1. Login to my.sbu.edu using your email login and password.

2. Click on the HR/Payroll tab.
3. Select Time Entry.

4. The above time entry screen should display.

5. Select the position and current pay period by clicking on the box “Choose Only One” for the position and pay period date you would like to enter time for and click submit.
6. The screen should now display the Time Entry timesheet for input. As a part time employee no hours will display in the Hours Worked column. Please verify that you have chosen the correct pay period.

- Input the total regular hours worked per day for the 2 week pay period. Regular hours worked are reported in the first column of boxes under Hours Worked. Every 15 minute interval worked is considered as 0.25 hours on the timesheet. Examples below:
  
  15 minutes = 0.25 hours on timesheet
  30 minutes = 0.50 hours on timesheet
  45 minutes = 0.75 hours on timesheet

- Under the Other Time Hours column report the following hours used:
  
  _Jury Duty (Limited to the first 3 days for part time)_

  _Overtime**_

  Once you have entered the Other Time Hours you will then need to select the drop down box in the Other Time Types column and select the corresponding type for the hours entered. Do not use Shift Hours or Shift Types for Other Time Hours.

  **Employees are not eligible for overtime unless they have worked 40 hours in the work week.

- The Shift Hours and Shift Type columns pertain specifically as defined below:
  
  _*Ears Diff @ 1.5 of 25 Cents - (Shift Differential overtime at 37 cents per hour)_

  _*Shift Differential 25 Cents Hr - (Shift Differential at 25 cents per hour)_

  _*Ears Diff DT 25 Cents - (Shift Differential double time at 50 cents per hour)_

  **_Emerg Call-In Diff 6.75 Hr - (Facilities employees Emergency Call-In Differential at $6.75 per hour)_
***PT SECU Holi Diff 5.00 Hr – (Part Time Security Employees Holiday Work Time Differential at $5.00 per hour)

*Shift Differential pertains to extra per hour pay received by employees for hours worked during the hours of 11 PM to 7 AM.
**Emergency Call-In Differential pertains to extra per hour pay received by Facilities employees who are called to campus for a bona-fide emergency and the employee has used leave time during the work week.
***PT SECU Holiday Differential pertains to extra per hour pay received by Part Time Security personnel who work on Thanksgiving Day, Christmas Day, Easter Sunday and Independence Day.

7. Enter time worked on a daily basis. To save your changes, click submit to update the time sheet and then exit out. DO NOT CHECK THE ELECTRONIC SIGNATURE BOX UNTIL YOU ARE READY TO SUBMIT YOUR TIMESHEET TO YOUR SUPERVISOR FOR APPROVAL.

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**MySBU**
St. Bonaventure University

**Confirmation**

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

- **Pay Period End Date**: 04/28/17
- **Time Entry Status**: NOT COMPLETE

<table>
<thead>
<tr>
<th>Current Pay Period</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours</td>
<td>17.54</td>
</tr>
<tr>
<td>Vacation Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Hours</td>
<td>17.54</td>
</tr>
</tbody>
</table>

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8. The summary page will display stating that your time entry is not complete. The supervisor will not receive an email stating your timesheet is complete and ready for approval until you have checked the electronic signature box and clicked submit. You will continue to have access to the timesheet.
9. When time entered is completed, click on “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.” The supervisor decision will state Pending Approval and the supervisor email address appears on the bottom of the timesheet. Click submit. Once you check the electronic signature box you will not have access to the current timesheet.
10. The summary page will display your hours and state that your timesheet is complete. Your supervisor will receive an email stating your timesheet is complete and ready for approval. You will not have access to this timesheet once you have electronically signed and submitted it for approval. To view submitted timesheets you will need to go back to the HR/Payroll tab and select Time History.