
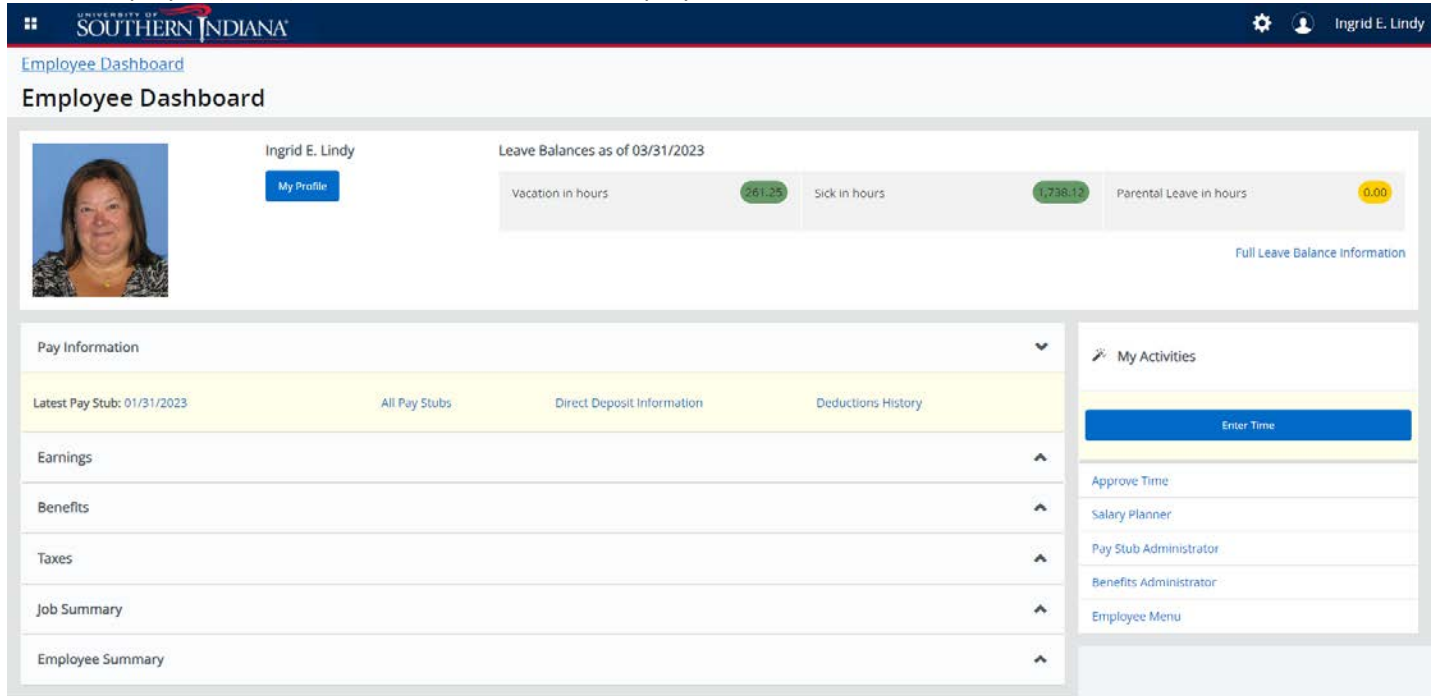


Student WTE Instructions for Entering Time

Navigate to myUSI.

