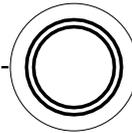


GPS Web Time Entry Training

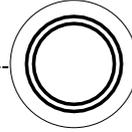


NON-EXEMPT EMPLOYEES



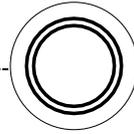
REED COLLEGE

Helpful Definitions



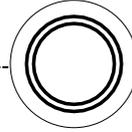
- **Earning Type:** Identifies the type of compensation you will receive, such as regular pay, vacation pay, holiday pay, Jury Duty, etc.

Welcome



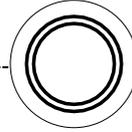
- Log onto your GPS Web Time Entry account at <https://bannerweb.reed.edu>
- User ID is your Reed ID. The leading letter is case-sensitive.
- Send an e-mail to hr@reed.edu if you need to reset your pin. Be sure to include your Reed ID number.

Time Reporting Standards



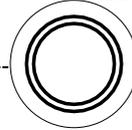
- Report your time worked in 15-minute increments, making sure to round up or down accordingly.
- Rounding Example:
 - 7 Hours and 7 minutes = 7.00 Total Hours
 - 7 Hours and 8 minutes = 7.25 Total Hours
- Increment Example:
 - 7 Hours and 0 minutes = 7.00 Total Hours
 - 7 Hours and 15 minutes = 7.25 Total Hours
 - 7 Hours and 30 minutes = 7.50 Total Hours
 - 7 Hours and 45 minutes = 7.75 Total Hours

Time Sheet Statuses



Status	Explanation	Action Needed by Employee
Not Started	You have not entered any hours.	You need to enter your hours on your time sheet.
In Progress	Time Sheet was started but not submitted	You need to submit your time sheet for approval.
Pending	Time Sheet is Submitted & Awaiting Supervisor Approval	Nothing
Error	There is an unresolved error	Contact Payroll
Returned for Correction	Time Sheet was returned to you for correction	Correct time and resubmit for approval
Approved	The time sheet has been submitted to Payroll	None
Complete (or OVERRIDDEN)	Time Sheet is for a previous payroll period and has been paid	None

Navigating to GPS



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

The screenshot shows the top navigation bar with two tabs: 'Personal Information' and 'GPS - Griffin Payroll/Human Resources Services'. The 'GPS' tab is selected and highlighted. Below the navigation bar is a search bar with a 'Go' button and links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. A mouse cursor is pointing at the 'GPS' tab. Below the navigation bar is a 'Main Menu' section with a horizontal line. The text reads: 'Welcome to Reed College Banner Self-Service! Last web access on Oct 09, 2012 at 04:04 pm'. Below this is a list of menu items: 'Personal Information' with the description 'Answer periodic surveys, change your PIN, change your security question.' and 'GPS - Griffin Payroll/Human Resources Services' with the description 'Enter hours on Time Sheets; View your benefits information; View your leave balances, job information, pay stubs, W-2 forms.' A mouse cursor is pointing at the 'GPS' menu item.

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

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

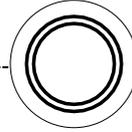
Main Menu

Welcome to Reed College Banner Self-Service! Last web access on Oct 09, 2012 at 04:04 pm

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.

GPS Menu



- Click on 'Time Sheet'

GPS - Griffin Payroll/Human Resources Services

Time Sheet

Leave Balances

Benefits and Deductions

Retirement, health, flexible spending, miscellaneous Benefit Summary.

Pay Information

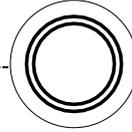
Earnings and deductions history, pay stubs.

Tax Forms

W4 information, W2 Form.

Jobs Summary

Selecting Position / Pay Period



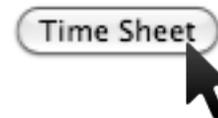
- Choose the radio button next to your position and pay period. (If you have only one position, you won't have an option to choose another position.)
- Click the Time Sheet button

Time Sheet Selection

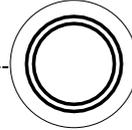
 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list.
Select Time Sheet.



Title and Department	My Choice	Pay Period and Status
Payroll Specialist, SP0016-00 CONTROLLER'S OFFICE, 05040	<input checked="" type="radio"/>	Oct 09, 2012 to Oct 23, 2012 In Progress 



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:

Payroll Specialist -- SP0016-00

Department and Number:

CONTROLLER'S OFFICE -- 05040

Time Sheet Period:

Oct 09, 2012 to Oct 23, 2012

Submit By Date:

Oct 24, 2012 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 09, 2012	Wednesday Oct 10, 2012	Thursday Oct 11, 2012	Friday Oct 12, 2012	Saturday Oct 13, 2012
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Court Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Weather Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0
Total Units:				0	0	0	0	0	0

Position Selection

Comments

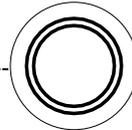
Preview

Submit for Approval

Restart

Next

Entering Time Worked, cont.



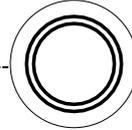
- Enter the total number of hours you want to report for that day. Your regular shift (1, 2, 3) will be the default. If you work a different shift, make sure to change the shift number.
 - Shift 1 = Day Shift 2 = Swing Shift 3 = Graveyard
- Click 'Save'.
- The previously displayed 'Enter Hours' link will now show the total number of hours you entered for that day and earnings code.

