# Hourly Employee – Badger Web Time Sheet Submission

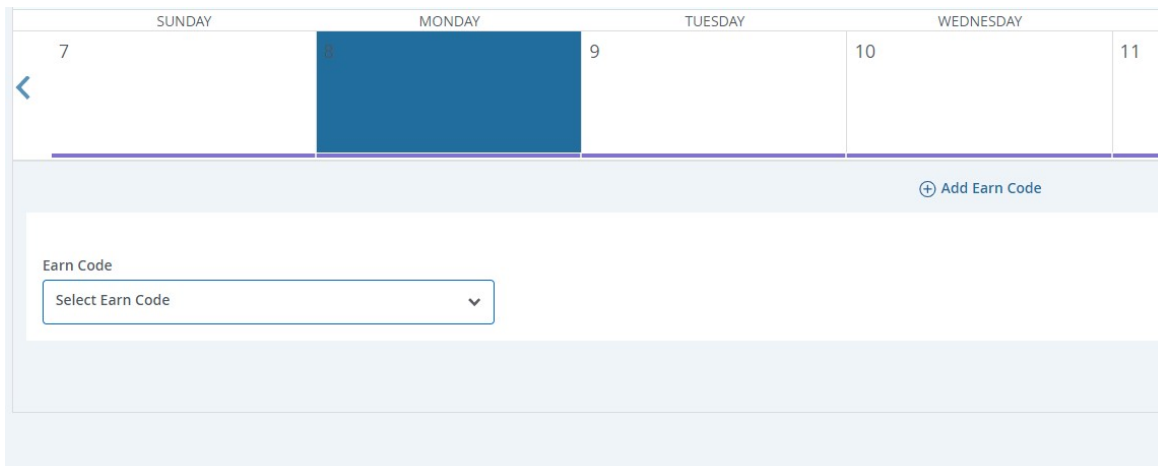Go to http://badgerweb.snow.edu and **sign in with your Snow login (same as Canvas login)**

If it is your first time accessing Badgerweb use default Username/Password:

**Username** (first.lastname) and **Password** (8-digit ID plus first initial capitalized and last initial lower case. Example 00123456Fn). Please contact Jennifer Bigelow in the IT department for password assistance at (435)283-7099 or jennifer.bigelow@snow.edu.

➔ Employee
➔ My Employee Dashboard
➔ Enter Time (blue button)
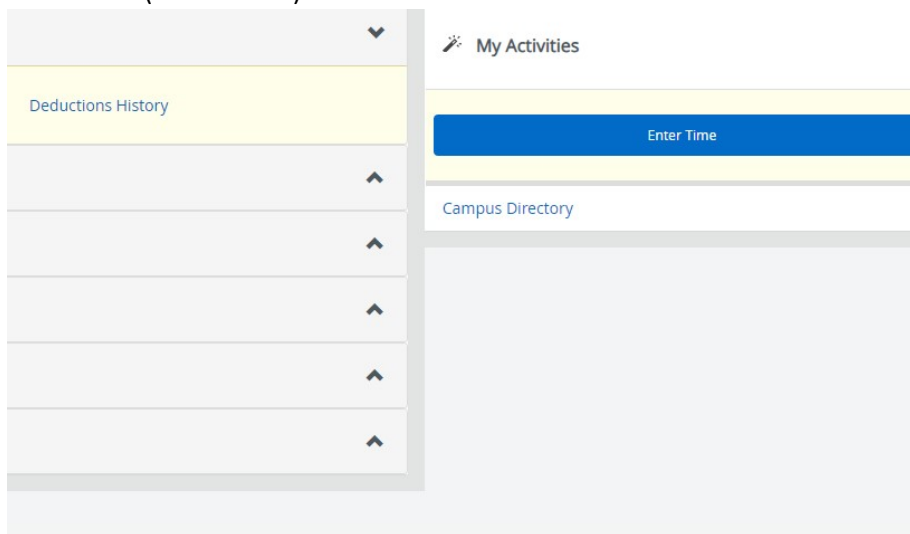


➔ Select view of either **Pay Period** or **Month** (for full month calendar view)
➔ Click on **Start Timesheet** button for correct Time Period (see Prior Periods option if necessary)
➔ Click on desired calendar date for time entry

➔ Select Earn Code from dropdown menu

| 11/01/2021 - 11/30/2021 | 6.50 Hours ⓘ 💬 | | |
|---|---|---|---|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
| 7 | 8 9 | 10 | 11 |

⊕ Add Earn Code

**Earn Code**
Student Regular Wages ▼

**Hours**

➔ Enter hours in box to the right of Earn Code
➔ Save
➔ Repeat for all hours worked
➔ Click **Preview** button

## Timesheet Detail Summary

Student Payroll Assistant, STU000-00, A, 4210, Controller , Rate: $8.000000
Pay Period: 11/01/2021 - 11/30/2021 | 6.50 Hours | In Progress | Submit By 12/05/2021, 11:59 AM

### Time Entry Detail

| Date | Earn Code | Shift | Total |
|---|---|---|---|
| 11/01/2021 | SRG, Student Regular Wages | 1 | 2.75 Hours |
| 11/02/2021 | SRG, Student Regular Wages | 1 | 3.75 Hours |

### Summary

| Earn Code | Shift | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Total |
|---|---|---|---|---|---|---|---|
| SRG, Student Regular Wages | 1 | 6.50 | | | | | 6.50 Hours |
| Total Hours | | 6.50 | | | | | |

### Routing and Status

| Name | Action | Date & Time |
|---|---|---|
| | Originated | 11/02/2021, 03:21 PM |
| | In the Queue | |

➔ Verify all Earn Code Totals are correct
➔ Scroll down to add comment (optional)
➔ Check box to certify accuracy of this record
➔ Click **Submit**

Comment (Optional):

Add Comment

00 characters remaining

☑ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

| Return | Submit |

➔ A pop up box will appear: "The Time Sheet has been successfully submitted."

➔ The time sheet will now show in "Pending" status and show the date and time that it was submitted.
➔ The time sheet will now appear in the approval queue of the supervisor.

If you made an error, you may click on **Recall Time Sheet** any time before the deadline of the 5th of the following month at 12:00 noon – as long as your supervisor has not yet approved it. After making the correction, you must once again submit the leave report.