

# Employee Time Entry Guide

## TIPS & REMINDERS

- Always click *Save* after entering hours, comments or making any changes.
- Submit time sheets by the end of the pay period (Saturday, 11:59 p.m.).
- Contact your supervisor if you need to make any changes after you have clicked the Submit button.
- Remind your supervisor to approve your time sheet and check on status.
- For Students, when entering Start Time and End Time, you can click on the clock to select the time, or you can enter the time in **hh:mm am/pm** format. Ex) 08:30 am.

## STARTING YOUR TIMESHEET

1. Access the **Employee Self Service (ESS) Dashboard** at: [signon.stjohns.edu](https://signon.stjohns.edu)
2. Click the **New UIS Experience** app.
3. In the **Employee Experience Card**, click the **Timesheet** link.
4. Click on the **Start Timesheet** button to start your timesheet. If you are assigned to multiple positions you will need to submit a timesheet for each one.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals Timesheet

Pay Period	Hours/Units	Submitted On	Status
Employee Experience Assistant, S00467-00, 9, 261, Human Resources, Rate: \$22.000000			
02/11/2024 - 02/24/2024			Not Started <span>Start Timesheet</span>
Regular Student Worker I-V, S01601-00, 9, 261, Human Resources, Rate: \$15.000000			
02/11/2024 - 02/24/2024			Not Started <span>Start Timesheet</span>
Human Resources Assist. Part-Time, S03942-00, 9, 261, Human Resources, Rate: \$20.000000			
02/11/2024 - 02/24/2024			Not Started <span>Start Timesheet</span>

## ENTERING TIME

1. Click the **Left/Right Arrow** to change the week.
2. Click the **Date/Day** you wish to enter time for.
3. Click the **Select Earn Code** and choose the specific code to enter the time for. Regular defaults in.
4. For **Part Time Staff and Students**, enter the Start and End Times and hit Save.

Start Time\* End Time\* Hours

09:00 AM 01:00 PM 4.00

For **Full Time Staff**, enter the number of hours worked each day and hit Save.

Hours\*

5

5. You can add Multiple Earn codes for each day by clicking the **+Add Earn Code**. Click the drop-down arrow to see the list of codes to choose from. Enter **Hours** and click **Save**.

## EDIT / COPY TIME

If you have not submitted your timesheet, you can make changes any time before the end of the pay period:

1. Click the **Left/Right Arrow** to change the week.
2. Click the **Date/Day** you wish to enter time for.
3. Click the **Pencil** or **Copy icon** for the specific earn code.
4. Edit the **Hours** or select the **dates/days** to copy to then **Save**.

Edit Copy Delete

Employee Dashboard • Timesheet • Human Resources Assist. Part-Time, S03942-00, 1, 40100, Human Resources, Rate: \$15.000000

Human Resources Assist. Part-Time, S03942-00, 1, 40100, Human Resources, Rate: \$15.000000 Restart Time Leave Balances

04/07/2024 - 04/20/2024 6.00 Hours In Progress Submit By 04/23/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 6.00 Hours	9	10	11	12	13

[Add Earn Code](#)

Earn Code: Regular

Start Time\*: 09:00 AM

End Time\*: 01:00 PM

Hours: 4.00

02:00 PM 04:00 PM 2.00

[Add More Time](#)

Total: 6.00 Hours [Account Distribution](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

## SUBMIT YOUR TIMESHEET


Review to ensure that your hours are correct.

1. Click the **Preview** button at the bottom right.
2. Add **Comments** if applicable.
3. Click the **Submit** button at the bottom right.
4. Click the **Return** button to go back to the timesheet.

## **Possible Insufficient Leave Balance.**


Please disregard this message. Your pay will NOT be affected by a negative balance in these leave types, unless this is the last pay for the employee.

Leave Report Messages 1

 Possible Insufficient Leave Balance for Exempt Sick Leave

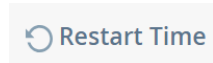
## ENTERING COMMENTS

You can enter comments on your time sheet to explain changes from your normal work schedule. Your supervisor will see these comments and may also enter comments for you to view or for Payroll Staff.


1. You can leave a comment for your Approver by clicking the Comment button at the top by the pay period dates. 
2. You can also click the **Preview** button and enter a **Comment** prior to submitting your timesheet.

## RESTART TIMESHEET

You can restart your timesheet to remove all information by clicking on the **Restart Time** button in the upper right corner.



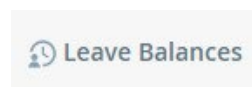
You must click **Cancel** or **Restart Time** to confirm.

 You have requested a restart of your timesheet. Please note that all previously entered time and comments will be removed from this pay period after the restart. To proceed, select the Restart button. To return to your timesheet, select the Cancel button.

[Cancel](#) [Restart Time](#)

## LEAVE BALANCES FOR STAFF

You can review your current balance by clicking on the **Leave Balances** button in the upper right corner.



For help contact the HR Payroll Office at 718-990-1865, press 1.