

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...

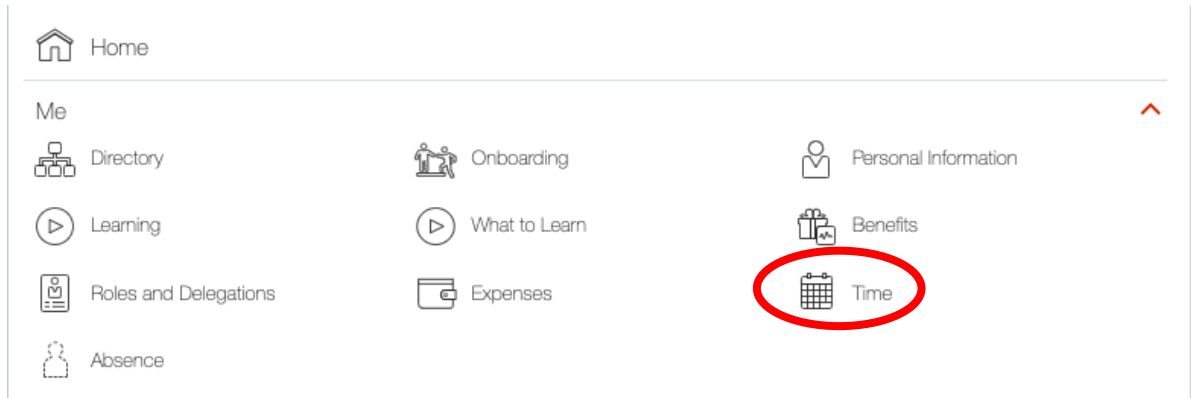
- Work schedules and overtime calculations are pre-configured into the system. Overtime automatically calculates after an employee enters over 40 hours of work in a single workweek.
- *Comp Time Earned* and *Comp Time Used* are entered through Time & Labor (not Absence). You must enter comments when 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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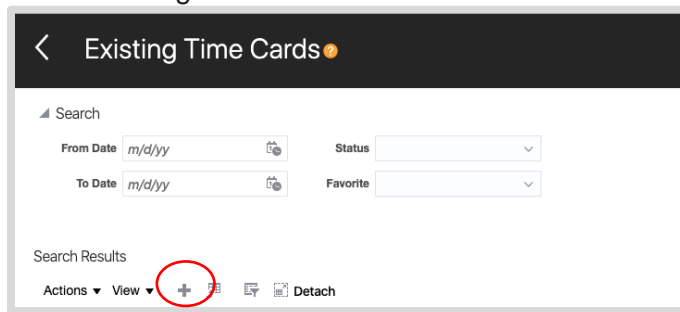
If you want to...	Then Go To
Create a new time card	Part 1
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Part 1: Create a New Time Card

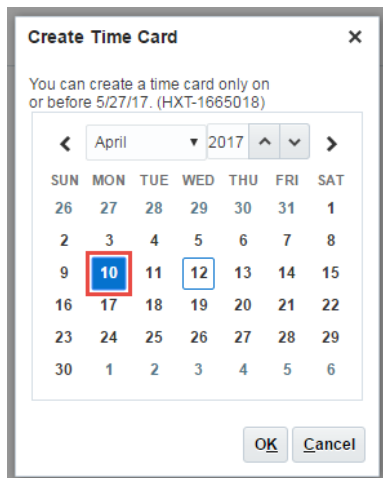
1. Select the "Time" icon from the Navigator.



