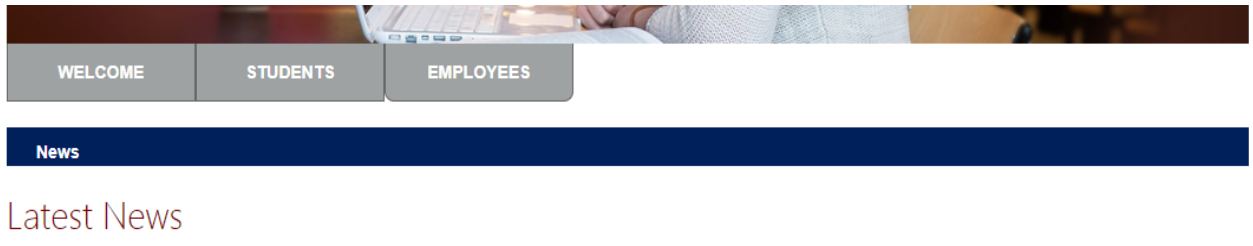


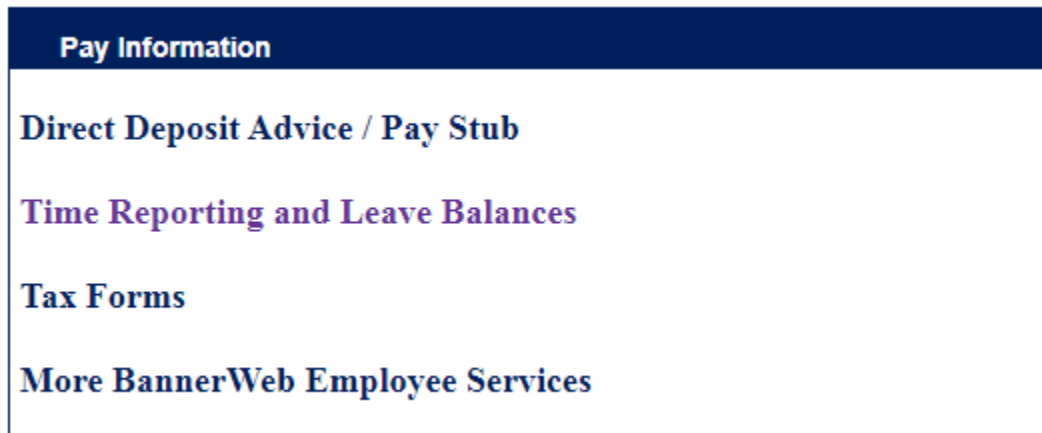
Timesheet Entry Instructions

Timesheets are due by Saturday 11:59 PM

1. Go to portal.cabrini.edu and click the employees tab (located in the middle of your page)






2. In the Pay information box click, “Time Reporting and Leave balances” (left side of the screen)



3. Choose “Select Time Sheet Roll”

Time and Leave Reporting

-
-  [Select Time Sheet Roll](#)
For non-exempt hourly employees paid biweekly.
Create or approve time sheet to report hours for current pay period, or view past time sheets.
 -  [Current Leave Balances](#)
Leave Balances
 -  [Leave Reporting](#)
-

4. Select the "In Progress" time sheet

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
FWS - Business Office, SW0001-00 Supervisor, T006	<input checked="" type="radio"/>	Sep 28, 2019 to Oct 11, 2019 In Progress ▼

Time Sheet

5. Enter the hours you worked on the days and HIT SAVE

(Pay attention to the way the time is formatted) Note: all hours should be put in shift one even if you enter more than one time in a day.

Date: Thursday, Oct 03, 2019

Earnings Code: Student Pay

Shift	Time In	Time Out	Total Hours
1	09:00 AM ▼	12:00 PM ▼	0
1		AM ▼	0
1		AM ▼	0
1		AM ▼	0
1		AM ▼	0
			0

Time Sheet Previous Day Next Day
Add New Line **Save** Copy Delete

Note the system will calculate the Total hours worked for you once saved.

6. The last day you work in the pay period make sure to submit your timesheet for approval.

(Submit the time sheet before the date and time indicated)

Time Sheet
Title and Number: FWS - Business Office -- SW0001-00
Department and Number: Supervisor -- T006
Time Sheet Period: Sep 28, 2019 to Oct 11, 2019
Submit By Date: Oct 13, 2019 by 11:59 PM

Earning	Shift	Period	Hours	Units	Sep 28, 2019	Sep 29, 2019	Monday Sep 30, 2019	Tuesday Oct 01, 2019	Wednesday Oct 02, 2019	Thursday Oct 03, 2019	Friday Oct 04, 2019
Student Pay	1		0	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		3
Total Hours:				6	0	0	0	0	0	0	3
Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | **Submit for Approval** | Start | Next

NOTE: only click once then check the status...clicking numerous times will cause an error.

7. Check the status of your timesheet by going back to the timesheet selection.

- In Progress status – means that you started it but have not submitted it for approval.
- Pending status - means that it was submitted to your supervisor but not approved yet.
(NOTE: Supervisors have until Monday at noon to approve)
- Completed status - means your supervisor approved it.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department **My Choice** **Pay Period and Status**

FWS - Business Office, SW0001-00 Sep 28, 2019 to Oct 11, 2019 In Progress ▼
 Supervisor, T006

If you missed the deadline for submitting your time on-line, please fill out a paper timesheet – you can find this at <https://www.cabrini.edu/globalassets/pdfs-website/business-office/timesheet.pdf>

Fill out the timesheet for each pay period missed sign and submit to your supervisor for approval.

Your supervisor will need to sign and scan to PAYROLL @CABRINI.EDU

Paper timesheets should be submitted as soon as possible after a pay period is missed but must be submitted by the following Friday at noon to ensure payment.