

WEBSITE ENTRY FOR STUDENTS



Entering Time:

Note: While logged onto TOPNET do not use the back browser button. This will cause an error on your timesheet

1. Log onto TOPNET with your WKU ID and PIN
2. Click on Employee Services
3. Click on Time Sheet
4. From the Time Sheet Selection page, select the desired pay period from the drop down box and click the **Time Sheet button**.
5. Click a link (**Enter Hours**) for the appropriate earnings code and date for which you want to enter time.
6. The timesheet will reappear with additional information. Enter your hours in the top area of the window in the gray box marked HOURS. Note—Enter the hours worked in the nearest quarter hour such as 4.25, 4.5, 4.75 or 5.0.
7. Click the **Save** button or **Copy** button.
 - a. By clicking **Save**, the hours entered are saved for that date only.
 - b. By clicking **Copy**, you have the option of copying the same hours to other dates.
 - i. Check the box '**Copy from date displayed to end of the pay period**' if you want to copy the same hours from the date displayed for the rest of the pay period. Note: By clicking the check box beside 'Include Saturday' or 'Include Sunday', those days will be included in the copy.
 - c. By clicking **Copy**, you have the option to click on each of the dates you want to copy to.
 - d. Click the **Copy** button to copy the hours to the time sheet.
8. Click on the Time Sheet button to return to the Time Sheet Page repeat steps 5-7 for any other earnings codes.
 - a. To get to the other days in the pay period, click the Next or Previous button(s).
 - b. To re-initialize the time sheet, which zeroes out all hours entered, click the **Restart button**.
 - c. To see all time entered for the pay period, click the Preview button.
 - d. To enter comments, click the Comments button.
 - e. To submit the time sheet for approval, click the Submit for Approval button.

Multiple Positions

1. Employees with more than one position must enter time worked for each position.
 - a. Move between these positions on the Position Selection Page.
 - b. Click the **My Choice button** to select the desired position.
2. The Time Sheet Page is used by both employees and approvers to enter and view comments about the time reported.
 - a. Employees will click the comments button to provide dates worked for any back pay.

- b. Approvers can: Enter comments that can be viewed by the employee and approvers.
 - c. Click in the "**Enter or edit Comments**" block and type the dates previously worked.
 - d. Click **Save** to send the comments with the time sheet.
 - e. Once your comments are saved, click Previous Menu to return to the time sheet.
3. For a Summary of the information entered on the Time Sheet Page, click **Preview**. All hours entered for each pay code and any comments entered about the time sheet will be displayed. Please *print* this page for your records. Make sure to change the '**Page Setup to landscape**' before printing.

4. Time Line:

- a. Enter hours on a daily basis. (Recommended)

1. Enter time. The status of the record is set to "**In Progress**", signifying that it is not ready for submission to the Approver.

- 2. Click **Save and Exit**.

b. Back pay hrs should be reported on first block of Back Pay Earning code with description of dates in comment field.

For example: 40 hours Comment field: 5-29-06 to 06-11-06

- c. All WTE must be approved before 6 pm on Monday (see Payroll Schedule)
Ask your approver when he approves his students' timesheets

- 1. Click the Submit button to forward it to your Approver.

DO NOT SUBMIT TIMESHEET WEEKLY. SUBMIT AT THE END OF THE PAY PERIOD.

- 2. The status of the record is set to "Pending"

5. The employee cannot make changes to their time sheet once it has been submitted. Contact your Approver if changes are necessary.

- a. If the time sheet has not been approved, only the Approver can make changes.
- b. If the time sheet has been approved, the Approver cannot make any changes and payroll must be contacted for any changes once time has been approved.

6. Certify that the time entered is an accurate record of the time reported. This process acts as your legally binding electronic signature. Enter your PIN and click on Submit.

7. The system re-displays the Time Sheet with the following message at the top of the page:

Your time sheet was submitted successfully.

8. To exit, click exit located in the upper right corner of the screen.

9. To protect your privacy **CLOSE YOUR BROWSER**.

10. For additional information about Web Time Entry contact:

Wanda Duke 745-5365 wanda.duke@wku.edu

Sample Time Sheet:

When accessing your time sheet for the first time, please verify pay rate before entering time. If rate of pay is incorrect, do not enter time and contact your approver so that it can be corrected before you enter time.

TOPNET

SITE MAP HELP EXIT

Student Services
Employee Services
Personal Information
Finance Self-Service

Summary of Reported Time

Set your printer layout to Landscape before printing.

Zachary Gentry
SI - Student Institutional, SI9964-00
Controller, 103101

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday, Jun 12, 2006	Tuesday, Jun 13, 2006	Wednesday, Jun 14, 2006	Thursday, Jun 15, 2006	Friday, Jun 16, 2006	Saturday, Jun 17, 2006	Sunday, Jun 18, 2006	Monday, Jun 19, 2006	Tuesday, Jun 20, 2006	Wednesday, Jun 21, 2006	Thursday, Jun 22, 2006	Friday, Jun 23, 2006	Saturday, Jun 24, 2006	Sunday, Jun 25, 2006
Student Institutional FT	1	40		10	2	9	8	4	7								
Overtime Pay	1	4							3								
Back Pay Students (FICA Txble)	1	20		20													
Total Hours:		64		30	2	9	8	4	10								
Total Units:			0														

The total number of hours is now over 40, once 40 hours is accumulated in each week of the pay period, begin reporting any further hrs as overtime.

Comments

Date	Made by	Comments
Jun 20, 2006 08:22 am	You	May 1 thru May 8

Dates Pay was actually worked

Example of Overtime:

In the example provided, the student actually worked 44 hours. As of Friday, he had actually worked 33 hours. When he enters the 10 hours he worked on Saturday 7 will be entered as regular hours and 3 will be entered as overtime hours. After that point, all hours entered during that individual week would be entered as overtime. On Monday of the following week a new week would begin and would be looked at separately.


	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Worked	10	2	9	8	4	10	1
Cumulative Hours	10	12	21	29	33	40 (regular hours) 3 (overtime hours)	40 (regular hours) 4 (overtime hours)


Example of Back Pay:

Note this student reported 20 hours back pay on the first day of time (Monday June 12, 2006). He also entered the dates May 1, 2006 thru May 8, 2006. Examples of when back pay would be used.

Return Time Sheet Instructions:

Time Sheet / Leave Report

 Select the link under a date to enter hours worked (Time Sheets) or vacation/medical hours reported (Leave Report). NOT use the browser BACK button to navigate. Use the appropriate links, buttons, and menu options within TOPNE.

 **Your time sheet was submitted successfully.**

Time Sheet

Title and Number:	SI - Bemis Lawrence – SI93
Department and Number:	Housing & Residence Life -
Time Sheet Period:	Oct 11, 2010 to Oct 24, 2010
Submit By Date:	Nov 10, 2010 by 06:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 11, 2010	Tuesday Oct 12, 2010	W O
Student Institutional PT	1	0	24		Enter Hours	4	
Student Overtime - FICA exempt	1	0	0		Enter Hours	Enter Hours	
Back Pay Students (FICA Exmpt)	1	0	0		Enter Hours	Enter Hours	
Total Hours:			24		0	4	
Total Units:				0	0	0	

Submitted for Approval By:	You on Nov 09, 2010
Approved By:	
Waiting for Approval From:	Michele Mastin

Time Sheet definitions:

Not Started: The time sheet has not been initiated (not opened yet) by the employee. Once the employee selects the time sheet for a particular period and opens it, the status of the time sheet will change to “In Progress.”

In Progress: The time sheet has been initiated by the employee but is not completed and has not been submitted for approval.

Pending: The time sheet has been completed and submitted for approval by the employee. The record is waiting for the approver (usually the supervisor) to approve the time.

Approved: The time sheet has been approved and is ready to be submitted to the payroll office.

Approver: The primary approver is a Western employee who is responsible for checking the accuracy of student employee time records and then approving them so that they are submitted to Payroll for processing.

Proxy: A proxy approver is a Western employee that is identified by the Primary Approver to approve employee time sheets in the event of the Primary Approver's absence.

Policies for Overtime and Holidays:

Overtime: Employees are to be paid at their regular rate for all hours actually worked up to 40 hours during a workweek. Overtime work is defined as those hours actually worked beyond 40 hours during a workweek. A workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on the following Sunday. For purposes of computing overtime, each workweek stands alone. Hours worked during two or more workweeks may not be combined or averaged to determine overtime pay due.

Holidays: Student employees are paid for actual hours worked. Time off for holidays is not compensated.

Viewing Previous Timesheets

Timesheets can be viewed for the previous three months.