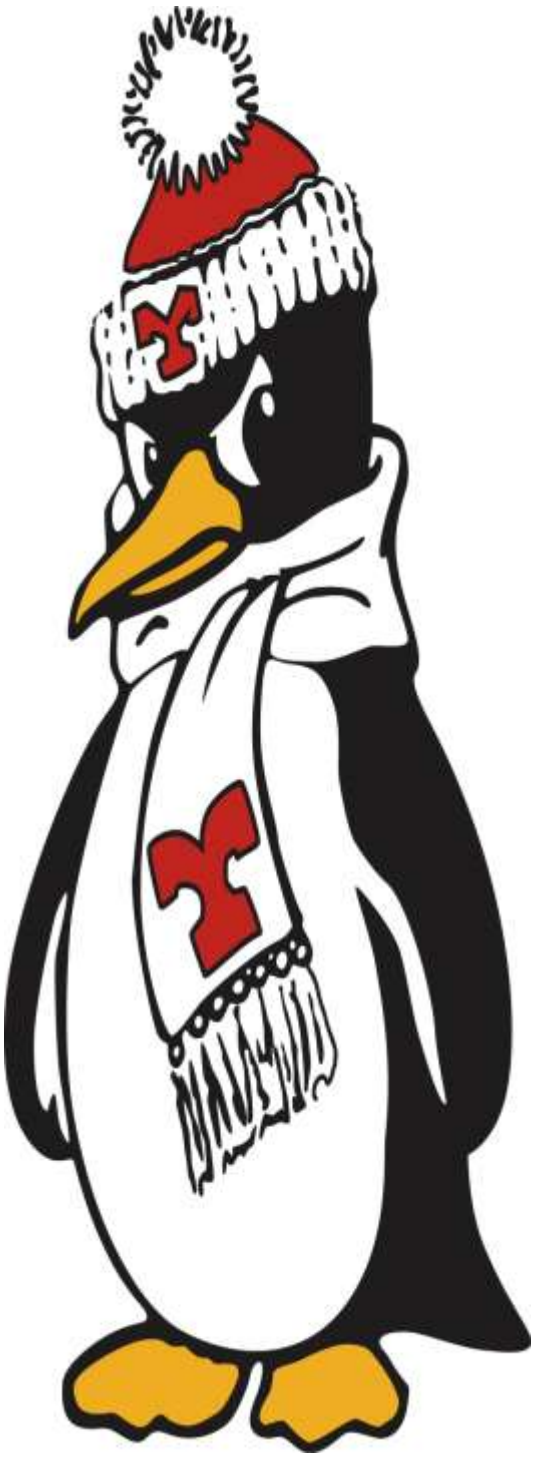

Student Employee Web Time Entry

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Version 1.2

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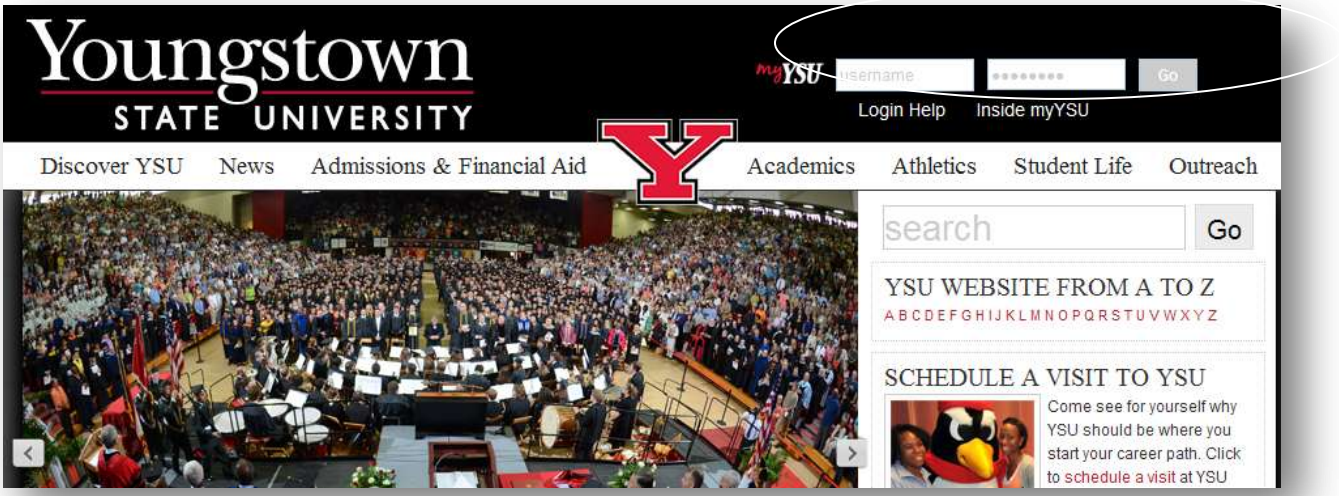
Web Time Entry Instructions

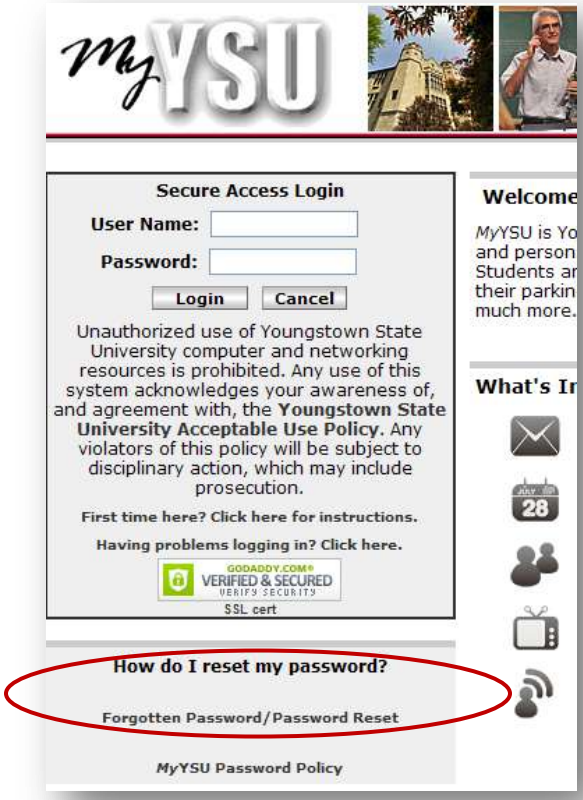
Your electronic timesheet is found in your Self-Service option in your portal account. Access Self-Service Banner through the MyYSU Portal. (www.ysu.edu)

Self-Service through Portal

a. Access the My YSU Portal from the YSU home page, www.ysu.edu.
b. Enter your username and password to login into the portal.



