

Web Time Entry – Clock In and Out

Clock In and Out

- 1. Open Internet Explorer
 - 2. Go to the **UIW Website** (<u>http://www.uiw.edu/</u>)
 - 3. Click **My Word** at the top right of the webpage
- il Blackboard A-Z Library UNIVERSITY OF THE INCARNATE WORD A Degree of Difference information for ACADEMICS ATHLETICS ABOUT UIW CAMPUS LIFE ALUMNI ADMISSIONS Light the Way Illuminates Campus APPLY Through New Year ONLINE **Blackboard Mobile** Choose an Application Learn Now Available on UIW App Students Fund Raise to Build School in ? **INQUIRE NOW** Mali, Africa Women's and Men's CONTACT US Swimming Both Start lead Mo Season Strong Project Africa

- 4. In the Login window, your UIW Username and Password (this is the same username and password used for Blackboard and Cardinal Mail)
- 5. Click Login Login



1

-



		do	
		May my WORD	
			ome Suggestion Box
		tedit Preferences	▼ MyWord Announcements
6.	The My Word Homepage opens	EaunchPad	Entries
7.	On the menu, click Employee	🧃 🥯 🥌	✓ My Messages
	information	a My Information	My Messages Preferences
		Employee Information >	There are no Alerts for you
		E Library >	Showing 0 to 0 of 0 results. Next 🕨 Last 🕅
		Social Networking	▼ UIW Headlines
		× Quick Links	@ Campus News
		Briefcase >	11/18/11 2:08 PM
		Help >	University of the Incarnate Word
8.	Click Web Time Entry	Image: Constraint of the second se	ome Suggestion Box MyWord Announcements Entries My Messages My Messages Preferences There are no AletS for you Showing 0 to 0 of 0 results. V Hrst ↓ Previous Next ▷ Last ▷I UIW Headlines Campus News
9.	Select the Employee Services tab		Home Suggestion Box UNIVERSITY OF THE INCARNATE WORD Personal Information Student Services Faculty Services Financial Aid Search

UIW Department of Instructional Technology



- 10. A new **Screen** opens, select **Electronic Time Keeping**
- 11. The **Time Sheet Selection Screen** will open showing either the **staff** or **student** time sheet

Staff Timesheet

Timesheet	
	UNIVERSITY OF THE INCARNATE WORD
Personal Information	Employee Services
Search	Go
Time Sheet S	election
🗨 Make a selection fr	om My Choice. Choose a Time Sheet period from the pull-down list. Select
Fitle and Departmen Payroll Technician, 613 Comptroller Office, 613	t My Choice Pay Period and Status 15A-00 Sep 01, 2011 to Sep 15, 2011 Not Started
Time Sheet	

- 12. On the **Time Sheet Selection Screen**, Select a **time period**
- 13. Click the **Timesheet button**

Electronic Time Keepin Request Time Off Benefits and Deductions Retirement, health, flexible spending, miscellaneous, I Pay Information Direct deposit allocation, earnings and deductions histo Tax Forms W4 information, W2 Form. Jobs Summary Leave Balances Student Timesheet

	SITY OF	THE INCARNATE WORD
Personal Information Student Services	Employee S	Services Financial Aid
Search Go		
Time Sheet Selection	oose a Time :	Sheet period from the pull-down list. Select Time !
Title and Department	My Choice	Pay Period and Status
Student Employment, 785592-00 Wellness Center, 7850	0	Sep 01, 2011 to Sep 15, 2011 In Progress 💌
Federal College Workstudy, 785091-00 Wellness Center, 7850	۲	Sep 01, 2011 to Sep 15, 2011 In Progress 💌
Time Sheet		

Time and Leave Reporting

Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Title and Departm	Number: ent and Number:						Payn Univ					
Time She Submit E	et Period: y Date:						Aug Sep					
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
0	Regular	1		0 12	2.5		8 4.	5 Future Time Entr	y Future Time Entry	y Future Time Entr	j Future Time Entry	y Future Time Er
	Vacation	1		0	0	Enter Hour	s Enter Hour	s Enter Hour	rs Enter Hours	s Enter Hours	s Enter Hours	s Enter Ho
	Sick	1		0	0	Enter Hour	s Enter Hour	s Enter Hour	rs Enter Hours	s Enter Hours	s Enter Hours	s Enter Ho
	Jury Duty	1		0	0	Enter Hour	s Enter Hour	s Enter Hour	rs Enter Hours	s Enter Hours	s Enter Hours	s Enter Ho
	Bereavement	1		0	0	Enter Hour	s Enter Hour	s Enter Hour	rs Enter Hours	s Enter Hours	s Enter Hours	s Enter Ho
	Total Hours:			12	2.5		8 4.	5	0 (D () ()
	Total Units:				(D	0	0	0 (D () ()
Clock	In and Out											

Enter time at 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.To manually enter or adjust system c alculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Aug 16, 2011

