

QUICK REFERENCE DIRECTIONS FOR HOURLY STAFF ONLINE TIME SHEETS

EMPLOYMENT SERVICES - NOVEMBER 2009

ACCESSING YOUR TIMESHEET

1. Log onto the 1600grand portal -- <http://1600grand.macalester.edu/>
2. Click on the **Employment/My Job tab**
3. Look for the **Time Reporting** channel
4. Find the job and department combination you are reporting time for.
5. Click on the link for the appropriate time period (for example [Biweekly - 19, Due Date : Sep 15, 2007](#))

ENTERING WORKED HOURS, LEAVE, AND COMMENTS

1. Find the intersection of the day and category that you are entering time for
2. Click on the [Enter Hours](#) link for that day
3. Find the text entry box next to **Hours:** (located above the timesheet);
4. Enter your hours (fractions of hours must be rounded to the nearest 15 minutes and entered as a fraction of the hour – for example 5.75 = 5 hours 45 minutes)
5. Click the **Save** button

Additional Time Entry Notes

- Timesheets show only one week at a time; to access the second week in the pay period, click the **Next** button
- Hours may be copied from one day to others by using the **Copy** button
- Comments may be added by using the **Comments** button, entering the comment, and clicking **Save**
- **Paid Holidays** should be entered in the holiday category on the sheet
- **Overtime** is calculated automatically based on hours entered in the “Time Worked” category
- **Calculated Overtime** does not show on the time sheet but will show on the “pay stub”, after payroll is processed

SUBMITTING YOUR TIMESHEET FOR APPROVAL AND PAYMENT

1. At the end of the pay period or the last day you work in a pay period access your timesheet using the instructions above
2. Click on the Preview button to review your hours for correct entry (this screen may also be printed for a paper record of the timesheet – use landscape orientation on your browser)
3. To leave preview mode, click on the **Previous Menu** button
4. Click on the **Submit for Approval** button (A message will appear at the top of the timesheet confirming “Your time sheet was submitted successfully”); you’re done!

Additional Submission Notes –

- The system will e-mail a “receipt” indicating that the submitted timesheet was received
- No data entry may be changed on a submitted timesheet – contact your supervisor and have them click the “return it for correction” button in the event you find an error that needs corrected

DEADLINES

- The deadline for hourly time sheets is normally **Monday at 4:30pm** (after the end of the pay period being reported) – this is listed on the time sheet
- The approval deadline, by supervisors, is normally **Tuesday at Noon** (after the end of the pay period)
- A complete payroll schedule, with holidays, is available at <http://www.macalester.edu/payroll/schedule.html>

TROUBLESHOOTING

- **Problems with access to 1600grand or functions in 1600Grand**
 1. Try the Internet Explorer browser (PC) or Safari browser (Mac) to access 1600grand
 2. Contact the Help Desk at (651) 696-6525
- **The job I need to report time doesn't appear Time Reporting channel** – most likely this is an issue with paperwork not being turned in for your hire (either you or your supervisor)
 1. Talk to your supervisor – verify that all of the paperwork was turned in to Employment Services
 2. Contact Employment Services at (651) 696-6280 or hr@macalester.edu

Employment Services maintains a Time Entry FAQ with many additional questions and answers at http://www.macalester.edu/payroll/FAQ_WTE.htm

TIME APPROVAL CONTACTS

Clara Monn

Payroll Specialist

(651) 696-6561 - monn@macalester.edu

Abraham Noel

HR Business Analyst

(651) 696-6436 - noel@macalester.edu

Employment Services

77 Mac, Room 201

(651) 696-6280 - hr@macalester.edu