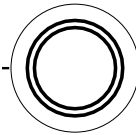# GPS Web Time Entry Training
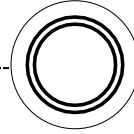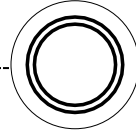
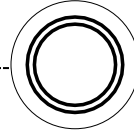## STUDENTS

REED COLLEGE

Helpful Definitions

- **Earning Type:** Identifies the type of compensation you will receive, such as regular pay and federal work study pay.

Welcome

- Log onto your GPS Web Time Entry account at https://bannerweb.reed.edu

- User ID is your Reed ID. The leading letter is case-sensitive.

- Send an e-mail to hr@reed.edu if you need to reset your pin. Be sure to include your Reed ID number.

Navigating to GPS

- Click on 'GPS – Griffin Payroll/Human Resources Services'

Personal Information   **Financial Aid**   **GPS - Griffin Payroll/Human Resources Services**

Search [   ] (Go)   ACCESSIBILITY   SITE MAP   HELP   EXIT

Main Menu

Personal Information
Answer periodic **surveys**, change your **PIN**, change your **security question**.

GPS - Griffin Payroll/Human Resources Services
Enter hours on Time Sheets; View your benefits information; View your leave balances, job information, pay stubs, W-2 forms.

Financial Aid
View the status of your financial aid application, accept your financial aid award, report outside resources and scholarships to the financial aid office.

GPS Menu

◎

- Click on 'Time Sheet'

| Personal Information | Financial Aid | **GPS – Griffin Payroll/Human Resources Services** |

Search [＿＿＿＿] (Go)   RETURN TO MENU   SITE MAP   HELP   EXIT

GPS - Griffin Payroll/Human Resources Services

Time Sheet

Leave Balances

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous Benefit Summary.

Pay Information
Earnings and deductions history, pay stubs.

Tax Forms
W4 information, W2 Form.

Jobs Summary

'Leave Balances' and
'Benefits and Deductions'
do not apply.

Selecting Position / Pay Period

- Choose the radio button next to your position and pay period. If you have only one position, you won't have an option to choose another position.
- Click the Time Sheet button.

Time Sheet Selection

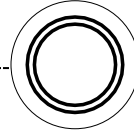Make a selection from My Choice. Choose a Time Pay Period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Phonathon Manager-Reg Wages, TR0031-00 DEV-ANNUAL FUND, 05602	⦿	Oct 22, 2012 to Nov 04, 2012 In Progress
Intern-Gray Fund-Regular Wages, TR0018-00 GRAY FUND EVENTS, 05490	○	Oct 22, 2012 to Nov 04, 2012 Not Started
Intern-Gray Fund-Regular Wages, TR0018-00 DEV-ANNUAL FUND, 05602	○	Sep 10, 2012 to Sep 23, 2012 In Progress
Student Reg-Conf & Event Plan, TR0038-00 DEV-ANNUAL FUND, 05602	○	Aug 27, 2012 to Sep 09, 2012 Completed
Student Reg-Conf & Event Plan, TR0038-00 CONFERENCE & EVENTS PLANNING, 05910	○	Oct 22, 2012 to Nov 04, 2012 Not Started
Event Asst Parker Hse-Reg Wage, TR0146-00 PARKER HOUSE OPERATIONS, 84010	○	Oct 22, 2012 to Nov 04, 2012 Not Started

(Time Sheet)

Time Reporting Standards

- Report your time worked in 15-minute increments, making sure to round up or down accordingly.

- Rounding Example:
  - 7 Hours and 7 minutes = 7.00 Total Hours
  - 7 Hours and 8 minutes = 7.25 Total Hours

- If you receive the following message, check your time in/ time out and round to the nearest 15-minute increment.

  ❶ **Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.**

Entering Time Worked

- Click the 'Enter Hours' link that corresponds to the day and earning type you are reporting. To go to the next week, click the 'Next' button.

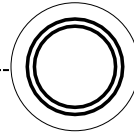**Title and Number:**   Phonathon Manager-Reg Wages -- TR0031-00

Department and Number: DEV-ANNUAL FUND -- 05602

Time Sheet Period: Oct 22, 2012 to Nov 04, 2012

Submit By Date: Nov 05, 2012 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

(Position Selection)   (Comments)   (Preview)   (Submit for Approval)   (Restart)   (Next)

Entering Time Worked, cont.

