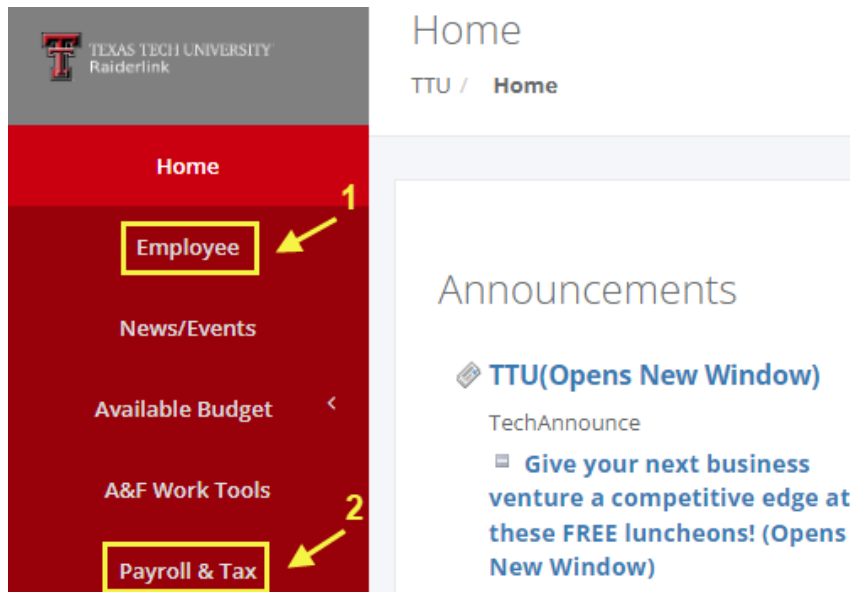# Timesheets for Semi-Monthly Employees

Semi-monthly (non-exempt) employees are required to report time via a Web Time Entry Timesheet or TimeClock Plus. This guide instructs on the time reporting process for employees who use a Timesheet.

Accessing Your Timesheet

1. Within Raiderlink/Webraider, select **Employee.** You may also select **Payroll & Tax**.

2. Select **My Timesheet**.

Starting Your Timesheet

1. Select **Start Timesheet** for the pay period and position you wish to enter time for.

Entering Time

1. Time is displayed by workweek (Sunday – Saturday). Select the day you wish to enter time for. The selected day is highlighted in blue.

Analyst, T99___-00, T, C10000, Payroll and Tax Services, Rate: $___

↻ Restart Time   🕐 Leave Balances

| 03/01/2023 - 03/15/2023 | 24.00 Hours ⓘ | See list of your approvers | | In Progress | Submit By 03/20/2023, 06:00 PM |

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9	10	11

Pay period you are entering time for

Change to previous week

Deadline to submit leave report

View your leave balances

Change to next week

⊕ Add Earn Code

Purple horizontal line identifies days within the pay period where time may be reported

Earn Code	Hours*
Hours Worked ⌄	

2. Select the earn code for time you wish to report on the day selected. Then enter the hours for the earn code. <u>Hours must be entered in quarter hour increments</u>. Round time up or down as necessary.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
5	6	7	8

⊕ Add Earn Code

Earn Code	Hours*
Hours Worked ⌃	8.00
Hours Worked	
Vacation Pay	
HSC HolidayComp (HSC only!)	

Time Examples:

Eight hours - 8.00
Four hours & 15 minutes - 4.25
Six hours & 30 minutes - 6.50

3. When you are finished adding time for the day, select **Save**. You may then select another day to add time to.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9 8.00 Hours	10 8.00 Hours	11

⊕ Add Earn Code

⊖

Earn Code

Hours Worked ⌄

Hours*

8 ⊖

Exit Page | Cancel | **Save** | Preview

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7	8	9	10	11

Time successfully added   ⊕ Add Earn Code

Hours Worked   ⊘ 8.00 Hours   ✏ 🗐 ⊖

Total: 8.00 Hours | Account Distribution

4. If you have multiple earn codes to report for the day selected, select **Add Earn Code** to give you the option of selecting another earn code from the drop-down list and hours to report. Once you have finished adding all time for the day, select **Save**.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
5	6 4.00 Hours	7	8

