Baylor Payroll Instructions
New Employee Using Bear Web for the First Time – Accessing Timecard and Recording Time.

1. Go to [https://bearweb.baylor.edu/PROD8/twbkwbis.P_WWWLogin](https://bearweb.baylor.edu/PROD8/twbkwbis.P_WWWLogin)
   a. Enter your BearID and Password, then click Log in.

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   b. Choose one of the following actions:

   Choose an authentication method
   - Duo Push RECOMMENDED
     Send Me a Push
   - Call Me
     Call Me
   - Passcode
     Enter a Passcode

   Powered by Duo Security
c. You will be brought to a page like below. Click on Employee.

![BearWeb Employee Page](image)

**Release: 8.8**

d. The image below will appear. Click on Time Sheet.

![BearWeb Time Sheet Page](image)

**Release: 8.12.1**
e. The below screen will appear. Click Access my Time Sheet. Then Click Select.

**Time Sheet/Leave Request/Proxy**

Home > Employee Information > Time Sheet

- **Selection Criteria**
  - Access my Time Sheet: [ ]
  - Access my Leave Report: [ ]
  - Approve or Acknowledge Time: [ ]
  - Approve All Departments: [ ]
  - Act as Proxy: [ ]
  - Act as Superuser: [ ]

[Select]

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f. You will then be brought to the screen below. *Important* Make sure to choose the correct pay period for which you want to enter your hours. Once you select the correct pay period, click Time Sheet.

**Position Selection**

Home > Position Selection

- **Title and Department**
  - Biweekly Payroll Coordinator, PRL517-00 Payroll Office, 119PRL: [ ]

[Time Sheet]

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g.  You will be brought to the screen below. This is an important screen. Please read.

1. Enter Hours: Click Enter Hours to enter your hours for that day.
2. Comments: When you take sick time, click this to enter your comment.
3. Submit for Approval: When you are completely done entering your time and comments, click Submit for Approval to send your timecard to your approver.
4. Restart: If you need to completely restart your timecard, click this to restart it.
5. Next: The timecard below only shows 1 week of the 2 week period (July 31, 2016 to August 6, 2016 of the pay period July 31, 2016 to August 13, 2016. Click Next to take you to the next week of the pay period (August 7, 2016 to August 13, 2016). Do not click Submit for Approval until you enter the second week of the timecard.
h. When you click on Enter Hours, the screen below will appear. Enter your hours. If you work 8:00 to 5:00, to save time, click copy. If your schedule changes, click Next Day to go to the next day. If you are only entering hours for one day, click Time Sheet to go back to the screen in the above step.

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
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<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
</tbody>
</table>

i. Once you enter your hours, your screen should look similar to the image below. Click Copy.
j. The below screen will appear. Check every date that you worked the same hours. Then click Time Sheet.

![Time Sheet](image)

k. Your screen should look like below. Click Submit for Approval now that you are done entering hours for the 2 week pay period.

![Time Sheet](image)
I. The screen below will appear. Once this appears, your timecard is with your approver and you are done. If you need you make a correction to your timecard, click Return Time to make the correction. After you are done making the correction, click Submit for Approval again. You can Return Time only before your approver approves your timecard.

<table>
<thead>
<tr>
<th>Name</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday July 31, 2016</th>
<th>Monday August 1, 2016</th>
<th>Tuesday August 2, 2016</th>
<th>Wednesday August 3, 2016</th>
<th>Thursday August 4, 2016</th>
<th>Friday August 5, 2016</th>
<th>Saturday August 6, 2016</th>
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<tbody>
<tr>
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<td>80</td>
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<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
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<td></td>
<td></td>
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<td>Enter Hours</td>
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<tr>
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<td></td>
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</tr>
<tr>
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<tr>
<td>Total Hours</td>
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<td>0</td>
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<tr>
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<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

Submitted for Approval By: You on July 31, 2016
Approved By: LuAnn Pickens
Waiting for Approval From:  

1. Arrow pointing to the Return Time button.

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