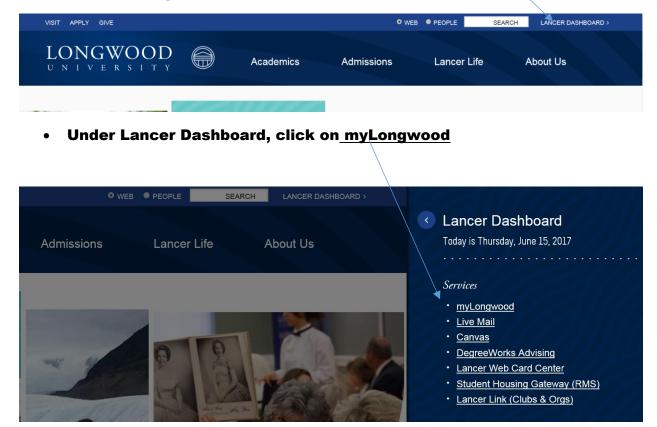
# WEB TIME ENTRY TRAINING for Student Workers

All student workers must complete and submit time sheets through Web Time Entry. When time sheets are submitted they are automatically routed to an "Approver" who either approves the time sheet or returns it for correction.

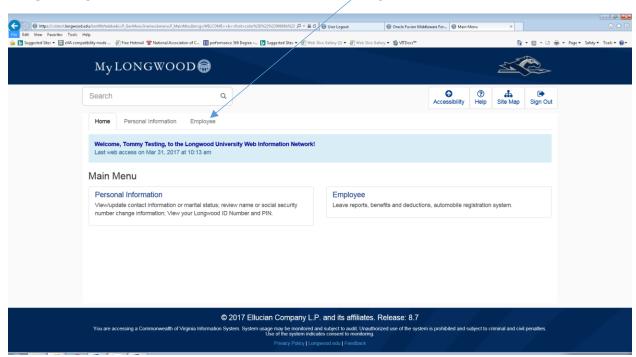
To access Web Time Entry you enter through myLongwood:

• At the top right corner click on LANCER DASHBOARD



- Enter your LancerNet ID and password.
- Click the button "Sign In".

🔄 🔄 Https://my.longwood.edu/bnt9prod/twbkwbis.P_GenMenu7namesbmenu.P_MainMnu	, D → 율 C 🧭 Home - Longwood University 🛛 😁 myLongwood Uner Login 🛛 🗙 🖉 New tab	e @ 프 @ Oracle Fusion Middleware For () 값 영
File Edit View Favorites Tools Help 🐅 🚺 Suggested Stes 👻 🔛 eVA compatibility mode 🔊 Free Hotmail 🖀 National Association of C.	🌃 performance 340 Degree 👡 🚺 Suggested Stes 👻 🦉) Web Sice Gallery (2) 💌 🍘) Web Sice Gallery 🕶 🍓 VITDocs**	🚡 👻 🗟 👻 🖙 🖶 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 🕶
My LONGWOOD 🖨		<u>s</u>
	LancerNet ID:	
	1	
	LancerNet Password:	
	▲	
	Sign In Forgot Password?	
	Welcome to myLongwood where you can register for classes, check your grades, view advisee and class information and more!	
	Looking for additional links like Canvas, email and Banner INB? Follow these links:	
	Students Visit www.longwood.edu and look for the	ļ
	Lancer Dashboard link (top right).	- ⊫• 🗊 Φ 2:37 PM 4/10/2017
One https://wy.korgwood.edu/horfprod/holdsati/P_GenMenu/hourescherenu/P_MainMenu Edit View Fwonts: Tods: Help	P + B C S Home - Longwood University PryLongwood Ulive Login → S New tab	Oracle Fusion Middleware For_
One https://wy.korgwood.edu/horfprod/holdsati/P_GenMenu/hourescherenu/P_MainMenu Edit View Fwonts: Tods: Help		🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen		🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen		🕤 Oracle Fusion Middleware For 🕥 🏠 🔅
O O Maintennen  Maintennen		🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	🔝 performance 340 Degree ~~ 💽 Suggested Ster + 🕡 Web Sice Gallery (I) + 🔊 Web Sice Gallery + 🕲 VITDect <sup>m</sup>	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	m performance 340 Degree ~. Suggested Sites ●	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	III performance 340 Degree ~~ II Suggested Ster + III Web Ster Gallery (I) + III Web Ster Gallery + StatTace <sup>th</sup>	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	m performance 340 Degree ~. Suggested Sites ●	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	Emperformance 340 Degree ~_ Suggested Site • () Web Sice Galaxy (), • () Web Sice Galaxy • () MTDecr <sup>a</sup> LancerNet ID: ▲ mooneylj LancerNet Password:	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	I performance M0 Degree ~_ I Suggested Site +	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	Emperformance 340 Degree ~_ Suggested Site • () Web Sice Galaxy (), • () Web Sice Galaxy • () MTDecr <sup>a</sup> LancerNet ID: ▲ mooneylj LancerNet Password:	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	Emperformance 340 Degree	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅
O O Maintennen  Maintennen	Imperformance 340 Degree	🕤 Oracle Fusion Middleware For 🕥 🖈 🔅



