Hourly Employee – Badger Web Time Sheet Submission

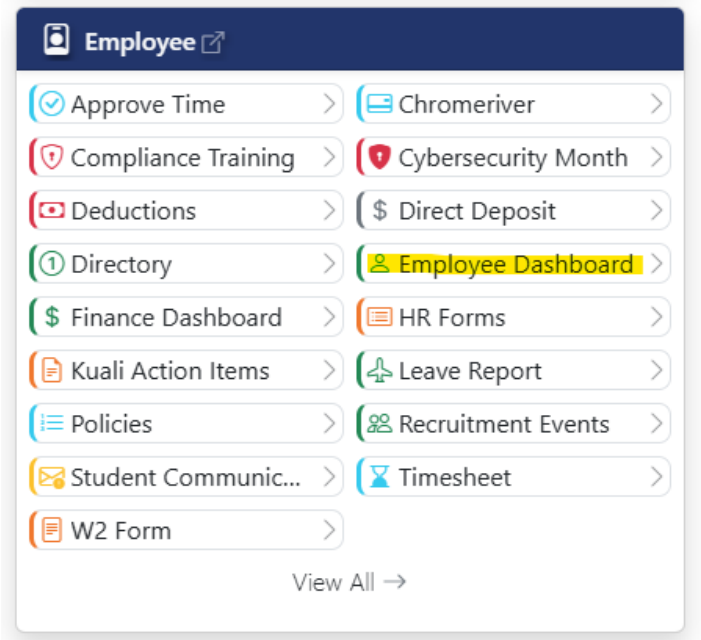
Submission Deadline: 1st day following the end of the pay period before 12:00 noon (1st or 16th of each month)

Please contact the IT helpdesk at (435) 283-7777 or Jennifer Bigelow in the IT department for password assistance at (435) 283-7099 or jennifer.bigelow@snow.edu.

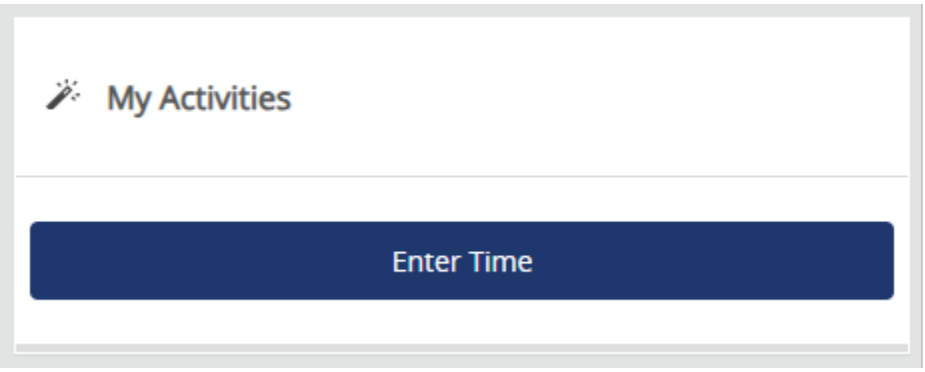
Accessing Your Timesheet

Go to my.snow.edu and sign in with your Snow login

Click on Employee Dashboard in the Employee panel:



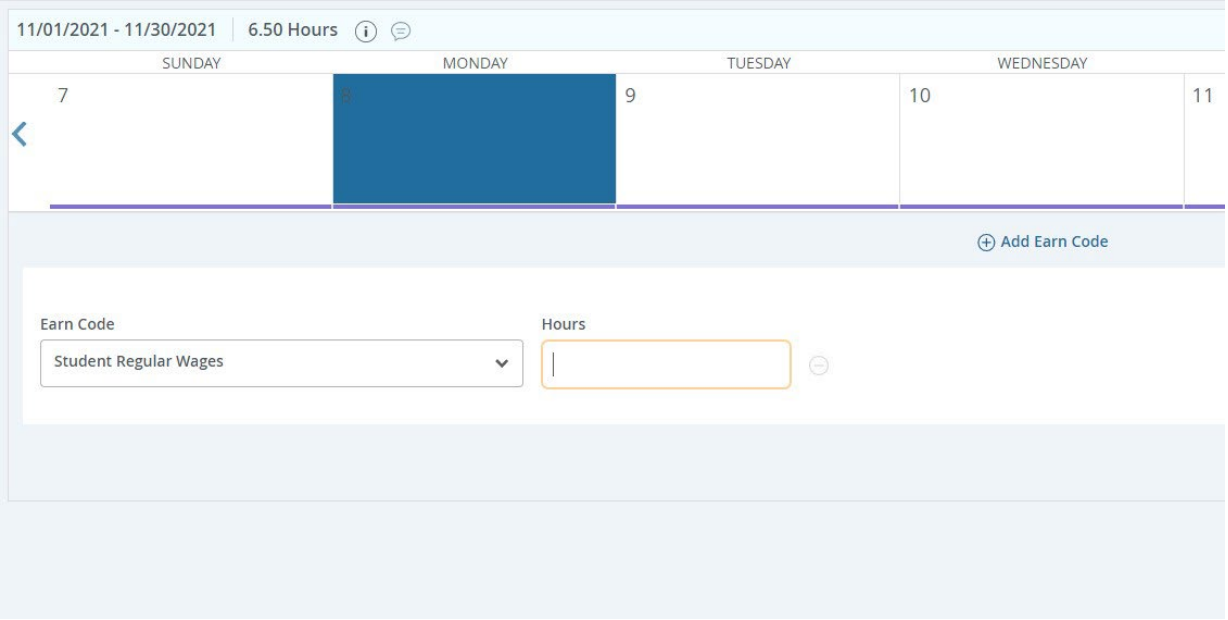
Click on the "Enter Time" button in your "My Activities" box:



Click on the “Start Timesheet” button for the correct work period if you have not opened your timesheet yet or on the line of the correct work period for an already started timesheet.