Time Sheet Period: Oct 09, 2012 to Oct 23, 2012
Submit By Date: Oct 24, 2012 by 12:00 PM
Earning: Regular Pay
Date: Oct 09, 2012
Shift:
Hours:

Verify the correct Earning Code is displayed.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 09, 2012	Wednesday Oct 10, 2012	Thursday Oct 11, 2012
Regular Pay	1	0	8		8	Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours

Copying Time



- Check 'Copy from date' if you want to copy the same hours across the entire pay period.
- Pay attention to the date you are copying from.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Regular Pay, Shift 1

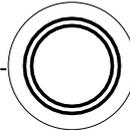
Oct 31, 2012, 8 Hours



- Click 'Copy', and you should see this message:

 **Your hours have been copied successfully.**

Copying Time, cont.



Another way to copy hours:

Check the box(es) next to the day(s) for which you wish to copy time, making sure not to check the box for the day you are copying from.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Regular Pay, Shift 1

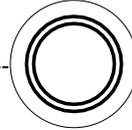
Oct 31, 2012, 8 Hours

Pay attention to this date!

Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012	Sunday Oct 28, 2012	Monday Oct 29, 2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday Oct 31, 2012	Thursday Nov 01, 2012	Friday Nov 02, 2012	Saturday Nov 03, 2012	Sunday Nov 04, 2012	Monday Nov 05, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click 'Copy' and look for the success message.
- Click on the Time Sheet button to review your entries and make any other changes.

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	Hours
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'.

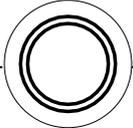
Restart Confirmation

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

[Submit](#) [Cancel](#)



Correcting Mistakes



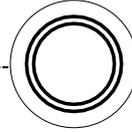
- To change the number of hours you reported, simply click on the hours that you entered and change them. To delete the hours, click the time, clear the box and click save.

Department and Number: COI
Time Sheet Period: Oct
Submit By Date: Oct
Earning: Regular Pay
Date: Oct 09, 2012
Shift:
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 09, 2012	Wedn Oct 10, 2012
Regular Pay	1	0	8		8	
Vacation Pay	1	0	0		Enter Hours	Enter Hours

In this example, click on '8' to change the hours for Oct 9.

Reporting Time Off

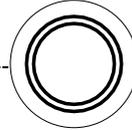


- If you report time off that you have not accrued, you will receive the following message, and your pay will be docked accordingly. Negative vacation accrual balances are not allowed.

⚠ Possible Insufficient Leave Balance.

- If you receive a 'Possible Insufficient Leave Balance' message, it is important you speak with your supervisor before submitting your time sheet for approval. If you both believe there might be an error, contact Payroll.
- Vacation Pay accrues automatically on a pay period basis.

Adding a Comment

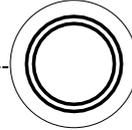


- There is one comment box for the entire pay period. To enter a comment, click on the 'Comments' button at the bottom of the 'Time and Leave Reporting' page.
- Add a comment when you need to explain something about your reported hours to your supervisor or to Payroll.

Jury Duty	3	0	0
Weather Day	3	0	0
Holiday Pay	3	0	0
Total Hours:			100.5
Total Units:			



Adding a Comment, cont.

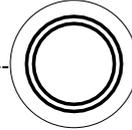


- Enter your comment and hit 'Save'. This comment is viewable by you, your supervisor, and Payroll.
- Click 'Previous Menu' to return to the timesheet.

Made By:	You
Comment Date:	Oct 23, 2012
Enter or Edit Comment:	<input type="text" value="10/23: I left an hour early for an appointment."/>
<input type="button" value="Save"/>	<input type="button" value="Previous Menu"/>

A black mouse cursor arrow is positioned over the 'Save' button, pointing towards it from the bottom-left.

Previewing Your Time Sheet

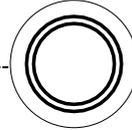


- Before submitting your time sheet, click on the 'Preview' button to ensure the hours are correct and that any comment you created was successfully saved.

Monday Pay				Error Hours	Error Hours	Error Hours
Total Hours:		100.5		7	8	15
Total Units:			0	0	0	0

A black mouse cursor arrow is pointing directly at the 'Preview' button.

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	Wednesd 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

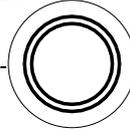
Comments

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!

Time Sheet

Title and Number:

Payroll Specialist -- SP0016-00

Department and Number:

CONTROLLER'S OFFICE -- 05040

Time Sheet Period:

Oct 09, 2012 to Oct 23, 2012

Submit By Date:

Oct 24, 2012 by 12:00 PM



Earning:

Regular Pay

Date:

Oct 09, 2012

Shift:

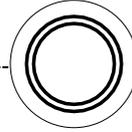
Hours:

Save

Copy

Account Distribution

Submitting for Approval, cont.



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

Total Units:		0	0	0	0
--------------	--	---	---	---	---

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

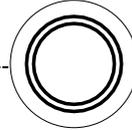


- You should receive the message:

 **Your time sheet was submitted successfully.**

- If you encounter an error, please contact Payroll.

Timeline for Submitting Time Sheets

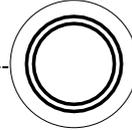


- You will need to submit your time sheet for approval by noon the day after the pay period ends. Example:

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 11:59 AM

- 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.

Exiting GPS



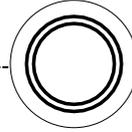
- Now that you are done, click 'Exit' in the upper right-hand corner, and close your browser window.

Resources Services

SITE MAP HELP EXIT



Additional Help & Resources



- <http://www.reed.edu/gps>
 - Contains training and other informational links/resources.
- Feedback, questions or concerns:
 - HR-Payroll-feedback@reed.edu