

ONLINE TIME SHEET DIRECTIONS FOR STUDENT EMPLOYEES

EMPLOYMENT SERVICES/PAYROLL/ STUDENT EMPLOYMENT - SEPTEMBER 2011

ACCESSING YOUR TIME SHEET

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, 2011](#))

ENTERING HOURS AND COMMENTS

1. Find the intersection of the day and earning (usually "Time Worked") that you are entering time for.
2. Click on the [Enter Hours](#) link for that day
3. Enter the time-in and time-out for the day (time should be rounded to the nearest quarter of the hour and entered in the "HH:MM" format – for example "09:15")
4. Click the **Save** button
 - You can move to the next or previous day by clicking the "Next Day" or "Previous Day" button on the time-in/time-out screen
 - On the time sheet screen -- time sheets 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**

SUBMITTING YOUR TIME SHEET FOR APPROVAL AND PAYMENT

1. At the end of the pay period or the last day you work in a pay period access your Time Sheet 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 Time Sheet – 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 Time Sheet confirming "Your time sheet was submitted successfully"); you're done!

TROUBLESHOOTING

- **Problems with access to 1600grand** – Contact the Help Desk at (651) 696-6525
- **Made an entry mistake on the time sheet and already submitted?** – you can use the **Return Time** button to return the time sheet for correction – be sure to re-submit it after making the correction
- **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 for your hire
 2. Call the Student Employment office at (651) 696-6608
- **I have hours to report that missed a payroll run (i.e. "Late Time Sheet")** –
 1. Access the next available Time Sheet as normal; enter your regular hours for that pay period
 2. Enter the hours you missed, by the day, into the **Hours from Previous Pay Period** line
 3. Enter comments explaining which days these hours were for. (*You must enter comments with this information for the Time Sheet to be accepted for payroll processing.*)