

# Hourly Employees Web Time Entry

## Quick Reference Guide for PT Hourly Employees

### TIPS & REMINDERS

1. The normal deadline for submitting a time sheet for approval is **9:00 pm for Part-time Hourly employees**. Early time sheets can be submitted at any time in the pay period.

### OPENING YOUR TIME SHEET

1. Type **www.gadsdenstate.edu** into your web browser.
2. Click MYGADSDENSTATE (top right corner)
3. myGadsdenstate Update – Click Get Started
4. Have you activated your Alabama.edu account? Click Yes
5. Enter A#@alabama.edu & PIN, Click Sign In
6. Click the Employee Self Service Banner Card
7. Click Employee Dashboard
8. Click **Enter Time** button.

### ENTERING HOURS ON YOUR TIME SHEET

1. Select the appropriate day on the calendar
2. Click **Start Timesheet**
3. Click the **Earn Code** link under the day to report on and in the row for the *Earning Type* (examples: Regular/Prior)
4. In the **Hours** box, type the number of hours to report for this day of the pay period.
5. When you are finished, click **Save**.
6. If you wish to enter hours for another Earnings Code, or another day of the pay period, repeat steps 1 thru 3 until complete. To access the days in week two of the pay period, click the **arrow** buttons near the top of the time sheet.
7. Please review **Submitting Your Time Sheet** section before you click Submit for Approval

### LEAVING A COMMENT ON YOUR TIME SHEET

You can leave a comment on your time sheet that both you and the approver will see when the time sheet is accessed.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet.  
*Note:* Comments on your time sheet are only visible to you in **Preview** mode. Your Approver will check for comments.

### SUBMITTING YOUR TIME SHEET

When your time sheet is ready to submit for approval, it's important to preview it first. Check your hours to make sure the days, numbers, and Earning Types are all correct. Make sure to click **Next** to move to the second week of the pay period. When ready, click the **Submit for Approval** button at the bottom of your time sheet. After you submit for approval, the date you submitted your electronic leave report will appear at the bottom of the time sheet in the Submitted for Approval By area. The person who will be approving your time sheet will appear in the Waiting for Approval From area.

### RETURNING YOUR TIME SHEET

If you have submitted your time sheet for approval, but need to make a correction to the time sheet before it is approved, you can select **Return Time** at the bottom of the time sheet to return the time sheet back to yourself. Make any necessary changes, then submit your time sheet for approval.

### ADJUSTING YOUR HOURS


To change hours you've entered for a particular day:

1. Click the **Hours** link for the date that needs to be changed.
2. Click the pencil icon to the right



3. In the **Hours** box, type over the incorrect number with the correct number of hours to report or enter 0, if no hours should be reported.
4. Click the **Save** button.
5. **\*\*To delete the entire entry:** Click the **delete icon**
6. Are you sure you want to delete the earning record? (Click **Yes**)
7. Click **Save**

### COPYING HOURS

1. To copy one day's entry to additional days, click on the **COPY** icon
- 
2. A box will appear, and you can select to **copy to the end of the pay period** or choose the days to copy the hours to.
  3. Click **SAVE**

### STATUS DEFINITIONS

**Not Started** – The employee has not touched (extracted) their leave report. The approver should monitor this status throughout the pay period to ensure all leave reports are started.

**In Progress** – The leave report has been started. If the leave report is in this status when the due date/time has passed, the Submit button will disappear. In the event that the time period to enter time has closed before the employee has submitted a complete timesheet, the Approver will need to Submit and Return.

**Pending** – The leave report has been submitted for approval. If necessary, the employee can get the leave report back to enter corrections by clicking Return Time. The leave report will remain in Pending status until the Approver approves it, which will then convert it to an Approved status.

**Return for Correction** – The leave report has been returned to the employee for correction. The approver must contact the employee regarding the return of the leave report.

**Approved** – The leave report has been approved by the approver.

**Completed** – The leave report has been successfully processed through the payroll cycle.

**Error** – Occasionally an employee's leave report will fall into Error status as a result of improper navigation or issues in the Banner database, such as a change in Supervisor. Contact the Payroll Office.