#### This will open the Employee Page that shows your Time Sheet.

C () Attps://sobtest.longwood.edu/bnr/lttr/twb/wbisP_GenMenu?namespmenu.P_MainMnu	User Logout Oracle Fusion Middleware For O Employee X
File Edit View Favorites Tools Help	
🐅 🖪 Suggested Sites 🔻 🔤 eVA compatibility mode 🗿 Free Hotmail 👕 National Association of C 🔢 performance 360 Degree 🖪 Suggested Sites 👻 🕘 Web Si	ice Gallery (2) 🔻 🖉 Web Slice Gallery 🛪 🐞 VITDocs 🐃 👘 🔹 Dage 🔹 Safety 💌 Tools 🔹
My LONG WOOD 🖨	
Search Q	Image: Constraint of the state of the st
Home Personal Information Employee	
Employee	
Time Sheet	Request Time Off
Leave Balances	Leave Report
Personal Information	Leave Report
For your Longwood ID Number, address, phone and email information, please use the Personal information tab at the top of the page.	Finance Users
Parking	Looking for Budget Queries? Please use the Finance tab at the top of the page.
Campus Automobile Registration System	Need to make payments online?
Request a parking permit, view/appeal a ticket or view your citation history.	Access our online payment gateway
https://satest.longwood.edu/brofilt/hubkubis.P_GenMenu/hannes.bmenu.P_MainMnu	

#### To get to your Time Sheet click on the "Employee Tab".

Click on "Time Sheet" and the Time Sheet Selection screen will appear. (If you have more than one position a Position Selection screen opens first). Select position and pay period and click the Time Sheet Button on the bottom left. (*Note to Approvers*: an additional screen opens before the Position Selection screen that allows you to select to view your time sheet or time sheets to be approved.)

Make your time sheet selection by clicking on "My Choice" and then click the "Time Sheet" button.

				/			- 0 -
	du/bnrilitt/bwpktais.P_SelectTimeSheetRoll		P + 🚔 C 😁 User Logout	💮 Oracle Fusion Middleware For 🔘 Time	Sheet Selection ×		⊕ ☆ ⊕
File Edit View Favorites Tools He	elp ibility mode 🗿 Free Hotmail 👕 National Association of C 🔢 perform	iance 360 Degree – 📘 Suggested Sites	s 🕶 🧃 Web Slice Gallery (2) 🕶 🎒 Wyb Slice Gal	llery 💌 📸 VITDocs**	9	• 🗟 • 📑 🖶 • Pag	e 🕶 Safety 🕶 Tools 🕶 🔞 🕶
	Mylongwood⊜				5		
	Search C	2			Image: Weight of the second	Sign Out	
	Home Personal Information Employee						
	Time Sheet Selection						
	Make a selection from My Choice. Choose a Time S	Sheet period from the pull-de	own list. Select Time Sheet.				
1							
	Title and Department	My Choice Pa	y Period and Status				
	Program Coordinator, 0PW011-00 President's Office, 101001	0	Mar 16, 2017 to Mar 31, 2017	Pending		~	
	Writing Ctr Coord, 0PW021-00 President's Office, 101001		Mar 19, 2017 to Apr 01, 2017	Not Started		~	
	Time Sheet						
	d You are accessing a Commonwealth of Virginia Information	System. System usage may be r	Dany L.P. and its affiliates. I monitored and subject to audit. Unauthor ystem indicates consent to monitoring.		subject to criminal and civil	penalties.	

Under *Pay Period and Status drop down list*: Only current and prior pay periods appear as choices.

