

# Employee Time Sheet and Payroll Training

Part-Time Hourly, Student Assistant  
Work Study and Peak Partners



# Agenda

- Timesheet Overview
  - Web Time Entry
  
- Payroll Policies
  - Minute Conversion/Rounding
  - Overtime
  - Holiday Pay
  - Direct Deposit
  
- Access to My Pay Information



# Timesheet Basics

- Who completes the timesheet?
  - Only Non-Exempt Employees
  - To check if you are non-exempt please contact Human Resources
  
- Why does the timesheet matter?
  - Legal Document
  - Required for State Auditing
  - Enforced by U.S. Department of Labor under FLSA  
(<http://www.dol.gov/esa/whd/flsa/>)



# Fair Labor Standards Act (FLSA) Exempt vs. Non-Exempt

## Non-Exempt from Fair Labor Standards Act:

- Overtime (time and ½)
- Must complete time records

## Exempt from Fair Labor Standards Act:

- No Overtime/Comp Time
- Do not complete time records

Non-exempt vs. Exempt status under FLSA is determined by analyzing the duties, responsibilities and salary of a position.



# Web Time Entry (WTE) Timesheet Overview

- What do I need to complete a web time sheet?
  - Internet Access
  - FSW Portal Log In Information
  - Timesheet Web Time Entry Instructions  
<http://www.fsw.edu/payroll/forms>
  
- Work Week
  - Monday 12:00 AM through Sunday 11:59PM
  
- Recording Time
  - Hours physically worked each day



# Web Time Entry (WTE) Timesheet Overview

- Part-time staff and student employees electronically record and submit their time each pay period.
- Supervisors electronically approve web time sheets.
- Payroll uploads the web time sheet for payroll processing.



# Web Time Entry (WTE) Deadlines

- **Employees:** must submit for approval by noon on deadline
  - Employees will receive an email that the pay period is open for entry, time sheet has been returned for correction or when time sheet is approved.
  
- **Approvers:** must approve by 5:00pm on deadline
  - Approvers will receive email when time sheets have been submitted for approval.

To view the Web Time Entry Deadline Calendar, go to:  
[www.fsw.edu/payroll/forms](http://www.fsw.edu/payroll/forms)



# Web Time Entry

<http://www.fsw.edu> then click on “Portal”

The screenshot shows the Florida Southwestern State College website. At the top, there is a navigation bar with links for Portal, Canvas, Directory, Calendars, and Give to FSW. Below this is a search bar. A purple navigation bar contains links for About FSW, Academics, Admissions, Tuition & Financial Aid, and News & Events. The main content area features a large banner with the college logo and a woman holding books. Below the banner are three main sections: Apply for Admissions, Request More Information, and Programs of Study. At the bottom, there is a grid of service categories: Future Students, Current Students, Student Resources, Alumni & Foundation, Financial Aid, Library Services, and Arts at FSW.



# Web Time Entry

Enter User  
Name and  
Password

FLORIDA SOUTHWESTERN STATE COLLEGE PORTAL

FSW Home | Contact the Help Desk

Enter your Username and Password

LOGIN

[New User?](#) | [Forgot password?](#)

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# Web Time Entry

Select Employee Services Tab

The screenshot displays the Florida Southwestern State College Portal. At the top left is the college logo. Below it is a navigation menu with the following items: Home, Applicant, Student Academics, Financial Aid & Student Services, Employee Services (highlighted in purple), and College Resources. Below the navigation menu is a 'Document Manager' section. The main content area is divided into several sections: 'FSW Quicklinks' with icons for FSW Website, Search FSW, Directory, FSW Calendars, Buc Card, Executive Offices, Auxiliary Services, and Accreditation Services; 'Announcements' with a dropdown menu set to 'All' and the text 'You currently have no announcements.'; 'Technology Help Desk' with icons for Submit Support Ticket, Help Desk, and Contact Help Desk; 'Outlook Web App' with icons for Outlook Mail and Outlook Calendar; and 'Google Apps for Employees' with icons for Google Docs, Google Talk/Hangouts, and Google Calendar. A purple arrow points from the text 'Select Employee Services Tab' to the 'Employee Services' tab in the navigation menu.



# Web Time Entry

The screenshot displays the Florida Southwestern State College Portal. The navigation bar includes links for Home, Applicant, Student Academics, Financial Aid & Student Services, Employee Services, and College Resources. A 'Document Manager' link is also present. The main content area is divided into two sections: 'Worklist' on the left and 'Employee Web Banner Services' on the right. The 'Employee Web Banner Services' section contains four service tiles: 'Banner Web (Online Services)' (with a WWW icon), 'Online Workflow Forms' (with a flowchart icon), 'View/Update Personal Information' (with a person icon), and 'Pay, Benefits, Tax, and Time' (with a dollar sign and hand icon). A purple arrow points from the text 'Select Banner Web Services' to the 'Banner Web (Online Services)' tile. Below this section is an 'Employee Weblinks' area with icons for 'Current', 'Early Alert Form', and 'Tutor Recommendation'.

