Web Time Card Entry Quick Reference
Baylor University

Policies and Procedures

- All Employees with valid Employee Classes Biweekly Staff (BW), Biweekly Graduate (GB) and Student Workers (SR) will enter time sheet information in BearWeb to be submitted for approval in BearWeb.
- Time sheets should be completed and submitted before midnight on Monday following the end of the pay period.
- Time sheets should be approved by NOON on Tuesday following the end of the pay period.
- If a work-study student or graduate student timecard is not submitted and approved in time to process, the supervisor will need to fax in the completed “Student Timecard Request” form from the Baylor home page to request a paper timecard for the students hours to be recorded on. Their time should not be recorded on the next pay period.
- Time sheets are legal documents, and all worked time must be reported on the correct dates and correct worked time of the day.

Noted Exceptions

- Athletic Temporary Employees (BW) - Use Departmental Time Entry (one individual enters and approves)
- Student Workers working in the Dining Services – paper timecards are sent to the department to fill out per a report from the Dining Services and approved by designated approvers. Timecards are due at 8 am on Tuesdays.

Internet Links

- Payroll Office Website
  (Contains contact information, pay schedules and links to the websites listed below.)
  [http://www.baylor.edu/payroll/](http://www.baylor.edu/payroll/)

- Web for Employees

Payroll Office Contacts for Time Sheets Online

- [Carol_McElhannon@baylor.edu](mailto:Carol_McElhannon@baylor.edu)
  Biweekly Staff Payroll Coordinator 710-8570
- [Karla_Walther@baylor.edu](mailto:Karla_Walther@baylor.edu)
  Graduate Payroll Coordinator 710-8661
- [Gloria_Furrer@baylor.edu](mailto:Gloria_Furrer@baylor.edu)
  Student Payroll Coordinator 710-8576
Getting to your Time Sheet

- Open Baylor’s homepage: [http://www.baylor.edu]
- Click on **Online Tools** link - Bearweb (web for employees)

- Enter your Baylor ID number
- Enter your 6 digit **PIN**

  - **Baylor ID Number:**
  - **PIN:**

- Click **Login**

- Click **Employee Information**

- Click **Time Sheet** link

- Click the radio button **My Choice**
- Click **Select**

- Click the radio button **My Choice** column by the valid position for the time entry

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice</th>
<th>Pay Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your dept. name</td>
<td></td>
<td>March 16, 2014 to March 29, 2014 In Progress</td>
</tr>
</tbody>
</table>

- Select the correct pay period.
- Employees gain access to the new timesheets after midnight on Saturday. **On Sunday or Monday of the new pay period, use the drop down arrow** to access the previous timesheet. Always be sure to submit the correct dates.

- Click the **Time Sheet** button
Entering Time Sheets - Bi-weekly Staff and Graduate bi-weekly
(Graduate students will not have the leave time options.)

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday March 16, 2014</th>
<th>Monday March 17, 2014</th>
<th>Tuesday March 18, 2014</th>
<th>Wednesday March 19, 2014</th>
<th>Thursday March 20, 2014</th>
<th>Friday March 21, 2014</th>
<th>Saturday March 22, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Vacation</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Personal</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Holiday</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Court</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

Total Hours: 0 0 0 0 0 0 0 0 0 0 0 0
Total Units: 0 0 0 0 0 0 0 0 0 0 0 0

- To enter your time, click on **Enter Hours** listed under a particular date for a particular type of pay (Worked, Vacation, Sick, Personal, Holiday or Court)

**Example of Biweekly Staff and Biweekly Graduate Student:**

![Example of Biweekly Staff and Biweekly Graduate Student]

Click on the **Save** or **Time Sheet** button

**Baylor Staff only - Policy Notes**

- You must put In and Out hours if you didn’t work (e.g. Vacation, sick time, holiday).
- 8:00 AM – 5:00 PM on one line counts as nine hours, not eight. Use two lines:

![Policy Notes Example]

- Your combination of all paid hours, plus Sick time, cannot be more than your scheduled hours per week. (If you are out sick one day and work late during that week to catch up, the extra hours worked reduces the amount of sick time you are charged for the week.)
Enter Comments

- Click the **Comments** button on the Time Sheet page (summary page).
- Click in the **Comments** field and type your comment.

**Note:** Sick leave hours must have a comment explaining the nature of the time taken. More than three consecutive days requires a note from your doctor.

Example of Student Worker Time Sheet – Work-study students must enter a two digit comment after the time in and the time out

All timecards:

- Click on the **Next** button to get to the second week in the pay period.
- Click on the **Preview** Button to review time sheet information for the enter pay period.
- Click on the **Restart** button to clear out all time sheet information for the pay period.
- Enter your in and out hours.

Please round your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

- Do not change the shift.
- You should only submit after you have worked and entered all of your time for both weeks of the pay period. If you submit too early or need to make any corrections, you can click on the **Return Time** button to have access to your timecard again.
Copy Hours Worked

- Click on the **Copy** button on the **Time In** and **Time Out** page
- Click on the days that you want the hours to copy to
- Click **Copy**
- Click **Time Sheet** button to return to the Summary Page

Preview Time Sheet

- Click on the **Preview** button on the **Time Sheet** page
- Review data entry
- Click on **Previous Menu**

Submit Time Sheet for Approval

- Return to the **Time Sheet** page
- Click the **Submit for Approval** button

PIN: ******

- Enter PIN
- Click **Submit**  
  *Note: This must be done by Midnight on Monday following the end of the pay period.*
- You should see the message

⚠️ Your time sheet was submitted successfully.