

Employee Time (ESS): Time Entry for Employees

Employee Time Entry & Submittal

All Hourly and/or Non-Exempt Employees

Intro

How to Access:

From Home Page click on  .

Helpful Hints:

Be sure to keep in mind that...

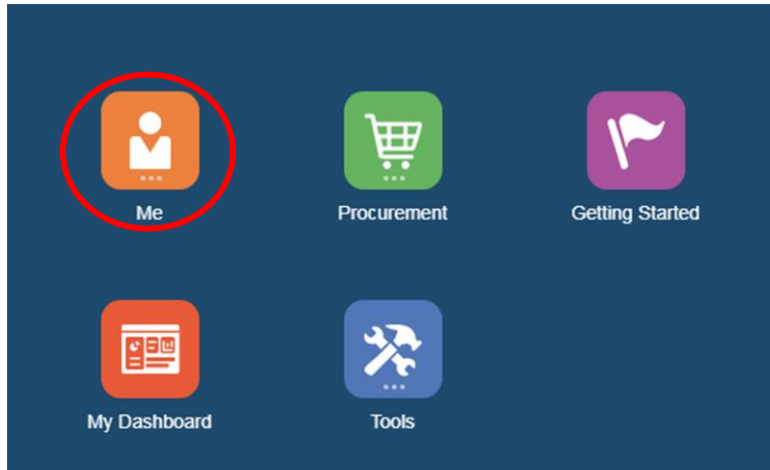
- Work schedules and overtime calculations are pre-configured into the system. Overtime automatically calculates after an employee enters over 40 hours of work in a single workweek.
- *Comp Time Earned* and *Comp Time Used* are entered through Time & Labor (not Absence). You must enter comments when logging *Comp Time Earned* to justify comp accruals. *Comp Time Earned* must be pre-approved by your manager before entering in Bear Trax.
- Comments on time cards made by employees, manager and verifiers will remain part of the Bear Trax record indefinitely.

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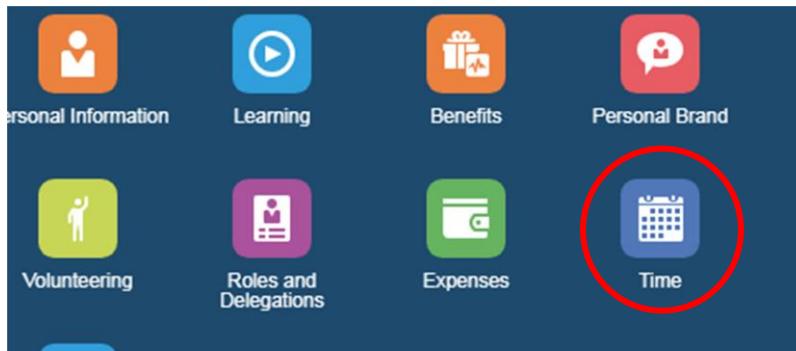
If you want to...	Then Go To
Create a new time card	Part 1
Enter time worked	Part 2
Enter time worked for a secondary (multiple) assignment	Part 3
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Part 1: Create a New Time Card

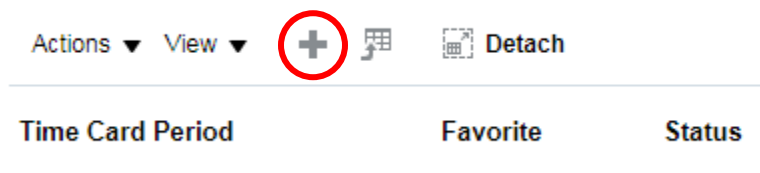
1. Select the “Me” icon from the home page



2. Select the “Time” icon

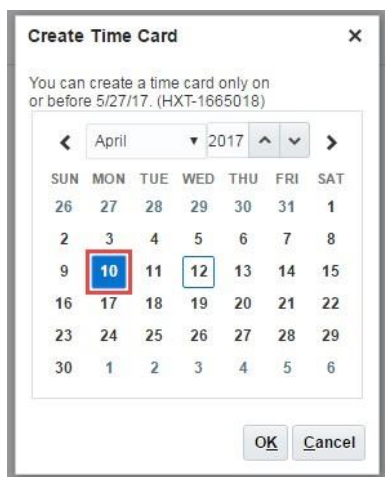


3. Click on the plus sign to create a new timecard



3. Select a date within the pay period for which you want to enter time and click OK.

Employee Time (ESS): Time Entry for Employees



Part 2: Enter Time Worked

Time cards will show absences and work time. Note: the absences requested from Absence Management will *automatically* flow into your time card in a frozen state. **You cannot make changes to absence entries in the time card.**

Hours Types listed are specific to positions and may include the following:

Hour Types	Description
Regular	Regular time worked. <i>This is the most commonly used Hour Type.</i>
Holiday Pay	A paid holiday not worked
Holiday 2.5x	A paid holiday that was worked. Bear Trax will auto-calculate the higher rate of pay.
School Closure	A paid work day when the school is officially closed.
School Closure 2.5x	Time worked on a day the school is officially closed. Bear Trax will auto-calculate the higher rate of pay.
Special Event	A special duty request beyond regular work shift assignment. For police and security use only.
Shift Differential	<i>Work done during second and third shifts by employees not regularly assigned to work second or third shift.</i> These employees must select the Shift Differential hours type when completing their time card in Bear Trax in order to receive the pay differential.
Comp Time Earned	Earned comp time selected at the employee's election and manager's approval if an employee works over 40 hours in a workweek. Enter <i>actual hours worked</i> into Bear Trax—the system autocalculates the 1.5 conversion for employees.
Comp Time Used	Usage of Comp Time that has been earned. <i>This is the only Absence that is entered on your time card directly.</i>

