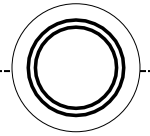
GPS Web Time Entry Training

STUDENTS

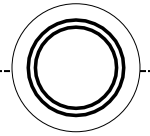
REED COLLEGE

Helpful Definitions



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

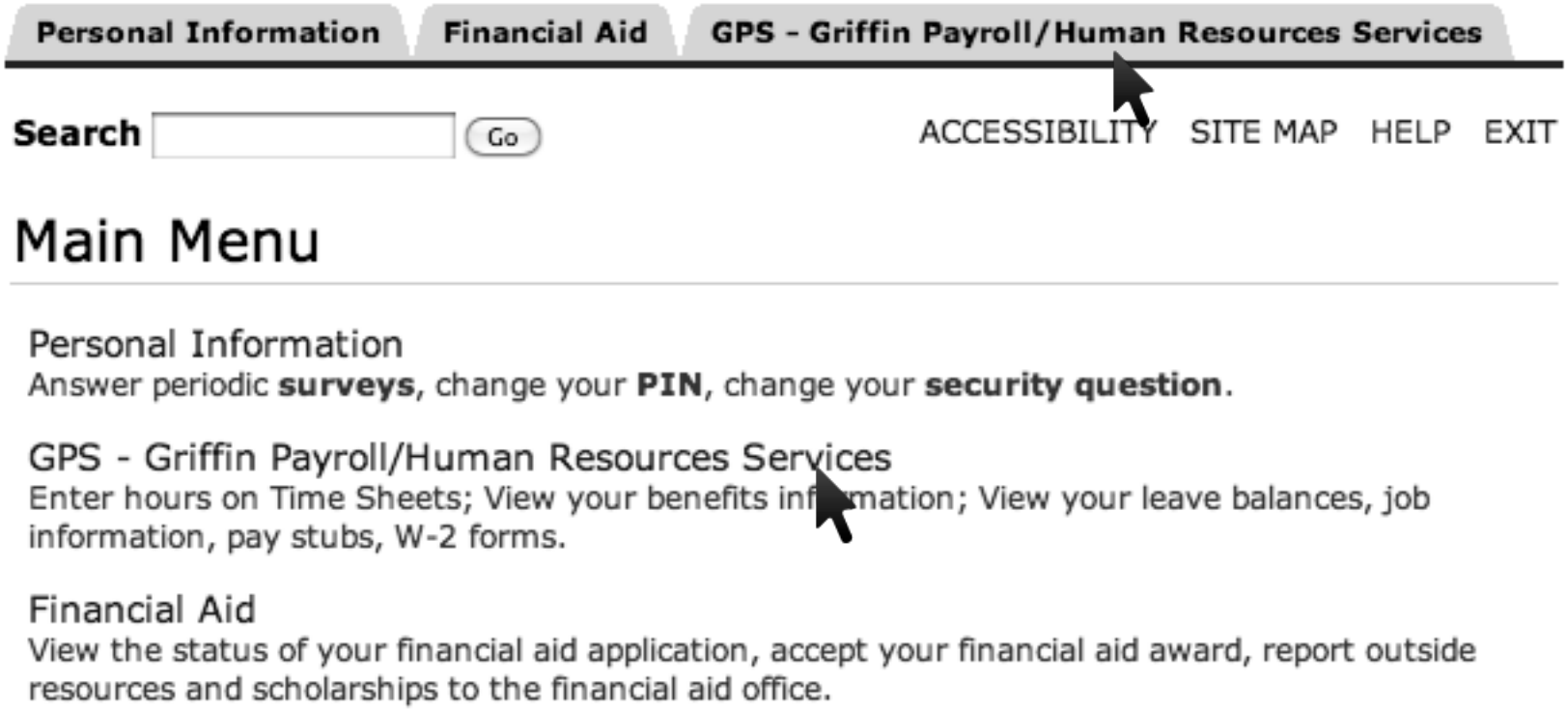
Welcome



- 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.

