Student Employee Time Entry Job Aide

1) Navigate to the Bear Trax homepage *(http://www.shawnee.edu/beartrax/)* and click the Bear Trax logo to log in.
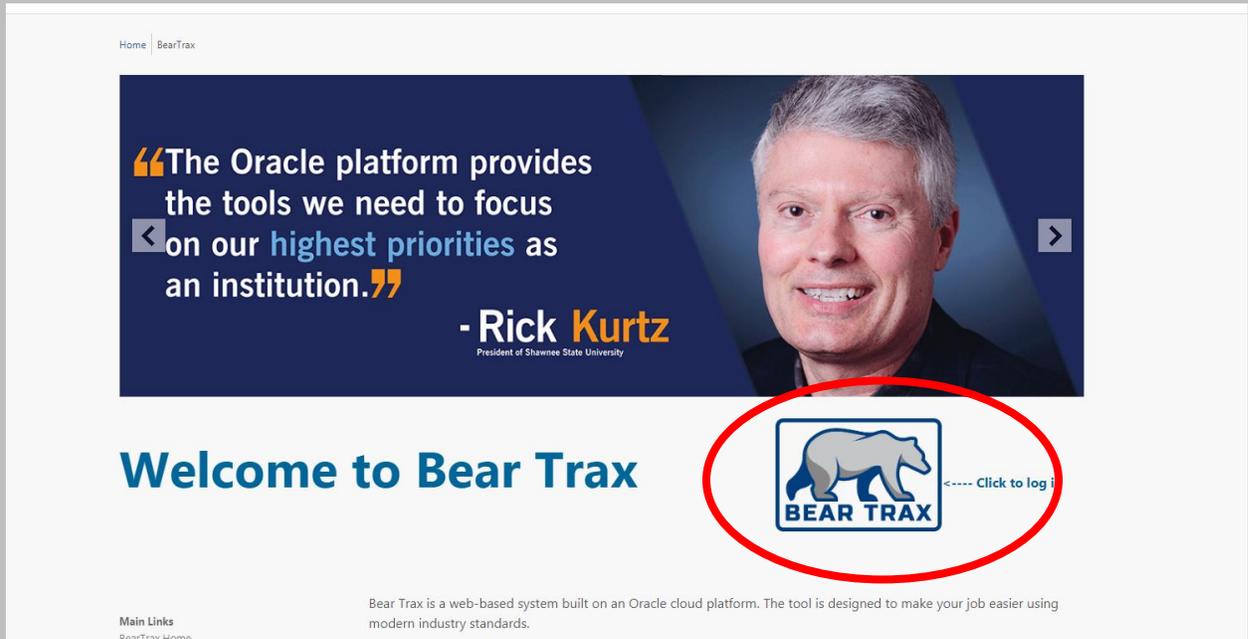
2) Enter your Bear Trax User ID and password
   (to obtain your Bear Trax ID or have your password reset, email beartrax@shawnee.edu or call (740) 351-3248)

3) Select the "Time" icon from the home page.
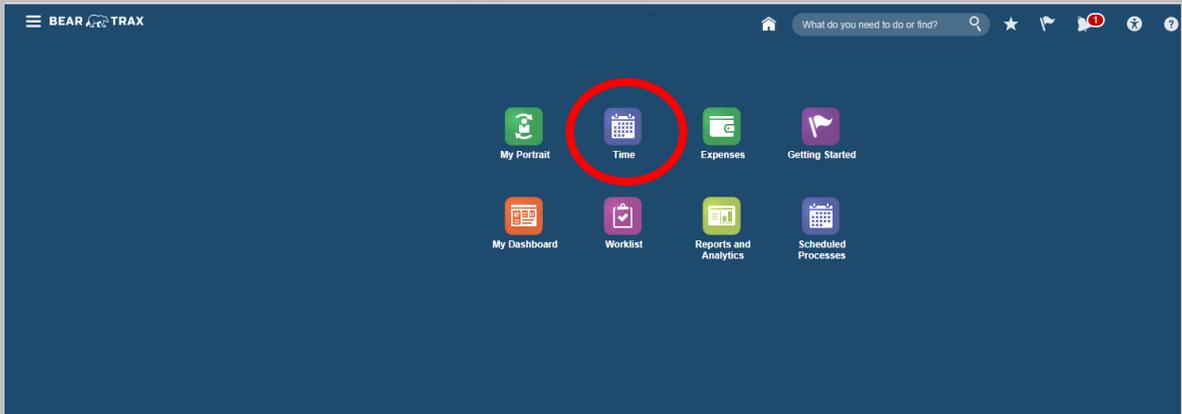
4) Click on the "+" button to create a new time card
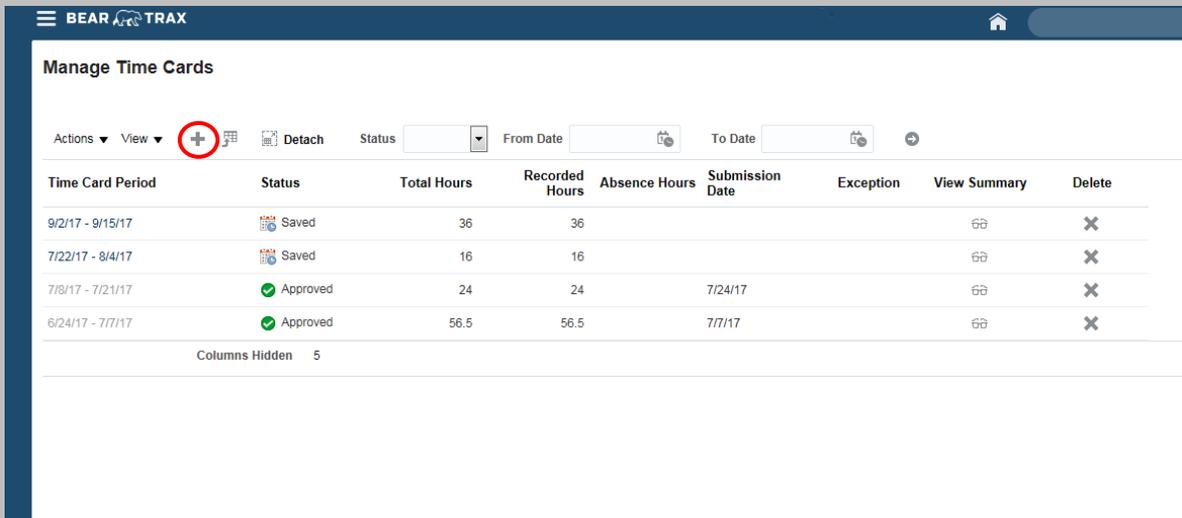
5) Select a date for which you want to enter your time and click "OK." Make sure that the date selected is within the current time pay period.

