



**WEB BASED TIME ENTRY
FOR EMPLOYEES**

**SOUTHERN NEW HAMPSHIRE UNIVERSITY
March 2008**

Administered by the Office of Payroll Services

IMPORTANT

Time card entries must be done in time for your supervisor to review, verify, and approve prior to the Monday 9am deadline following the close of that pay period.

LOGGING INTO TIMEPRO

Time Pro is available via the web using the following link:

<https://timeclock.snhu.edu>

For future reference, you may wish to save this as a favorite link in your web browser.

The Office of Payroll Services webpage is
<http://www.snhu.edu/7312.asp>

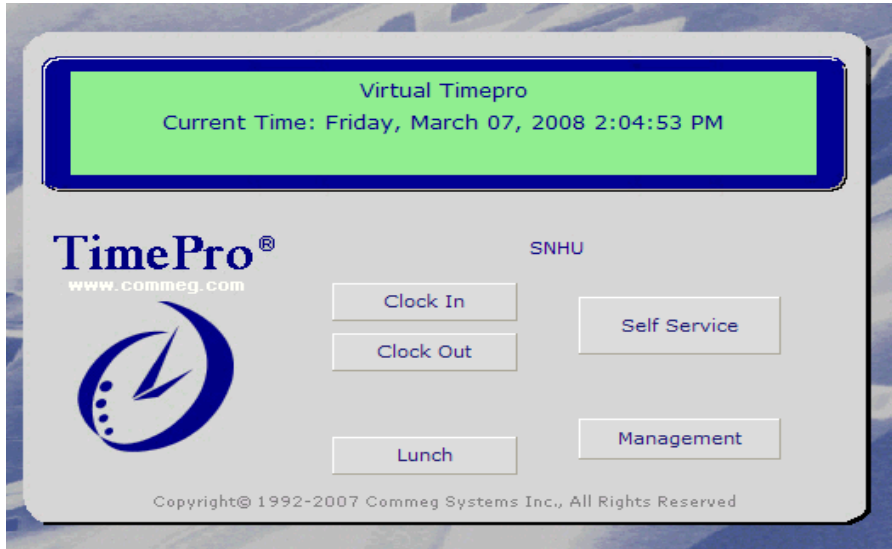
The screenshot shows the Southern New Hampshire University website. The header includes the university name and navigation links. The main content area is titled "Payroll Services" and contains several sections: "Payroll Services Links" with links for time clock access, instructions, employee guide, and supervisor guide; "HR&D Related Links" with links for payroll services, employee benefit lounge, training, and PEP; and "Contact Payroll Services" with contact information for Linda Broome, including email and phone number. A sidebar on the right lists additional links like Human Resources & Development, Open Positions, and SNHU Holiday Schedule.

Check here for Time Pro updates and materials.

Time Pro entries can be made using the following methods. Please check with your supervisor to confirm to determine which method he/she would like you to use.

- Time clocks located on the Manchester Campus (You will need your SNHU ID card)
- Virtual time clock which is web based using the link shown above.
- Edit Timesheet method which is web based using the link shown above.

VIRTUAL TIMEPRO MAIN PAGE



Virtual Timepro
Current Time: Friday, March 07, 2008 2:04:53 PM

TimePro®
www.commeg.com

SNHU

Clock In

Clock Out

Lunch

Self Service

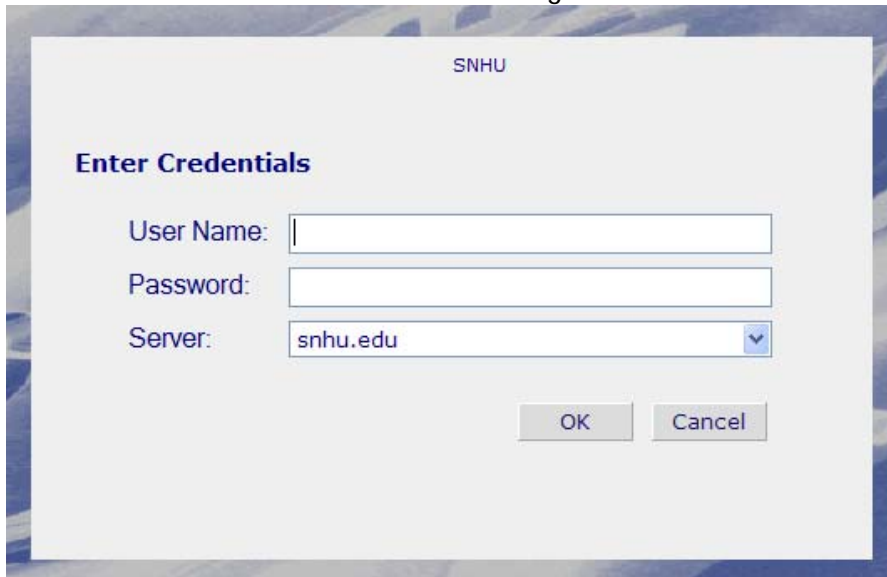
Management

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Employees functions:

- Click 'Clock In' button.
- Click 'Clock Out' button.
- Click on 'Lunch' button to leave for meal break. *(You will need to 'Clock In' when returning from meal break)*
- Click 'Self Service' to review and update your timesheet. *(See detailed description included.)*

VIRTUAL TIMEPRO SECURITY PAGE: Log into Time Pro



SNHU

Enter Credentials

User Name:

Password:

Server: ▼

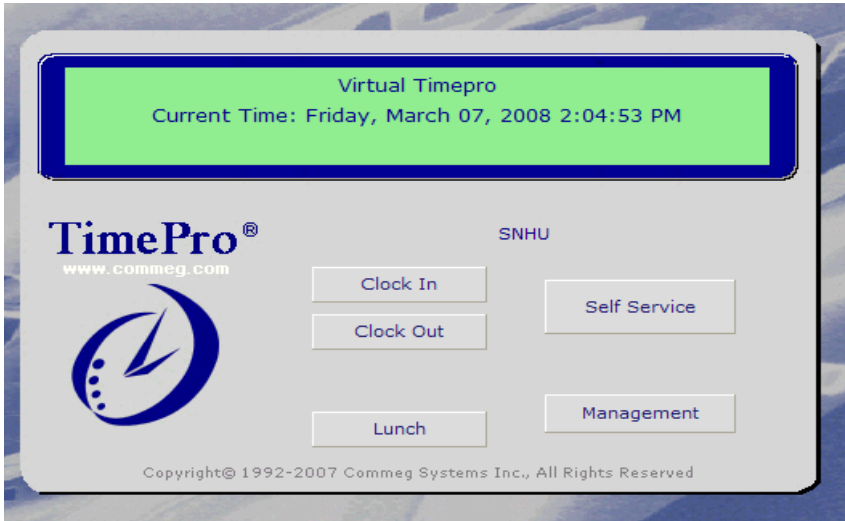
OK Cancel

Enter your full SNHU email user name and password and click OK or Enter.

The screen will display your Name, Status (clock in, clock out etc), Date, and Time.

- If the screen display is **green**, the entry is valid.
- If the screen display is **red**, the entry is invalid and an error code will appear.

VIRTUAL TIMEPRO MAIN PAGE: Self Service button feature continued.



Click on the 'Self Service' button to review and maintain your timesheet.

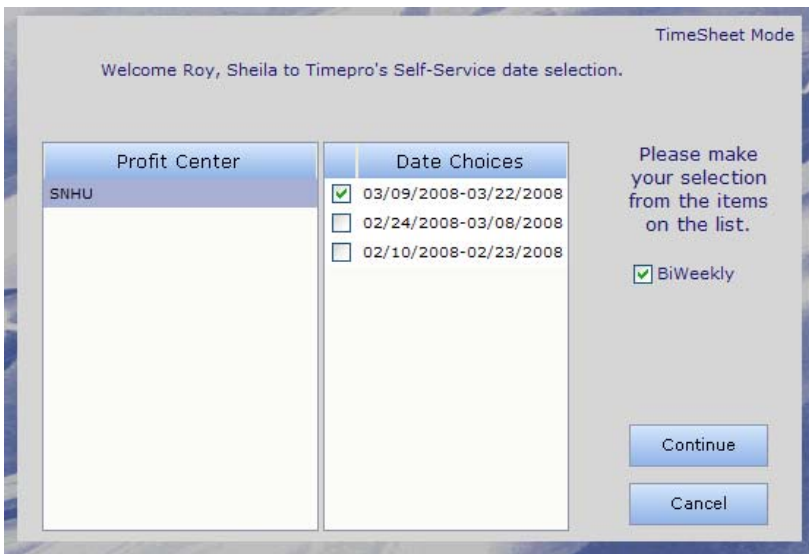
You will need to log in as described above on the TIME PRO SECURITY PAGE.

SELF SERVICE PAGE



Click *'Edit Timesheet'*

PAY PERIOD SELECTION PAGE



Click in the box of the pay period you wish to view or edit and click *'Continue'*.