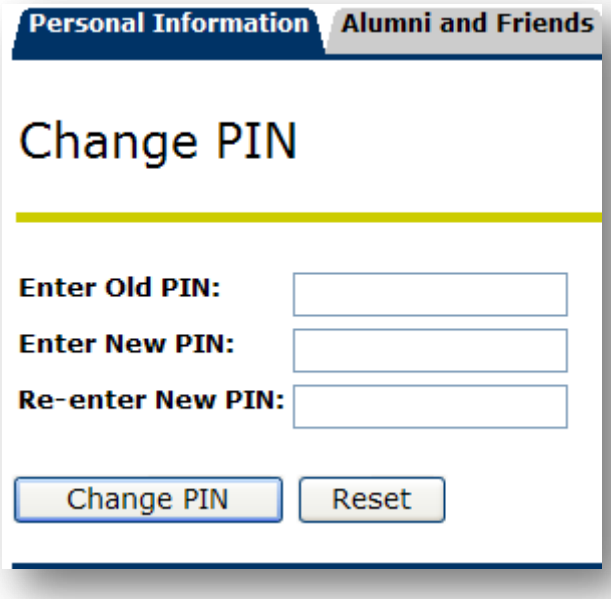
c. If you have forgotten your password or it is your first time accessing the portal, go to [my.ysu.edu](my.ysu.edu) and click Forgotten Password/ Password Reset.



Set Your PIN

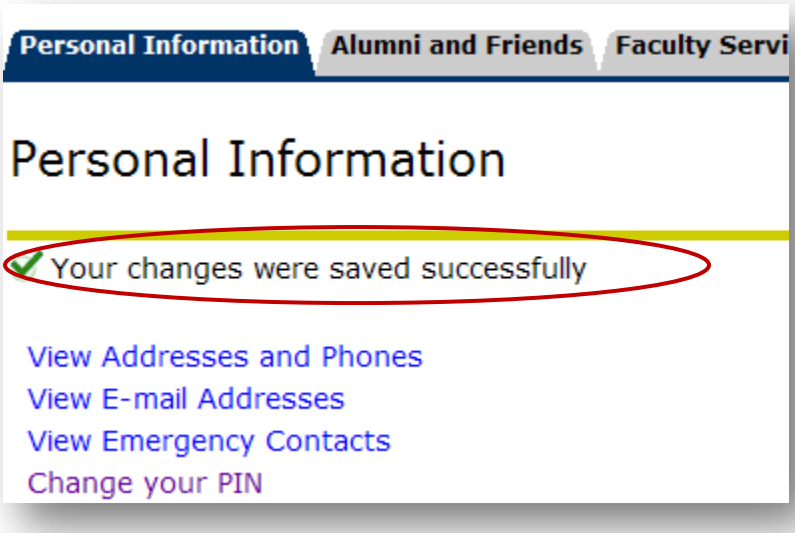
You must set a PIN (Personal Identification Number) when you first use Web Time Entry. **It is a onetime setup unless you forget your PIN.** The **PIN** is a unique six-digit number for certifying your identity when submitting or approving time. **It is not the registration PIN.**

1. On the Main Menu or tabs click **Personal Information.**
2. Click **Change your PIN** to select a new PIN on the Change PIN page.
3. Enter your Old PIN. The Old PIN for first time users is **yynnnn** (where **yy** is your birth year and **nnnn** is the last 4 digits of your SSN). If you have ever changed this PIN but cannot remember it, you must be reset.*
4. Enter New PIN. Choose a six digit number you can remember. Be selective in your choice here as your identity is verified by the use of your PIN when submitting your time sheets and approvals.
5. Re-enter new PIN.
6. Click **Change PIN** after completing your entries. The Reset button clears all entry fields.



*If your old PIN is incorrect you will see: "Old PIN number verification error!" Please contact the Tech Desk at X1595 for a PIN reset. Whenever you are reset, Self-Service returns you to the option to **Change PIN.**

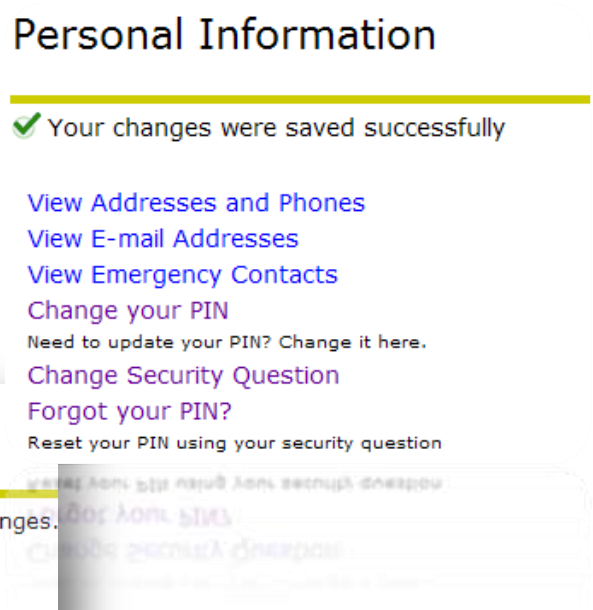
If your PIN changes are accepted, you will be returned to the Personal Information page and receive the following message.

