WEB TIME ENTRY TRAINING for Student Workers

All student workers must complete and submit time sheets through Web Time Entry. When time sheets are submitted they are automatically routed to an "Approver" who either approves the time sheet or returns it for correction.

To access Web Time Entry you enter through myLongwood:

• At the top right corner click on LANCER DASHBOARD



- Enter your LancerNet ID and password.
- Click the button "Sign In".

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This will open the Employee Page that shows your Time Sheet.

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To get to your Time Sheet click on the "Employee Tab".

Click on "Time Sheet" and the Time Sheet Selection screen will appear. (If you have more than one position a Position Selection screen opens first). Select position and pay period and click the Time Sheet Button on the bottom left. (*Note to Approvers*: an additional screen opens before the Position Selection screen that allows you to select to view your time sheet or time sheets to be approved.)

Make your time sheet selection by clicking on "My Choice" and then click the "Time Sheet" button.

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Under *Pay Period and Status drop down list*: Only current and prior pay periods appear as choices.

Possible Statuses and their definitions:

Not Started	Time sheet hasn't been opened
In Progress	Time sheet has been started but not submitted
Pending	View Only - time sheet has been submitted, but not approved
Returned for Correction	Time sheet has been returned for correction
Approved	Time sheet has gone to Payroll and cannot be changed online

You must report time daily and submit a time sheet for every pay period worked. Only enter hours for one position at a time. If you hold more than one position, you may be required to submit a time sheet for each position in each pay period.

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Categories of time earned are on the left. Enter Hours blocks are under each date.

Click the appropriate "Enter Hours" block across from the Category of time taken. Example: clicking enter hours under Monday, March 20th opens up a fillable hours block.

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In the Hours field, enter the appropriate number of hours and click the "Save" button. You must click save to have the hours entered on your time sheet.

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Below you see that the 8 hours entered shows up under March 20. Continue completing your time sheet for each week. To continue entering hours for the remaining days in the pay period, click "Next".

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Once you have entered all hours for the pay period, you can click on the 'Preview "button to review. If changes are needed or if you are ready to return to your time sheet, click "Previous Menu." (Preview shown below)

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Click the 'Submit for Approval" button to send the time sheet to your

A Certification screen (below) will come up for you to enter your LancerNet Password which certifies your time sheet. Enter your password and hit the submit button.

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Once submitted, your approver's name will appear next to <u>Waiting for</u> <u>Approval From</u> at the bottom of the screen.

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You can check the status by going back to the time sheet selection page.

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Tenths-of-an-Hour Conversion Chart

To Record Hours Worked and Hours of Leave Taken

Effective July 1, 2003

MINU	REPORTING	
FROM	то	INCREMENT
0 Minutes	2 minutes, 59 seconds	Disregard
3 Minutes	8 minutes, 59 seconds	1 Tenth Hour
9 Minutes	14 minutes, 59 seconds	2 Tenths Hour
15 Minutes	20 minutes, 59 seconds	3 Tenths Hour
21 Minutes	26 minutes, 59 seconds	4 Tenths Hour
27 Minutes	32 minutes, 59 seconds	5 Tenths Hour
33 Minutes	38 minutes, 59 seconds	6 Tenths Hour
39 Minutes	44 minutes, 59 seconds	7 Tenths Hour
45 Minutes	50 minutes, 59 seconds	8 Tenths Hour
51 Minutes	56 minutes, 59 seconds	9 Tenths Hour
57 Minutes	60 Minutes	One Hour

For Payroll Concerns, Please contact: 434-395-2261 or 434-385-4880