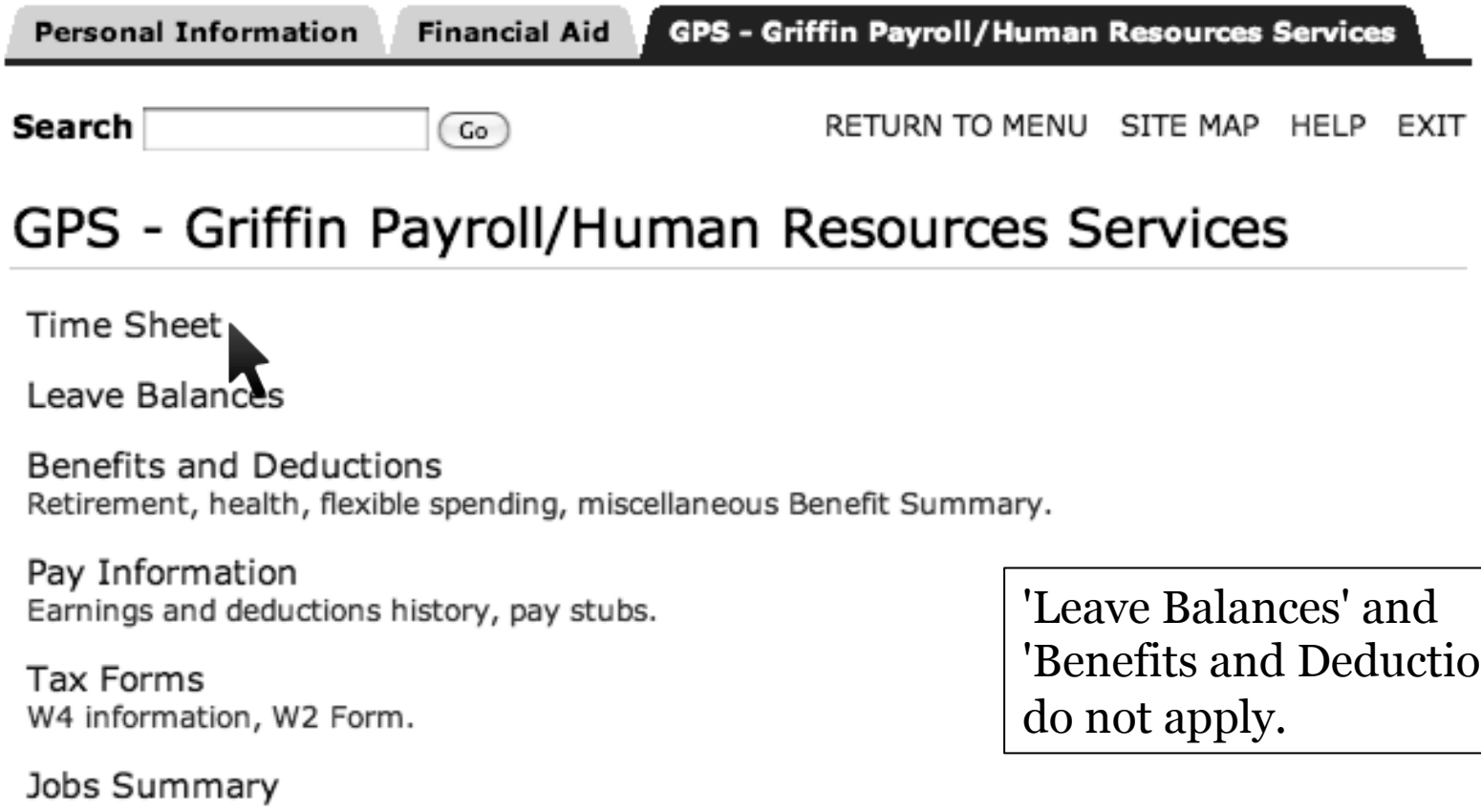
Navigating to GPS

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



GPS Menu

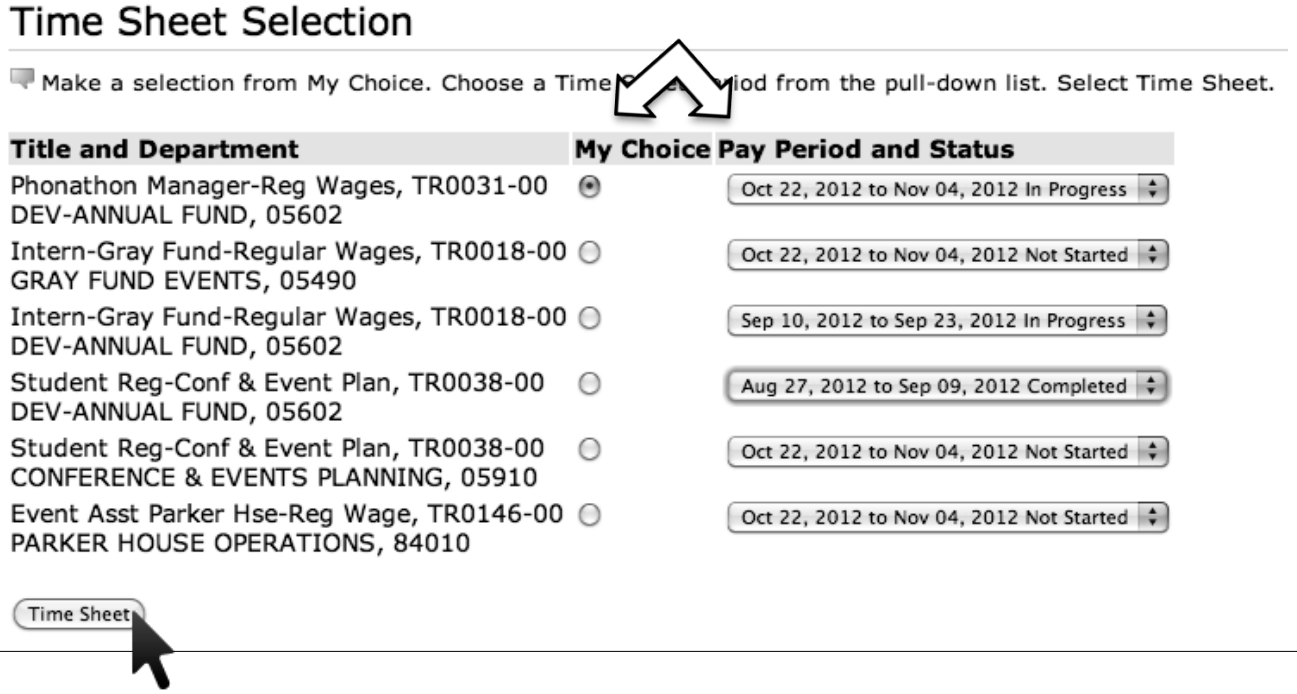
- Click on 'Time Sheet'



