

Biweekly Web Time Entry Guide

Before you can begin this process you must have a my.whittier *user name* and *password*. You will receive your user name and password from IT Services.

The Web Time Entry form absolutely must be completed and submitted by noon every other Monday of the pay period (check the payroll schedule for any exceptions).

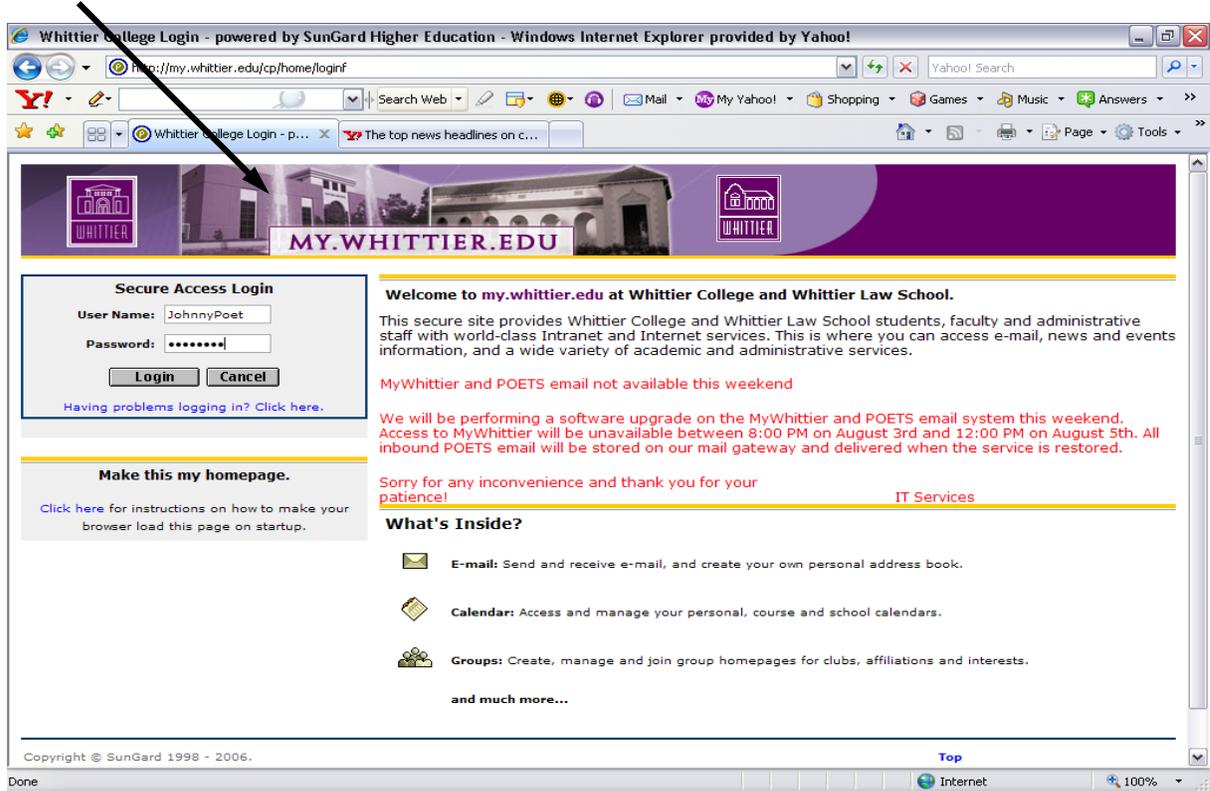
Note: the back and forward buttons do not work will in my.whittier.edu. Every page on the time sheet has option buttons that should be used to go from page to page.

To begin log into: “My.whittier.edu”

You will now see a screen that has a small box in the left hand corner that reads:

