

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



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 main 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, with a call to action: "LEARN MORE ABOUT FSW Click here to watch our latest videos". Below the banner are three buttons: "Apply for Admissions", "Request More Information", and "Programs of Study". 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.



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 (highlighted), and College Resources. Below the navigation bar is a Document Manager section. The main content area is divided into two columns. The left column is titled 'Worklist' and contains a search bar and a list of items. The right column is titled 'Employee Web Banner Services' and 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 icon). Below this section is an 'Employee Weblinks' section with four links: 'Current' (with a hiring icon), 'Early Alert Form' (with a warning icon), and 'Tutor Recommendation' (with a person icon). The footer contains a 'Professional Development' link.

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

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

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

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

$$.00 = :00$$

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

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

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

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



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: _____ 01-25450799

PAY TO THE ORDER OF: _____ \$ _____
 DOLLARS

BANK NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____

RFN: _____

MO 1234567890 012345678901234 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 left is the college logo. To the right is a navigation bar with links for Portal, Canvas, Directory, Calendars, and Give to FSW. Below this is a search bar. A main 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, the website URL www.FSW.edu, and social media icons for FSW BuCs, FSWBUCS, and FSWBuCs. A video player is embedded in the banner with the text 'LEARN MORE ABOUT FSW' and '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). At the bottom, there are four columns of links: FUTURE STUDENTS, CURRENT STUDENTS, STUDENT RESOURCES, and ALUMNI & FOUNDATION. A footer bar contains links for FINANCIAL AID, LIBRARY SERVICES, and ARTS AT FSW.

<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

FLORIDA SOUTHWESTERN STATE COLLEGE PORTAL

Home Applicant Student Academics Financial Aid & Student Services **Employee Services** College Resources

Document Manager

FSW Quicklinks

- FSW Website
- Search FSW
- Directory
- FSW Calendars
- Buc Card
- Executive Offices
- Auxiliary Services
- Accreditation

Announcements

All

Announcements

You currently have no announcements.

Show Hidden

Technology Help Desk

- Submit Support Ticket
- Help Desk
- Contact Help Desk

More

Outlook Web App

- Outlook Mail
- Outlook Calendar

Google Apps for Employees

- Google Docs
- Google Talk/Hangouts
- Google Calendar

Additional Links

- Athletics
- Dining
- Library
- Student Portal



Faculty and Staff Information

Click to
access list of
employee
services
options

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Review Payroll Information

The screenshot shows the Florida Southwestern State College Portal. At the top left is the college logo. To the right is a search bar with a 'Go' button. Below the logo is a navigation bar with links for 'Personal Information', 'Student and Financial Aid', 'Employee', and 'Online Forms'. A 'Show Details' button is visible on the left. The main content area is divided into three sections: 'Student & Financial Aid', 'Employee Services', and 'Personal Information'. Each section contains a list of links. Three callouts with arrows point to specific links in the 'Employee Services' section: 'Benefits and Deductions', 'Pay Information', and 'Tax Forms'. The 'Personal Information' section includes links for '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', and 'Answer a Survey'. At the bottom left, it says 'RELEASE: 8.5.2'. At the bottom right, there is a stylized logo of a pirate's head with 'FSW' on his forehead.

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

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

RELEASE: 8.5.2



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



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