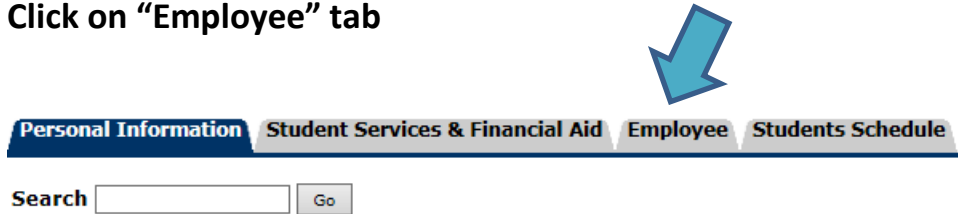
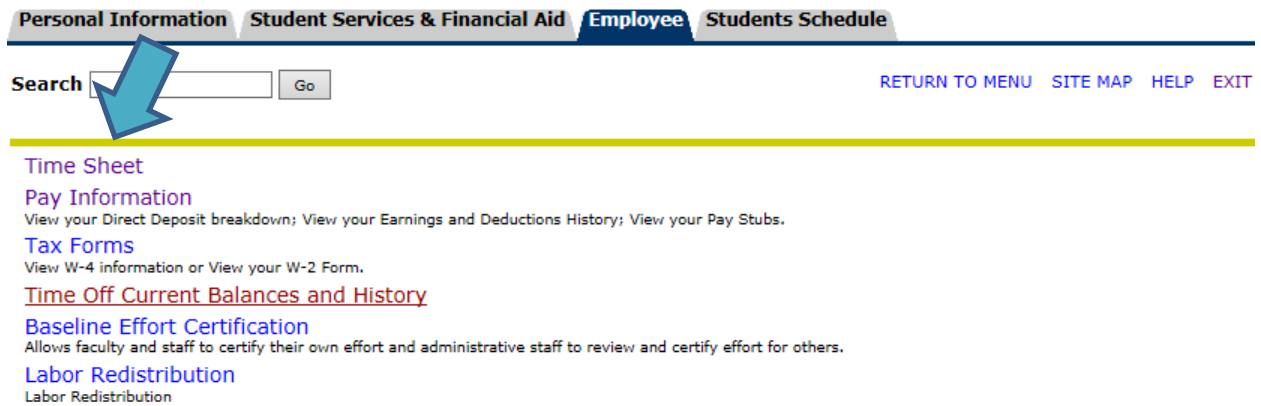


WEB TIMESHEET OVERTIME EMPLOYEE INSTRUCTIONS

- Login to SeaNet
- Click on “Employee” tab



- Click on “Time Sheet”




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 ▼

[Time Sheet](#)

- 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.

ENTERING OVERTIME ON A WEB TIME ENTRY TIMESHEET

- **UNCW’s official work week (7 consecutive 24 hour periods) starts at 12:01 a.m. on Monday morning and ends at 11:59 on Sunday night. Hours worked between Monday – Sunday that exceed 40 may be considered overtime. Please consult your supervisor before adding any overtime hours to your timesheet.**

- **Students:** Locate the correct day of the week and **ADD** the **actual hours** worked. Click “Enter Hours” on the “Student Work Assist” row or “Federal Work Study” row and enter actual hours worked. If you worked over 40 hours during a work week (see above), you also need to enter the hours worked over 40 on the OT premium (1/2 hourly rate) row.
- **For example:** If you worked 48 hours during a work week you would enter 48 hours on the “Student Work Assist” row or the “Federal Work Study” row and then you would enter 8 hours on the OT premium (1/2 hourly rate) row. This calculates your overtime pay correctly.
- **NOTE: IF YOU WORK FOR MORE THAN ONE (1) DEPARTMENT ON CAMPUS AND 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.**

Student Work Assist

Title and Number: UNDERGRAD HOURLY WORK ASSIST -- U00184-02
Department and Number: Athletics -- 25900
Time Sheet Period: Oct 01, 2017 to Oct 31, 2017
Submit By Date: Nov 03, 2017 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017
Student Work Assist	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT premium (1/2 hrly rate)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium(1/2 hrly rate)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Reg Night Shift-Housing Only	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hol Night Shift-Housing Only	1	0	0	0	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

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Federal Work Study

Title and Number: WS WORK STUDY GENERAL -- W15550-00
Department and Number: Athletics -- 25900
Time Sheet Period: Oct 01, 2017 to Oct 31, 2017
Submit By Date: Nov 03, 2017 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017
Federal Work Study	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT premium (1/2 hrly rate)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium(1/2 hrly rate)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Reg Night Shift-Housing Only	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hol Night Shift-Housing Only	1	0	0	0	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

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- **Temporary SPA:** Locate the correct day of the week and **ADD the actual hours** worked. Click “Enter Hours” on the “Regular Monthly Pay” row and enter actual hours worked. If you worked over 40 hours during a work week (see above), you also need to enter the hours worked over 40 on the OT premium (1/2 hourly rate) row.
- **For example:** If you worked 48 hours during a work week you would enter 48 hours on the “Regular Monthly Pay” row and then you would enter 8 hours on the OT premium (1/2 hourly rate) row. This calculates your overtime pay correctly.
- **NOTE: IF YOU WORK FOR MORE THAN ONE (1) DEPARTMENT ON CAMPUS AND 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.**

Temporary SPA

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

OTHER SUBJECT -- T00159-00
 Athletics -- 25900
 Oct 01, 2017 to Oct 31, 2017
 Nov 03, 2017 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017
Regular Monthly Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT premium (1/2 hrly rate)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Premium(1/2 hrly rate)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From: