



WESTERN STATE
COLORADO UNIVERSITY

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Online Time Entry for Student Employees

Training Goals

As Employees you will know how to:

- Enter your Time (2 Options)
 1. Via Clock In/Out Page
 2. Via MyWestern Login
- Review/Correct your Time
- Submit Time for Approval
- Check that Time has been approved

Option 1: Use the Clock In/Out web page

- On Current Student page there is a link to [Work-Study Clock-in/Clock-out](#)
- To use this tool, you simply key in your student ID number. (If there is a card reader available JUST for this process, you can swipe in with your ID.)
- The Clock In/Out process lists your job(s) with an appropriate IN or OUT button.
- The process will round your time worked to the closest 15 minutes.
- Students that reliably Clock IN and Clock OUT, will have their time accurately recorded on their timesheet.

Clock In/Out messages

- In most cases, you will see a message stating that you have successfully Clocked In, or Out.
- In order to Clock Out, you must have Clocked In for that job, first. Only the job that you last Clocked In for will appear for Clocking Out.
- You can not Clock In (for any job) if you have neglected to Clock Out (for any job).
- If you forget to Clock In or Clock Out, you will need to go to MyWestern → Employee tab → Timesheet to correct the problem.
- If you receive an error message that you are unable to correct via MyWestern, please contact the Payroll office, 943-7026.

Clock In/Out screen

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Clock In / Clock Out

Western Time Entry

Employee ID

Enter Time In/Out

Enter you Western ID or swipe your card.

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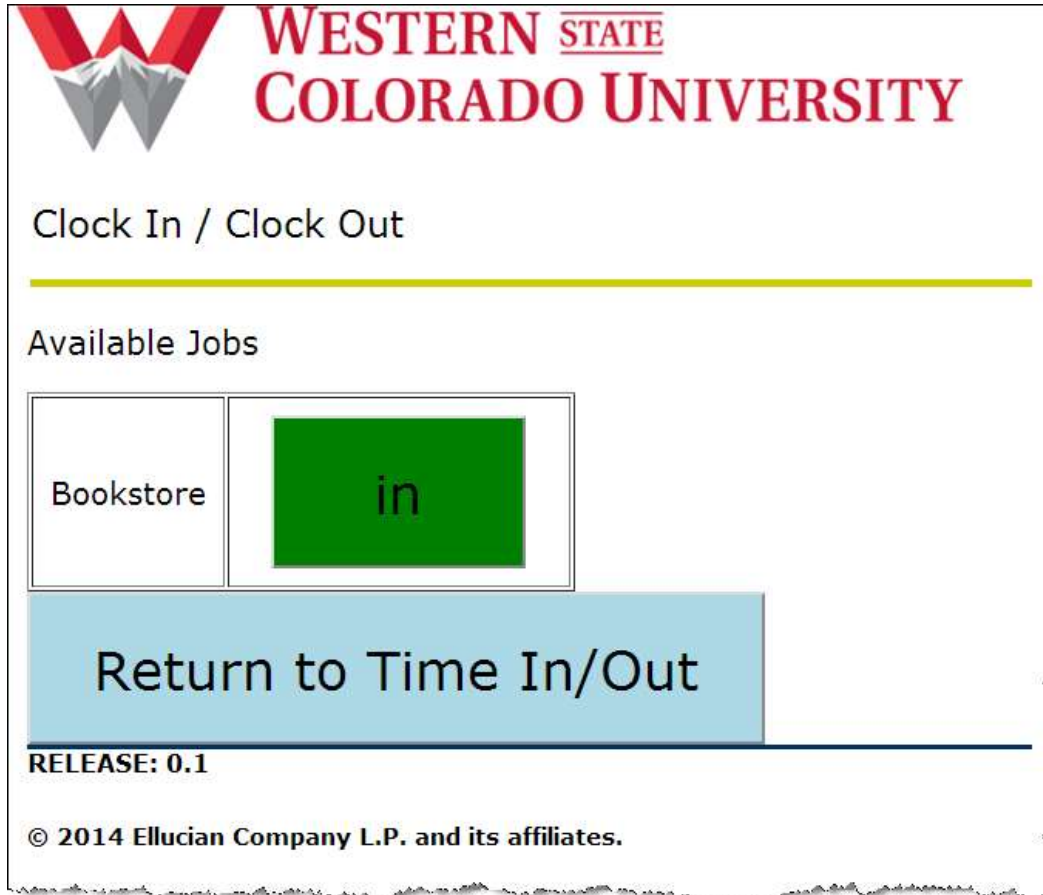
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On Western.edu Current Student page there is a link to the [Work-Study Clock-in/Clock-out](#) tool.

