ST. JOHNS RIVER
STATE COLLEGE
VIKINGS

-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.

Access Time Sheet

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

- 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	●	Jun 20, 2017 to Jul 19, 2017 In Progress ▾
Student Assistant-SA, 999526-01 Student Financial Assistance - Gen, 80000	○	Jul 20, 2016 to Aug 19, 2016 Completed ▾
Admiss/Recrds/FinAid-Reeger, 999528-00 Student Financial Assistance - Gen, 80000	○	Apr 20, 2016 to May 19, 2016 Completed ▾
FinAid-Reeger, 999528-02 Student Financial Assistance - Gen, 80000	○	Nov 20, 2016 to Dec 19, 2016 Completed ▾
Admin/Financ-Reeger, 999528-03 Student Financial Assistance - Gen, 80000	○	Mar 20, 2017 to Apr 19, 2017 Completed ▾
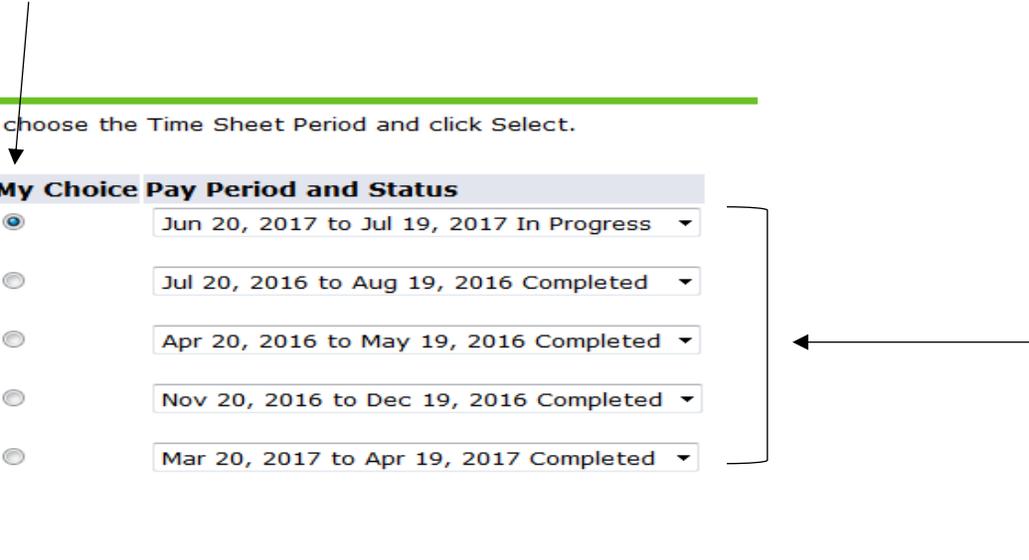
Time Sheet

- 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	8.75
Total Hours:			71.75		9	0	9	0	0	0	8.75
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

- 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		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

Time Sheet	Previous Day	Next Day
Add New Line	Save	Copy	Delete
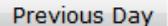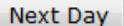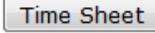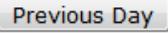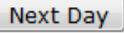
- Once you are completely done entering all hours worked for the entire pay period, and you are ready to submit, you must click Submit for Approval. **This must be done before 4pm on your deadline date**, or prior. You will be required to enter your PIN which is your date of birth with no slashes, using 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	

| Position Selection | Comments | Preview | Submit for Approval | Restart | Next |

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 $\boxed{\text{x}}$ 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) hrdepartment@sjrstate.edu – (386) 312-4070.