- Highlighted Pay Periods are locked, thus no time entry is allowed.
- Pay periods display in 'Biweekly' format. You may view individual weeks by un-checking this box.

The **TIME SHEET PAGE** will display. This is a record of all the time entries made during the pay period selected. Let's examine this page in a couple different ways.

1. **Function Keys Overview** will help you maneuver through the page.
2. **Making Entries and Adjustments:**
 - a) **Time Entries** will help you with time entry options.
 - b) **Job Class Entries** will help you with job class entries.
 - c) **Pay Type Entries** will help you code different types of time entries (Sick, Personal, Vacation, and Bereavement. Not all employee job classes are eligible for every pay 'Type'. Please confirm with your supervisor if these pay types apply to your job class.)

Pay 'Types' eligibility

Most time entries will be recorded as **Norm** (Normal). With supervisor approval, time entries may also be recorded as **OT** (Overtime), or **PW**, (Prior Week) as needed

Part time employees are also eligible for **Ber** (Bereavement), **Per** (Personal Time) as dictated by SNHU policy.

AOUT (Auto Out) is a system generated code when an employee fails to record a 'clock out' time.

These AOUT entries must be corrected before they can be approved and paid.

Pay 'Types' (Not currently used as as valid 'Type' codes):

[BRK, CP, CW, HOL, JOB, LUN, SICK, VAC]

TIME SHEET PAGE: 1) Function Keys Overview

TimePro Timesheet for: Roy, Sheila

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg	OT	Other	Notes
- Period : 03/15/2008													
Norm	Mon	03/10/08	11:30 A	Mon	03/10/08	4:45 P	0		ACF/WS Cler/1	5.250			
Norm	Tue	03/11/08	10:45 A	Tue	03/11/08	2:00 P	0		ACF/WS Cler/1	3.250			
LUN	Tue	03/11/08	2:45 P	Tue	03/11/08	4:45 P	0		ACF/WS Cler/1	2.000			
Norm	Wed	03/12/08	8:30 A	Wed	03/12/08	4:00 P	0		ACF/WS Cler/1	7.500			
Norm	Thr	03/13/08	7:30 A	Thr	03/13/08	8:30 A	0		ADA/Int/Pt	1.000			Forgot to Punch IN
Norm	Thr	03/13/08	8:30 A	Thr	03/13/08	9:30 A	0		ACF/WS Cler/1	1.000			
LUN	Thr	03/13/08	1:30 P	Thr	03/13/08	4:00 P	0		ACF/WS Cler/1	2.500			
AOUT	Fri	03/14/08	11:30 A	Fri	03/14/08	11:30 A	0		3Yr/PR Stdt Cler/1				
										03/15/2008 Totals: 24.500			
- Period : 03/22/2008													
Norm	Mon	03/17/08	11:45 A	Mon	03/17/08	11:45 A	0		ADA/Int/Pt				
Norm	Mon	03/17/08	11:45 A	Mon	03/17/08	11:45 A	0		[Clock Manager]				
										Grand Totals: 24.500			
Roy, Sheila has 10 timecard records for currently selected periods.													
										↑ ↓			
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Edit Insert Add Delete Refresh Totals Accrual View Save Change Period Exit </div>													

FUNCTION KEYS OVERVIEW

Do NOT use the 'Tab' key to navigate. Double click on the row or cell to access the drop down box or make field entries.

- Click **ADD** in the bottom menu bar to add a new record. If this is the first record added to the highlighted pay week, a record for SUNDAY will be created since that is the first day of the pay period. If time records have already been entered, clicking on ADD will add a new day to the bottom of the list. Since Period: 03/15/2008 is shown in the above timesheet, punches will be recorded for 3/09/08 through 3/15/08 for that week ending 3/15/08.
- Click **INSERT** on the line above the new insertion to add a record between two existing records. (Note: This is not required since records will automatically be placed in their correct position when you click 'Save'.)
- Click **EDIT** on any time entry line and the pay *TYPE*, *DAY*, *IN DATE*, *IN TIME*, *DAY*, *OUT DATE*, *OUT TIME*, and *JOB CLASS* fields will all be accessible for changes.
- Click **DELETE** on any time entry line to remove that time entry.
- Click **REFRESH TOTALS** to see changes to total hours worked before saving those changes.
- Click **SAVE** to update any changes to the timesheet.
- Click **CHANGE PERIOD** to see a different pay period.
- Click **EXIT** when done viewing, editing, or saving any changes.


ARROW KEYS

↓ ↑ Use Arrow keys to scroll through time entries if they do not all appear on the first page.

