CWS Payroll Web Time Entry Guidelines

Work Study Students

TIME SHEETS ARE DUE ON THE 5TH AND 20TH OF EACH MONTH!

OPENING YOUR TIME SHEET

1. Log into **myLander** using your User Name and Password.
2. Enter your User ID (jdoe). Hit tab.
3. Enter your Password. Contact IT if needed.
4. Click the **My HR** tab.
5. **Time Reporting** channel.
6. Click the **Payroll number** radio button associated with the Position Title and Department for which you want to enter time. **Pay Period dates are on the back of this quick reference guide.**
7. Click on **Time Sheet.**

ENTERING HOURS

1. Click on the **Enter Hours** link under the date worked.
2. **Do not** change the shift information. Time in and time out must be entered. The format is hours: minutes. Minutes should be entered in intervals of 15 minutes. After entering all time in and time out for a given day, hit the save button. The total hours worked for the day are calculated and saved for that day.
3. Hit the **Next Day** button.
4. Go to step 2. Repeat steps 2 and 3 until all time is entered.
5. After all time is entered, hit the **Time Sheet** button.

ADJUSTING YOUR HOURS

Changing hours you've entered for a particular day is no problem, as long as you haven't submitted the time sheet for approval.

1. Click the **Hours** link for the date that needs to be changed
2. Go to Step 2 in the Entering Hours section above.
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR TIME SHEET

You can leave a comment on your time sheet your supervisor will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. Note: Comments on your time sheet are only visible to you in **Preview** mode.

PRINTING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of your time sheet.
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select "**Landscape**" for Paper Layout.
5. Click the **OK** button to save you paper layout setting.
6. Click the **OK** button to print your time sheet.

SUBMITTING YOUR TIME SHEET

Check you hours to make sure the days, numbers, and earnings codes are all correct.

1. Click the **Submit for Approval** button at the bottom of your time sheet.
2. Enter your PIN.
3. Click the **Submit** button. Note: Once you click the Submit button, your time sheet becomes view only and cannot be altered. If time permits you can email your time sheet approver asking them to Return (your time sheet) for Correction. Once it is returned to you by your approver, you can make changes then resubmit.