⊕ Add Earn Code

Earn Code   Hours*

Hours Worked   ⌄   4.00   ⊖

Earn Code   Hours*

Vacation Pay   ⌄   4.00   ⊖

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7	8	9	10	11

⊕ Add Earn Code

Hours Worked   ⊘ 4.00 Hours   **Time successfully added**   ✎ 🗐 ⊖

Total: 4.00 Hours | Account Distribution

Vacation Pay   ⊘ 4.00 Hours   ✎ 🗐 ⊖

Total: 4.00 Hours | Account Distribution

Copying Time

1. Use the Copy button to copy an entry made for one day to other days. Select the day with time you wish to copy, then select the **Copy** button to the right of the Earn Code you wish to copy.

2. Select a copy option, or manually select the days you wish to copy to. When finished select **Save**.

3. Continue adding time to all days within the pay period as necessary.

02/01/2023 - 02/15/2023	88.00 Hours ⓘ 💬				In Progress	Submit By 02/17/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13	14	15	16	17	18
	8.00 Hours	8.00 Hours	8.00 Hours			

⊕ Add Earn Code

Hours Worked ⊘ 8.00 Hours	✏ ▢ ⊖

Total: 8.00 Hours   Account Distribution

Reviewing Time

1. After time has been added and saved, selecting a day will allow you to view the Earn Code(s) and time reported for that day.

02/01/2023 - 02/15/2023	88.00 Hours ⓘ 💬				In Progress Submit B

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
5	6	7	8	9	10	11
	8.00 Hours	8.00 Hours	8.00 Hours	8.00 Hours	8.00 Hours	

⊕ Add Earn Code

Hours Worked ⊘ 4.00 Hours	

Total: 4.00 Hours

Vacation Pay ⊘ 4.00 Hours	

Total: 4.00 Hours

2. You may also select the **Preview** option. Preview is the most convenient way to view all time reported for the pay period. All time reported is displayed on a single page when using preview.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	28	1	2	3	4
				8.00 Hours	8.00 Hours	8.00 Hours	

⊕ Add Earn Code

Sick Leave	⊘ 8.00 Hours		✏ ▢ ⊖

Total: 8.00 Hours | Account Distribution

Exit Page   Cancel   Save   Preview

Payroll ████ ████, T99███-00, T, C10000, Payroll and Tax Services , Rate: $████

Pay Period: 03/01/2023 - 03/15/2023 | 32.00 Hours | In Progress | Submit By 03/20/2023, 06:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	VAC, Vacation Pay	1	4.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	4.00		20.00 Hours
SCK, Sick Leave	1	8.00			8.00 Hours
VAC, Vacation Pay	1		4.00		4.00 Hours
Total Hours		24.00	8.00		

3. When finished with the preview, select **Return** to return to the timesheet to continue adding time. <u>DO NOT select Submit unless you are ready to submit your time for approval.</u>

Timesheet Detail Summary

Payroll ████████, T99███-00, T, C10000, Payroll and Tax Services , Rate: $████████
Pay Period: 03/01/2023 - 03/15/2023 | 32.00 Hours | In Progress | Submit By 03/20/2023, 06:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	VAC, Vacation Pay	1	4.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	4.00		20.00 Hours
SCK, Sick Leave	1	8.00			8.00 Hours
VAC, Vacation Pay	1		4.00		4.00 Hours
Total Hours		24.00	8.00		

Routing and Status

Name	Action	Date & Time
████████	Originated	02/21/2023, 03:26 PM
████████	In the Queue	

Comment (Optional):

Add Comment

Return   Submit

Editing or Deleting Time

1. To adjust time saved for a day, you may select the Edit (pencil) or Delete (minus) icons. Selecting **Delete** allows you to delete the earn code and time selected. Selecting **Edit** allows you to adjust the hours, but it will not allow you to adjust the earn code.

Example – Deleting 6.00 Hours of Vacation Pay

⚠ Are you sure you want to delete the earning record?

