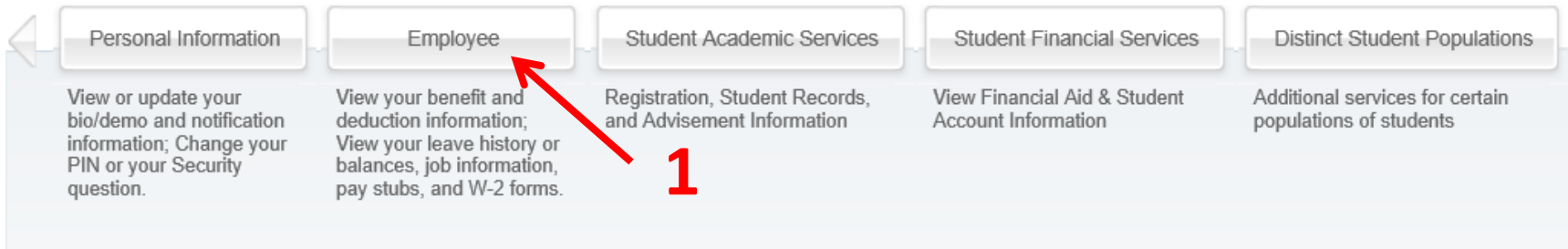


Baylor Payroll Instructions

How To Approve Timecards

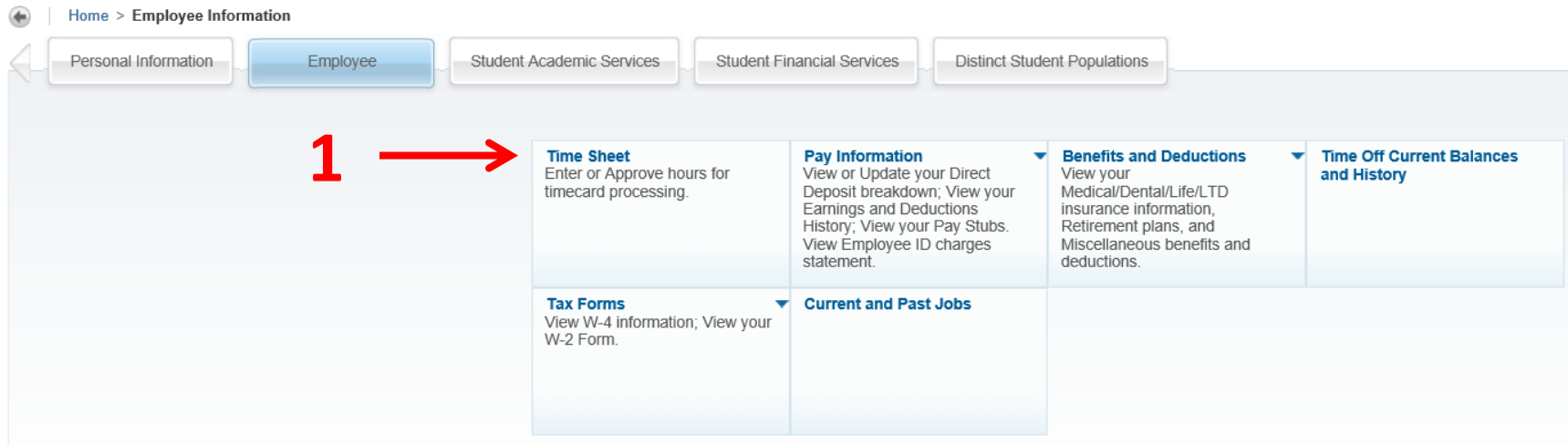
1. Log into Bearweb (https://bearweb.baylor.edu/PROD8/twbkwbis.P_WWWLogin). The below screen will appear. Click on Employee.



The screenshot shows a navigation menu with five items: Personal Information, Employee, Student Academic Services, Student Financial Services, and Distinct Student Populations. The 'Employee' item is highlighted with a red arrow and a red number '1' pointing to it. Below each menu item is a brief description of the services available.

Personal Information	Employee	Student Academic Services	Student Financial Services	Distinct Student Populations
View or update your bio/demo and notification information; Change your PIN or your Security question.	View your benefit and deduction information; View your leave history or balances, job information, pay stubs, and W-2 forms.	Registration, Student Records, and Advisement Information	View Financial Aid & Student Account Information	Additional services for certain populations of students

2. After you click on Employee, click on Time Sheet.



The screenshot shows the 'Employee Information' page. The 'Employee' menu item is highlighted in blue. Below it, a grid of options is displayed. A red arrow and a red number '1' point to the 'Time Sheet' option.

