

# CAHNRS/WSU Extension Timekeeper System

## User's Guide

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This document briefly describes how to use the CAHNRS/WSU Extension Timekeeper website. It is available to CAHNRS timeslip employees and their supervisors, and will replace the current paper timeslip system. Using the site requires a secure network login to ensure data integrity and security and allow for electronic signatures.

To start, go to <http://timekeeper.cahnrs.wsu.edu>.

- Create a bookmark for this page. Then click the **Logon** button.
- You'll be re-routed to the universal CAHNRS and WSU Extension Secure Login page. **Do not bookmark the logon page.**
- Enter your network ID and password.

You should be re-routed to the Timekeeper data entry site. The next few pages describe the basic functions of the site.

The first time you enter the site, there will also be a popup Help screen, describing the basic functions of the application. Click Close to remove the popup. To prevent the popup from appearing each time you enter the site, check the checkbox in the lower left part of the popup display.

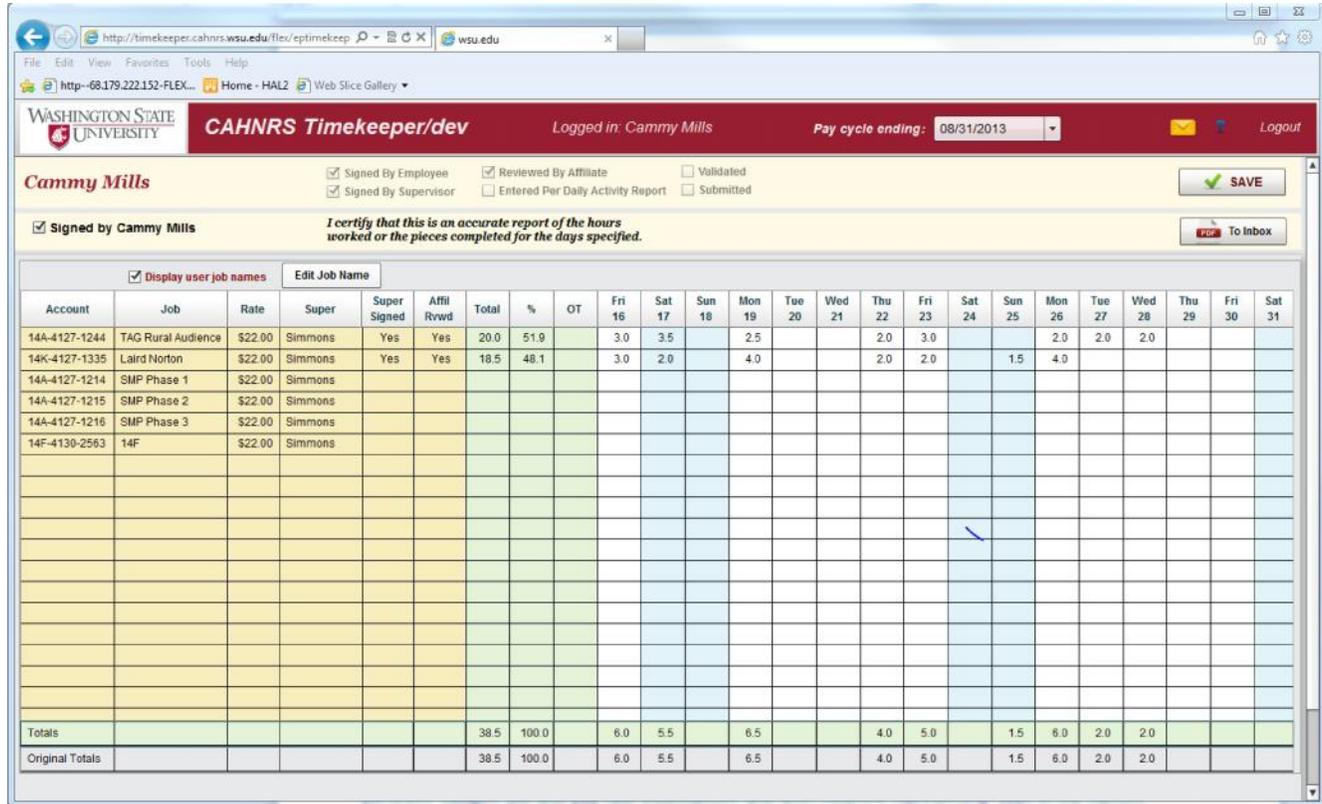
There are three types of users for the web Timekeeper system:

- Timeslip employees
- Supervisors
- Reviewing Affiliates

# If You Are A Timeslip Employee

You'll see something like the screen in **Fig. 1**.

**Fig. 1:**



## DATA ENTRY

It's a spreadsheet organized with rows representing appointments assigned to the employee with pertinent budget, job and pay rate information; and with columns representing days in the current pay cycle. Simply enter the hours worked in the appropriate cell. For example, if you worked 2.5 hours on the 17<sup>th</sup> for the job/account listed on the 3<sup>rd</sup> row, enter 2.5 there. Totals by row and column are automatically calculated, including overtime for more than 40 hours in a week.

Notice that this timesheet is for the current pay cycle, indicated in the dropdown list in the upper right part of the page. To view past timesheets, select a previous pay cycle from the list and that timesheet will be loaded (though not editable).

## SIGNATURE

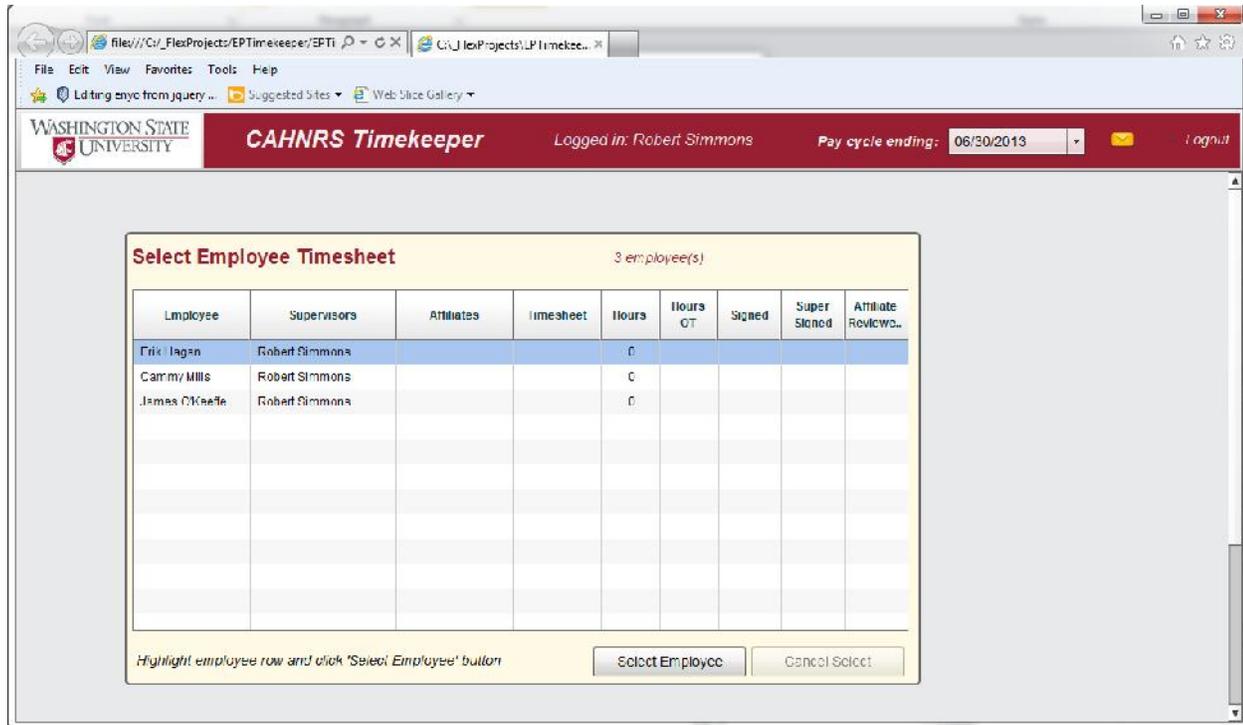
Above the grid and to the left is a check box with the current user's name. This represents the user's "electronic" signature. When the pay cycle is over, and you've finished entering your hours,

check this box to indicate to your supervisor and the accounting staff that you've completed your timesheet. See more on signatures, below.

