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Getting Started: Logging On

STEP 1:

Using either browser: Internet Explorer or Netscape Communicator access the University’s home page: http://www.towson.edu

Step 2:

Choose one of the following options to access the Intranet:

   Student: Enter the Intranet URL: https://student.towson.edu

2. Click “Faculty & Staff” on the navigator bar then click Inside@Towson
   Click “Current Students” on the navigator bar then click Students@Towson
WEB TIME SHEETS - TOWSON UNIVERSITY

STEP 3:

For Contingent Employees:

Under the heading “Hot Topics” Click the “Timesheet” link

For Student Employees:

Under the heading “Resources” Click “Jobs & Careers” link

STEP 4:

When the “Towson University Authenticated Login” screen appears:

NOTE: A valid Username and Password, provided by Computing and Network Services (CANS), may be obtained for you by your supervisor. For instructions and forms, go to the TU Home Page, click on “Library & Computing” then “Computing and Network Services”. Choose “For Faculty/Staff” or “For Students”, then “New Accounts”.

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Click the Login button
Completing Contingent & Student Employee Time Sheets

Contingent and Student employee timesheets must be completed and approved by noon on the Friday of each pay period end date. If you make a mistake, you can correct your timesheet anytime until your supervisor has approved it.

- Refer to Page 12 of this manual for how to make corrections after supervisor approval.
- If the Payroll Office does not receive an approved timesheet, the contingent or student employee cannot be paid.
- Due to State of Maryland restrictions on the Working Fund Office, employees not paid because of missing timesheets, will not be able to get salary advances through the Working Fund.

Step 1: Select Timesheet by Job or Department

Open your timesheet by clicking on the name of your Department.

If you work in multiple jobs and/or departments, you must complete a timesheet for each department or job worked in the pay period.
### Step 2: Contingent Level I Employees and Student Employees

...Time Entry for “Week One” and “Week Two”...

<table>
<thead>
<tr>
<th>WEEK ONE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter time (Use 00:00 format)</strong></td>
<td><strong>Sat</strong></td>
</tr>
<tr>
<td><strong>Shift Hours</strong></td>
<td></td>
</tr>
<tr>
<td><strong>StartTime</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Time Out</strong></td>
<td>12:00</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

Enter time in regular time format: 8:00 to 5:30 unless your hours cross into midnight. Then, time must be entered in 24-hour format (Military Time).

- Ex: working from 6 pm to 3 am would be entered as shown. (See Friday)

<table>
<thead>
<tr>
<th>WEEK TWO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter time (Use 00:00 format)</strong></td>
<td><strong>Sat</strong></td>
</tr>
<tr>
<td><strong>Shift Hours</strong></td>
<td></td>
</tr>
<tr>
<td><strong>StartTime</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Time Out</strong></td>
<td>1:00</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

- If you qualify for 2nd or 3rd shift differential pay, enter eligible hours on the appropriate days.

Timesheet hours will round up to the nearest 1/10th of an hour.

(i.e. If you work from 7:59 to 9:00 then you earn 1.1 hours)

Contingent Level II Employees – See Page 7 for Leave Options
Step 3: Completing the Totals Section

<table>
<thead>
<tr>
<th>Totals</th>
<th>WK 1</th>
<th>WK 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Pay Hours</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>On Call Hours</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Total Hours</td>
<td>45</td>
<td>40</td>
</tr>
<tr>
<td>Two WK Total Hours</td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>Bi Weekly 1.5 OT Hours</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Bi Weekly Reg Pay Hours</td>
<td></td>
<td>80</td>
</tr>
</tbody>
</table>

- **Asbestos Pay Hours**: If you qualify for asbestos pay differential (paid an additional ½ of your hourly rate), enter the eligible hours for Week 1 and Week 2.

- **On Call Hours**: If you qualify for an on-call differential, enter the eligible hours for Week 1 and Week 2.

- **Total Hours & Over Time Hours**: Both of these totals will fill in automatically.

- **Remarks**: Type in any explanatory information that you feel necessary to communicate to the Payroll Office.

STEP 4: Approve and Save Entries – then Logout

- Click the box to approve your timesheet.
- Click the “Save Entries” button to save the time/hours you have entered on your timesheet.
  
  Click “Logout” at the top of the screen to exit the timesheet.

If a Printout is desired, click the button for Printable Timesheet then the printer icon.
Contingent II Employee Time Sheets
Have Additional Lines for Leave

The difference in time/hours entry for Contingent Level II Employees is the availability of leave:

- Annual
- Holiday
- Sick

Click on the “Lookup” button to bring up the leave codes available to you.

- Annual and Holiday Leave can be recorded by entering the hours on the appropriate days as shown above.

- To access the “Leave Codes” click into the box for the appropriate day, then click on the “Lookup Leave Codes” button. A listing of leave codes available to you will display. Click on the desired code and it will fill into the box on the timesheet.

- After the Leave Code shows on the appropriate day, enter the Leave Hours in the box immediately under it.
Approving Time Sheets

Each department has designated Supervisors with the responsibility:

- To verify that the employee has properly recorded hours worked and leave used (if applicable);
- To make corrections as necessary;
- To approve the timesheet by the due date and time. Calendars showing pay dates are available under the “Pay Periods” link on the navigational bar.
  - If the Payroll Office does not receive an approved time sheet, the contingent or student employee cannot be paid.