No   Yes

Payroll [REDACTED], T99[REDACTED]-00, T, C10000, Payroll and Tax Services, Rate:

02/01/2023 - 02/15/2023 | 88.00 Hours ⓘ 💬¹

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 — 8.00 Hours	7 — 8.00 Hours	8 — 8.00 Hours	9 — 8.00 Hours	10 — 8.00 Hours	11

Example – Editing 6.00 Hours of Vacation Pay to 4.00 Hours of Vacation Pay

Hours Worked ⊘ 4.00 Hours   ✎ ⧉ ⊖

Total: 4.00 Hours | Account Distribution

Vacation Pay ⊘ 6.00 Hours   ✎ ⧉ ⊖

Total: 6.00 Hours | Account Distribution

Hours Worked ⊘ 4.00 Hours   ✎ ⧉ ⊖

Total: 4.00 Hours | Account Distribution

Remove 6 hours

Earn Code

Vacation Pay ⌄

Hours*

6 | ⊖

Total: 6.00 Hours | Account Distribution

Hours Worked ⊘ 4.00 Hours

Total: 4.00 Hours | Account Distribution

Enter 4 hours

Earn Code

Vacation Pay ⌄

Hours*

4

Total: 6.00 Hours | Account Distribution

it Page

Cancel | Save | Preview

Example – Changing earn code Vacation Pay to Sick Leave.

Hours Worked ⊘ 4.00 Hours

Total: 4.00 Hours | Account Distribution

Vacation Pay ⊘ 4.00 Hours

Delete

Total: 4.00 Hours | Account Distribution

⚠ Are you sure you want to delete the earning record?

No | Yes

⊕ Add Earn Code

Hours Worked ⊘ 4.00 Hours

Total: 4.00 Hours | Account Distribution

Submitting Your Timesheet

1. When you are ready to submit your timesheet for approval, select **Preview**. Timesheets must be previewed prior to submission.

2. Select **Submit** to send your timesheet for approval.

Timesheet Detail Summary Page Example

Payroll ▒▒▒▒▒▒, T99▒▒▒-00, T, C10000, Payroll and Tax Services , Rate: $▒▒▒▒▒

Pay Period: 03/01/2023 - 03/15/2023 | 88.00 Hours | In Progress | Submit By 03/20/2023, 06:00 PM

Print a copy of the timesheet

Time Entry Detail

Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	SCK, Sick Leave	1	4.00 Hours
03/07/2023	RGH, Hours Worked	1	8.00 Hours
03/08/2023	RGH, Hours Worked	1	8.00 Hours
03/09/2023	RGH, Hours Worked	1	8.00 Hours
03/10/2023	RGH, Hours Worked	1	8.00 Hours
03/13/2023	RGH, Hours Worked	1	8.00 Hours
03/14/2023	RGH, Hours Worked	1	8.00 Hours
03/15/2023	RGH, Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	36.00	24.00	76.00 Hours
SCK, Sick Leave	1	8.00	4.00		12.00 Hours
Total Hours		24.00	40.00	24.00	

Routing and Status

Name	Action	Date & Time
Ro▒▒▒▒▒▒	Originated	02/21/2023, 03:26 PM
Ky▒▒▒▒▒▒	In the Queue	

Comment (Optional):

Add Comment

Add comments for your approver to see, if desired

Select return to make corrections prior to submission

When finished select Submit

| Return | Submit |

3. After you have submitted your timesheet, you may **Sign Out**.

Recalling Your Timesheet

If you need to make changes to your timesheet after you have submitted it, and it has not yet been approved, you may recall it.

