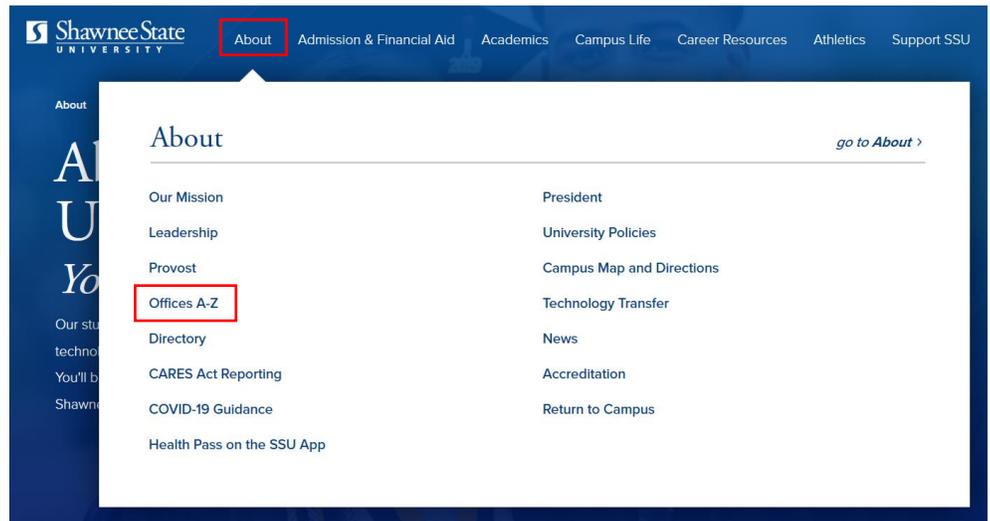


Submitting Time on BearTrax

A guide to help Student Employees report their hours worked in BearTrax.

Login to BearTrax

1. Navigate to the Shawnee website (Shawnee.edu) and select *About > Offices A-Z*



2. Select *BearTrax* under within the “B” section.

B

- [BearCard](#)
- [BearTrax](#)
- [Bear Necessities Pantry](#)
- [Blackboard](#)
- [Bookstore](#)
- [Budget & Financial Analysis](#)
- [Bursar \(Student Accounts\)](#)

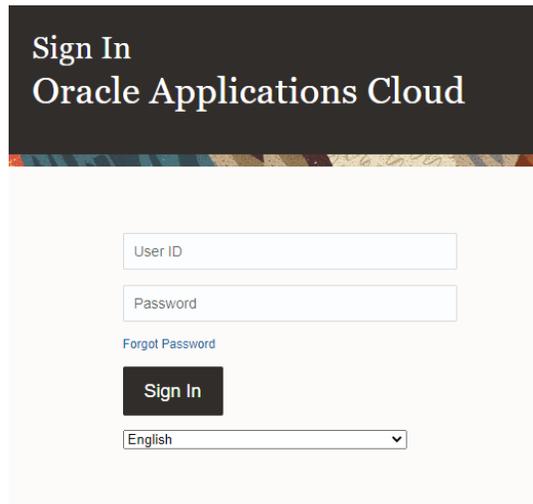
3. Click the “Sign In” Button to navigate to the BearTrax site.



Tip: If you don't know your login credentials, Human Resources can assist you.

