Shawnee State UNIVERSITY

Employee Time (ESS): Time Entry for Employees

Employee Time Entry & Submittal
All Hourly and/or Non-Exempt Employees

Intro

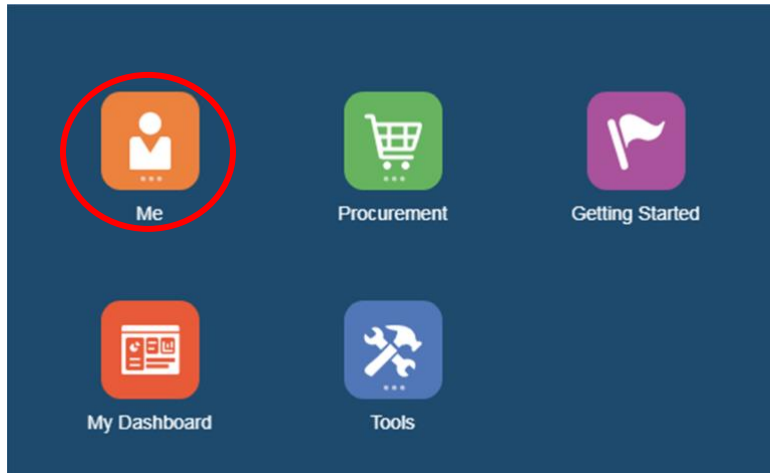|	
How to Access:	From Home Page click on [Time].
Helpful Hints:	Be sure to keep in mind that… • Work schedules and overtime calculations are pre-configured into the system. Overtime automatically calculates after an employee enters over 40 hours of work in a single workweek. • *Comp Time Earned* and *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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Part 1: Create a New Time Card
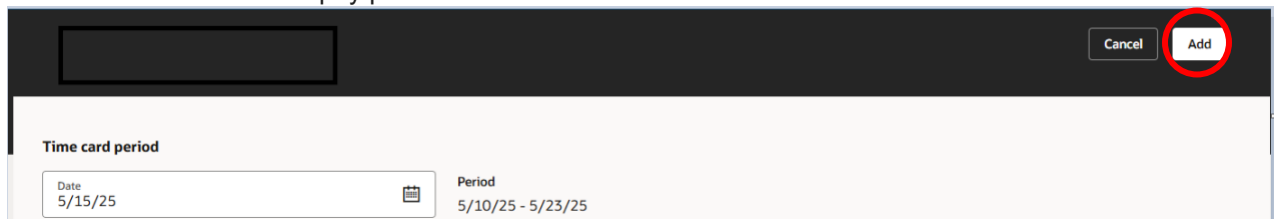
1. Select the "Me" icon from the home page

2. Select the "Time" icon
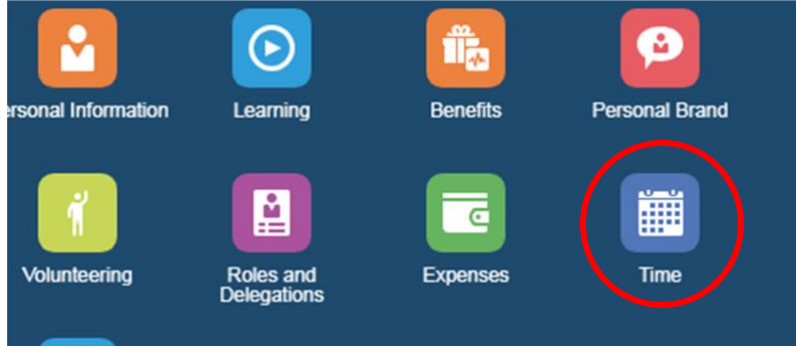
3. Select a date within the pay period and click Add

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. *This is the most used Hour Type.*
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	*Work done during second and third shifts by employees not regularly assigned* to work second or third shift. 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 *actual hours worked* into Bear Trax—the system auto calculates the 1.5 conversion for employees.
Comp Time Used	Usage of Comp Time that has been earned. *This is the only Absence that is entered on your time card directly.*
Vacation, Sick and FMLA	All time off other than Comp Time Used is entered as an absence from Manage Absence Requests. *No action is needed on your time card; the absence will automatically appear in your time card and be frozen.*

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.

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)

(1)Select Position   (2)Select Hours Type   (3)Enter Start & Stop time

Position *	SSU Hours Type *	Start	Stop	Start	Stop	Start	Stop
				Saturday, May 10		Sunday, May 11	
Utility Generalist I, FA-Planning,	Regular Hours					8:00 AM	11:30 AM
Utility Generalist I, FA-Planning,	Regular Hours					12:00 PM	4:30 PM

4. You can add a second row simply by selecting your position on the row below the initial row (as shown above)

5. Continue entering time worked for each day.

6. Enter new rows for each separate Hours Type, if you have multiple Hours Types in a pay period. (i.e.: *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.
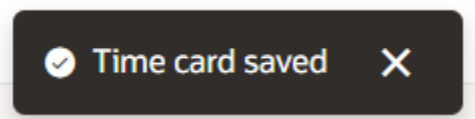
… **Save and Close**   **Save**   **Submit**

8. A confirmation message will appear.

✓ Time card saved   ✕

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.

