

WEB TIME SHEETS - TOWSON UNIVERSITY

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For Contingent and Student Employees

# Web Time Sheets

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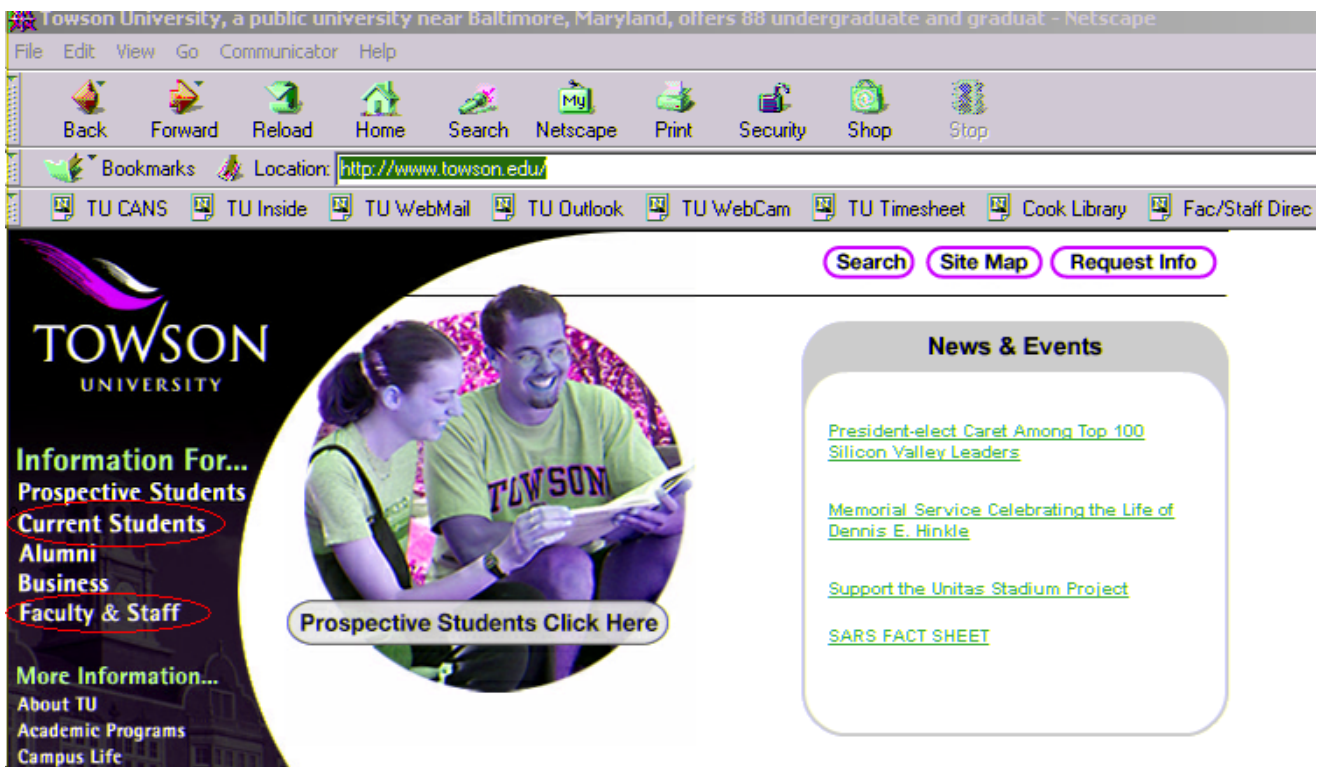
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## Getting Started: Logging On

### STEP 1:

Using either browser: **Internet Explorer** or **Netscape Communicator** access the University's home page: <http://www.towson.edu>



### Step 2:

Choose one of the following options to access the Intranet:

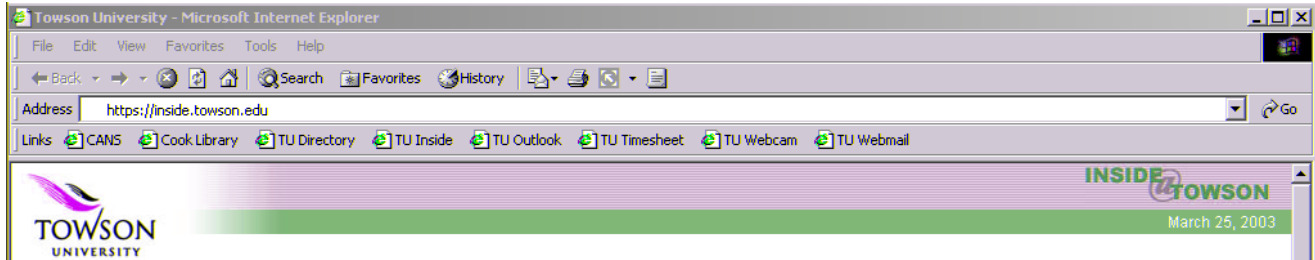
1. Contingent: Enter the Intranet URL (Web Address): <https://inside.towson.edu>  
Student: Enter the Intranet URL: <https://student.towson.edu>
2. Click "Faculty & Staff" on the navigator bar then click [Inside@Towson](#)  
Click "Current Students" on the navigator bar then click [Students@Towson](#)

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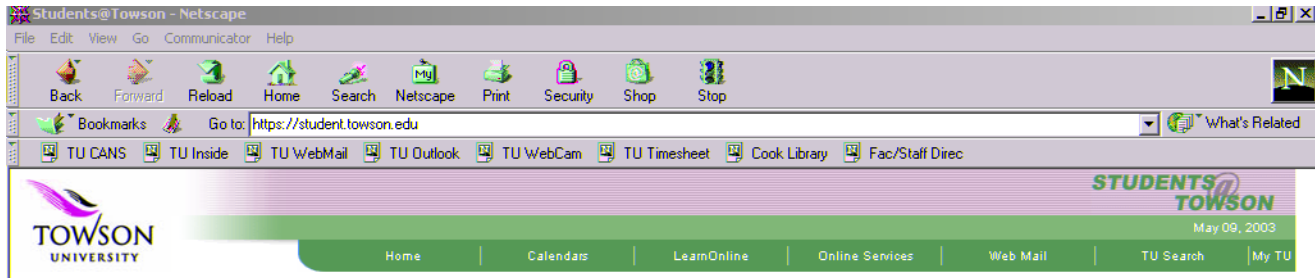
## STEP 3:

### For Contingent Employees:



Under the heading “Hot Topics” Click the “Timesheet” link

### For Student Employees:



Under the heading “Resources” Click “Jobs & Careers” link

## STEP 4:

When the “Towson University Authenticated Login” screen appears:

A screenshot of a login form titled "Towson University Authenticated Login". Below the title, it says "Enter your Username and Password:". There are two input fields: "Username:" and "Password:". The form is enclosed in a rectangular border.

Click the **Login** button

**NOTE:** A valid Username and Password, provided by Computing and Network Services (CANS), may be obtained for you by your supervisor. For instructions and forms, go to the TU Home Page, click on “Library & Computing” then “Computing and Network Services”. Choose “For Faculty/Staff” or “For Students”, then “New Accounts”.

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## Completing Contingent & Student Employee Time Sheets

Contingent and Student employee timesheets must be completed and approved by noon on the Friday of each pay period end date. If you make a mistake, you can correct your timesheet anytime until your supervisor has approved it.

- Refer to Page 12 of this manual for how to make corrections after supervisor approval.
- If the Payroll Office does not receive an approved timesheet, the contingent or student employee cannot be paid.
- Due to State of Maryland restrictions on the Working Fund Office, employees not paid because of missing timesheets, will not be able to get salary advances through the Working Fund.