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



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



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 auto-calculates 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>
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>

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)

Create Time Card: Report Time

Person Information
 Name Rick TestATSS
 Assignment Number E600080
 Position Department Administrative Assistant II, FA, FA-Planning, Construction & Facilities

Time Card Details

Time Entry
 Actions View Format

1 **Select Position**

2 **Select Hours Type**

3 **Enter Start & Stop Time**

	Monday, April 10		Tuesday, April 11	
	Start	Stop	Start	Stop
1	8:00 AM	12:00 PM		
Daily Total	4.00			

Rows Selected 1 Columns Frozen 2

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

Time Entry
 Actions View Format

+ Add Row Below

Freeze

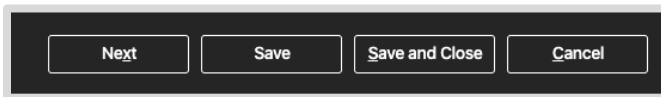
	* Position	* Hours Type	Monday, April 10		Tuesday, April 11	
			Start	Stop	Start	Stop
1	Department	Regular	8:00 AM	12:00 PM		
2	Department	Regular	1:00 PM	5:00 PM		
Daily Total			8.00			

Rows Selected 1 Columns Frozen 2

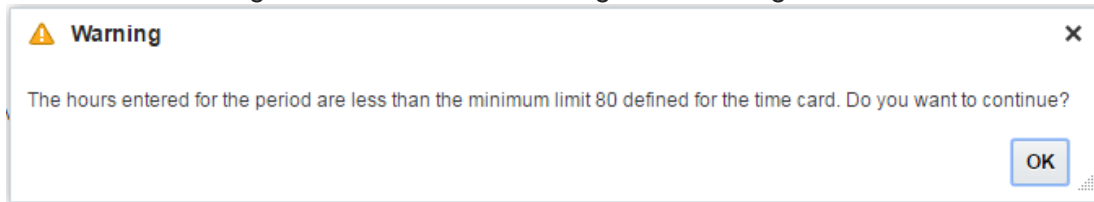
5. Continue entering time worked for each day.

Employee Time (ESS): Time Entry for Employees

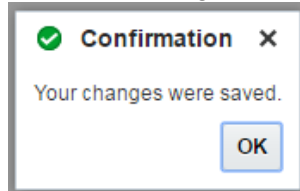
6. Add new rows for each separate Hours Type, if you have multiple Hours Types in a pay period. (ie: *Holiday, Holiday Worked or Comp Time Earned.*)
7. Scroll to top of the page and click “Save” or “Save and Close” when you are finished entering your time worked. “Save and Close” is recommended to exit.



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.

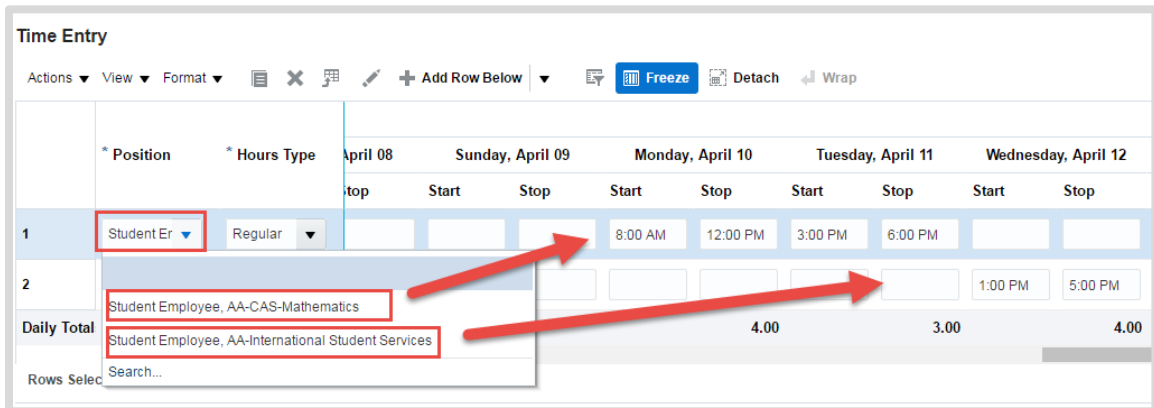


8. A confirmation message will appear.



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.