## If You Are A Supervisor

You'll see something like the screen in **Fig. 2**, below. (NOTE, if you are a supervisor who is also a timeslip employee, you will see the above screen first, with a **Select Staff** button available to get you to Fig. 2 where you can select your staff's timesheets)

**Fig. 2:**



This screen is a list of your staff and some pertinent information about the timesheets for each for the currently select pay cycle (dropdown list, upper right). It shows whether the employees have already created timesheets, how many hours were entered, and whether or not they signed them. Select a row, and click the **Select** button to view the timesheet for that employee. You'll see something like Fig. 1, above.

Notice, however, that the signature checkbox above the grid and to the left does not have the employee's name, but YOUR name, as the supervisor. Checking that box signifies that you approve the values in the grid. The supervisor is allowed to enter or change the data if they need to. Perhaps the student isn't near the internet; or perhaps the supervisor doesn't agree with the hours entered. Refer to **More On Signatures**, below.

## If You Are An Affiliate

You will see a screen similar to Fig. 2, above, listing all employees charging to accounts which you have been assigned as a reviewer. However, a reviewer may not change any values on the timesheet. If the reviewer selects an employee to load the indicated timesheet, the signature checkbox now represents that the Affiliate has “reviewed” the timesheet and approved it.

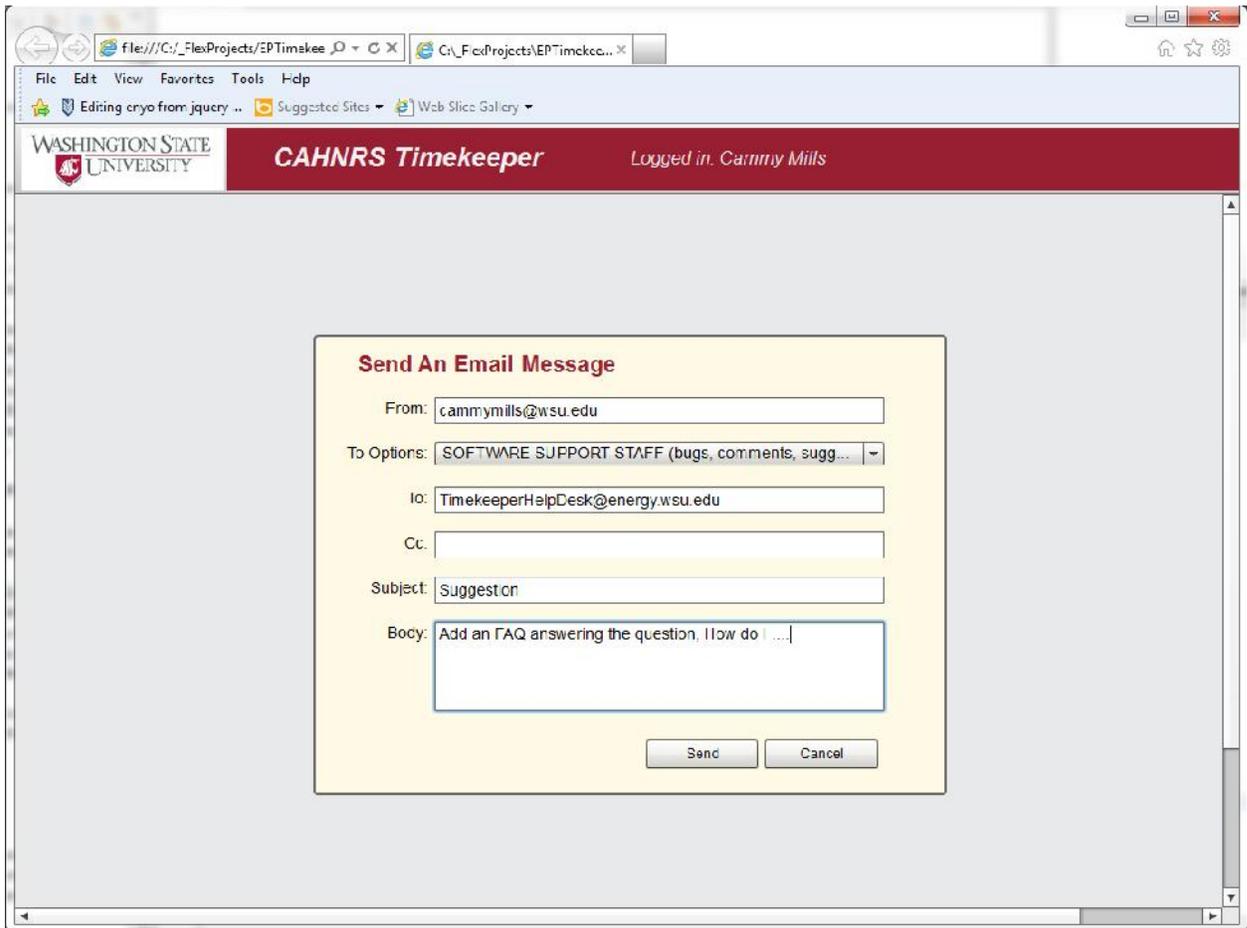
## More About Signatures

A signature by an employee or supervisor (or affiliate, mentioned below) represents approval of the hours entered at the time the signature was applied. If either the employee or the supervisor changes the hours entered, the OTHER signature is turned off and the signatory emailed that a change was made. For example, if the employee entered hours and signed it, then the supervisor changed the hours, the employee’s signature would be turned off and the employee notified by email to review the timesheet and sign again.

