



-Web Time Entry-
Training for Employees with
Electronic Time Sheets

- *Accessing, viewing, entering time, etc.
- *Submitting and certifying time using PIN.
- *Accessing Web Time Entry Calendar for deadline dates. Deadline time is always before 4pm.

Log in to the College's Portal

<https://mysjrstate.sjrstate.edu>

- Pull up the SJRState Portal and click on MySJRstate.

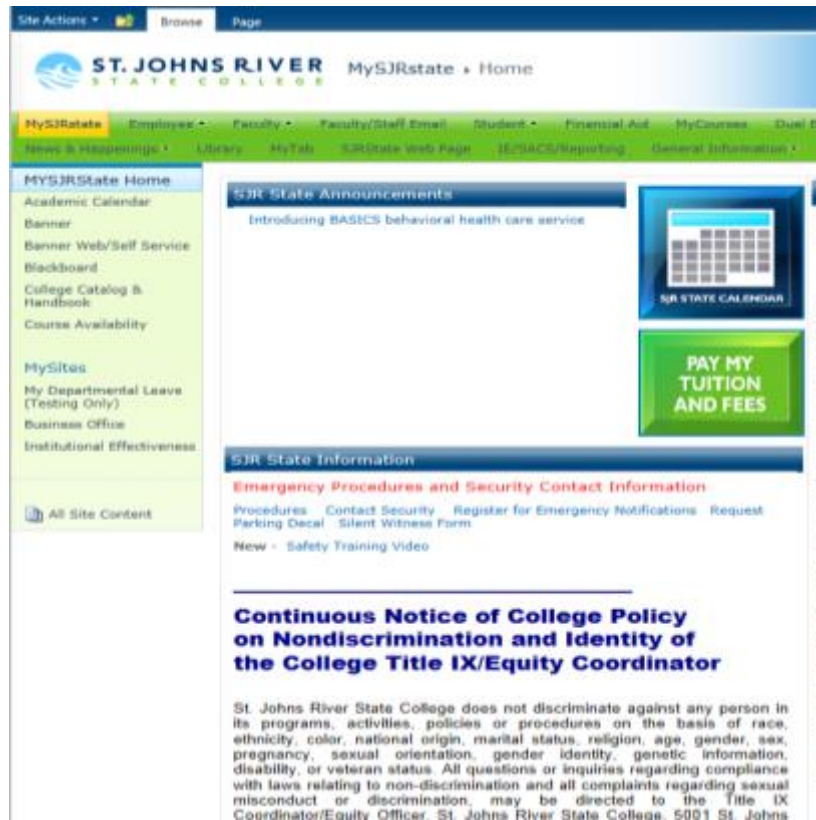


- Click Login.



Banner Web/Self Service for Access

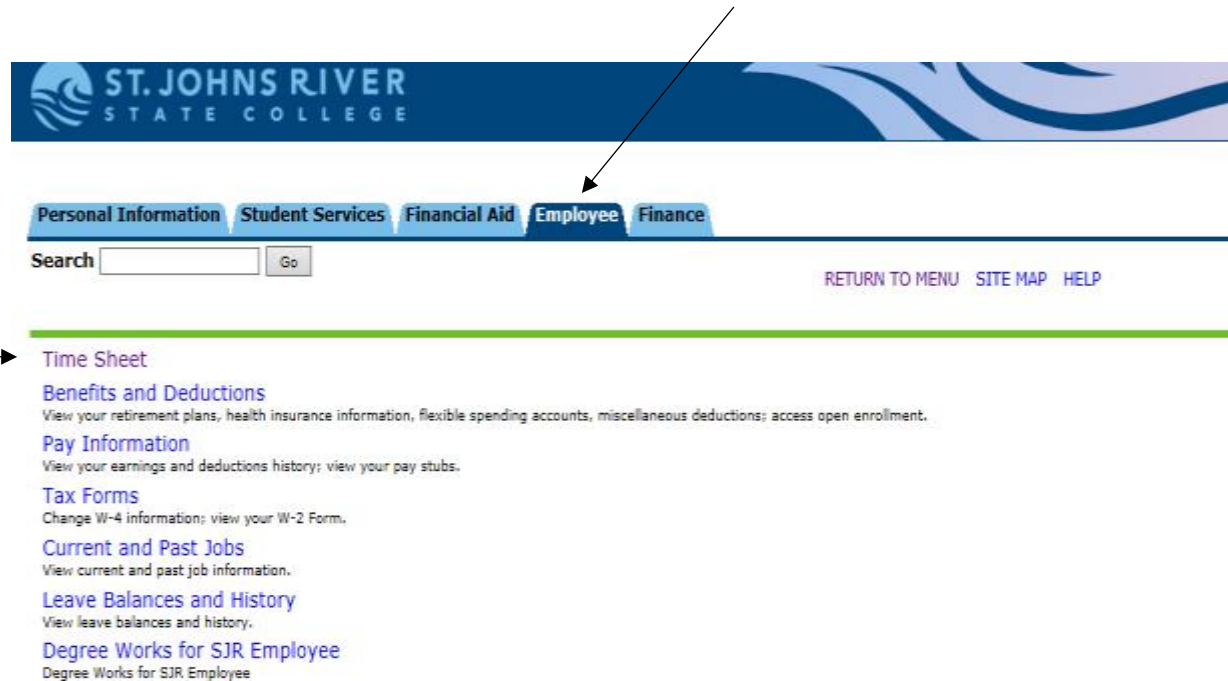
- Click Banner Web/Self Service on the left side of the page.



