To access your **Web time entry timecard** and **earnings statement**:

Login to **BearWeb** with your Baylor ID number and PIN

## Web for Employees and Students

Click on **Employee Information** 

Click on **Time Sheet** OR Click on **Pay Information** 

Select Access my Time Sheet OR Click on Pay Stub

Select correct pay period

On the Sunday following the end of the pay period, (if you have not submitted your timecard to your supervisor), you will have access to both your old timecard and the timecard for the new pay period. The system will default to the new pay period. To select the previous pay period, you will need to use the drop down arrow by the pay period.

## Select Time Sheet

Click on **Enter Hours** for the appropriate day worked. **Two digits need to be entered in the comment square (ex: IN or OUT can be used)** 

\* Please round your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45).

Changing the shift number will result in errors for your timecard. Leave the shift as 1

Use the appropriate button needed to save your time or move to the next or previous day. Using the back button can result in errors on your timecard.

Use the "Next" button to get to the second week of your timecard. Do not sue the 'submit button' on your timecard to submit to your supervisor until you have <u>completed all hours worked for the</u> two week pay period. When you click on submit, you will no longer have access to your timecard.

Please enter your hours as you work through the pay period and submit by midnight on Saturday at the end of thw two week pay period. You will lose access to your timecard on Monday midnight after the pay period ends.

Please enter your hours on the correct dates and times that you work. Timecards are legal documents and should always reflect the correct information.