Web Time Entry

Web based time entry using JSU P.A.W.S
THE STUDENT EMPLOYEE PACKET MUST BE COMPLETED, SUBMITTED & APPROVED PRIOR TO THE STUDENT WORKING!!!!
Mandatory

- Federal Work Study, College Workaid, and Graduate Assistant students are paid by the hour. (No monthly salaries)
- Students are allowed to work up to ONLY 20 hours per week. (No Exceptions)
Student Time Entry

➢ Go to www.jsums.edu. Click JSU P.A.W.S
➢ Log in using J# and PIN

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive.

To protect your privacy, please Exit and close your browser when you are finished.

User ID: 
PIN: 

Login

*** If you do not have your pin number, enter your user id then click: Do not know my PIN?

RELEASE: 7.4

Powered by SunGard SCT
Main Menu

Welcome, Crystal R. Bingham, to JSU PAWS (Personal Access to Web Services)! Last web access on Apr 21, 2009 at 09:34 am

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

WebCT.com, The e-Learning Hub
Find online help, research tools, discussions, and more!

Course Syllabi
Access course syllabi with username jstudent and password all_courses

NetID (Note: use your J-Number as the Domain User Name)
Activate NetID, Change NetID Password

Reports

Click on “Employee”
<table>
<thead>
<tr>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Sheet</td>
</tr>
<tr>
<td>Leave Report</td>
</tr>
<tr>
<td>Request Time Off</td>
</tr>
<tr>
<td>Benefits and Deductions</td>
</tr>
<tr>
<td>Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.</td>
</tr>
<tr>
<td>Pay Information</td>
</tr>
<tr>
<td>Direct deposit allocation, earnings and deductions history, or pay stubs.</td>
</tr>
<tr>
<td>Tax Forms</td>
</tr>
<tr>
<td>W4 information, W2 Form or T4 Form.</td>
</tr>
<tr>
<td>Jobs Summary</td>
</tr>
<tr>
<td>Leave Balances</td>
</tr>
</tbody>
</table>

RELEASE: 7.3.3

➢ Click on “Time Sheet”
Click the circle under “My Choice” beside the appropriate “Title and Department”
Select the appropriate pay period under “Pay Period and Status”
Click “Time Sheet”
If you get an error message, contact your supervisor.
Click on “Enter Hours” under that day to enter hours worked for that day.
Enter Time In and Time Out in 15 minutes intervals

Click “Save”

Click “Timesheet” to go back to “Time & Leave Reporting

Repeat daily for each day worked

You can not enter work hours for hours you should be in class
When all time has been entered for the pay period, click “send time sheet to supervisor” to get paid during the current pay period.
Certification

I certify and affirm, under penalty of perjury, that the time entered represents a true and accurate record of my time. Further, I understand and agree that any false times entered may subject me to disciplinary action. I am responsible for any and all changes made using my ID and PIN, and I am the authorized individual for the ID and PIN being entered below.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN: [Enter PIN]  
Submit

RELEASE: 7.3

- Read
- Enter PIN
- Click “Submit”
Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your time sheet was submitted successfully.

Time Sheet
Title and Number: Graduate Assistant -- 300005-00
Department and Number: Financial Services -- 402000
Time Sheet Period: Jun 01, 2009 to Jun 30, 2009
Submit By Date: Jul 01, 2009 by 11:59 P.M.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Wednesday Jun 10, 2009</th>
<th>Thursday Jun 11, 2009</th>
<th>Friday Jun 12, 2009</th>
<th>Saturday Jun 13, 2009</th>
<th>Sunday Jun 14, 2009</th>
<th>Monday Jun 15, 2009</th>
<th>Tuesday Jun 16, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Work Aid</td>
<td>1</td>
<td>0</td>
<td>52.25</td>
<td></td>
<td>4.75</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>4.75</td>
<td>4.75</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td>52.25</td>
<td></td>
<td>4.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.75</td>
<td>4.75</td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Submitted for Approval By: You on Jun 10, 2009
Approved By: Kelani Drake
Waiting for Approval From: Your supervisor

RELEASE: 7.2.1.1
The supervisor will log into JSU P.A.W.S. and verify the student’s timesheet.

- If everything is correct, it is approved
- If there is an issue, the supervisor will submit timesheet back to the student for correction.
Log back into JSU P.A.W.S. to check to status of your timesheet
Students can also see when their time sheet was approved.
Once the approval window has closed, Payroll will electronically process timesheets and generate pay checks.
WTE Monthly Deadlines

- Students can submit time for approval after the last day worked has been entered. The deadline to submit for approval is the 2\textsuperscript{nd} work day of the following worked time entry period.

- Supervisors can approve time sheets as soon as the student submits it. The deadline to approve all time sheets is the 3\textsuperscript{rd} work day of the following worked time entry period.

- Payroll is processed on the 15\textsuperscript{th} and the last working day of every month.
Once the approval window has closed, Payroll will electronically process time sheets and generate pay checks.

NO SUPPLEMENTALS
For More Information

- Contact your SUPERVISOR
- Go to www.jsums.edu. Click on Student Payroll Forms on quick links or http://www.jsums.edu/businessfinance/studentpayrollforms.htm
That concludes the Web Time Entry Training.
Thank you for your time.