

Online Timesheets User Guide

- for Students -

Topics Include:

- Logging On
- Creating a New/Late Timesheet
 - Readme Notes
 - Warning ICONs
- Creating a Work Schedule
 - Readme Notes


LOGGING ON:

- SITE URL: <http://www.hawaii.edu/sece>

University of Hawai'i System
Welcome to our online job services for students and employers.




[Click Here](#)
Students & Employers **login HERE!**

campus links

Universities <ul style="list-style-type: none">• UH Manoa• UH Hilo• UH West Oahu	Community Colleges <ul style="list-style-type: none">• Hawaii• Honolulu• Kapiolani• Kauai• Leeward• Maui• Windward• ETC	 Contact your campus student employment office
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SYSTEM UNAVAILABLE WEEKDAYS:
4:00 am - 5:00 am (backup)
7:00 pm - 8:00 pm (maintenance)
We apologize for any inconvenience.
Notice for Saturday, 05/26/2007:
The system will be unavailable due to a planned maintenance service to be done between 6:00 am - 12:00 pm.

announcements



 University Employers <ul style="list-style-type: none">» Fall 2007 Employment Eligibility» Browser Information» 2007 Summer FICA Tax Information» Forms and Resources» Student Employee Pay Raises» UH Pay Scale	 Non-University Employers <ul style="list-style-type: none">» Browser Information» Equal Employment Opportunity (EEO) Policy» UH Manoa Partnerships	 Students <ul style="list-style-type: none">» Browser Information» NEW OnCampus Student Employees» UH Pay Scale
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- Login as a Student (STD) using your UH username and password.

sece student employment & cooperative education
University of Hawai'i
[Return to HomePage](#)

LOGIN as...

 Students <p>For all University of Hawai'i students seeking rewarding employment opportunities...</p> UH Student Login Username: <input type="text"/> Password: <input type="password"/> <input type="button" value="login >>"/> Help <ul style="list-style-type: none">• Login Help• Job & Eligibility Info	 Employers <p>For all University & Non-University employers seeking qualified student employees...</p> Registered Employer Login Username: <input type="text"/> Password: <input type="password"/> <input type="button" value="login >>"/> NEW non-uh employers register here! Help <ul style="list-style-type: none">• Login Help
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Search

Browse the Job Database
You must login to obtain Employer Contact Information

Job Program: <input type="text" value="All Programs"/>	Job Category: <input type="text" value="All Categories"/>
Island/Region: <input type="text" value="All Islands"/>	Pay Rate: <input type="text" value="All Pay Rates"/>
<input type="text" value="Select a program first..."/>	Special Classification: <input type="text" value="All Classifications"/>
	Job Number: <input type="text"/> - Axx
	<input type="button" value="search >>"/>

Site is best viewed with [Internet Explorer v6.0](#) or later. Copyright © 2002 MIS - University of Hawai'i

- Once logged on, you see the Main Student Menu page.
- Click the “TIMESHEET” tab to get to the Online Timesheet’s Main Menu.

STUDENT MAIN **TIMESHEET** LOGOUT

Welcome : First Last

Click "TIMESHEET" Tab to get MainPage of Timesheet Module

Main Student Menu

Messages/Announcements

Student employment at the University of Hawai'i at Manoa is governed by Administrative Procedures Manual A9.880. By accessing information on this website, students agree to abide with the policies and procedures in APM A9.880 should they be hired for a University or FWS job.

Job Search to Obtain Referrals

Am I eligible to work?

Job Location

Job Program : All Programs ▾

Island/Region : All Islands ▾ (Note: Page will refresh after Island is selected)

: Select an island/region first... ▾

Job Category : All Categories ▾

Pay Rate : All Pay Rates ▾

Special Classification : All Classifications ▾

Job Number : -AXX

[search >>](#)

Other Options

- View My Referrals
- View My Placements
- Edit My Profile

Information / Help

- Administrative Procedures Manual A9.880
- Browser Information
- Job Program & Eligibility Information
- Obtaining Referrals - Visual Guide
- UH Pay Scale
- Info for NEW Student Employees
- Contact Information

CREATING A NEW/LATE TIMESHEET:

- Click “Create a New/Late Timesheet” link to start a NEW timesheet for this pay period.
- Click “Newly Created” link if you already created (either New/Late) one and want to EDIT it.
- Click the “?” to read details about the status flow your timesheet will follow.