TIME SHEET PAGE: 2a) Time Entries

TimePro Timesheet for: Roy, Sheila

Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg	OT	Other	Notes
- Period : 03/15/2008												
PW	Wed	02/20/08	6:00 P	Wed	02/20/08	8:00 P	0	ADA/Int/Pt	2.000			Prior week punch added
Norm	Mon	03/10/08	11:30 A	Mon	03/10/08	4:45 P	0	ACF/WS Cler/1	5.250			
Norm	Tue	03/11/08	10:45 A	Tue	03/11/08	2:00 P	0	ACF/WS Cler/1	3.250			
LUN	Tue	03/11/08	2:45 P	Tue	03/11/08	4:45 P	0	ACF/WS Cler/1	2.000			
Norm	Wed	03/12/08	8:30 A	Wed	03/12/08	4:00 P	0	ACF/WS Cler/1	7.500			
Norm	Thr	03/13/08	7:30 A	Thr	03/13/08	8:30 A	0	ADA/Int/Pt	1.000			Forgot to Punch IN
Norm	Thr	03/13/08	8:30 A	Thr	03/13/08	9:30 A	0	ACF/WS Cler/1	1.000			
LUN	Thr	03/13/08	1:30 P	Thr	03/13/08	4:00 P	0	ACF/WS Cler/1	2.500			
AOUT	Fri	03/14/08	11:30 A	Fri	03/14/08	11:30 A	0	3Yr/PR Stdt Cler/1				
									03/15/2008 Totals: 24.500			
- Period : 03/22/2008												
Norm	Mon	03/17/08	11:45 A	Mon	03/17/08	11:45 A	0	ADA/Int/Pt				
Norm	Mon	03/17/08	11:45 A	Mon	03/17/08	11:45 A	0	[Clock Manager]				
									Grand Totals: 24.500			
Roy, Sheila has 10 timecard records for currently selected periods.												
<input type="button" value="Edit"/> <input type="button" value="Insert"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Refresh Totals"/> <input type="button" value="Accrual View"/> <input type="button" value="Save"/> <input type="button" value="Change Period"/> <input type="button" value="Exit"/>												

To adjust your time sheet, double click in the field that you wish to adjust. When the field is highlighted, you may enter information or use the drop down boxes  as needed.

You will have the option to change the 'Type', 'Day', 'In Date', 'In Time', 'Day', 'Out Date', 'Out Time', 'Job Class', and 'Other' fields as needed. The 'Other' field accepts total hours with a pay 'Types' of Sick, Vac, Per, and Ber.

Time entries:

Time records recorded via any [Time clock](#) or using the [PC Punch \(Virtual time clock\)](#) method, will automatically be recorded as the nearest quarter hour. All official time entries will be recorded to end with :00, :15, :30, or :45.

Some 'Timeclock' and 'Virtual Clock' examples;

If your punch in/out time is 10:03 am, your recorded time will show as 10:00 am.

If your punch in/out time is 02:12 pm, your recorded time will show as 02:15 pm.

If you use the ['Edit Timesheet'](#) method to record your time, you must be sure to enter the nearest quarter hour for each time entry. Time entries must be input as four numerical digits and an 'a' or 'p'. It is not necessary to enter the colon. The colon defaults in the appropriate location. For a 'clock in' time of 8:00am, type '0800a'.

Some 'Edit Timesheet' examples;

If your punch in/out time is 10:03 am, you must manually record your time as 10:00 am.

If your punch in/out time is 02:12 pm, you must manually record your time as 02:15 pm.