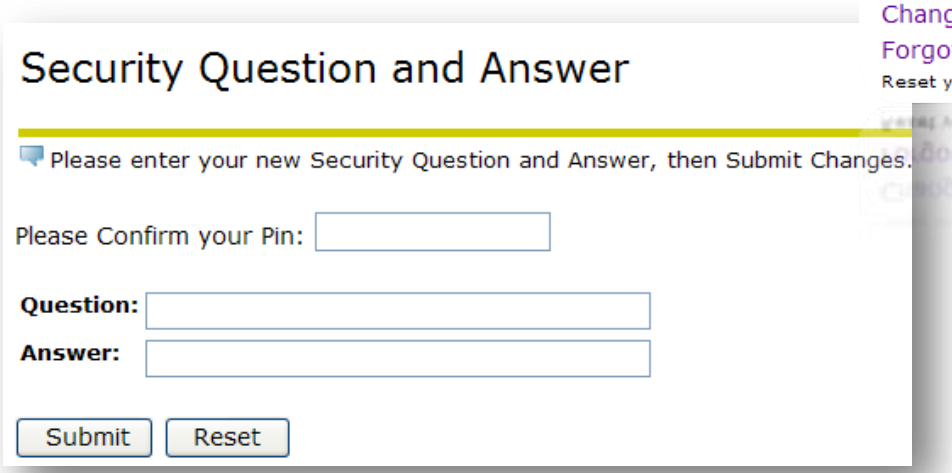


Change Your Security Question

To reset your own PIN at a future time, please establish a security questions. **(One time set-up)**

1. Click **Change Security Questions** on the Personal Information page.
2. Enter your current PIN to **Confirm your PIN**
3. Enter a **Question** and **Answer** in the designated boxes.
4. Click **Submit** when you are finished. Click **Reset** to clear the Question and Answer boxes if you are making corrections.

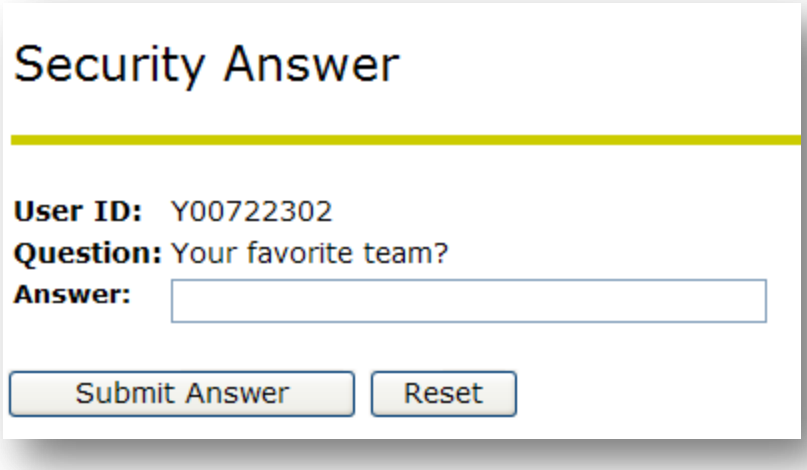




Forgot Your PIN?

When you do not remember the PIN and you have a security question established, Click **Forgot your PIN?** to respond to the security question. **Submit Answer**, then you can reset your PIN to a new six digit number.

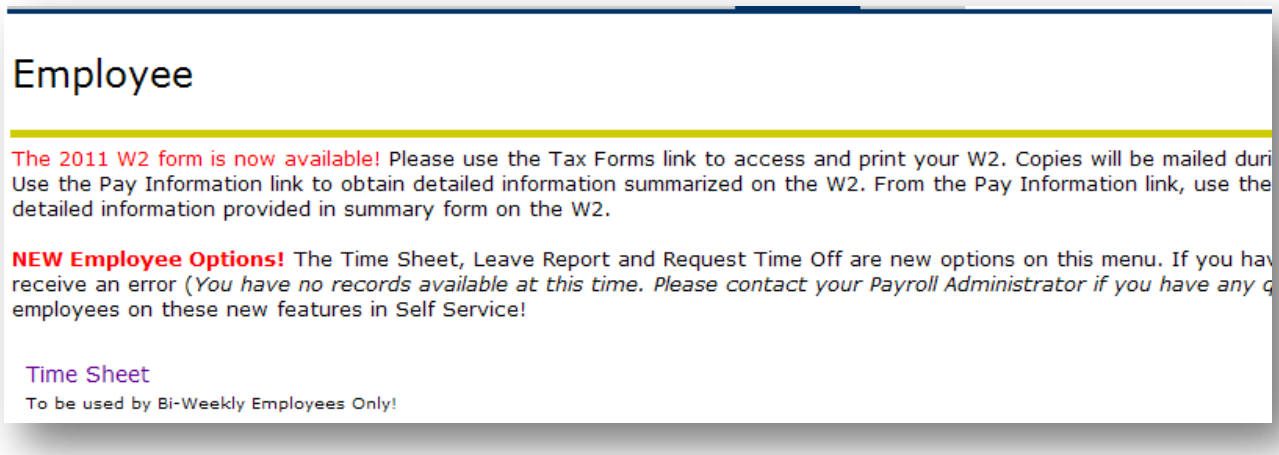
Contact the Tech Desk at X1595 to reset your PIN if you do not have a security question.



Time Sheet Selection -- Must be opened on the first working day of the pay period

