



Community Service FWS Web Time Entry Guidelines

OPENING YOUR TIME SHEET:

1. Log into **my.okstate.edu** using your O-Key User Name and Password.
2. Under Applications click on the **Self Service** icon.
3. Click on the **Employee** tab.
4. Click on the **Time Sheet** link.
5. Select the radio button next to the **Title/Agency** for the timesheet you wish to open.
No time sheet listed? See next page of these guidelines.
6. Using the drop-down **Pay Period and Status**, select the correct pay period.
7. Click the **Time Sheet** button.

ENTERING WORKED HOURS:

1. Click on the clock icon in the **Clock In or Out** column of the timesheet.
2. Click **Save** to record the entry.
3. To Return to Timesheet, click **Timesheet BUTTON**.
4. To Return to my.okstate.edu, click on Exit at the top right hand corner of the screen.

ADJUSTING CLOCK IN/OUT ENTRIES:

If you are unable to clock in or out, follow the steps below:

1. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.
2. Locate the day that requires adjustment on the first time sheet line (**Regular Hourly Pay or Work Study Pay**).
3. Click on the text displayed on this day (text will vary).
4. Enter **Clock In and/or Out** as required. **The format is hours: minutes. Minutes must be entered in increments of 15 minutes. Remember to verify the AM/PM information.** You MUST also enter the reason for adjusting the clock in the appropriate comment field.
5. Click **Save**.
6. To return to timesheet, click **Timesheet BUTTON**.
7. Repeat steps 1-6 for all remaining days that require an adjustment.

REVIEWING YOUR TIME SHEET:

1. Click the **Preview** button at the bottom of your time sheet.
2. Click the **Previous Menu** button to return to the Time Sheet view.

LEAVING A COMMENT ON YOUR TIME SHEET:

You can leave a comment on your time sheet the Work-Study staff will see when they opens it up for final approval.

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.

SUBMITTING YOUR TIME SHEET:

1. Check your hours to make sure the days, numbers, and times are all correct.
2. Click the **Submit for Approval** button at the bottom of your time sheet.

Hint: Submit your time sheet on your last working day of the biweekly pay period (not daily or weekly). **You must submit time no later than 8:00 on the Monday morning following the end of the pay period.** After 9:00 a.m., you won't be able to update your time and will have to submit a paper timesheet (and be paid two weeks late).

TIME APPROVAL BY YOUR SITE SUPERVISOR:

The OSU Work-Study staff will approve your time in the OSU Payroll system, but **your site supervisor must first notify the staff that you worked the hours you submitted (by 10 a.m. the Monday following the end of the pay period).**

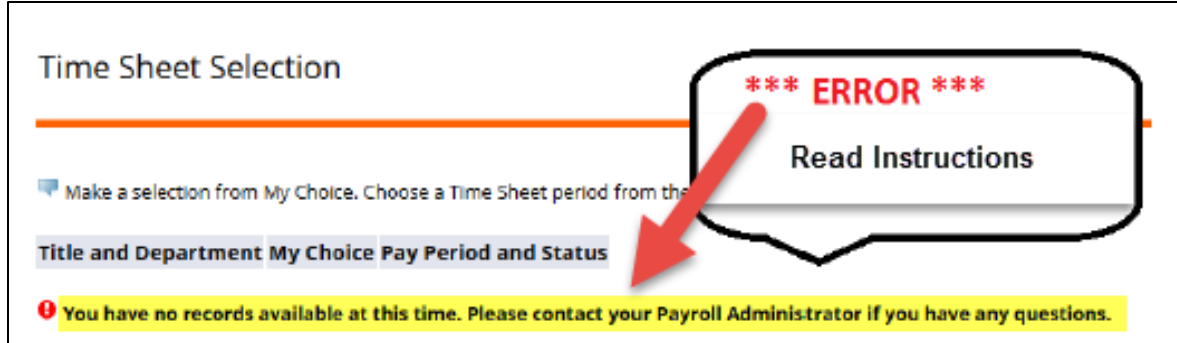
1. Your site supervisor may request that you print or show your time sheet before you submit it.
2. Your site supervisor may want you to keep a paper time sheet that matches the one you complete online. The paper time sheet can be used for your supervisor's purposes, **but you must submit time through the OSU Web Time system to be paid.**

RECALLING YOUR TIME SHEET TO MAKE CORRECTIONS:

If you have submitted your time sheet for approval, **but it has not yet been approved**, you can recall the timesheet to make corrections. Your site supervisor will need to confirm the change to the Work-Study staff.

1. Open the time sheet you wish to recall.
2. Click **Return Time** at the bottom of the time sheet.
3. Make the required corrections.
4. Save the time sheet.
5. Click **Submit for Approval**.

NO TIME SHEET LISTED?



If you get this message, there is either an error with your timesheet set up **OR you completed a payroll signup with the OSU Scholarships and Financial Aid Community Service Federal Work-Study staff in the last few days and your timesheet is not yet ready for you to complete.**

If you have signed up for payroll (if a new employee) or your *Authorization to Hire Form* was turned in to the Community Service FWS staff (if a returning employee) in the last few days, carefully keep track of your time and login daily to see if your timesheet is available. Once it is available, you can add the previous time for that pay period to the timesheet (see the "Adjusting Clock In/Out Entries" section on page 1).

If you are a first-time Community Service FWS employee and you have not yet completed the payroll process, you CANNOT work until you complete that process. Call 744-6604 and select the "appointment" option to schedule an appointment for payroll signup.

If you are a continuing Community Service FWS employee and your supervisor has not yet completed an *Authorization to Hire Form* and either faxed it to 405-744-6438 or given it to you to bring to 119 Student Union, contact your supervisor. Once the timesheet is available, you can add the previous time for that pay period to the timesheet (see the "Adjusting Clock In/Out Entries" section on page 1).

If none of the above apply to you, but you see this error, immediately email Danielle Cushing, Community Service FWS Graduate Assistant at osfasa4@okstate.edu.