#### Possible Statuses and their definitions:

Not Started	Time sheet hasn't been opened
In Progress	Time sheet has been started but not submitted
Pending	View Only - time sheet has been submitted, but not approved
Returned for Correction	Time sheet has been returned for correction
Approved	Time sheet has gone to Payroll and cannot be changed online

You must report time daily and submit a time sheet for every pay period worked. Only enter hours for one position at a time. If you hold more than one position, you may be required to submit a time sheet for each position in each pay period.

https://ssbtest.longwood.		ectTimeShee	tDriver				¢ - ≙ ¢ ⊕ Use	r Logout	I Oracle Fusion 1	Viddleware For 🗐 T	ime and Leave Reporting	×		⊕ ☆
itt View Favorites Tools F luggested Sites 🕶 🔜 eVA.compa	tibility mode 🧃 Free	Hotmail 🖀	National Association of C	III performa	ince 360 Degi	ee – 📴 Suggested Sit	es 👻 🕘 Web Slice Galle	ry (2) 💌 👰 Web Slice (	Sallery 👻 👹 VITDocs**			👌 • 🗟 • 🗆	👼 🕶 Page 🕶 Safety	/• Tools• 🔞
	Select the link	under a	date to enter hours	or days. S	Select Ne	ext or Previous to	navigate through	the dates within	the period.					
	Time Sheet	t												
	Title and Numb	er:					Writing Ctr	Coord 0PW02	21-00					
	Department and	Number	:				President's	s Office 10100	1					
	Time Sheet Peri	od:					Mar 19, 20	017 to Apr 01, 20	17					
	Submit By Date	:					Apr 04, 20	17 by 12:00 PM						
	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 19, 2017	Monday Mar 20, 2017	Tuesday Mar 21, 2017	Wednesday Mar 22, 2017	Thursday Mar 23, 2017	Friday Mar 24, 2017	Saturday Mar 25, 2017		
	Regular Pay	1	86.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
	Total Hours:			0		0	0	0	0					
	Total Units:				0	0	P	0	0	0	0	0		
	Position Se	lection	l	Commer	nts	Previ	ew	Submit for App	proval	Res	tart	Next		
	Submitted for A	pproval i	By:											
	Approved By:													
	Waiting for App	roval Fro	m:											
		- 1												_
									$\backslash$					

Categories of time earned are on the left. Enter Hours blocks are under each date.

Click the appropriate "Enter Hours" block across from the Category of time taken. Example: clicking enter hours under Monday, March 20<sup>th</sup> opens up a fillable hours block.

													- Ø 🕶
		nterTimeShee	t?JobsSeqNo=40527&TypeE	ntry=D&LastD	ate=08cEamCc	de=RLG&(Shift=1&(Spe	cial 🔎 🗕 🗧 🛞 Use	er Logout	Oracle Fusion I	Middleware For 🔘 Ti	me and Leave Reporting	×	≙ ★ ©
File Edit View Favorites Tools He					2/0.0								
🙀 🝺 Suggested Sites 👻 🔤 eVA compati		Leav	e reporting	performa	nce sou Degre	e D Suggested Sit	es • 🙋 web slice Galle	ery (2) 👻 🙋 Web Slice G	allery • 🐻 VII Docs			11 * D * -	🖶 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 🕶
		$\langle \rangle$		, ,									^
	Select the link	undera	date to enter hours	or days. \$	Select Nex	t or Previous to	navigate through	the dates within	the period.				
	Time Sheet												
	Time Sheet												
	Title and Numb	er:					Writing Ctr	Coord 0PW021	-00				
	Department and	d Number	:				President's	Office 101001					
	Time Sheet Peri	iod:					Mar 19, 201	17 to Apr 01, 201	7				
	Submit By Date	c					Apr 04, 201	7 by 12:00 PM					
					Sarning:	Regular Pay	1						
					Date:	Mar 20, 2017							
					Shift:								
					onin.	1							
						λ.							
					Hours:	<b>A</b>							
	_			_									
	Save			Сору			Accour	nt Distribution					
	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 19, 2017	Monday Mar 20, 2017	Tuesday Mar 21, 2017	Wednesday Mar 22, 2017	Thursday Mar 23, 2017	Friday Mar 24, 2017	Saturday Mar 25, 2017	
	Regular Pay	1	86.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
													~

In the Hours field, enter the appropriate number of hours and click the "Save" button. You must click save to have the hours entered on your time sheet.

