

WEB TIME ENTRY

FAQS FOR EMPLOYEES

When are time sheets due?

The employee must submit their time sheet by 4:00 p.m. on the first day following the end of the pay period. You will not be able to enter or submit time after this deadline.

What if I do not work any hours in a pay period? Do I submit an electronic timesheet with zero hours?

No, you will not submit zero hours. However, if you would send an email to payrolloffice@sjrstate.edu we would appreciate it.

I forgot to turn in time that I worked from a previous pay period. How can I get paid for it?

Ask your supervisor to request a Web-time Entry Exception Form from the Payroll Office. At the time of the request, they should also explain the reason for the late submission. The form will be sent in campus mail to your department. Please complete the form, ask your supervisor to sign it, and return the completed form and required attachments to the Payroll Office. The date the form is received in the Payroll Office will determine when you will be paid. It is not acceptable to add hours worked from a previous pay period to the current electronic time sheet.

I accidentally listed the same hours on two different time sheets. What happens next?

Overlapping hours means that you put the same time on more than one time sheet. Since you cannot be in two places at the same time, we have to contact each department to request appropriate documentation for the time period in question. This could delay your paycheck. If you have two or more time sheets, please be careful when you are entering your time and do not overlap hours.

I am uncomfortable with using this method. Can my supervisor just do it all for me?

No, the employee is responsible for entering and submitting their time via Web-Time Entry

I do not use a computer at work. Is there another way I can submit my time?

Check with your supervisor, because they may provide a workstation where you may enter your time. However, you technically can enter time from any place where you have Internet access and can log on to MySJRState.

If I do not complete and submit my time sheet before the deadline, will I still get paid?

Yes but it may not be in the current payroll cycle. If you have extenuating circumstances contact your supervisor.

Can I use my smartphone (iPhone, BlackBerry, Android, etc.) or iPad to update and submit my timesheet?

Yes. The smartphone browsers are compatible with the MySJState website.