5/3/25 - 5/16/25			Monday, May 05		
Hours Type *	Position *	Stop	Start	Stop	
Regular	Student Employee, ASA-Dean of		8:00 AM	11:00 AM	
Regular	Student Employee (College Work		1:00 PM	3:00 PM	

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.

···   Save and Close   Save   Approve

Part 4: Add Shift Differential

Employees working second or third shifts are eligible for a pay differential of an additional $1.00 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 $1.00 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.
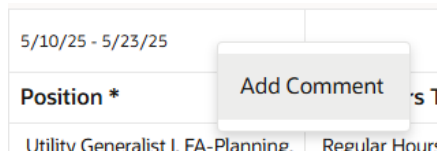
Follow these steps to enter *Shift Differential* to your time card. *Remember, each hour's type is entered in its own row.*

1. Start on a new line.

2. Select the position for which you are entering time.

3. Select Hours Type: *Shift Differential*.
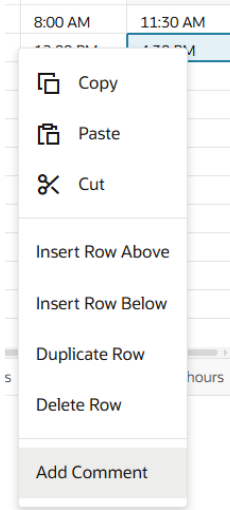   Type "Shift" in the entry field and select *Shift Differential*.

SSU Hours Type *	Tuesday, May 13	
	Start	Stop
Regular Hours	8:00 AM	11:30 AM
Shift Differential	4:00 PM	6:00 PM

4. Enter your time as you would for your regular time entry process, adding a second row for lunchtime if appropriate.

5. To add general comments, right click near the pay period range. To add date/time specific comments, right click on the hour's entry. Note: Comments are required when using Shift Differential hours type.
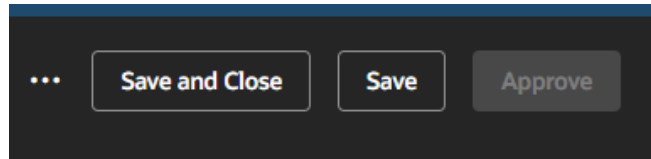
Date/Time specific comments

8:00 AM   11:30 AM

- Copy
- Paste
- Cut
- Insert Row Above
- Insert Row Below
- Duplicate Row
- Delete Row
- Add Comment

General Comments

5/10/25 - 5/23/25

Position *	Add Comment	s 1
Utility Generalist I, FA-Planning,		Regular Hours

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

7. A confirmation message will appear.
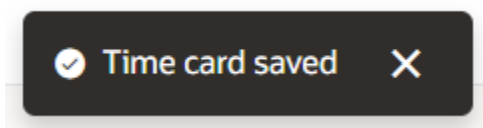
Part 5: Enter Comp Time & Comments

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 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 row.

2. Select your position and select *Comp Time Earned* as the Hours Type

5/10/25 - 5/23/25		Friday, May 16	
Position *	**SSU Hours Type ***	**Start**	**Stop**
Utility Generalist I, FA-Planning,	Regular Hours	8:00 AM	11:30 AM
Utility Generalist I, FA-Planning,	Regular Hours	12:00 PM	4:30 PM
Utility Generalist I, FA-Planning,	Comp Time Earned	4:30 AM	6:00 PM

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.*

5/10/25 - 5/23/25		Friday, May 16	
Position *	**SSU Hours Type ***	**Start**	**Stop**
Utility Generalist I, FA-Planning,	Regular Hours	8:00 AM	11:30 AM
Utility Generalist I, FA-Planning,	Regular Hours	12:00 PM	4:30 PM
Utility Generalist I, FA-Planning,	Comp Time Earned	4:30 AM	6:00 PM

a. The system auto-calculates the 1.5 conversion rate and the rate is reflected in Absence Management.
b. A notice appears stating "Comp Time Earned is accrued at 1.5 times the hours entered on the time card. Please enter appropriate comments."
c. 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*.