Employee Time (ESS): Time Entry for Employees

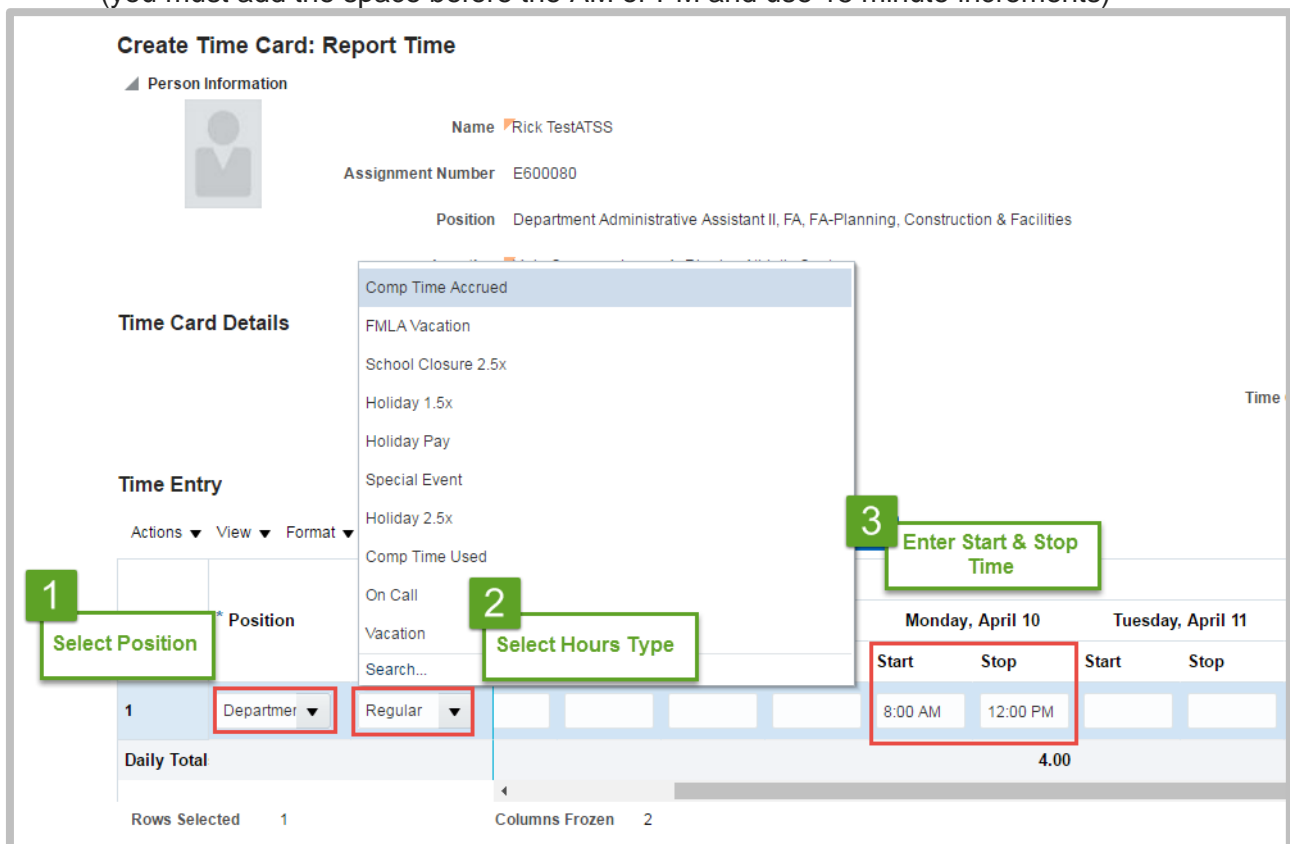
Vacation, Sick and FMLA	All time off other than Comp Time Used is entered as an absence from Manage Absence Requests. <i>No action is needed on your time card; the absence will automatically appear in your time card and be frozen.</i>
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Follow these instructions to enter your time worked in the Time Entry form:

1. Select the position for which you are entering time using the "Position" dropdown box.
2. Select the "Hours Type" using the arrow on the dropdown box. Each "Hours Type" should be entered in a separate row.

Hint: Type "Regular" in the entry box if *Regular* does not initially appear in the list.

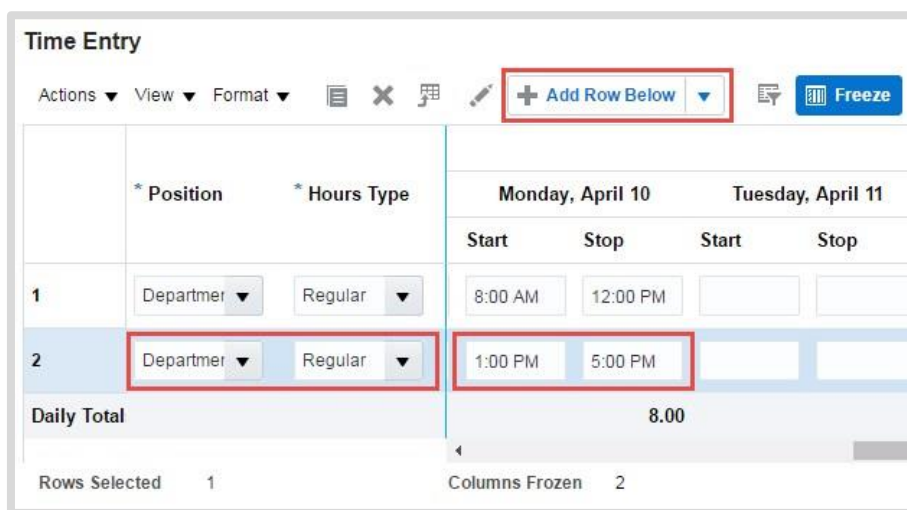
3. Enter the Start and Stop Time on the appropriate date using the following format: 7:45 AM (you must add the space before the AM or PM and use 15 minute increments)



The screenshot shows the 'Create Time Card: Report Time' interface. It includes a 'Person Information' section with fields for Name (Rick TestATSS), Assignment Number (E600080), and Position (Department Administrative Assistant II, FA, FA-Planning, Construction & Facilities). The 'Time Card Details' section shows a list of time types with 'Regular' selected. The 'Time Entry' section has a table for entering time. Callout 1 points to the 'Position' dropdown. Callout 2 points to the 'Hours Type' dropdown. Callout 3 points to the 'Start' and 'Stop' time fields for Monday, April 10, which are set to 8:00 AM and 12:00 PM respectively. The 'Daily Total' is shown as 4.00.