lagented Ede • ● Web Corporation web Prove Note Control (1) ● Prove State Callery (1) ● Prove S	Edit View avorites Tools H	telp									/liddleware For 😝 Ti	me and Leave Reporting		
Department and Number:   President's Office - 101001     Time Sheet Period:   Mar 19, 2017 to Apr 01, 2017     Submit By Date:   Apr 04, 2017 by 12:00 PM     Earning:   Regular Pay   Date:   Apr 04, 2017 by 12:00 PM     Earning:   Regular Pay   Date:   Apr 04, 2017 by 12:00 PM     Earning:   Regular Pay   Date:   Apr 04, 2017     Save   Copy   Account Distribution     Earning   Shift   Default   Total   Sunday   Tuesday   Mar 23, 2017   Mar 23, 2017   Mar 24,	Suggested Sites • eVA compating of the suggested Sites			"National Association of C	performa	ince 360 Degr	ee 📭 Suggested Sit	es 👻 🙋 Web Sice Galle	ry (2) ♥ (₽) Web Slice G	allery • 👸 VIIDocs**				(men v Page v Safety v Tools v
Time Sheet Period:   Mar 19, 2017 to Apr 01, 2017     Submit By Date:   Apr 04, 2017 by 12:00 PM     Earning:   Regular Pay     Date:   Mar 20, 2017     Shift:   1     Hours:   6     Copy   Account Distribution     Earning   Sinday Mar 20, 2017     Save   Copy     Account Distribution     Earning   Shift     Default   Total     Sunday   Mar 20, 2017     Mar 20, 2017   Mar 20, 2017     Save   Copy     Account Distribution   Mar 20, 2017     Mar 20, 2017   Mar 20, 2017	$\backslash$	Title and Numbe	er:					Writing Ctr	Coord 0PW021	-00				
Submit By Date:     Apr 04, 2017 by 12:00 PM     Earling: Regular Pay     Date:     Mar 20, 2017     Shift   1     Copy     Account Distribution     Earling:   Sunday   Mar 20, 2017     Save   Copy   Account Distribution     Earling   Shift   Default   Total   Sunday   Tuesday   Mar 23, 2017   Mar 24, 2017   Mar 24, 2017   Mar 24, 2017     Regular Pay   1   86.67   0   Enter Hours	$\setminus$	Department and	Number	r. 🔪				President's	Office 101001					
Earning: Regular Pay   Date: Mar 20, 2017   Shift: 1   Mar 20, 2017   Shift: 1   Mours: el   Copy   Account Distribution   Earning: Regular Pay   Sove   Copy   Account Distribution   Earning Shift: 1   X   Save Copy   Account Distribution   Earning Shift   Image: Copy   Account Distribution   Earning Shift   Total Sunday Monday Tuesday Thursday Friday Saturday   Mar 20, 2017   Regular Pay Enter Hours   Enter Hours   Enter Hours   Enter Hours   Enter Hours		Time Sheet Peri	od:					Mar 19, 201	7 to Apr 01, 2017	7				
Date: Mar 20, 2017       Inter the state of t		Submit By Date	:					Apr 04, 201	7 by 12:00 PM					
Date: Mar 20, 2017       Inter the state of t						Earning:	Regular Pay							
Shift: 1     Hours: g:   ×     Save   Copy   Account Distribution     Save   Copy   Account Distribution     Earning   Shift   Default   Total   Sunday   Tuesday   Thursday   Friday   Saturday     Earning   Shift   Default   Total   Sunday   Tuesday   Thursday   Friday   Saturday     Regular Pay   1   Shift   Default   Friday   Saturday     Regular Pay   1   Shift   Default   Friday   Saturday     Mar 29, 2017   Mar 29, 2017   Mar 24, 201		\												
I     Hours:   I     Hours:   I     Bave   Copy   Account Distribution     Save   Copy   Account Distribution     Earning   Shift   Default   Total   Sunday   Tuesday   Thursday   Friday   Saturday     Earning   Shift   Default   Total   Sunday   Monday   Tuesday   Mar 23, 2017   Mar 24, 2017   Mar 24, 2017   Mar 24, 2017   Mar 25, 2017     Regular Pay   1   86.67   0   Enter Hours														
arring Shift Default Hours or Units Total Hours Total Sunday Mar 20, 2017 Wednesday Mar 22, 2017 Thursday Friday Mar 23, 2017   Rogular Pay 1 38.67 0 0 Enter Hours						onne.	1							
Earning   Shift   Default Hours or Units   Total Hours   Total Units   Total Mar 19,2017   Monday Mar 20,2017   Tuesday Mar 21,2017   Mednesday Mar 22,2017   Thursday Mar 23,2017   Friday Mar 24,2017   Saturday Mar 25,2017     Regular Pay   1   36.67   0   Image: The Hours   Enter Hours						Hours:	8						×	
Earning   Shift   Default Hours or Units   Total Hours   Total Units   Total Mar 19,2017   Monday Mar 20,2017   Tuesday Mar 21,2017   Mednesday Mar 22,2017   Thursday Mar 23,2017   Friday Mar 24,2017   Saturday Mar 25,2017     Regular Pay   1   36.67   0   Image: The Hours   Enter Hours														
Hours or Units     Hours     Units     Mar 19, 2017     Mar 20, 2017     Mar 22, 2017     Mar 23, 2017     Mar 24, 2017     Mar 24, 2017     Mar 25, 2017       Regular Pay     1     86.67     0     Enter Hours     En		Save			Сору			Accour	nt Distribution					
Hours or Units     Hours     Units     Mar 19, 2017     Mar 20, 2017     Mar 22, 2017     Mar 23, 2017     Mar 24, 2017     Mar 24, 2017     Mar 25, 2017       Regular Pay     1     86.67     0     Enter Hours     En														
		Earning	Shift											
		Regular Pay	1	86.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:     0     0     0     0     0     0		Total Hours:			0		0	0	0	0	0	0	0	
Total Units:     0     0     0     0     0     0     0		Total Units:				0	0	0	0	0	0	0	0	
Position Selection Comments Preview Submit for Approval Restart Next							_				_		_	