'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.

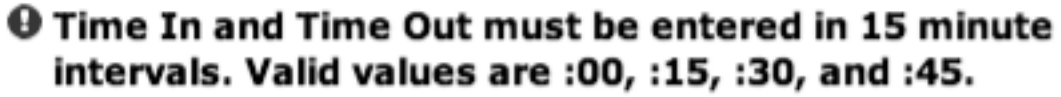


Time Reporting Standards

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

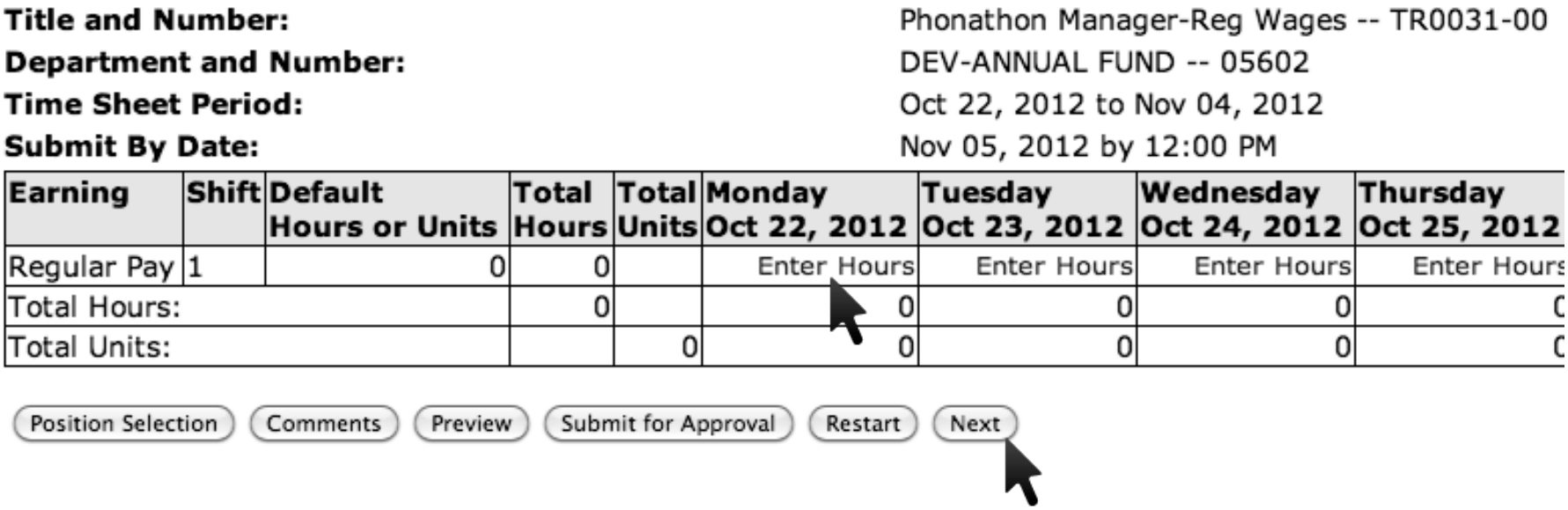
- Rounding Example:
  - 7 Hours and 7 minutes = 7.00 Total Hours
  - 7 Hours and 8 minutes = 7.25 Total Hours

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



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.



