

Timesheet Entry User's Guide

Employees can access the Web Applications menu through the Bay-Arenac ISD web Home Page at <http://www.baisd.net> .

Bay-Arenac ISD Schools | Human Resources | Employment | Current RFPs / RFI

Quick Links
Search

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Bay-Arenac ISD

Providing Educational Excellence
FOR THE BENEFIT OF ALL STUDENTS

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Click on arrow in the **Quick Links** drop down box and select **Payroll Inquiry**.

Web Application Login

The Login screen displays the current time, application title and Login fields.

The screenshot shows a web application login interface. On the left side, there is a sidebar with the EMT logo at the top, followed by the time '10:32:27 AM', the text 'Payroll Inquiry', and four buttons: 'Back', 'Fwd', 'LogOff', and 'Print'. The main content area is titled 'Web Application Login' and contains the text 'LOGONED', 'User ID:' with an input field, 'Password:' with an input field, and two buttons: 'Continue' and 'Change Password'. The bottom of the screen shows a taskbar with 'Done' and 'Internet' icons.

Enter your User Id and password provided by your payroll department. Click **Continue**.

NOTE: Please contact your payroll department with User ID and password issues.

Page navigation **Back**, **Fwd**, **LogOff**, and **Print** buttons are available at the bottom left of each screen.

Employee Information

This screen displays the employee's demographic, payroll, and emergency contact information. If emergency information does not exist for the employee, this portion of the screen does not display.

The screenshot shows a web application interface for "Employee Check Inquiry". On the left is a navigation sidebar with the Bay Arenac ISD logo, the time "03:24:34 PM", and buttons for "Payroll Inquiry", "Timesheet", "W2 Info", "Back", "Fwd", "LogOff", and "Print". The main content area displays employee information for "MAX A. MILLION" at "1234 SOMEPLACE PLAZA, SOMEWHERE, MI 48111". It includes a "Select Check Date" dropdown set to "09/04/2009 - 51192" and "Display Absence Detail" buttons for "Curr Year" and "Prev Year". Below are sections for "Payroll Information" and "Emergency Contacts". The "Emergency Contacts" section shows one contact: "MARY MILLION" with phone numbers "(989) 123-4567" and "(989) 450-7784" and a relationship of "SPOUSE".


Employee Check Inquiry			
MAX A. MILLION 1234 SOMEPLACE PLAZA SOMEWHERE, MI 48111		Home: (989) 123-4567	Work: (989) 667-3235
Select Check Date:	09/04/2009 - 51192	Continue	
Display Absence Detail:	Curr Year	Prev Year	
Payroll Information			
Employee ID:	XXXXXXXXXX	Marital Status	S
Location	EDUCATIONAL SERVICE CENTER	Federal Exempt	0
PR Location	U.S. MAIL	State Exempt	0
DD Bank ID	XXXXXXXXXXXX - NATIONAL CITY	DD Account	XXXXXXXXXXXX
Emergency Contacts			
Name	Phone 1	Phone 2	Relationship
MARY MILLION	(989) 123-4567	(989) 450-7784	SPOUSE

Click the **Timesheet** button to enter a timesheet online.

NOTE: Due to the sensitive nature of the information being viewed, a time out feature is integrated into the software. If the user's session remains connected without activity, the system will log the session off and the user will be required to log in again.

Employee Timesheet Entry


This screen displays the timesheet for your primary assignment for the next pay ending date (based on today's date). Click on the arrow in the drop down box to enter **In** and **Out** times. Hours are verified and the total for each day is calculated. Click **Save** to save changes made to the timesheet. Any changes or additions to the timesheet can still be made. When all time has been entered for the pay period, click the **Submit & Print** button to submit the timesheet for approval. Once the timesheet is submitted, the timesheet can be viewed, changes are not allowed.



03:43:58 PM

Timesheet Entry

Payroll Inquiry



Employee Timesheet Entry

Select Job Code: ASTAPL Select Pay Ending Date: 09/12/2009

Employee: _____ Click on arrows in drop down box to select time

Location: _____

PR Location: MAIL-U.S. MA

Pay Ending Date: 09/12/2009 Job: ASTAPL Supervisor: TECHNICAL

Date	Day	In	Out	In	Out	Hours	Sub#	Comments
08/30/2009	Sun					.00	0	
08/31/2009	Mon	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/01/2009	Tue	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/02/2009	Wed	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/03/2009	Thu	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/04/2009	Fri	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/05/2009	Sat					.00	0	
09/06/2009	Sun					.00	0	
09/07/2009	Mon	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/08/2009	Tue	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/09/2009	Wed	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/10/2009	Thu	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/11/2009	Fri	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50	0	
09/12/2009	Sat					.00	0	
Total:						75.00		

Select Job Code - Click on arrow in the drop down box to select a different job code.

Select Pay Ending Date - Click on arrow in the drop down box to select a different pay ending date.

NOTE: *After changing either the job code or pay ending date, wait until the screen refreshes before continuing.*

Save as Stnd - This button saves the information displayed on the screen as your standard timesheet. Once timesheet has been saved as a standard, each time a new timesheet is created for that job code, the values from the standard timesheet are used instead of the values from the default standard time file.

Note: *The timesheet must be saved first before the timesheet can be saved as your standard.*

Copy Stnd - This button will update the current timesheet with the values from your standard timesheet. If you have not defined a standard timesheet, the current timesheet will be updated with the values from the default standard time file. This button would be used after changes are made and saved and then you want the standard hours put back.

Reset - This button "resets" all changes since the last save. This button would be used after making changes then deciding you want the original values restored. As long as the changes have not been saved, the original values are restored.

Save - This button saves any changes made to the timesheet. Additional changes can be made when necessary.

Submit & Print - This button saves any changes made, submits the timesheet for approval, and gives the opportunity to print the timesheet. Once the timesheet is submitted, changes are not allowed.

Print - This button allows you to print current timesheets.