

Employee Time Sheet and Payroll Training

Part-Time Hourly, Student Assistant Work Study and Peak Partners





Agenda

Timesheet Overview
 Web Time Entry

Payroll Policies
 Minute Conversion/Rounding
 Overtime
 Holiday Pay
 Direct Deposit

> Access to My Pay Information





Timesheet Basics

Who completes the timesheet?

- Only <u>Non-Exempt</u> Employees
- To check if you are non-exempt please contact Human Resources

Why does the timesheet matter?

- Legal Document
- Required for State Auditing
- Enforced by U.S. Department of Labor under FLSA (<u>http://www.dol.gov/esa/whd/flsa/</u>)



Fair Labor Standards Act (FLSA) Exempt vs. Non-Exempt

Non-Exempt from Fair Labor Standards Act:

- Overtime (time and ½)
- Must complete time records

Exempt from Fair Labor Standards Act:

- No Overtime/Comp Time
- Do not complete time records

Non-exempt vs. Exempt status under FLSA is determined by analyzing the duties, responsibilities and salary of a position.



Web Time Entry (WTE) Timesheet Overview

What do I need to complete a web time sheet?

- Internet Access
- FSW Portal Log In Information
- Timesheet Web Time Entry Instructions <u>http://www.fsw.edu/payroll/forms</u>
- > Work Week
 - Monday 12:01 AM through Sunday 12:00 AM
- Recording Time
 - Hours physically worked each day





Web Time Entry (WTE) Timesheet Overview

- Part-time staff and student employees electronically record and submit their time each pay period.
- Supervisors electronically approve web time sheets.

Payroll uploads the web time sheet for payroll processing.





Web Time Entry (WTE) Deadlines

- Employees: must submit for approval by noon on deadline
 - Employees will receive an email that the pay period is open for entry, time sheet has been returned for correction or when time sheet is approved.
- Approvers: must approve by 5:00pm on deadline
 Approvers will receive email when time sheets have been submitted for approval.

To view the Web Time Entry Deadline Calendar, go to: <u>www.fsw.edu/payroll/forms</u>





http://www.fsw.edu then click on "Portal"





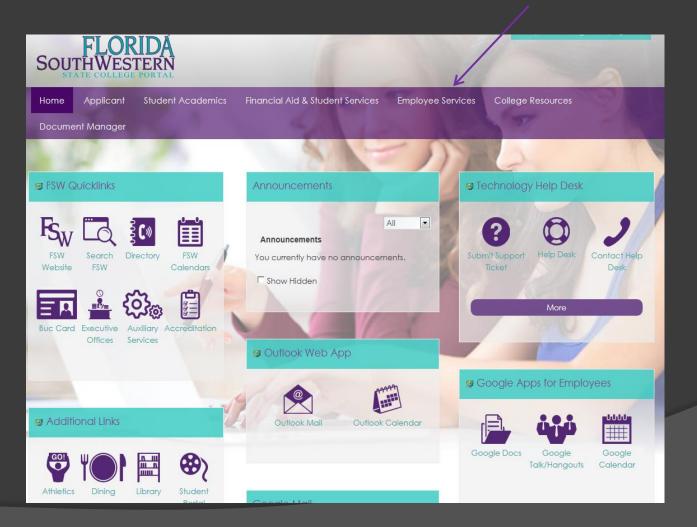








Select Employee Services Tab









Select Banner Web Services



SOUTHWESTE STATE COLLEGE POP	RN RTAL	Search
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Show Details Student & Financial Aid Registration Student Records Financial Aid National Student Clearing House	Employee Services Time Sheet Benefits and Deductions Pay Information Tax Forms	Select "Time Sheet" to access web time
Pay Online Purchase Books Receive Your 1098-T Electronically Housing	Current and Past Jobs Time Off Current Balances and History Travel & Expense Management Personal Information Change Security Question View Address(es) and Phone(s) Update Address(es) and Phone(s) View E-mail Address(es) Update E-mail Address(es)	entry
ELEASE: 8.5.2	View Emergency Contacts Update Emergency Contacts Name Change Information Social Security Number Change Information Answer a Survey	



Click "Enter Hours" to open for day time entry.