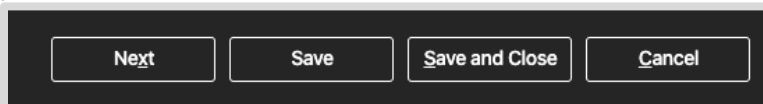


Time Entry

Actions View Format Add Row Below Freeze Detach Wrap

	* Position	* Hours Type	April 08	Sunday, April 09	Monday, April 10	Tuesday, April 11	Wednesday, April 12	
			top	Start	Stop	Start	Stop	
1	Student Er	Regular			8:00 AM	12:00 PM	3:00 PM	6:00 PM
2	Student Employee, AA-CAS-Mathematics						1:00 PM	5:00 PM
Daily Total	Student Employee, AA-International Student Services				4.00		3.00	4.00
Rows Selected	Search...							

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.



Next Save Save and Close Cancel

Part 4: Add Shift Differential

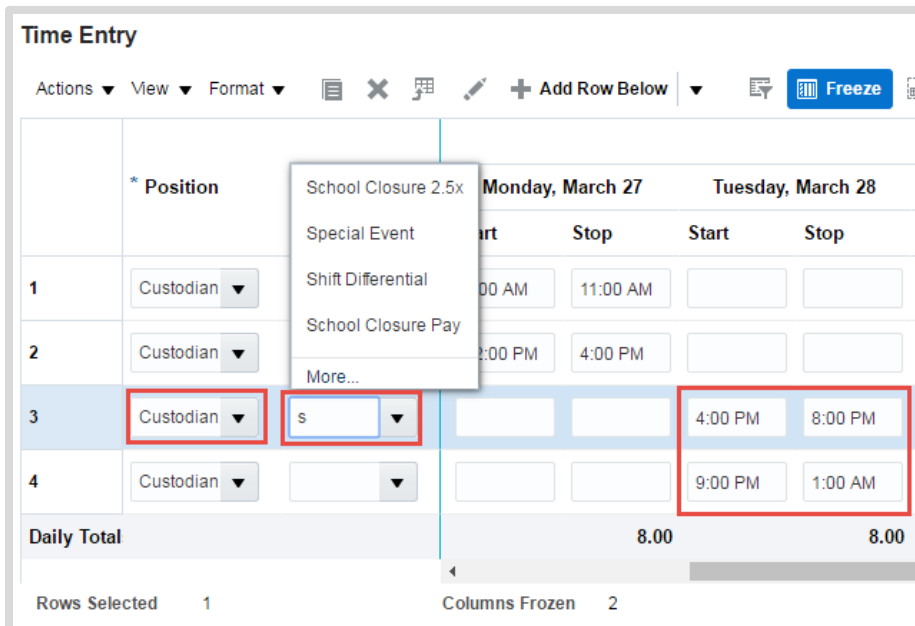
Employees working second or third shifts are eligible for a pay differential of an additional .50 cents per hour. Employees regularly assigned to second or third shift will *automatically* receive the pay differential in their paycheck when they submit their time in Bear Trax.

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*.



The screenshot shows the 'Time Entry' interface. A dropdown menu is open over the 'Position' column, with 'Shift Differential' selected. The table below shows time entry for Monday, March 27 and Tuesday, March 28. The 'Daily Total' row shows 8.00 hours for both days. The interface includes a toolbar with options like 'Add Row Below' and 'Freeze'.

	* Position	Hours Type	Monday, March 27	Tuesday, March 28
			Start	Stop
1	Custodian		8:00 AM	11:00 AM
2	Custodian		12:00 PM	4:00 PM
3	Custodian	s		4:00 PM 8:00 PM
4	Custodian			9:00 PM 1:00 AM
Daily Total			8.00	8.00

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.

Next

Save

Save and Close

Cancel

7. A confirmation message will appear.

✔ **Confirmation** ✕

Your changes were saved.

