

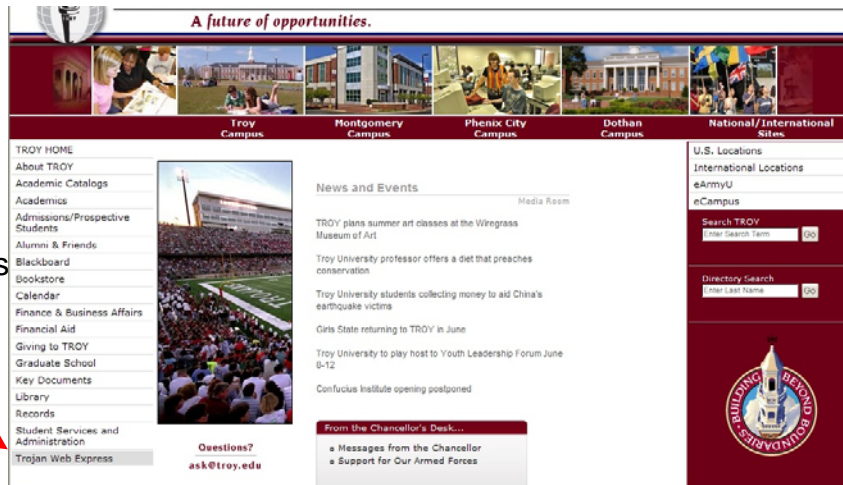
Regular Shift Employee Timecard Entry

Overview

This Process Documentation is to assist employees with time entry. It is in two sections, one for the Detail (Time in and Time Out form) and the other for the Summary Form. **Electronic timecards must be submitted by employees no later than 11:59pm of the Saturday ending each pay period.**

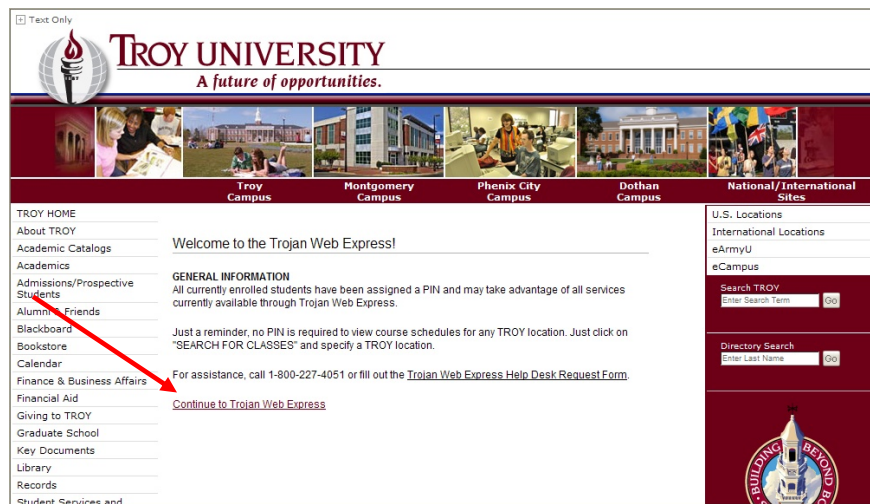
Step 1

Go to the University home page at www.troy.edu and click on Trojan Web Express



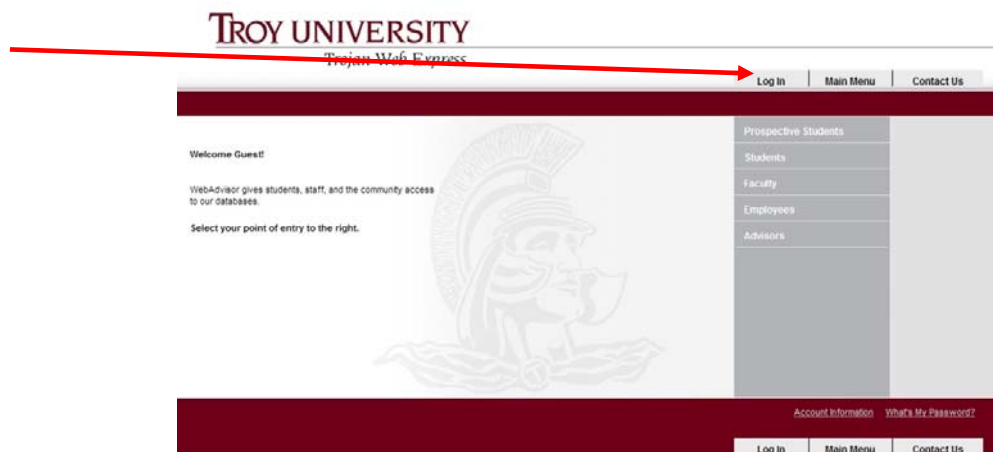
Step 2

Click on the Continue to Trojan Web Express link.



