

Entering your own time via SPIRIT Online Hourly employees

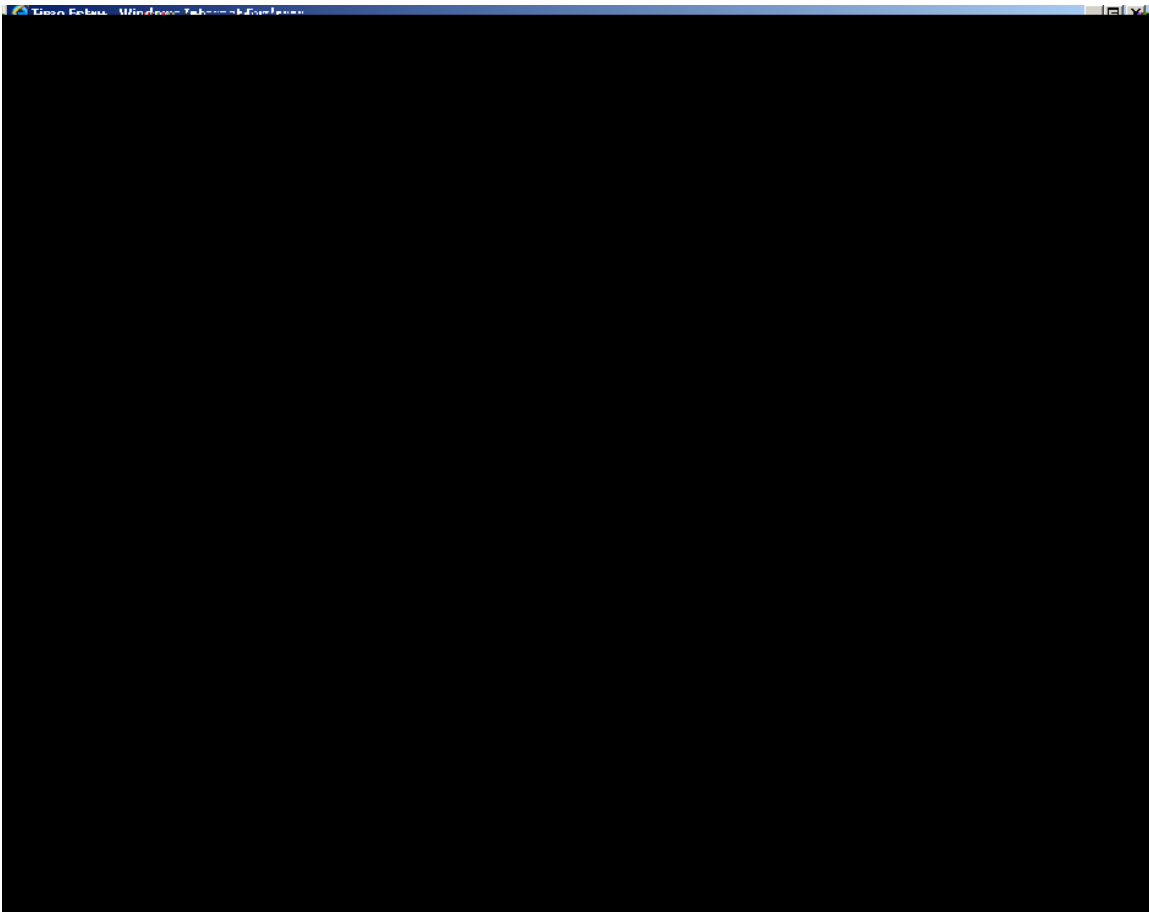
Below is what the SPIRIT Online timesheet looks like. You will need to fill out one of these per pay period and electronically submit it to you supervisor for approval.

Your pay period normally ends on SATURDAY, or WEDNESDAY for student workers

Your timesheets must be completed and submitted by 11:30 PM on the TUESDAY before the pay period ends. (For non-student workers, you must estimate your work hours for Thurs and Fri.)

