

**Bridgewater State College**  
**Web Time Entry Quick Reference Guide**  
**For Students**

**TIPS AND REMINDERS**

- \* Complete your timesheet on a daily basis.
- \* Each pay period is two weeks in length.
- \* Pay period ends on a Saturday and timesheets are due by Monday at 11:59 PM.
- \* If you work a shift beyond 6 hours, you must take a break of 30 minutes and reflect the hours on your timesheet.
- \* E-mail your supervisor to notify him/her that you have submitted your timesheet for approval.
- \* Watch the status of your timesheet to verify approval for payment.

**OPENING YOUR TIMESHEET**

1. Log into **Info Bear/Self Service**.
2. Enter your Banner ID in **User ID** space and your **PIN Number**.
3. Choose **Employee Info** on Main Menu.
4. Choose **Time Sheet** on Employee Page.

**CHOOSING YOUR TIMESHEET/PAY PERIOD**

1. Choose Position by clicking **radio button** by position.
2. Choose correct pay period from **drop down menu**.
3. Click **Time Sheet** on Time Sheet Selection page.

**ENTERING HOURS ON YOUR TIMESHEET**

1. On timesheet, enter actual hours worked on correct date:
  - a. Click **Enter Hours** on actual date worked.
  - b. Enter **Time In** and choose **AM/PM** from drop down.
  - c. Enter **Time Out** and choose **AM/PM** from drop down.
  - d. Save entry - total hours will be calculated.
2. Choose **Save** and **Exit** timesheet.

**ENTERING ADDITIONAL SHIFTS AND DATES**

- \* Additional shifts and dates should be entered on a daily basis
- \* Follow steps in **CHOOSING TIMESHEET** and **ENTERING HOURS**

**MORE THAN ONE POSITION**

- \* Employees with more than one position enter hours worked on separate timesheet.
- \* Follow steps in **CHOOSING TIMESHEET** and **ENTERING HOURS**.

**CORRECTIONS TO TIMESHEET (PRIOR TO SUBMITTING)**

- \* Click **Restart** on the Time & Leave Reporting screen to clear the timesheet. You must re-enter all time for the pay period.
- \* Choose **Delete** to change the hours on a particular day.

**SUBMITTING YOUR TIMESHEET**

Once the bi-weekly pay period has ended:

1. Review the timesheet by clicking on **Preview** on the Time & Leave Reporting screen.
2. Make corrections to the timesheet if necessary.
  - a. Click on the **hours** of the date worked.
  - b. Choose **Delete** and **Save**.
  - c. Enter corrected hours and **Save**.
3. Click on **Submit for Approval**.
4. Enter **PIN number** to certify your electronic signature and click **Submit**.
5. Check for "Successful Submission" message.
6. Click **Exit** to return to home page.
7. E-mail your supervisor to approve.

**CORRECTIONS TO TIMESHEET (AFTER SUBMITTED)**

- \* After being submitted, you cannot access your timesheet for correction. E-mail your supervisor for any changes to be made to the timesheet.

**TIMESHEET STATUS**

- \* Watch the status of your timesheet to verify the approvals have been submitted and the timesheet will be paid.

**PRINTING YOUR TIME SHEET**

1. Click the **Preview** button at the bottom of the time sheet.
2. Click **File** and **Print** from the browser menu.
3. Be sure to set your printer settings to Landscape layout.
4. Click **OK** button to print your timesheet.
5. To get back to the timesheet, click **Previous Menu**.

**QUESTIONS REGARDING WEB TIME ENTRY**

- \* If you have questions regarding entering hours on your timesheet, please contact Student Employment.  
Sonya Soloway - extension 2155  
Jane Thomas - extension 2839

- \* If you have questions regarding processing your timesheet, please contact Payroll.  
Janet McIsaac - extension 1329  
Maureen Dufresne - extension 1741