Step 3

Click on Log In



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Step 4

4a. Enter your username and password and then click submit.

4b. Click on Employees

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

Step 5

Detail to Time Entry link

View 5

Time Entry and Approval

[Time entry](#)

[Time history](#)

Step 6

6a. The following in View 6a. will be displayed.

View 6a

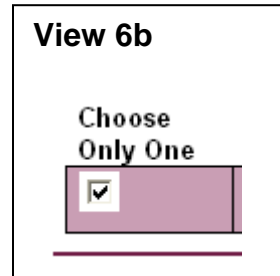
EMPLOYEES

Time entry

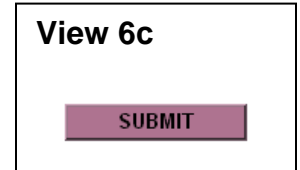
Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Locat
<input type="checkbox"/>	03/01/07	03/31/07	Student Worker, HR/Payroll	06/01/04	Human Resources/Payroll		Main Campus

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6b. Click on "Choose Only One" for the position you are entering time for.



6c. Click on "Submit" to access time card.



Step 7

7a. The following in View 7a will be displayed.

View 7a

Time Entry

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Director of Human Resources & Payroll	02/28/07	Monthly Pay Cycle	Human Resources/Payroll	Main Campus	Mr. Bob J. Oppenheimer	03/23/07 12:00PM

Leave Type	Leave Balance
Personal	24.00
Annual Leave	24.00
Sick	240.00

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
02/01/07	Thursday	8.00							<input type="checkbox"/>
02/02/07	Friday	8.00							<input type="checkbox"/>
02/03/07	Saturday								<input type="checkbox"/>
02/04/07	Sunday								<input type="checkbox"/>
02/05/07	Monday	8.00							<input type="checkbox"/>

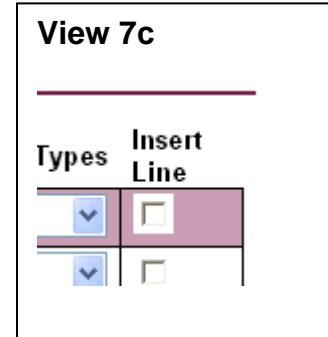
7b. Enter hours worked for the appropriate dates.

View 7b Hours example

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours
02/01/07	Thursday			8.00	
02/02/07	Friday			8.00	
02/03/07	Saturday				
02/04/07	Sunday				
02/05/07	Monday	4.00			4.00
02/06/07	Tuesday	8.00			

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7c. (OPTIONAL) Insert line if needed.



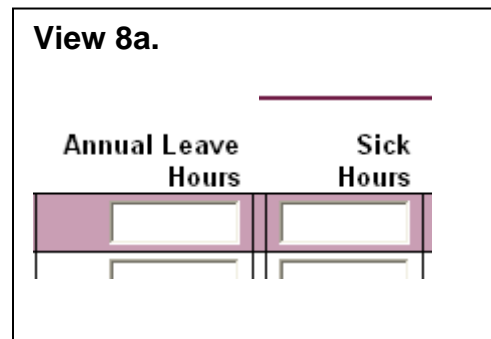
Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by clicking on Insert Line. This may be necessary if you work in the same job three times in one day.

Example1: Work in a.m., go to lunch, work in the afternoon, student worker leaves to go to class, work again in the afternoon. Example2: Work in a.m., leave for lunch, work in afternoon, leave for dinner, but return in the evening to cover a shift or work on a special project.

Step 8

8a. OPTIONAL Enter Annual Leave, Sick Leave time.

This will only be available if you are eligible and enrolled in vacation and/or sick leave plans. If you are eligible but the time card will not allow you to enter time, please contact the HR or Payroll office for assistance.



