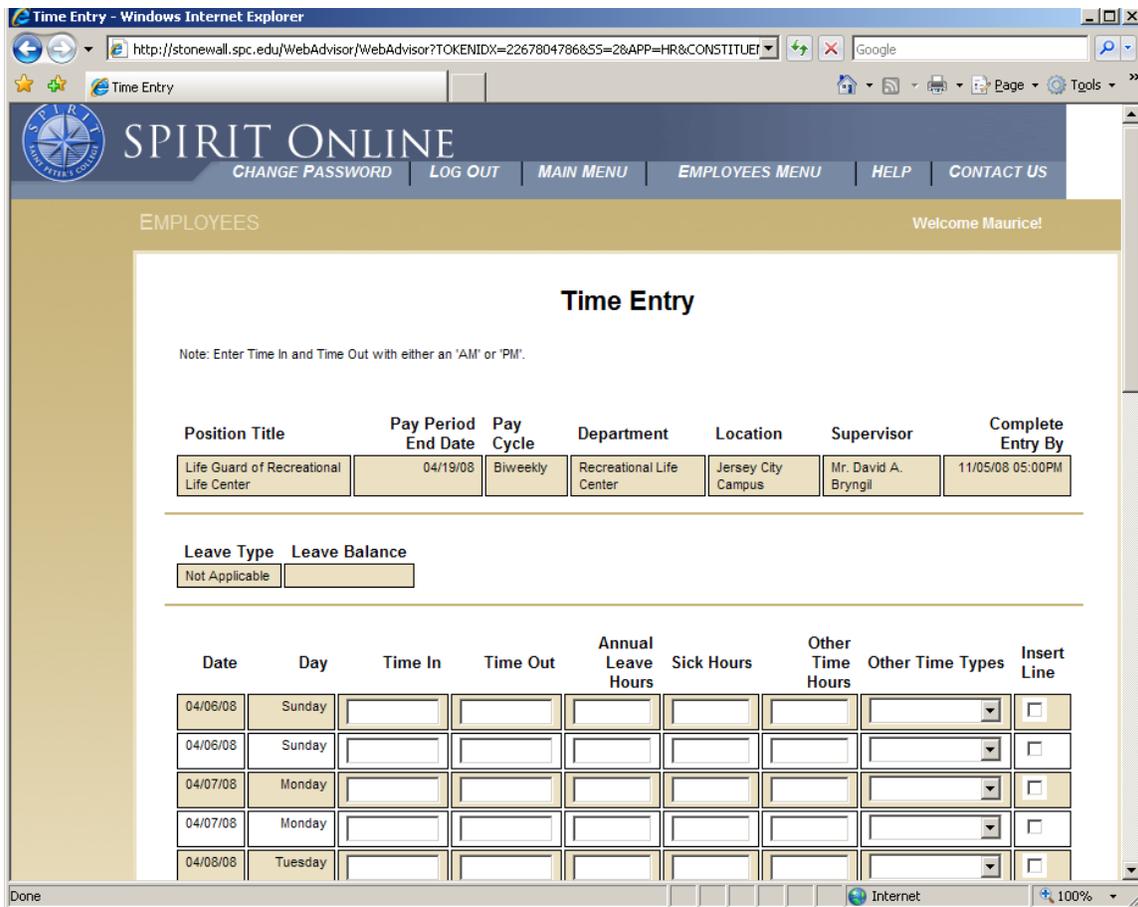


Entering your own time via SPiRiT Online – Hourly employees

Below is what the SPiRiT Online timesheet looks like. You will need to fill out one of these per pay period and electronically submit it to you supervisor for approval.

