

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 OneACCS (top)
3. Click OneACCS (middle of page)
4. Enter User ID & PIN
5. Click Sign In
6. Click Employee
7. Click Employee SSB9
8. **Employee Dashboard**

ENTERING HOURS ON YOUR TIME SHEET

1. **Employee Dashboard**
2. Select **Enter Time**
3. The month view will appear
4. Select the appropriate day on the calendar for which to report time
5. Click **Start Timesheet**
6. For the date selected on the calendar, select the appropriate Earn Code (Regular/Prior Hours) from the dropdown menu
7. Enter Hours Worked
8. Click **SAVE**
9. Hours entered and saved will be displayed in the calendar.
10. To enter time for an additional day (Repeat steps 4-9)
11. The summary of pay types and hours will appear in the middle of the screen for each day selected.

SUBMITTING YOUR TIME SHEET

1. **Employee Dashboard**
2. Select **Enter Time**
3. The month view will appear
4. Select any day on the calendar for which to report time
5. When you are ready to submit your completed timesheet, click **Preview**
6. A preview box will pop up with a summary of your timesheet. There is an optional comments section at the bottom. Once you are ready to submit, simply click the **Submit** button at the bottom of the box.
7. Once your timesheet is submitted, you will see a confirmation message at the top right of your screen. You will also see that the status of your timesheet has changed to **Pending**.


RETURNING YOUR TIME SHEET

After you submit your timesheet and while it is still in a


pending status, you may recall it by clicking the Recall Timesheet Button at the bottom right of the screen.

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 report.
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 time sheet. The approver should monitor this status throughout the pay period to ensure all time sheets are started.

In Progress – The time sheet has been started. If the time sheet 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 Approve.

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

Return for Correction – The time sheet has been returned to the employee for correction. The approver must contact the employee regarding the return of the time sheet.

Approved – The time sheet has been approved by the approver.

Completed – The time sheet has been successfully processed through the payroll cycle.

Error – Occasionally an employee's time sheet 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.