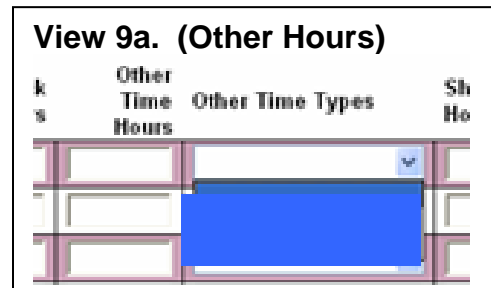
Step 9

9 OPTIONAL Enter Other Hours and Other Hours Type

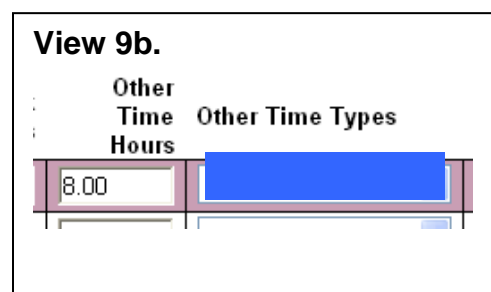
Select one of the time types, then enter the hours under “Other Time Hours”

9a. Select the time type in the Other Time Types column.

Click the drop down arrow to reveal the kinds of time that may be entered in the “Other” column.



9b. Enter the number of hours for that type



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9c. OPTIONAL Adjust the Work Hours if needed in the first column for that same day.

View 9c. With hours in Hours Worked and Other Time Types – needs adjusted

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types
02/01/07	Thursday	8.00			8.00	

Now shown without Hours Worked, only Other Time Types

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	SI	Ho
02/01/07	Thursday				8.00			

9d. Sign the Time Card.

Once all time is entered for the pay period following Steps 7 through 9, Sign the Time card by clicking on the signature box. Do not click in the signature box if you do not intend to submit the timecard to your supervisor. Clicking submit without checking the signature box will save the entered time without submitting the timecard to your supervisor.

View 9d (signature line with box)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Step 10

10a. Submit the time entered. [ENTER] or SUBMIT.

View 10a.

SUBMIT

Time may be entered each shift, at the end of the day, or at any time before the end of the pay period without "signing" the time card.

10b. The following appears when pressing [ENTER] or SUBMIT.

View 10b.

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 03/31/07
Time Entry Status Not Complete

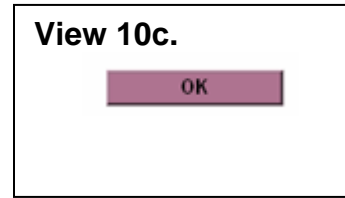
Current Pay Period	Hours
Regular Hours	3.50
Annual Leave Hours	0.00
Sick Hours	0.00
Shift Hours	0.00
Other Hours Grand Total	0.00

Previous Pay Period	Hours
Not Applicable	0.00

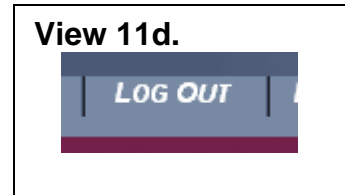
OK

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10c. Close (OK).



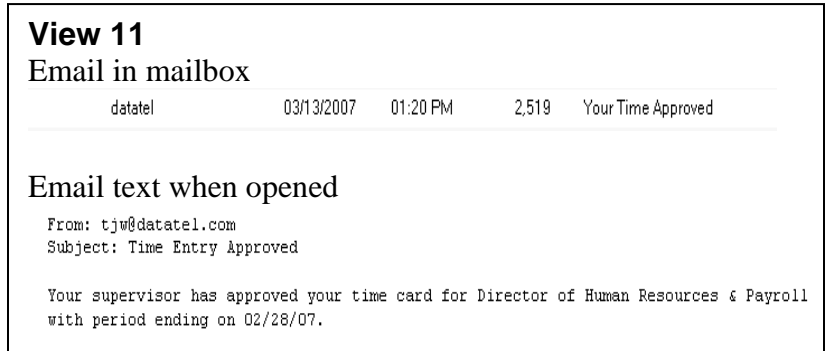
10d. Logout



Step 11

12a. Watch email for approval or rejection of time card.

You will not have access to this time card again unless your supervisor rejects the time card. If the time card is rejected repeat steps 4 through 6 and step 9 to reenter your time and sign the time card.



View 11
Email in mailbox

datatel	03/13/2007	01:20 PM	2,519	Your Time Approved
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Email text when opened

From: tjw@datatel.com
Subject: Time Entry Approved

Your supervisor has approved your time card for Director of Human Resources & Payroll with period ending on 02/28/07.