OK

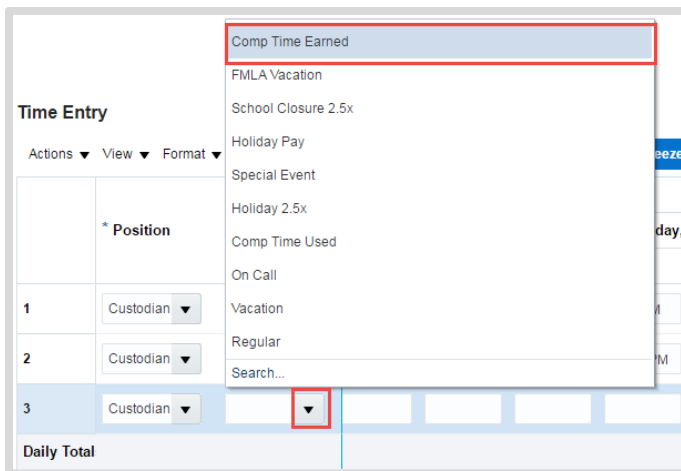
Part 5: Enter Comp Time & Comments

Comp Time Earned

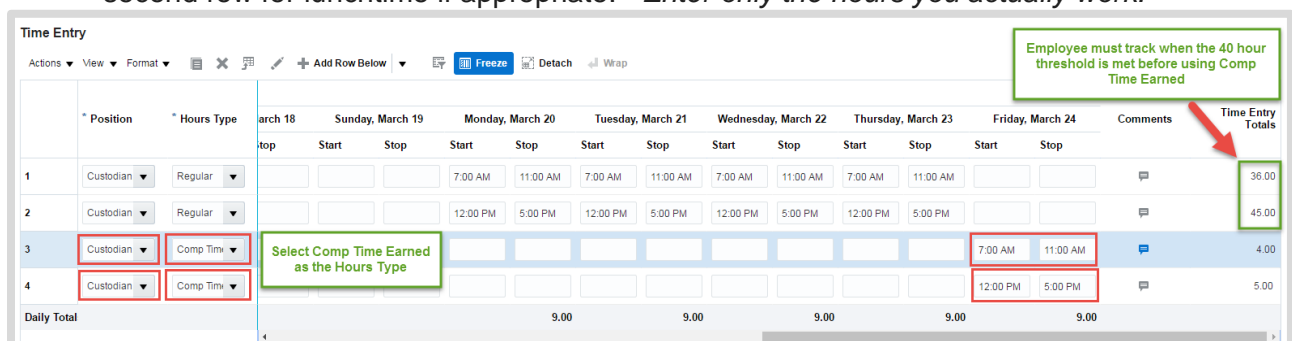
Comp Time Earned can only be entered when an employee has worked over 40 hours in the work week. Employee must track when they surpass the 40 hour threshold. If an employee has not logged over 40 hours for the week, *Comp Time Earned* cannot be used as an hours type option.