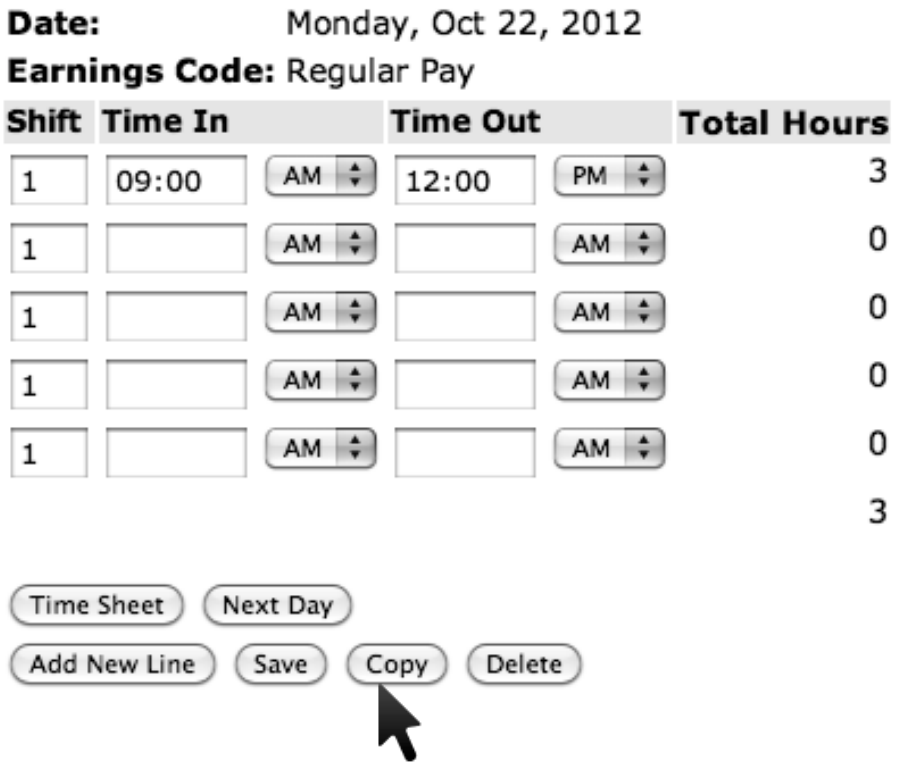
Title and Number: Phonathon Manager-Reg Wages -- TR0031-00
Department and Number: DEV-ANNUAL FUND -- 05602
Time Sheet Period: Oct 22, 2012 to Nov 04, 2012
Submit By Date: Nov 05, 2012 by 12:00 PM

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.

