

Supervisors of Federal Work Study Students

Instructions on How to Approve FWS Student Time Sheets Using Self Service Web Time Entry

Introduction

Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets. The Web Time Entry system will allow you to log into a secure website and approve Federal Work Study students' hours online from any computer with access to the Internet. After you approve the time sheet information online, the information is sent electronically to Payroll for processing.

Timeframes and Deadlines

In order for FWS students to be paid each pay period, you will need to keep track and approve students' timesheets by the deadlines. Please refer to the Federal Work Study – Bi-Weekly Payroll Schedule for approval times & dates (usually by noontime every other Monday).

Please

Access through U-Online

Log into your U-Online account

SELECT Employee Services:

UNE UNIVERSITY OF NEW ENGLAND

Personal Information Student Services Student Financial Services **Employee Services** Applicant Services

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Welcome Tanner J. McLaughlin to the University of New England Online Information Service!

Last web access on Nov 10, 2015 at 02:09 pm

Personal Information and Settings
View/update your address, phone, and emergency contact information; View instructions for changing your name, marital status, and Social Security Number; Change your PIN and security question/answer; Check out the surveys!

Student Services
Register, add, and drop classes; Display your class schedule; Display your grades & transcripts; View on-campus housing assignment information.

Student Financial Services
Manage your bill; View your 1098-T; Check the status of your financial aid Application Materials; Review your financial aid Award Information.

Employee Services
View your pay, position information, benefits, deductions, and leave time.

Applicant Services

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1. Click **Time Sheet**.



Personal Information Student Services Student Financial Services **Employee Services** Applicant Services

Search Go

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Employee Services Menu

Click

[Time Sheet](#)

[Pay Information](#)

Pay statements, earnings and deductions history, direct deposit accounts.

[Benefits and Deductions](#)

View your current benefit and / or deduction information.

[Tax Information](#)

W4 Tax Withholding, W2 Earnings.

[HR/Payroll Downloadable Forms and Policies](#)

Links directly to the UNE HR/Payroll forms and policies.

[Leave Balances](#)

Check your leave balances and leave time used.

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2. Click **Select**.



Personal Information **Employee Services**

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Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

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

Click

Select

[Proxy Set Up](#)

1. Choose the **Time Sheet Period** that you would like to approve. Then click **Select**. You may also choose a sort order.

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Personal Information **Employee Services**

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Approver Selection

Time Sheet

Department and Description **My Choice Pay Period**

1, 7230, Financial Aid Gov't/State Grant **BS, Feb 29, 2016 to Mar 13, 2016** ▼

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

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2. Students who have submitted timesheets will be **Pending** your approval. Students who have not submitted timesheets will be **In Progress**.

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Personal Information **Employee Services**

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Department Summary

Select the employee's name to access additional details.

COA: 1, University of New England
 Department: 7230, Financial Aid Gov't/State Grant
 Pay Period: Feb 29, 2016 to Mar 13, 2016
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Mar 15, 2016, 12:01 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
910378999	009999 - 00 Federal Workstudy Student	Approve	7.25	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information	
910381278	009999 - 00 Federal Workstudy Student		2.50	.00	Leave Balances	

3. Click on the Student's Name. Review the hours worked. You can return for **Correction, Change Record, Delete, Add Comment, or Approve**. Click **Approve** once the hours are reviewed and all corrections (if any) are made.



Personal Information Employee Services

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Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: 910378999 [Redacted] Department and Description: 1 7230 Financial Aid Gov't/State Grant
 Title: 009999-00 Federal Workstudy Student Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday, Feb 29, 2016	Tuesday, Mar 01, 2016	Wednesday, Mar 02, 2016	Thursday, Mar 03, 2016	Friday, Mar 04, 2016	Saturday, Mar 05, 2016	Sunday, Mar 06, 2016	Monday, Mar 07, 2016	Tuesday, Mar 08, 2016	Wednesday, Mar 09, 2016	Thursday, Mar 10, 2016	Friday, Mar 11, 2016	Saturday, Mar 12, 2016	Sunday, Mar 13, 2016
Work Study Students	1		7.25						3					.5		3.75		
Total Hours:			7.25						3					.5		3.75		
Total Units:				0														

Routing Queue

Name	Action and Date
[Redacted]	Originated Mar 04, 2016 10:39 am Submitted Mar 11, 2016 10:29 am Pending

Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Feb 29, 2016		100.00	CWS	2201	7230	63100	60				

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

4. You will see **Approved** status of the student's time sheet.

Employee Details

Select Next or Previous to access another employee.

Time transaction successfully approved.

Employee ID and Name: 910378999 [Redacted] Department and Description: 1 7230 Financial Aid Gov't/State Grant
 Title: 009999-00 Federal Workstudy Student Transaction Status: **Approved**

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Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday, Feb 29, 2016	Tuesday, Mar 01, 2016	Wednesday, Mar 02, 2016	Thursday, Mar 03, 2016	Friday, Mar 04, 2016	Saturday, Mar 05, 2016	Sunday, Mar 06, 2016	Monday, Mar 07, 2016	Tuesday, Mar 08, 2016	Wednesday, Mar 09, 2016	Thursday, Mar 10, 2016	Friday, Mar 11, 2016	Saturday, Mar 12, 2016	Sunday, Mar 13, 2016
Work Study Students	1		7.25						3					.5		3.75		
Total Hours:			7.25						3					.5		3.75		
Total Units:				0														

Routing Queue

Name	Action and Date
[Redacted]	Originated Mar 04, 2016 10:39 am Submitted Mar 11, 2016 11:27 am Approved Mar 11, 2016 11:34 am

5. Select a **Proxy** who will approve time sheets in your absence by clicking on **Proxy Set Up**.

https://ssb1.une.edu:4443/pls/prod/bwpltais.P_SelectTimeSheetRoll

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Personal Information Employee Services

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Act as Proxy:	<input type="text" value="Self"/> v
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

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