Entering Hours worked

Click on desired calendar date for time entry then enter total hours worked on that day in the box to the right of the Earn Code Dropdown



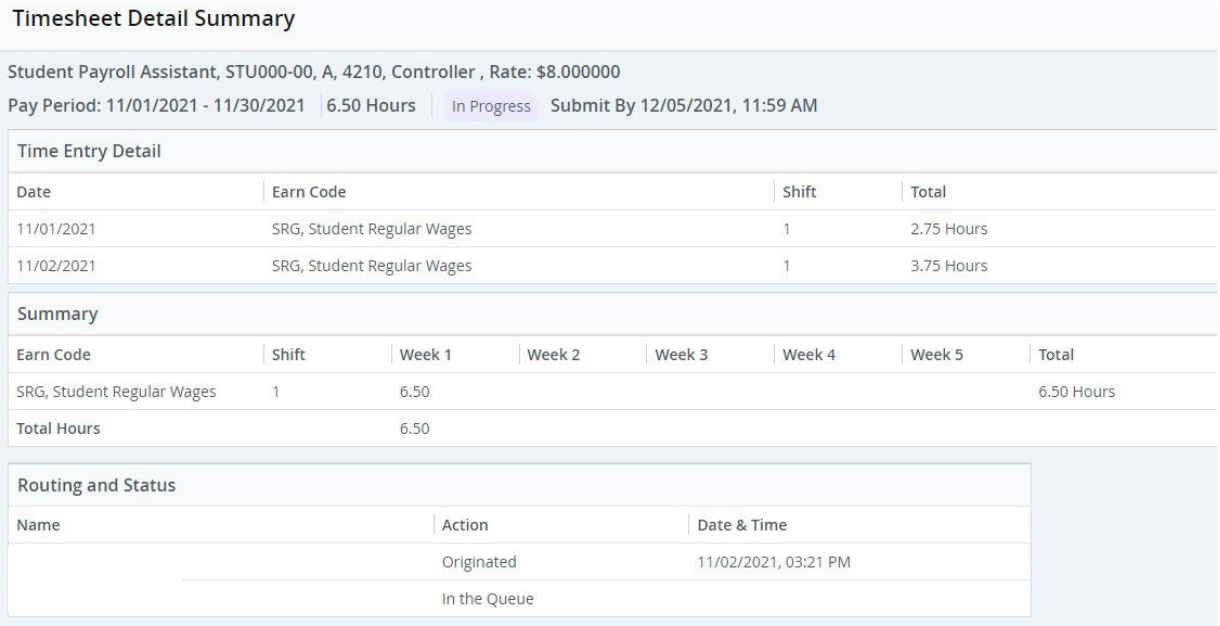
Click “Save” button at the bottom of the screen

Repeat for all hours worked

Submitting your timesheet

Click “Preview” button at the bottom of the screen

Review the Time Entry Detail section of the Timesheet Detail Summary to confirm no hours were missed.



Timesheet Detail Summary

Student Payroll Assistant, STU000-00, A, 4210, Controller , Rate: $8.000000

Pay Period: 11/01/2021 - 11/30/2021 | 6.50 Hours | In Progress | Submit By 12/05/2021, 11:59 AM

Time Entry Detail

Date	Earn Code	Shift	Total
11/01/2021	SRG, Student Regular Wages	1	2.75 Hours
11/02/2021	SRG, Student Regular Wages	1	3.75 Hours

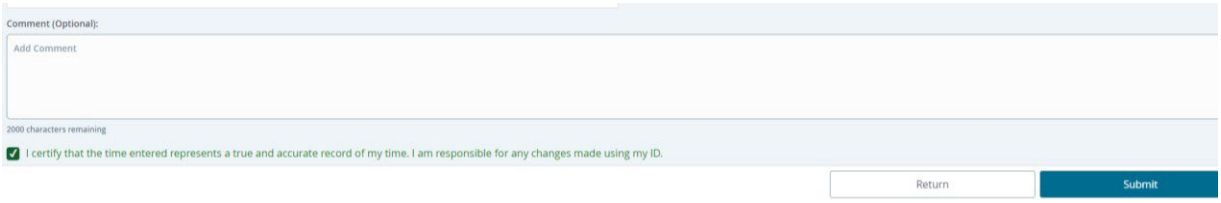
Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SRG, Student Regular Wages	1	6.50					6.50 Hours
Total Hours		6.50					

Routing and Status

Name	Action	Date & Time
	Originated	11/02/2021, 03:21 PM
	In the Queue	

Scroll down to the bottom of the screen and check the box to certify accuracy of your timesheet.
Click Submit



A pop-up box will appear that says “The Timesheet has been successfully submitted.”
The timesheet will now show in “Pending” status and show the date and time that it was submitted.
The timesheet will now appear in the approval queue of the supervisor.

What to do if you notice an error after you’ve submitted your timesheet

If you made an error, you may click on the “Recall Time Sheet” button to correct the error. This may only be done before the 1st day following the end of the pay period at 12:00 PM (Noon) as long as your supervisor has not yet approved it. After making the correction, you must once again submit the time sheet.