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)

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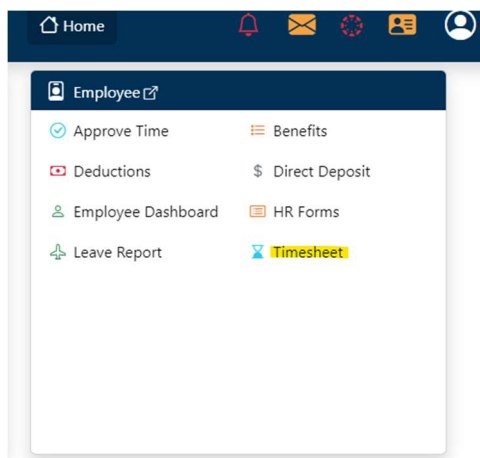
If using Badgerweb, use these steps to open your timesheet:

- Employee
- My Employee Dashboard
- Enter Time (blue button)
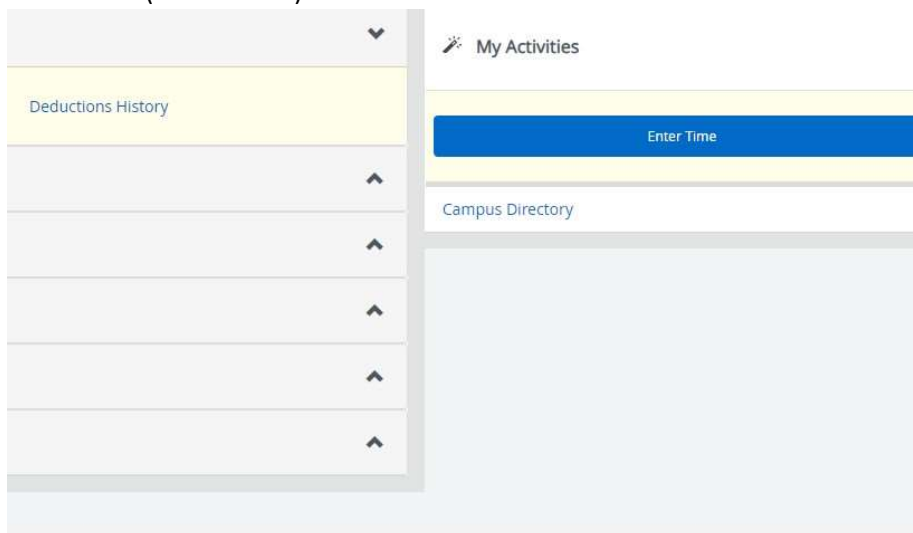
If using my.snow.edu, follow these steps to open your timesheet:
- Find the "Employee" box

- 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

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

- 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**

- 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.