Baylor Payroll Instructions
Accessing Timecard and Recording Time.

Go to https://bearweb.baylor.edu/PROD8/twbkwbis.P_WWWLogin

a. Enter your **user name**, (first name _ last name), your **network password**, then click **Login**

b. Then enter your Duo passcode

**Duo Authentication**

[Image of Duo Authentication]

C. Click on “Employee”.

[Image of BearWeb interface]
d. Click on “Time Sheet”.

e. 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.

Always select the correct pay period. BearWeb will default to open to the new pay period on Sunday morning. Use the drop down arrow on Sunday or Monday.

1. **Enter Hours**: Click enter hours to enter your hours for each day. Always be sure to enter the correct hour of the day that you are actually working. Timecards are legal
documents and should always have the correct hours entered. Click on the date you need, and it will take you to the 2nd view.

2. **Next:** The timecard will open to show 1 week of the 2 week pay period. To get to the 2nd week of the pay period, click on “Next”. Do not submit for approval until you enter all of your hours for both weeks of the 2 week pay period.

f. Once you enter your hours, your screen should look similar to the image below. Always leave the shift as 1

![Timecard Example]


g. When you have finished entering all of your hours, you will need to click on Submit for approval. Your supervisor does not have an approve button until you click on the submit button. Please always submit before midnight on Saturday at the end of the pay period. Final student deadline is midnight on Monday after the pay period ends.

![Submit for Approval]

h. When submitted, you will always see the message above.

i. If you need you make a correction to your timecard after you have submitted, click “Return Time” to have access again. After you are done making the correction, click Submit for Approval again. You can only Return Time before the student deadline and before your supervisor approves your timecard.