Search		Go						SITE	MAR HELP		
Time Sheet											
⊥ To begin, click a	link ur	nder the date wher	e you wa	nt to e	nter time. Click Ni	EXT/PREVIOUS bu	tton for more dat	tes within the per	iod.		
Time Sheet Title and Number: Department and N Time Sheet Period Submit By Date:	umbe	r:			Financia Oct 01,	t Assistant, Wor I Services 114 2013 to Oct 15, 2013 by 12:00	3 2013	\$99-07			
Earning	Shift	Default Hours or Units	Total Hours		Tuesday Oct 01, 2013	Wednesday	Thursday 📊				Monday Oct 07, 2013
Hourly Employees	1	(0 15.5		Enter Hours		Enter Hours		,		
Total Hours:			15.5		0	4.5	0	7.5	0	0	3.5
Total Units:				0	0	0	0	0	0	0	0
Position Selection	Comn	nents Preview	Submit fo	or Appro	oval Restart	Next					
Submitted for App Approved By: Waiting for Appro RELEASE: 8.6											



Verify the Date

Time	e In an	d Ou	t				
🕑 Ple	ase enter y	our tim	e in interva	ls of 15	minutes (10:00,	10:15, 10:30, 10:45). The fo	ormat should be 99-99.
Date:			ay, Oct 03				
Earnin Shift T	-		Employees Time Out		Total Hours		
		AM 💌	12:00	PM 💌	3		
1	01:00	PM 💌	04:00	PM 💌	3		
1		AM 💌		AM 💌	0	"	Time Sheet" will enable you
1		AM 💌		AM 💌	0		o return to select another
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Time				t David			Next Day" will allow you to
Time S Add Ne		evious Save		t Day Delete	~	Į	proceed to the next day
	nt Distribu						
	gs Code		_				
Hourly	Employees	1	6 Ac	count D	istribution		

Enter Time In and Time Out for hours worked that day

Clock out and back in for lunch breaks

Click "Save" to total hours entered per day

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Web Time Entry

Time Sheet											
🐠 To begin, click a	ı link ur	nder the date wher	e you wa	ant to e	nter time. Click N	EXT/PREVIOUS bu	utton for more da	tes within the per	iod.		
Time Sheet											
Title and Number:					Studen	t Assistant, Wor	rk Study S1W	S99-02			
Department and N	lumbe	er:			Financia	al Services 114	43				
Time Sheet Period	:				Oct 01,	2013 to Oct 15	, 2013				
Submit By Date:					Oct 16,	2013 by 12:00	AM				
Earning	Shift	Default Hours or Units	Total Hours		Tuesday Oct 01, 2013	Wednesday Oct 02, 2013	Thursday Oct 03, 2013	Friday Oct 04, 2013	Saturday Oct 05, 2013	Sunday Oct 06, 2013	Monday Oct 07, 2013
Hourly Employees	1		0 21.5	5	Enter Hours	3 4.5	5 6	5 7.5	Enter Hours	Enter Hours	3
Total Hours:			21.5	5	c) 4.5	5 6	5 7.5	c	0	3
Total Units:				0) C	0 0) (0 0	C	0	
Position Selection	Comn	nents Preview	Submit f	or Appr	oval Restart	Next					
Submitted for App Approved By: Waiting for Appro			7		1						

Click "Submit for Approval" to electronically sign your time sheet. Click "Comments" to add a comment to time sheet "Restart" to delete all time entered "Next" to display 2nd week of time sheet pay period





Hour/Minute Conversion & Rounding

Decimal Time vs. Hour : Minutes .00 = :00

- .25 = :15 minutes
- .50 = :30 *minutes*
- .75 = :45 *minutes*

Rounding: Nearest Quarter Hour

(7 minutes or less rounds down, 8 minutes or more rounds up)



Holiday Pay

- Regular part-time employees are eligible for holiday pay.
 - Holiday pay will only be paid if the holiday occurs on a day you are normally scheduled to work.
 - Refer to the duty day calendar for current holiday schedule.
- Temporary part-time employees are <u>not</u> eligible for holiday pay. Temporary employees include:
 - Student assistants
 - Work study students
 - Substitutes
 - Test proctors





Direct Deposit

- Direct deposit is mandatory for all regular employees unless you are claiming a hardship.
- Direct deposit is optional for adjuncts and student assistants.
- Direct Deposit takes at least two pay cycles to begin. The first payroll check will always be a live check.