4. Add a second row to enter time worked after your lunch break.

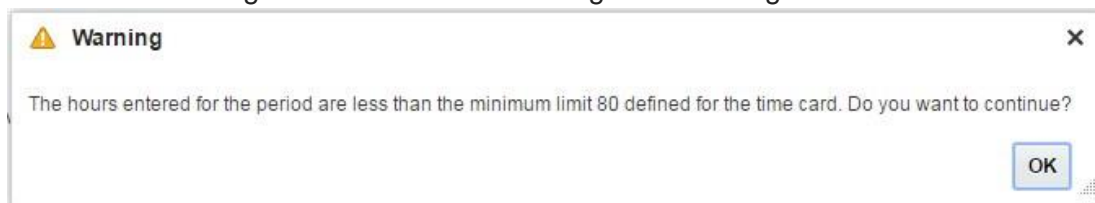
Employee Time (ESS): Time Entry for Employees



5. Continue entering time worked for each day.
6. Add new rows for each separate Hours Type, if you have multiple Hours Types in a pay period. (ie: *Holiday*, *Holiday Worked* or *Comp Time Earned*.)
7. Scroll to top of the page and click “Save” or “Save and Close” when you are finished entering your time worked. “Save and Close” is recommended to exit.



Note: If you are saving your time and the total is not yet at 80 hours for the pay period you may receive this message. Click Ok to acknowledge the message and continue.



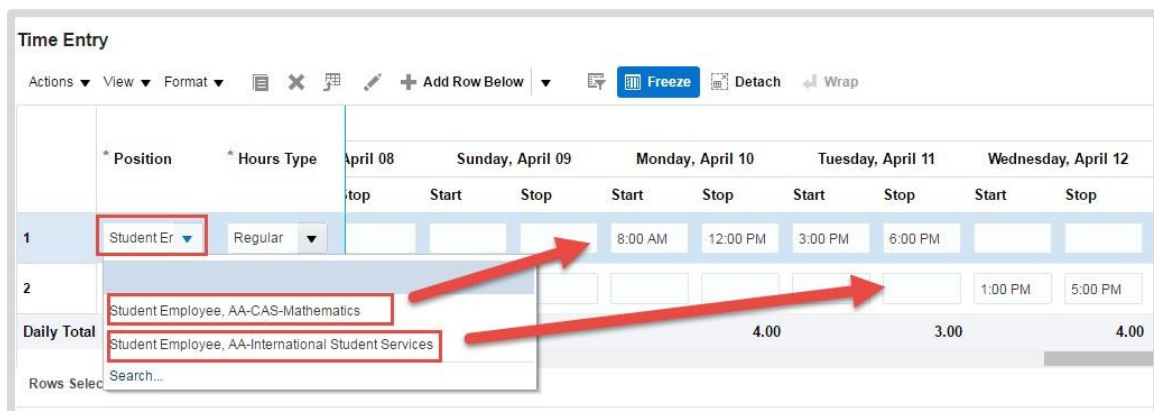
8. A confirmation message will appear.

Employee Time (ESS): Time Entry for Employees



Part 3: Enter Time for Multiple Assignments

1. Click the drop down arrow to view and select the position for which you are entering time. Your positions will appear in the list below the dropdown arrow. For each position, make a separate line.
2. Select the Hours Type using the arrow on the dropdown box. Remember, each Hours Type is entered in a separate row.
 - a. Use Regular for *Regular* time worked.
 - b. Type "*Regular*" in the entry box if *Regular* does not initially appear in the list.



	* Position	* Hours Type	April 08	Sunday, April 09	Monday, April 10	Tuesday, April 11	Wednesday, April 12
			Stop	Start	Stop	Start	Stop
1	Student Er	Regular			8:00 AM	12:00 PM	3:00 PM
2	Student Employee, AA-CAS-Mathematics						1:00 PM
Daily Total	Student Employee, AA-International Student Services				4.00	3.00	4.00

3. Enter your time as you would for your regular time entry process, adding a second row for lunchtime if appropriate.
4. Scroll to top of the page and click Save or Save and Close when you are finished entering your time worked. Save and Close is recommended to exit.



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Part 4: Add Shift Differential

Employees working second or third shifts are eligible for a pay differential of an additional .50 cents per hour. Employees regularly assigned to second or third shift will *automatically* receive the pay differential in their paycheck when they submit their time in Bear Trax.

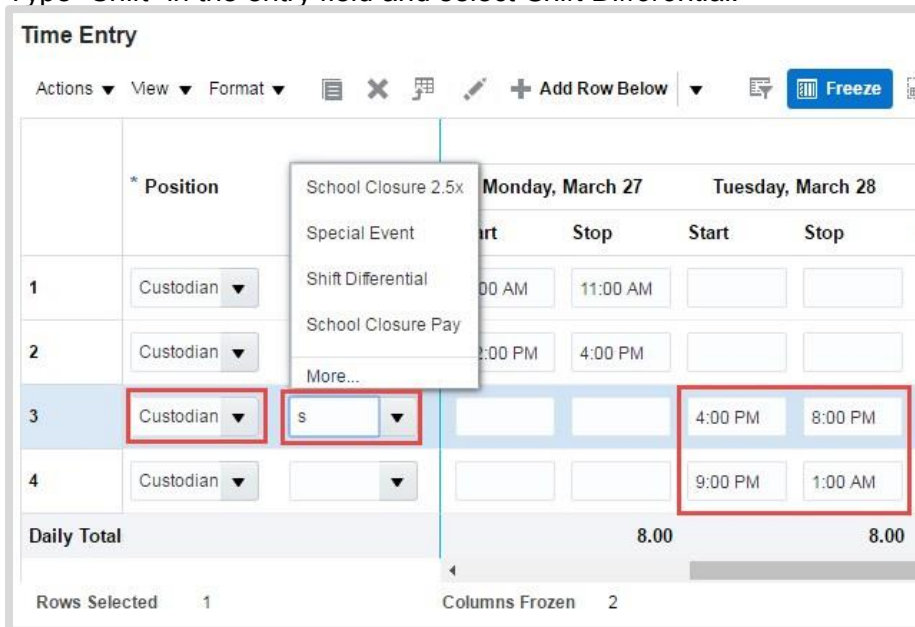
Employees who are not regularly assigned to, but who temporarily step in to work a second or third shift, must select the *Shift Differential* hours type when completing their time card in Bear Trax. This designation must be added in order to receive the additional .50 cents per hour pay differential in their paycheck.

