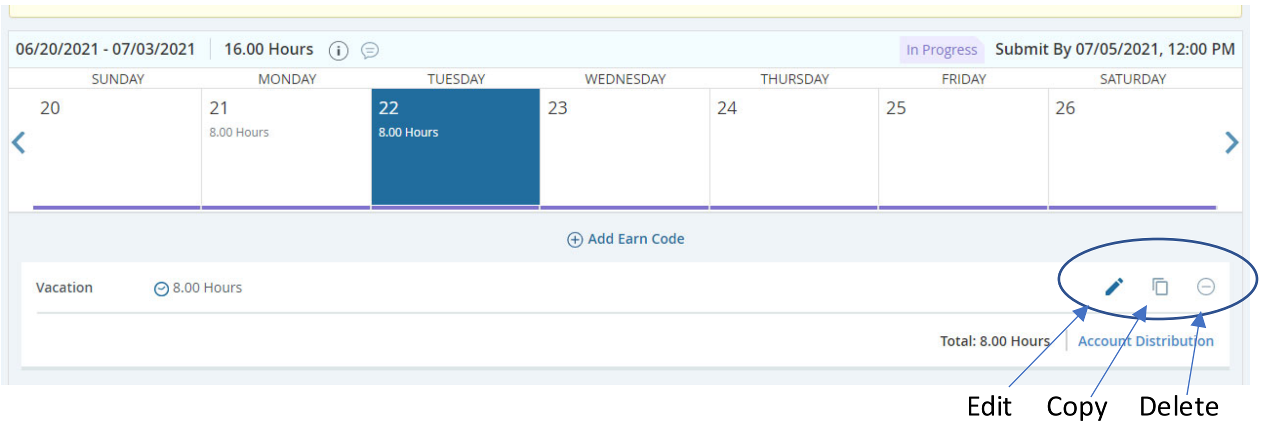
- Click on a date to begin entering hours.
- The Regular Pay earn code is selected by default. Type in Start Time, End Time, and AM or PM using the required format (ie: 03:00 pm) and ***Save****.* A message will display "Timesheet data successfully saved."
  Note: You can click on the clock icon to use your mouse to scroll through hour/minute/AM or PM or use the up and down arrows on the keyboard to scroll. Click *Set* to save time selections if scrolling.



- Use the *Add More Time* button to add in additonal Start and End Times <u>for the day selected</u>.



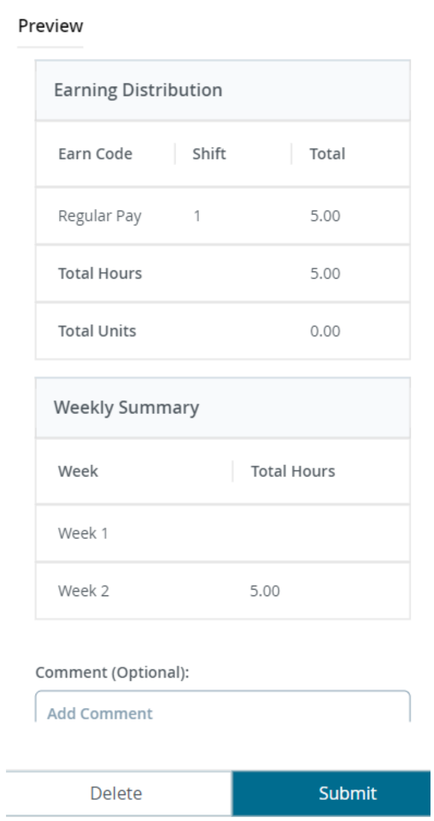
- If done entering hours for the day, click ***Save***.
- Proceed by clicking on the next day of the pay period.
- When done entering hours for week one, hit arrow to the right to enter hours in week two of the pay period.



- Use the edit icon on the entry to make changes as necessary.
- Use the copy icon to copy the entry from one day to another.
- Use the delete icon to remove an entry from that date. When you click the delete icon a message will display to confirm "Are you sure you want to delete this earning record." Click *Yes* to remove incorrect entry from that day.
- Use *Cancel* button to cancel any changes you do not wish to save.

