

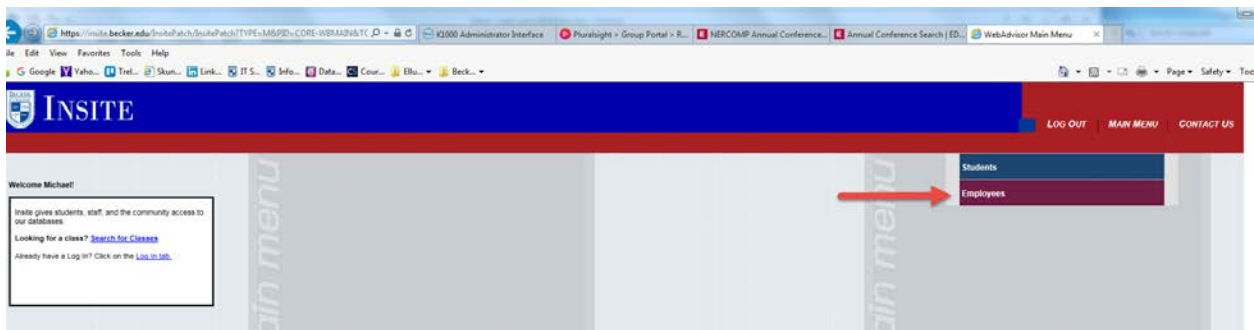
Student Web Time Entry FAQ

Becker is moving to on-line time entry for students. This FAQ will show you how to enter time and view prior time entered. This new electronic process will replace the paper time sheet process.

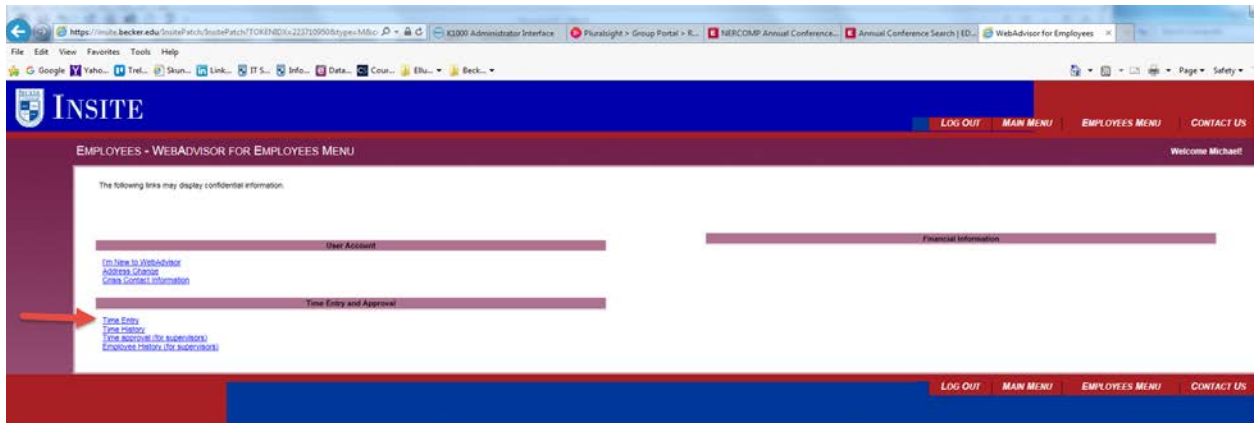
Entering Time Weekly

To enter your time weekly, please do as follows:

1. Login to Insite.
2. Click the Employees tab in Insite.



3. Click the time entry link.



4. Check the current pay period and select submit.

The screenshot shows the top portion of the INSITE Time Entry form. The browser address bar indicates the URL: https://insite.becker.edu/InsitePatch/InsitePatch?TOKENIDX=9704027257&SS=1&APF. The page title is "Time Entry". Below the header, there is a section for "EMPLOYEES" with a "Time Entry" title. A table contains the following data:

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	11/01/15	11/14/15	Federal Work Study	08/26/13	Financial Aid			11/13/15 05:00PM

Below the table is a "SUBMIT" button. Red arrows point to the "Choose Only One" checkbox and the "SUBMIT" button.