Note: Shift differential applies to working an entire second or third shift, not an extension of your regular shift. Temporary employees do not receive shift differential.

Follow these steps to enter *Shift Differential* to your time card. *Remember, each hours type is entered in its own row.*

1. Start on a new line (or click Add Row Below if a new line must be added).
2. Select the position for which you are entering time.
3. Select Hours Type: *Shift Differential*.

Type "Shift" in the entry field and select *Shift Differential*.

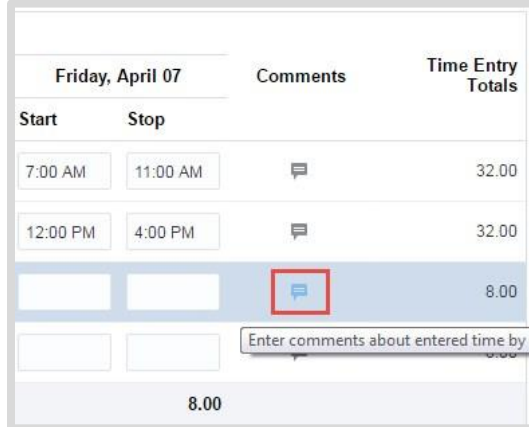


		Monday, March 27		Tuesday, March 28	
	* Position	Start	Stop	Start	Stop
1	Custodian				
2	Custodian				
3	Custodian			4:00 PM	8:00 PM
4	Custodian			9:00 PM	1:00 AM
Daily Total		8.00		8.00	

Employee Time (ESS): Time Entry for Employees

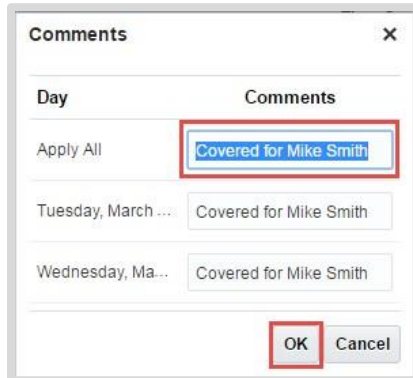
4. Enter your time as you would for your regular time entry process, adding a second row for lunchtime if appropriate.
5. Scroll to the right of the page to add comments. Note: Comments are required when using Shift Differential hours type.

a. Click on Comment Box at the end of the row



Friday, April 07		Comments	Time Entry Totals
Start	Stop		
7:00 AM	11:00 AM		32.00
12:00 PM	4:00 PM		32.00
			8.00
		Enter comments about entered time by	
			8.00

b. Add the comment and click OK.



Comments

Day	Comments
Apply All	Covered for Mike Smith
Tuesday, March ...	Covered for Mike Smith
Wednesday, Ma...	Covered for Mike Smith

OK

Cancel

6. Scroll to top of the page and click Save or Save and Close when you are finished entering your time worked.



TestStudentworker Ala...

Next

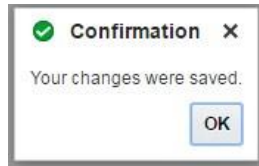
Save

Save and Close

Cancel

7. A confirmation message will appear.

Employee Time (ESS): Time Entry for Employees



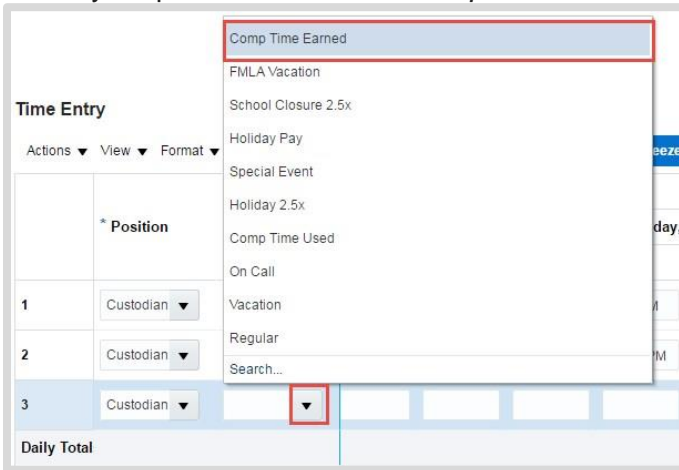
Part 5: Enter Comp Time & Comments

Comp Time Earned

Comp Time Earned can only be entered when an employee has worked over 40 hours in the work week. Employee must track when they surpass the 40 hour threshold. If an employee has not logged over 40 hours for the week, *Comp Time Earned* cannot be used as an hours type option.

Once you have logged over 40 hours on your time card, follow these steps to enter *Comp Time Earned*.

1. Start on a new line (or click Add Row Below if a new line must be added).
2. Select your position and select *Comp Time Earned* as the Hours Type



The screenshot shows the 'Time Entry' form. On the left, there is a table with three rows, each with a 'Position' dropdown menu set to 'Custodian'. The third row is highlighted. To the right of the table, a dropdown menu for 'Hours Type' is open, showing a list of options: 'Comp Time Earned' (highlighted with a red box), 'FMLA Vacation', 'School Closure 2.5x', 'Holiday Pay', 'Special Event', 'Holiday 2.5x', 'Comp Time Used', 'On Call', 'Vacation', and 'Regular'. Below the list is a 'Search...' field. The 'Daily Total' row is at the bottom of the table.