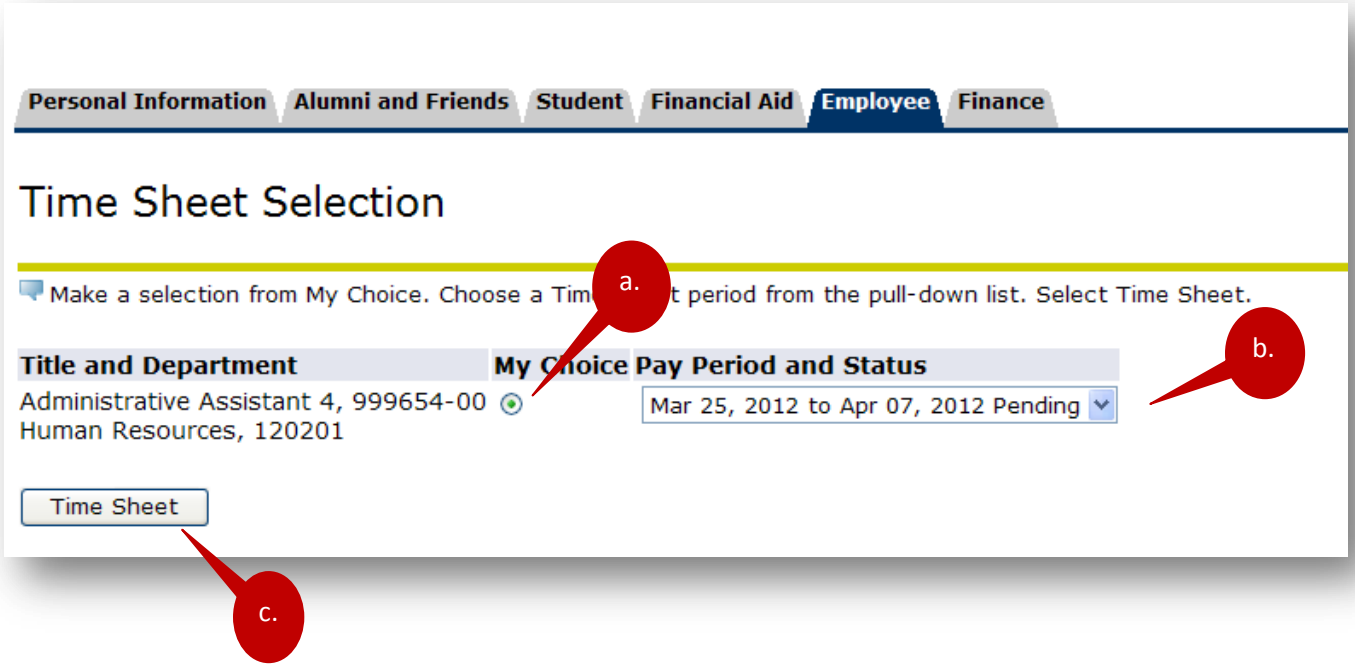
Click the **Employee Tab** or **Employee** option from the Main Menu in Self-Service.

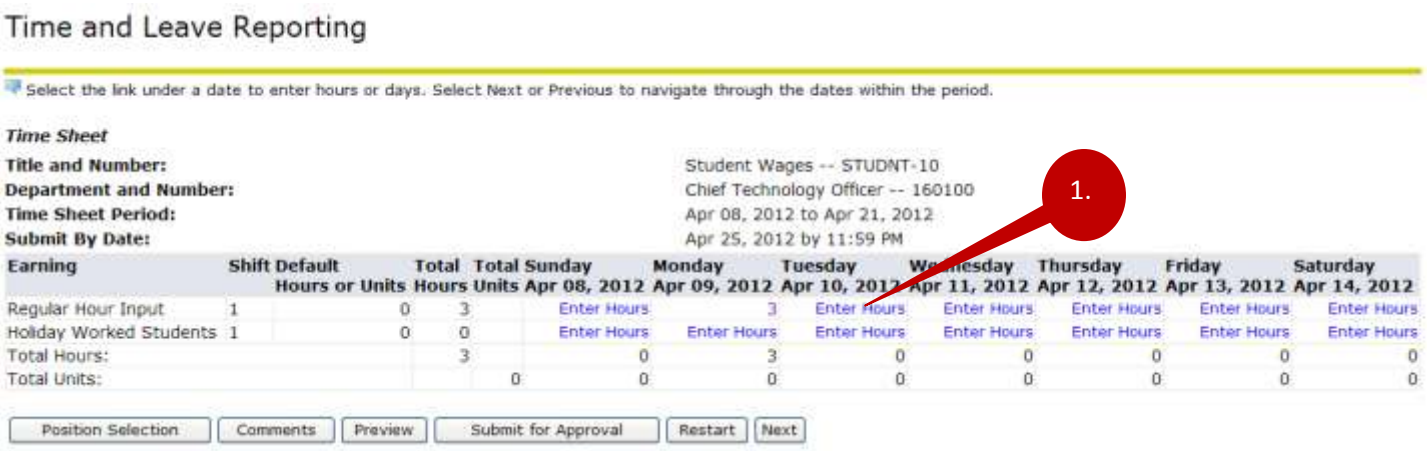
Choose **Time Sheet** from the Employee list of options to view and select your time sheet(s).



If you have more than one position for which time entry is required, a time sheet for each position will be displayed on the **Time Sheet Selection** page.

1. Choose the time sheet to record your hours worked in a pay period.
    a. Click the **My Choice** radio button to select the position. If you only have one position, it will be checked for you.
    b. Click on the drop down arrow to display list of the available Pay Periods.
    c. Click **Time Sheet** to view and enter time into the time sheet.



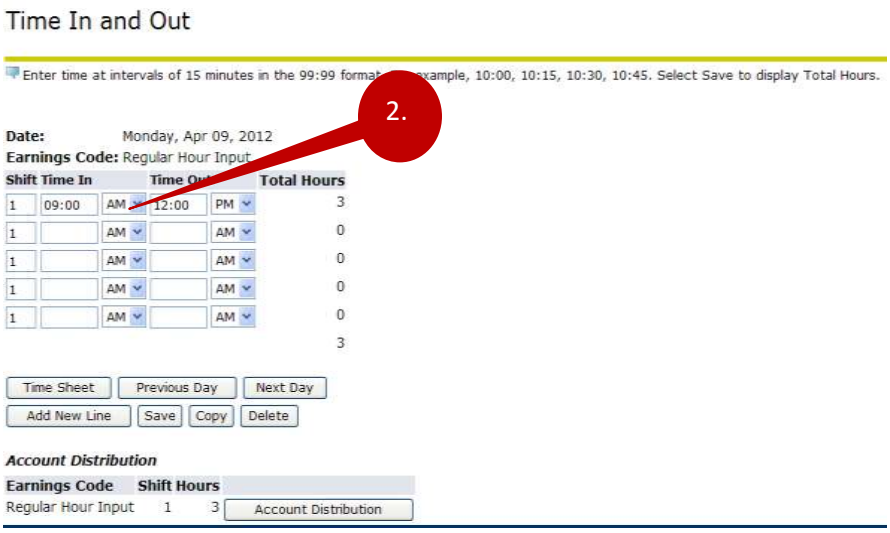


1. Click **Enter Hours** to record time on days you work. This will open the Time In and Out page to record your In and Out time.

