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
   a. Enter your BearID and Password, then click Log in.

   Choose one of the follow actions:
   
   Choose an authentication method
   - Duo Push recommended
     Send Me a Push
   - Call Me
     Call Me
   - Passcode
     Enter a Passcode

Copyright © Baylor® University. All Rights Reserved. Legal Disclosures.
c. You will be brought to a page like below. Click on Employee.

![BearWeb page with Employee tab highlighted]

1

The image below will appear. Click on Time Sheet.

![BearWeb page with Time Sheet tab highlighted]
e. You will then be brought to the screen below. *Important* If you have two jobs, make sure you choose the correct job to enter hours. You cannot work the same hours in both positions. Also, make sure to choose the correct pay period for which you want to enter your hours from the drop down arrow. Once you select the correct pay period, click Time Sheet. If you do not know which pay period you are in, use this link for the Student Biweekly Schedule:  [www.baylor.edu/payroll/index.php?id=4392](http://www.baylor.edu/payroll/index.php?id=4392)
You will be brought to the screen below. This is an important screen. Please read.

1. Enter Hours: Click No Time Entry/Enter Hours to enter your hours for that day.
2. Comments: You can edit your comments by clicking this.
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. **Do not click ‘Submit for Approval’ until you enter the second week of the timecard.**
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 (August 7, 2016 to August 13, 2016) of the pay period August 7, 2016 – August 20, 2016. Click ‘Next’ to take you to the next week of the pay period (August 14, 2016 to August 20, 2016). **Do not click ‘Submit for Approval’ until you enter the second week of the timecard.**
g. When you click on Enter Hours, the screen below will appear.

i. Enter the time you arrived to work into ‘Clock Time In.’ Change AM to PM if necessary. In Comment you will simply record ‘In’. **Important** Recording ‘In’ in the comment field is necessary. You will not be able to move forward without it. When you leave work, record the hour you leave into ‘Clock Time Out.’ Change AM to PM if Necessary and enter ‘out’ into the comment field. **Important** Recording ‘Out’ in the comment field is necessary. You will not be able to move forward without it.

ii. You will then click ‘Next Day’ to move to the next day and continue entering your hours following the same instructions as above.

iii. When you are done, you will click ‘Timesheet’ to go back to the screen in step e.
h. Your screen should look like below when you have completed entering your hours. Click ‘Submit for Approval’ now that you are done entering hours for the 2 week pay period.

*Important* Only click ‘Submit for Approval’ if you have clicked ‘next’ and entered yours for the second week of the pay period.

| Click In or Out | Earning | Shift | Default Hours or Units | Total Hours | Total Units | Sunday August 7, 2016 | Monday August 8, 2016 | Tuesday August 9, 2016 | Wednesday August 10, 2016 | Thursday August 11, 2016 | Friday August 12, 2016 | Saturday August 13, 2016 |
|----------------|---------|-------|------------------------|-------------|-------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
|                | Worked  | 1     | 0                      | 145         |             | No Time Entry          | 7.25                   | No Time Entry          | No Time Entry          | No Time Entry          | No Time Entry          |
| Total Hours:   |         |       |                        | 145         |             |                        |                        |                        |                        |                        |                        |
| Total Units:   |         |       |                        | 0           |             |                        |                        |                        |                        |                        |                        |
i. Something similar to 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.

---

**Time Sheet**

| Click In or Out | Earning/Shift | Default Hours or Units | Total Hours | Total Units | Sunday August 7, 2016 | Monday August 8, 2016 | Tuesday August 9, 2016 | Wednesday August 10, 2016 | Thursday August 11, 2016 | Friday August 12, 2016 | Saturday August 13, 2016 |
|-----------------|---------------|-----------------------|-------------|-------------|------------------------|-----------------------|------------------------|------------------------|------------------------|--------------------------|
| **Worked**      |               |                       | 4.5         |             | No Time Entry           | 7.25                  | No Time Entry           | No Time Entry           | No Time Entry           | No Time Entry            | No Time Entry            |
| **Total Hours** |               |                       | 4.5         |             | 0                      | 7.25                  | 0                      | 0                      | 0                      | 0                        | 0                        |
| **Total Units** |               |                       | 0           |             | 0                      | 0                     | 0                      | 0                      | 0                      | 0                        | 0                        |

**Submitted for Approval By:**

You on August 21, 2016

**Approved By:**

**Waiting for Approval From:**

Traci Adcock