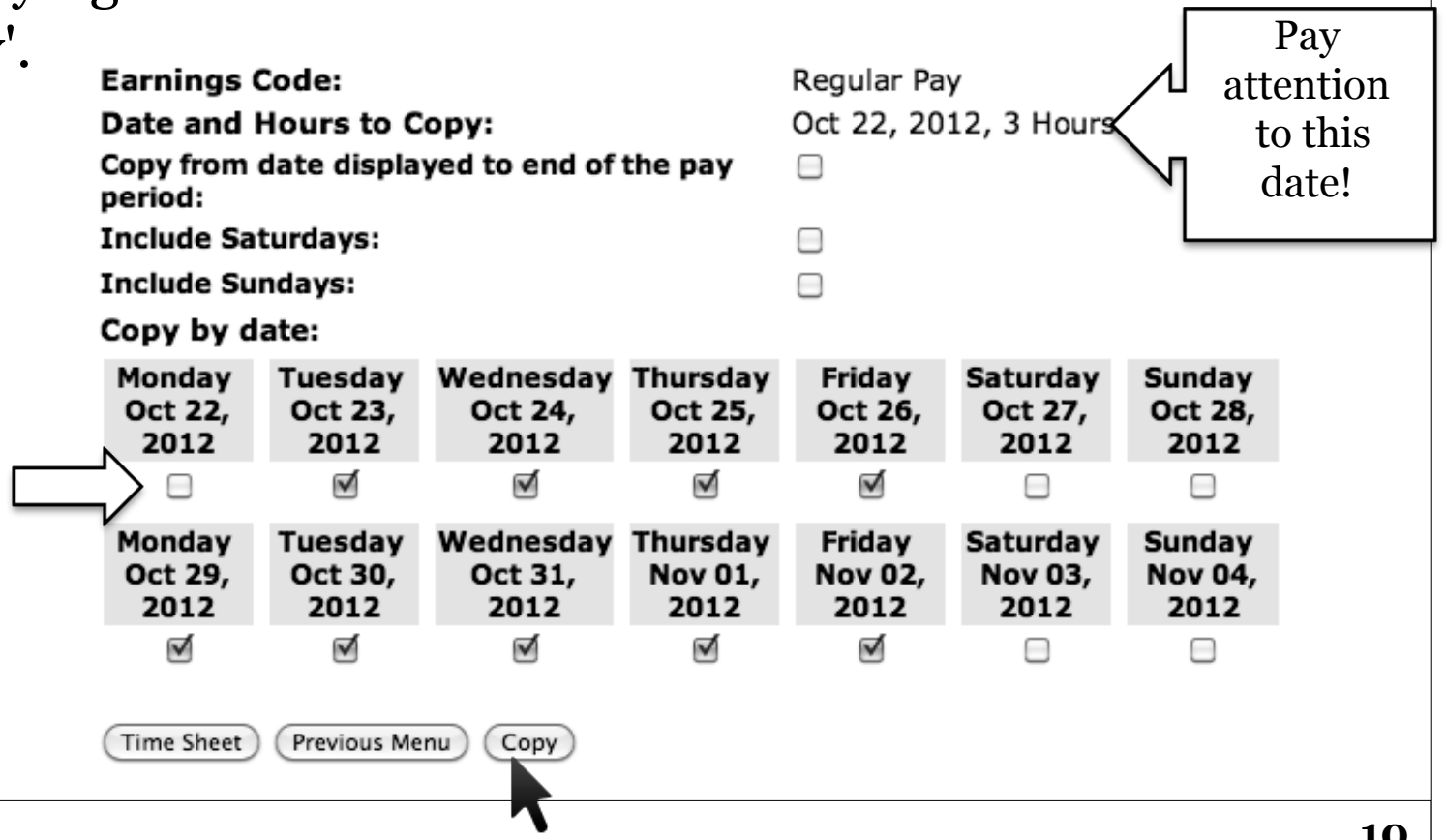


Entering Time Worked, cont.

**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'.



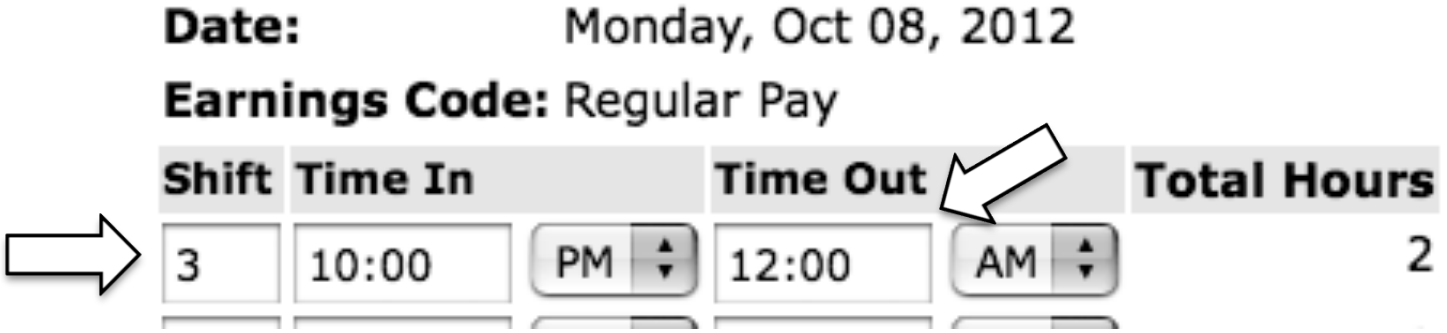
Copying Time In/Time Out, cont.

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

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

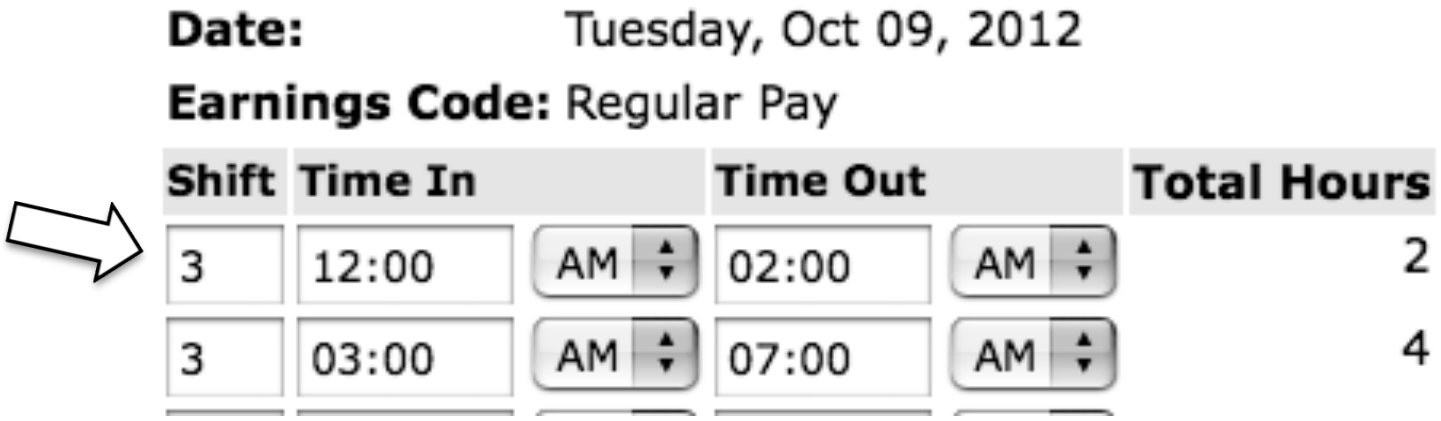
Working Beyond Midnight

- To report hours worked over midnight, follow these steps:
  - Enter the hours worked up to MIDNIGHT.
  - Click Save
  - Click Next Day