Time In and Out (Entering Student Time)

You are required to complete the Time In and Out option to demonstrate that your time worked does not conflict with your time scheduled for class. The Time IN/OUT feature calculates the total hours for you.

2. Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Do not modify the **SHIFT** entry. Your shift is always 1. This does not represent the number of entries made per day. You can enter up to five In/Out combinations in one day.
3. Select **Save** to display Total Hours.
4. To return to the time sheet, click **Time Sheet**.



Previous Day / Next Day: Moves to the respective day and allows Time In and Out reporting.

Add New Line: Recalculates the time if more than one In/Out time is entered.

Save: Saves time to the time sheet

Copy: Allows you to copy your time report to each date checked

Delete: Deletes your entry.

Account Distribution displays the account for which the wages are recorded.

> **WARNING:** If you do not submit your time sheet it cannot be approved. If it is not approved, Payroll will not automatically pull the time sheet into the Payroll Processing. If the time sheet is not pulled into Payroll, there may be a delay in your pay!

5. When you return to the time sheet you will see the total number of hours populated.

The time sheet will automatically populate the amount of hours from the time intervals entered in Time In and Out page.

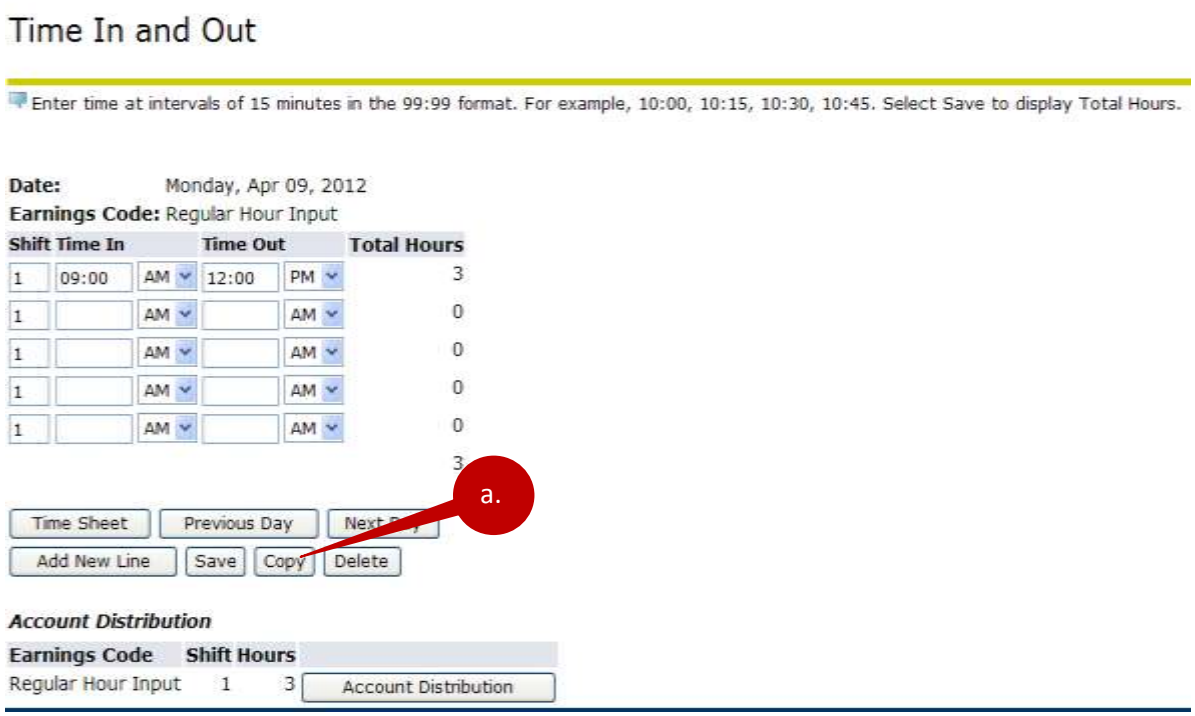
Repeat these steps for each date you worked. If the Time In and Out is the same, use the **Copy** option discussed on page 9.

