

Web Time Entry – Clock In and Out

Clock In and Out

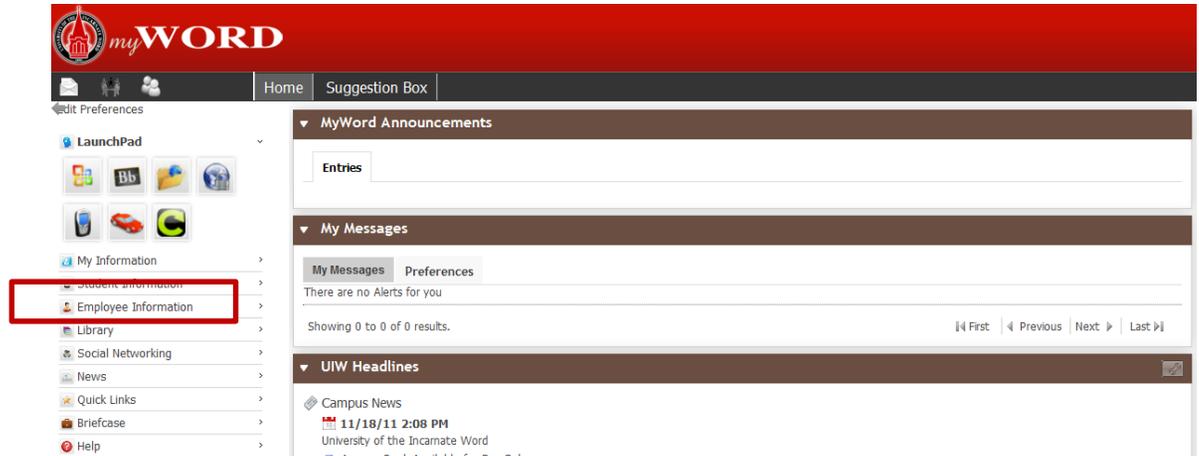
1. Open Internet Explorer
2. Go to the **UIW Website** (<http://www.uiw.edu/>)
3. Click **My Word** at the top right of the webpage



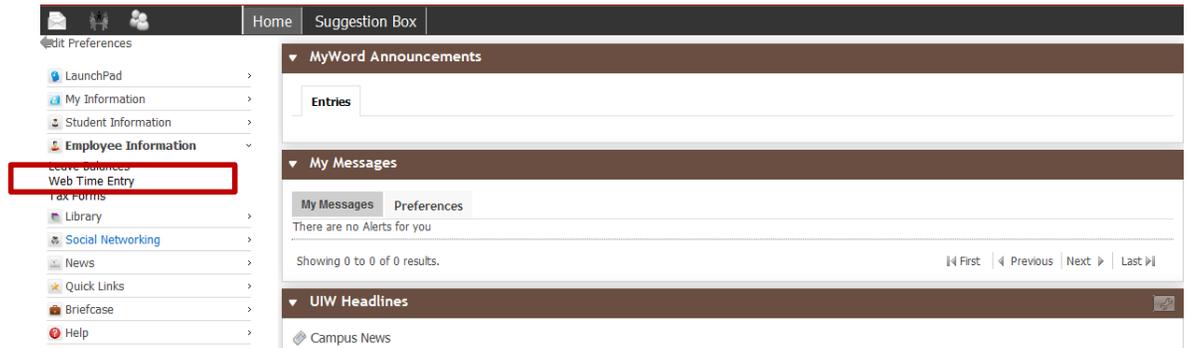
4. In the **Login window**, your **UIW Username and Password** (*this is the same username and password used for Blackboard and Cardinal Mail*)
5. Click **Login**