Due to State of Maryland restrictions on the Working Fund Office, employees not paid because of missing time sheets, will not be able to get salary advances through the Working Fund.

STEP 1:

The “Employee Timesheet” page will display after following the login procedures as defined on Pages 2 and 3 of this manual. To approve timesheets in your assigned approval group:

Employee Timesheet

Good Afternoon

Listed below are your active timesheets:

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Internal Title</th>
<th>Approval Group</th>
<th>Pay Period End Date</th>
</tr>
</thead>
</table>

Click on the “Administrative” tab located near the top of the page
STEP 2:
At the Employee Timesheet Administrative Module, select Supervisor or Timekeeper option.

**Employee Timesheet Administrative Module**

**Administrative menu**

- Approve Timesheets for _______ group as a Supervisor
- Sign Off On Timesheets for _______ group as a Timekeeper

STEP 3:

- Pay Type: Regular or Contingent/Student
- Pay Run ID: Pay Period defined by start and end dates
- Proceed to Approvals Screen

Depending on the option chosen in Step 2 (Supervisor or Timekeeper), the appropriate screen will display allowing the selection of:
WEB TIME SHEETS - TOWSON UNIVERSITY

STEP 4 - Option 1: Approval for Employees as a Group

**Timekeeper:** this screen lists **all** employee timesheets you are authorized to review.

**Approval Search**

You are a Timekeeper for Group 104 - Financial Services

- Review employee time entry on this screen and check “Time App” for Timekeeper Approval; or click on the employee’s name to access the actual timesheet.

- Click on Submit Changes to complete your review process.

**Supervisor:** this screen lists **all** of the approval groups you are authorized to approve. Clicking on a group presents a listing of **all** the employees in that group.

**Approval Search**

This group is: **CANSDIR - CANS Director's Office**

It has the following subgroup(s):

- <CANSUSTSUP - CANS Customer Support>
- <CANSINFOSYS - CANS Information Systems>
- <CANSINFOR - CANS Information Services>
- <CANSYSNET - CANS Systems & Networking>

You can approve timesheets for the following alternative group: **<WORKINGFUND>**

- Review employee time entry on this screen and check “Sup App” for Supervisor Approval; or, click on the employee’s name to review/approve the actual timesheet.

Click on Submit Changes to complete the approval process.
### Option 2: Supervisor Approval for Individual Employee

If you chose to click on the name of an individual employee rather than approve a group, that employee’s actual timesheet will appear.

Review the time entry, and click the box for Supervisor approval.  

Click the Save Entries button.

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#### WEB TIME SHEETS - TOWSON UNIVERSITY

<table>
<thead>
<tr>
<th>Enter time (Use 00:00 format)</th>
<th>Sat 07/13</th>
<th>Sun 07/14</th>
<th>Mon 07/15</th>
<th>Tue 07/16</th>
<th>Wed 07/17</th>
<th>Thu 07/18</th>
<th>Fri 07/19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEK ONE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Hours</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>StartTime</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
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</tr>
<tr>
<td>Time In</td>
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<td></td>
</tr>
<tr>
<td>StopTime</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Hours</td>
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<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Total Hours</td>
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<td>0</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter time (Use 00:00 format)</th>
<th>Sat 07/20</th>
<th>Sun 07/21</th>
<th>Mon 07/22</th>
<th>Tue 07/23</th>
<th>Wed 07/24</th>
<th>Thu 07/25</th>
<th>Fri 07/26</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEK TWO</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Hours</td>
<td></td>
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</tr>
<tr>
<td>Start Time</td>
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<tr>
<td>Time Out</td>
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<tr>
<td>Time In</td>
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<td></td>
</tr>
<tr>
<td>Stop Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Hours</td>
<td></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Total Hours</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Week Totals

<table>
<thead>
<tr>
<th></th>
<th>WK-1 Total</th>
<th>WK-2 Total</th>
<th>Two WK Total</th>
<th>Asbestos Pay Hours</th>
<th>1.5 OT Hours</th>
<th>STD Hours</th>
</tr>
</thead>
</table>
| Approved by Employee on 03/26/2003
☑ Supervisor click here to approve timesheet
Approved by Timekeeper on 03/26/2003

| Save Entries     |            |            |              |                   |              |          |
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**Note:** Once the Supervisor approves the employee’s timesheet, a message will display indicating that Records Were Updated.

**Employee Timesheet**

**Timesheet Approval**

Selected records were updated.

*Return to Admin Options*

**NOTE:** Timesheet entries can be corrected under certain circumstances.

- Employees can make corrections to the timesheet until the Supervisor has approved it.
- After that, only the Supervisor can make corrections.
- Once the departmental freeze has been applied, only Payroll can make corrections.
  - Contingent/Student timesheets must be completed and approved by noon on the Friday of each pay period end date. Following the deadline, the Payroll Office runs the departmental freeze function to capture all completed and approved timesheets for processing. If a correction needs to be made after the freeze is applied, Supervisors must e-mail the Payroll Office at: payroll@towson.edu