

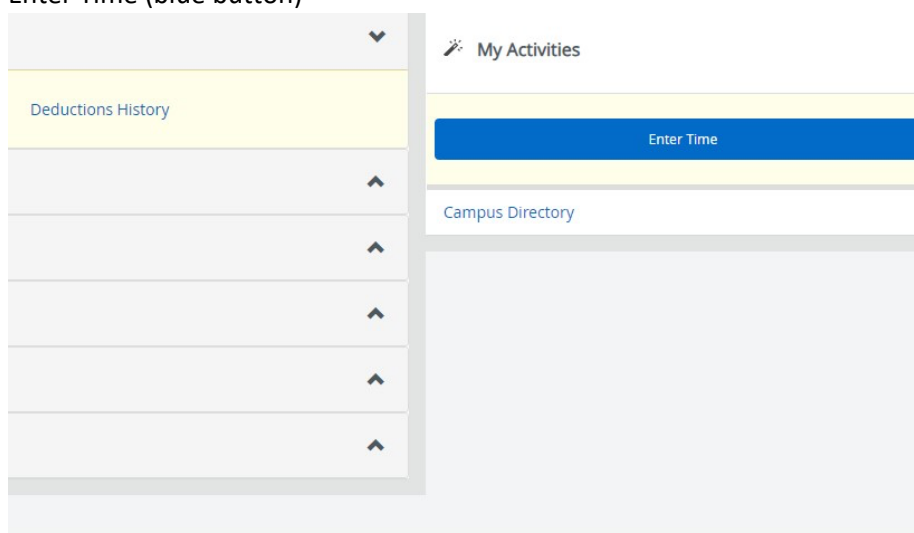
Hourly Employee – Badger Web Time Sheet Submission

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

If it is your first time accessing Badgerweb use default Username/Password:

Username (first.lastname) and **Password** (8-digit ID plus first initial capitalized and last initial lower case. Example 00123456Fn). Please contact Jennifer Bigelow in the IT department for password assistance at (435)283-7099 or jennifer.bigelow@snow.edu.

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



- ➔ Select view of either **Pay Period** or **Month** (for full month calendar view)
- ➔ Click on **Start Timesheet** button for correct Time Period (see Prior Periods option if necessary)
- ➔ Click on desired calendar date for time entry

A screenshot of the calendar interface for time entry. The calendar shows days from Sunday to Wednesday. The date 8 (Monday) is highlighted in blue. Below the calendar is a section for 'Earn Code' with a dropdown menu labeled 'Select Earn Code'. To the right of the calendar is a button labeled '+ Add Earn Code'.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
7	8	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	8	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

000 character 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** any time before the deadline of the 1st of the following month at 12:00 PM (Midnight) – as long as your supervisor has not yet approved it. After making the correction, you must once again submit the time sheet.