



**ST. JOHNS
RIVER**
STATE COLLEGE

Web Time Entry

Training for Approvers with Electronic
Time Sheets

Log in to MySJRState

- Enter your User Name
- Enter your Password

Sign In

fslogin.sjrstate.edu

Type your user name and password.

User name:

Example: Domain\username

Password:

Sign In

Select Time Sheet

- The MySJRState home page displays
- Click on “BannerWeb/Self Service” on the left side of the page



The screenshot shows the MySJRState home page. At the top left is the St. Johns River State College logo. To its right is the text "MySJRstate Home". Below this is a green navigation bar with links for "MySJRstate", "Employee", "Faculty", "Faculty/Staff Email", "Student", and "Financial". A secondary green bar contains links for "Dual Enrollment", "Student Email", "Viking Zone", "News & Happenings", and "Library". A third green bar contains links for "SJRState Web Page", "IE/SACS/Reporting", "General Information", and "Help".

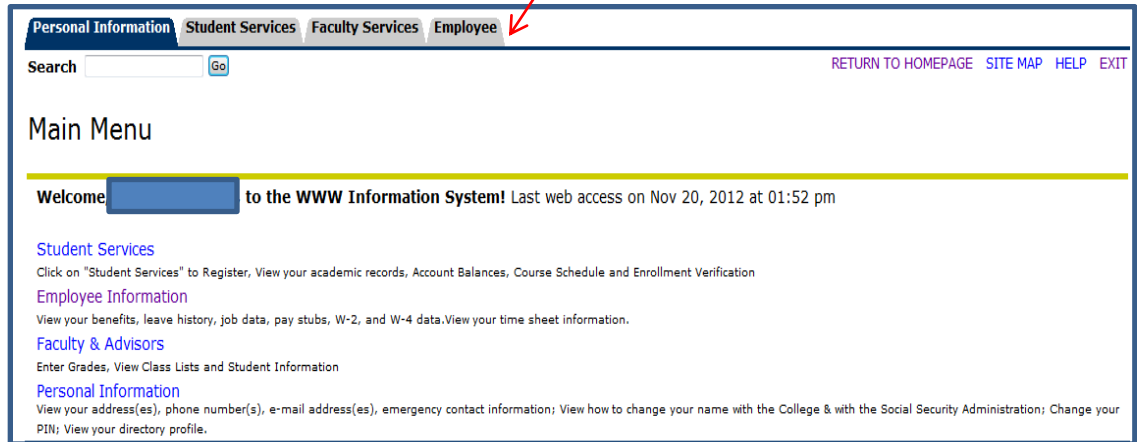
On the left side, there is a vertical navigation menu with the following items:

- SJRState Technology Projects
- MYSJRState Home**
- Academic Calendar
- Banner
- Banner Web/Self Service** (indicated by a red arrow)
- Blackboard
- College Catalog & Handbook
- Course Availability
- MySites
- My Departmental Leave (Testing Only)
- Business Office

On the right side, there is a section titled "SJR State Announcements" with a blue header. It contains several links: "CCS Exam Review Workshop", "Health Careers Core class offered on Orange Park Campus", "Orientations for Organizational Management degree program", "Smarthinking Survey", and "Register for spring Palatka nursing assistant class". To the right of this section is a small icon of a calendar labeled "SJR STATE CALENDAR". Below the announcements is a section titled "SJR State Information" with a blue header, containing the link "Emergency Procedures and Security Contact Information" in red text.

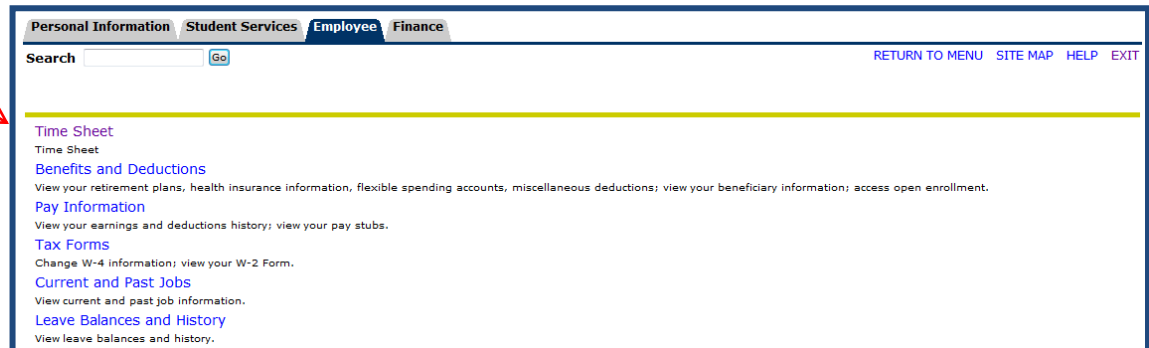
Access Time Sheet

Click on the
“Employee” tab



The screenshot shows the main menu of the WWW Information System. At the top, there are four tabs: Personal Information, Student Services, Faculty Services, and Employee. The Employee tab is highlighted in grey, and a red arrow points to it from the top right. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for RETURN TO HOMEPAGE, SITE MAP, HELP, and EXIT. Below the search bar is a 'Main Menu' section. A yellow horizontal line separates the main menu from the content below. The content includes a welcome message: 'Welcome [redacted] to the WWW Information System! Last web access on Nov 20, 2012 at 01:52 pm'. Below this are several links with descriptions: Student Services (Click on "Student Services" to Register, View your academic records, Account Balances, Course Schedule and Enrollment Verification), Employee Information (View your benefits, leave history, job data, pay stubs, W-2, and W-4 data. View your time sheet information.), Faculty & Advisors (Enter Grades, View Class Lists and Student Information), and Personal Information (View your address(es), phone number(s), e-mail address(es), emergency contact information; View how to change your name with the College & with the Social Security Administration; Change your PIN; View your directory profile.).

