

# WEB TIME ENTRY TRAINING for Student Workers

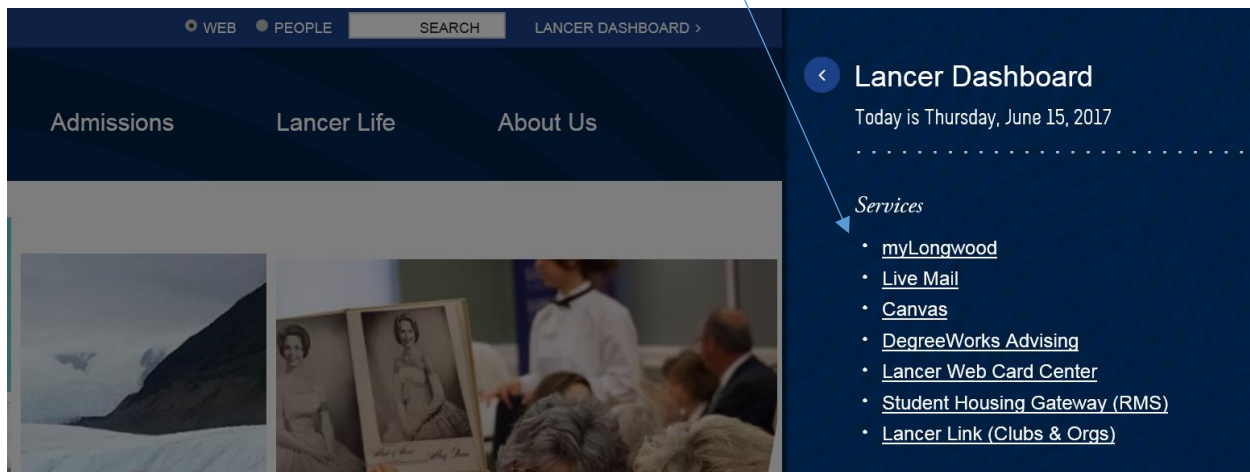
**All student workers must complete and submit time sheets through Web Time Entry. When time sheets are submitted they are automatically routed to an “Approver” who either approves the time sheet or returns it for correction.**

**To access Web Time Entry you enter through myLongwood:**

- **At the top right corner click on LANCER DASHBOARD**



- **Under Lancer Dashboard, click on myLongwood**



- **Enter your LancerNet ID and password.**
- **Click the button “Sign In”.**

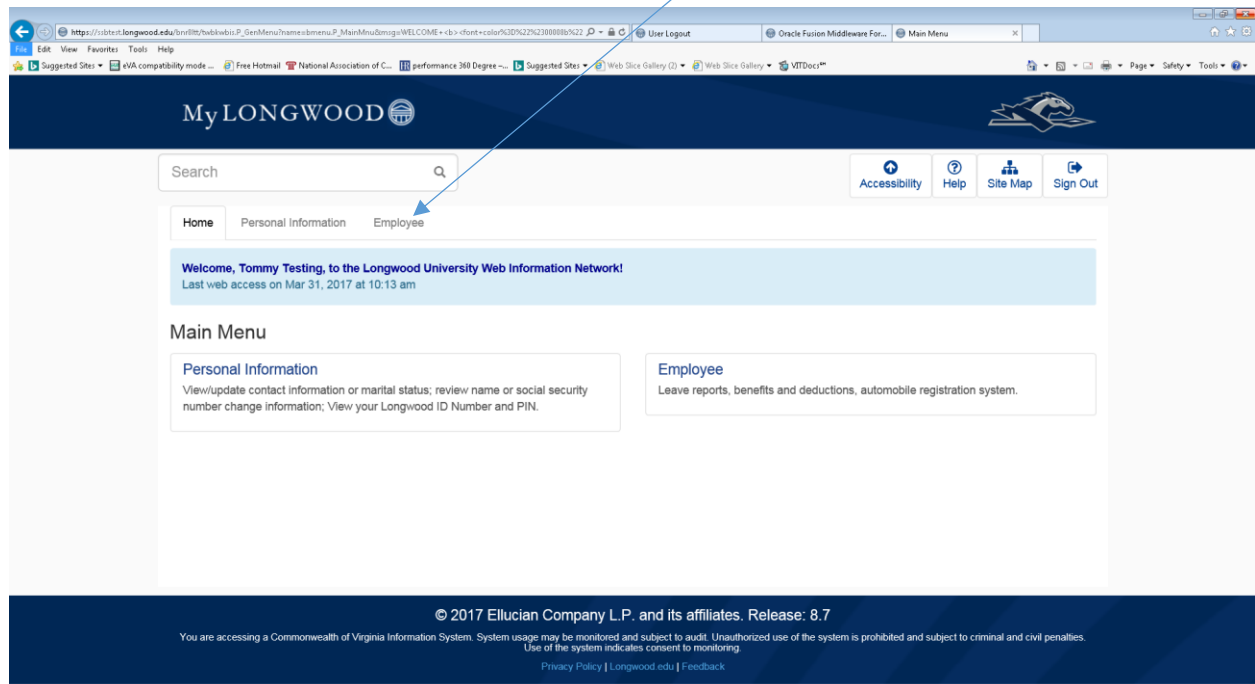
The screenshot shows a web browser window with the URL [https://my.longwood.edu/longprod/twblwebs/P\\_GenMenu?name=bmenu\\_P\\_MainMenu](https://my.longwood.edu/longprod/twblwebs/P_GenMenu?name=bmenu_P_MainMenu). The page header features the "My LONGWOOD" logo and a horse head icon. The main content area is a dark blue box with the following elements:

- LancerNet ID:** A text input field with a person icon on the left.
- LancerNet Password:** A text input field with a lock icon on the left.
- Sign In** button: A blue button with white text.
- Forgot Password?** button: A blue button with white text.
- Text: "Welcome to myLongwood where you can register for classes, check your grades, view advisee and class information and more!"
- Text: "Looking for additional links like Canvas, email and Banner INB? Follow these links:"
- Text: "Students Visit [www.longwood.edu](http://www.longwood.edu) and look for the Lancer Dashboard link (top right)."

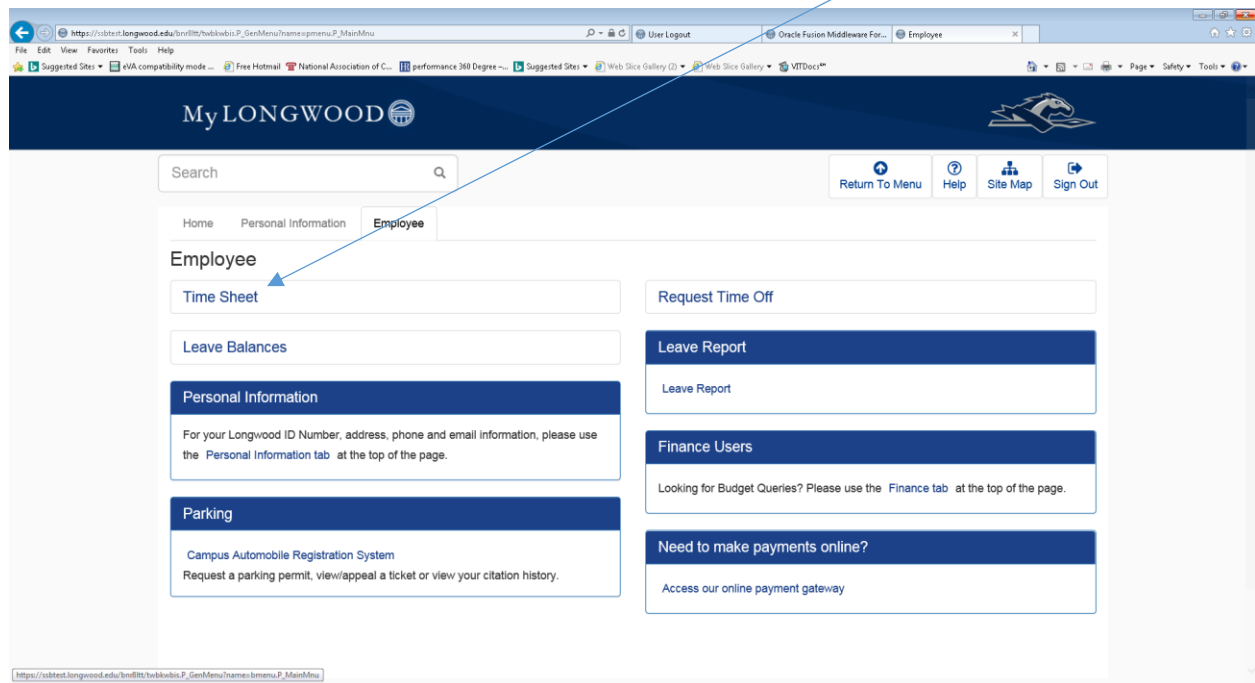
The Windows taskbar at the bottom shows the time as 2:37 PM on 4/15/2017.