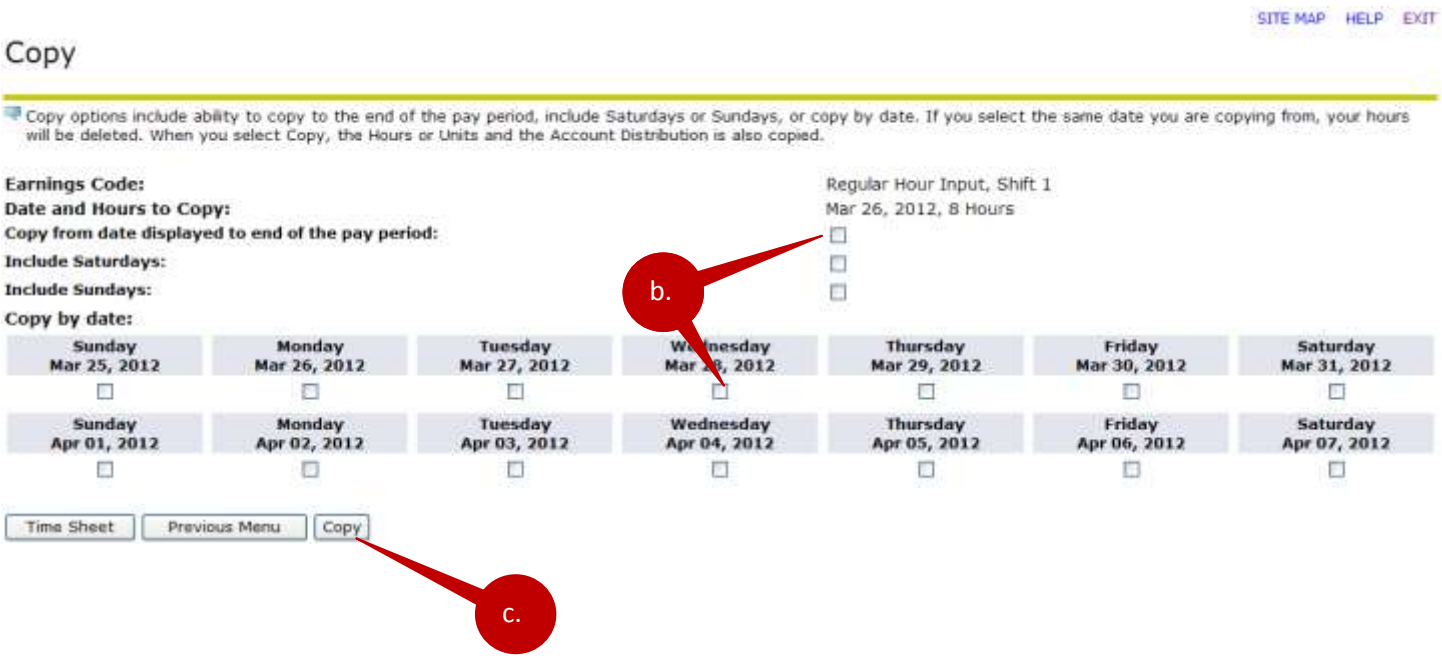
Copy Time to Multiple Dates

To speed the time entry process, copy your time entered into multiple dates. *Use this feature only if your Time In and Out is the same for each date you plan to copy.*

After entering time for one day:

a) **Save** the time entry, then click **Copy** to display the Copy Time page.
b) To copy from one date to the entire pay period, Click the check box to "**Copy from date displayed to the end of the pay period**:" Include Saturday or Sunday only if this applies. –OR- click each date to copy time into.
c) Click **Copy** to copy time entered into the selected or all dates.
d) Click **Time Sheet** after copying time to return to the Time Sheet.

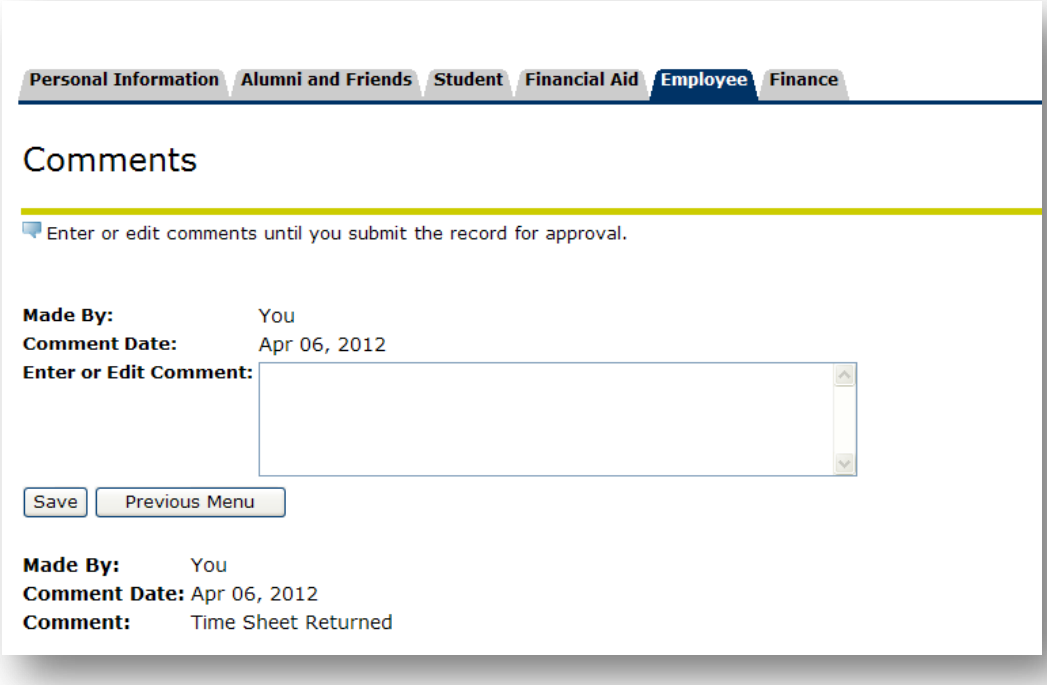




Insert Comments

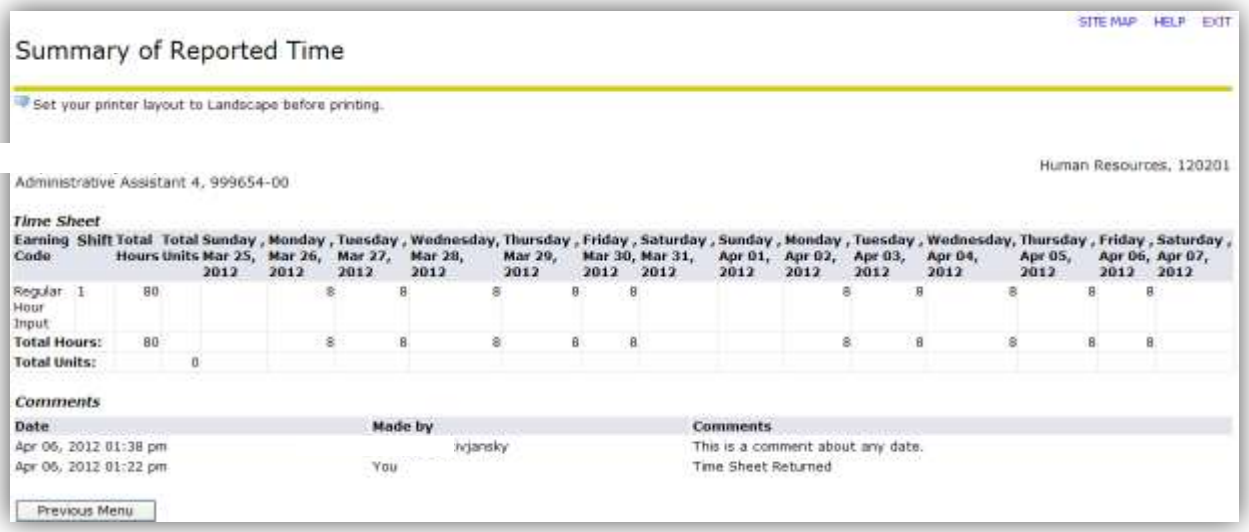
When it is necessary to leave comments for your approver, use the comment field. Write comments in instances where you will have written on a paper time sheet or given an explanation for exception time.

a. Click **Comments**. A free form text box will appear for your typed details.
b. Click **Save** after typing a comment.
c. Click **Previous Menu** to return to the time sheet.