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

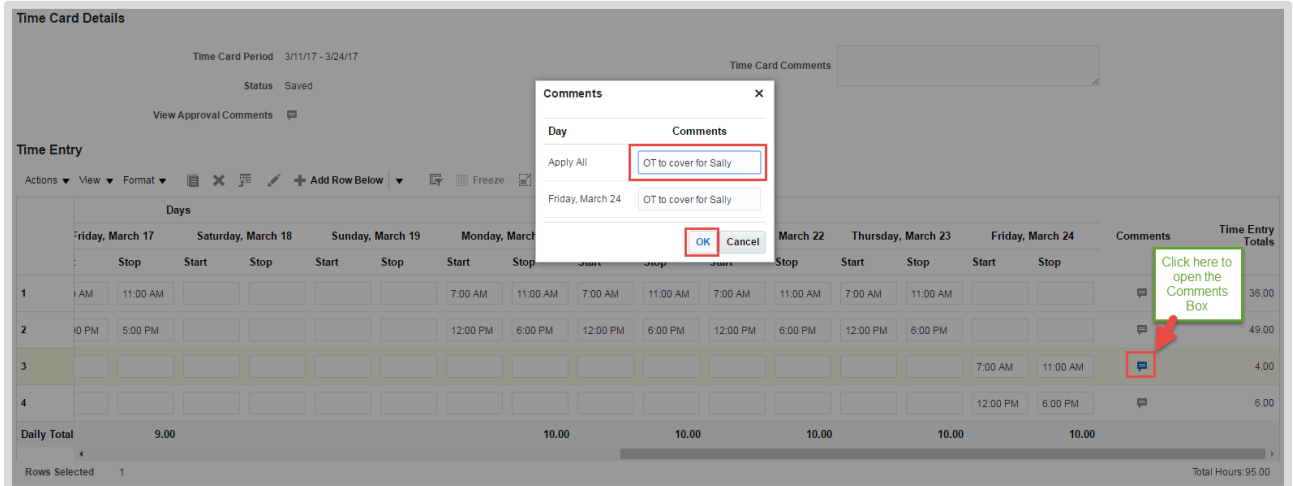


3. Enter your Start and Stop Time as you would for your regular time entry process, adding a second row for lunchtime if appropriate. *Enter only the hours you actually work.*

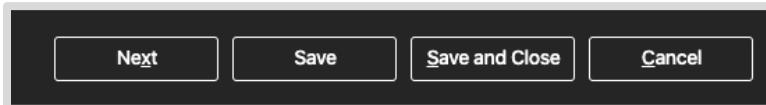


- a. The system auto-calculates the 1.5 conversion rate and the rate is reflected in Absence Management.
- b. A notice appears stating "Comp Time Earned is accrued at 1.5 times the hours entered on the time card. Please enter appropriate comments."
- c. Note: Hours put toward *Comp Time Earned* will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

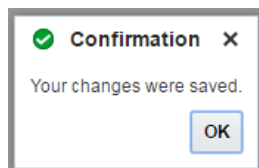
4. Scroll to the right of the page to add comments. Comments are *required* when using *Comp Time Earned* hours type. Add the comment and click OK.



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.

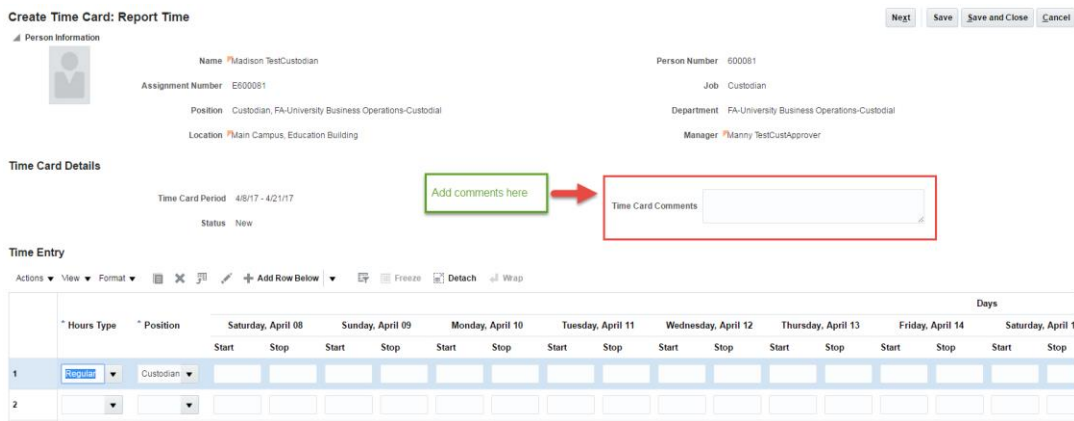
To enter *Comp Time Used*, enter it as a separate line and select the Hours Type *Comp Time Used*. Enter your Start and Stop Time as you would for your regular time entry process. Be sure to Save your entry. Note: You cannot use Comp Time that has been earned in the same pay period.

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, use the comments section at the top of the Time Card.



