

SAP/HR–Payroll Time Entry: Hourly-paid Students Quick Reference

Navigate to WebSIS:

1. Type in the url: student.mit.edu/
2. Click the *Financial Information* link.
3. Select *Time Sheets* link.

The electronic time sheet allows you to enter your time sheet information and submit to your Approver. The application always opens to the current pay period.

To Enter Time Sheet Information for the Current Pay Period

The Add Line button is used to make additional entries to a day.

SAPweb Self Service: Time: Time Sheet Entry today's date: 03/23/2005
 Name: Karen Berggren [Help](#) | [Home](#)

Time Sheet for 07/04/2005–07/10/2005
 Save Print this Page

Select a different week: 07/04/2005–07/10/2005 Go

Day	Attendance/Absence Type	1 Position(s)	2 Hours
Mon	WORK		0 .00
Daily Total 0			
Tue	WORK	Lab Aid - Undergrad	3 .00
Daily Total 3			
Wed	WORK	Tutor - Undergrad	2 .00
Wed	WORK	Lab Aid - Undergrad	3 .00
Daily Total 5			
Thu	WORK	Lab Aid - Undergrad	3 .00
Daily Total 3			
Fri	WORK		0 .00
Daily Total 0			
Sat	WORK		0 .00
Daily Total 0			
Sun	WORK		0 .00
Daily Total 0			
Weekly Total			11

Step Field/Button Description

1. Position Start with the first day you worked and select a *Position* from the drop-down menu that corresponds to the work you performed on that day.
 2. Hours Enter the number of *Hours* you worked for this Position.
 3. Repeat steps 1-2 for each day you worked.
 4. Save Click *Save* at the top or bottom of the screen when you finish entering your time sheet information for the pay period. Your time sheet is saved and viewable by your Approver for review and approval.
- Note:** If you work more than one position in a day, be sure to enter your hours in the order they were worked.

To Enter Comments for Your Approver

Enter any pertinent comments for your Approver regarding your time sheet in the *Comments to Approver* section.

Note: You have an unlimited number of characters for comments. A student with multiple positions should specify the Approver's name to whom the comment is directed, as your comments are viewable by all Time Approvers.

To Edit a Time Sheet

Edit a time sheet by using the drop-down menu for a field and making a new selection. Click *Save* after each edit is made. To delete a time entry, select 0 hours and click *Save*.

Note: You can edit a time sheet up until the time it is approved by your Approver. If a time sheet has been approved, the time sheet will display in view-only status. To make changes to a time sheet after it is approved, complete a *Request Time Sheet Correction* form and submit it to your Approver. The link to this on-line form is found on the Time tab drop-down menu.

Reporting Hours for Past Pay Periods

Hourly-paid students can report hours up to ten (10) weeks in the past. To report time for a past pay week, follow these instructions:

Step	Field/Button	Description
1.	Select a different week	Select the appropriate pay period from the <i>Select a different week</i> drop-down menu.
2.	Go	Click <i>Go</i> and check that the dates at the top of your screen match the week you selected. Note: Be sure to click <i>Go</i> after selecting the new pay period or your time entries will not be applied to the proper pay period.
3.		Follow steps 1-4 in the previous section, <i>To Enter Time Sheet Information for the Current Pay Period</i> .

For further information, please refer to the on-line Help files for Time Entry by clicking the *Help* button in the top right-hand corner.

Click *Home* to exit the application.