3. Enter your Start and Stop Time as you would for your regular time entry process, adding a second row for lunchtime if appropriate. *Enter only the hours you actually work.*

Employee Time (ESS): Time Entry for Employees

Time Entry

Actions View Format Add Row Below Freeze Detach Wrap

	* Position	* Hours Type	March 18	Sunday, March 19	Monday, March 20	Tuesday, March 21	Wednesday, March 22	Thursday, March 23	Friday, March 24	Comments	Time Entry Totals	
			Start	Stop	Start	Stop	Start	Stop	Start	Stop		
1	Custodian	Regular			7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM		36.00
2	Custodian	Regular			12:00 PM	5:00 PM	12:00 PM	5:00 PM	12:00 PM	5:00 PM		45.00
3	Custodian	Comp Time							7:00 AM	11:00 AM		4.00
4	Custodian	Comp Time							12:00 PM	5:00 PM		5.00
Daily Total					9.00	9.00	9.00	9.00	9.00			

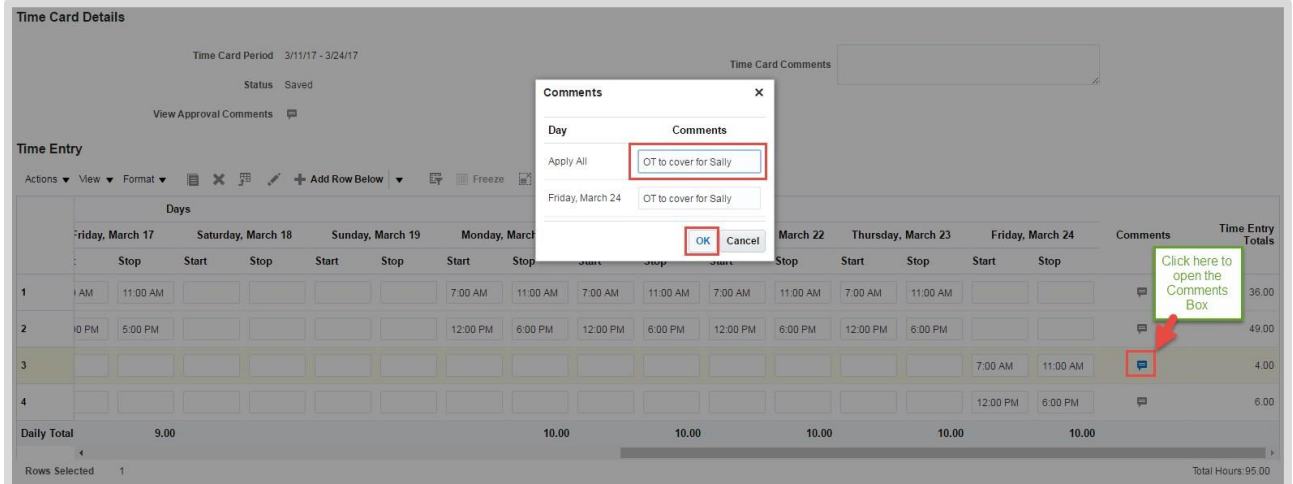
Select Comp Time Earned as the Hours Type

Employee must track when the 40 hour threshold is met before using Comp Time Earned

- The system auto-calculates the 1.5 conversion rate and the rate is reflected in Absence Management.
- A notice appears stating “Comp Time Earned is accrued at 1.5 times the hours entered on the time card. Please enter appropriate comments.”
- Note: Hours put toward *Comp Time Earned* will not factor into your Overtime calculation. You will not see Overtime if you have chosen *Comp Time Earned*.

Employee Time (ESS): Time Entry for Employees

4. Scroll to the right of the page to add comments. Comments are *required* when using *Comp Time Earned* hours type. Add the comment and click OK.



The screenshot shows the 'Time Card Details' window for the period 3/11/17 - 3/24/17. A 'Comments' dialog box is open, allowing the user to add a comment for a specific day. The dialog has fields for 'Day' and 'Comments'. The 'Day' field is set to 'Friday, March 24' and the 'Comments' field contains 'OT to cover for Sally'. The 'OK' button is highlighted. In the background, a time entry grid is visible with columns for days and time slots. A red arrow points to a comment icon in the grid, with a callout box saying 'Click here to open the Comments Box'.

5. Scroll to top of the page and click Save or Save and Close when you are finished entering your time worked.



The screenshot shows the bottom navigation bar of the application. It includes buttons for 'Next', 'Save', 'Save and Close', and 'Cancel'. The 'Save' and 'Save and Close' buttons are highlighted with a red box.

6. A confirmation message will appear.



The screenshot shows a 'Confirmation' dialog box with a green checkmark icon. The text inside says 'Your changes were saved.' and there is an 'OK' button at the bottom.

Comp Time Used

Comp Time Used is available as a Time Entry option only when comp time has been earned. *Comp Time Used* must be logged in your time card, not in Absence Management. It is the only absence type that is entered in your time card.

To enter *Comp Time Used*, enter it as a separate line and select the Hours Type *Comp Time Used*. Enter your Start and Stop Time as you would for your regular time entry process. Be sure to Save your entry. Note: You cannot use Comp Time that has been earned in the same pay period.

