

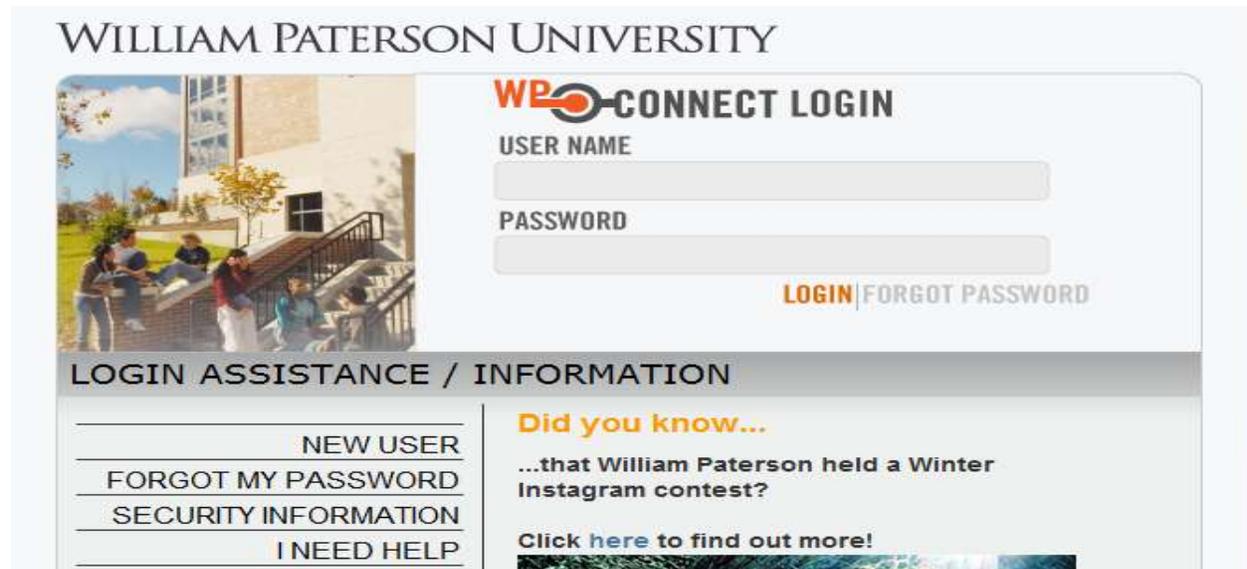
Online Timesheet System for Part Time Employees – Supervisor Guide

Contents

Online Timesheet System for Part Time Employees – Supervisor Guide	1
Accessing the Electronic Timesheet System	2
Part Time Employee Timesheet System:	4
Viewing Employee Timesheet:.....	6
Editing Employee Timesheet:	7
Notify Employee of Issue with Timesheet:	8

Accessing the Electronic Timesheet System

To access the William Paterson University electronic timesheet system sign on to WP Connect at wpconnect.wpunj.edu



WILLIAM PATERSON UNIVERSITY

WP CONNECT LOGIN

USER NAME

PASSWORD

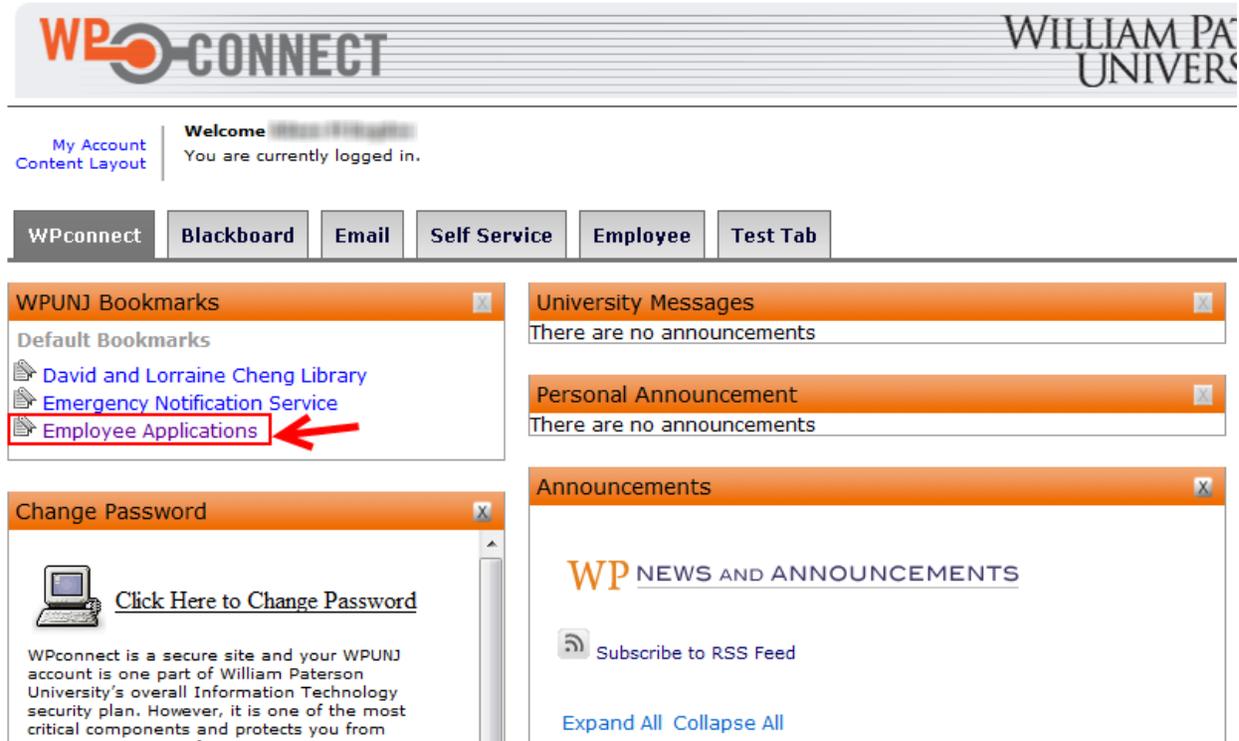
[LOGIN](#) | [FORGOT PASSWORD](#)