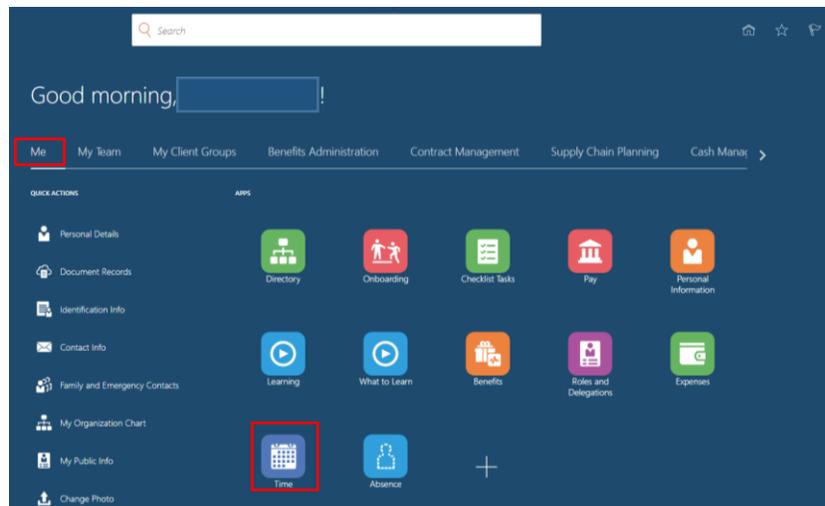
Create a Time Card

4. Sign into BearTrax with your *BearTrax ID* and *Password*.

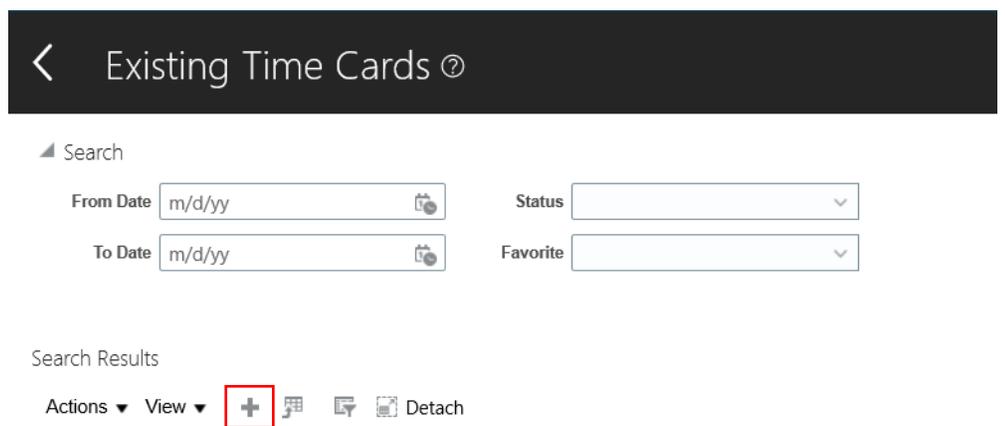


The image shows the 'Sign In Oracle Applications Cloud' login page. It features a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header, there are two input fields: 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A black 'Sign In' button is positioned below the input fields. At the bottom, there is a language selection dropdown menu currently set to 'English'.

