

Variable Shift Employee Online 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

Click on the 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.

View 6b

Choose
Only One

6c. Click on “Submit” to access time card.

View 6c

SUBMIT

Step 7

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

View 7a.

EMPLOYEES

Time

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	De
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7b. Enter Time In and Time Out for the appropriate dates. Enter time with a.m and p.m. Example: 9 a.m. is entered as 9:00AM and 4 p.m. is entered as 4:00PM.

View 7b

Date	Day	Time In	Time Out
03/01/07	Thursday		

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.

View 7c

Types	Insert Line
▼	<input type="checkbox"/>
▼	<input type="checkbox"/>

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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.

View 8a.

Annual Leave Hours	Sick Hours
<input type="text"/>	<input type="text"/>

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. If you are not eligible for "other time" then the words "not applicable" will appear. If you feel you should be eligible, please contact the Human Resources or Payroll Office.

View 9a. (Other Hours)

Other Time Hours	Other Time Types	Sh Ho
<input type="text"/>	<input type="text"/>	<input type="text"/>

9b. Enter the number of hours for that type

View 9b.

Other Time Hours	Other Time Types
<input type="text" value="8.00"/>	<input type="text"/>

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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

Now shown without Hours Worked, only Other Time Types

Step 10

10a. Sign the Time Card.

Once all time is entered for the pay period following Steps 7 through 10, 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 10a (signature line with box)

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

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

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

View 10b.

or

SUBMIT

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

View 10c.

Confirma

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

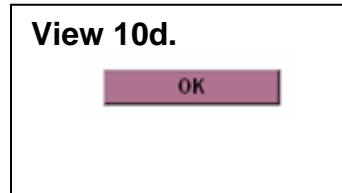
Pay Period End Date 03/31/07
Time Entry Status Not Complete

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

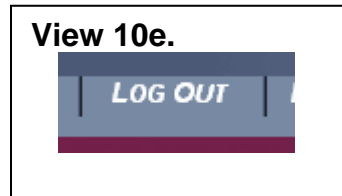
Previous Pay Period Hours	
Not Applicable	0.00

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10d. Close (OK).



10e. Logout.



Step 11

11. 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 8 to reenter your time and sign the time card.

