

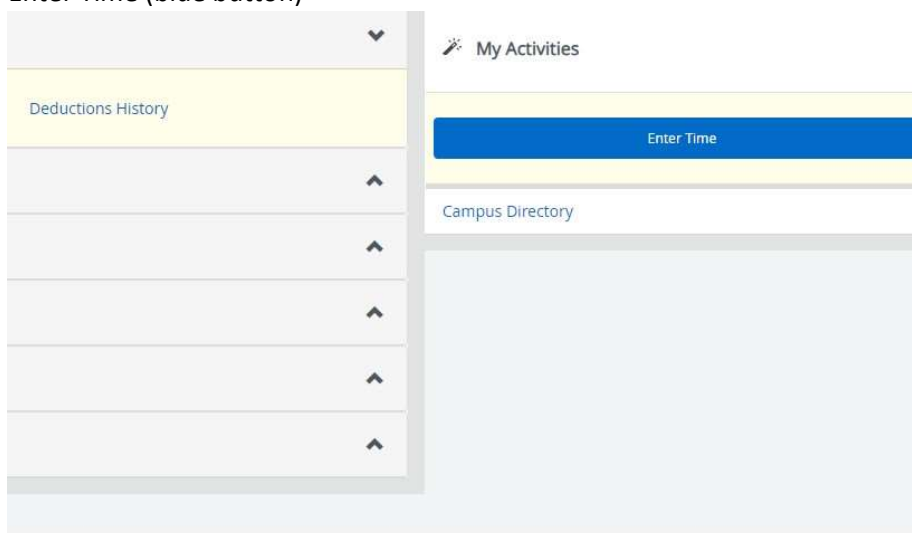
Hourly Employee – Badger Web Time Sheet Submission

Go to <https://badgerweb.snow.edu> or my.snow.edu and sign in with your Snow login (same as Canvas login)

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

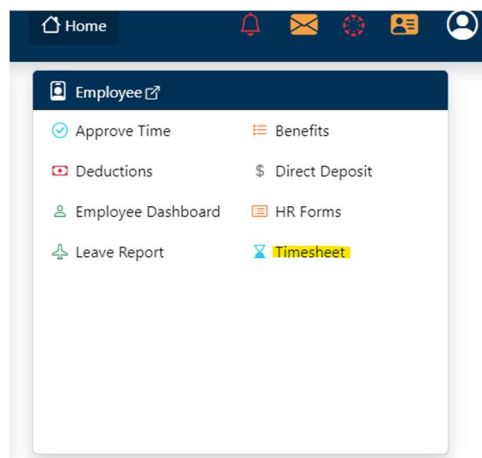
If using Badgerweb, use these steps to open your timesheet:

- Employee
- My Employee Dashboard
- Enter Time (blue button)



If using my.snow.edu, follow these steps to open your timesheet:

- Find the “Employee” box



- Click on the “Timesheet” button
- Click on **Start Timesheet** button for correct Time Period (see Prior Periods option if necessary)
- Click on desired calendar date for time entry

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
7	9	10	11

+ Add Earn Code

Earn Code

Select Earn Code

- Select Earn Code from dropdown menu (should be Student/Hourly Regular Wages)

11/01/2021 - 11/30/2021 | 6.50 Hours ⓘ ☰

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
7	9	10	11

+ Add Earn Code

Earn Code

Student Regular Wages

Hours

|

- Enter hours in box to the right of Earn Code
- Save
- Repeat for all hours worked
- Click **Preview** button

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	

- Verify all Earn Code Totals are correct
- Scroll down to add comment (optional)
- Check box to certify accuracy of this record
- Click **Submit**

Comment (Optional):

Add Comment

0 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return

Submit

- A pop-up box will appear: "The Time Sheet has been successfully submitted."
- The time sheet will now show in "Pending" status and show the date and time that it was submitted.
- The time sheet will now appear in the approval queue of the supervisor.

If you made an error, you may click on **Recall Time Sheet** 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.