Earning	ings Code: Regular														
Clock In								Clock Out							
Shift	System Time In	Cloc Time	k In	Clock Time Adjusted	Comment		Date and Time	System Clock Time Out Time Out		Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours	
_						1							A	Aug. 46, 2044	
1	U7:55 AM	08:00	AM 💌	П	×]	AUG 16, 2011 05:02 PM	11:31 AM	11:30	AM 💌	п	*	AUG 16, 2011 05:02 PM	AUG 16, 2011 05:02 PM	3.5
1	04:58 PM	12:30	PM 💌	V	messed up 🔺]	Aug 16, 2011 05:02 PM	05:01 PM	05:00	PM 💌	п	*		Aug 16, 2011 05:02 PM	4.5
					×	1						¥			
1			AM 🔻	Π	×]				AM 💌	П	*			0
1			AM 💌	П	×]				AM 💌	п	×			0
1			AM 💌	П	×]				AM 💌	п	*			0
Total:															8



15. Click the Clock In or Out icon

16. The Clock In and Out Screen opens

17. Note that the time and date entries are

correct and click Save Save

- 18. Click **Timesheet**
- 19. You are clocked in. Repeat steps **14-17** to **Clock Out**



Make Changes or Correct Errors

Sometimes you have to make manual adjustments to your timesheet. This is how to proceed.

Time Sheet

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

- 1. Review the **Time and Leave Reporting Screen** to locate errors on the timesheet
- If an error is detected, click the blue link for the time entered in error (i.e. 8)

itle and N epartmer ime Shee ubmit By	umber: It and Number: t Period: Date:							F " U F					
lock In r Out	Earning	Shift	Default Hours or Units	Total Hour	Total s Units	Tuesday Aug 16, 201	W	/ednesday ug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
9	Regular	1		0 :	12.5		8	4.5	Future Time Entry	y Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0	0	Enter	Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1		0	0	Enter	Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	0	Enter	Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement	1		0	0	Enter	Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			:	12.5		8	4.5		0 0	0	0	0
	Total Units:				()	0	0		0 0	0	0	0

Clock In and Out

Tuesday, Aug 16, 2011

Date:

Enter time at 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.To manually enter or adjust system c alculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Clock In	1						Clock Out							
Shift	System Clock Time In Clock Time Adjusted Comment Date and Time						System Time Out	Clo Time	ck Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	07:55 AM	08:00	AM 💌	п	×	Aug 16, 2011 05:02 PM	11:31 AM	11:30	AM 💌	п	×	Aug 16, 2011 05:02 PM	Aug 16, 2011 05:02 PM	3.5
1	04:58 PM	12:30	PM 💌	M	messed up 🔺	Aug 16, 2011 05:02 PM	05:01 PM	05:00	PM 💌	Π	×		Aug 16, 2011 05:02 PM	4.5
1			AM 💌	п	×				AM 💌	Π	×			c
1			AM 🔻	П	×				AM 🔻	=	×			c
1			AM 💌	п	×				AM 🔽	Π	×			0
Total:														8



3. Correct the time on the Clock In and Out Screen

- 4. Add a **comment** as to explain the change in the **Comment section**
- 5. Click **Save** Save
- 6. Click **Timesheet** Timesheet

Report Time Other than Regular Hours

Sometimes you will clock in reporting hours for Vacation Leave, Sick leave, Jury Duty or Bereavement Leave

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

1. On **Time and Leave Reporting** Screen Click the Enter Hours Link adjacent to the line for either Vacation, Sick, Jury Duty or Bereavement

Time Shee Title and I Departme Time Shee Submit By	et Number: nt and Number: et Period: v Date:										1001			
Clock In or Out	Earning	Shift	Default Hours or Units	T H	otal ours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Th Au	ursday 1g 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
0	Regular	1		0	12.5		8	8 4.5		Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0	(Enter Hours	Enter Hour	rs	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours
	Sick	1		0	(Enter Hours	Enter Hour	rs	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	(Enter Hours	Enter Hour	rs	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours
	Bereavement	1		0	(Enter Hours	Enter Hour	rs	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:				12.5		8	4.	.5	0) C	. c	0
	Total Units:						D (I	0	0) 0	. a	0

Time In and Out

Information Enter time at 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: Earnings	Monday, 2 Code: Vacation	Jan 16,	2012
Time In	Time Out		Total Hours
8:15	AM • 10:00	AM 🔻	0
	AM 👻	AM 🔻	0
	AM 🔻	AM 👻	0
	AM 🔻	AM -	0
	AM 👻	AM -	0
			0

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

- 2. Enter the time on the Time In and Out Screen
- 3. Enter time at 15-minute incriments. For example; 8:15 in and 10:00 out.
- 4. Click Save Save
- 5. Click **Timesheet** Timesheet

Delete Hours

1. On **Time and Leave Reporting Screen**, locate the date, and click the **blue link** to select the hours to be deleted (i.e. **8**)

2. The Clock In and Out Screen opens

3. Click **Delete** Delete

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet Title and Number: Department and Number: Time Sheet Period:

Submit By Date:

Clock In or Out	Earning	Shift	Default Hours or Units	Tot Ho	al Total urs Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 1	/ 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
\odot	Regular	1		0	12.5		8	4.5 Fu	ture Time Entr	y Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0	0	Enter Hou	rs Enter H	lours	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1		0	0	Enter Hou	rs Enter H	lours	Enter Hour	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	0	Enter Hou	rs Enter H	lours	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement	1		0	0	Enter Hou	rs Enter H	lours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:				12.5		8	4.5	(D C) 0	C	0
	Total Units:					0	0	0	(D O		c	0