Below you see that the 8 hours entered shows up under March 20. Continue completing your time sheet for each week. To continue entering hours for the remaining days in the pay period, click "Next".

🕘 📵 https://ssbtest.langwood/	edu/borlitt/bupktetm.P_Up	pdateTimeSi	heet				,P - ≙ ¢ 😝 Us	r Lagout	Oracle Fusion	Viddeware For 📵 Ti	me and Leave Reporting	×	
dit View Favorites Tools H						-		-					
Suggested Sites 💌 📑 eVA compa	Time Sheet		National Association of C	🔛 performa	nce 368 Deg	ree – 📴 Suggested Sit	æs 🔻 🧶 Web Slice Galle	ry (2) 💌 🥑 Web Slice G	alier) • 🕲 VITDocs**			🔂 T 🔂 T 📑	👼 🕶 Page 🕶 Safety 🕶 Tool
	Time Sheet												
	Title and Numbe	er:					Writing Ctr	Coord 0PW021	-00				
	Department and	l Number					President's	Office 101001					
	Time Sheet Peri-	od:					Mar 19, 20	7 to Apr 01, 201	7				
	Submit By Date:	:					Apr 04, 201	7 by 12:00 PM	\	\			
					Earning:	Regular Pay							
					Date:	Mar 20, 2017							
					01-10-								
					Shift:	1							
					Hours:								
						8							
										\	\		
	Save			Сору			Accour	nt Distribution			$\backslash$		
											$\langle \rangle$		
	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 19, 2017	Monday Mar 20, 2017	Tuesday Mar 21, 2017	Wednesday Mar 22, 2017	Thursday Mar 23, 2017	Friday Mar 24, 2017	Saturday Mar 25, 2017	
	Regular Pay	1	86.67	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
	Total Hours:			8		0	8	0	0	0		0	
	Total Units:				0	0	0	0	0	0	0	0	
			_		_								
	Position Sel	lection			ıts	Previ	iew		proval	Res	tart	Next	
		_		/						_			

Once you have entered all hours for the pay period, you can click on the 'Preview "button to review. If changes are needed or if you are ready to return to your time sheet, click "Previous Menu." (Preview shown below)

eVA compatibility mode												0	<u>نة</u>	•	
Search					۹							Help	Site Map	Sign Out	
Home	Pers	sonal Info	ormation	Employ	ee										
Sumr	nary o	of Re	porte	ed Time											
Set yo	ur printer	layout to	o Landsc	ape before p	rinting.										
Tommy 1	resting											F	resident's Offi	ce, 101001	
Program	Coordinal	.or, 0PW0	011-00												
Time S	sheet														
Earning Code	Shift	Total Hours	Total Units	Saturday , Apr 01, 2017	Sunday , Apr 02, 2017	Monday , Apr 03, 2017	Tuesday , Apr 04, 2017	Wednesday, Apr 05, 2017	Thursday , Apr 06, 2017	Friday , Apr 07, 2017	Sunday , Apr 09, 2017	Monday , Apr 10, 2017	Tuesday , Apr 11, 2017	Wednesday, Apr 12, 2017	Thursday Apr 13, 2017
Regular Pay	1	48				8		8		8		8		8	
Total Ho	ours:	48				8		8		8		8		8	
	nits:		0												