Preview Time Sheet

Preview the time sheet to verify that the dates and times are accurately recorded. Check totals per day and Time In/Out were necessary. Click **Previous Menu** to return to the time sheet.



WARNING: If you do not submit your time sheet it cannot be approved. If it is not approved, Payroll will not automatically pull the time sheet into the Payroll Processing. If the time sheet is not pulled into Payroll, there may be a delay in your pay!

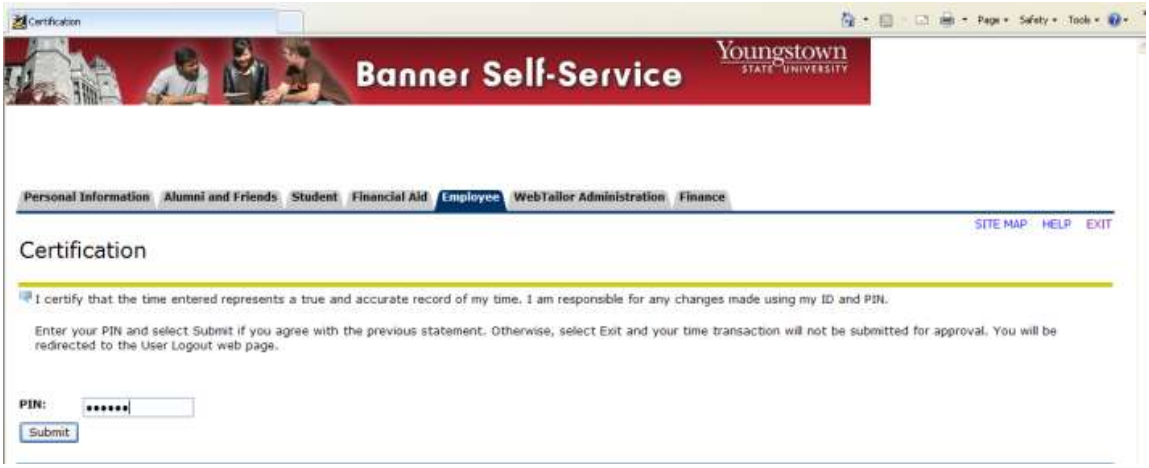
Submit for Approval

Certification/PIN

By certifying your time sheet, you agree that the time entered is a true and accurate record of the time worked. To certify your time, you must enter your six-digit **PIN.** See **Set Your PIN** (p. 6) for details.

WARNING: Do not share your **PIN** with others it is used to validate your identity.

1. Enter your **PIN.**
2. Click **Submit** to send the time sheet to your approver (supervisor) after entering your PIN.

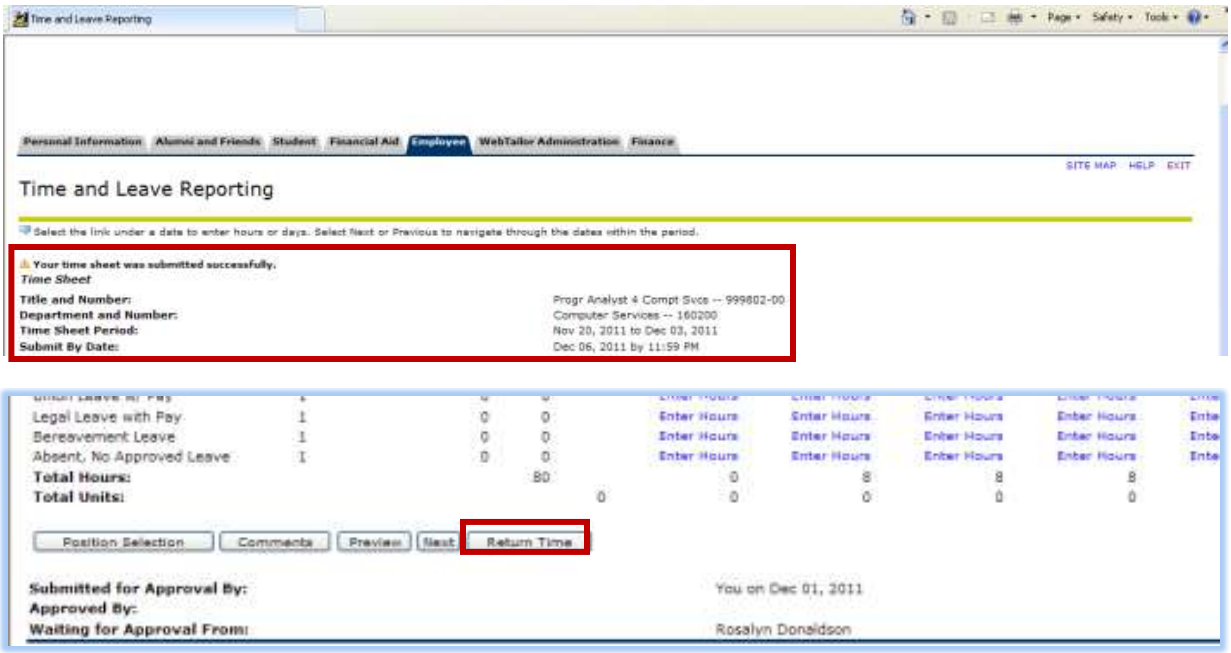


A reply message indicating your timesheet has been submitted successfully is displayed. You will also notice the **Submitted for Approval By** date indicated and the name of the individual in the routing queue who is your approver in the **Waiting for Approval From** area.

Return Time (to correct errors)

When your time has been submitted and you realize you should change your entries you can return your time sheet for corrections. This must be done prior to the **Submit by Date** and before your time is **Approved** by your supervisor.

Click **Return Time** to pull your time sheet back for corrections.



You will receive a notice of your transactions being returned when *you request to have them returned*. Correct your errors and re-submit your time sheet for approval.