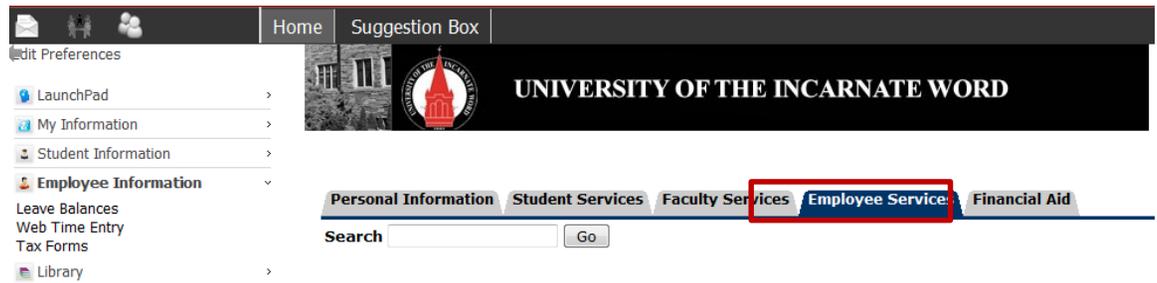
- 6. The **My Word Homepage** opens
- 7. On the menu, click **Employee information**



- 8. Click **Web Time Entry**



- 9. Select the **Employee Services** tab



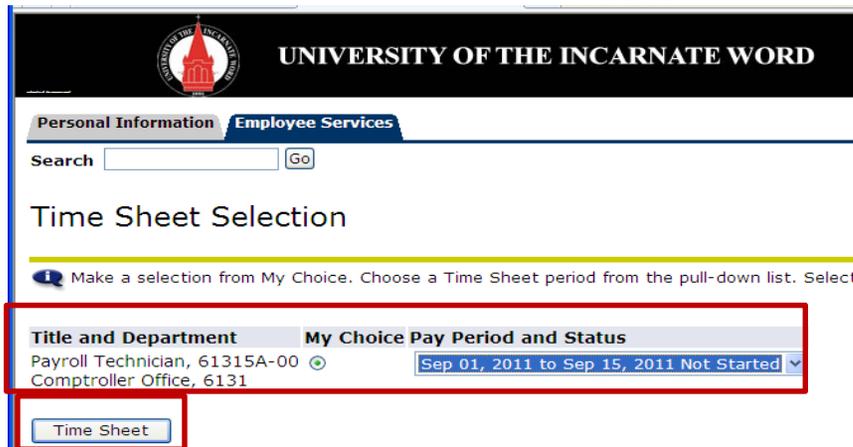
10. A new **Screen** opens, select **Electronic Time Keeping**
11. The **Time Sheet Selection Screen** will open showing either the *staff* or *student* time sheet

Electronic Time Keeping

- [Request Time Off](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, I
- [Pay Information](#)
Direct deposit allocation, earnings and deductions histo
- [Tax Forms](#)
W4 information, W2 Form.
- [Jobs Summary](#)
- [Leave Balances](#)

Staff Timesheet

Student Timesheet



UNIVERSITY OF THE INCARNATE WORD

Personal Information Employee Services

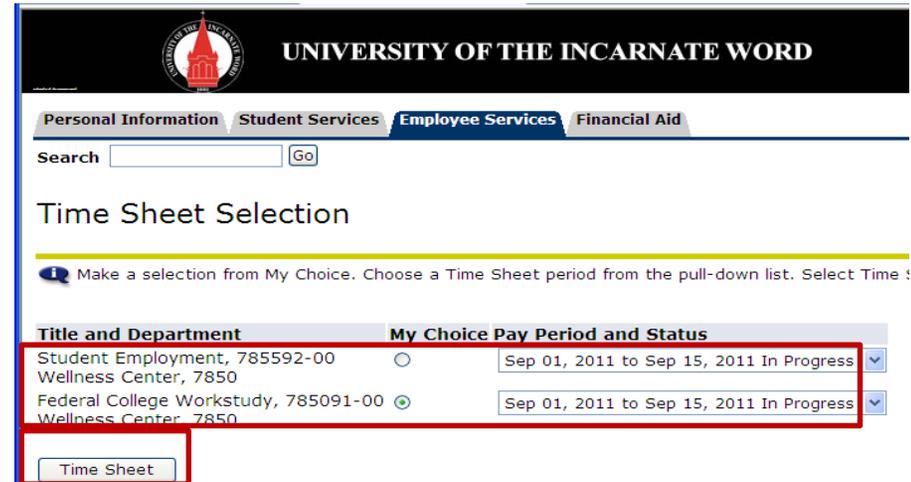
Search Go

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time :