Your supervisor has until 11:30 PM on WEDNESDAY to approve your timesheet. If there are problems you may get an email from your supervisor asking you to correct and resubmit your time sheet.

Payroll is completed and distributed on the following FRIDAY



You can get to your timesheet by the following steps:

From the SPC home page, go to Quick Links and choose SPIRIT Online.

Click LOG IN, then enter your User ID and Password, then click SUBMIT.

This will bring you back to the SPIRIT Online main menu, but now you are logged

This will bring you up a list of all the available timesheets that you can work on. (This will usually be only the pay period that you are currently working.) Click the check box next to the pay period that you want to enter and click SUBMIT

The top portion of the timesheet has your job position, then pay period end date that you are entering time for, and the name of the supervisor who will be approving your timesheet.

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

	Pav Period	Pav.				Complete
<input type="checkbox"/>	Life Guard of Recreational Life Center	04/14/08	Tuesday	Recreational Life Center	Jersey City Campus	Mr. David A. Brynquil

Below that, is the main section of timesheet, with 2 LINES for each day in the pay period. If you worked from 9am to 4:30pm with an hour for lunch, on the first line you enter Time In 9:00 am and Time Out 12:00 pm. On the second line enter Time In 1:00 pm and

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
04/14/08	Tuesday			04/14/08	Tuesday			04/14/08
04/15/08	Tuesday							
04/16/08	Wednesday							
04/17/08	Thursday							

If you took a vacation day, do not enter anything into time in and time out, but enter your nd line ntry above.

Likewise, if you take a sick day, do not enter anything into time in and time out, but enter nd line for

After you have entered some of your days, click SUBMIT at the bottom of the form. This will save your entries.

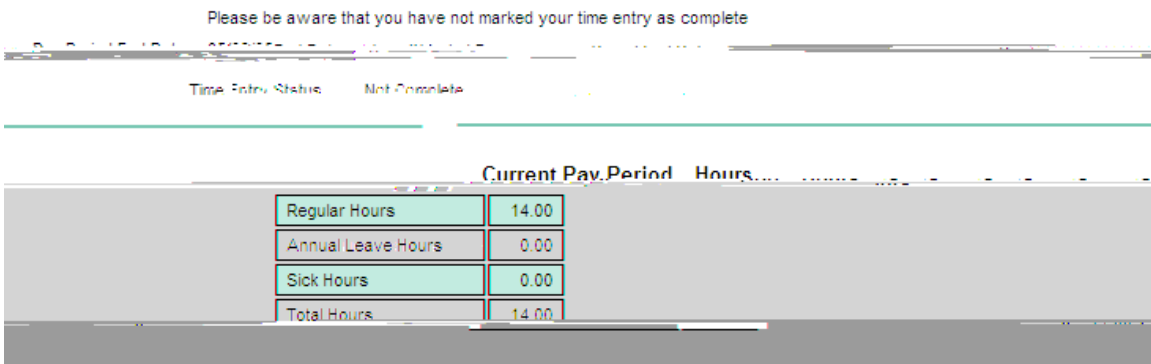


After you click SUBMIT, your entries are validated and if there are any errors, you will be returned to the Time Entry form with **red error messages** at the top of the page, explaining what the problems are:



Simply correct the errors and click SUBMIT again until your entries are accepted. You will know your entries have been accepted when you see a confirmation page the looks like:

Confirmation



You do not have to enter all your time at once. You can enter a few days, click submit, time sheet is still open for additional entries or corrections.

Once you are done with the timesheet entirely and you wish to submit it to your **SUBMIT.**

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

After checking this box, click SUBMIT and you will see a confirmation page that looks like this:

Confirmation

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Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 04/19/08

Time Entry Status Complete

Regular Hours		6.50
Hours	0.00	Annual Leave
	0.00	Sick Hours
	6.50	Total Hours