- Your pay period normally ends on SATURDAY, or WEDNESDAY for student workers
- Your timesheets must be completed and submitted by 11:30 PM on the TUESDAY before the pay period ends. (For non-student workers, you must estimate your work hours for Thurs and Fri.)
- Your supervisor has until 11:30 PM on WEDNESDAY to approve your timesheet. If there are problems you may get an email from your supervisor asking you to correct and resubmit your time sheet.
- Payroll is completed and distributed on the following FRIDAY



You can get to your timesheet by the following steps:

- From the SPC home page, go to Quick Links and choose SPiRiT Online.
- Click LOG IN, then enter your User ID and Password, then click SUBMIT.
- This will bring you back to the SPiRiT Online main menu, but now you are logged in.
- Click the beige bar for the Employees Menu

- Click the “Time Entry” link
- This will bring you up a list of all the available timesheets that you can work on. (This will usually be only the pay period that you are currently working.)
- Click the check box next to the pay period that you want to enter and click SUBMIT

The top portion of the timesheet has your job position, then pay period end date that you are entering time for, and the name of the supervisor who will be approving your timesheet.

### Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Life Guard of Recreational Life Center	04/19/08	Biweekly	Recreational Life Center	Jersey City Campus	Mr. David A. Bryngil	11/05/08 05:00PM

Below that, is the main section of timesheet, with 2 LINES for each day in the pay period. If you worked from 9am to 4:30pm with an hour for lunch, on the first line you enter Time In 9:00 am and Time Out 12:00 pm. On the second line enter Time In 1:00 pm and Time Out 4:30 pm, see Monday’s entry below.

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
04/06/08	Sunday							<input type="checkbox"/>
04/06/08	Sunday							<input type="checkbox"/>
04/07/08	Monday	9:00am	12:00pm					<input type="checkbox"/>
04/07/08	Monday	1:00pm	4:30pm					<input type="checkbox"/>
04/08/08	Tuesday			6.50				<input type="checkbox"/>
04/08/08	Tuesday							<input type="checkbox"/>
04/09/08	Wednesday				6.50			<input type="checkbox"/>
04/09/08	Wednesday							<input type="checkbox"/>
04/10/08	Thursday							<input type="checkbox"/>
04/10/08	Thursday							<input type="checkbox"/>

If you took a vacation day, do not enter anything into time in and time out, but enter your regular number of hours in the “Annual Leave Hours” column, no need to use the 2<sup>nd</sup> line for that day See Tuesday’s entry above.

Likewise, if you take a sick day, do not enter anything into time in and time out, but enter your regular number of hours in the “Sick Hours” column, no need to use the 2<sup>nd</sup> line for that day See Wednesday’s entry above.

After you have entered some of your days, click SUBMIT at the bottom of the form. This will save your entries.

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Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

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Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address dbryngil@spc.edu

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**SUBMIT**

After you click SUBMIT, your entries are validated and if there are any errors, you will be returned to the Time Entry form with **red error messages** at the top of the page, explaining what the problems are:

### Time Entry

Time In for Wednesday 04/23/2008 must be entered in either the 12-hour or 24-hour format. For example, 2:00pm or 1400 can be entered.

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Life Guard of Recreational Life Center	05/03/08	Biweekly	Recreational Life Center	Jersey City Campus	Mr. David A. Bryngil	11/19/08 05:00PM

Simply correct the errors and click SUBMIT again until your entries are accepted. You will know your entries have been accepted when you see a confirmation page that looks like:

### Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 05/03/08

Time Entry Status Not Complete

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Current Pay Period	Hours
Regular Hours	14.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	14.00

You do not have to enter all your time at once. You can enter a few days, click submit, then come back and enter some more days. Please note above a time entry status of “Not Complete” This means that although your entries have been accepted and recorded, your time sheet is still open for additional entries or corrections.

Once you are done with the timesheet entirely and you wish to submit it to your supervisor for approval, you must check the “electronic signature” box before clicking SUBMIT.

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Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

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Supervisor Decision      Pending Approval

Supervisor Comments     

Supervisor's E-mail Address      dbryngil@spc.edu

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After checking this box, click SUBMIT and you will see a confirmation page that looks like this:

### Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date    04/19/08

Time Entry Status      Complete

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Current Pay Period	Hours
Regular Hours	6.50
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	6.50

Once you see this page, including a Time Entry Status “Complete” then you are done entering your time for this pay period. Your timesheet is automatically forwarded to your supervisor for approval.