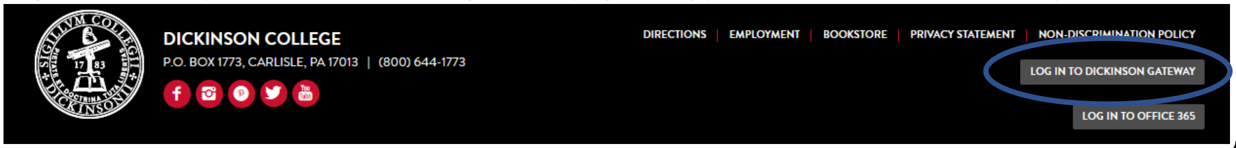
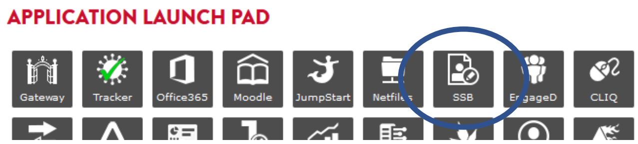
WEB TIME ENTRY INSTRUCTIONS (Bi-Weekly, Non-Exempt Employees)

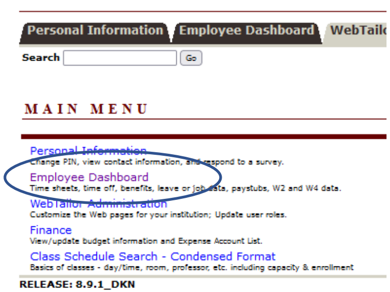
Log into Gateway from Dickinson College homepage using your network user name and password.



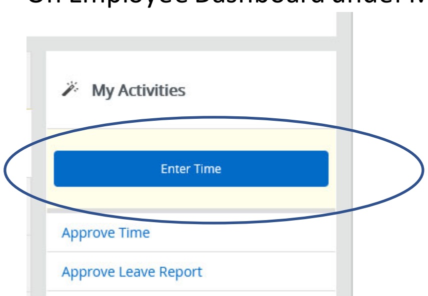
Click SSB icon from the Application Launch Pad.



Click link for Employee Dashboard

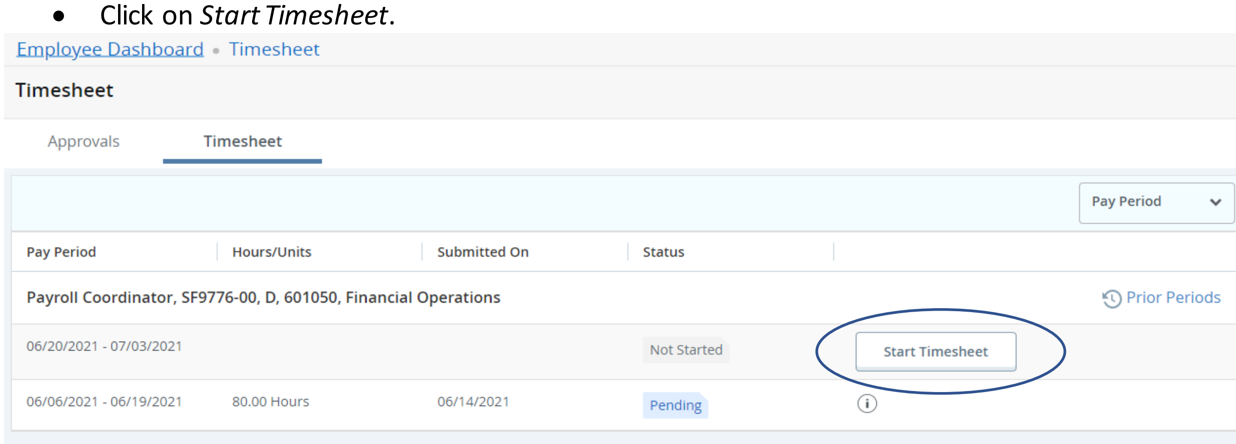


On Employee Dashboard under My Activities section click the *Enter Time* link to go to Timesheet page.