### Step 1: Select Timesheet by Job or Department

The screenshot shows the 'Employee Timesheet' page of the Towson University web application. At the top left is the Towson University logo. A green navigation bar contains links for 'Main Menu', 'Inactive Timesheets', 'Leave Statement', 'Pay Periods', and 'Administrative'. The main heading is 'Employee Timesheet'. Below it, a personalized greeting reads 'Good Evening, Your Name (Employee ID: )'. A message states 'Listed below are your active timesheets. Please choose one.' Below this is a table with five rows and five columns: Department, Job Title, Internal Title, Approval Group, and Pay Period End Date. The 'Department' column is circled in blue. The rows represent different active timesheets for various departments and job titles.

Department	Job Title	Internal Title	Approval Group	Pay Period End Date
<a href="#">Financial Services</a>	Mgr, Accounting	Asst. Dir. Fin. Systems & Tech	Comptroller's Office	08/06/2002
<a href="#">Financial Services</a>	Mgr, Accounting	Asst. Dir. Fin. Systems & Tech	Comptroller's Office	05/28/2002
<a href="#">Accounting</a>	Regular Student		Accounting	07/26/2002
<a href="#">Bursar's Office</a>	Account Clerk I		Bursar's Office	07/26/2002
<a href="#">Human Resources</a>	Mgr, Employment		OHR Director's Office	07/26/2002

**Open your timesheet by clicking on the name of your Department.**

**If you work in multiple jobs and/or departments, you must complete a timesheet for each department or job worked in the pay period.**

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## Step 2: Contingent Level I Employees and Student Employees ...Time Entry for “Week One” and “Week Two” ...

WEEK ONE							
Enter time (Use 00:00 format)	Sat 07/13	Sun 07/14	Mon 07/15	Tue 07/16	Wed 07/17	Thu 07/18	Fri 07/19
<b>Shift Hours</b>							
<b>StartTime</b>			8:00	8:00	8:00	8:00	18:00
<b>Time Out</b>			12:00	1:00	12:00	1:00	23:00
<b>Time In</b>			12:30	1:30	12:30	1:30	23:30
<b>Time Out</b>							24:00
<b>Time In</b>							00:00
<b>StopTime</b>			5:30	5:30	5:30	6:00	03:00
<b>Total Hours</b>	0	0	9	9	9	9.5	8.5

Enter time in regular time format: 8:00 to 5:30 unless your hours cross into midnight. Then, time must be entered in 24-hour format (Military Time).

← Ex: working from 6 pm to 3 am would be entered as shown. (See Friday)

WEEK TWO							
Enter time (Use 00:00 format)	Sat 07/20	Sun 07/21	Mon 07/22	Tue 07/23	Wed 07/24	Thu 07/25	Fri 07/26
<b>Shift Hours</b>							8
<b>Start Time</b>			8:00	8:00	8:00	8:00	15:00
<b>Time Out</b>			1:00	1:00	1:00	1:00	19:00
<b>Time In</b>			1:30	1:30	1:30	1:30	19:30
<b>Time Out</b>							
<b>Time In</b>							
<b>Stop Time</b>			4:30	4:30	4:30	4:30	23:30
<b>Total Hours</b>	0	0	8	8	8	8	8

← If you qualify for 2<sup>nd</sup> or 3<sup>rd</sup> shift differential pay, enter eligible hours on the appropriate days.

**Timesheet hours will round up to the nearest 1/10<sup>th</sup> of an hour.**  
(i.e. If you work from 7:59 to 9:00 then you earn 1.1 hours)

**Contingent Level II Employees – See Page 7 for Leave Options**

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## Step 3: Completing the Totals Section

Totals				Remarks
	WK 1		WK 2	
Asbestos Pay Hours	3	Asbestos Pay Hours	8	
On Call Hours	1	On Call Hours	6	
Total Hours	45	Total Hours	40	
Two WK Total Hours			85	
Bi Weekly 1.5 OT Hours			5	
Bi Weekly Reg Pay Hours			80	

- **Asbestos Pay Hours:** If you qualify for asbestos pay differential (paid an additional ½ of your hourly rate), enter the eligible hours for Week 1 and Week 2.
- **On Call Hours:** If you qualify for an on-call differential, enter the eligible hours for Week 1 and Week 2.
- **Total Hours & Over Time Hours:** Both of these totals will fill in automatically.
- **Remarks:** Type in any explanatory information that you feel necessary to communicate to the Payroll Office.