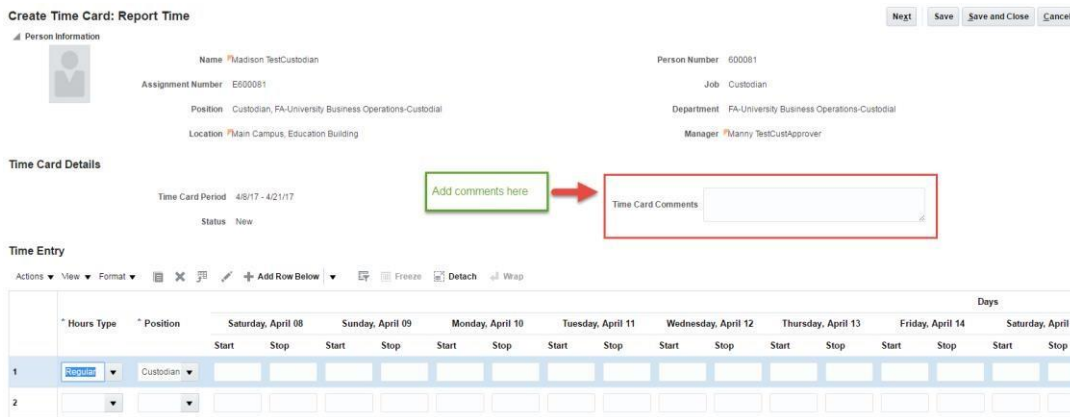
Employee Time (ESS): Time Entry for Employees

Part 6: Add Comments

Comments may be added to the time card on the Time Entry form before submitting. All comments added by employees, managers and verifiers will remain as part of the Bear Trax record. Comments are **required** for the following Hours Types:

- *Comp Time Earned,*
- *Holiday Worked,*
- *School Closing Worked, and*
- *Shift Differential.*

To enter *general comments* for the time card as a whole, use the comments section at the top of the Time Card.



Create Time Card: Report Time

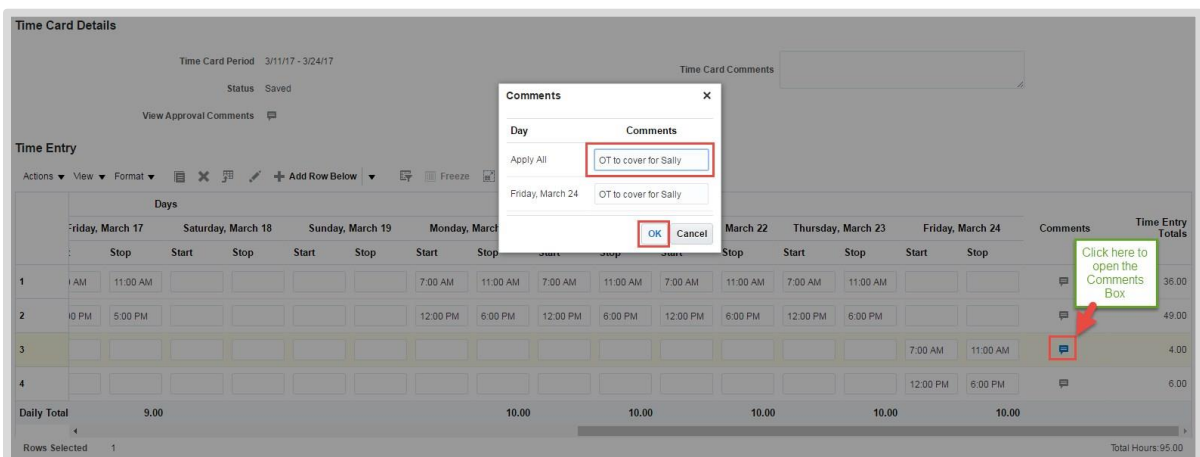
Person Information: Name: Madison TestCustodian, Assignment Number: E600081, Position: Custodian, FA-University Business Operations-Custodial, Location: Main Campus, Education Building, Person Number: 600081, Job: Custodian, Department: FA-University Business Operations-Custodial, Manager: Manny TestCustApprover

Time Card Details: Time Card Period: 4/8/17 - 4/21/17, Status: New

Time Entry: Actions: View, Format, Add Row Below, Freeze, Detach, Wrap. The table shows days from Saturday, April 08 to Saturday, April 14. Row 1 is highlighted with 'Regular' hours type and 'Custodian' position.

Add comments here → **Time Card Comments**

To enter *comments specific to an Hours Type*, use the comments at the right end of that Hours Type Row. Comments can be applied to all entries of that Hours Type or applied to specific dates.



Time Card Details

Time Card Period: 3/11/17 - 3/24/17, Status: Saved

Time Entry: Actions: View, Format, Add Row Below, Freeze, Detach, Wrap. The table shows days from Friday, March 17 to Friday, March 24. Row 1 is highlighted with 'Regular' hours type and 'Custodian' position.

Comments dialog box: Day: Friday, March 24, Comments: OT to cover for Sally

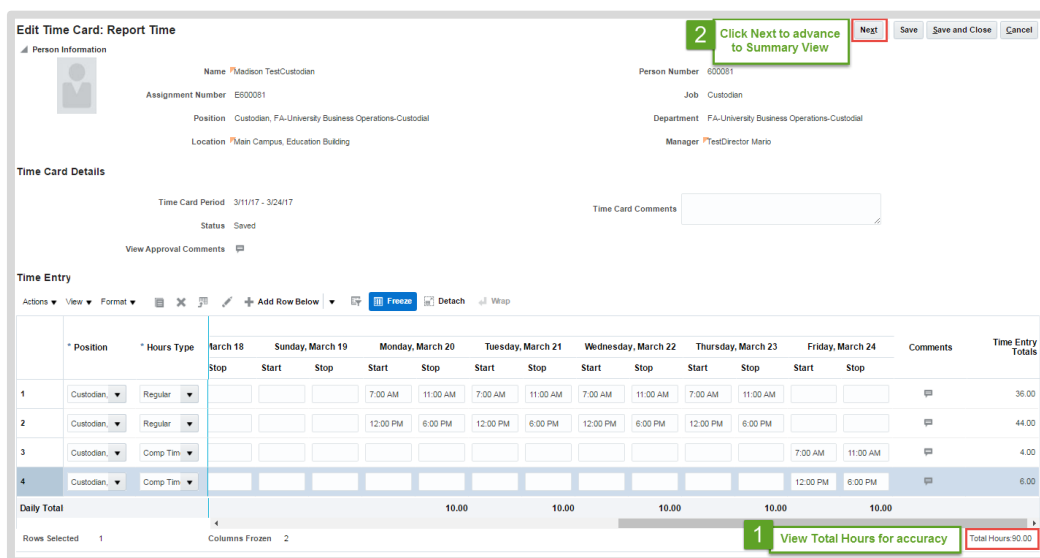
Click here to open the Comments Box

Employee Time (ESS): Time Entry for Employees

Part 7: Submit Time Card

Employees review and submit time bi-weekly in accordance with the payroll calendar (Payroll calendar link: http://www.shawnee.edu/offices/human-resources/media/Payschedule_STA_FY17-18.pdf)

