

On-line Semi-Monthly Timesheet Instructions

1. Go to the [W&J Faculty & Staff](http://www.washjeff.edu/facultystaff.aspx) Web page at <http://www.washjeff.edu/facultystaff.aspx>
2. Access the Payroll webpage through the Human Resources link as displayed below.

Faculty & Staff Webpage



The screenshot shows the Washington & Jefferson College website. The header includes the college logo, a search bar, and a quicklinks dropdown. A navigation menu contains links for About W&J, Academics, Athletics, News & Events, Directory, and Offices & Departments. Below the menu, there are breadcrumb links: <Home and <Faculty and Staff. The main content area is titled 'FACULTY AND STAFF' and features a left sidebar with a 'FACULTY AND STAFF' dropdown menu. An arrow points to the 'Human Resources' link in this menu. The main content area includes 'Announcements', 'Events', 'Student News', 'Faculty & Staff News', 'W&J Messenger', 'Classifieds & Discussion Forums', 'News from Human Resources', 'Special Notices', 'Dining Menu', and 'Weather'.

Human Resources Webpage



The screenshot shows the Human Resources section of the Washington & Jefferson College website. The header and navigation menu are identical to the Faculty & Staff page. The breadcrumb trail now includes <Home, <Faculty and Staff, and <Human Resources. The main content area is titled 'HUMAN RESOURCES' and features a left sidebar with a 'HUMAN RESOURCES' dropdown menu. An arrow points to the 'Payroll' link in this menu. The main content area includes text about office hours (Monday through Friday 9 a.m. to 5 p.m.) and location (Thompson Memorial Hall), a contact invitation, and a photo of a building.

3. Two timesheets are listed on the Payroll page
 - a. [Exempt Timesheet](#)
 - b. [Non-Exempt Timesheet](#)
4. Click on either the Exempt or Non-Exempt Timesheet for completion. The Non-Exempt timesheet is for hourly employees eligible for overtime. Exempt employees are not eligible for overtime.



The screenshot shows the Payroll section of the Washington & Jefferson College website. The header and navigation menu are identical to the previous pages. The breadcrumb trail now includes <Home, <Faculty and Staff, <Human Resources, and <Payroll. The main content area is titled 'PAYROLL' and features a left sidebar with a 'HUMAN RESOURCES' dropdown menu. An arrow points to the 'Payroll' link in this menu. The main content area includes a welcome message and a list of 'Payroll Forms': [Exempt Timesheet](#), [Non Exempt Timesheet](#), and [Temporary Employee Timesheet \(PDF\)](#).

On-line Semi-Monthly Timesheet Instructions

Exempt Timesheet:

1. Enter your full name in the first box.
2. Type your department in the second box.
3. Type in the pay period dates for this timesheet. Example: 4/1/09 – 4/30/09. Exempt employees are paid on a semi-monthly basis but we are recording vacation/sick on a monthly basis.
4. Click on the appropriate box stating that you either worked your normal hours or you worked your normal hours except for the following (vacation/sick, etc. time taken)
5. If you took time off that month, please type in the dates/hours used under each pay type.
6. Enter your supervisor's email address.
7. Type in your email address.
8. Click on the appropriate box stating that you understand that by submitting this timesheet to your supervisor you are verifying that the information you are sending is true and accurate to the best of your knowledge.
9. Hit the submit button to send the timesheet to your supervisor for approval.
10. If you need to clear out the timesheet and start over, hit the reset button.
11. When your timesheet is received by your supervisor he/she will verify the information is accurate.
12. Once your supervisor approves the timesheet he/she will forward it to Payroll at timesheets@washjeff.edu. Timesheets are due the first day of each month.