Title and Department	My Choice Pay Period and Status
Payroll Technician, 61315A-00 Comptroller Office, 6131	Sep 01, 2011 to Sep 15, 2011 Not Started

Time Sheet



UNIVERSITY OF THE INCARNATE WORD

Personal Information Student Services Employee Services Financial Aid

Search Go

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time :

Title and Department	My Choice Pay Period and Status
Student Employment, 785592-00 Wellness Center, 7850	Sep 01, 2011 to Sep 15, 2011 In Progress
Federal College Workstudy, 785091-00 Wellness Center, 7850	Sep 01, 2011 to Sep 15, 2011 In Progress

Time Sheet

12. On the **Time Sheet Selection Screen**, Select a **time period**
13. Click the **Timesheet button**

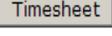
14. The **Time and Leave Reporting Screen** opens

15. Click the **Clock In or Out icon** 

16. The **Clock In and Out Screen** opens

17. Note that the time and date entries are

correct and click **Save** 

18. Click **Timesheet** 

19. You are clocked in. Repeat steps **14-17** to **Clock Out**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Payrn
 Department and Number: Univ
 Time Sheet Period: Aug
 Submit By Date: Sep

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
	Regular	1		0	12.5		8	4.5	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:					12.5		8	4.5	0	0	0	0
Total Units:						0	0	0	0	0	0	0

Clock In and Out

Enter time at intervals of 15 minutes in the 99-99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Aug 16, 2011

Earnings Code: Regular

Clock In					Clock Out							
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	07:55 AM	08:00 AM			Aug 16, 2011 05:02 PM	11:31 AM	11:30 AM			Aug 16, 2011 05:02 PM	Aug 16, 2011 05:02 PM	3.5
1	04:58 PM	12:30 PM		messed up	Aug 16, 2011 05:02 PM	05:01 PM	05:00 PM				Aug 16, 2011 05:02 PM	4.5
1												0
1												0
1												0
Total:											8	

Make Changes or Correct Errors

Sometimes you have to make manual adjustments to your timesheet. This is how to proceed.

1. Review the **Time and Leave Reporting Screen** to locate errors on the timesheet
2. If an error is detected, click the **blue link** for the time entered in error (i.e. **8**)

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
 Title and Number: _____
 Department and Number: _____
 Time Sheet Period: _____
 Submit By Date: _____

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
⊕	Regular	1		0	12.5	8	4.5	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours				
	Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours				
	Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours				
	Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours				
Total Hours:					12.5	8	4.5	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0	0

3. **Correct the time on the Clock In and Out Screen**
4. Add a **comment** as to explain the change in the **Comment section**
5. Click **Save**
6. Click **Timesheet**

Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Aug 16, 2011
 Earnings Code: Regular

Clock In						Clock Out						Total Hours
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	07:55 AM	08:00 AM			Aug 16, 2011 05:02 PM	11:31 AM	11:30 AM			Aug 16, 2011 05:02 PM	Aug 16, 2011 05:02 PM	3.5
1		04:58 PM	12:30 PM	messed up	Aug 16, 2011 05:02 PM	05:01 PM	05:00 PM				Aug 16, 2011 05:02 PM	4.5
1												0
1												0
1												0
Total:											8	

Report Time Other than Regular Hours

Sometimes you will clock in reporting hours for **Vacation Leave, Sick leave, Jury Duty or Bereavement Leave**

1. **On Time and Leave Reporting Screen** Click the **Enter Hours** Link adjacent to the line for either **Vacation, Sick, Jury Duty or Bereavement**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

