

## Hourly Employee – Badger Web Time Sheet Submission

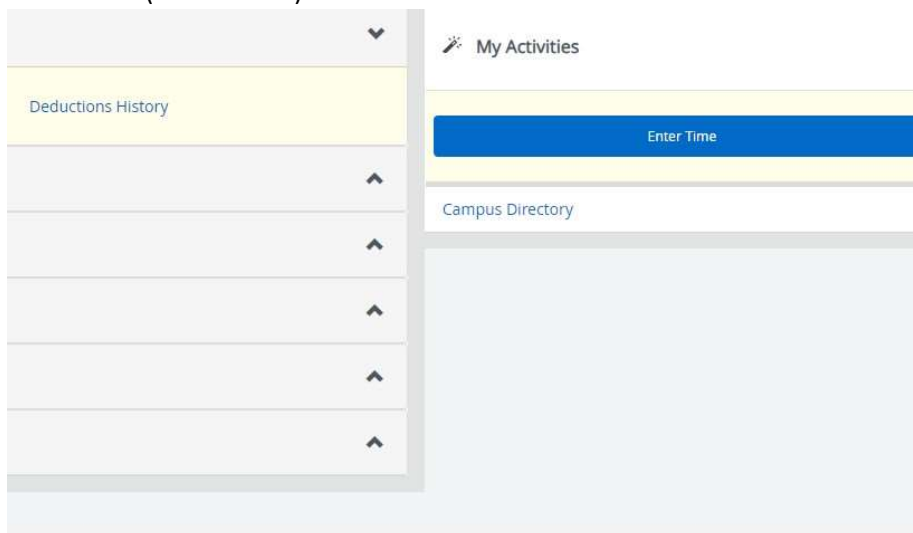
Submission Deadline: 1<sup>st</sup> day following the end of the pay period before 12:00 noon (1<sup>st</sup> or 16<sup>th</sup> of each month)

Go to <https://badgerweb.snow.edu> or [my.snow.edu](https://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](mailto:jennifer.bigelow@snow.edu).

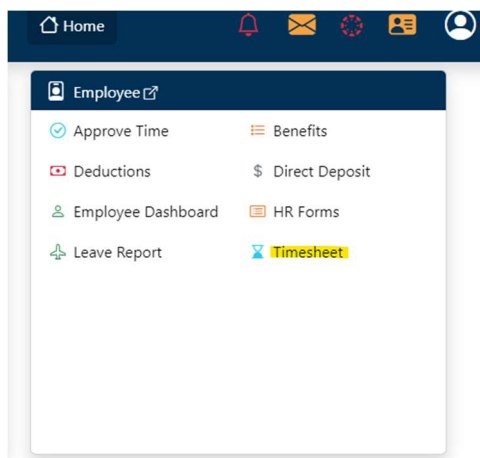
If using Badgerweb, use these steps to open your timesheet:

- 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

The screenshot shows a time entry interface. At the top, there is a calendar view with columns for SUNDAY, MONDAY, TUESDAY, and WEDNESDAY. The dates 7, 8, 9, 10, and 11 are visible. Monday, the 8th, is highlighted in blue. Below the calendar, there is a button labeled '+ Add Earn Code'. Underneath that is a dropdown menu labeled 'Earn Code' with the placeholder text 'Select Earn Code'.

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

This screenshot shows the same interface as the previous one, but with the 'Earn Code' dropdown menu now set to 'Student Regular Wages'. To the right of the dropdown is a text input field labeled 'Hours' with a vertical cursor inside it. Above the calendar, there is a header bar showing the date range '11/01/2021 - 11/30/2021' and '6.50 Hours' with information and chat icons. The calendar shows Monday, the 8th, is still highlighted. The '+ Add Earn Code' button is also present.

- 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

100 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 1<sup>st</sup> 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.