

STUDENT WEB TIMESHEET INSTRUCTIONS

FOR ASSISTANCE, CONTACT STUDENT PAYROLL studentpayroll@whitman.edu

Students are responsible for tracking, entering and submitting their hours worked at the end of the pay period. When student payroll is being processed (generally between the 10th and 18th), you will not have access to your new Web Timesheet. Therefore, you need to log your hours separately to ensure you can remember the hours you worked.

STUDENT PAY PERIOD & CUTOFF INFORMATION

The student pay period is from the 9th of the month to the 8th of the following month. Student payday is on the 20th of the month. If the 20th falls on a Saturday, payday would be the Friday before. If the 20th falls on a Sunday, payday will be the following Monday.

Students should enter their time each day they work during the month. Supervisors and students will have one and a half business days after the 8th to complete timesheets. The student has until noon on cutoff day and the supervisor has until 2:00 pm on cutoff day. The "Complete Entry By" date is shown in the top right corner of the timesheet screen.

It is requested of supervisors to specify an earlier date that they expect students to submit their timesheets. Please follow the directions of your supervisor. This is done to ensure they have sufficient time to review the time worked and reject timesheets back to students for corrections, if necessary. Supervisors will communicate this earlier deadline to students.

ENTERING STUDENT WORK HOURS

To access Web Timesheets:

- Log in to myWhitman.edu
- Click on the Student tab
- Click on "Enter My Work Hours"

The screenshot shows the myWhitman website interface. At the top, there is a search bar with the text "Type '/' to start searching...". Below the search bar is a navigation menu with the following items: Welcome, CLEo, WhitMail, Students, Registration, Support, and My Profile. The "Students" tab is highlighted with a red box. Below the navigation menu is the "Academic Profile" section, which contains a list of links. The "Enter My Work Hours" link is highlighted with a red box. To the right of the navigation menu is the "Student Check-in" section, which includes a "Holds" section with a "View Holds" button and a "Student Schedule" section. The "Student Schedule" section has a dropdown menu for "Select a term" set to "2019FA". Below this is a table with columns for "Course Name", "Meeting Info", and "Credits".

Course Name	Meeting Info	Credits
ARTS-230-A Intermediate Ceramics Charles Timm-Ballard	TBA TBA STD MW 10:00AM 11:50AM	3
PSYC-420-A Contemporary and Hist Issues Melissa Clearfield	TBA TBA LEC MW 01:00PM 02:20PM	4
SOC-251-A Social Theory Alvaro Santana-Acuna	TBA TBA LEC TTH 01:00PM 02:20PM	4

On the screen shown below, select the POSITION TITLE you want to enter hours for. Be sure you enter hours into the correct position. You will notice this screen also includes the cutoff date/time under “Complete By Date”.

Enter My Work Hours

[New Window](#)

Choose Position

Please select the position you wish to work with:

Period Start	Period End	Position Title	Start Date	Department	Supervisor	Complete By Date
04/09/19	05/08/19	Business Office Annex Assistant	08/09/18	Business Office	Leslie Servino	05/10/19 12:00PM

On the top of the Web Timesheet screen below, you will see your sick leave balance. This is how many hours that you have earned. And, if approved, this is how many hours you can use, for all positions, during the current pay period. You will have to keep track of sick hours used, as the system will allow you to enter up to your balance amount on each timesheet for each position you hold during the current pay period. (More information about Sick leave below).

myWHITMAN

Welcome CLEo WhitMail Students Registration Support My Profile

Enter My Work Hours

[New Window](#)

Choose Position Editing Time for Business Office Annex Assistant

Position Title	Period End	Pay Cycle	Department	Supervisor	Complete Entry By
Business Office Annex Assistant	05/08/19	Student Payroll	Business Office	Leslie Servino	05/10/19 12:00PM

Sick 0.78

Date	Day	Hours	Sick
04/09/19	Tuesday	<input type="text"/>	<input type="text"/>
04/10/19	Wednesday	2.00	<input type="text"/>
04/11/19	Thursday	<input type="text"/>	<input type="text"/>
04/12/19	Friday	<input type="text"/>	<input type="text"/>
04/13/19	Saturday	<input type="text"/>	<input type="text"/>
04/14/19	Sunday	<input type="text"/>	<input type="text"/>

After you enter your hours during the pay period, you will only need to click on SAVE CHANGES at the bottom of the page to save your hours. Once you have entered all hours for the pay period and want to submit them for approval, you will need to click into the box that states, “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval”. And then click on SAVE CHANGES. At this point, you will no longer have access to this timesheet.

05/04/19	Saturday	<input type="text"/>	<input type="text"/>
05/05/19	Sunday	<input type="text"/>	<input type="text"/>
05/06/19	Monday	<input type="text"/>	<input type="text"/>
05/07/19	Tuesday	<input type="text"/>	<input type="text"/>
05/08/19	Wednesday	<input type="text"/>	<input type="text"/>

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision: Pending Approval

Supervisor Comments:

Supervisor's E-mail Address: servinl@whitman.edu

SUPERVISOR APPROVAL/REJECTION

Once the timesheet is approved or rejected by your supervisor, the student will receive an email. If you receive an email that your timesheet has been rejected, the supervisor will have comments to let you know why it was rejected. You will need to make any necessary changes and resubmit your timesheet prior to the deadline.

If a timesheet is not submitted by the student AND/OR not approved by the supervisor, it will not be paid. An e-mail will be generated by the payroll office after each payroll's due date, and supervisors will be notified via email of missing approvals. Supervisor will be able to approve, or reject timesheet through the email. Approvals, or time submitted after payroll has processed will be added to the following pay period.

SICK LEAVE INFORMATION

Students can now accrue sick leave. Students earn 1.0 hour of sick leave for every 40.0 hours they work. To learn all about Student Sick Leave, go to the [Human Resources](#) webpage.

OVERTIME INFORMATION

****STUDENTS ARE NOT ALLOWED WORK MORE THAN 19 HOURS A WEEK DURING THE ACADEMIC YEAR WHEN CLASSES ARE IN SESSION. AGAIN, THIS IS AN ACCUMULATION OF ALL HOURS WORKED IN ALL WHITMAN POSITIONS.**

****STUDENTS CAN WORK UP TO 40 HOURS A WEEK DURING THE ACADEMIC YEAR WHEN CLASSES ARE NOT IN SESSION (I.E. WINTER BREAK, SPRING BREAK) AND DURING THE SUMMER (BETWEEN COMMENCEMENT AND THE FIRST DAY OF CLASSES OF THE FALL SEMESTER).**

***OVERTIME IS NOT PERMITTED.**

***OVERTIME IS DEFINED AS WORKING MORE THAN 40 HOURS IN ONE WEEK.**

***THE 40 HOURS A WEEK INCLUDES HOURS WORKED IN ALL WHITMAN JOBS.**

***A WEEK IS DEFINED AS BEING FROM SUNDAY 12:00 AM TO SATURDAY 11:59PM**

***THE ACCUMULATION OF HOURS FOR A WEEK DOES NOT BEGIN AGAIN IF THE PAY PERIOD ENDS MID-WEEK**

TECHNICAL DIFFICULTIES WITH WEB TIMESHEETS

If you or your supervisor is having any technical difficulties that you cannot address, please contact the studentpayroll@whitman.edu first. If they cannot resolve the issue, they will contact IT to find a resolution. Please do not contact IT yourself.

More information can be found about Student Employment in the [Student Employment Handbook](#) on the Whitman website.