Create Time Card: Report Time [Next] [Save] [Save and Close] [Cancel]

Person Information

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

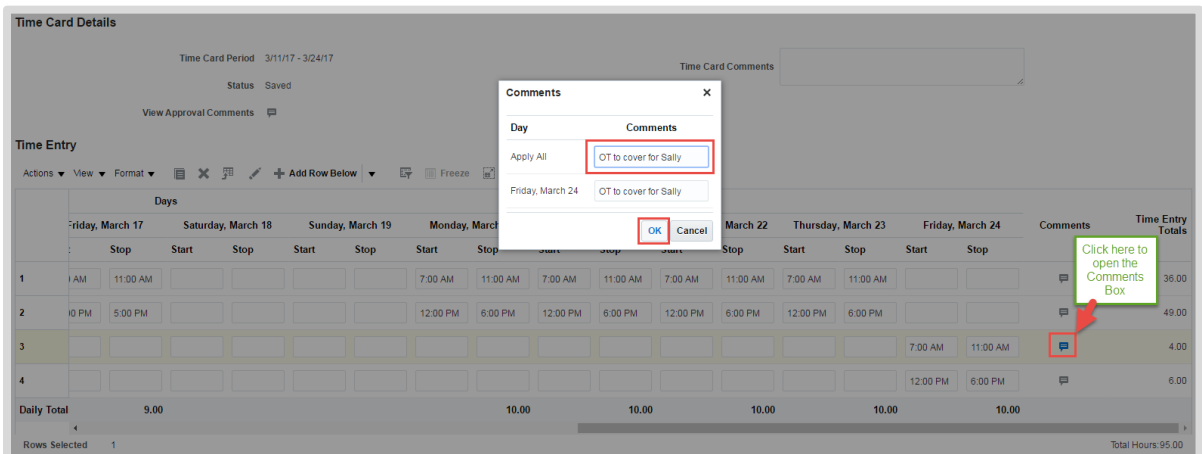
Time Card Details

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

Time Entry

Hours Type	Position	Days															
		Saturday, April 08		Sunday, April 09		Monday, April 10		Tuesday, April 11		Wednesday, April 12		Thursday, April 13		Friday, April 14		Saturday, April 15	
		Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	Custodian																
2																	

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

Hours Type	Position	Days														Comments	Time Entry Totals
		Friday, March 17		Saturday, March 18		Sunday, March 19		Monday, March 20		Tuesday, March 21		Wednesday, March 22		Thursday, March 23			
		Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1		7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM		36.00
2						12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM		49.00
3														7:00 AM	11:00 AM		4.00
4														12:00 PM	6:00 PM		6.00
Daily Total		9.00		10.00		10.00		10.00		10.00		10.00		10.00			

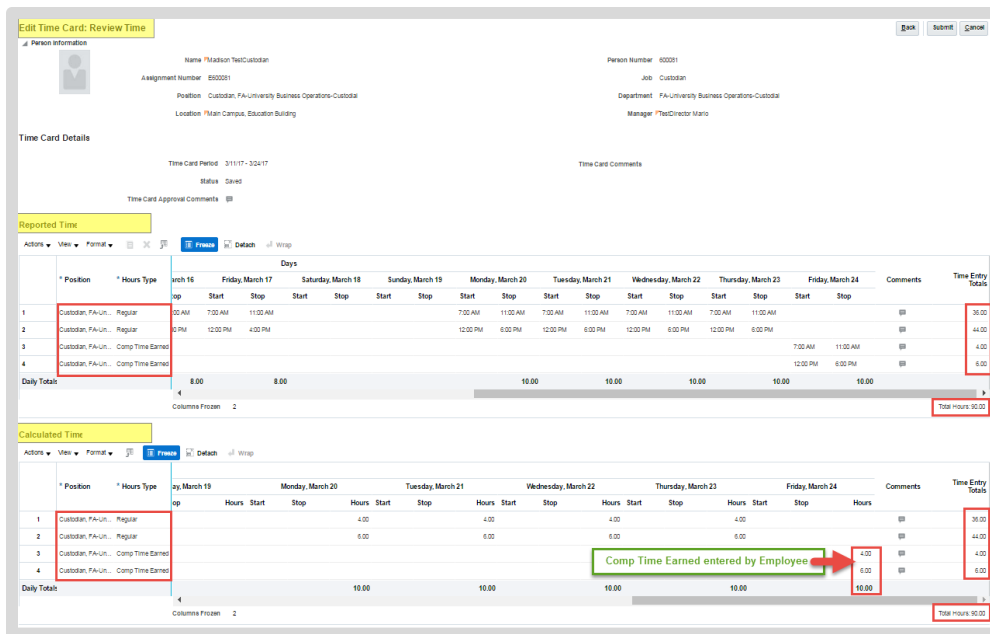
Part 7: Submit Time Card

Employees review and submit time bi-weekly in accordance with the payroll calendar (Payroll calendar link: http://www.shawnee.edu/offices/human-resources/media/Pay-schedule_STA_FY17-18.pdf)

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



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.