## STEP 4: Approve and Save Entries – then Logout

<p><input checked="" type="checkbox"/> <b>Click here to approve your timesheet</b></p> <p style="text-align: center;"><input type="button" value="Save Entries"/></p> <p style="text-align: center;"><input type="button" value="Printable Timesheet"/></p>	<p>← Click the <b>box</b> to approve your timesheet.</p> <p>← Click the <b>“Save Entries”</b> button to save the time/hours you have entered on your timesheet.</p> <p>Click <b>“Logout”</b> at the top of the screen to exit the timesheet.</p>
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**If a Printout is desired, click the button for Printable Timesheet then the printer icon.**

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## Contingent II Employee Time Sheets Have Additional Lines for Leave

WEEK ONE							
Enter time (Use 00:00 format)	Sat 07/13	Sun 07/14	Mon 07/15	Tue 07/16	Wed 07/17	Thu 07/18	Fri 07/19
<b>Shift Hours</b>							
<b>StartTime</b>						8:00	18:00
<b>Time Out</b>						1:00	23:00
<b>Time In</b>						1:30	23:30
<b>Time Out</b>							24:00
<b>Time In</b>							00:01
<b>StopTime</b>						6:00	03:00
<b>Work Hours</b>						9.5	8.5
<b>Annual Leave Hours</b>				8			
<b>Holiday Leave Hours</b>					8		
<b>Leave Code</b>			SLCTU				
<b>Leave Hours</b>			8				
<b>Leave Code</b>							
<b>Leave Hours</b>							
<b>Total Hours</b>	0	0	8	8	8	9.5	8.5

The difference in time/hours entry for Contingent Level II Employees is the availability of leave.

- ← Annual
- ← Holiday
- ← Sick

Click on the "Lookup" button to bring up the leave codes available to you.

- Annual and Holiday Leave can be recorded by entering the hours on the appropriate days as shown above.
- To access the "Leave Codes" click into the box for the appropriate day, then click on the "Lookup Leave Codes" button. A listing of leave codes available to you will display. Click on the desired code and it will fill into the box on the timesheet.
- After the Leave Code shows on the appropriate day, enter the Leave Hours in the box immediately under it.



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## Approving Time Sheets

Each department has designated **Supervisors** with the responsibility:

- To **verify** that the employee has properly recorded hours worked and leave used (if applicable);
- To **make corrections** as necessary;
- To **approve** the timesheet by the due date and time. Calendars showing pay dates are available under the “**Pay Periods**” link on the navigational bar.
  - If the Payroll Office does not receive an approved time sheet, the contingent or student employee **cannot be paid**.

Due to State of Maryland restrictions on the Working Fund Office, employees not paid because of missing time sheets, will **not** be able to get salary advances through the Working Fund.

### STEP 1:

The “**Employee Timesheet**” page will display after following the login procedures as defined on Pages 2 and 3 of this manual. To approve timesheets in your assigned approval group:

The screenshot shows the 'Employee Timesheet' page in the 'INSIDE@TOWSON' system. The navigation bar includes links for 'Main Page', 'Inactive Timesheets', 'Leave Statement', 'Pay Periods', 'Administrative' (highlighted with a red circle), 'Inside@Towson', and 'Logout'. The date 'November 25, 2002' is displayed. Below the navigation bar, the page title is 'Employee Timesheet' and the greeting is 'Good Afternoon'. A message states 'Listed below are your active timesheets.' followed by a table with the following headers:

Department	Job Title	Internal Title	Approval Group	Pay Period End Date
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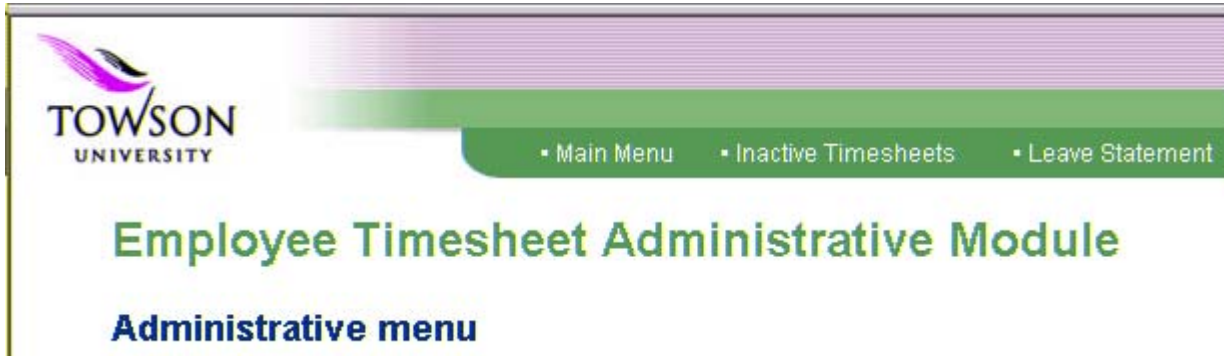
Click on the “**Administrative**” tab located near the top of the page

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## STEP 2:

At the Employee Timesheet Administrative Module, select Supervisor or Timekeeper option.



Approve Timesheets for \_\_\_\_\_ group as a Supervisor

Sign Off On Timesheets for \_\_\_\_\_ group as a Timekeeper

## STEP 3:

<p><b>Approval (supervisor)</b></p> <p>Select Pay Period to Approve</p> <p>Select Pay Type: <input type="radio"/> Regular <input checked="" type="radio"/> Contingent</p> <p>Select Pay Run ID: <input type="text" value="C072602 - Con PR 07/13/02 - 07/26/02"/></p> <p><input type="button" value="Proceed to Approvals Screen"/></p>	<p><b>Approval (timekeeper)</b></p> <p>Select Pay Period to Approve</p> <p>Select Pay Type: <input type="radio"/> Regular <input checked="" type="radio"/> Contingent</p> <p>Select Pay Run ID: <input type="text" value="C072602 - Con PR 07/13/02 - 07/26/02"/></p> <p>All records: <input checked="" type="radio"/></p> <p>Only unapproved records: <input type="radio"/></p> <p><input type="button" value="Proceed to Approvals Screen"/></p>
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Depending on the option chosen in Step 2 (Supervisor or Timekeeper), the appropriate screen will display allowing the selection of:

- Pay Type: Regular or Contingent/Student
- Pay Run ID: Pay Period defined by start and end dates
- Proceed to Approvals Screen

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## STEP 4 - Option 1: Approval for Employees as a Group

**Timekeeper:** this screen lists **all** employee timesheets you are authorized to review.

### Approval Search

You are a Timekeeper for Group 104 - Financial Services

Summary Timesheets for Pay Period Ending: July 26, 2002													
Emp ID	Emp Name	Emp Type	Title	Approval Group	Duty Days	Wk One Hrs	Wk Two Hrs	OT Hrs	Comp Hrs	Leave Hours	Emp App	Sup App	Time App
2285	<a href="#">Cele</a>	Cont II		FRS Management 1	NA	40.00	40.00	0.00	0.00	0.00	Y	N	<input checked="" type="checkbox"/>
1765	<a href="#">Ree</a>	Cont I & Stu		Accounts Payable 1	NA	0.00	0.00	0.00	0.00	0.00	N	N	<input type="checkbox"/>

- Review employee time entry on this screen and check “**Time App**” for Timekeeper Approval; or click on the employee’s name to access the actual timesheet.
- Click on Submit Changes to complete your review process.