Clock In and Out

The ter time at 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.To manually enter or adjust system c alculated Clock Time, make changes in Clock Time In or Clock
Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Aug 16, 2011

Earnin	gs Code: Re	egular												
Clock I	1						Clock Out							
Shift	System Time In	Clo Time	ck ≥In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clo Time	ck Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	07:55 AM	08:00	AM 🔻	П	A A	Aug 16, 2011 05:02 PM	11:31 AM	11:30	AM 💌	Π	*	Aug 16, 2011 05:02 PM	Aug 16, 2011 05:02 PM	3.5
1	04:58 PM	12:30	PM 🔻	M	messed up	Aug 16, 2011 05:02 PM	05:01 PM	05:00	PM 🔻	Π	*		Aug 16, 2011 05:02 PM	4.5
1			AM 💌	Π	X				AM 🔻	Π	*			0
1			AM 💌	Π	X				AM 🔻	Π	*			0
1			AM 💌	Π	X				AM 🔻	Π	*			0
Total:														8



4.	On the next Screen : Select OK or	Search
·۲	complete the deletion process.	
_	All alson a so made to Clash In and Out	Select OK to delete. All cha

5. All changes made to Clock In and Out will be removed for the selected date

 Personal Information
 Student
 Financial Aid
 Employee

 Search
 Go
 SITE MAP
 HELP
 EXIT

 Select OK to delete. All changes made to Clock in and Clock out will be removed for the selected date.
 OK
 Cancel

 RELEASE: 8.2
 Release:
 Release:
 Release:

Comments

1. Open the **Time and Leave**

2. Click **Comments** Comments

	Personal Information Student Services Employee Services Financial Aid													
	Search Go SITE										SITE MAP HELP EXIT			
	Time and Leave Reporting													
	Select	Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.												
Open the Time and Leave	<i>Time She</i> Title and Departm Time She Submit B	eet Number: ent and Number eet Period: By Date:	:					 	1, 2011	UY 11-39 FM				
Reporting Screen to review the	Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Th Au	ursday g 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
IIOUIS EIITEIEU	Ø	Regular	1		0 1	2.5		8	4.5	Future Time Entry	/ Future Time Entr	y Future Time Entry	Future Time Entry	Y Future Time Entry
Click Comments		Vacation	1		0	0	Enter Hour	rs Enter	Hours	Enter Hours	s Enter Hour	s Enter Hours	Enter Hours	s Enter Hours
		Sick	1		0	0	Enter Hour	rs Enter	Hours	Enter Hours	s Enter Hour	s Enter Hours	Enter Hours	s Enter Hours
		Jury Duty	1		0	0	Enter Hour	rs Enter	Hours	Enter Hours	s Enter Hour	s Enter Hours	i Enter Hours	s Enter Hours
		Bereavement	1		0	0	Enter Hour	rs Enter	Hours	Enter Hours	s Enter Hour	s Enter Hours	Enter Hours	s Enter Hours
		Total Hours:			1	2.5		8	4.5	() (0 0	ı (0 0
		Total Units:					0	0	0	() (o c		0 0

Position Selection Comments Preview Submit for Approval Restart Next

Comments

Enter or edit comments until you submit the record for approval.

3. Enter comment in the **Enter or** Edit Comment field.

4. Click **Save** Save

Made By:	You
Comment Date:	Aug 17, 2011
Enter or Edit Comment	
Save Previous Menu	

RELEASE: 8.4

Submit for Approval

At the end of the pay period, you must submit hours for approval.

Personal Information Student Services Employee Services Financial Aid Go Search SITE MAP HELP EXIT R Time and Leave Reporting **Reporting Screen** to preview the Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period. Time Sheet 6. If you are satisfied that your time Title and Number: sheet is correct, click **Summit for** Department and Number: 01 Time Sheet Period: Submit By Date: Clock In Earning Shift Default Total Total Tuesday Wednesday Thursday Friday Saturday Sunday Aug 21, 2011 Monday Aug 22, 2011 7. Be sure to submit the time sheet prior or Out Aug 19, 2011 Hours or Units Hours Units Aug 16, 2011 Aug 17, 2011 Aug 20, 2011 Aug 18, 2011 \odot Regular 1 0 12.5 8 4.5 Future Time Entry 8. The timesheet will refresh, and the Vacation 1 0 Enter Hours 0 Sick 1 0 0 Enter Hours Jury Duty 1 (A Your time sheet was submitted successfully) will appear 0 0 Enter Hours Bereavement 1 0 Enter Hours 0

8

0

4.5

0

0

0

0

0

0

0

0

0

0

0

at the top of the Screen

statement; Timesheet was

Submitted Successfully

Open the Time and Leave

Approval Submit for Approval

to the Submit by Date

hours entered

5.

Position Selection	Comments	Preview	Submit for Approval	Restart	Next	l

12.5

Total Hours:

Total Units:

10