

## 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/>
- Web for Employees  
[https://bearweb.baylor.edu/PROD8/twbkwbis.P\\_GenMenu?name=homepage](https://bearweb.baylor.edu/PROD8/twbkwbis.P_GenMenu?name=homepage)

### 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**

**My Choice**

**Access my Time Sheet:**

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

Title and Department	My Choice	Pay Period and Status
Your dept. name	<input checked="" type="radio"/>	March 16, 2014 to March 29, 2014 In Progress
<input type="button" value="Time Sheet"/>		

- 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.

**Pay Period and Status**

March 30, 2014 to April 12, 2014 In Progress -

April 13, 2014 to April 26, 2014 Not Started

- Click the *Time Sheet* button

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

Time Sheet												
Title and Number:			Your title and number									
Department and Number:			Your department and number									
Time Sheet Period:			March 16, 2014 to March 29, 2014									
Submit By Date:			March 30, 2014 by 11:59 PM									
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday March 16, 2014	Monday March 17, 2014	Tuesday March 18, 2014	Wednesday March 19, 2014	Thursday March 20, 2014	Friday March 21, 2014	Saturday March 22, 2014	
Worked	1	0	0		<a href="#">Enter Hours</a>							
Vacation	1	0	0		<a href="#">Enter Hours</a>							
Sick	1	0	0		<a href="#">Enter Hours</a>							
Personal	1	0	0		<a href="#">Enter Hours</a>							
Holiday	1	0	0		<a href="#">Enter Hours</a>							
Court	1	0	0		<a href="#">Enter Hours</a>							
<b>Total Hours:</b>			0		0	0	0	0	0	0	0	
<b>Total Units:</b>				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:

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

Date: Monday, March 17, 2014  
Earnings Code: Worked

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	05:00 PM	4
1			0
1			0
1			0
			8

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:

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	05:00 PM	4

- 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 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.

**Made By:** You  
**Comment Date:** March 21, 2014  
**Enter or Edit Comment:** Example: Went home sick on 3/21/14

- Click on **Save**

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

**Date:** Monday, March 10, 2014  
**Earnings Code:** Worked

Clock In				Clock Out								
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1		8:00 AM	<input type="checkbox"/>	in			12:00 PM	<input type="checkbox"/>	out			0
1		AM	<input type="checkbox"/>				AM	<input type="checkbox"/>				0
1		AM	<input type="checkbox"/>				AM	<input type="checkbox"/>				0
1		AM	<input type="checkbox"/>				AM	<input type="checkbox"/>				0
1		AM	<input type="checkbox"/>				AM	<input type="checkbox"/>				0
<b>Total:</b>												0

## 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

button to have access to your timecard again.

## Copy Hours Worked

- Click on the **Copy** button on the *Time In* and *Time Out* page

**Date:** Monday, March 17, 2014  
**Earnings Code:** Worked

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	1:00 PM	5:00 PM	0
1			0
1			0
1			0
			4

Time Sheet Previous Day Next Day  
 Add New Line Save **Copy** Delete

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

**Earnings Code:** Worked  
**Date and Hours to Copy:** March 17, 2014, 8 Hours  
**Copy from date displayed to end of the pay period:**   
**Include Saturdays:**   
**Include Sundays:**

**Copy by date:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 16, 2014	March 17, 2014	March 18, 2014	March 19, 2014	March 20, 2014	March 21, 2014	March 22, 2014
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 23, 2014	March 24, 2014	March 25, 2014	March 26, 2014	March 27, 2014	March 28, 2014	March 29, 2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

## Preview Time Sheet

Position Selection Comments **Preview** Submit for Approval Restart Next

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

## Submit Time Sheet for Approval

Position Selection Comments Preview **Submit for Approval** Restart Next

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

**PIN:**

Submit

- 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.**