STUDENT MAIN TIMESHEET LOGOUT

Welcome : First Last [STD]

Online Timesheets - Main Menu

Quick View

TIMESHEET STATUS ?	
Newly Created	1
Awaiting Your Revision	0
Pending Supervisor Approval	0
Pending Final Approval	0
Late Approved	0
Pending Payment	0
Historical	0

Timesheets

- Create a New Timesheet
- Options Setup

Schedules

- View/Edit Current Work Schedule(s)
- View Pay Period Schedule
- View Holiday Schedule

- Clicking on the “Create a New/Late Timesheet” link displays the following page:
 - Student must fill out 1 timesheet, per job, per pay period.
 - Use drop down menu to select a “Job Title / Pay”. Note: you only see this if you work 2 or more on-campus jobs.
 - Use drop down menu to select a specific “Pay Period”.
 - The list defaults to the current pay period and ordered backwards until the oldest.
 - Once a pay period is used, it is removed from this list.
 - Click the “next >>” button to create the timesheet.

STUDENT MAIN TIMESHEET LOGOUT

Welcome : First Last [STD]

Online Timesheets - Create New Timesheet ?

Create New Timesheet

Student : Last, First

Job Title / Pay : Technical Analyst I/Admin Asst - \$12.00

Pay Period : Please Select

next >>

- The **HEADER** section of the timesheet page (as shown below) has many features to be aware of.
 - This top section of the page gives you job info, status info, and important due dates.
 - The “Timesheet Summary” is blank here, but will show a list of all flags that the validation process catches.
 - Ex. If you work more than 8+ hrs in the same day, an icon representing this will show.
 - Save a personal note or a message for your SUP and BO staff to read. The “Student Notes” box is only editable by you and serves as a permanent note attached to timesheet.
 - Use the notes section to explain a flag:
 - Ex. If your supervisor asked you to stay late and you ended up working more than 8 hrs.
Type> 0720/2007 (fri): 8+ hr flag is due to working late as requested by SUP.
 - Use the notes to remind everyone why you were not at work when you were scheduled.
 - Ex. If your supervisor granted vacation time, you can note it here as a reminder.
Type> 07/20/2007 (fri): I will not be working.

STUDENT MAIN | **TIMESHEET** | LOGOUT

Welcome : First Last [STD]

Online Timesheets - Timesheet Input

[Back to Timesheet List](#)

NAME (LAST, FIRST M) :	Last, First	STATUS :	Newly Created
JOB TITLE :	Technical Analyst I/Admin Asst	LAST MOD ON :	07/19/2007 01:24 PM, First Last [STD]
HOURLY RATE :	\$12.00	CREATED ON :	07/19/2007 04:31 PM, First Last [STD]
WORK PERIOD :	07/11/2007 - 07/25/2007	TURN-IN DUE [STD] :	11:59pm on 07/25/2007
TIMESHEET SUMMARY :		APPROVAL DUE [SUP] :	11:59pm on 07/26/2007
		APPROVAL DUE [BO] :	11:59pm on 07/30/2007
		PROCESSED ON :	


TIMESHEET NOTES:

Student Notes (Field takes a max of 2000 characters - 2000 characters left.)

Type a note to your Supervisor explaining why you didn't work last week Monday.

Save Notes

- Scroll down to the **DAILY WORK HOURS** section to input hours worked.
 - Click a date from the left column to input your work hours.
 - Use the drop down menu to select your start and stop times.
 - A checkmark in the “WAIVE” column removes the night differential from your pay for the hours worked between 6 PM and 6 AM.
 - Click the “Save” button or click on another date to save your changes.
 - The grayed out rows are dates from the previous or next pay period.
 - WEEKLY-TOTALS also include hours from the grayed out dates, but grayed out hours will NOT be included in the final summary and payments.