1. Select the timesheet you wish to recall. The timesheet must have a Pending status.

2. Select **Recall Timesheet**.

3. Make your changes. Then save your changes. When you are finished, select **Preview** followed by **Submit.**

Time Entry Detail

Date	Earn Code	Shift	Total
02/16/2023	RGH, Hours Worked	1	4.00 Hours
02/16/2023	SCK, Sick Leave	1	4.00 Hours
02/17/2023	RGH, Hours Worked	1	8.00 Hours
02/17/2023	VAC, Vacation Pay	1	48.00 Hours
02/20/2023	RGH, Hours Worked	1	8.00 Hours
02/21/2023	RGH, Hours Worked	1	8.00 Hours
02/22/2023	RGH, Hours Worked	1	8.00 Hours
02/23/2023	RGH, Hours Worked	1	8.00 Hours
02/24/2023	RGH, Hours Worked	1	8.00 Hours
02/27/2023	RGH, Hours Worked	1	8.00 Hours
02/28/2023	RGH, Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	12.00	40.00	16.00	68.00 Hours
SCK, Sick Leave	1	4.00			4.00 Hours
VAC, Vacation Pay	1	48.00			48.00 Hours
Total Hours		64.00	40.00	16.00	

Routing and Status

Name	Action	Date & Time
R	Originated	02/09/2023, 01:22 PM
K	In the Queue	

Comment (Optional):

Add Comment

Return   Submit

Correcting Your Timesheet

If your timesheet approver would like you to make corrections to time reported, they will return your timesheet.

1. The timesheet will show as Returned. You may select the comments icon to see why the timesheet was returned. You may also read comments after you have selected the timesheet for editing.

2. Select the returned timesheet.

Timesheet

Approvals | Timesheet

Click anywhere here

Pay Period	Hours/Units	Submitted On	Status	
Payroll [redacted], T99[redacted]-00, T, 0000, Payroll and Tax Services, Rate: $[redacted]				
02/16/2023 - 02/28/2023	72.00 Hours		Returned	ⓘ 💬¹
02/01/2023 - 02/15/2023	88.00 Hours	02/14/2023	Pending	ⓘ 💬¹

3. Make your changes, then save your changes. When you are finished, select **Preview** followed by **Submit.**

02/16/2023 - 02/28/2023	72.00 Hours	ⓘ 💬¹				Returned Submit By 03/02/2023, 06:00 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13	14	15	16	17	18
				8.00 Hours	8.00 Hours	

View or add a comment

⊕ Add Earn Code

Hours Worked	⊘ 4.00 Hours	✏ ⧉ ⊖
	Total: 4.00 Hours	Account Distribution

Sick Leave	⊘ 4.00 Hours	✏ ⧉ ⊖
	Total: 4.00 Hours	Account Distribution

Exit Page   Cancel   Save   **Preview**

Time Entry Detail

Date	Earn Code	Shift	Total
02/16/2023	RGH, Hours Worked	1	4.00 Hours
02/16/2023	SCK, Sick Leave	1	4.00 Hours
02/17/2023	RGH, Hours Worked	1	8.00 Hours
02/17/2023	VAC, Vacation Pay	1	48.00 Hours
02/20/2023	RGH, Hours Worked	1	8.00 Hours
02/21/2023	RGH, Hours Worked	1	8.00 Hours
02/22/2023	RGH, Hours Worked	1	8.00 Hours
02/23/2023	RGH, Hours Worked	1	8.00 Hours
02/24/2023	RGH, Hours Worked	1	8.00 Hours
02/27/2023	RGH, Hours Worked	1	8.00 Hours
02/28/2023	RGH, Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	12.00	40.00	16.00	68.00 Hours
SCK, Sick Leave	1	4.00			4.00 Hours
VAC, Vacation Pay	1	48.00			48.00 Hours
Total Hours		64.00	40.00	16.00	

Routing and Status

Name	Action	Date & Time
R	Originated	02/09/2023, 01:22 PM
K	In the Queue	

Comment (Optional):

Changes have been made. Thank you!

Return   Submit

Timesheet Messages

Timesheet messages may appear to warn you of errors or potential problems paying time. Respond to these timesheet messages as directed.

Please be informed:

- If your timesheet is not completed by the deadline, your paycheck may be short or a paycheck may not be issued.
- Web Time Entry deadlines may be viewed on the Pay Schedule, as well as in the Raiderlink/Webraider portal in the Payroll & Tax section.
- If your paycheck is short or not issued, your supervisor must submit a manual check request. Manual check requests are paid on the Friday of the following week from when they are received.
- If you need assistance with a timesheet message, or other timesheet issues, please contact Payroll at **webmaster.payroll@ttu.edu**.