1. View Total Hours at the bottom right of the time card. If correct, click “Next”



Edit Time Card: Report Time

Person Information

Name: Madison TestCustodian
 Assignment Number: E500081
 Position: Custodian, FA-University Business Operations-Custodial
 Location: Main Campus, Education Building
 Person Number: 600081
 Job: Custodian
 Department: FA-University Business Operations-Custodial
 Manager: TestDirector Mario

Time Card Details

Time Card Period: 3/11/17 - 3/24/17
 Status: Saved
 Time Card Comments: [Text Box]

Time Entry

Actions: View, Format, Add Row Below, Freeze, Detach, Wrap

* Position	* Hours Type	March 18	Sunday, March 19	Monday, March 20	Tuesday, March 21	Wednesday, March 22	Thursday, March 23	Friday, March 24	Comments	Time Entry Totals
		Stop	Start	Stop	Start	Stop	Start	Stop		
1	Custodian, Regular			7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM	36.00
2	Custodian, Regular			12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	44.00
3	Custodian, Comp Time							7:00 AM	11:00 AM	4.00
4	Custodian, Comp Time							12:00 PM	6:00 PM	6.00
Daily Total				10.00	10.00	10.00	10.00	10.00		

Rows Selected: 1, Columns Frozen: 2

1 View Total Hours for accuracy **Total Hours: 90.00**

2 Click Next to advance to Summary View **Next** **Save** **Save and Close** **Cancel**

2. Verify that the hours and positions entered are correct. Calculated Time displays hours applied to Overtime. Overtime calculation occurs automatically once employee has exceeded 40 hours per week. Calculations for overtime will appear in your paycheck. Note: Calculations for *Comp Time Earned* will appear in Absence Management.

Employee Time (ESS): Time Entry for Employees

Edit Time Card: Review Time

Person Information

Name: Madison TestCustodian
 Assignment Number: E600081
 Position: Custodian, FA-University Business Operations-Custodial
 Location: Main Campus, Education Building

Person Number: 600081
 Job: Custodian
 Department: FA-University Business Operations-Custodial
 Manager: TestDirector Mario

Time Card Details

Time Card Period: 3/11/17 - 3/24/17
 Status: Saved
 Time Card Approval Comments: [icon]

Reported Time

Position	Hours Type	Day	Start	Stop	Hours	Comments	Time Entry Totals
Custodian, FA-UC, Regular	Regular	Friday, March 17	7:00 AM	11:00 AM	4.00		36.00
Custodian, FA-UC, Regular	Regular	Saturday, March 18	7:00 AM	11:00 AM	4.00		44.00
Custodian, FA-UC, Comp Time Earned	Comp Time Earned	Sunday, March 19	7:00 AM	11:00 AM	4.00		4.00
Custodian, FA-UC, Comp Time Earned	Comp Time Earned	Monday, March 20	7:00 AM	11:00 AM	4.00		6.00
Daily Totals							10.00

Calculated Time

Position	Hours Type	Day	Start	Stop	Hours	Comments	Time Entry Totals
Custodian, FA-UC, Regular	Regular	Friday, March 17	7:00 AM	11:00 AM	4.00		36.00
Custodian, FA-UC, Regular	Regular	Saturday, March 18	7:00 AM	11:00 AM	4.00		44.00
Custodian, FA-UC, Comp Time Earned	Comp Time Earned	Sunday, March 19	7:00 AM	11:00 AM	4.00		4.00
Custodian, FA-UC, Comp Time Earned	Comp Time Earned	Monday, March 20	7:00 AM	11:00 AM	4.00		6.00
Daily Totals							10.00

Comp Time Earned entered by Employee

3. Click Submit to submit the time card. Click Back to edit entries or Cancel to end.

Edit Time Card: Review Time

Person Information

Name: Madison TestCustodian
 Assignment Number: E600081
 Position: Custodian, FA-University Business Operations-Custodial
 Location: Main Campus, Education Building

Person Number: 600081
 Job: Custodian
 Department: FA-University Business Operations-Custodial
 Manager: TestDirector Mario

Time Card Details

Time Card Period: 3/11/17 - 3/24/17
 Status: Saved
 Time Card Approval Comments: [icon]

Back Submit Cancel

4. A Confirmation message will appear.

Confirmation

Your time card was submitted for approval.




OK

Part 8: View Time Cards

Time card records in Bear Trax are available to employees and managers to view at any time. Employees can edit unsubmitted time cards at any time.

View Time Cards

To view current or previously submitted time cards, Navigate to Manage Time Cards. Click on the time card you wish to view.

Manage Time Cards								
Actions ▼	View ▼	+	+	+	+	+	+	+
		Detach	Status	From Date	To Date			
Time Card Period	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
4/8/17 - 4/21/17	Submitted	90	90	0	4/13/17			×
3/25/17 - 4/7/17	Saved	80	80	0				×
3/11/17 - 3/24/17	Submitted	80	80	0	4/21/17			×
Columns Hidden 5								

If a time card has not been submitted, click on the date to open the time card and view it. You can also make edits from here.

If a time card has already been submitted, click on the  to view the summary.

To view previous time cards not listed on the screen, enter date range and click the grey arrow to run the search.

Employee Time (ESS): Time Entry for Employees

Manage Time Cards

Actions ▾ View ▾ + [Icon] [Icon] Detach Status ▾ From Date 2/11/17 To Date [Icon] [Icon]

Time Card Period	Status	Total Hours	Recorded Hours	Exception	View Summary	Delete
4/8/17 - 4/21/17	Submitted	90	90		[Icon]	[Icon]
3/25/17 - 4/7/17	Saved	80	80		[Icon]	[Icon]
3/11/17 - 3/24/17	Submitted	80	80		[Icon]	[Icon]

Rows Selected 1 Columns Hidden 5

View Summary [Icon]

View Summary is available for both current and previous time cards. View Summary displays information on the time card in two sections:

1. Reported Time displays time directly entered by the employee and any absence rollovers.
2. Calculated Time displays hours types and time calculations for Overtime.