5. Enter the hours you have worked each day. Check off the electronic signature box and click Submit.

The screenshot shows the middle portion of the INSITE Time Entry form. It includes a table for "Leave Type" and "Leave Balance", and a large table for "Hours Worked".

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Federal Work Study	11/14/15	Bi-Weekly Hourly	Financial Aid			11/13/15 05:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
11/01/15	Sunday								<input type="checkbox"/>
11/02/15	Monday	2							<input type="checkbox"/>
11/03/15	Tuesday								<input type="checkbox"/>
11/04/15	Wednesday								<input type="checkbox"/>
11/05/15	Thursday	2							<input type="checkbox"/>
11/06/15	Friday								<input type="checkbox"/>
11/07/15	Saturday								<input type="checkbox"/>
11/08/15	Sunday								<input type="checkbox"/>
11/09/15	Monday	2							<input type="checkbox"/>
11/10/15	Tuesday								<input type="checkbox"/>
11/11/15	Wednesday								<input type="checkbox"/>
11/12/15	Thursday	2.5							<input type="checkbox"/>
11/13/15	Friday								<input type="checkbox"/>
11/14/15	Saturday								<input type="checkbox"/>

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval
 Supervisor Comments
 Supervisor's E-mail Address

Below the form is a "SUBMIT" button. Red arrows point to the "Hours Worked" column header, the electronic signature checkbox, and the "SUBMIT" button.

6. You will receive a confirmation that your time is complete. Click OK and you are done.

 **INSITE**

EMPLOYEES

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 11/14/15
Time Entry Status Complete

Current Pay Period	Hours
Regular Hours	11.35
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	11.35



View Past Time Periods

To view your time history, do as follows:

1. From the Employee menu in Insite, select Time History.

INSITE

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

User Account

[I'm New to WebAdvisor](#)
[Address Change](#)
[Crisis Contact Information](#)

Time Entry and Approval

[Time Entry](#)
[Time History](#)
[Time approval \(for supervisors\)](#)
[Employee History \(for supervisors\)](#)

2. Enter the year and click Submit.

INSITE

EMPLOYEES


Time History

* = Required

Choose time history with pay period end date in* 2015

SUBMIT

3. Check off the pay period and click Submit.

 **INSITE**

EMPLOYEES


Select Pay Period/Position

Name Mr. Michael K. Werbin

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input checked="" type="checkbox"/>	11/01/15	11/14/15	Federal Work Study	Financial Aid	Mr. Daniel T. Gondek	
<input type="checkbox"/>	10/18/15	10/31/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	09/20/15	10/03/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	09/06/15	09/19/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	04/05/15	04/18/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	03/22/15	04/04/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	03/08/15	03/21/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	02/22/15	03/07/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	02/06/15	02/21/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	01/25/15	02/07/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	
<input type="checkbox"/>	01/11/15	01/24/15	Federal Work Study	Financial Aid	Ms. Mary Lou Watkins	

SUBMIT

4. That will allow you to view your time sheet for any period in the current year that has been submitted. Click Submit when done.

 **INSITE**

EMPLOYEES

Time History

Position Title: Federal Work Study | Pay Period End Date: 11/14/15 | Pay Cycle: Bi-Weekly Hourly | Department: Financial Aid | Location: | Type: Draft Record

Employee has completed the electronic signature | Employee Complete Date: 11/12/15 | Employee Complete Time: 03:47PM

Supervisor Decision: Approve | Supervisor Decision Date: 11/12/15 | Supervisor Decision Time: 04:00PM

Supervisor Comments: None

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
11/04/2015	Wednesday	4.00							
11/10/2015	Tuesday	3.00							
11/13/2015	Friday	6.00							

Date Day Time In Time Out
N/A

Action to take:

SUBMIT