Student employees enter their student number, or six digit ID number (either stu123456, or 123456).

Click the big button.

Clock In/Out Selection



The screenshot shows the Western State Colorado University logo at the top left. To its right, the text "WESTERN STATE COLORADO UNIVERSITY" is displayed in red. Below the logo, the text "Clock In / Clock Out" is shown. A yellow horizontal line separates this from the "Available Jobs" section. Under "Available Jobs", there are two buttons: a white button labeled "Bookstore" and a green button labeled "in". Below these buttons is a large blue button labeled "Return to Time In/Out". At the bottom left, the text "RELEASE: 0.1" is visible, and at the bottom center, the copyright notice "© 2014 Ellucian Company L.P. and its affiliates." is present.

Some students have more than one job.

You select one, and click a large button to clock IN or clock OUT.

If it doesn't present the action you were expecting, then you must go to MyWestern to manually correct your timesheet.

Successfully Clocked IN



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Clock In / Clock Out

SUCCESS

Clocked in at 12:30

[Return to Time In/Out](#)

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On a successful clock in or out process, the system displays a SUCCESS message.

If there is a problem, the process will display one of several error messages. You may need to go to MyWestern to adjust your time sheet.

If you do not have any jobs listed, check with Payroll that your contract has been approved.



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Option 2: Entering and Adjusting Time via MyWestern



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[HELP](#) [EXIT](#)

 Please enter your campus Username and Password. When finished, click Login. When you are finished, please Exit and close

Supported browsers are:

Windows: IE 7, IE 8; Firefox 3.6
MAC: Safari 4.1, 5.0.5

Username:

Password:

[Click Here for Help with Login?](#)

Log in with your own ID and password. A student's username is 'stu' followed by a 6 digit number, like stu123456.

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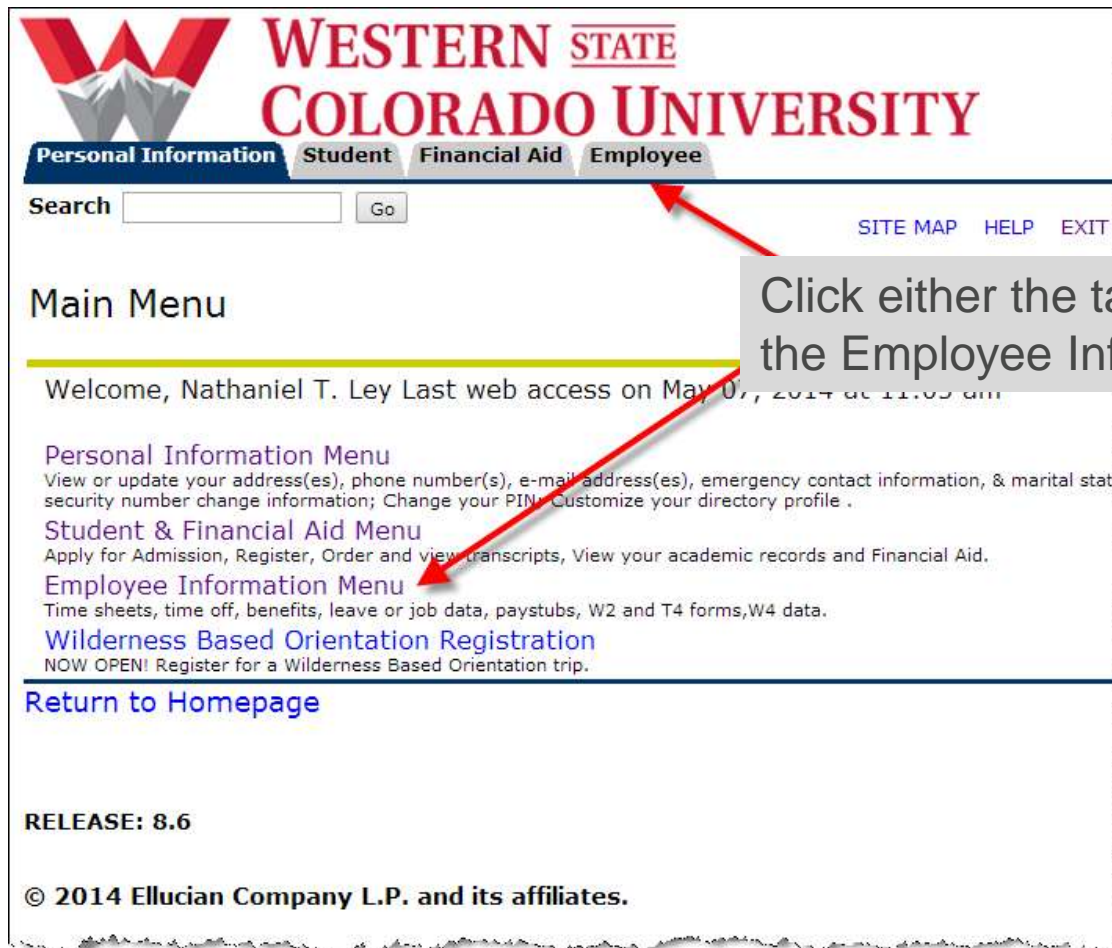
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Select: Employee Information