## Other Features

1. **TIMESHEET STATUS** - The band near the top of the screen in Fig. 1, above, contains several disabled checkboxes indicating the current status of the displayed timesheet. The signature checkboxes are obvious. “Validated” means the fiscal manager has reviewed the timesheet and marked as validated – locked from further changes and ready to be submitted to the mainframe system. “Submitted” means the data has been submitted. If either of these is checked and you haven’t finished your data entry, notify fiscal stuff immediately (via the email feature). If WSU Payroll hasn’t been closed, the fiscal manager can un-validate the timesheet so you can finish data entry.
2. **HELP** - Clicking the question mark in the upper right corner brings up a list of Frequently Asked Questions for the particular screen you’re viewing. Click on a question to view the answer.
3. **EMAIL** - The “Letter” icon in the upper right takes you to the Send Email page, shown in **Fig. 3**. This includes a dropdown list of probable destinations. An employee’s list would include assigned supervisors and affiliates. A supervisor’s list would include employee names. At the end of the list is a reference to “Fiscal Staff” (for accounting questions or questions about pay rate, assigned accounts, etc.), and to “Computer Support Staff” (for bug reports or suggestions for application improvement).

**Fig. 3:**



4. PRINTING YOUR TIMESHEET – Click the “PDF To Inbox” button (upper right). A PDF of your timesheet will be sent to you email address.
5. EDITING JOB NAMES – Each row of your timesheet represents a job appointment, a combination of budget/account number and job title/position#. The “Job” column lists the job title/position#. You can more easily identify these appointments by creating your own custom names for these “jobs” by highlighting a row and clicking the “Edit Job Name” button. Enter the new name (e.g., “Library filing”, or “CAHNRS data entry”) and Save. The name(s) will appear in the Job column of the timesheet. To view the original Title/Position reference, unclick the “Display user job name” checkbox.