ver.												
sbtest. <b>longwood.edu/</b> bnrilitt/bwpktetm	P_UpdateTime	Sheet				یں 😁 🏷 🚽 کر	tr Logout	🛞 Oracle Fusion M	Middleware For 😑 Ti	ime and Leave Reporting	×	
orites Tools Help • 🔤 eVA compatibility mode 🙆 I				360 D		- Dista Ta Cat						• 🖾 - 🖂 📾 - Page - Safety:
Time She		Traduital Association of C	tin pertonna	nice soo begi	ee 🔽 ooggesten or	es - 💽 web ance dane	ny (c) • 😰 web ance o	anay - 👦 mood				· PD · CD with · radie · sweeth
Title and Nur	nber:					Writing Ctr	Coord 0PW021	-00				
Department a	ind Numbe	er:				President's	Office 101001					
Time Sheet F	eriod:		$\backslash$			Mar 19, 201	17 to Apr 01, 2017	7				
Submit By D	ite:					Apr 04, 201	7 by 12:00 PM					
				Earning:	Regular Pay							
				Date:	Mar 20, 2017							
				Shift:	<u>с</u> а							
					\'							
				Hours:	8							
Save			Сору			Accour	nt Distribution					
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 19, 2017	Monday Mar 20, 2017	Tuesday Mar 21, 2017	Wednesday Mar 22, 2017	Thursday Mar 23, 2017	Friday Mar 24, 2017	Saturda Mar 25,	
Regular Pay	1	86.67	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente	er Hours
Total Hour	5:		8		0	8	0	0	0	0		0
Total Units	:			0	0	0	0	0	0	0		0
Desilies	Delection		<b>0</b>				Outer the star					
Position	Selection		Comme	its	Prev	lew	Submit for App	roval	Res	tart	Next	

Click the 'Submit for Approval" button to send the time sheet to your

A Certification screen (below) will come up for you to enter your LancerNet Password which certifies your time sheet. Enter your password and hit the submit button.

MyLONGWOOD	
Search Q	Image: Constraint of the second sec
Home Personal Information Student Faculty Financial Aid Emplo	webTailor Administration
Channel Maintenance Channel Preferences CoopTeachers/UnivSupervisors	
Certification	
I certify that the time entered represents a true and accurate record of my time. I am re PIN. Enter your PIN and select Submit if you agree with the previous statement. Otherwise, s submitted for approval. You will be redirected to the User Logout web page.	
LancerNet Password:	
Submit	

Once submitted, your approver's name will appear next to <u>Waiting for</u> <u>Approval From</u> at the bottom of the screen.

ed Sites 🔻 🔝 eVA com	patibility mode 🗿 Free	Hotmail 👕	National Association of C	R performa	nce 360 Degr	ee – <b>D</b> Suggested Site	es 👻 🛃 Web Slice Galle	ry (2) 🔻 🗿 Web Slice G	allery 💌 👹 VITDocs <sup>ee</sup>			👌 • 🗟 • 🗆	👼 🕶 Page 🕶 Safety -
	Time Sheet												
	Title and Numbe	er:					Writing Ctr	Coord 0PW02	1-00				
	Department and	Number	:				President	s Office 101001	l				
	Time Sheet Peri	od:					Apr 02, 20	17 to Apr 15, 201	7				
	Submit By Date						Apr 18, 20	17 by 12:00 PM					
	Earning	Hours or Units Hours Units Apr 02, 2017 Apr 03, 2017 Apr 04, 2017 Apr 05, 2017 Apr 06, 2017 Apr 07, 2017 Apr 08, 2017											
	Regular Pay	1	86.67	32		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	
	Total Hours:			32		0	8	0	0	0	8	0	
	Total Units:				0	0	0	0	0	0	0	0	
	Position Sel	ection			Comme	ents	Previ	ew	Next	R	eturn Time		
	Submitted for A	pproval E	By:				You on Ap	r 03, 2017					
	Approved By:												
	Waiting for App	roval Fro	m:				James Ho	lsinger					