TIME SHEET PAGE: 2b) Job Class

TimePro Search by: Name Employees: 1023 Roy, Sheila

?	App...	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk+	Brk-	Job Class	Reg	OT	Other	\$Amt	Rate	Notes				
- Period : 03/15/2008																					
	PW	Wed		02/20/08	Adj	6:00 P	Wed	02/20/08	Adj	8:00 P	0	0	0	ADA/Int/Pt	2,000			Prior week punch...			
	Norm	Mon		03/10/08	Norm	11:30 A	Mon	03/10/08	Norm	4:45 P	0	0	0	ACF/WS Cler	1	5,250					
	Norm	Tue		03/11/08	Norm	10:45 A	Tue	03/11/08	Lch	2:00 P	0	0	0	ACF/WS Cler	1	3,250					
	LUN	Tue		03/11/08	Lch	2:45 P	Tue	03/11/08	Norm	4:45 P	0	0	0	ACF/WS Cler	1	2,000					
	Norm	Wed		03/12/08	Norm	8:30 A	Wed	03/12/08	Norm	4:00 P	0	0	0	ACF/WS Cler	1	7,500					
	Norm	Thr		03/13/08	Adj	7:30 A	Thr	03/13/08	Norm	8:30 A	0	0	0	ADA/Int/Pt	1,000			Forgot to Punch IN			
	Norm	Thr		03/13/08	Norm	8:30 A	Thr	03/13/08	Lch	9:30 A	0	0	0	ACF/WS Cler	1	1,000					
	LUN	Thr		03/13/08	Lch	1:30 P	Thr	03/13/08	Norm	4:00 P	0	0	0	ACF/WS Cler	1	2,500					
	AOUT	Fri		03/14/08	Norm	11:30 A	Fri	03/14/08		11:30 A	0	0	0	3Yr/PR Stdt Cler/1							
	Approve														03/15/2008	Totals:	24,500				
- Period : 03/22/2008																					
	Norm	Mon		03/17/08	Norm	11:45 A	Mon	03/17/08	Norm	11:45 A	0	0	0	ADA/Int/Pt							
	Norm	Mon		03/17/08	Norm	11:45 A	Mon	03/17/08	Lch	11:45 A	0	0	0	[Clock Manager]							
																Grand Totals:	24,500				
Roy, Sheila has 10 timecard records for currently selected periods.																					

14 Edit Insert Add Delete Refresh Totals Accrual View Save Change Period Exit

JOB CLASS:

Most regular employees only have a single position at the University and therefore only have one Job Class. However, many student employees and some regular employees work in more than one position with different schedules, rates of pay, and supervisors for each position. If you have more than one job, a drop down menu will be available for you to select the correct job class for which you are entering time records. **Be sure that you are entering hours for the correct job class.** Supervisors may only approve time in their own department's job classes. If you are uncertain if the correct job classes are listed for you, please check with your supervisor(s).

Before you **SAVE** your time records, you can click on **Refresh Totals** to see the total number of regular and overtime hours.

TIME SHEET PAGE: 2c) Pay Type Entries

TimePro Timesheet for: Roy, Sheila

Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg	OT	Other	Notes
- Period : 03/15/2008												
PW	Wed	02/20/08	6:00 P	Wed	02/20/08	8:00 P	0	ADA/Int/Pt	2.000			Prior week punch added
Norm	Mon	03/10/08	11:30 A	Mon	03/10/08	4:45 P	0	ACF/WS Cler/1	5.25	0	0.000	
Norm	Tue	03/11/08	10:45 A	Tue	03/11/08	2:00 P	0	ACF/WS Cler/1	3.250			
CP	Tue	03/11/08	2:45 P	Tue	03/11/08	4:45 P	0	ACF/WS Cler/1	2.000			
OT	Wed	03/12/08	8:30 A	Wed	03/12/08	4:00 P	0	ACF/WS Cler/1	7.500			
CW	Thr	03/13/08	7:30 A	Thr	03/13/08	8:30 A	0	ADA/Int/Pt	1.000			Forgot to Punch IN
BER	Thr	03/13/08	8:30 A	Thr	03/13/08	9:30 A	0	ACF/WS Cler/1	1.000			
PER	Thr	03/13/08	1:30 P	Thr	03/13/08	4:00 P	0	ACF/WS Cler/1	2.500			
PW	Thr	03/13/08	1:30 P	Thr	03/13/08	4:00 P	0	ACF/WS Cler/1	2.500			
AOUT	Thr	03/13/08	1:30 P	Thr	03/13/08	4:00 P	0	ACF/WS Cler/1	2.500			
LUN	Fri	03/14/08	11:30 A	Fri	03/14/08	11:30 A	0	3Yr/PR Stdtd Cler/1				
									03/15/2008 Totals: 24.500			
- Period : 03/22/2008												
Norm	Mon	03/17/08	12:00 P	Mon	03/17/08	3:00 P	0	ADA/Int/Pt	3.000			
Norm	Tue	03/18/08	11:45 A	Tue	03/18/08	11:45 A	0	ACF/WS Cler/1				
									Grand Totals: 36.500			

Roy, Sheila has 13 timecard records for currently selected periods.

Edit Insert Add Delete Refresh Totals Accrual View Save Change Period Exit ✓

Employees who add time entries using the 'Edit Timesheet' tool, must enter the appropriate 'Type' code for each entry.

SICK, VAC, PER, and BER types are recorded as a total number of hours in the 'Other' column. These types of entry do not require an 'In' and 'Out' time.

Caution:

Not all employees are eligible for all 'Type' code entries.

Refer to page 5 for more information.

If you have any questions, please consult with your supervisor.