**Supervisor:** this screen lists **all** of the approval groups you are authorized to approve. Clicking on a group presents a listing of **all** the employees in that group.

### Approval Search

This group is: **CANSDIR - CANS Director's Office**

It has the following subgroup(s):

[<CANSCLUSTSUP - CANS Customer Support>](#)
[<CANSINFOSYS - CANS Information Systems>](#)
[<CANSINFSEP - CANS Information Services>](#)
[<CANSYSNET - CANS Systems & Networking>](#)

You can approve timesheets for the following alternative group: [<WORKINGFUND -](#)

Summary Timesheets for Pay Period Ending: July 26, 2002													
Emp ID	Emp Name	Emp Type	Title	Approval Group	Duty Days	Wk One Hrs	Wk Two Hrs	OT Hrs	Comp Hrs	Leave Hours	Emp App	Sup App	Time App
3496	<a href="#">Richard</a>	Cont I & Stu		CANS Director's Office	NA	6.00	6.00	0.00	0.00	0.00	Y	<input checked="" type="checkbox"/>	N

- Review employee time entry on this screen and check “**Sup App**” for Supervisor Approval; or, click on the employee’s name to review/approve the actual timesheet.

Click on Submit Changes to complete the approval process.

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WEEK ONE							
Enter time (Use 00:00 format)	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	07/13	07/14	07/15	07/16	07/17	07/18	07/19
<b>Shift Hours</b>							
<b>StartTime</b>			8:00	8:00	8:00	8:00	8:00
<b>Time Out</b>			12:00	12:00	12:00	12:00	12:00
<b>Time In</b>			12:30	12:30	12:30	12:30	12:30
<b>StopTime</b>			4:30	4:30	4:30	4:30	4:30
<b>Work Hours</b>			8	8	8	8	8
<b>Total Hours</b>	0	0	8	8	8	8	8
WEEK TWO							
Enter time (Use 00:00 format)	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	07/20	07/21	07/22	07/23	07/24	07/25	07/26
<b>Shift Hours</b>							
<b>Start Time</b>			8:00	8:00	8:00	8:00	8:00
<b>Time Out</b>			12:00	12:00	12:00	12:00	12:00
<b>Time In</b>			12:30	12:30	12:30	12:30	12:30
<b>Stop Time</b>			4:30	4:30	4:30	4:30	4:30
<b>Work Hours</b>			8	8	8	8	8
<b>Total Hours</b>	0	0	8	8	8	8	8
Week Totals		Remarks					
<b>WK-1 Total</b>	40	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>					
<b>WK-2 Total</b>	40						
<b>Two WK Total</b>	80						
<b>Asbestos Pay Hours</b>	0						
<b>1.5 OT Hours</b>	0						
<b>STD Hours</b>	80						
<b>Approved by Employee on 03/26/2003</b>							
<input checked="" type="checkbox"/> <b>Supervisor click here to approve timesheet</b>							
<b>Approved by Timekeeper on 03/26/2003</b>							
<input type="button" value="Save Entries"/>							

## Option 2: Supervisor Approval for Individual Employee

If you chose to click on the name of an individual employee rather than approve a group, that employee's actual timesheet will appear.

Review the time entry, and click the box for Supervisor approval.




Click the Save Entries button.



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	<p><b>Note:</b> Once the Supervisor approves the employee's timesheet, a message will display indicating that Records Were Updated.</p>
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**NOTE:** Timesheet entries can be corrected under certain circumstances.

- Employees can make corrections to the timesheet until the Supervisor has approved it.
- After that, only the Supervisor can make corrections.
- Once the departmental freeze has been applied, only Payroll can make corrections.
  - Contingent/Student timesheets must be completed and approved by noon on the Friday of each pay period end date. Following the deadline, the Payroll Office runs the departmental freeze function to capture all completed and approved timesheets for processing. If a correction needs to be made after the freeze is applied, Supervisors must e-mail the Payroll Office at: [payroll@towson.edu](mailto:payroll@towson.edu)