4. Right Click on the hours going towards Comp Time Earned to enter comments.

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

6. A confirmation message will appear.

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.
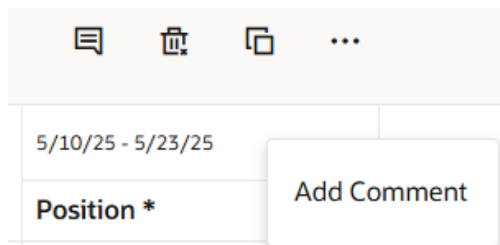
Part 6: Add Comments

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, Right Click on the pay period range and select Add Comment

To enter *comments specific to an Hours Type*, Right Click on the hours in which you wish to input a comment and select Add Comment
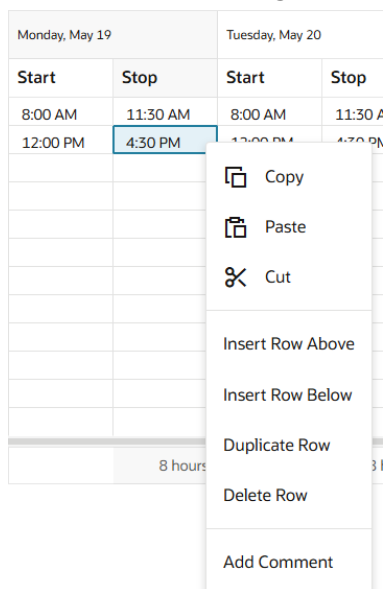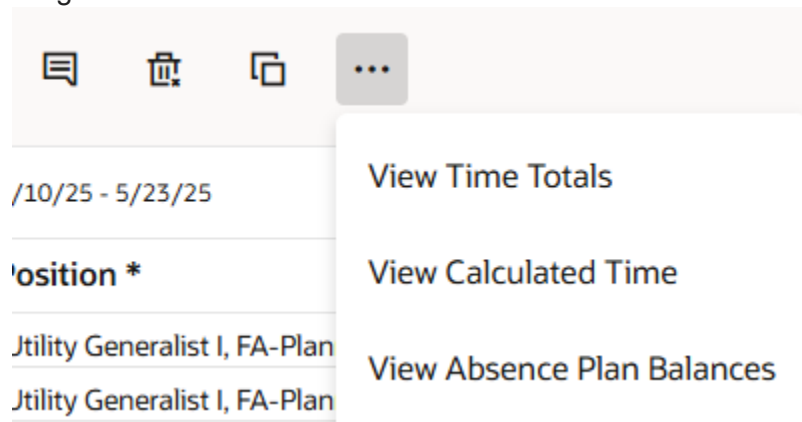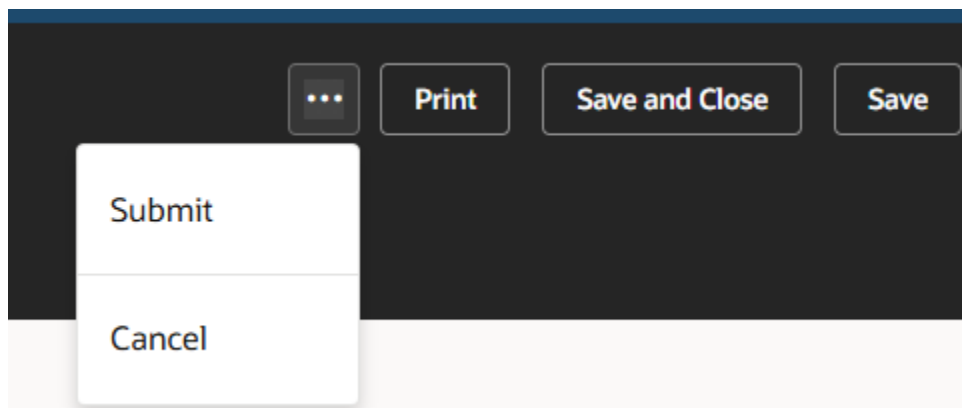
Part 7: Submit Time Card

Employees review and submit time bi-weekly in accordance with the payroll calendar (Payroll calendar link: Pay schedule_Staff_FY25.xlsx

View Total Hours on the right side of the screen or by clicking the 3 dots just above the pay period range

1. 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.

2. Click the 3 little dots beside Print in the top right area of the timecard to Submit. You may also click Cancel to back out of the timecard if changes are still needed.
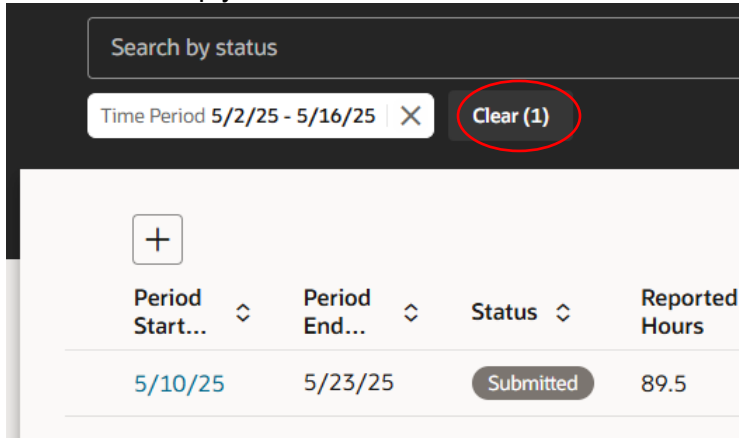
Part 8: View Time Cards

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. You may need to clear the date range filter to see older timecards. To do this, simply click Clear

To view a timecard, click on the date to open the time card. You can also make edits from here if the timecard is not submitted/approved.

