Time**Tracker**
User Support Documentation

Timesheet Electronic Signature – Worker

Submission of a timesheet is imperative so that you may be paid for the time you have worked. This document will explain, step by step, how to submit a timesheet electronically. Please note that the option to print a timesheet for your records still exists, but will not be accepted for payment processing.

To begin, log on to the TimeTracker site and navigate to your department home page. You should see a similar screen as is printed below:
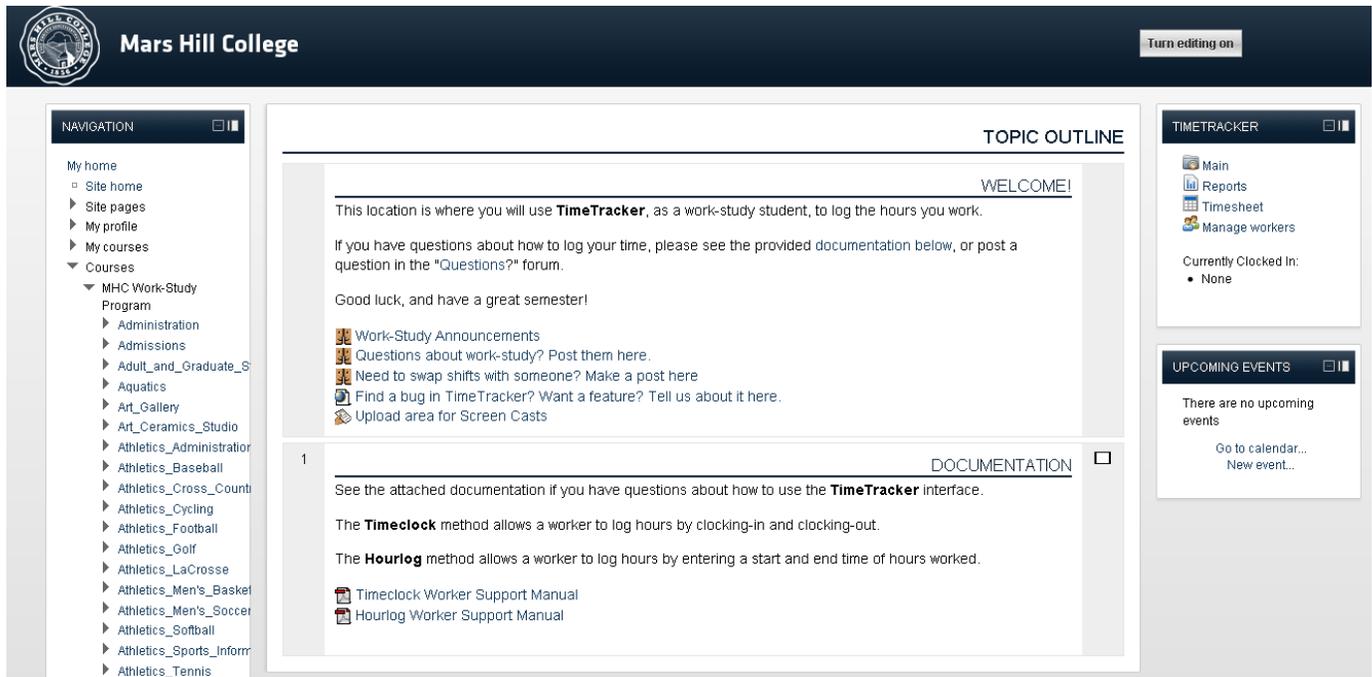

Figure 1: Department Home Page

Under the TimeTracker block (in the upper right-hand corner of the page), click the "Timesheets" link.

Select the date range for which you wish to generate a timesheet. Generally, work-study will use the default method of month and year and departmental work will use a specific date range.
- To select a month and year, ensure that the "Entire Month?" box is checked. Select the month and year for which you wish to generate the timesheet.
- To select a specific date range, ensure that the "Entire Month?" box is not checked. Select the start day and end day for which you wish to generate the timesheet.

Click the "Submit official timesheet" button.

Conflicting Work Units and Course Schedule
WORK-STUDY ONLY: If you have any work units that conflict with courses on your schedule, you will be directed to a page listing the conflicting unit(s) and course(s). Any and all conflicts must be corrected before you are able to submit an official timesheet.