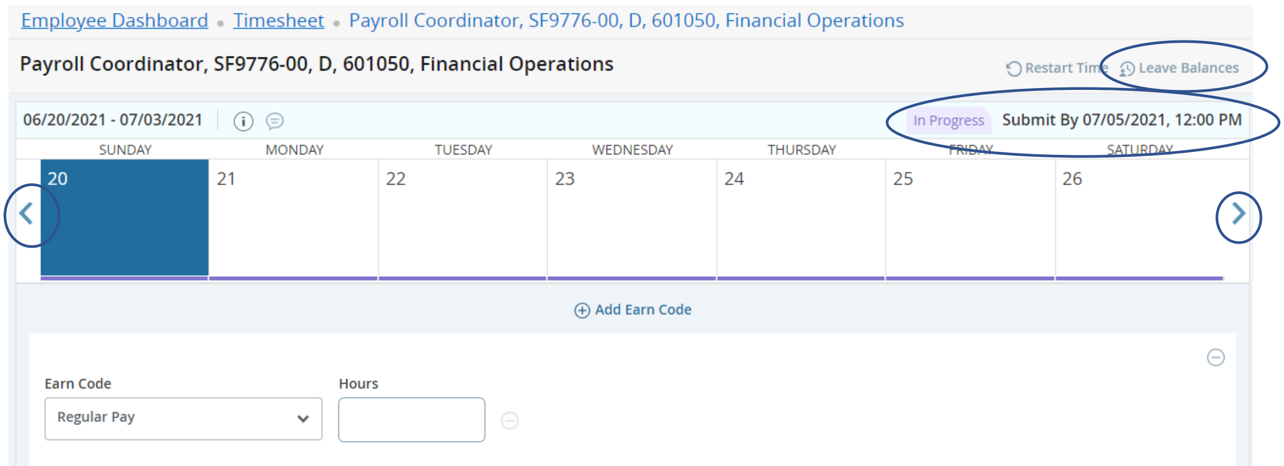


Open timesheet

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

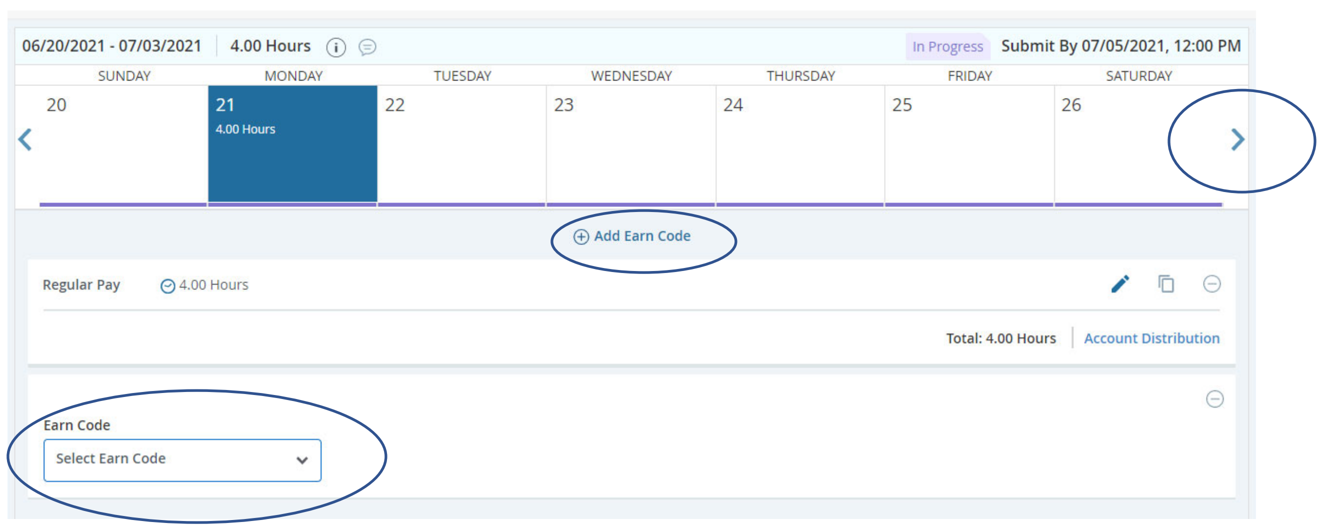


- The status of the timesheet and the timesheet submission deadline date are displayed on the top right of the screen.
- The option to view current leave balances is available by clicking *Leave Balances*.
- Click arrows to the left and right to view both weeks of the pay period.