The screenshot shows the MySJRstate website for St. Johns River State College. The page has a blue header with the college logo and navigation tabs for various user roles: MySJRstate, Employee, Faculty, Faculty/Staff Email, Student, Financial Aid, MyCourses, and Dual Ed. Below the header is a green navigation bar with links for News & Happenings, Library, MyTab, SJRstate Web Page, JESACS Reporting, and General Information. The main content area is divided into several sections. On the left, a navigation menu lists: MySJRState Home, Academic Calendar, Banner, Banner Web/Self Service (highlighted with an arrow), Blackboard, College Catalog & Handbook, Course Availability, MySites, My Departmental Leave (Testing Only), Business Office, and Institutional Effectiveness. The main content area includes 'SJR State Announcements' with a link to 'Introducing BASICS behavioral health care service', a 'SJR STATE CALENDAR' button, and a 'PAY MY TUITION AND FEES' button. Below this is 'SJR State Information' with a section for 'Emergency Procedures and Security Contact Information' and a 'New - Safety Training Video' link. The bottom section is titled 'Continuous Notice of College Policy on Nondiscrimination and Identity of the College Title IX/Equity Coordinator' and contains a paragraph of text regarding the college's nondiscrimination policy.

Access Time Sheet

- Click the Employee tab, then the Time Sheet option.



The screenshot displays the St. Johns River State College employee portal. At the top, the college's logo and name are visible. Below the header is a navigation menu with tabs for Personal Information, Student Services, Financial Aid, Employee, and Finance. The Employee tab is highlighted, and an arrow points to it. Below the navigation menu is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, and HELP. A green horizontal line separates the navigation area from the main content area. In the main content area, the Time Sheet option is highlighted with an arrow, and a list of other employee services is displayed below it.

**ST. JOHNS RIVER
STATE COLLEGE**

[Personal Information](#) [Student Services](#) [Financial Aid](#) **[Employee](#)** [Finance](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Time Sheet

[Benefits and Deductions](#)
View your retirement plans, health insurance information, flexible spending accounts, miscellaneous deductions; 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.

[Leave Balances and History](#)
View leave balances and history.

[Degree Works for SJR Employee](#)
Degree Works for SJR Employee

- The sample below shows multiple jobs for an employee. When you select a job, make sure you are in the correct pay period. In the pay period drop down, you will see the status. The status shown below is In Progress and Completed. In Progress means time has been entered and saved, but not submitted for approval. Completed means the time sheet has been submitted and approved. Click Time Sheet button after selecting.