▼ HUMAN RESOURCES		EXEMPT ATTENDANCE RECORD	
Name:	<input type="text" value="LeeAnn Spencer"/>		
Department:	<input type="text" value="Human Resources"/>		
Pay Period Dates:	<input type="text" value="4/1/09"/>	through	<input type="text" value="4/30/09"/>
I worked:	<input type="radio"/> My normal hours <input checked="" type="radio"/> My normal hours except the following		
Type	Dates Used	Hours Used	
Vacation:	<input type="text" value="4/2, 4/8"/>	<input type="text" value="14"/>	
Sick:	<input type="text"/>	<input type="text"/>	
FMLA:	<input type="text"/>	<input type="text"/>	
Holiday:	<input type="text"/>	<input type="text"/>	
Bereavement:	<input type="text"/>	<input type="text"/>	
Worker's Compensation:	<input type="text"/>	<input type="text"/>	
Admin. Leave with pay:	<input type="text"/>	<input type="text"/>	
Admin. Leave without pay:	<input type="text"/>	<input type="text"/>	
Other:	<input type="text"/>	<input type="text"/>	
Special Comments:	<input type="text"/>		
Reminder: Our work day is 7 hours per day!			
Supervisor's E-mail Address:	<input type="text" value="smehalik@washjeff.edu"/>		
Your E-Mail Address:	<input type="text" value="lspencer@washjeff.edu"/>		
I understand that by submitting this form online to my supervisor, I am verifying that all information is true and accurate to the best of my knowledge.			
I Understand <input checked="" type="radio"/> I Do Not Understand <input type="radio"/>			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

On-line Semi-Monthly Timesheet Instructions

Non-Exempt Timesheet:

1. Enter your full name in the first box.
2. Type in the pay period date. Example: 4/30/09. You will submit a timesheet for either the 1st – 15th of the month or the 16th – last day of the month. Non-exempt employees are paid semi-monthly.
3. For each day of the week type in the number of hours worked, or vacation/sick/holiday used in the appropriate block.
4. In the "Total Hours" row for that pay period, type in the total hours for each day in the appropriate box (regular hours, vacation, sick, etc.)
5. Enter your supervisor's email address
6. Type in your email address.
7. Click on the appropriate box stating that you understand that by submitting this timesheet to your supervisor you are verifying that the information you are sending is true and accurate to the best of your knowledge.
8. Hit the submit button to send the timesheet to your supervisor for approval.
9. If you need to clear out the timesheet and start over, hit the reset button.
10. When your timesheet is received by your supervisor he/she will verify the information is accurate.
11. Once your supervisor approves your timesheet he/she will forward it to Payroll at timesheets@washjeff.edu. Timesheets are due the day after the period ends.
12. Any adjustments to your pay will show on the **following** pay period.

▼ HUMAN RESOURCES	NON-EXEMPT ATTENDANCE RECORD																	
	Name: <input style="width: 200px;" type="text" value="LeeAnn Spencer"/>																	
	Pay Ending: <input style="width: 100px;" type="text" value="4/15/09"/>																	
	Total Fields do not autocalculate. You must enter them in manually!																	
	Days of the Month																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hrs.		
	Regular Hours	7	0	7	0	0	7	7	7	7	7	0	0	7	0	7	63	
	Vacation	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	7	
	Sick	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	7	
	Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Bereavement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Worker's Comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Without Pay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Hours	7	7	7	0	0	7	7	7	7	7	0	0	7	7	7	77	
	Days of the Month																	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hrs.	
	Regular Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sick	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Bereavement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Worker's Comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Without Pay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	As a reminder, hours worked less than 40 hours per week (Monday - Sunday) are paid at the regular hourly rate.																	
	Supervisor's E-Mail Address: <input style="width: 200px;" type="text" value="smehalik@washjeff.edu"/>																	
	Your E-Mail Address: <input style="width: 200px;" type="text" value="lspencer@washjeff.edu"/>																	
	I understand that by submitting this form online to my supervisor, I am verifying that all information is true and accurate to the best of my knowledge.																	
	I Understand <input checked="" type="radio"/> I Do Not Understand <input type="radio"/>																	
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>																	