Direct Deposit Form

New direct deposit forms must include a voided check or direct deposit authorization from your bank

Banner ID Numb

Direct Deposit Authorization Form

Middle Name I hereby authorize Florida Southwestern State College to deposit my payroll funds into my account(s) at the bank(s) named below Florida Southwestern State College is authorized to reverse any deposits made in error to my account(s) through the College's direct deposit program. I further warrant that I am the holder on the account(s) listed below

It is understood that I may terminate this agreement at any time by written notification to the FSW payroll department

Account Information (a maximum of three accounts may be set up)

First Name

Please complete this section in its entirety

Last Name

Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	
Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
cnecking/savings	Dalik Ivallie	bank kouting Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	
Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
checking/savings	Dank Hanne	bank housing Hamber	Account Number	Het Pay of 9 Anidant
<i>a</i>				
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	

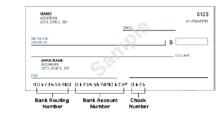
You must notify payroll immediately if you close your account(s).

Signature

To Start or Change a Direct Deposit

The first payroll cycle after the payroll department receives the completed form will be a pre-authorization to the bank This pre-authorization will verify the routing number(s) and account number(s), as supplied above. You will receive a paper check and no money will be transmitted to your account(s). The second payroll cycle will result in an electronic transmittal of payroll funds to your account(s).

A voided check must accompany each new direct deposit request. If you do not have checks or if your request is for a savings account, please contact your bank. They will be able to provide a direct deposit authorization that includes the routing number and account number which can be attached to this form



BO-039 Direct Deposit Authorization Rev. 0614

Once complete the signed original request must be submitted to payroll for processing





My Pay @ FSW Portal

24/7 Access to Your Payroll Information!

- Direct Deposit Accounts
- Earnings History
- Deductions History
- View and Print Pay Stubs
- Tax Information
 - Current W-4 Exemptions
 - Printable W-2's





My FSW Portal



http://www.fsw.edu then click on "Portal"





Log into My FSW



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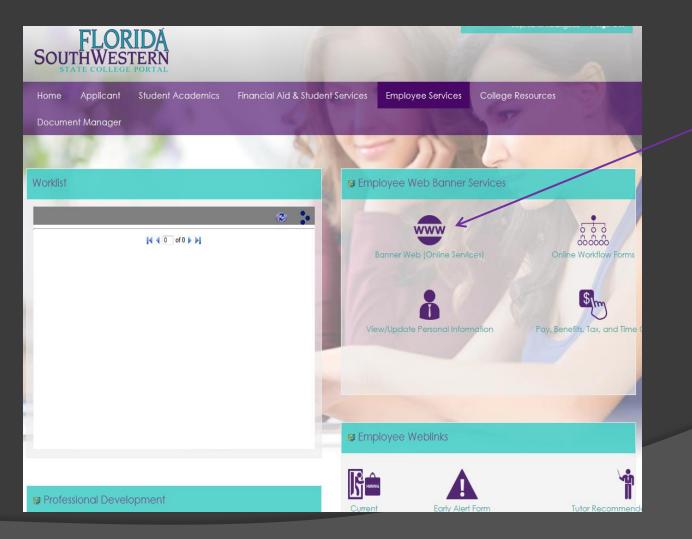
My FSW Home Page

Click Employee Services





Faculty and Staff Information



Click to access list of employee services options

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Review Payroll Information

l Information Student and F	inancial Aid Employee Online Forms		
how Details udent & Financial Aid Registration Student Records Financial Aid National Student Clearing House	Employee Services Time Sheet Benefits and Deductions Pay Information Tax Forms	Click to view all benefit and payroll deductions Click to view and print your pay	
Pay Online Purchase Books Receive Your 1098-T Electronically Housing	Current and Past Jobs Time Off Current Balances and History Travel & Expense Management Personal Information Change Security Question	stubs, direct deposit information and your earnings history	
	View Address(es) and Phone(s) Update Address(es) and Phone(s) View E-mail Address(es) Update E-mail Address(es) View Emergency Contacts Update Emergency Contacts Name Change Information Social Security Number Change Information Answer a Survey	Click to view and print Federal tax exemptions and prior year W-2's	

Please Note: All items highlighted in blue can be opened for more detailed information



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