DAILY WORK HOURS: 

DATE	START / STOP	START / STOP	START / STOP	REG	REG OT	WAIVE	NIGHT	NIGHT OT	
07/08/2007, Sun	-	Grayed Out: Shows 3 days from the previous pay period.			-	-	<input type="checkbox"/>	-	-
07/09/2007, Mon	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/10/2007, Tue	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/11/2007, Wed	07:00 am - 12:00 pm	-	-	05:00	-	<input type="checkbox"/>	-	-	
07/12/2007, Thu	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/13/2007, Fri	HRS 7 am : MIN <input type="button" value="Reset"/> <input type="button" value="Save"/>	HRS : MIN	HRS : MIN	-	-	<input checked="" type="checkbox"/>	-	-	
	HRS 12 pm : MIN	HRS : MIN	HRS : MIN						
07/14/2007, Sat	-	-	-	-	-	<input type="checkbox"/>	-	-	
WEEKLY-TOTAL				05:00	-				
DATE	START / STOP	START / STOP	START / STOP	REG	REG OT	WAIVE	NIGHT	NIGHT OT	
07/15/2007, Sun	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/16/2007, Mon	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/17/2007, Tue	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/18/2007, Wed	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/19/2007, Thu	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/20/2007, Fri	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/21/2007, Sat	-	-	-	-	-	<input type="checkbox"/>	-	-	
WEEKLY-TOTAL				-	-				
DATE	START / STOP	START / STOP	START / STOP	REG	REG OT	WAIVE	NIGHT	NIGHT OT	
07/22/2007, Sun	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/23/2007, Mon	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/24/2007, Tue	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/25/2007, Wed	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/26/2007, Thu	-	Grayed Out: Shows 3 days from the next pay period.			-	-	<input type="checkbox"/>	-	-
07/27/2007, Fri	-	-	-	-	-	<input type="checkbox"/>	-	-	
07/28/2007, Sat	-	-	-	-	-	<input type="checkbox"/>	-	-	
WEEKLY-TOTAL				-	-				

- Scroll down to view the **TIMESHEET SUMMARY** section.
 - This section simply shows the totals for this **CURRENT** pay period
 - The **GRAND TOTAL** includes any **RECONCILED HOURS** for a historical timesheet and any **LATE** timesheets now being submitted.
 - Note: Only your **SUP** or **BO** staff can reconcile hours for you.
Ex. If you forgot to add 2 hrs to your last timesheet, you must notify them verbally or via the “Student Notes” box to make the corrections. After they correct things, you will see it summarized here.

TIMESHEET SUMMARY: ?					
CURRENT TIMESHEET:		REG	REG OT	NIGHT	NIGHT OT
CURRENT HOURS		05:00	-	-	-
HISTORICAL TIMESHEETS (Reconciled & Late):		REG	REG OT	NIGHT	NIGHT OT
RECONCILED HOURS		-	-	-	-
LATE HOURS		-	-	-	-
GRAND TOTAL		05:00	-	-	-

- Scroll down to view the **APPROVAL INFO** section.
 - This section **ONLY** shows up after you submit the timesheet for approvals. It allows you to see who can approve your timesheet in the event that you notice your timesheet just sitting around.
 - A checkmark and datetime to the right of the approver’s name will appear to show who and when the person approved your timesheet.
 - Only 2 approvals are required.
 - 1 from someone in the Supervisor group.
 - 1 from someone in the Business Office group.
 - The approval due dates are shown at the top of the timesheet page.
- The buttons allow the following actions:
 - Click “Delete” to completely erase all data associated with this timesheet.
 - Click “Save” to preserve data from session timeouts or computer crashes. After saving, you can logout and login whenever you want to continue entering hours or to check on anything.
 - Click “Submit to Supervisor” when ready to turn-in for approvals.

APPROVAL INFORMATION: ?

Supervisors

Supervisor : *As Listed on the Job Form*

Additional Job / Referral Contact : *As Listed on the Job Form*

Business Office

Additional Approving Authority : *As Listed on the Job Form*

Fiscal Officer : *As Listed on the Job Form*

(Red circle highlights the four checkboxes)

















README NOTES:

- To **GET PAID ON TIME**, pay close attention to the due dates for YOU and all approvals!
- Only the original creator of a timesheet can delete it.
 - However, once a timesheet enters the approval process, it CANNOT be deleted by anyone.
- An example use of the “delete” function:
 - Delete the timesheet if you created a timesheet for the wrong pay period.
 - Delete the timesheet if you simply want to start over (prior to submitting for approvals).
- When you are ready and click the “submit to supervisor” button.
 - You get a confirmation page that the timesheet has been sent to your supervisor
 - Your supervisor will receive a confirmation email to his/her UH email account (username@hawaii.edu).
- Click on the “TIMESHEET” tab to return to the timesheet main menu.
 - Notice that the timesheet status changed from “Newly Created” to “Pending Supervisor Approval”.
- Once a timesheet is submitted to the supervisor, the student can only view his timesheet without editing it.
 - Click on “Pending Supervisor Approval” from the timesheet main menu to retrieve it.
 - If a correction is necessary, the supervisor may choose make the changes themselves or option to “Return to Student” for delegation.
- Only the person who created the timesheet can modify it until turned over to the next party.
 - Example: if a student creates the timesheet, that timesheet is only editable by the student and no one else.
 - It is then important that the student submits the timesheet to his/her supervisor on time for approvals. If the student fails to do so, the supervisor will not be able to access the timesheet. This would result in the student not getting paid!

