

SDSU Workstudy and Student Employee

Web Time Entry



Log On (Students)

Students will access the Web Time System through the SNAP employee portal which is accessible from any computer with access to the Internet. Currently employed students were issued a **User Name [first initial, middle initial, last name] and Password [birthdate MMDDYY]** to log on the portal the first time. You will be prompted to change the password the first time you log in, making sure to check the formatting of the password. Access and authorizations within the WTE system will be driven by this sign-on. Because of the sensitive nature of payroll information, you should not share your User Name or password with anyone. It is also important to log off the system when finished.

1. Using the internet, access the employee portal using the following web link:
http://snap.sdbor.edu
2. Enter your employee portal user name and password.
3. Click on the employee tab

The image shows a sequence of two browser windows illustrating the login process. The first window, titled "SNAP Log in Page", shows the login form with callout 1 pointing to the browser address bar (http://snap.sdbor.edu/cp/home/loginf) and callout 2 pointing to the "User Name:" and "Password:" input fields. The second window, titled "Luminis Platform", shows the user logged in as "Carrie L. Johnson". Callout 3 points to the "Employee" tab in the navigation menu. The page content includes a "Secure Access Login" form, a "Welcome" message, and various sections like "Personal Announcements", "System Announcements", "Suggestions & Feedback", "South Dakota Board of Regents News", "Bookmarks", and "State Directory".

4. On the Employee page, in the Time Reporting channel, the student will click on **the pay period** link located under their title to access the time sheet for the pay period listed. If they have multiple positions or are paid at different wages, each rate will be listed as a separate position. Hours will need to record on the appropriate position. Each position will have the pay per hour in the title of the job description. SDSU workstudy employee's job title will always have an AW, SW or EW included.

Banner General Menu

- [Banner General Menu](#)

Note: In order to run Banner, each client computer needs JInitiator Plug-in software. For more information [go here](#).

My Banner

Time Reporting

Time Sheet

Work Study-FTE Doesn't Count, SW9879-00 - Financial Aid Admin, 342812

- Monthly - 10, Due Date : Oct 21, 2006
- Monthly - 12, Due Date : Dec 21, 2006

[More](#)

[Leave Request](#)

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Verify that all the positions/wage rates are listed here; if they are not, notify the supervisor and/or SDSU Human Resources.

The **More** link will show additional pay periods. Students may view past pay cycles for up to a year using the **More** link in the Time Sheet section, however changes will not be able to be made.



It is not advised to wait until the end of the monthly pay cycle to record the hours. It is recommended hours are entered on a daily basis.

Student Employee WTE Time Sheets

1. Student employees will record their hours by entering time-in and time-out for each day they work. The time must be entered in 15 minute increments (9:00, 9:15, 9:30, or 9:45, example). If split shifts are worked or a lunch break is taken, time entered will be recorded separately.
2. When the time has been entered, click **Save** and the total hours for the day will automatically calculated. Save must be clicked for the hours to be recorded.
3. Next Day or go back to Time Sheet can be selected. Either option will prompt them to continue entering until all hours worked for the pay period have been recorded.
4. If not all hours have been recorded for the entire pay period, you may **logout** of the system. Additional hours can be entered at a later date.
5. **DO NOT** click **Submit for Approval** until all hours have been posted for the entire pay period (22nd to the 21st of the next month). If the timesheet was mistakenly submitted before all hours were add the student must contact their supervisor or payroll representative.

Date: Thursday, Dec 28, 2006
Earnings Code: Regular Pay

Shift	Time In	AM/PM	Time Out	AM/PM	Total Hours
1	08:00	AM	10:15	AM	2.25
1	04:00	PM	05:00	PM	1
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					3.25

Buttons: Timesheet, Previous Day, Next Day, Add New Line, Save, Copy, Delete

Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	3.25

Account Distribution button

Submitting TimeSheet for Approval

After all hours have been entered for the entire pay period (22nd of the month through the 21st of the next month) timesheets are ready to submit to the supervisor for approval:

1. Click **Submit for Approval**.

Time Sheet

Title and Number: Work Study-FTE Doesn't Count -- SW9879-00
Department and Number: Financial Aid - Admin -- 342812
Time Sheet Period: Dec 22, 2006 to Jan 21, 2007
Submit By Date: Jan 22, 2007 by 05:00 P.M.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Friday Dec 22, 2006	Saturday Dec 23, 2006	Sunday Dec 24, 2006	Monday Dec 25, 2006	Tuesday Dec 26, 2006
Regular Pay	1	0	3.25	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Paid at 1.5 Times	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		3.25		0	0	0	0	0
Total Units:			0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

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

1

2

2. After Submit for Approval is clicked, the screen will indicate that the time sheet was submitted successfully. The bottom of the screen will indicate that the time sheet is waiting for approval by the supervisor when the time sheet is waiting for approval by the supervisor. When the supervisor has approved the time, it will be noted in the **Approved By** box.



ATTENTION: It is the student's responsibility to submit the time sheet by the submission deadline.

The South Dakota Board of Regents has a monthly pay period. Therefore, missing the deadline may delay pay by one month.

Printing Records

To print a copy of your timesheet, make a screen print from the Preview page.

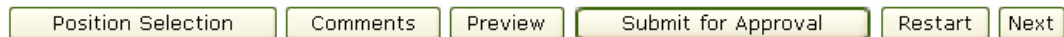
1) To print the page you are currently on, just click the **Print** key in the toolbar.

2) Click the **Next** button to go to the next page to print it.

1

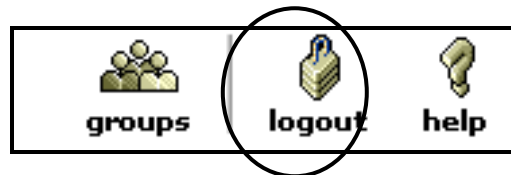


2



Logging off the System

It is important that student's log off the web session, especially if using a public machine. Clicking the **Logout** link at the top right hand corner will log you out of both the Web Time Entry system and the SNAP portal.



WTE Quick Reference

- GO TO:** <http://snap.sdbor.edu>
LOG IN: (using your personal user id & password)
CLICK ON: Employee Tab
GO TO: The Time Reporting Channel, Time Sheet
CLICK ON: Position and Pay Period Link
CLICK ON: Enter Hours link for the appropriate Day
and earnings category (ex: Regular Hours)

Enter your hours into the box in the middle of the screen. Click **SAVE** after each entry. After entire pay period is entered, click **SUBMIT** approval.

Time Frames and Deadlines

If your timesheet is not submitted by the deadline, you will not be paid until the following pay period.

TIME SHEETS	Must be submitted online by 10am on the 22 nd of each month (next working day for the holiday or weekend)
PAY PERIOD	The 22 nd of the month to the 21 st of the next
PAY DAY	The last working day of the month