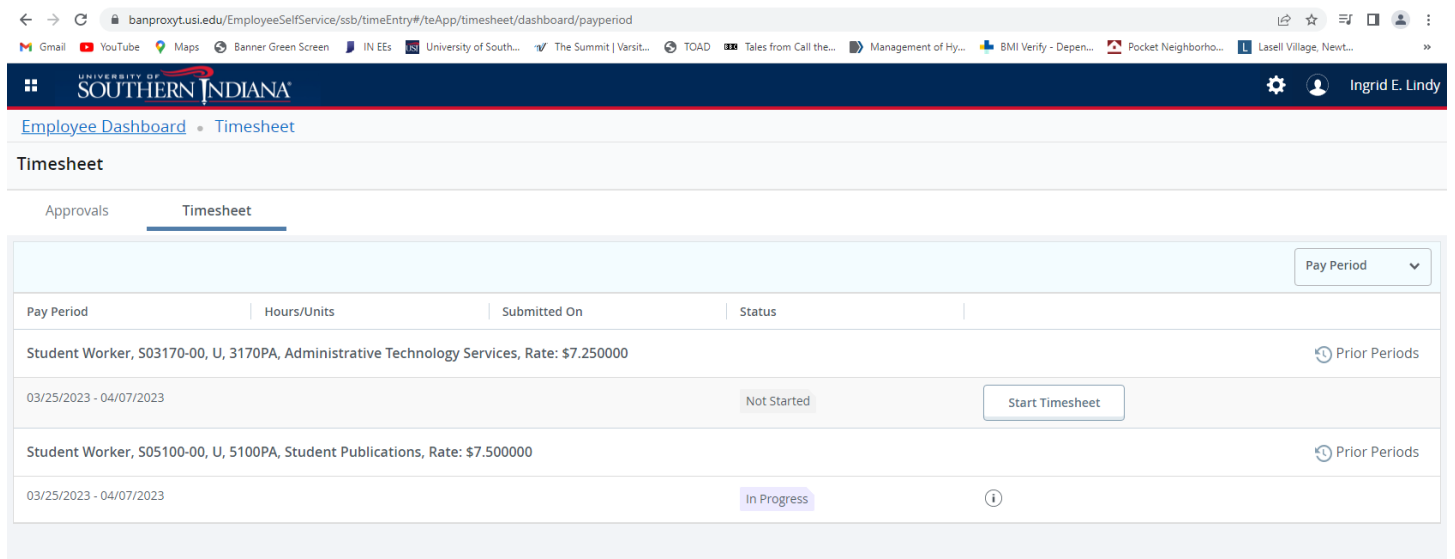
Enter your normal MyUSI login credentials – Username and Password. Click on the  icon under Eagle Apps. Click on the Employee (New!) tab. You will land on the Employee Dashboard.



The screenshot shows the Employee Dashboard for Ingrid E. Lindy. At the top, there is a navigation bar with the University of Southern Indiana logo and the user's name. Below this, the dashboard includes a profile picture, a "My Profile" button, and a section for "Leave Balances as of 03/31/2023" with three cards: "Vacation in hours" (261.25), "Sick in hours" (1,738.12), and "Parental Leave in hours" (0.00). A "Full Leave Balance Information" link is also present. The main content area is divided into two columns. The left column contains a "Pay Information" section with a dropdown menu, and several expandable sections: "Latest Pay Stub: 01/31/2023" (with sub-links for "All Pay Stubs", "Direct Deposit Information", and "Deductions History"), "Earnings", "Benefits", "Taxes", "Job Summary", and "Employee Summary". The right column features a "My Activities" section with a prominent blue "Enter Time" button, and a list of other activities: "Approve Time", "Salary Planner", "Pay Stub Administrator", "Benefits Administrator", and "Employee Menu".

Click on Enter Time (blue box on mid right side).

Your current assignments will appear.



The screenshot shows the Timesheet page in the MyUSI system. The browser address bar indicates the URL: banproxyt.usi.edu/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/dashboard/payperiod. The page header includes the University of Southern Indiana logo and the user's name, Ingrid E. Lindy. Below the header, there are tabs for "Approvals" and "Timesheet", with "Timesheet" being the active tab. The main content area displays a table of assignments with a "Pay Period" dropdown menu on the right. The table has columns for "Pay Period", "Hours/Units", "Submitted On", and "Status". There are two rows of assignments:

Pay Period	Hours/Units	Submitted On	Status
Student Worker, S03170-00, U, 3170PA, Administrative Technology Services, Rate: \$7.250000			
03/25/2023 - 04/07/2023			Not Started
Student Worker, S05100-00, U, 5100PA, Student Publications, Rate: \$7.500000			
03/25/2023 - 04/07/2023			In Progress

Buttons for "Start Timesheet" and "Prior Periods" are visible next to the "Not Started" and "In Progress" status entries, respectively.

Click on Start Timesheet of the assignment you want to enter time for. You will have to repeat this process for each assignment in which you worked this pay period. DO NOT SUBMIT TO YOUR SUPERVISOR UNTIL YOU HAVE ENTERED ALL TIME WORKED FOR THE ASSIGNMENT.