Select Banner  
Web Services



# Web Time Entry

FLORIDA  
SOUTHWESTERN  
STATE COLLEGE PORTAL

Search  Go

Personal Information Student and Financial Aid Employee Online Forms

Show Details

**Student & Financial Aid**

- Registration
- Student Records
- Financial Aid
- National Student Clearing House
- Pay Online
- Purchase Books
- Receive Your 1098-T Electronically
- Housing

**Employee Services**

- Time Sheet
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- Time Off Current Balances and History
- Travel & Expense Management

**Personal Information**

- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Answer a Survey

Select "Time Sheet" to access web time entry

RELEASE: 8.5.2



# Web Time Entry

Click "Enter Hours" to open for day time entry.

Search

[SITE MAP](#) [HELP](#)

## Time Sheet

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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:** Student Assistant, Work Study -- S1WS99-02  
**Department and Number:** Financial Services -- 1143  
**Time Sheet Period:** Oct 01, 2013 to Oct 15, 2013  
**Submit By Date:** Oct 16, 2013 by 12:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 01, 2013	Wednesday Oct 02, 2013	Thursday Oct 03, 2013	Friday Oct 04, 2013	Saturday Oct 05, 2013	Sunday Oct 06, 2013	Monday Oct 07, 2013
Hourly Employees	1	0	15.5		<a href="#">Enter Hours</a>	4.5	<a href="#">Enter Hours</a>	7.5	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	3.5
Total Hours:			15.5		0	4.5	0	7.5	0	0	3.5
Total Units:				0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**  
 RELEASE: 8.6



# Web Time Entry

Verify the Date

Enter Time In and Time Out for hours worked that day

Clock out and back in for lunch breaks

Click "Save" to total hours entered per day

**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:** Thursday, Oct 03, 2013  
**Earnings Code:** Hourly Employees

Shift	Time In	Time Out	Total Hours
1	09:00 AM	12:00 PM	3
1	01:00 PM	04:00 PM	3
1			0
1			0
1			0
			6

**Account Distribution**

Earnings Code	Shift Hours
Hourly Employees	6

Account Distribution

"Time Sheet" will enable you to return to select another day from the time sheet

"Next Day" will allow you to proceed to the next day



# Web Time Entry

## 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

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Hourly Employees	1		0	21.5	Enter Hours	4.5	6	7.5	Enter Hours	Enter Hours	3.5
Total Hours:				21.5	0	4.5	6	7.5	0	0	3.5
Total Units:				0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

Click "Submit for Approval" to electronically sign your time sheet.

Click "Comments" to add a comment to time sheet  
 "Restart" to delete all time entered  
 "Next" to display 2<sup>nd</sup> week of time sheet pay period



# Hour/Minute Conversion & Rounding

## Decimal Time vs. Hour : Minutes

$$.00 = :00$$

$$.25 = :15 \text{ minutes}$$

$$.50 = :30 \text{ minutes}$$

$$.75 = :45 \text{ minutes}$$

## Rounding: Nearest Quarter Hour

*(7 minutes or less rounds down, 8 minutes or more rounds up)*



# Holiday Pay

- Regular part-time employees are eligible for holiday pay.
  - Holiday pay will only be paid if the holiday occurs on a day you are normally scheduled to work.
  - Refer to the duty day calendar for current holiday schedule.
  
- Temporary part-time employees are not eligible for holiday pay. Temporary employees include:
  - Student assistants
  - Work study students
  - Substitutes
  - Test proctors



# Direct Deposit

- Direct deposit is mandatory for all regular employees unless you are claiming a hardship.
- Direct deposit is optional for adjuncts and student assistants.
- Direct Deposit takes at least two pay cycles to begin. The first payroll check will always be a live check.



# Direct Deposit Form

New direct deposit forms must include a voided check or direct deposit authorization from your bank

Once complete the signed original request must be submitted to payroll for processing

**FLORIDA**  
**SOUTHWESTERN**  
 STATE COLLEGE

Direct Deposit Authorization Form

\_\_\_\_\_  
 Last Name                      First Name                      Middle Name                      Banner ID Number

I hereby authorize Florida Southwestern State College to deposit my payroll funds into my account(s) at the bank(s) named below. Florida Southwestern State College is authorized to reverse any deposits made in error to my account(s) through the College's direct deposit program. I further warrant that I am the holder on the account(s) listed below.