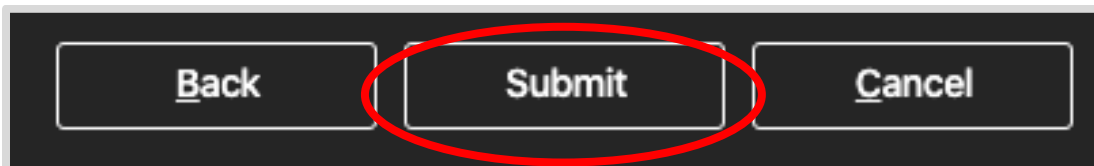
Reported Time

Position	Hours Type	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Comments	Time Entry Totals
1	Custodian, FA/Univ., Regular	7:00 AM	11:00 AM																35.00
2	Custodian, FA/Univ., Regular	6:00 AM	12:00 PM	4:00 PM		12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM								44.00
3	Custodian, FA/Univ., Comp Time Earned											7:00 AM	11:00 AM						4.00
4	Custodian, FA/Univ., Comp Time Earned											12:00 PM	6:00 PM						6.00
Daily Totals																			10.00

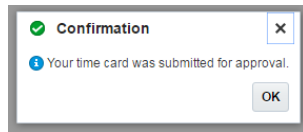
Calculated Time

Position	Hours Type	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Hours	Comments	Time Entry Totals
1	Custodian, FA/Univ., Regular																	4.00		39.00
2	Custodian, FA/Univ., Regular																	6.00		44.00
3	Custodian, FA/Univ., Comp Time Earned																	4.00		4.00
4	Custodian, FA/Univ., Comp Time Earned																	6.00		6.00
Daily Totals																			10.00	

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



4. A Confirmation message will appear.






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

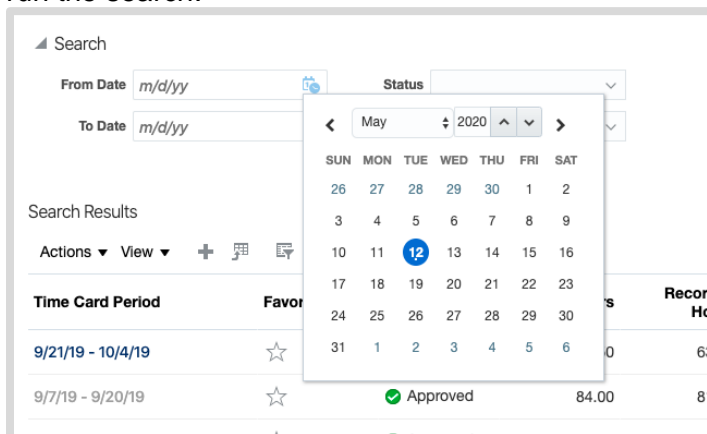
To view current or previously submitted time cards, Navigate to Manage Time Cards. Click on the time card you wish to view.

Time Card Period	Favorite	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
9/21/19 - 10/4/19	☆	🔒 Saved	65.50	63.50	2.00				✕
9/7/19 - 9/20/19	☆	✅ Approved	84.00	81.50	2.50	9/20/19			✕
8/24/19 - 9/6/19	☆	✅ Approved	81.50	63.50	18.00	9/6/19			✕
8/10/19 - 8/23/19	☆	✅ Approved	85.00	70.00	15.00	8/23/19			✕
7/27/19 - 8/9/19	☆	✅ Approved	82.00	68.00	14.00	8/9/19			✕

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.