WARNING ICON KEY MAP:

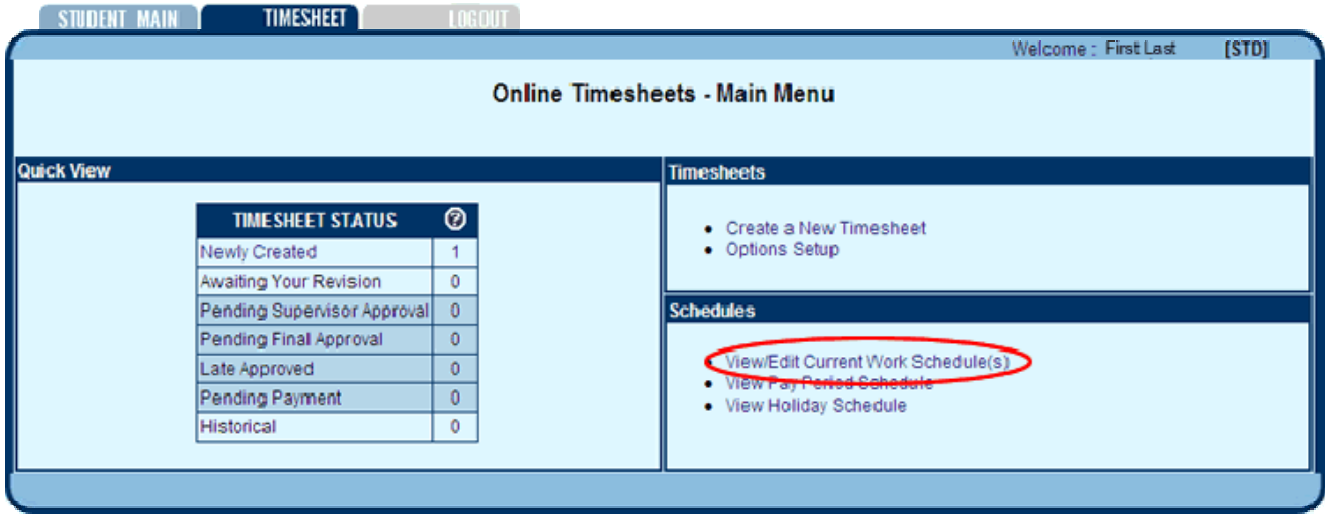
- Image ICONs represent the visual warning flags to cue us in on a situation that needs closer review.
- They show up when the system validations finds these warnings.
- Click an ICON to open this map which shows each icon and its description.
- Eventually, you will come to know each by sight.