#### You can check the status by going back to the time sheet selection page.

MyLONGWOOD			
Search	٩		Image: Weight of the second
Home Personal Information Em	ployee		
Time Sheet Selection			
Make a selection from My Choice. Choose	a Time Sheet period from th	e pull-down list. Select Time Sheet.	
Title and Department	My Choice	Pay Period and Status	
Program Coordinator, 0PW011-00 President's Office, 101001	۲	Apr 01, 2017 to Apr 15, 2017 In Progress	~
Writing Ctr Coord, 0PW021-00 President's Office, 101001	0	Apr 02, 2017 to Apr 15, 2017 Pending	~
Time Sheet			

### Tenths-of-an-Hour Conversion Chart

## To Record Hours Worked and Hours of Leave Taken

## Effective July 1, 2003

MIN	REPORTING	
FROM	то	INCREMENT
0 Minutes	2 minutes, 59 seconds	Disregard
3 Minutes	8 minutes, 59 seconds	1 Tenth Hour
9 Minutes	14 minutes, 59 seconds	2 Tenths Hour
15 Minutes	20 minutes, 59 seconds	3 Tenths Hour
21 Minutes	26 minutes, 59 seconds	4 Tenths Hour
27 Minutes	32 minutes, 59 seconds	5 Tenths Hour
33 Minutes	38 minutes, 59 seconds	6 Tenths Hour
39 Minutes	44 minutes, 59 seconds	7 Tenths Hour
45 Minutes	50 minutes, 59 seconds	8 Tenths Hour
51 Minutes	56 minutes, 59 seconds	9 Tenths Hour
57 Minutes	60 Minutes	One Hour

For Payroll Concerns, Please contact: 434-395-2261 or 434-385-4880

## 2018 Payroll Calendar for Wage, Students and Miscellaneous

Pay Period Begin Date	Pay Period End Date	Employee Must Submit before 12:00pm/noon	Supervisor Must Approve before 12:00pm/noon	Pay Date
12/24/2017	1/6/2018	1/8/2018	1/9/2018	1/19/2018
1/7/2018	1/20/2018	1/22/2018	1/23/2018	2/2/2018
1/21/2018	2/3/2018	2/5/2018	2/6/2018	2/16/2018
2/4/2018	2/17/2018	2/19/2018	2/20/2018	3/2/2018
2/18/2018	3/3/2018	3/6/2018	3/7/2018	3/16/2018
3/4/2018	3/17/2018	3/19/2018	3/20/2018	3/30/2018
3/18/2018	3/31/2018	4/2/2018	4/3/2018	4/13/2018
4/1/2018	4/14/2018	4/16/2018	4/17/2018	4/27/2018
4/15/2018	4/28/2018	4/30/2018	5/1/2018	5/11/2018
4/29/2018	5/12/2018	5/14/2018	5/15/2018	5/25/2018
5/13/2018	5/26/2018	5/29/2018	5/30/2018	6/8/2018
5/27/2018	6/9/2018	6/11/2018	6/12/2018	6/22/2018
6/10/2018	6/23/2018	6/25/2018	6/26/2018	7/6/2018
6/24/2018	7/7/2018	7/9/2018	7/10/2018	7/20/2018
7/8/2018	7/21/2018	7/23/2018	7/24/2018	8/3/2018
7/22/2018	8/4/2018	8/6/2018	8/7/2018	8/17/2018
8/5/2018	8/18/2018	8/20/2018	8/21/2018	8/31/2018
8/19/2018	9/1/2018	9/4/2018	9/5/2018	9/14/2018
9/2/2018	9/15/2018	9/17/2018	9/18/2018	9/28/2018
9/16/2018	9/29/2018	10/1/2018	10/2/2018	10/12/2018
9/30/2018	10/13/2018	10/15/2018	10/16/2018	10/26/2018
10/14/2018	10/27/2018	10/29/2018	10/30/2018	11/9/2018
10/28/2018	11/10/2018	11/12/2018	11/13/2018	11/23/2018
11/11/2018	11/24/2018	11/26/2018	11/27/2018	12/7/2018
11/25/2018	12/8/2018	12/10/2018	12/11/2018	12/21/2018
12/9/2018	12/22/2018	12/26/2018	12/27/2018	1/4/2019

Schedule is subject to change. Your supervisor will be notified in advance of any changes.