The screenshot shows the Western State Colorado University website interface. At the top left is the university logo, a stylized 'W' with a mountain peak. To its right, the text 'WESTERN STATE COLORADO UNIVERSITY' is displayed in a serif font. Below the logo and name is a navigation bar with four tabs: 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. The 'Employee' tab is highlighted with a grey background. To the right of the navigation bar is a search box with a 'Go' button and links for 'SITE MAP', 'HELP', and 'EXIT'. Below the navigation bar is a 'Main Menu' section. It contains a welcome message: 'Welcome, Nathaniel T. Ley Last web access on May 07, 2014 at 11:03 am'. Below this are four menu items: 'Personal Information Menu' (with a description), 'Student & Financial Aid Menu' (with a description), 'Employee Information Menu' (with a description), and 'Wilderness Based Orientation Registration' (with a description). A red arrow points from the 'Employee' tab to the 'Employee Information Menu' link. Another red arrow points from the 'Employee Information Menu' link to a grey callout box. At the bottom of the page, there is a 'Return to Homepage' link, a 'RELEASE: 8.6' notice, and a copyright notice: '© 2014 Ellucian Company L.P. and its affiliates.'

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[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Nathaniel T. Ley Last web access on May 07, 2014 at 11:03 am

Personal Information Menu
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; security number change information; Change your PIN; Customize your directory profile .

Student & Financial Aid Menu
Apply for Admission, Register, Order and view transcripts, View your academic records and Financial Aid.

Employee Information Menu
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

Wilderness Based Orientation Registration
NOW OPEN! Register for a Wilderness Based Orientation trip.


[Return to Homepage](#)

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Click either the tab or the link to access the Employee Information screen.

Select: Time Sheet

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Personal Information **Employee**

Search [RETURN TO](#)

Employee Services

- [Time Sheet](#)
- [Request Time Off](#)
- [Benefits and Deductions](#)
View your retirement plans, health insurance information, flex spending accounts, dependent information.
- [Pay Information](#)
View your pay stubs, direct deposit breakdown, or earnings and deductions history.
- [Tax Forms](#)
View your W-2 or W-4 information.
- [Current and Past Jobs](#)
(Since 1991 Banner implementation)
- [Time Off Current Balances and History](#)
- [WSCUFile Upload](#)
Upload file and set user level parameters
- [Orientation Administration](#)
This is where Orientation sets up sessions, wbo trips, relationships.

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Select Job, Pay Period, Time Sheet

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Personal Information Student **Employee**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Art Federal, ST1006-00 Art Dept, 220201	<input checked="" type="radio"/>	Apr 16, 2014 to May 15, 2014 In Progress ▼
Bookstore, ST7005-00 Art Dept, 220201	<input type="radio"/>	Apr 16, 2014 to May 15, 2014 Not Started ▼


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Employees might have more than one job. Select the job with the radio dial button. Two time periods may be active at the beginning of a month. Choose one with the drop-down box, and click Time Sheet.

Clock In/Out via My Western

Time Sheet

 To begin, click a link under the d

To clock in or out for today, simply click the clock icon. It will take you to the correct day, and fill in the current time, correctly rounded to nearest 15 minutes, just like the Clock In/Clock Out tool.

Time Sheet

Title and Number:

Department and Number:


Art Dept -- 220201

Time Sheet Period:

Apr 16, 2014 to May 15, 2014

Submit By Date:

May 15, 2014 by 23:59

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Apr 16, 2014	Thursday Apr 17, 2014	Friday Apr 18, 2014	Saturday Apr 19, 2014
	Student Regular Pay	1	0	0		No Time Entry	No Time Entry	No Time Entry	No Time Entry
Total Hours:				0		0	0	0	0
Total Units:					0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Submitted for Approval By:



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Clock In/Out screen

Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. To adjust system calculated Clock Time, make changes in Clock Time Adjusted. Save to store changes.

