

Web Time Entry ~ Student Employees

(This information is subject to change.)

Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical time sheets. The Web Time Entry system will allow you to log into a secure website and enter the hours you have worked from any computer that has internet access. Your hours are then approved on-line by your supervisor and sent electronically to the shared service payroll center for processing.

Timeframes and Deadlines

In order to be paid each month, it is critical that you submit your time sheet by the deadline. You are responsible for submitting your electronic time sheet(s) to your supervisor(s). Without a time sheet, the supervisor is unable to approve your time and you may not be paid until the following pay period.

The pay period for all institutions within the South Dakota Board of Regents is the 22nd of the month through the 21st of the following month.

Time sheets must be submitted by 9:00 am on the first business day after the pay period ends. This typically will be 9:00 am on the 22nd of the month. If the 22nd falls on a holiday or a weekend, they will be due not later than 9:00 am on the next working day. Please remember that you can submit your time sheet from any computer that has internet access.

Pay day is the last working day of each month.

*Please contact Kim Nida in Student Financial Services, Woodburn 115,
if you have any questions or concerns regarding the
Web Time Entry System.*



Logging On

You will access the Web Time Entry System through the SNAP employee portal which is accessible from any computer with access to the Internet. You will use a User Name (first letter of your first name, first letter of your middle name, and last name) and Password (your date of birth using 2 digits for the month, 2 digits for the day, and 2 digits for the year) to access the system for the first time. You will be prompted to change your password the first time you log into the system. Due to the sensitive nature of payroll information, do not share your ID or password with anyone.

1. Using the internet, access the **employee portal** using the following link:

<http://snap.sdbor.edu>

OR

on the BHSU website, select Current Students, Student Employment, then Web Time Entry.

2. Enter your **employee portal username and password**.
3. Click on the **employee tab**.
4. On the employee page, under “Time Reporting”, verify that all of your positions are listed; if they are not, contact Kim Nida in Student Financial Services, Woodburn 115. If you have multiple positions, they will be listed separately and you will need to record your hours separately for each position.
5. Click on the appropriate pay period link (you may have to choose **more** for the correct pay period).
6. Click on “enter hours” for regular pay for the appropriate day. You will record hours worked by entering time-in and time-out for each day. Time should be entered in 15 minute increments (9:00, 9:15, 9:30, or 9:45, for example). If you work a split shift or take a lunch break, you will enter each work period or shift separately.
7. When you have entered your hours, click **Save** and your total hours for the day will be automatically calculated. You must click save for your hours to be recorded.
8. **Logout** of the system after recording the hours worked each day.
9. **After** you have entered the hours worked for the entire pay period (22nd of the month through the 21st of the next month), click **Submit for Approval**. If you mistakenly click Submit for Approval prior to entering all your hours for a specific pay period, you must contact your supervisor.
10. After you click Submit for Approval, the screen will indicate that your time sheet was submitted successfully. The bottom of the screen will display the date that the time sheet was submitted. It also indicates that the time sheet is waiting for approval by your supervisor. When your supervisor has approved the time sheet, it will be noted in the Approved By box.

Attention: It is *your* responsibility to submit your time sheet(s) by the submission deadline (9:00 am on the first business day following the end of a pay period). The South Dakota Board of Regents has a monthly pay period. Therefore, missing the deadline may delay your pay by one month.

Student employees should enter hours worked on the Web Time Entry System on a daily basis.