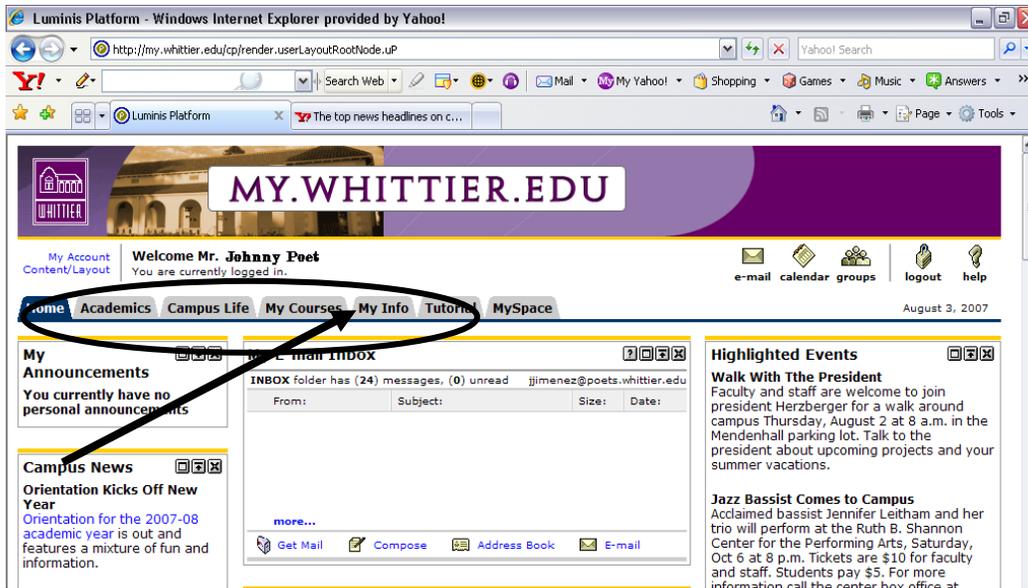
“Secure Access Login”

This is where you will enter your “username” and “password”, click login



Several tabs will appear at the top of the page; Home, Academics, Campus Life, My Info.

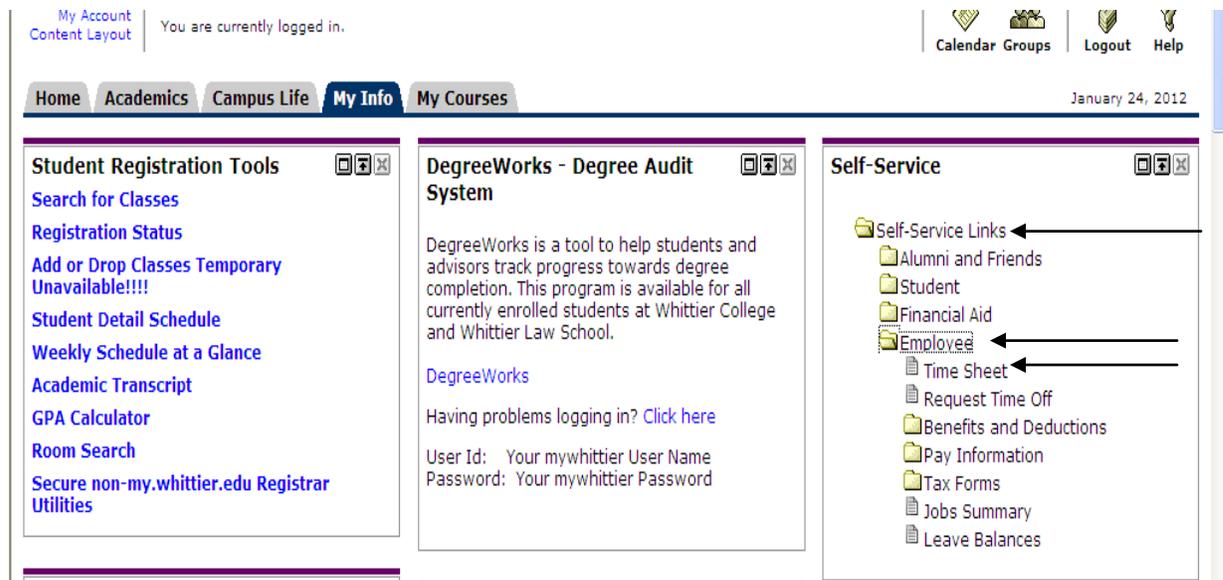
Click on "My Info"



Select "Self-Service Links"

Select "Employee"

Select "Timesheet"



Type in the hours that you have worked in the given time slots and **save** each day. Either return to your Timesheet to repeat the same process for other time entries, or click on previous or next day to enter the completed hours.

Date: Tuesday, Jan 24, 2012
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0

Note: Time entry is done in fifteen minute intervals only. (i.e. 8:10am should be input as 8:15am and 12:18pm should be input as 12:15pm)

At the end of the pay period, once you have submitted all necessary hours (regular, sick, vacation, etc.) click on **“Submit for Approval.”**

Monday	0	0	Enter Hours						
Total Hours:	→ 80	0	8	8	8	8	8	8	0
Total Units:		0	0	0	0	0	0	0	0

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