View Summary

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 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, FA-U... Regular			7:00 AM	11:00 AM	7:00 AM	11:00 AM	7:00 AM	11:00 AM		40.00
2	Custodian, FA-U... Regular			12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM		44.00
3	Custodian, FA-U... Comp Time Ear...							12:00 PM	6:00 PM		6.00
Daily Total				10.00		10.00		10.00			90.00

Columns Frozen 2 Total Hours: 90.00

Calculated Time

Actions View Format Freeze Detach Wrap


* Position	* Hours Type	Tuesday, March 21		Wednesday, March 22		Thursday, March 23		Friday, March 24		Comments	Time Entry Totals	
		Hours	Start	Stop	Hours	Start	Stop	Hours	Start	Stop	Hours	
1	Custodian, FA-U... Regular	4.00			4.00			4.00				36.00
2	Custodian, FA-U... Overtime										4.00	4.00
3	Custodian, FA-U... Regular	6.00			6.00			6.00				44.00
4	Custodian, FA-U... Comp Time Ear...										6.00	6.00
Daily Total		10.00			10.00			10.00			10.00	90.00

Columns Frozen 2 Total Hours: 90.00

3. When you are finished viewing, click Done.

View Time Card: Madison TestCustodian Done

Person Information

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

Search Results

Actions View + [Icons] Detach

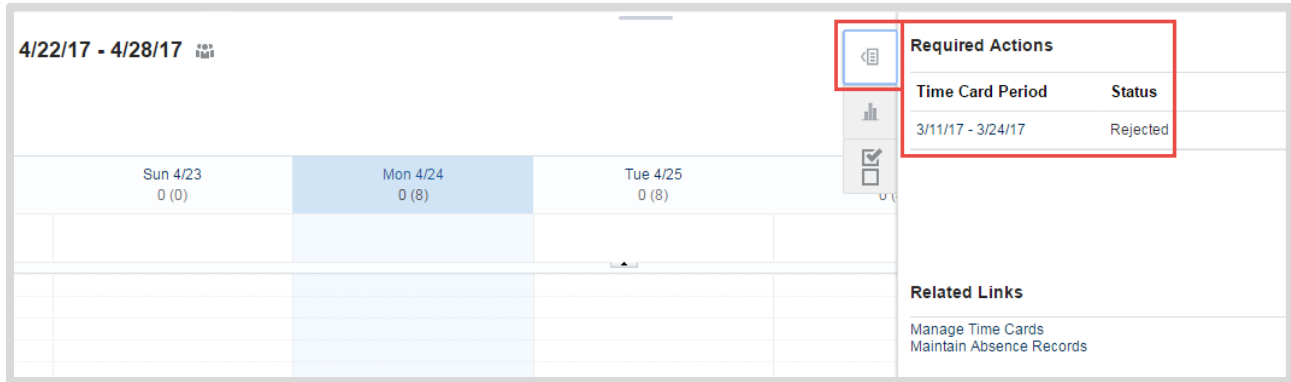
Time Card Period	Favorite	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
9/21/19 - 10/4/19	☆	Saved	65.50	63.50	2.00				X
9/7/19 - 9/20/19	☆	Approved	84.00	81.50	2.50	9/20/19			X
8/24/19 - 9/6/19	☆	Approved	81.50	63.50	18.00	9/6/19			X
8/10/19 - 8/23/19	☆	Approved	85.00	70.00	15.00	8/23/19			X
7/27/19 - 8/9/19	☆	Approved	82.00	68.00	14.00	8/9/19			X

Note: In the screenshot, a red box highlights the date range '9/21/19 - 10/4/19' and the 'X' in the Delete column. A blue box labeled 'To Edit' is positioned over the date range of the second row, and another blue box labeled 'To Delete' is positioned over the 'X' in the Delete column of the second row. Red arrows point from these boxes to the corresponding elements in the table.

Part 10: 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.



4/22/17 - 4/28/17

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

Related Links

- Manage Time Cards
- Maintain Absence Records