

# Elon University Student Employee Web Time Entry Instructions

Elon University OnTrack: <https://ontrack.elon.edu>

Beginning March 12, 2010, students employed by Elon University will enter time worked and submit their timesheet for supervisor approval by using a web based process called Web Time Entry. This replaces the existing online student timesheet system. Paper timesheets should not be used.

Overview of web time entry:

- Students enter their hours worked throughout the pay period in OnTrack.
- When the pay period is complete, the student will 'electronically sign' and submit their time for supervisor approval (an email is sent to the primary supervisor telling them there is time that needs to be approved).
- The supervisor will review the student's time and either approve or reject it.
- If time is electronically signed **AND** approved, it is automatically submitted to the Payroll Office for processing.
- If time is rejected, the student will get an email from the supervisor with instructions to correct and resubmit.
- Supervisors can see and approve timesheets at any point during the payroll cycle. However, the student must electronically sign the timesheet in order to be paid.
- Once the deadline for student submission has passed, no changes can be made to the timesheet by the student.



**Note:** Due to the move to a bi-weekly pay period, deadlines associated with submitting timesheets to the payroll department have been tightened. The 14 day pay cycle begins on Thursday and ends on Wednesday.



**Note:** Once the pay cycle has ended, you have until 11:59 pm on Thursday to submit your timesheet to your supervisor. For example, the pay period ends on Wednesday, April 7, you have until 11:59 pm on Thursday, April 8 to complete your timesheet and submit it to your supervisor.

## Instructions for Entering Time Using Web Time Entry

**1 – Access your timesheet:** Student timesheets can be accessed through OnTrack at <https://ontrack.elon.edu>. Once logged in, click on **OnTrack for Employees**. Under the section labeled **Time Entry and Approval**, select **Time entry** to access your timesheet.



**2 – Choosing a timesheet:** The **Time entry** screen will display the positions you currently have with Elon. Select the particular position and supervisor for which you are entering time by clicking on the box in the column labeled “**Choose Only One**” and then click on **SUBMIT**. If you work in multiple positions, you will need to enter time for each position separately. You may enter time for only the positions and pay periods that are displayed. If your position is not displayed, please contact your supervisor.

### Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	03/01/10	03/24/10	IWSP ST Accounting Administrative	02/11/08	Accounting Administrative			03/25/10 11:59PM

**SUBMIT**

**3 – Entering your time:** After selecting the position for which you are entering time, the **Time Entry** screen will be displayed. Note the position information is displayed at the top of the screen.

### Time Entry

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
WSP ST Accounting Administrative	03/24/10	Student - Monthly Pay Cycle	Accounting Administrative			03/25/10 11:59PM

Date	Day	Hours Worked
03/01/10	Monday	2
03/02/10	Tuesday	
03/03/10	Wednesday	2
03/04/10	Thursday	
03/05/10	Friday	2
03/06/10	Saturday	
03/07/10	Sunday	
03/08/10	Monday	2
03/09/10	Tuesday	
03/10/10	Wednesday	2
03/11/10	Thursday	
03/12/10	Friday	2
03/13/10	Saturday	
03/14/10	Sunday	
03/15/10	Monday	2
03/16/10	Tuesday	
03/17/10	Wednesday	2
03/18/10	Thursday	
03/19/10	Friday	2
03/20/10	Saturday	
03/21/10	Sunday	
03/22/10	Monday	2
03/23/10	Tuesday	
03/24/10	Wednesday	2

Enter the numbers of hours you worked each day. After entering time worked, simply click **“SUBMIT”** to save. The **“SUBMIT”** button can be clicked as many times as needed as time is entered and/or changed throughout the pay period.

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

Supervisor Decision      Pending Approval  
 Supervisor Comments  
 Supervisor's E-mail Address      @elon.edu

**SUBMIT**

You are encouraged to enter and submit time on a daily basis or after each work period. If you save without signing the timesheet, your confirmation will state: **“Time Entry Status: Not Complete.”**

## Confirmation

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

Pay Period End Date 03/24/10

Time Entry Status Not Complete

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Current Pay Period	Hours
Regular Hours	22.00
Total Hours	22.00

**4 – Signing and sending your timesheet:** At the end of the pay cycle or whenever you are done entering all your time for the pay period, click on the box near the bottom where it says **“Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval”** and then click on **“SUBMIT.”** This will advance your timesheet to your supervisor for review and approval.

03/24/10	Wednesday	<input type="checkbox"/>
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Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval



Supervisor Decision

Pending Approval



**Note:** You will no longer be allowed to access your timesheet for this period once you have electronically signed your timesheet. If changes are needed, either your supervisor will need to make the changes or your supervisor will need to reject the timesheet so that you can make the needed changes, electronically sign and re-submit the timesheet to the supervisor.

Once you electronically sign your timesheet, your confirmation will state: **“Time Entry Status: Complete.”**

## Confirmation

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

Pay Period End Date 03/24/10

Time Entry Status Complete

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Current Pay Period	Hours
Regular Hours	22.00
Total Hours	22.00