Home > Employee Information

Personal Information	Employee	Student Academic Services	Student Financial Services	Distinct Student Populations
		Time Sheet Enter or Approve hours for timecard processing.	Pay Information View or Update your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs. View Employee ID charges statement.	Benefits and Deductions View your Medical/Dental/Life/LTD insurance information, Retirement plans, and Miscellaneous benefits and deductions.
		Tax Forms View W-4 information; View your W-2 Form.	Current and Past Jobs	Time Off Current Balances and History

3. For Approvers

- 3.1 After you click Time Sheet, the screen below will appear.
Select the radial button for 'Approve or Acknowledge Time'.
Click 'Select'.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/> ← 1
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select ← 2

3. For Proxy Approvers

- 3.2 If you are a Proxy approver, keep everything the same as you would as the Approver, but choose the name of the person you will be approving for in the drop-down box in 'Act as Proxy'.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/> ← 1
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ← 2
Act as Superuser:	<input type="checkbox"/>

Select

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Name of Approver Self ← 3
Act as Superuser:	<input type="checkbox"/>

Select ← 4

4. A screen like the one below will appear. Choose the correct pay period and click select.
- *Important*** If you are approving a timecard on the Tuesday after the pay period has ended, then the system will automatically default to the next pay period if the employee has opened the timecard for that pay period. You will need to select the correct date for the timecard you are approving by clicking on the drop-down box. The pay period we are looking for in this example would be February 11, 2018 to February 24, 2018. Notice how the system defaults to February 25, 2018 to March 10, 2018. Click the drop down-down box to select the correct pay period.
- *Important*** If you have Undergraduate Students(ST), Graduate Students(GB), and Biweekly Staff(BW) in the same department number, they will all appear in the same drop-down box. Click on the correct abbreviation for the payroll you are approving for.

Time Sheet

Department and Description	My Choice	Pay Period
Dept #, Dept Name	<input checked="" type="radio"/>	BW, February 25, 2018 to March 10, 2018

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select



4.1

Time Sheet

Department and Description	My Choice	Pay Period
Dept #, Dept Name	<input checked="" type="radio"/>	BW, February 25, 2018 to March 10, 2018 BW, February 11, 2018 to February 24, 2018 BW, January 28, 2018 to February 10, 2018 BW, January 14, 2018 to January 27, 2018 BW, December 31, 2017 to January 13, 2018 BW, December 17, 2017 to December 30, 2017 BW, December 3, 2017 to December 16, 2017 BW, November 19, 2017 to December 2, 2017 BW, November 5, 2017 to November 18, 2017 BW, October 22, 2017 to November 4, 2017 BW, October 8, 2017 to October 21, 2017

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select



4.2

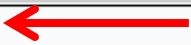
5. Click on the employee's blue name that shows up to access their time card.

Department:

Pay Period: February 25, 2018 to March 10, 2018

Act as Proxy:

Pay Period Time Entry Status: Open until March 14, 2018, 11:59 AM

Pending			
ID	Name, Position and Title	Required Action	Total Hours
<input type="text" value="123456789"/>	Employee 1  1	Approve	80.00
<input type="text" value="987654321"/>	Employee 2	Approve	81.50

- Review the person's timecard for accuracy and click approve. After you click approve, click previous Menu to go to the screen in Step #5.
 - *Important*** The 'Return for Correction' button will not work on the Tuesday after a pay period has ended. Please do not click this button at that time. It will work on any other day in the pay period.
 - *Important*** If a change or correction needs to be applied to a timecard on a Tuesday after the pay period has ended, the change will have to come from the supervisor or proxy. Click on 'Change Record' to make the change. Then approve the timecard.

Employee ID and Name: Department and Description:

Title: Transaction Status: Pending

[Comments](#)
[Routing Queue](#)
[Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , February 25, 2018	Monday , February 26, 2018	Tuesday , February 27, 2018	Wednesday , February 28, 2018	Thursday , March 1, 2018	Friday , March 2, 2018	Saturday , March 3, 2018	Sunday , March 4, 2018	Monday , March 5, 2018	Tuesday , March 6, 2018	Wednesday , March 7, 2018	Thursday , March 8, 2018	Friday , March 9, 2018	Saturday , March 10, 2018
Worked	1		79.25			8	8	8	8	7.25			8	8	8	8	8	
Sick	1		.75							.75								
Total Hours:			80			8	8	8	8	8			8	8	8	8	8	
Total Units:				0														

- Repeat steps #5 and #6 until all time cards are approved.