



WEB TIME ENTRY – FAQs for Employees:

When are time sheets due?

The employee must submit their time sheet(s) before 4:00pm on their deadline day. Please refer to the Web Time Entry Payroll Calendar located on the Portal under the Business Office – Web Time Entry section.

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

No, you do not open/start a timesheet and submit zero hours.

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

Let your supervisor know that you need a blank paper time sheet to fill out for the missing time. Complete the form including explanation as to why the late submission; sign and date the form; have your supervisor sign and date the form; then send it to the Payroll Department. The timesheet will be processed for pay, during the next pay period. DO NOT add missed hours in Web Time Entry from another pay period onto an existing pay period time sheet.

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

If you have two or more time sheets, please be careful when you are entering your time and do not overlap hours. Contact your supervisor immediately. If you have not submitted your time, you can pull each timesheet up and make corrections accordingly. If you have already submitted your time, and your supervisor has not approved yet, your supervisor can make the changes to your timesheets for you before he/she approves it. If submission and approving has already been completed, but the approver's deadline has not passed, your supervisor can call the Payroll Department, who can then return your time for correction. If all time has been approved and it is past the approver's deadline, you will have to submit two separate paper time sheets, with corrected information to the Payroll Department no later than 2 business days after your web time deadline date. Otherwise, you will not get paid until the next pay period.

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.

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

Yes. Check with your supervisor. There may be a workstation provided 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 MySJState.

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.