03/25/2023 - 04/07/2023 In Progress Submit By 04/08/2023, 11:59 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1

+ Add Earn Code

Earn Code: Student Worker Pay

Start Time*: hh:mm a

End Time*: hh:mm a

Hours: 0.00

+ Add More Time

Exit Page Cancel Save Preview

Using the left and right arrows beside the calendar area, navigate to the appropriate date you would like to enter time.

This e-timesheet allows you to select the appropriate earn code by using the drop-down list. Please remember, if you are not enrolled in at least half time as a student during the current pay period, you should select the FICA-TAXED earn code.

This system utilizes time in and time out processing; you will enter the time you start working and the time you stop. In the format of HH:MM AM or HH:MM PM. The systems will calculate the number of hours you worked and place it in the Hours box.

+ Add Earn Code

Earn Code: Student Worker Pay

Start Time*: 09:00 AM

End Time*: 04:15 PM

Hours: 7.25

+ Add More Time

Exit Page Cancel Save Preview

Click the Save button in the bottom right of the screen. You can add more time if needed or move to a different date to enter time worked for that date. When all time has been entered for this assignment for this pay period, click preview.

Timesheet Detail Summary

Student Worker, S03170-00, U, 3170PA, Administrative Technology Services , Rate: \$7.250000

Pay Period: 03/25/2023 - 04/07/2023 | 7.25 Hours | In Progress | Submit By 04/08/2023, 11:59 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/31/2023	022, Student Worker Pay	1	7.25 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
03/31/2023	022, Student Worker Pay	1	7.25	09:00 AM			04:15 PM		

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
022, Student Worker Pay	1		7.25		7.25 Hours
Total Hours			7.25		

Routing and Status		
Name	Action	Date & Time
Ingrid E. Lindy	Originated	03/31/2023, 03:24 PM
Nick Bebout	In the Queue	

You will see a snapshot of the time you have entered. **Items to note:** at the top, almost middle of the preview you will see the words 'In Progress' followed by the date and time your e-timesheet must be submitted.

Scroll down. Communicate any information regarding the time you worked by entering a comment in that field. Your supervisor will be able to read the comment when they review your e-timesheet. You will also see a certification box. Please click in that box to certify your time entry. Then submit the e-timesheet. It will automatically move this timesheet to your supervisor for their review and approval.

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return
Submit

After you click submit, ensure you see a message at the top that reads Timesheet successfully submitted.

FAQ

Can I keep a copy of my e-timesheet?

Yes! After submitting your e-timesheet, in the upper right-hand corner, you will see a printer icon. Click on it and a print dialog box will pop up for you to select a printer and print your current e-timesheet. HOWEVER, you will be able to see the previous 24 months of e-timesheets online thru myUSI.

If I work in more than 1 department or position, do I have to complete additional e-timesheets?

Yes! After clicking Enter time, you will see an e-timesheet for each assignment you have. You should submit an e-timesheet for each assignment, if you worked in that assignment during this pay cycle. During the transition period, you will only see e-timesheets for the departments we have moved to WTE. Other assignments still require a paper timesheet to be turned into your supervisor.

Should I report all my hours for the pay cycle in 1 day?

No! Per FLSA rules, you should enter the time in and time out for each day. Please do not preload hours.

What if I work in the morning, go to class and lunch and then come back to work?

You will enter time in and out for the hours worked in the morning. Then add time, entering the appropriate time in and time out for the second part of the workday. The system will calc the hours worked for each session and total them for the day.

My e-timesheet shows in incorrect rate for my assignment. What should I do?

Contact your supervisor. They will work with the appropriate person in Human Resources to resolve the issue.

Help! I don't see an e-timesheet for a job I am working.

Contact your supervisor. During the transition period, you will only see e-timesheets for the departments we have moved to WTE. Other assignments still require a paper timesheet to be turned into your supervisor.

What if I forget to submit my e-timesheet by the deadline?

You will complete a paper timesheet. Turn it into your supervisor. They will approve the paper timesheet and send it to Payroll (FA166). **You will be paid on the next pay cycle.**