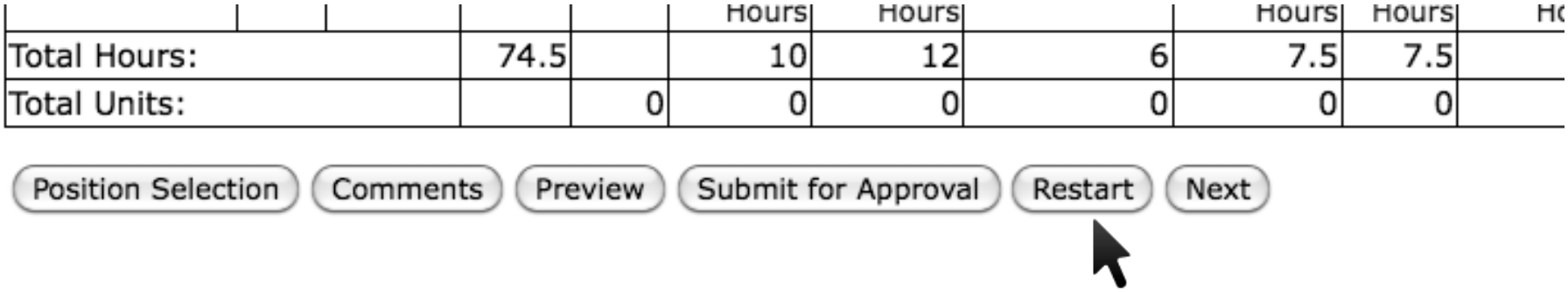
Working Beyond Midnight, cont.

- 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.



Erasing Time Sheet / Do-Over

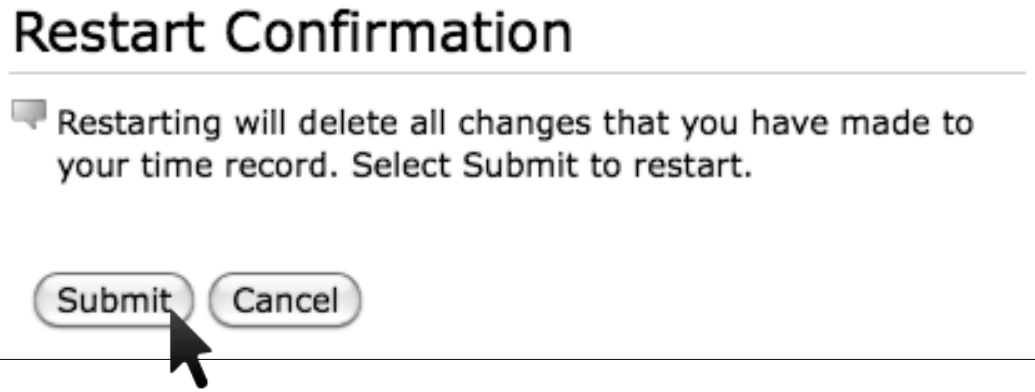
- If you want to completely erase your time sheet and start over, click the 'Restart' button…



			Hours	Hours		Hours	Hours	Hc
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.

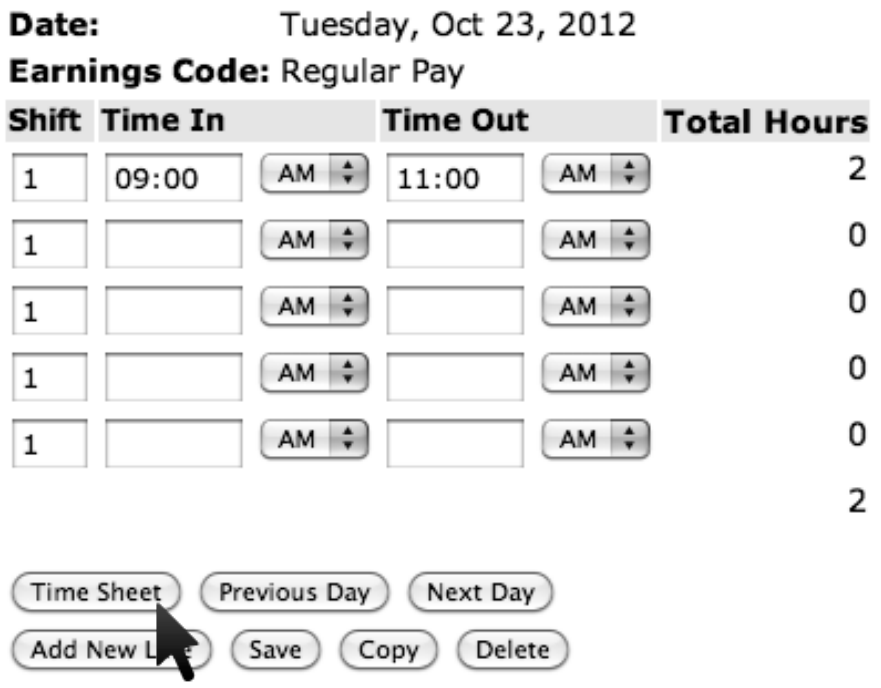
Title and Number: Phonathon Manag
Department and Number: DEV-ANNUAL FUN
Time Sheet Period: Oct 22, 2012 to N
Submit By Date: Nov 05, 2012 by

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.