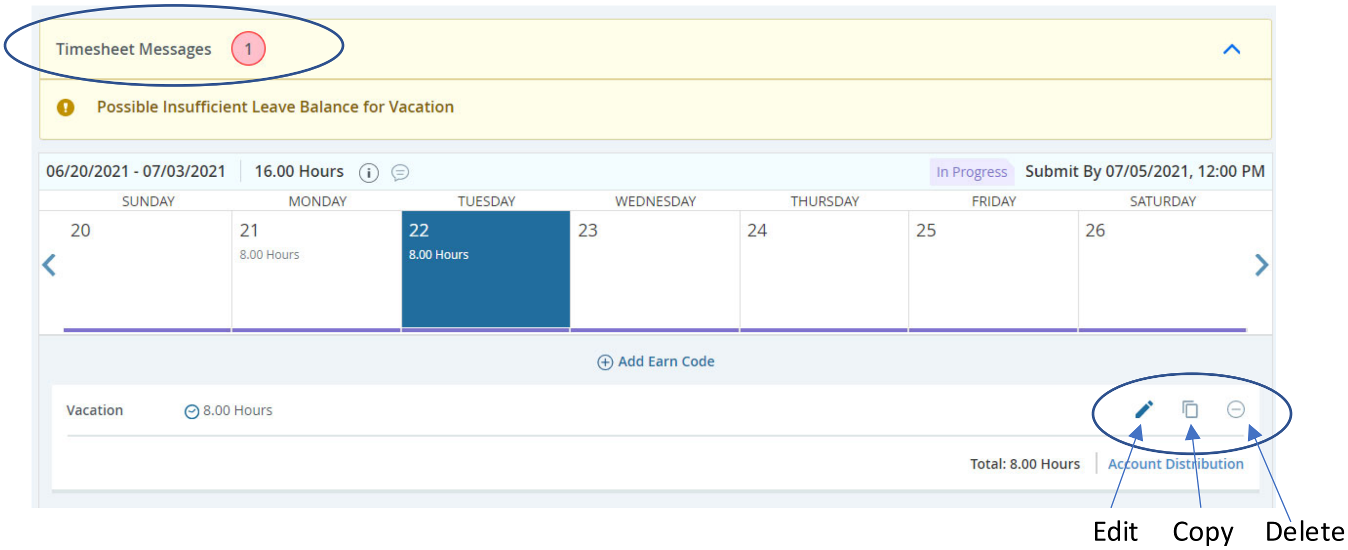


Enter hours

- Click on a date to begin entering hours.
- Select an earn code from the *Earn Code* drop-down menu. The Regular Pay earn code is selected by default. Enter number of hours worked for that earn code in the *Hours* field for the date selected and click ***'Save'***. A message will display "Timesheet data successfully saved."
- If you are done logging hours for that day, proceed by clicking on the next day of the pay period. If that day needs more hours logged with a different earn code (ex: REG hours and VAC hours on the same day), click *Add Earn Code* to bring up drop-down of additional earn codes.
- When done entering hours for week one, hit arrow to right to enter hours in week two of the pay period.



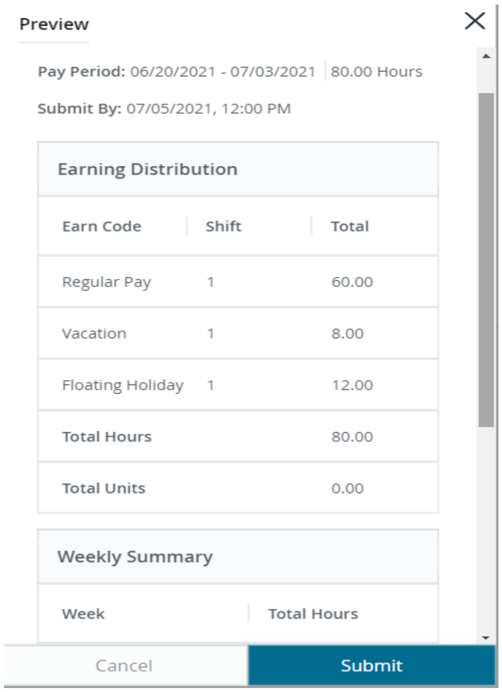
Note: If you enter in hours for a leave earn code which you do not have enough hours available, an alert message link will immediately display. Click link to view message. With cursor still on that day, use Edit or Delete icons to edit earn code/hours as needed.