- Type in your start time and end time.

- Note: Record time past midnight on the following day.

- Click 'Next Day' to go to the next day, or click 'Copy' to apply the exact same hours and earnings code to multiple days.

Date: Monday, Oct 22, 2012
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	09:00	AM	12:00	PM	3
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					3

(Time Sheet) (Next Day)
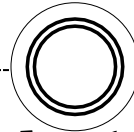(Add New Line) (Save) (Copy) (Delete)

Entering Time Worked, cont.

**Do not enter zero hours if you have no hours to report. This was a work-around for the way we previously reported time, but does not need to happen going forward.

Copying Time In/Time Out

- Check the box(es) next to the day(s) for which you wish to copy time in and time out, making sure NOT to check the box for the day you are copying FROM.
- Click 'Copy'.

Earnings Code: Regular Pay

Date and Hours to Copy: Oct 22, 2012, 3 Hours

Pay attention to this date!

Copy from date displayed to end of the pay period: ☐

Include Saturdays: ☐

Include Sundays: ☐
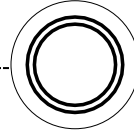
Copy by date:

Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012	Sunday Oct 28, 2012
☐	☑	☑	☑	☑	☐	☐

Monday Oct 29, 2012	Tuesday Oct 30, 2012	Wednesday Oct 31, 2012	Thursday Nov 01, 2012	Friday Nov 02, 2012	Saturday Nov 03, 2012	Sunday Nov 04, 2012
☑	☑	☑	☑	☑	☐	☐

(Time Sheet) (Previous Menu) (Copy)
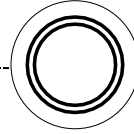
Copying Time In/Time Out, cont.

- After clicking 'Copy', and you should see:

  ⚠ **Your hours have been copied successfully.**

- Click on the Time Sheet button to review your entries and make any other changes.

Working Beyond Midnight

- To report hours worked over midnight, follow these steps:

    o Enter the hours worked up to MIDNIGHT.
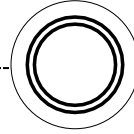   o Click Save
    o Click Next Day

Date: Monday, Oct 08, 2012

Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
3	10:00	PM ▲▼	12:00	AM ▲▼	2

Working Beyond Midnight, cont.

- Click on 'enter hours' for the next day, and record your hours starting at MIDNIGHT.
- Click Save.
- Click 'Time Sheet' to return to the time sheet.
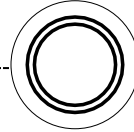
Date: Tuesday, Oct 09, 2012

Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
3	12:00	AM	02:00	AM	2
3	03:00	AM	07:00	AM	4

Erasing Time Sheet / Do-Over

- If you want to completely erase your time sheet and start over, click the 'Restart' button...

				Hours	Hours			Hours	Hours	H
Total Hours:		74.5		10	12	6	7.5	7.5		
Total Units:			0	0	0	0	0	0		

(Position Selection) (Comments) (Preview) (Submit for Approval) (Restart) (Next)
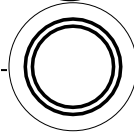
...Then confirm by clicking 'Submit'.

Restart Confirmation

Restarting will delete all changes that you have made to your time record. Select Submit to restart.

(Submit) (Cancel)

Correcting Mistakes

- To correct a clock in/out that you reported, click the corresponding day/exception time that you entered.

Title and Number: Phonathon Manag

Department and Number: DEV-ANNUAL FUN

Time Sheet Period: Oct 22, 2012 to N

Submit By Date: Nov 05, 2012 by

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wed Oct 201
Regular Pay	1	0	30		3	3	
Total Hours:			30		3	3	
Total Units:				0	0	0	

In this example, click on '3' to edit the hours for Oct 23.

Correcting Mistakes, cont.

- Correct the time just as you did when you entered the time.
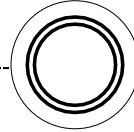- To completely erase the time in/out for this day, clear out all the boxes and click 'Save'.
- Click 'Time Sheet' to return to your time sheet.