1001

Time Sheet Period:

Submit By Date:

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
	Regular	1		0	12.5	8	4.5	Future Time Entry				
	Vacation	1		0	0	Enter Hours						
	Sick	1		0	0	Enter Hours						
	Jury Duty	1		0	0	Enter Hours						
	Bereavement	1		0	0	Enter Hours						
Total Hours:					12.5	8	4.5	0	0	0	0	0
Total Units:						0	0	0	0	0	0	0

Time In and Out

Information Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jan 16, 2012

Earnings Code: Vacation

Time In	Time Out	Total Hours
8:15 AM	10:00 AM	0
		0
		0
		0
		0
		0
		0

2. **Enter the time** on the **Time In and Out Screen**
3. Enter time at 15-minute increments. For example; **8:15 in** and **10:00 out**.
4. Click **Save**
5. Click **Timesheet**

Delete Hours

1. On **Time and Leave Reporting Screen**, locate the date, and click the **blue link** to select the hours to be deleted (i.e. **8**)

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	Submit By Date:	
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
<input checked="" type="radio"/>	Regular	1		0	12.5	8	4.5	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:					12.5	8	4.5	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0	0

Clock In and Out

Enter time at intervals of 15 minutes in the 99-99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Aug 16, 2011

Earnings Code: Regular

Clock In					Clock Out							Total Hours
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	07:55 AM	08:00	AM		Aug 16, 2011 05:02 PM	11:31 AM	11:30	AM		Aug 16, 2011 05:02 PM	Aug 16, 2011 05:02 PM	3.5
1	04:58 PM	12:30	PM	messed up	Aug 16, 2011 05:02 PM	05:01 PM	05:00	PM			Aug 16, 2011 05:02 PM	4.5
1			AM					AM				0
1			AM					AM				0
1			AM					AM				0
Total:												8

Timesheet Next Day
 Add New Line Save **Delete**

2. The **Clock In and Out Screen** opens
3. Click **Delete**

4. On the next **Screen**; Select **OK** to complete the deletion process.
5. *All changes made to Clock In and Out will be removed for the selected date*

The screenshot shows a web application interface with a navigation bar at the top containing tabs for "Personal Information", "Student", "Financial Aid", and "Employee". Below the navigation bar is a search area with a "Search" label, a text input field, and a "Go" button. In the top right corner, there are links for "SITE MAP", "HELP", and "EXIT". A yellow horizontal line separates the search area from the main content. The main content area contains a checkbox with the text "Select OK to delete. All changes made to Clock in and Clock out will be removed for the selected date." Below this text is a confirmation dialog with two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red border. At the bottom left of the page, the text "RELEASE: 8.2" is displayed.

Comments

1. Open the **Time and Leave Reporting Screen** to review the hours entered
2. Click **Comments** 

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: _____

Department and Number: _____

Time Sheet Period: _____

Submit By Date: _____

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
	Regular	1		0 12.5			8	4.5	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1		0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement	1		0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				12.5		8	4.5	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0	0

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Aug 17, 2011
Enter or Edit Comment:

[Save](#)
[Previous Menu](#)

RELEASE: 8.4

Submit for Approval

At the end of the pay period, you must submit hours for approval.

5. Open the **Time and Leave Reporting Screen** to preview the hours entered
6. If you are satisfied that your time sheet is correct, click **Summit for Approval**
7. Be sure to submit the time sheet prior to the **Submit by Date**
8. The timesheet will refresh, and the statement; **Timesheet was Submitted Successfully** (⚠ Your time sheet was submitted successfully.) will appear at the top of the **Screen**

Personal Information | Student Services | **Employee Services** | Financial Aid

Search SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
 Title and Number:
 Department and Number: 01
 Time Sheet Period:
 Submit By Date:

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
⊕	Regular	1		0	12.5		8	4.5	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:					12.5		8	4.5	0	0	0	0
Total Units:						0	0	0	0	0	0	0