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
PT Asst./OPC/Reeger, 999017-04 Campus Admin-Orange Park, 61150	<input checked="" type="radio"/>	Jun 20, 2017 to Jul 19, 2017 In Progress
Student Assistant-SA, 999526-01 Student Financial Assistance - Gen, 80000	<input type="radio"/>	Jul 20, 2016 to Aug 19, 2016 Completed
Admiss/Recrds/FinAid-Reeger, 999528-00 Student Financial Assistance - Gen, 80000	<input type="radio"/>	Apr 20, 2016 to May 19, 2016 Completed
FinAid-Reeger, 999528-02 Student Financial Assistance - Gen, 80000	<input type="radio"/>	Nov 20, 2016 to Dec 19, 2016 Completed
Admin/Financ-Reeger, 999528-03 Student Financial Assistance - Gen, 80000	<input type="radio"/>	Mar 20, 2017 to Apr 19, 2017 Completed

- The time sheet page will display. Locate the specific day you want to update. Click the Enter Hours link directly below that day.

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: PT Asst./OPC/Reeger -- 999017-04
Department and Number: Campus Admin-Orange Park -- 61150
Time Sheet Period: Jun 20, 2017 to Jul 19, 2017
Submit By Date: Jul 18, 2017 by 04:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jun 20, 2017	Wednesday Jun 21, 2017	Thursday Jun 22, 2017	Friday Jun 23, 2017	Saturday Jun 24, 2017	Sunday Jun 25, 2017	Monday Jun 26, 2017
Regular Pay Part-Time Employee	1	0	71.75		9	Enter Hours		9	Enter Hours	Enter Hours	Enter Hours
Total Hours:			71.75		9	0		9	0	0	8.75
Total Units:				0	0	0		0	0	0	0

- Input your hours in HHMM format (09:00; 11:00; 04:45). Do not use military time. Round to the nearest 15 minutes (09:00AM – 02:30PM; 11:15AM – 04:45PM). Repeat for all applicable days using the Next Day button. Click Save. To return to the Summary page, click Time Sheet. *From this point on, always use the navigation buttons provided, instead of the Forward and Back buttons in Internet Explorer.




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: Wednesday, Jun 21, 2017

Earnings Code: Regular Pay Part-Time Employee

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	0
			0

  
Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

- Once you are completely done entering all hours worked for the entire pay period, and you are ready to submit, you must click Submit for Approval. **This must be done before 4pm on your deadline date**, or prior. You will be required to enter your PIN which is your date of birth with no slashes, using only two digits for month, day and year – XXXXXX – example 070499 (represents July 4th, 1999).

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jun 20, 2017
Regular Pay Part-Time Employee	1	0	71.75		
Total Hours:			71.75		
Total Units:				0	

Submitted for Approval By:

Approved By:

Waiting for Approval From:



- Certify your time by using your PIN again (XXXXXX). After certification is done, click Submit. To exit, click in the upper right hand corner of the window.

Certification

I certify that the time entered represents a true and accurate record of my time. In addition, if I am employed in the capacity of a student worker, I also certify that I have not worked during my regularly scheduled class 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:



Submit

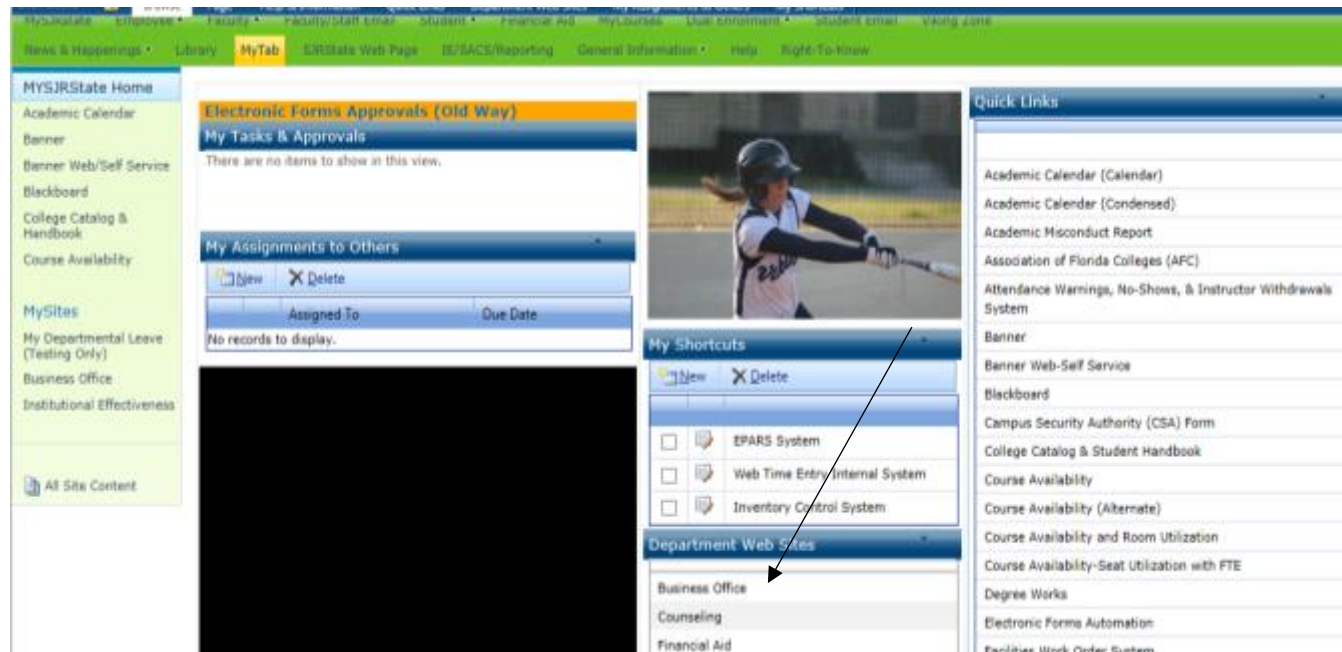
If you are having any problems, you may contact your approver, or (Payroll) Lonell Segars – LonellSegars@sjrstate.edu - (386) 312-4122, or (Human Resources) Jackie Fazzolari – JacquelineFazzolari@sjrstate.edu - (386) 312-4130.

Access to Web Time Calendar

- Log in to the college's portal and click on My Tab.



- Click on Business Office under Department Web Sites.



- Click on Web Time Entry dropdown then click on the Payroll Calendar.

ST. JOHNS RIVER STATE COLLEGE

HOME • CONTACT US • DIRECTORY

STUDENTS ACADEMICS ATHLETICS THE ARTS COMMUNITY

BUSINESS OFFICE

Student Debit Card

Bookstore
Palatka (386) 312-4173
Orange Park (904) 276-6833
St. Augustine (904) 808-7462

Business Office
(386) 312-4117

Faculty/Staff Contacts

Purchasing

Vendor Profile Form*

* For more information regarding the College's use of Social Security Numbers, click [here](#).

All business office locations are in the ADMINISTRATION BUILDING on each campus.

The Vice President for Finance and Administration/CFO is specifically responsible for the college functions of accounting, budgeting, human resources, risk management, purchasing, payroll, cashiering, bookstores, property inventory, and for the general financial integrity of the business functions of the College.

Our goal is to serve the public, students, faculty, and staff with courteous and competent services, and to be good stewards of the public trust. We welcome you to this website and encourage feedback on our services.

Any communication related to the overall operations of the Business Office may be directed to Vice President for Finance and Administration/CFO, Lynn Powers.

Web-Time Entry ↓

Email: payrolloffice@sjrstate.edu
386-312-4066

2017-2018 Payroll Calendar ←

Employee Guide:
[Camtasia](#) | [Adobe PDF](#) | [Quick Start PDF](#) | [FAQs](#)

Approver Guide:
[Camtasia](#) | [Adobe PDF](#) | [Quick Start PDF](#) | [FAQs](#) | [Proxy Request PDF](#)

Automatic Payment Plan ↓

Fee Adjustments Due to Schedule Change ↓

Refund Policy - Withdrawal from College and Reduction of Class Load ↓

Returned Check Policy ↓

Parking Decals now available online

Students can now request a parking decal online by following the link below.

Any student who wishes to park on campus **MUST** obtain and properly display a student parking decal on each vehicle driven on campus. Parking procedures may be slightly different on each campus.

Please read Parking and Traffic Regulations carefully to avoid citations.

Request Parking Decal

Orange Park Campus
(904) 276-6800

Palatka Campus
(386) 312-4200

St. Augustine Campus
(904) 808-7400

