

Time Reporting via TopNet

In an effort to streamline the timekeeping process, Payroll is requesting part-time employees to use TopNet for time reporting instead of paper time sheets. Starting with the pay period **beginning 12/23/2019**, you will need to start keeping your time sheet on TopNet and not on the normal paper form. I hope you find this to be an easy, time-saving process. The calendar showing pay dates and **deadline** times are attached.

Once you log into TopNet, you will choose Employee Services and then time sheet. The time sheet selection screen will show your job and contain a drop down box for you to select the correct time sheet.

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Use the drop down box to select your pay period, and click on time sheet. The next screen you see will be the time sheet broken down by day. The first part of the screen shows the first week of the time period. You will click on next to view the second week of the time period.


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					Aug 06, 2018	Aug 07, 2018	Aug 08, 2018	Aug 09, 2018	Aug 10, 2018	Aug 11, 2018	Aug 12, 2018
Part Time Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

For example purposes, let's set your schedule to be from 10:30 am – 4 pm on Saturday August 11. You will click on "enter hours" on August 11. Once there, the screen should be easy to understand. At this point you would enter your

working time. Multiple lines are provided, so you can record time in and out for lunch or other personal reasons as necessary. All time should be entered in 15 minute intervals and rounded accordingly. Once the time is records, click save. Your total hours worked will calculate automatically.

Student Services **Financial Aid** **Employee Services** **Personal Information**

Time In and Out

 Enter time at intervals of 15 minutes in the 99:99 format. For example,

Date: Saturday, Aug 11, 2018

Earnings Code: Part Time Hourly

Shift	Time In		Time Out		Total Hours
1	10:30	AM ▾	04:00	PM ▾	5.5
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					5.5

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

Account Distribution

Earnings Code	Shift	Hours	
Part Time Hourly	1	5.5	Account Distribution

Click on the time sheet button to go back to the summary page and pick another date to enter time. Once all time for the two week pay period is entered, please click on submit for approval. At this point, your approver will be able to review and approve your time. Once your time is approved, payroll begins preparing your check. Here's the last screen shot:



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Time Sheet / Leave Report

Select the link under a date to enter hours worked (Time Sheets) or vacation/medical hours reported (Leave Reports). Select Next or Previous to navigate through the dates within the period. Do NOT use the browser BACK button to navigate. Use the app and menu options within TOPNET. Otherwise, errors will occur.

Time Sheet

Title and Number:	Office Associate -- PT9172-00
Department and Number:	Office of the CFO -- 103101
Time Sheet Period:	Aug 06, 2018 to Aug 19, 2018
Approve By Date:	Aug 31, 2018 by 12:00 PM

Working	Shift	Default Hours or Units	Total Hours	Total Units	Monday Aug 06, 2018	Tuesday Aug 07, 2018	Wednesday Aug 08, 2018	Thursday Aug 09, 2018	Friday Aug 10, 2018	Saturday Aug 11, 2018	Sunday Aug 12, 2018
Part Time Hourly	1	0	5.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			5.5		0	0	0	0	0	0	5.5
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

One of the most important parts of the process is very simple – DEADLINE. Attached are the pay schedules related to web time entry. Your time MUST be submitted by the deadline in order to get paid.

For questions, contact Kristi Smith at 270-745-5352 or at Kristi.smith@wku.edu.