Date: Thursday, May 08, 2014

Earnings Code: Student Regular Pay LLL

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
1	08:48	08:45	<input checked="" type="checkbox"/>	Swiped In: 10.255.140.22	May 08, 2014 08:48	09:50	09:45	<input type="checkbox"/>	
Total:									

This employee used the Clock In process, and then used My Western to Clock Out. The time is automatically filled in. No comment is required.


The employee still must click SAVE!


Then they can either return to the full timesheet, or log out.

Timesheet Previous Day
Add New Line Save Delete

Finding another date

Time Sheet

 To begin, click a link under the date

 Time record(s) not complete! Action

To manually enter time for another day, find the correct date on the timesheet using Next or Previous. For each day, you will either see the number of hours already entered, 'Correct Time Entry', 'No time Entry', or 'Future Time Entry'. Each of these is a link. Click under the correct day to manually enter or adjust time for that day.

Time Sheet


Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

May 15, 2014 By 23:59

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday May 07, 2014	Thursday May 08, 2014	Friday May 09, 2014	Saturday May 10, 2014
	Student Regular Pay	1	0	.25		Correct Time Entry	No Time Entry	Future Time Entry	Future Time Entry
Total Hours:				.25		0	0	0	0
Total Units:					0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

Next

Submitted for Approval By:

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Entering/Correcting Time Manually

Enter time in and out in military time.

When time is manually entered, as opposed to being automatically filled in by using one of the Clock In/Out methods, a **comment is required** for each manually entered time.

Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out Save to store changes.

Date: Wednesday, May 07, 2014

Earnings Code: Student Regular Pay LLL

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
1		08:00	<input checked="" type="checkbox"/>	Forgot to clock in.	May 08, 2014 09:24		10:45	<input checked="" type="checkbox"/>	Couldn't clock out because I forgot to clock in.	May 08, 2014 09:38
1			<input type="checkbox"/>					<input type="checkbox"/>		
1			<input type="checkbox"/>					<input type="checkbox"/>		
1			<input type="checkbox"/>					<input type="checkbox"/>		
1			<input type="checkbox"/>					<input type="checkbox"/>		
Total:										

You must click SAVE!

Then, you can either return to the full timesheet, or move to the next day.

Timesheet Previous Day Next Day


Add New Line Save Delete



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Review and Submit for Approval

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Personal Information **Employee**


Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Library Federal -- ST2010-00
Department and Number: Student Financial Aid -- 430102
Time Sheet Period: Mar 16, 2014 to Apr 15, 2014
Submit By Date: Apr 20, 2014 by 17:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 16, 2014	Monday Mar 17, 2014	Tuesday Mar 18, 2014	Wednesday Mar 19, 2014	Thursday Mar 20, 2014	Friday Mar 21, 2014	Saturday Mar 22, 2014
	Student Regular Pay	1		0	8		4	No Time Entry	4	No Time Entry	No Time Entry	No Time Entry
Total Hours:					8		4		4	0	0	0
Total Units:						0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

You may preview what your supervisor will see. When your timesheet is complete, click Submit for approval.

Check Status, then Exit

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Personal Information **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates.

Your time sheet was submitted successfully.

Title and Number: Library Federal -- ST2010
Department and Number: Student Financial Aid -- 4
Time Sheet Period: Mar 16, 2014 to Apr 15, 2014
Submit By Date: Apr 20, 2014 by 17:00

Clock In or Out	Earning	Shift Default	Hours or Units	Total Hours	Total Sunday Units	Monday	Tuesday
						Mar 16, 2014	Mar 17, 2014
☺	Student Regular Pay	1	0	16		4	8
	Total Hours:			16		4	8
	Total Units:			0	0	0	0

Submitted for Approval By: You on Apr 15, 2014
Approved By: EmployeeOne TimeEntry
Waiting for Approval From:

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Verify that the timesheet is in the queue awaiting your supervisor's approval before you exit MyWestern.

Once a timesheet is submitted for approval the timesheet is locked.

Check Back!

- **We strongly advise you to check back on MyWestern a day later, to see if your timesheet has been approved.**
- If a timesheet has been returned for correction, your approver should have entered a comment telling you what to fix. Make the correction(s), and submit it for approval, again.
- The approval process is only open for a few working days. Keep checking until you see that it has been approved.

Keep it simple

- The more you use the Clock In/Clock Out tool, the easier it will be to keep a perfect timesheet.
- It is your responsibility to correctly enter your time when you neglect to use the Clock In/Out tool.
- It is your responsibility to review and submit your time for approval.