5. From the Home Screen, navigate to *Me > Time*.

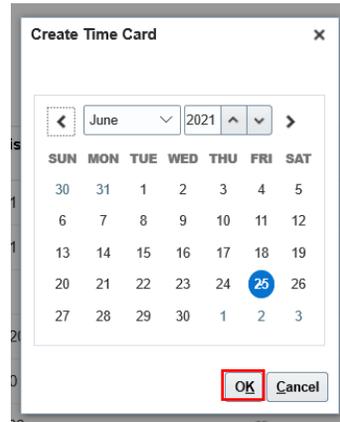


6. Click the + sign to create a new time card.

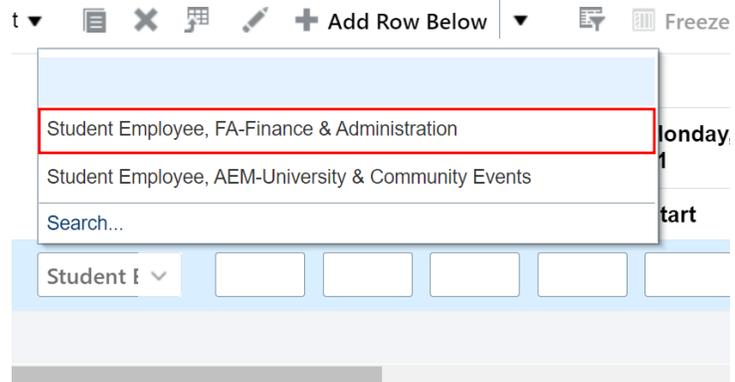


The image shows the 'Existing Time Cards' screen. At the top, there is a back arrow and the title 'Existing Time Cards'. Below the title, there is a search bar. Underneath the search bar, there are two date input fields: 'From Date' and 'To Date', both with 'm/d/yy' as a placeholder and a calendar icon. To the right of these fields are two dropdown menus: 'Status' and 'Favorite'. Below the search filters, there is a 'Search Results' section. At the bottom of this section, there is a toolbar with 'Actions' and 'View' dropdown menus, a red box around a '+' icon, and several other icons including a calendar, a document, and a 'Detach' button.

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

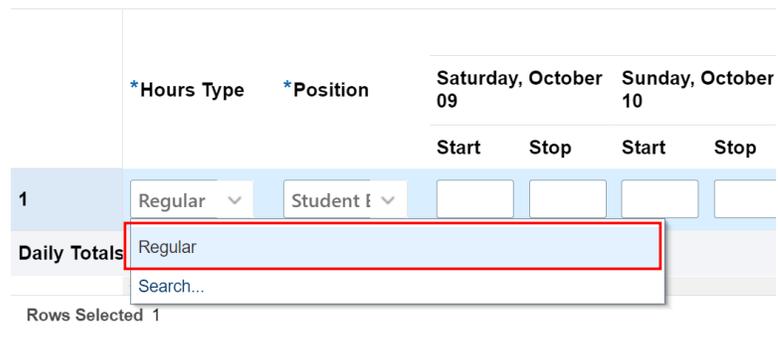


8. Select the assignment that you are submitting time for under *Position*.



Tip: If your timecard doesn't display "Position" and "Hours Type", Please Contact Payroll.

9. Select the hour's type, "Regular Hours".



- Enter the Start and Stop times on the appropriate date using the following format 7:45 AM (you must add the space before the AM or PM).

June 27	Monday, June 28		Tuesday, June 29		Wednesday, June 30		Thursday, July 01	
Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
	8:00 AM	10:00 AM			12:00 PM	3:00 PM		

- At the top of the page you can click “Save and Close” when you are finished entering your time worked.

Next
Save
Save and Close
Cancel

- Your timecard will now appear under “Existing Time Cards”. To reopen the timecard to continue adding hours select the date range.

< Existing Time Cards ⊙

Search

From Date Status

To Date Favorite

Search Results

Actions View + [Icons] Detach

Time Card Period	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete	Favorite
7/3/21 - 7/16/21	Saved	5.00	5.00	0.00				✕	☆

Editing the Time Card

Tip: You will need to “Save and Close” any time you make changes to your timecard.

*Multiple Assignments

Note: If you work another position on campus that requires you to submit time, you will need to add a row for each position. Once you have a separate line, follow steps 8-10 to add hours.

Time Entry Time Totals

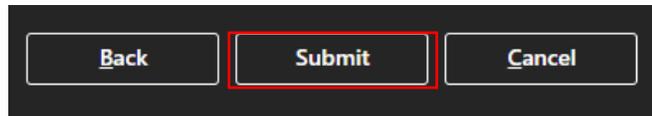
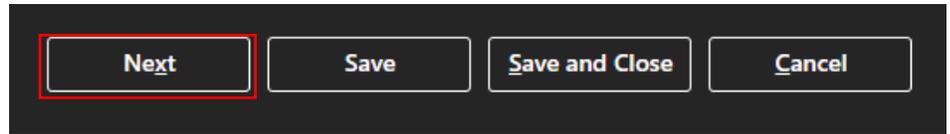
Reported Hours **5.00**

Actions View Format [Icons] + Add Row Below [Icons]

	*Position	*Hours Type	Saturday, June 26 Sun		
			Start	Stop	Start
1	Assistant	Regular Hours			

Submit Time Card

13. Once you have entered all hours for the two week pay period, and have verified that the hours are correct, click **“Next”** > **“Submit”**



14. Finally, a confirmation message will appear and you have successfully completed a time card for reporting your Assistant Coach hours.

