WEB TIME ENTRY

• Login to Self Service: https://ssbsso.sewanee.edu:8443/ssomanager/c/SSB

• Enter your Userid and password
• Click on ‘Employee’ menu item or ‘Employee’ tab at the top
• Click on Time Sheet
• Select the **Title/Department** and **Pay Period and Status**
  Pay Period and Status may vary by pay period.
  • **Not started** = You have no time entered.
  • **In Progress** = You have started Time Sheet.
  • **Pending** = You submitted Time Sheet but it has not been approved.
  • **Approved** = Supervisor has approved Time Sheet.
  • **Returned for correction** = Your supervisor has returned your Time Sheet to you for editing.
  • **Error** = Call the payroll department immediately.

Make selection and click ‘Time Sheet’ below ‘Title and Department’
- **Entering Time**
- You now should see your current time sheet, similar to the page below.

![Time Sheet](image)

- Looking at the days of the week along the top and the earn codes on the left hand side, double click on ‘Enter Hours’ below the day of the week and on the desired earnings code line to begin entering time.
• Click into the empty box under ‘Time In’ and enter the time. Time must be entered with hour and minute (800) AND in 15 minute intervals. You must enter 800, 815, or 830, for example. Enter the closest interval to the time you actually arrived at work. Be sure to select “AM” or “PM”.
• Click into the empty box under ‘Time Out’ and enter the time. Same formatting rules apply for Time Out as Time In.
• Click the “Save” button
• If these same hours for that earn code apply to multiple days, you can copy by clicking on the “Copy” button.
• Lunch periods are not paid. The total daily time should not include the time an hourly employee is at lunch. You can have two ‘In/Out’ entries (800 AM to 1200PM & 100 PM to 430 PM) or take the lunch hour into account in one ‘In/Out’ entry (800 AM to 330 PM)
- If these hours should be copied for all days worked, simply click on “Copy from date displayed to end of the pay period” OR
- Select the days that you want these hours copied to for that earn code.
- Click on the “Copy” button
- Click on “Time Sheet” button
- Continue this process until you have completed entering your time and then click on the “Save” button.
• When you have completed all time entry, you must click the “Submit for Approval” button for your time sheet to become available to your supervisor for approval. Be careful about submitting hours before the Time Entry deadline for that pay period. Once your hours have been submitted, you cannot make changes. If there are changes, your approver can edit it or “return it for correction.” You can exit without submitting time for approval. This will leave the record with an “In Progress” status until the time you actually click the ‘Submit for Approval’ button.

• Once you click on ‘Submit for Approval’ you will then be asked to verify your PIN. You MUST re-enter your pin at this point and click ‘Submit’ or your supervisor will NOT receive your timesheet for approval.

Log Out - Click the “Exit” button in the upper right corner of the screen. For further instructions, contact Payroll at extension 1242.
The University’s ‘Work rules’ found in the Staff Handbook, in Appendix A, Section III ‘Attendance Infractions’, prohibits the falsification of time sheets. Falsification of time may result in appropriate disciplinary action.

**Helpful Notes**

- Time should be entered at the end of the day as both Time In and Time Out are required at the time of entry.
- Not all time needs to be entered at one time, but do **NOT** forget to click on the Save button.
- Enter both weeks before submitting for approval.
- Earning Codes available for data entry are Regular Pay, Sick Pay, Vacation Pay or Holiday Pay. Manual calculation of Overtime is **NOT** necessary as the system will total up hours for the pay period and overtime hours and overtime pay will be computed during the payroll calculation process initiated by HR. You will only see “**Total Hours**” on your time sheet, but will see the overtime on your check.
- When you are done entering time, “SUBMIT FOR APPROVAL” the timesheet, however once you do submit, you cannot go back and make changes. If something is wrong, please notify your supervisor.
- Entering Time Returned for Correction - If your time sheet has been returned to you by your approver for correction, you will see, on the Position Selection Page, that the position status will display **Return for Correction**.
  a. Choose the position and pay period for which you will be correcting hours.
  b. Click the link under the date and earn code where you need to make the correction. Follow the instructions for Entering, Submitting, and Certifying Time to complete.
  c. These corrections must be made by the employee and approved by the approver before the Submit By date.
- On the bottom of the time sheet screen is a button for “**Comments**”. Click on that button in order to comment on hours that were worked or for other explanations, if necessary. Be sure to click “Save” so that the comments go with the timesheet when they are submitted to your approver.
- **“Preview”** shows both weeks on one screen and summarizes all of the information entered. This is a good page to print (in landscape mode) if you want a paper copy of the time sheet for your reference.
- **DO NOT** use the Back button or the Refresh button when in your time sheet.
- PLEASE open up your time sheet at the **BEGINNING** of the pay period. That way if you are out it can be completed and submitted by your approver.
Proxy Information

If you are both a **Supervisor/Proxy** and an hourly employee, when you click on ‘Time Sheet’ you will see this page. If you are acting as an approver, select “Approve or Acknowledge Time;” otherwise, select “Access my Time Sheet” then click “Select.”