It is understood that I may terminate this agreement at any time by written notification to the FSW payroll department.

Account Information (a maximum of three accounts may be set up)

Please complete this section in its entirety.

Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	

Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	

Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	

You must notify payroll immediately if you close your account(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Start or Change a Direct Deposit:

The first payroll cycle after the payroll department receives the completed form will be a pre-authorization to the bank. This pre-authorization will verify the routing number(s) and account number(s), as supplied above. You will receive a paper check and no money will be transmitted to your account(s). The second payroll cycle will result in an electronic transmittal of payroll funds to your account(s).

A voided check must accompany each new direct deposit request. If you do not have checks or if your request is for a savings account, please contact your bank. They will be able to provide a direct deposit authorization that includes the routing number and account number which can be attached to this form.

NAME: \_\_\_\_\_ 0123  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_ DATE: \_\_\_\_\_ 01-25450789

PAY TO THE ORDER OF: \_\_\_\_\_ \$ \_\_\_\_\_  
 DOLLARS

BANK NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_

RFN: \_\_\_\_\_

MO 1234567890 01234567890123 0123

Bank Routing Number      Bank Account Number      Check Number

80-038 Direct Deposit Authorization Rev. 0614



# My Pay @ FSW Portal

## 24/7 Access to Your Payroll Information!

- Direct Deposit Accounts
- Earnings History
- Deductions History
- View and Print Pay Stubs
- Tax Information
  - Current W-4 Exemptions
  - Printable W-2's



# My FSW Portal

The screenshot shows the Florida Southwestern State College website. At the top, there is a navigation bar with links for Portal, Canvas, Directory, Calendars, and Give to FSW. Below this is a search bar. A main navigation menu includes links for About FSW, Academics, Admissions, Tuition & Financial Aid, and News & Events. The main content area features a large banner with the college logo and a call to action: "LEARN MORE ABOUT FSW" with a subtext "Click here to watch our latest videos". Below the banner are three buttons: "Apply for Admissions" (Complete an online application), "Request More Information" (Find out more about FSW), and "Programs of Study" (See what you can study at FSW). The bottom section is a grid of service categories: FUTURE STUDENTS, CURRENT STUDENTS, STUDENT RESOURCES, ALUMNI & FOUNDATION, FINANCIAL AID, LIBRARY SERVICES, and ARTS AT FSW. A small URL bar at the bottom left shows //www.fsw.edu/videos/commercials.

<http://www.fsw.edu> then click on "Portal"



# Log into My FSW

Enter User  
Name and  
Password

FLORIDA  
SOUTHWESTERN  
STATE COLLEGE PORTAL

FSW Home | Contact the Help Desk

Enter your Username and Password

  
  

LOGIN

[New User?](#) | [Forgot password?](#)

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# My FSW Home Page

Click Employee Services

The screenshot displays the 'My FSW Home Page' interface. At the top left is the Florida Southwestern State College logo. Below it is a navigation bar with the following links: Home, Applicant, Student Academics, Financial Aid & Student Services, Employee Services (highlighted with a purple arrow), and College Resources. Underneath the navigation bar is a 'Document Manager' section. The main content area is divided into several tiles:

- FSW Quicklinks:** A grid of icons for FSW Website, Search FSW, Directory, FSW Calendars, Buc Card, Executive Offices, Auxiliary Services, and Accreditation.
- Announcements:** A section with a dropdown menu set to 'All', the text 'You currently have no announcements.', and a 'Show Hidden' checkbox.
- Technology Help Desk:** A section with icons for 'Submit Support Ticket', 'Help Desk', and 'Contact Help Desk', along with a 'More' button.
- Outlook Web App:** A section with icons for 'Outlook Mail' and 'Outlook Calendar'.
- Google Apps for Employees:** A section with icons for 'Google Docs', 'Google Talk/Hangouts', and 'Google Calendar'.
- Additional Links:** A section with icons for 'Athletics', 'Dining', 'Library', and 'Student Portal'.



# Faculty and Staff Information

Click to  
access list of  
employee  
services  
options

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# Review Payroll Information

**FLORIDA SOUTHWESTERN STATE COLLEGE PORTAL**

Search

Personal Information Student and Financial Aid Employee Online Forms

Show Details

**Student & Financial Aid**

- Registration
- Student Records
- Financial Aid
- National Student Clearing House
- Pay Online
- Purchase Books
- Receive Your 1098-T Electronically
- Housing

**Employee Services**

- Time Sheet
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- Time Off Current Balances and History
- Travel & Expense Management

**Personal Information**

- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Answer a Survey

RELEASE: 8.5.2

Click to view all benefit and payroll deductions

Click to view and print your pay stubs, direct deposit information and your earnings history

Click to view and print Federal tax exemptions and prior year W-2's





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