Part 9: Copy a previous timecard

Existing timecard may be copied over to aid in routine time entry. Please note, copying a prior timecard carries over all the same entries from the prior timecard (position, hours type, time entries) so please be sure you are submitting the correct information when you are copying a previous timecard for use in the current pay period.

1. After adding the timecard (see Part 1 above) simply click the Copy a Previous Timecard icon just above the pay period range
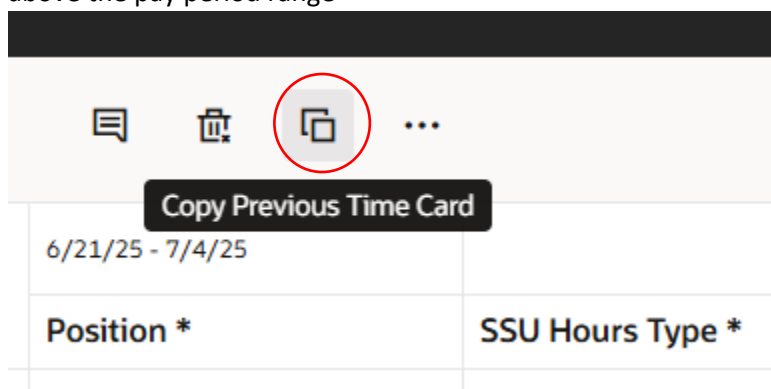
Part 10: Edit or Delete Time Cards

Current time cards can be edited or deleted by employees at any time before Approval. Once time cards have been approved, they cannot be edited or deleted without Payroll assistance.

## Part 11: Correct Rejected Time Cards

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. Resubmit the timecard once the necessary edits are made.

Part 12: Mobile Time Entry

Timecards may be entered on your mobile device. Please note, selecting a date range for the entire pay period **will result in hours being entered for the weekend** as well. This may result in you reporting more hours than desired. It is recommended you enter in time per day.
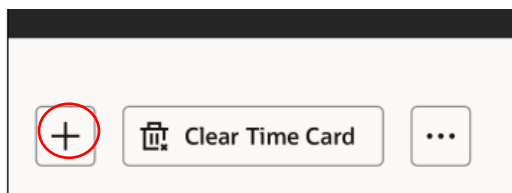
1. Navigate to Time entry. Me > Show More > Add a Timecard
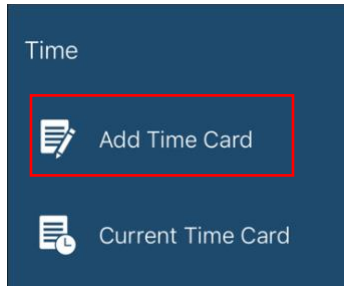
2. Select a date within the pay period, click the three dots in the top right and click Add
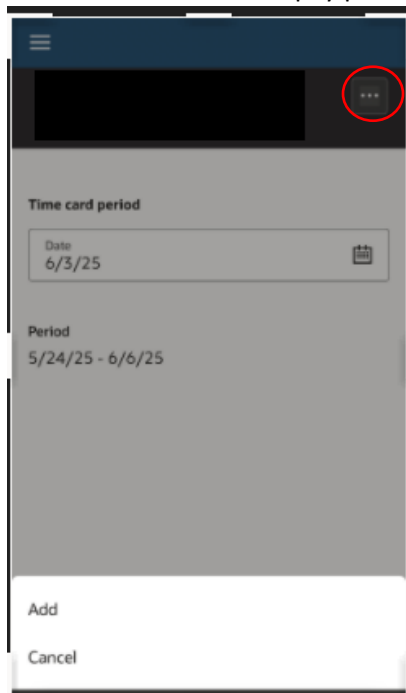
3. Click the + icon to add a timecard

4. Enter in your date/hours worked, position, hours type and any applicable comments and hit save

Time entry

From Date
5/24/25

Start Time
8:00 AM

Stop Time
4:00 PM

Position
Supplemental Assignment

Hours Type
Regular Hours

Comments

...   Save

5. Click the three dots in the top right when you are ready to Save and/or Submit the timecard

Person Number 143045   Time Card Period 5/24/25 to (

+   🗑 Clear Time Card   ...

Saturday, May 24
8:00 AM - 4:00 PM
8 hours

Submit

Save

Save and Close

Save as Template

Print

Cancel