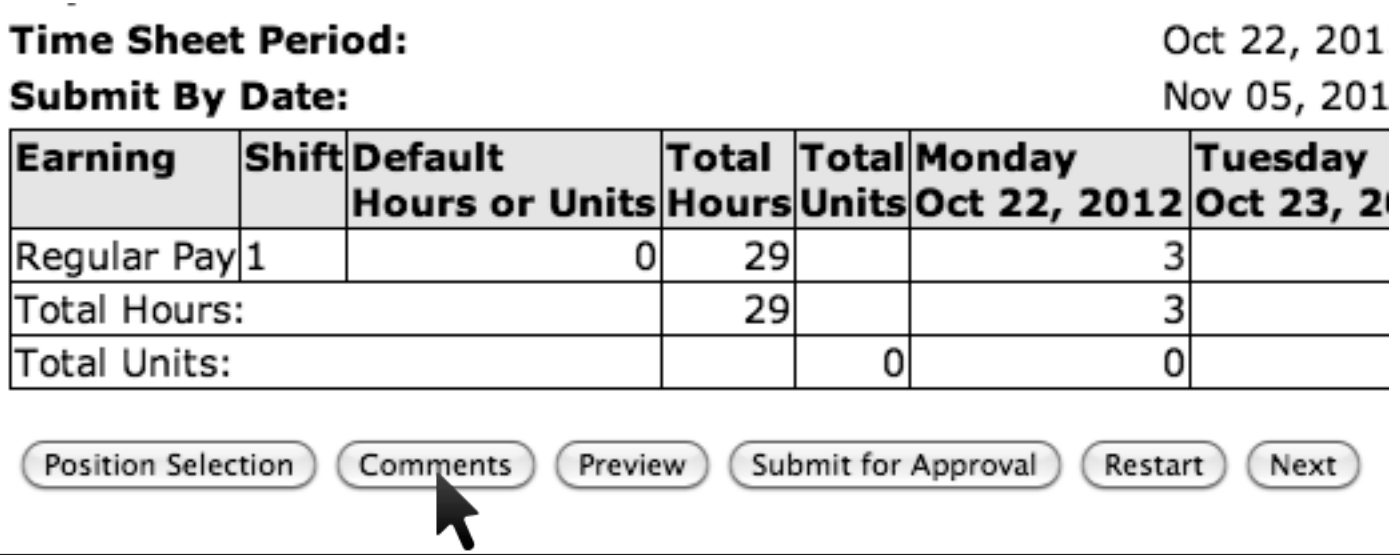
Correcting Mistakes, cont.

- 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.