If no conflicts exist, you will be taken to a page that will look similar to the one printed on the next page:

Timesheet

I certify that the hours reported on this timesheet are true, correct, and are within my allotted maximum earnings. I understand that if my timesheet is not signed by the due date, I will not be paid for these hours until the next pay period.

Click here to sign: ☐

[Sign timesheet]

Mars Hill College	
Timesheet - January, 2012	

WORKER: TURNER, JIM	SUPERVISOR: Mister Supervisor
ID: jturner	DEPARTMENT: Financial Aid
ADDRESS: PO Box 0001	POSITION: Student Worker
YTD Earnings: $ 376	BUDGET: 1-00-00000-00000

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
						1	
2	3	4	5	6	7	8	
					In: 10:37 AM Out: 11:59 PM	In: 12:00 AM Out: 02:37 PM	28

Figure 2: Timesheet Page Containing No Conflicts

Please review your timesheet before submission. Ensure that all of the hours and earnings are correct.

Read the disclaimer at the top of the page. Note that you must agree to the disclaimer before you can sign your timesheet. Understand that, even though you are signing electronically, this is a legal document and carries the same weight as signing your name with ink on paper. Click the "click here to sign" box to continue.

Click "Sign timesheet."

Congratulations! You have submitted your timesheet to be reviewed by your supervisor. You will be directed to the "Previously submitted timesheets" page. This page houses data for all of your previously submitted timesheets (including previous semesters). This is a way for you to review the status of your timesheets.

Worker Signature	Supervisor Signature	Processed	Amount Paid	Actions
01/28/12 02:11 PM	Pending	Pending	$376.00	📅

Figure 3: Previously submitted timesheets

For each official timesheet, you will see the date and time at which you officially signed the electronic document and the date and time at which your supervisor officially signed the electronic document (or "Pending" if the supervisor hasn't signed the timesheet). Once the administering department has completed quality assurance checks, the processed section will read "Awaiting export." Once your timesheet has been exported to payroll, you will see the date and time at which your timesheet was exported. You will also see the total earnings for the timesheet. Under actions, clicking the calendar icon will display a printable version of the timesheet indicating all of the units signed for on a particular timesheet. This is a great option if you keep personal records of your timesheets.

You may view this page at any time by clicking the "Timesheets" link from the TimeTracker block or by clicking the "Timesheets" tab from within TimeTracker.

Figure 4: Previously submitted timesheets link

Reporting Changes ► Reports

By clicking "Reports" from the TimeTracker block or the tab from within TimeTracker, you will still see a list of all of the work units for a given date range.

Time in/out	Elapsed	Action
01/25/12 10:05 AM to 01/25/12 05:05 PM	7 hour(s)	⌛
01/14/12 09:33 AM to 01/14/12 02:33 PM	5 hour(s)	⚠
01/12/12 01:56 PM to 01/12/12 07:37 PM	5.75 hour(s)	⌛
01/9/12 05:00 AM to 01/9/12 11:20 AM	6.25 hour(s)	⌛
01/7/12 10:37 AM to 01/8/12 02:37 PM	28 hour(s)	⌛
		Total: 52 hour(s)

Figure 5: Work Units from Reports Page

You will notice the addition of new icons. You will see the alert icon ⚠ for all units that have not been electronically signed for. These units may still be alerted for any errors that may exist.

For all units that have been electronically signed, but are still in processing, you will see the hourglass ⌛ icon. These units cannot be edited. Please contact your supervisor if a change needs to be made to a unit that has already been signed for.

For all units that have been exported to payroll, you will see a certified icon 🏅. These units have been sent to payroll and cannot be changed, even by a supervisor.

Reporting Changes ►Generating Unofficial Timesheets

As mentioned earlier in this document, the option to generate a paper timesheet still exists, but will not be accepted by the work-study or departmental work administrative unit. These timesheets are for record-keeping purposes only.

When generating an unofficial timesheet by going to the "Timesheets" link or tab and clicking the "generate unofficial timesheet" button, the report will give **all** of the units logged for the specified month or date range, regardless of certified units (units that have been exported to payroll) and uncertified units (units that have not been exported to payroll). This report will not show signatures.

When viewing a timesheet from the "Previously submitted timesheets" page, this report will give **only** the units that were included at the time you signed that specific timesheet. This report will also show when you and your supervisor signed the timesheet electronically.