6) Click on the "Position" dropdown and select the position for which you want to enter your hours.

7) Click on the "Hours Type" dropdown and select "Regular." If nothing appears in the dropdown, you can also type "Regular" in the box and it will populate.
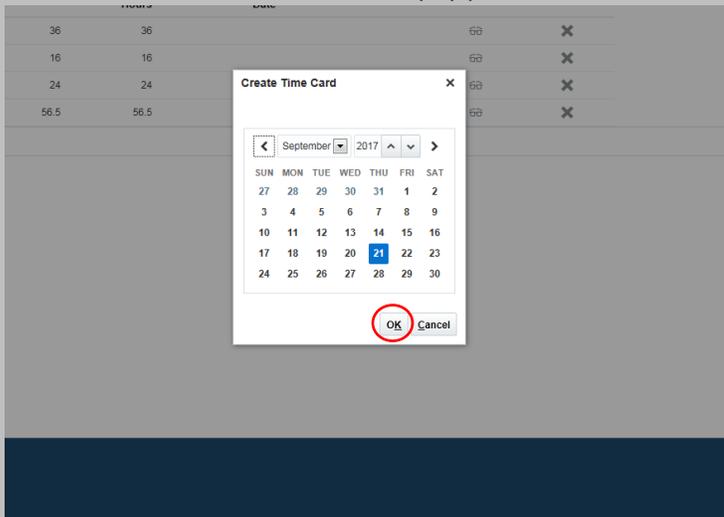
8) Enter your time for the corresponding days, using the following format: 7:45 PM *(you must use 15 minute increments and put a space between the time and AM or PM)*

Time Entry

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	* Position	* Hours Type	Saturday, September 16		Sunday, September 17		Monday, September 18		Tuesday, Septembe	
			Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	Student Em ▼	Regular ▼					8:00 AM	1:00 PM		
2	▼	▼								
3	▼	▼								
4	▼	▼								
5	▼	▼								
Daily Totals								5.00		

Rows Selected   1

9) If you took a break, enter the time that you worked after your break on line 2. You must reenter the "Position" and "Hours Type" on line 2 before entering your time. The following demonstrates a student that worked from 8:00 AM to 1:00 PM, took a break from 1:00 PM to 2:00 PM, and then worked again from 2:00 PM to 5:00 PM

Time Card Details

Time Card Period   9/16/17 - 9/29/17   Time Card Comments

Status   New

Time Entry

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	* Position	* Hours Type	Saturday, September 16		Sunday, September 17		Monday, September 18		Tuesday, September 19		Wednesd
			Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start
1	Student Em ▼	Regular ▼					8:00 AM	1:00 PM			
2	Student Em ▼	Regular ▼					2:00 PM	5:00 PM			
3	▼	▼									
4	▼	▼									
5	▼	▼									
Daily Totals								8.00			

Rows Selected   1

10) If you have more than one position on campus, you will enter your time for all positions on the same time card. Use a separate line for each individual position.

11) If you want to save your timecard so that you can edit it at a later date, click "Save."

12) If you want to submit your timecard for the current pay period, click "Next," verify that your time entries are correct, and then click "Submit"

Go to http://www.shawnee.edu/offices/human-resources/media/Pay-schedule_STU_FY17-18.pdf to view the student payroll schedule. This will tell you when time cards need to be submitted to your manager.