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

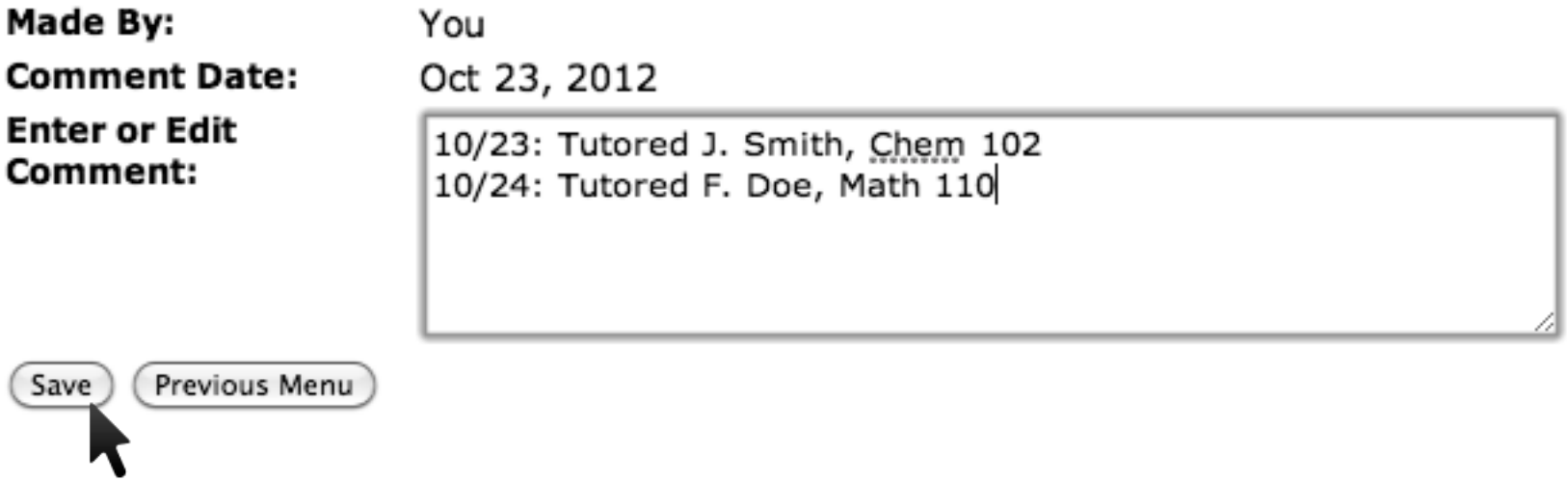
Submit By Date: Nov 05, 201

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

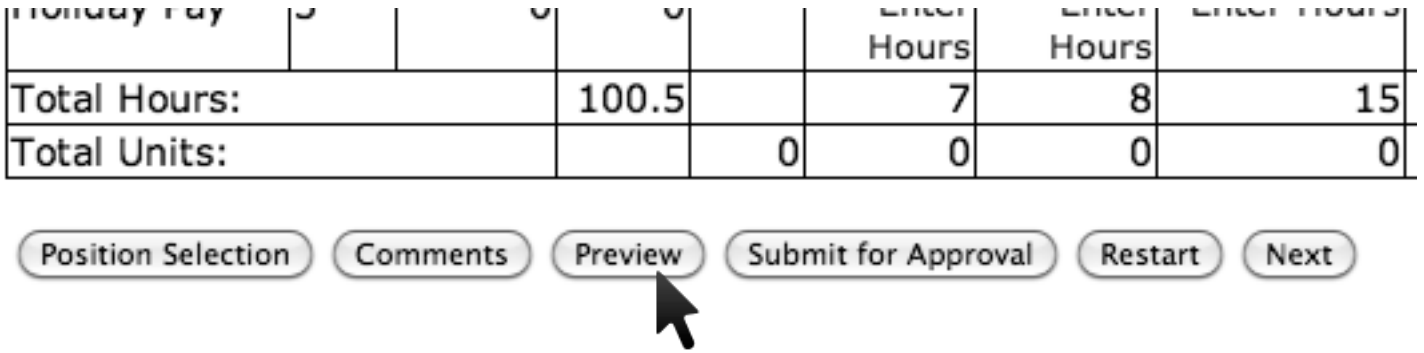
Adding a Comment, cont.

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



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.



Previewing 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

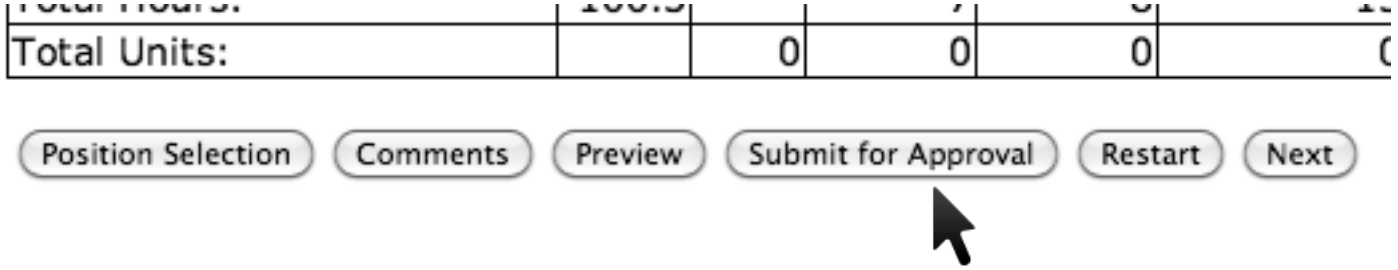
Date	Made by	Comments
Oct 23, 2012 03:54 pm	You	10/23: I left an hour early for an appointment.

Submitting for Approval

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

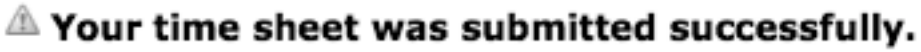
Title and Number:	Phonathon Manager-Reg Wages --
Department and Number:	DEV-ANNUAL FUND -- 05602
Time Sheet Period:	Oct 22, 2012 to Nov 04, 2012
Submit By Date:	Nov 05, 2012 by 12:00 PM

- Click the 'Submit for Approval' button at the bottom of the time sheet.



Submitting for Approval, cont.

- You should receive the message:



- If you encounter an error, please contact Payroll.

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

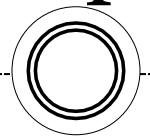
Timeline for Submitting Time Sheets

- 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