Click on
“Time Sheet”



The screenshot shows the 'Employee' sub-menu. At the top, there are four tabs: Personal Information, Student Services, Employee, and Finance. The Employee tab is highlighted in grey, and a red arrow points to it from the top left. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. Below the search bar is a 'Time Sheet' section. A yellow horizontal line separates the sub-menu from the content below. The content includes several links with descriptions: Time Sheet (Time Sheet), Benefits and Deductions (View your retirement plans, health insurance information, flexible spending accounts, miscellaneous deductions; view your beneficiary information; access open enrollment.), Pay Information (View your earnings and deductions history; view your pay stubs.), Tax Forms (Change W-4 information; view your W-2 Form.), Current and Past Jobs (View current and past job information.), and Leave Balances and History (View leave balances and history.).


Access Time Sheet

Personal Information Student Services **Employee** Finance

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

Select Time Sheet

If you manage multiple departments, select the department to approve and pay period, then click “Select”

Personal Information **Student Services** **Employee** **Finance**

Search

Selection

Time Sheet

Department and Description	My Choice	Pay Period
F, 41010, Library	<input checked="" type="radio"/>	M2, Nov 20, 2012 to Dec 19, 2012 ▾

Sort Order


My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Time Sheet Status

Summary

 Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: F, St Johns River State College
Department: 41010, Library
Pay Period: Nov 20, 2012 to Dec 19, 2012
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Dec 21, 2012, 06:00 AM

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	999518 - 35 PT Librarian-OP	Approve	9.75	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress							
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information		
	999518 - 00 PT Librarian-OP	9.25	.00		Leave Balances		

Not Started		
ID	Name, Position and Title	Other Information
	999517 - 37 PT Librarian-PA	
	999516 - 10 PT Librarian-SA	
	999518 - 00 PT Librarian-OP	

Time Sheet Status-Pending

Pending ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel Other Information
	999518 - 35 PT Librarian-OP	Approve	9.75	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Leave Balance

If the time submitted is correct, you can approve the Time Sheet. If the time is not correct and the pay period is still open, you can return it for correction by the employee. If the pay period is closed, you can click “Change Time Record” and make the corrects to the Time Sheet.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Tuesday Nov 20, 2012	Wednesday Nov 21, 2012	Thursday Nov 22, 2012
Regular Pay Part-Time Employee	1	0	9.75	Enter Hours	8.5	Enter Hours
Supplemental Pay	1	0	0	Enter Units	Enter Units	Enter Units
Testing Pay	1	0	0	Enter Units	Enter Units	Enter Units
Docked Pay-Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:			9.75	0	8.5	0
Total Units:				0	0	0

Click on the hours.

Time Sheet Status-Pending

Make changes to time in and time out and click “Save”

Time In and Out

Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Wednesday, Nov 21, 2012

Earnings Code: Regular Pay Part-Time Employee

Shift	Time In		Time Out		Total Hours
1	08:00	AM	03:15	PM	7.25
1	04:00	PM	05:15	PM	1.25
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					8.5

Previous Menu

Previous Day

Next Day

Add New Line

Save

Copy

Delete

Account Distribution

Earnings Code

Shift Hours

Regular Pay Part-Time Employee

1

8.5

Account Distribution

Click “Previous Menu”. Approve Time Sheet(s) or continue to make changes until you are ready to approve your Time Sheet(s).

Time Sheet Status-In Progress

In Progress ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
	999518 - 00 PT Librarian-OP	9.25	.00		Leave Balances



The employee has started entering hours into their Time Sheet but has not submitted it to you for approval. You can access their Time Sheet by clicking on the employee's name but cannot make changes until it is submitted by the employee or the pay period closes and it moves to your queue. If you do not see your employee's name, contact the Payroll Office immediately. If you or your employee cannot submit an electronic timesheet, the Payroll Office will work with you to get a paper submission.

If you are the approver for a **student**, it is your responsibility to make sure the student has **not** worked during a scheduled class.

Time Sheet Status-Not Started


Not Started	Name, Position and Title	Other Information
[Redacted]	999517 - 37 PT Librarian-PA	
[Redacted]	999516 - 10 PT Librarian-SA	
[Redacted]	999518 - 00 PT Librarian-OP	

Not Started means the employee has not entered the Wed-Time Entry system and has not opened their Time Sheet. There is nothing for you to access to review or approve. This may be applicable if they are not working any hours for this pay period or are no longer in the position. If you have employees listed that are not under your supervision, please contact the Payroll Office immediately.

Proxy Set Up

You are required to set up one Proxy. You can set up more than one proxy. Your Proxy can approve your Time Sheets if you are unable to access Web-time Entry.

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

Click "Proxy Set Up"

Proxy Set Up

- Use the down arrow to select your proxy's name. You can “add” or “remove” proxies at any time. After each selection, click “Save”

Proxy Set Up

Name	Add	Remove
Rachel Etter Klama, RETTER	<input type="checkbox"/>	<input type="checkbox"/>
Jane Anne Knotts, JKNOTTS2	<input type="checkbox"/>	<input type="checkbox"/>

Save

[Time Reporting Selection](#)

Tips & Recommendations

IMPORTANT:

Always use the navigation buttons instead of the Forward and Back buttons in Internet Explorer

Questions?