This screenshot is identical to the one above, but the "LancerNet ID" field now contains the text "mooneyij". The "LancerNet Password" field remains empty. All other elements, including buttons and text, are the same.

**To get to your Time Sheet click on the “Employee Tab”.**



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



**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.**

MyLONGWOOD

Search

Home Personal Information Employee

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
Program Coordinator, OPW011-00 President's Office, 101001	<input type="radio"/>	Mar 16, 2017 to Mar 31, 2017 Pending
Writing Ctr Coord, OPW021-00 President's Office, 101001	<input checked="" type="radio"/>	Mar 19, 2017 to Apr 01, 2017 Not Started

Time Sheet

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You are accessing a Commonwealth of Virginia Information System. System usage may be monitored and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring.

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

***Possible Statuses and their definitions:***

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

**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.**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**

Title and Number: Writing Ctr Coord -- OPW021-00

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	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
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection    Comments    Preview    Submit for Approval    Restart    Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

**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.**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**

Title and Number: Writing Ctr Coord -- 0PW021-00

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: Mar 20, 2017

Shift: 1

Hours:

[Save](#) [Copy](#) [Account 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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>

**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.**

**Time Sheet**

Title and Number: Writing Ctr Coord -- 0PW021-00

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: Mar 20, 2017

Shift: 1

Hours:

[Save](#) [Copy](#) [Account 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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				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”.**

**Time Sheet**

Title and Number: Writing Ctr Coord – OPW021-00  
 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: Mar 20, 2017  
 Shift: 1  
 Hours: 8

Save Copy Account 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	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			8		0	8	0	0	0	0	0
<b>Total Units:</b>			0		0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart 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)**

Search

Home Personal Information Employee

**Summary of Reported Time**

Set your printer layout to Landscape before printing.

Tommy Testing  
 Program Coordinator, OPW011-00  
 President's Office, 101001

**Time 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	Saturday, Apr 08, 2017	Sunday, Apr 09, 2017	Monday, Apr 10, 2017	Tuesday, Apr 11, 2017	Wednesday, Apr 12, 2017	Thursday, Apr 13, 2017	Friday, Apr 14, 2017
Regular Pay	1	48				8		8		8			8		8		8
<b>Total Hours:</b>		48				8		8		8			8		8		8
<b>Total Units:</b>			0														

Previous Menu

**Click the ‘Submit for Approval’ button to send the time sheet to your approver.**

**Time Sheet**

Title and Number: Writing Ctr Coord -- 0PW021-00

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: Mar 20, 2017

Shift: 1

Hours: 8

Save Copy Account 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	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			8		0	8	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

**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

Help Site Map Sign Out

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Channel Maintenance Channel Preferences CoopTeachers/UnivSupervisors

### Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.  
Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be 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 Waiting for Approval From at the bottom of the screen.**

**Time Sheet**

**Title and Number:** Writing Ctr Coord -- OPW021-00

**Department and Number:** President's Office -- 101001

**Time Sheet Period:** Apr 02, 2017 to Apr 15, 2017

**Submit By Date:** Apr 18, 2017 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 02, 2017	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017	Saturday Apr 08, 2017
Regular Pay	1	86.67	32		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
<b>Total Hours:</b>			32		0	8	0	0	0	8	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

[Position Selection](#)
[Comments](#)
[Preview](#)
[Next](#)
[Return Time](#)

**Submitted for Approval By:** You on Apr 03, 2017

**Approved By:**

**Waiting for Approval From:** James Holsinger

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

**MyLONGWOOD**

Search

Home Personal Information **Employee**

**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
Program Coordinator, OPW011-00 President's Office, 101001	<input checked="" type="radio"/>	Apr 01, 2017 to Apr 15, 2017 In Progress
Writing Ctr Coord, OPW021-00 President's Office, 101001	<input type="radio"/>	Apr 02, 2017 to Apr 15, 2017 Pending

[Time Sheet](#)

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Tenths-of-an-Hour Conversion Chart

To Record Hours Worked and Hours of Leave Taken

Effective July 1, 2003

<u>MINUTES</u>		REPORTING
FROM	TO	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

<b>Pay Period Begin Date</b>	<b>Pay Period End Date</b>	<b>Employee Must Submit before 12:00pm/noon</b>	<b>Supervisor Must Approve before 12:00pm/noon</b>	<b>Pay Date</b>
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.