Warning: If your time is returned by your supervisor you *will not receive a notice*.

Correct, Remove , or Restart a Time Sheet

On the Time Sheet Selection page, open the time sheet to make corrections. **The time sheet must not be in Approved status.**

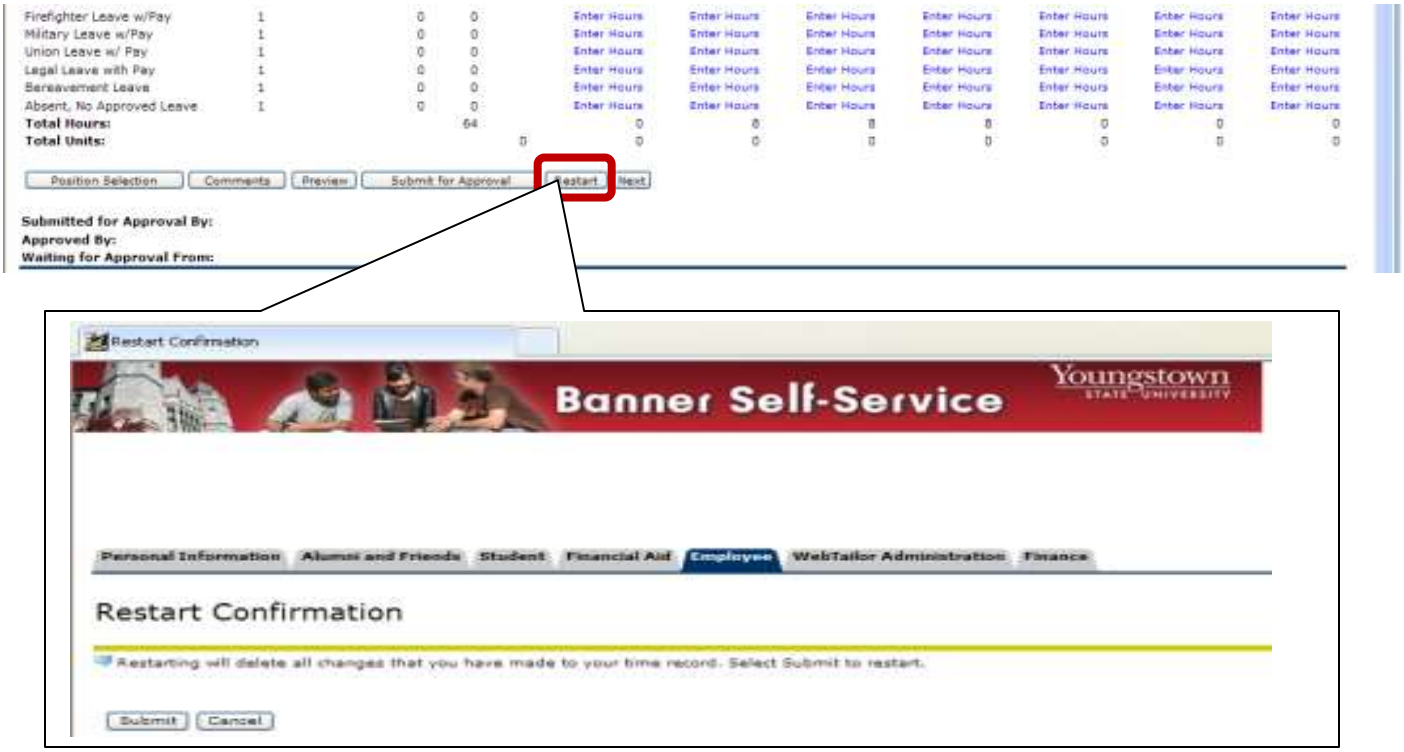
Correct or Remove Time Entries

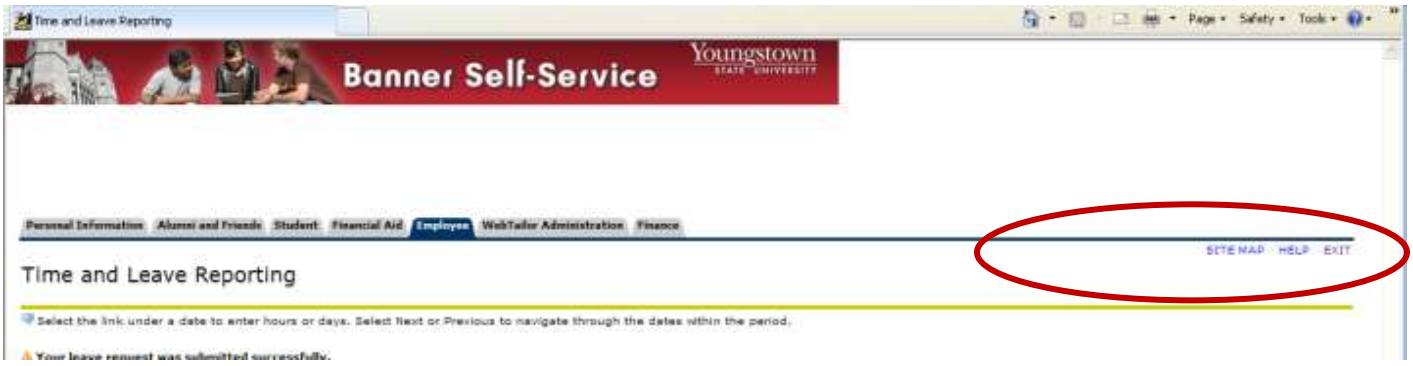
Click on the number displayed in the columns to open the **Hours** block.

a. Correct the time by entering the new hours in the **Hours** block – or --
   Remove time by placing a zero in the **Hours** block.
b. Click **Save** after your changes have been made.

Restart Time Entries **Note:** Choosing **Restart** will eliminate every time entry.

a. Click **Restart** *to remove all time entered* and reset every entry field to “Enter Hours”. The Restart Confirmation page is displayed prior to the restart.
b. Click **Submit** to clear your time sheet or **Cancel** to return without removing all of the time entered.



Exit Self-Service

Please close your Self-Service by closing the window or tab.