Online Timesheet - Warning Icons

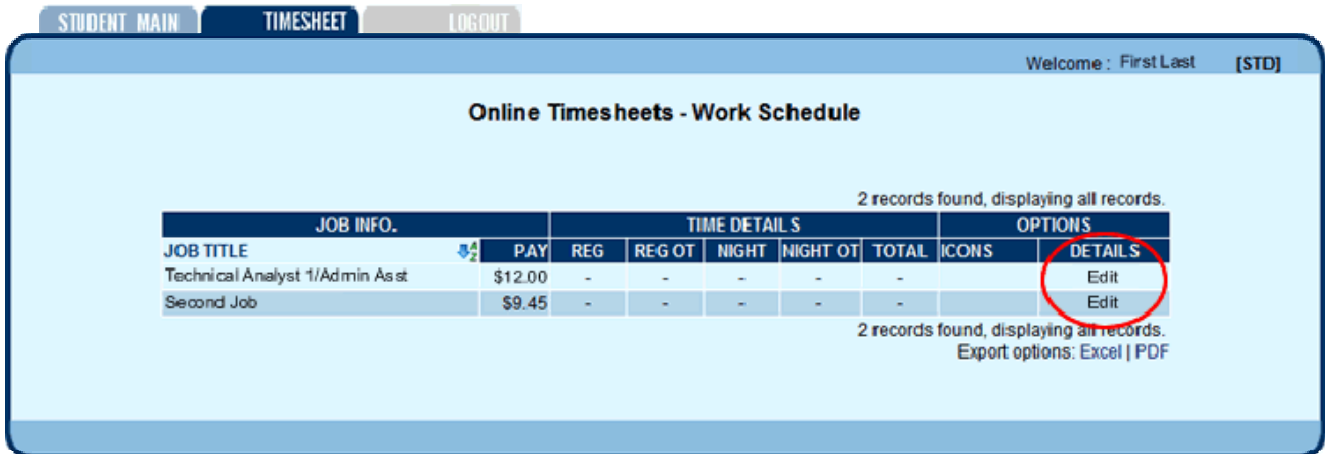
Icon	Description
	Marks the hire date of a student.
	Marks the beginning/end dates of a student's appointment period.
	Original Time modified by another user.
	Exceeds 8hr work day.
	Exceeds 20hr work week.
	Exceeds 40hr work week.
	Exceeds 20hr work week across multiple timesheets.
	Exceeds 40hr work week across multiple timesheets.
	Exceeds max hours submittable in a single pay period.
	Marks a LATE timesheet that is past its due date.
	Marks a timesheet that was submitted as a LATE adjustment on a subsequent timesheet.
	Marks a historical timesheet that had its time adjusted (+/-) on a subsequent timesheet.
	Marks a timesheet that contains a late/time adjustment.
	Marks an observed holiday.
	Marks a timesheet with multiple accounts.
	Marks the effective date of a pay change (ex. pay raise).

CREATING A WORK SCHEDULE:

- Click the “TIMESHEET” tab to get to the Online Timesheet’s Main Menu.
- Click “View/Edit Current Work Schedule” link to manage your work schedule(s).



- Clicking on the “View/Edit Current Work Schedule” link displays the following page:
 - Student has option to fill out 1 work schedule, per job.
 - If working only 1 job, then you will get the page below by default.
 - If working 2 or more jobs, you will have to select which job you are creating a work schedule for.



- Clicking on the “Edit” link opens to the details of the Work Schedule:
 - Click a day of the week from the left column to input your work hours.
 - Use the drop down menu to select your start and stop times.
 - Click the “Save” button or click on another date to save your changes.
 - Check your TOTAL HOURS to adhere to your work agreement policy.

STUDENT MAIN TIMESHEET LOGOUT

Welcome : First Last [STD]

Online Timesheets - Work Schedule Input

NAME (LAST, FIRST M) : Last, First
 JOB TITLE : Technical Analyst I/Admin Asst
 HOURLY RATE : \$12.00

DATE	START / STOP	START / STOP	START / STOP	REG	REG OT	NIGHT	NIGHT OT
Sunday	-	-	-	-	-	-	-
Monday	07:00 am - 12:00 pm	-	-	05:00	-	-	-
Tuesday	-	-	-	-	-	-	-
Wednesday	07:00 am - 12:00 pm	-	-	05:00	-	-	-
Thursday	-	-	-	-	-	-	-
Friday	HRS 7 am : MIN	HRS : MIN	HRS : MIN	-	-	-	-
	Reset Save HRS 12 pm : MIN	HRS : MIN	HRS : MIN	-	-	-	-
Saturday	-	-	-	-	-	-	-
TOTAL HOURS				10:00	-	-	-

README NOTES:

- Filling a work schedule is convenient for students who work a set schedule week after week.
 - Only YOU (the Student) can edit the work schedule.
 - Supervisors and Business Office personnel can view this work schedule but not edit it.
 - Work Schedule changes do NOT affect historical or already created timesheets.
 - Work Schedule changes ONLY affect the next, NEW timesheet you create.
 - Work schedules will pre-populate any timesheet created by YOU or your SUP/BO staff.
 - This schedule defines a week to start on Sunday and end on Saturday.
 - This schedule will be repeated for each week within a pay period.
 - Any Holiday will NOT get pre-populated with work hours from your work schedule.
 - Once pre-populated, the timesheet is still editable for schedule changes within that pay period.
 - Ex. If need to add/subtract some time for working longer or shorter hours.
 - Ex. If you are sick and did not work on Monday
 - Ex. If you actually worked on an observed Holiday.