LOGIN ASSISTANCE / INFORMATION

[NEW USER](#)
[FORGOT MY PASSWORD](#)
[SECURITY INFORMATION](#)
[I NEED HELP](#)

Did you know...
...that William Paterson held a Winter Instagram contest?
[Click here to find out more!](#)

Once logged into WPConnect, select Employee Applications.



WP CONNECT WILLIAM PATERSON UNIVERSITY

[My Account](#) | [Content Layout](#) | **Welcome** [View Profile](#)
You are currently logged in.

[WPconnect](#) | [Blackboard](#) | [Email](#) | [Self Service](#) | [Employee](#) | [Test Tab](#)

WPUNJ Bookmarks
Default Bookmarks
[David and Lorraine Cheng Library](#)
[Emergency Notification Service](#)
[Employee Applications](#) ←

University Messages
There are no announcements

Personal Announcement
There are no announcements

Change Password
 [Click Here to Change Password](#)
WPconnect is a secure site and your WPUNJ account is one part of William Paterson University's overall Information Technology security plan. However, it is one of the most critical components and protects you from

Announcements
WP NEWS AND ANNOUNCEMENTS
 [Subscribe to RSS Feed](#)
[Expand All](#) [Collapse All](#)

Once the Employee Applications page opens select Human Resources on the left; under timesheets select Part Time Employee Supervisor Approval.

WP-CONNECT WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-
Outstanding items found : 0

Employee Applications
WPconnect Channels | MENU | Log Out
Wednesday June 05, 2013

Human Resources

Appraisals

- AFT/NTP Appraisal System
- Classified Performance Evaluation (PES)
- Managerial Performance Appraisal

Timesheets

- Employee Attendance History
- Fulltime Employee Supervisor Approval
- Fulltime Employee Timesheet
- [Part Time Employee Supervisor Approval](#)
- Part Time Employee Timesheet

Employment

- Employment Opportunities
- Outside Activities Questionnaire (online form)

Part Time Employee Timesheet System:

Below is the main page of the Employee Supervisor Approval Page. You can see the direct reports listed on the bottom along with the status of their timesheets for the pay period.


-Refresh- -Start Auto Refresh-
Outstanding items found : 0


Employee Applications
WPconnect Channels | MENU | Log Out
Wednesday June 05, 2013

Part Time Employee Timesheet System

Approvals ListSearch

Supervisor Approval

Employee **Number Timesheets for Approval**

Current Time Period

Timelocations:

All Timesheets

Status :

All

Pdn	Last Name	First Name	Pay Period	Status	Approve By	Actions
00000110	00000110	00000110	05/01/2013	Not Submitted		View Edit Notify of Issue
00000110	00000110	00000110	05/01/2013	Not Submitted		View Edit Notify of Issue

Page 1 of 1

From the main page the supervisor can review previous pay periods and sort by timesheet status. "Timelocations" is available for people who have direct reports from different areas in the organization.