Access to Web Time Calendar

- Log in to the college's portal and click on My Tab.
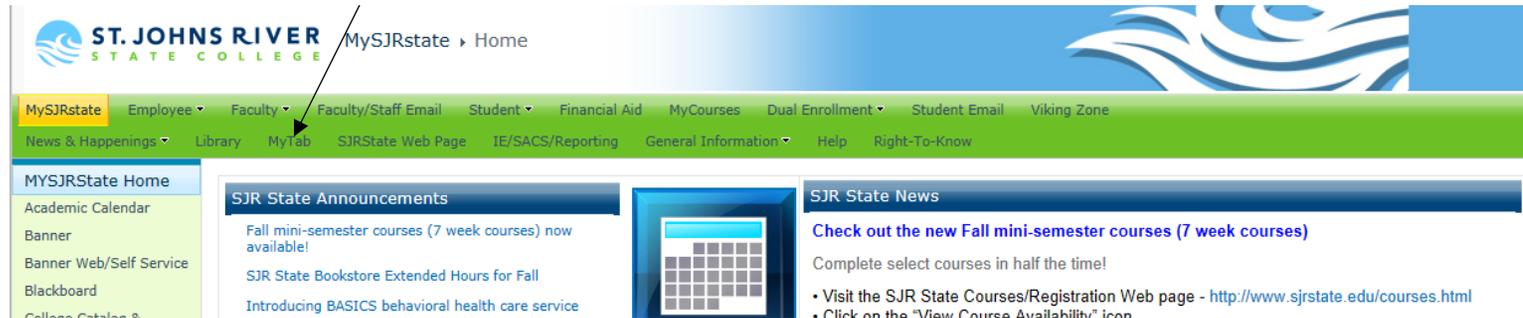
- Click on Business Office under Department Web Sites.
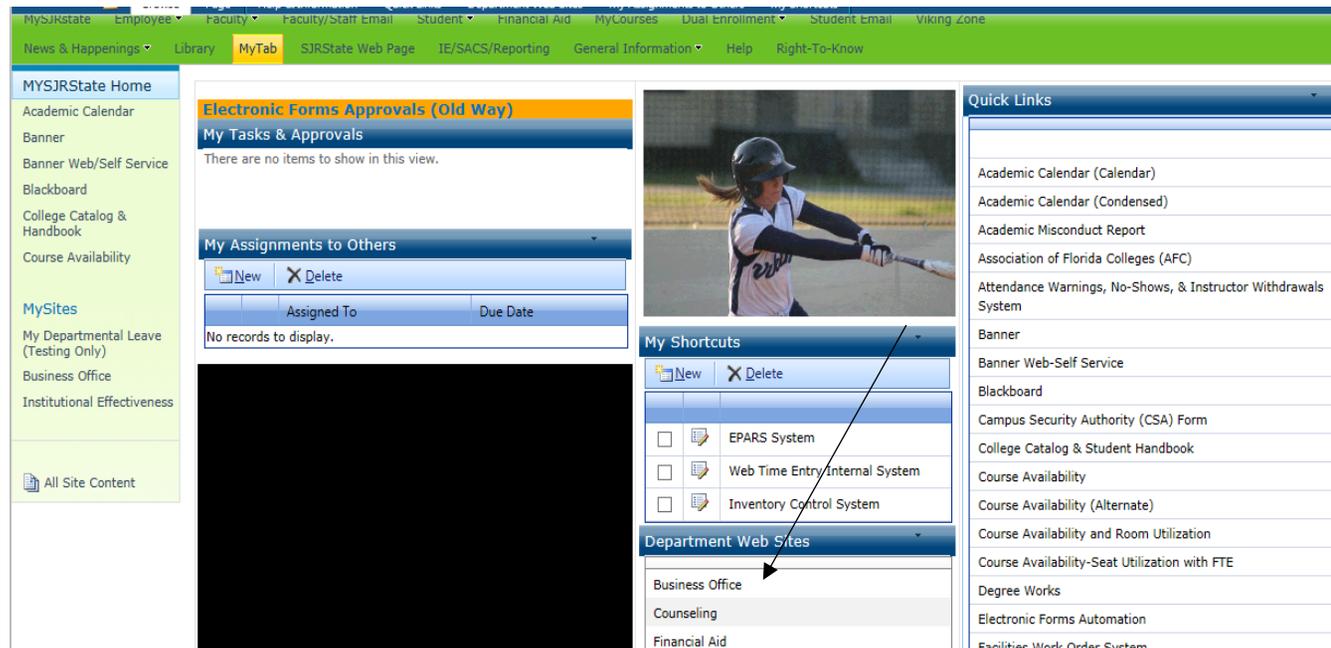
- Click on Web Time Entry dropdown then click on the Payroll Calendar.