



**ST. JOHNS
RIVER**
STATE COLLEGE

Web Time Entry

Training for Employees 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

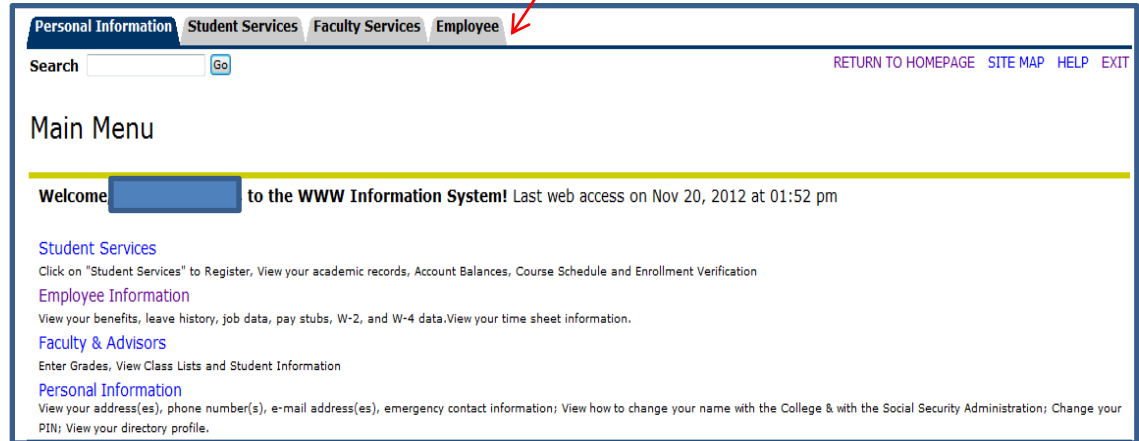
- The MySJRState home page displays
- Click on “BannerWeb/Self Service” on the left side of the page



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". Underneath is a blue navigation bar with links for "Dual Enrollment", "Student Email", "Viking Zone", "News & Happenings", and "Library". Below that is a white navigation bar with links for "SJRState Web Page", "IE/SACS/Reporting", "General Information", and "Help". On the left side, there is a vertical menu with the following items: "SJRState Technology Projects", "MYSJRState Home", "Academic Calendar", "Banner", "Banner Web/Self Service", "Blackboard", "College Catalog & Handbook", "Course Availability", "MySites", "My Departmental Leave (Testing Only)", and "Business Office". A red arrow points to the "Banner Web/Self Service" link. On the right side, there is a "SJR State Announcements" section with a blue header and a "SJR STATE CALENDAR" icon. The announcements include: "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". At the bottom right, there is a "SJR State Information" section with a blue header and a link for "Emergency Procedures and Security Contact Information".

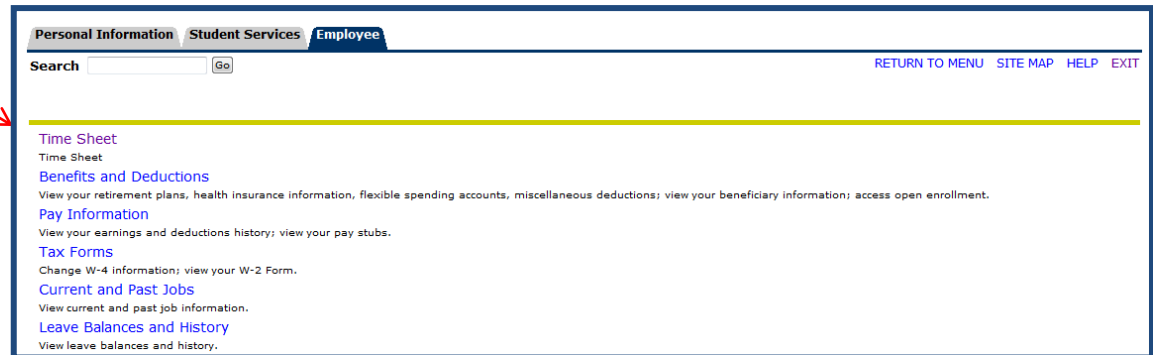
Access Time Sheet

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 blue, 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 welcome message. The welcome message reads: 'Welcome [redacted] to the WWW Information System! Last web access on Nov 20, 2012 at 01:52 pm'. Below the welcome message 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 page 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 blue, 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 yellow horizontal line. Below the line are 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** **Faculty Services** **Employee**