Date: Tuesday, Oct 23, 2012
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	09:00	AM	11:00	AM	2
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					2

(Time Sheet)   (Previous Day)   (Next Day)

(Add New Line)   (Save)   (Copy)   (Delete)

Adding a Comment

- There is one comment box for the entire pay period. To enter a comment, click on the 'Comments' button at the bottom of the 'Time and Leave Reporting' page.

- Add a comment when you need to explain something about your reported hours to your supervisor or to Payroll.

Time Sheet Period:						Oct 22, 201
Submit By Date:						Nov 05, 201

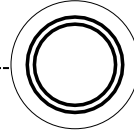| Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 22, 2012	Tuesday Oct 23, 2(
Regular Pay	1	0	29			3
Total Hours:			29			3
Total Units:				0		0

(Position Selection) (Comments) (Preview) (Submit for Approval) (Restart) (Next)

Adding a Comment, cont.

- Enter your comment and hit 'Save'. This comment is viewable by you, your supervisor, and Payroll.
- Click 'Previous Menu' to return to the timesheet.

Made By: You

Comment Date: Oct 23, 2012
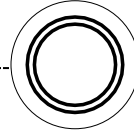
Enter or Edit Comment:

10/23: Tutored J. Smith, Chem 102
10/24: Tutored F. Doe, Math 110

Save   Previous Menu
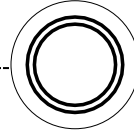
Previewing Your Time Sheet

- Before submitting your time sheet, click on the 'Preview' button to ensure the hours are correct and that any comment you created was successfully saved.

					Enter Hours	Enter Hours	Enter Hours
Holiday Pay	5		0	0			
Total Hours:			100.5		7	8	15
Total Units:				0	0	0	0

(Position Selection) (Comments) (Preview) (Submit for Approval) (Restart) (Next)

Previiewing Your Time Sheet, cont.

- After reviewing your time sheet, click 'Previous Menu' at the bottom of the time sheet preview to return to the timesheet to submit for approval.

Time In and Out, Regular Pay

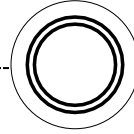| Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012	Sunday Oct 28, 2012	Monday Oct 29, 2012	Tuesday Oct 30, 2012	Wednes Oct 31, 2012
09:00 AM 12:00 PM	09:00 AM 11:00 AM	09:00 AM 12:00 PM	09:00 AM 12:00 PM	09:00 AM 12:00 PM			09:00 AM 12:00 PM	09:00 AM 12:00 PM	09:00 AM 12:00 PM

Comments

Date	Made by	Comments
Oct 23, 2012 03:54 pm	You	10/23: I left an hour early for an appointment.

Previous Menu

Submitting for Approval

- Pay attention to the 'Submit by Date' to ensure you are submitting on time!

Title and Number: Phonathon Manager-Reg Wages --

Department and Number: DEV-ANNUAL FUND -- 05602

Time Sheet Period: Oct 22, 2012 to Nov 04, 2012

Submit By Date: Nov 05, 2012 by 12:00 PM
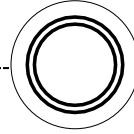
- Click the 'Submit for Approval' button at the bottom of the time sheet.

Total Units:		0	0	0	(

(Position Selection) (Comments) (Preview) (Submit for Approval) (Restart) (Next)

Submitting for Approval, cont.

- You should receive the message:

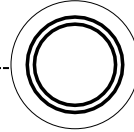 ⚠ **Your time sheet was submitted successfully.**

- If you encounter an error, please contact Payroll.

- Now that you are done, click 'Exit' in the upper right-hand corner.

  esources Services

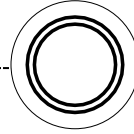 SITE MAP   HELP   EXIT

Timeline for Submitting Time Sheets

- You will need to submit your time sheet for approval by noon the day after the pay period ends. Example:

Pay ID Description	Pay Period Start Date	Pay Period End Date	Time Sheet Submission Deadline
Feb 2013 Bi-Weekly	01/28/13	02/10/13	02/11/13 12:00 PM

- Be sure to submit your time sheets by the Monday noon deadline.
- Remember, you can enter your hours from anywhere if you have internet access.

Additional Help & Resources

- http://www.reed.edu/gps
  - Contains training and other informational links/resources.

- Feedback, questions or concerns:
  - HR-Payroll-feedback@reed.edu