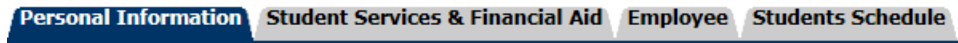


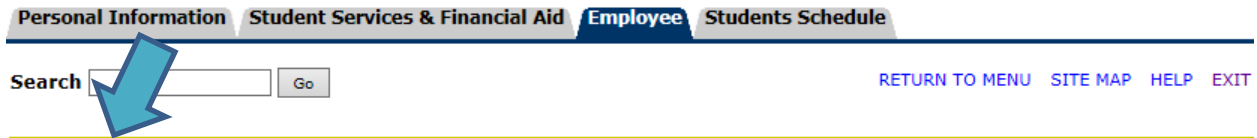
WEB TIMESHEET ENTRY EMPLOYEE INSTRUCTIONS

- Login to SeaNet
- Click on “Employee” tab



Search

- Click on “Time Sheet”



[Time Sheet](#)

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)

View W-4 information or View your W-2 Form.

[Time Off Current Balances and History](#)

[Baseline Effort Certification](#)

Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

[Labor Redistribution](#)


Labor Redistribution

RELEASE: 8.10.1

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- All current jobs available for time entry will be listed. Choose correct Job “Title and Department” for which hours worked need to be entered.


Position Selection


 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
UNDERGRAD HOURLY WORK ASSIST, U00296-06 TACS/Binaries, 55210	<input checked="" type="radio"/>	Jun 01, 2014 to Jun 30, 2014 Completed ▼
Undergraduate Hourly Pay, U00296-07 TACS/Binaries, 55210	<input type="radio"/>	Jun 01, 2014 to Jun 30, 2014 Completed ▼

- Under “Pay Period and Status” choose the month the hours were worked **NOT THE MONTH WAGES WILL BE PAID** (i.e. If hours were worked in April and paid in May, choose April.)

Position Selection


 To select a position, click under Position, choose the Time Sheet Period and click Select.


Title and Department	My Choice	Pay Period and Status
UNDERGRAD HOURLY WORK ASSIST, U00296-01 TACS/Binaries, 55210	<input checked="" type="radio"/>	Apr 01, 2014 to Apr 30, 2014 Not Started 

Time Sheet

- Click “Time Sheet”

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
UNDERGRAD HOURLY WORK ASSIST, U00296-01 TACS/Binaries, 55210	<input checked="" type="radio"/>	Apr 01, 2014 to Apr 30, 2014 Not Started 

Time Sheet

- Verify “Title and Number”, “Department and Number”, and “Time Sheet Period”
- NOTE: “Submit By Date” and make certain all hours for the “Time Sheet Period” are entered and submitted on or before this date and time.

- Locate the correct day of the week and date the hours were worked and click “Enter Hours” on the “Student Work Assist” row for regular hours worked. If you worked hours on a campus holiday, “Enter Hours” on the “Student Work Assist” row and ALSO on the “Holiday Premium Time” row. If you worked hours at night, please contact your departmental leave keeper for appropriate instructions on entering these hours for payment. **NOTE: IF YOUR TOTAL WEEKLY HOURS WORKED FROM ALL DEPARTMENTS ON CAMPUS EXCEED 40 HOURS, PLEASE CONTACT YOUR DEPARTMENTAL LEAVE KEEPER FOR INSTRUCTIONS ON ENTERING OVERTIME HOURS FOR PAYMENT.**

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: UNDERGRAD HOURLY WORK ASSIST -- U00296-01
Department and Number: TACS/Binaries -- 55210
Time Sheet Period: Apr 01, 2014 to Apr 30, 2014
Submit By Date: May 31, 2014 by 05:00 PM



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Apr 01, 2014	Wednesday Apr 02, 2014	Thursday Apr 03, 2014	Friday Apr 04, 2014	Saturday Apr 05, 2014	Sunday Apr 06, 2014	Monday Apr 07, 2014
Student Work Assist	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Night Shift	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Night Shift	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

- Enter number of hours worked (i.e. 8.0 for 8 hours) on the appropriate row as indicated above. ALWAYS ENTER TIME AS INDICATED ON THE SCALE BELOW.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

UNDERGRAD HOURLY WORK ASSIST -- U00296-01
 TACS/Binaries -- 55210
 Apr 01, 2014 to Apr 30, 2014
 May 31, 2014 by 05:00 PM

Earning:
Date:
Shift:
Hours:

Student Work Assist
 Apr 01, 2014

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Apr 01, 2014	Wednesday Apr 02, 2014	Thursday Apr 03, 2014	Friday Apr 04, 2014	Saturday Apr 05, 2014	Sunday Apr 06, 2014	Monday Apr 07, 2014
Student Work Assist	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Night Shift	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Night Shift	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

TIME WORKED IN MINUTES	ENTER TIME AS
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.50
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92
60	1.00

- Click “Save”

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: UNDERGRAD HOURLY WORK ASSIST -- U00296-01
Department and Number: TACS/Binaries -- 55210
Time Sheet Period: Apr 01, 2014 to Apr 30, 2014
Submit Date: May 31, 2014 by 05:00 PM

Earning: Student Work Assist
Date: Apr 04, 2014
Shift:
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Apr 01, 2014	Wednesday Apr 02, 2014	Thursday Apr 03, 2014	Friday Apr 04, 2014	Saturday Apr 05, 2014	Sunday Apr 06, 2014	Monday Apr 07, 2014
Student Work Assist	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Night Shift	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Night Shift	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

- REPEAT these steps for EACH day worked.
- If the same number of hours were worked other days, click “Copy”.