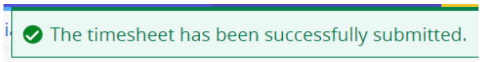
Preview Timesheet

- Click *Preview* to see a summary of entered pay period hours. Click 'X' in top right-hand corner to close Preview box and return to timesheet if additional changes are needed.



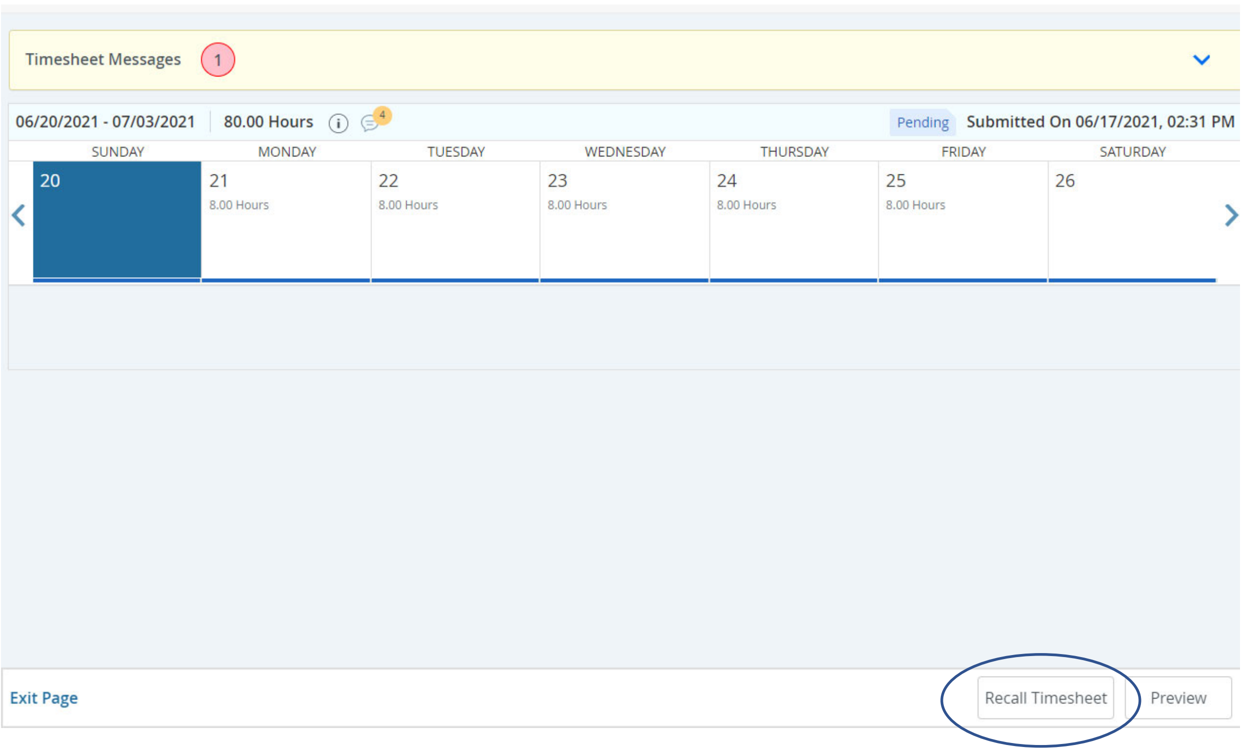
Submit timesheet

- Review the timesheet for accuracy.
- When all hours for the **pay period** are entered, click ***Submit*** from the Preview screen to forward the timesheet for approval. You will see the message "The timesheet has been successfully submitted."



Timesheet changes after Submit

If you submit your timesheet and it is still in Pending status (has not been approved), you may click *Recall Timesheet* on the Timesheet page to make changes. Make the necessary changes and click ***Save.***



Additional information

- Timesheets must be submitted and approved by the deadlines established on the payroll schedule.
- If your approver would like a change made to your submitted timesheet, they will return the timesheet to you for correction. You will receive an email notification requesting you to edit and resubmit your timesheet as needed before the timesheet deadline.
- If you have not started your current timesheet, you will be notified with a reminder email 24 hours before and 3 hours before the timesheet deadline.
- If you have multiple positions on campus, you will receive an email reminder for each job with a timesheet not started or submitted.