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 <u>Non-Exempt</u> 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

   o 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

   o 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*

Web Time Entry

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

Web Time Entry

Enter User Name and Password

Web Time Entry

Select Employee Services Tab

Web Time Entry

Select Banner Web Services

Web Time Entry

Select "Time Sheet" to access web time entry

Web Time Entry
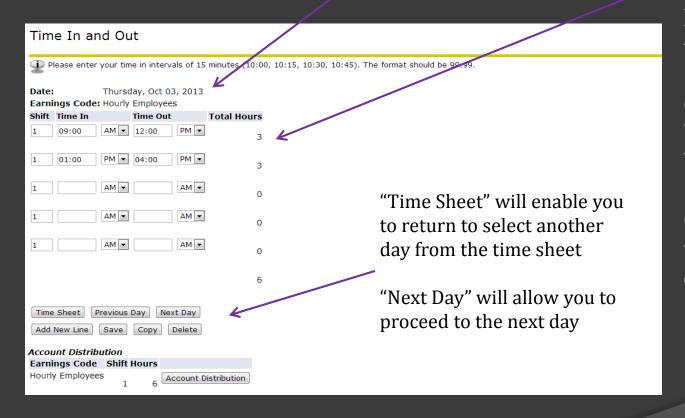
Click "Enter Hours" to open for day time entry.

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
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		Enter Hours	4.5	Enter Hours	7.5	Enter Hours	Enter Hours	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

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

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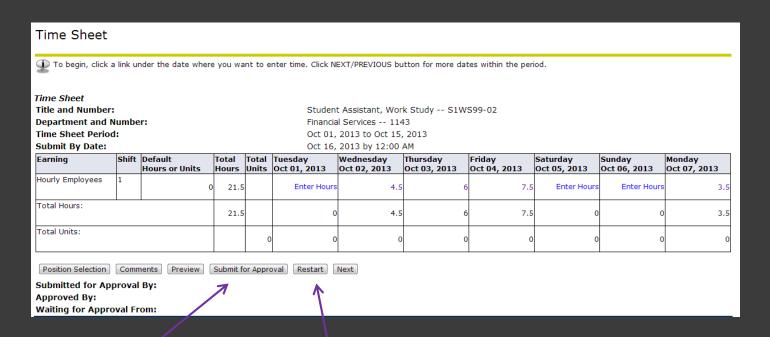
RELEASE: 8.6

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		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					6

[Time Sheet] [Previous Day] [Next Day]
[Add New Line] [Save] [Copy] [Delete]

Account Distribution

Earnings Code	Shift Hours	
Hourly Employees	1	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

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Web Time Entry

Time Sheet

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Department and Number: Financial Services -- 1143
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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

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

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 2nd week of time sheet pay period

Hour/Minute Conversion & Rounding

Decimal Time vs. Hour : Minutes

.00 = :00

.25 = :15 *minutes*

.50 = :30 *minutes*

.75 = :45 *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 <u>not</u> 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

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
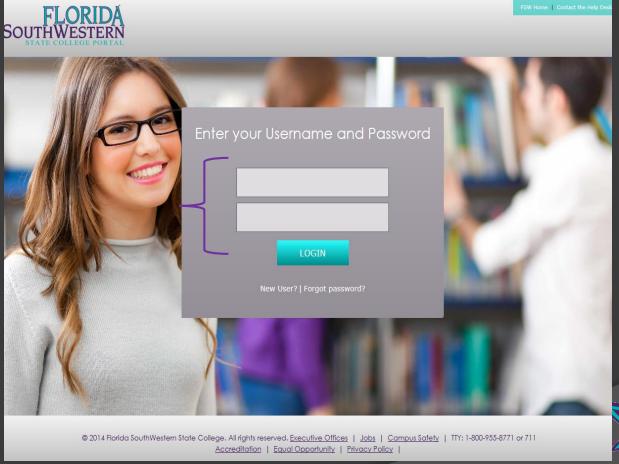

http://www.fsw.edu then click on "Portal"

Log into My FSW

Enter User Name and Password

My FSW Home Page

Click Employee Services

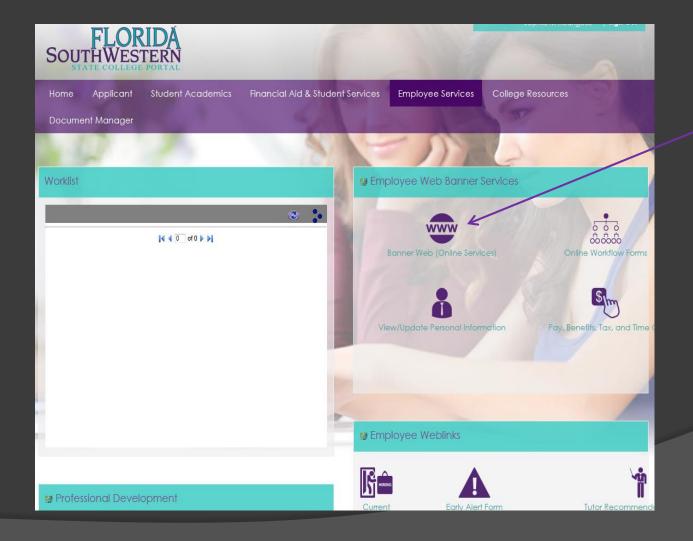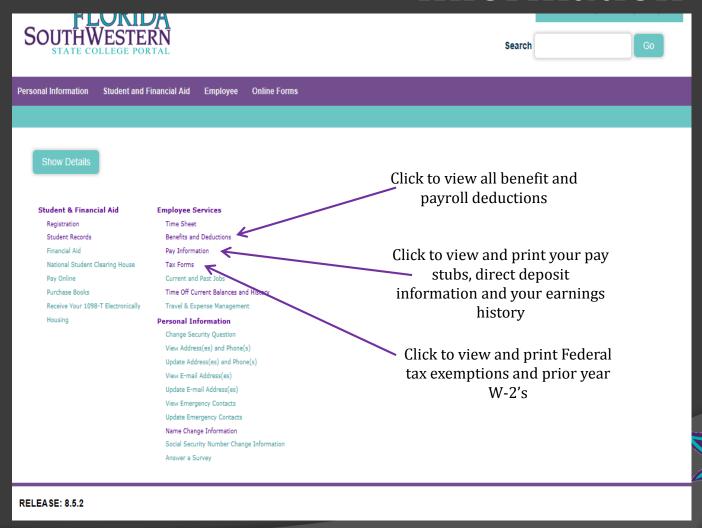# Faculty and Staff Information

Click to access list of employee services options

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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

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

Please Note: All items highlighted in blue can be opened for more detailed information

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