Search

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Office Hour-Adj-PA, 999300-00 Fine and Applied Arts, 11210	<input checked="" type="radio"/>	Oct 20, 2012 to Nov 19, 2012 Approved ▾
11043-MVV 1871-Adj-Hrly, 999300-01 Fine and Applied Arts, 11210	<input type="radio"/>	Oct 20, 2012 to Nov 19, 2012 Approved ▾

RELEASE: 8.3

Select job if applicable

Select pay period and note status

STATUS:

Not started: No time has been entered

In progress: Time has been entered but has not been submitted for approval

Submitted: Submitted to supervisor but not yet approved

Approved: Submitted to and approved by supervisor

Then click Time Sheet

Select Day to Update


The “Time Sheet” page will display

Locate the specific day you want to update. Click “Enter Hours” link directly below that day

Personal Information Student Services Faculty Services **Employee**

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

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

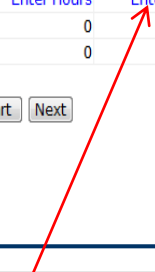
Time Sheet

Title and Number: Office Hour-Adj-PA -- 999300-00
Department and Number: Fine and Applied Arts -- 11210
Time Sheet Period: Nov 20, 2012 to Dec 19, 2012
Submit By Date: Dec 19, 2012 by 09:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
					Nov 20, 2012	Nov 21, 2012	Nov 22, 2012	Nov 23, 2012	Nov 24, 2012	Nov 25, 2012	Nov 26, 2012
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.6



Input Your Hours

Fill in the Time In and Time Out fields in HHMM Format. Click on “Save”


Repeat for all applicable Days

Click on Time Sheet to Return to the summary page

Personal Information Student Services Faculty Services **Employee**

Search

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Friday, Nov 23, 2012
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	09:00	AM ▾	11:00	AM ▾	2
1	03:15	PM ▾	04:30	PM ▾	1.25
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
					3.25

Account Distribution

Submit Time

Once all hours for the
Pay period are entered,
Click on the “Submit for
Approval” button

You will be required to
Re-enter you PIN to
Confirm your time sheet
submission

Personal Information Student Services Faculty Services **Employee**

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

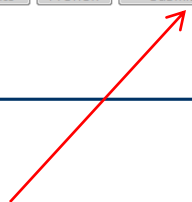
Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Office Hour-Adj-PA -- 999300-00
Department and Number: Fine and Applied Arts -- 11210
Time Sheet Period: Nov 20, 2012 to Dec 19, 2012
Submit By Date: Dec 19, 2012 by 09:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Nov 20, 2012	Wednesday Nov 21, 2012	Thursday Nov 22, 2012	Friday Nov 23, 2012	Saturday Nov 24, 2012	Sunday Nov 25, 2012	Monday Nov 26, 2012
Regular Pay	1	0	3.25		Enter Hours	Enter Hours	Enter Hours		3.25	Enter Hours	Enter Hours
Total Hours:			3.25		0	0	0		3.25	0	0
Total Units:				0	0	0	0		0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:



Exit Time Reporting

After Certification of time, click the Exit Button in the upper right hand corner of the window

Problems, please phone or email the Payroll Office



Personal Information Student Services Faculty Services **Employee**

Search

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

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

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:

Tips & Recommendations

IMPORTANT:

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

Questions?