Reported Time

Actions ▾ View ▾ Format ▾ [Icon] [Icon] [Icon] Freeze [Icon] Detach [Icon] Wrap

* Position	* Hours Type	March 18	Sunday, March 19	Monday, March 20	Tuesday, March 21	Wednesday, March 22	Thursday, March 23	Friday, March 24	Comments	Time Entry Totals
1	Custodian, FA-U... Regular	Stop	Start	Start	Start	Start	Start	Start		40.00
2	Custodian, FA-U... Regular			7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM		44.00
3	Custodian, FA-U... Comp Time Ear...			12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM		6.00
Daily Total										10.00
										Total Hours: 90.00

Columns Frozen 2

Calculated Time

Actions ▾ View ▾ Format ▾ [Icon] [Icon] [Icon] Freeze [Icon] Detach [Icon] Wrap


* Position	* Hours Type	Tuesday, March 21	Wednesday, March 22	Thursday, March 23	Friday, March 24	Comments	Time Entry Totals
1	Custodian, FA-U... Regular	4.00	4.00	4.00	4.00		36.00
2	Custodian, FA-U... Overtime				4.00	Automatic calculation of Overtime	4.00
3	Custodian, FA-U... Regular	6.00	6.00	6.00	6.00		44.00
4	Custodian, FA-U... Comp Time Ear...				6.00	Comp Time Earned entered by Employee	6.00
Daily Total							10.00
							Total Hours: 90.00

Columns Frozen 2


3. When you are finished viewing, click Done.

Employee Time (ESS): Time Entry for Employees

View Time Card: Madison TestCustodian
Dgne




Person Information

Name  Madison TestCustodian

Assignment Number E600081


Position Custodian, FA-University Business Operations-Custodial

Location  Main Campus, Education Building

Person Number 600081

Job Custodian

Department FA-University Business Operations-Custodial

Manager  TestDirector Mario

Part 9: Edit or Delete Time Cards

Current time cards can be edited or deleted by employees at any time before submittal. Once time cards have been submitted they cannot be edited or deleted by the employee unless the Manager Rejects the time card and sends it back to the employee. Once time cards have been approved they cannot be edited or deleted without Payroll assistance.

Follow these instructions to edit or delete a current time card:

1. Navigate to Manage Time Cards.
2. To *edit* a current time card, click on the date range of the time card you wish to edit and follow the prompts. Save your work.
3. To *delete* a current time card, click on X in the Delete column for the time card you wish to delete and follow the prompts.

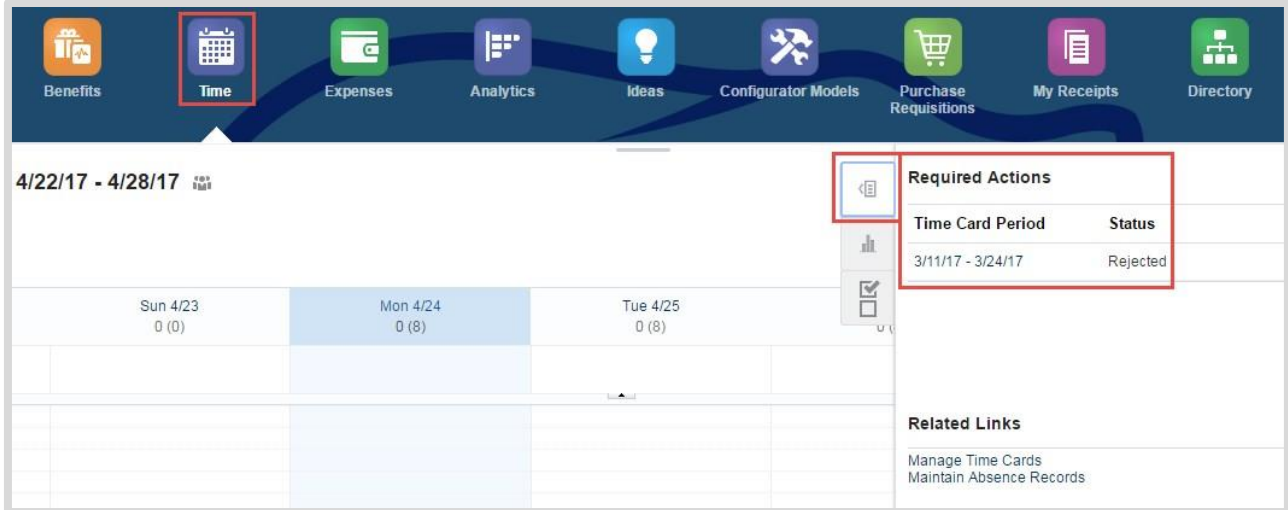
Manage Time Cards								
Actions	View	+	+	+	+	+	+	+
		Detach	Status	From Date	To Date			
Time Card Period	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
4/8/17 - 4/21/17	Submitted	90	90	0	4/13/17		GG	
3/25/17 - 4/7/17	Saved	80	80	0			To Delete	X
3/11/17 - 3/24/17	Submitted	80	80	0	4/21/17		GG	X
Rows Selected	1	Columns Hidden	5					

Part 10: Correct Rejected Time Cards

Employee Time (ESS): Time Entry for Employees

Rejected time cards can be corrected from the Time > Actions Button. Required Actions will appear if there are rejected time cards that require revision.

Click on the date of the Time Card Period and edit accordingly.



4/22/17 - 4/28/17

Sun 4/23 0 (0)	Mon 4/24 0 (8)	Tue 4/25 0 (8)

Required Actions

Time Card Period	Status
3/11/17 - 3/24/17	Rejected

Related Links

- Manage Time Cards
- Maintain Absence Records