Earning:

Date:

Shift:

Hours:

Student Work Assist

Apr 05, 2014

- You have a choice to “Copy from date displayed to end of the pay period”, “Include Saturdays”, “Include Sundays”, OR check individual dates for which the same number of hours were worked and should be copied.

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Student Work Assist, Shift 1
 Date and Hours to Copy: Apr 04, 2014, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Tuesday Apr 01, 2014	Wednesday Apr 02, 2014	Thursday Apr 03, 2014	Friday Apr 04, 2014	Saturday Apr 05, 2014	Sunday Apr 06, 2014	Monday Apr 07, 2014
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday Apr 08, 2014	Wednesday Apr 09, 2014	Thursday Apr 10, 2014	Friday Apr 11, 2014	Saturday Apr 12, 2014	Sunday Apr 13, 2014	Monday Apr 14, 2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Apr 15, 2014	Wednesday Apr 16, 2014	Thursday Apr 17, 2014	Friday Apr 18, 2014	Saturday Apr 19, 2014	Sunday Apr 20, 2014	Monday Apr 21, 2014
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Apr 22, 2014	Wednesday Apr 23, 2014	Thursday Apr 24, 2014	Friday Apr 25, 2014	Saturday Apr 26, 2014	Sunday Apr 27, 2014	Monday Apr 28, 2014
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Apr 29, 2014	Wednesday Apr 30, 2014					
<input type="checkbox"/>	<input type="checkbox"/>					

Time Sheet Previous Menu Copy

- Click “Timesheet”.

Time Sheet Previous Menu Copy

- Click “Preview” to review hours entered for the pay period.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Apr 01, 2014	We Apr
Student Work Assist	1	0	24		Enter Hours	
Holiday Night Shift	1	0	0		Enter Hours	
Holiday Premium Time	1	0	0		Enter Hours	
Regular Night Shift	1	0	0		Enter Hours	
Total Hours:			24		0	
Total Units:				0	0	

Position Selection Comments Preview Submit for Approval Restart Next

- Review hours entered for the pay period.

UNDERGRAD HOURLY WORK ASSIST, U00296-01

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Tuesday, Apr 01, 2014	Wednesday, Apr 02, 2014	Thursday, Apr 03, 2014	Friday, Apr 04, 2014	Saturday, Apr 05, 2014	Sunday, Apr 06, 2014	Monday, Apr 07, 2014	Tuesday, Apr 08, 2014	Wednesday, Apr 09, 2014	Thursday, Apr 10, 2014	Friday, Apr 11, 2014	Saturday, Apr 12, 2014	Sunday, Apr 13, 2014	Monday, Apr 14, 2014	Tuesday, Apr 15, 2014
Student Work Assist	1	24					8			8	8							
Total Hours:		24					8			8	8							
Total Units:			0															

- Click "Previous Menu".

Previous Menu

- If corrections are needed, make corrections by clicking on the date to be corrected and entering the correct hours worked. Click "Save".

- If no corrections are needed, click "Save".

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Apr 01, 2014	Wednesday Apr 02, 2014	Thursday Apr 03, 2014	Friday Apr 04, 2014	Saturday Apr 05, 2014	Sunday Apr 06, 2014	Monday Apr 07, 2014
Student Work Assist	1		24		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Holiday Night Shift	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Night Shift	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			24		0	0	0	0	8	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

- ONLY AFTER ALL HOURS HAVE BEEN ENTERED AND REVIEWED FOR THE PAY PERIOD.** Click "Submit for Approval".


Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Apr 01, 2014	Wednesday Apr 02, 2014	Thursday Apr 03, 2014	Friday Apr 04, 2014	Saturday Apr 05, 2014	Sunday Apr 06, 2014	Monday Apr 07, 2014
Student Work Assist	1		24		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Holiday Night Shift	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Night Shift	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			24		0	0	0	0	8	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

- Enter your SeaNet “PIN” and click “Submit”. **ONCE YOUR SEANET “PIN” IS ENTERED AND SUBMITTED, YOU CANNOT MAKE ANY CORRECTIONS TO THIS TIMESHEET.**

Certification

 I certify that the time entered
enter your PIN and select th

PIN:

Submit

- Your timesheet has now been submitted to the designated departmental approver for required approvals and electronic submission to the payroll system for payment.
- Log out of SeaNet.