- Use the edit icon on that earn code 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 earn code from that date. When you click the delete icon a message will display to confirm "Are you sure you want to delete the earning record?" Click *Yes* to remove incorrect earn code from that day.
- Use *Cancel* button to cancel any changes you do not wish to save.

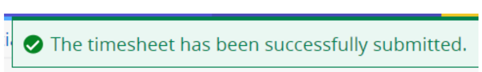
<u>Preview Timesheet</u>

- Click *Preview* to see a summary of entered pay period hours by earn code.
- Review the timesheet for accuracy. If any changes are needed click *Cancel* and make necessary corrections.



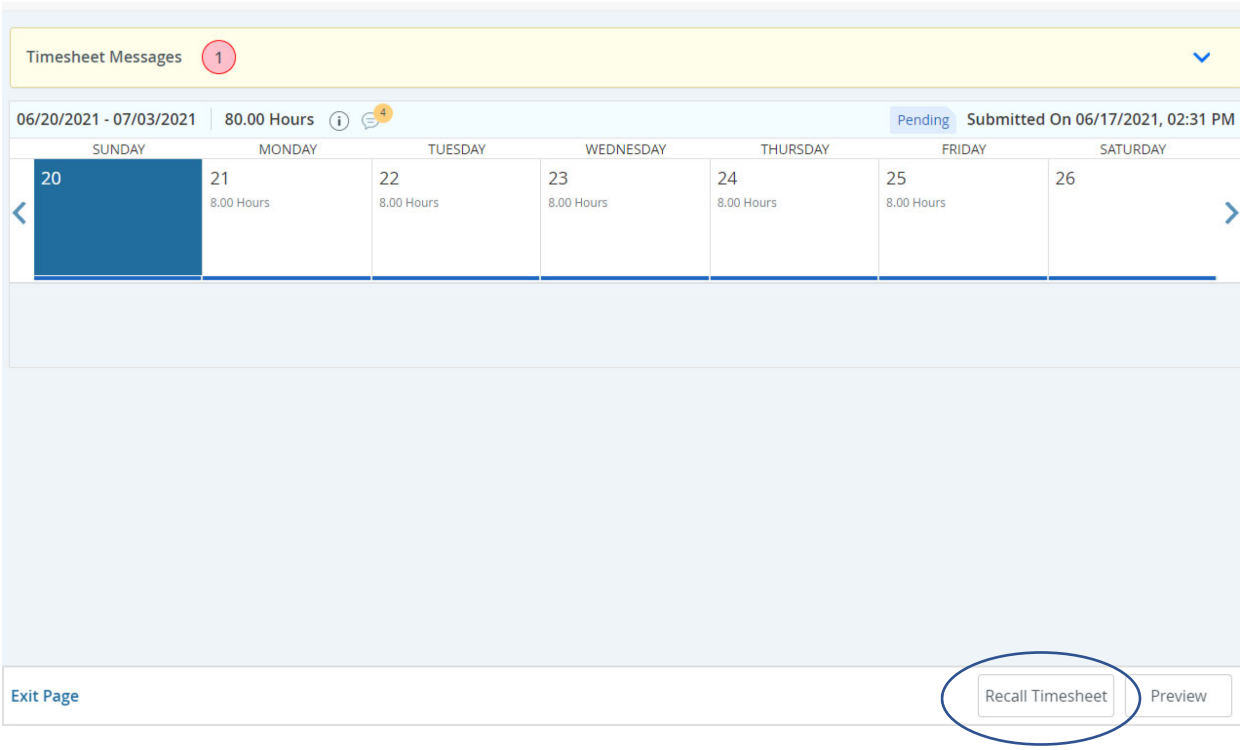
Submit timesheet

- 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 that you 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.