Supervisor Approval

Employee: [Name] Banner ID: [ID] Number Timesheets for Approval

Current Time Period: [Dropdown] (Red arrow pointing to dropdown)

- Current Time Period
- 06/01/2013 to 06/14/2013 (Selected)
- 05/18/2013 to 05/31/2013
- 05/04/2013 to 05/17/2013
- 04/20/2013 to 05/03/2013
- 04/06/2013 to 04/19/2013
- 03/23/2013 to 04/05/2013
- 03/09/2013 to 03/22/2013

All (Red arrow pointing to dropdown)

Status: [Dropdown] (Red arrow pointing to dropdown)

- All
- Not Submitted
- Pending (Selected)
- Pending Issue
- Pre Approved
- Approved

PId	Last Name	First Name	Pay Period	Status	Approve By	Actions
			06/01/2013	Not Submitted		View Edit Notify of Issue
			06/01/2013	Not Submitted		View Edit Notify of Issue

You can View and Edit the timesheet for the employee as well as Notify of Issue; which generates an email to the employee notifying them to review and revise their timesheet.

WP-CONNECT **WILLIAM PATERSON UNIVERSITY**

-Refresh- -Start Auto Refresh-

Outstanding Items found : 0

Employee Applications

WPconnect Channels | MENU | Log Out

Wednesday June 05, 2013

Part Time Employee Timesheet System

Approvals List Search

Supervisor Approval

Employee: [Name] Banner ID: [ID] Number Timesheets for Approval

Current Time Period: [Dropdown]

Timelocations:

All Timesheets [Dropdown]

Status :

All [Dropdown]

PId	Last Name	First Name	Pay Period	Status	Approve By	Actions
			06/01/2013	Not Submitted		View Edit Notify of Issue
			06/01/2013	Not Submitted		View Edit Notify of Issue

Page 1 of 1

Viewing Employee Timesheet:

When viewing the timesheet you can see hours by day, week and pay period. Any comments will be saved; any comments made by the Employee when submitting the timesheet can be reviewed here. You can approve the hours submitted at the bottom of the page. You can print a copy of the timesheet for your records by selecting Print Timesheet on the top left of the page. If you would like to exit without approving the timesheet select the "X" on the top right of the timesheet.

Part Time Employee Timesheet System

Approvals List Search

Details

Print Timesheet

Employee: Banner ID: Key:

Supervisors:

Time Sheet Entry Date : 05/29/2013

Date	Time Slot 1	Time Slot 2	Time Slot 3	Daily Hours
Sat 05/18/13				
Sun 05/19/13				
Mon 05/20/13	02:00 PM TO: 05:00 PM			3
Tue 05/21/13	10:30 AM TO: 12:00 PM	12:30 PM TO: 05:00 PM		6
Wed 05/22/13	09:00 AM TO: 12:00 PM	12:30 PM TO: 04:00 PM		6.5
Thu 05/23/13	12:00 PM TO: 05:00 PM			5
Fri 05/24/13				
				Total : 20.5
Sat 05/25/13				
Sun 05/26/13				
Mon 05/27/13				
Tue 05/28/13	08:45 AM TO: 12:00 PM	12:30 PM TO: 05:00 PM		7.75
Wed 05/29/13	01:00 PM TO: 05:00 PM			4
Thu 05/30/13				
Fri 05/31/13				
				Total : 11.75

Total Time Worked : 32.25 hours
Total Paid Hours : 32.25 hours

Enter any comments if nessecary

Approve Timesheet

Editing Employee Timesheet:

If an employee is unable to fill out the hours for his/her pay period, the supervisor can select EDIT and fill out the hours on the employees behalf.

Part Time Employee Timesheet System

[« Go Back](#)

You are filling out this timesheet on behalf of this user.

Employee: Banner ID :

ExtendedHours

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out
Sat 06/01/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Sun 06/02/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Mon 06/03/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Tue 06/04/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Wed 06/05/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Thu 06/06/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Fri 06/07/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Sat 06/08/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Sun 06/09/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>

Notify Employee of Issue with Timesheet:

If there is a discrepancy or an error in the timesheet you can select Notify of Issue and a comment field will open where you can send the employee a message with any changes that need to be made to the pay period. After selecting Notify an email will be sent to the Employee who can access their timesheet to see the comment and make any adjustments needed.

Supervisor Approval

Employee: Missy Gordon **Banner ID:** 055000110 **Number Timesheet(s) for Approval:** 1

05/18/2018 This will notify the user of issues with their timesheet and prompt them to re-submit.

Time Location: All Time

Status: All

Comments for user

Pidm	Last Name	First Name	Pay Period	Status	Approve By	Actions
------	-----------	------------	------------	--------	------------	---------