Online Timesheet System for Part Time Employees

Accessing the Electronic Timesheet System

To access the William Paterson University electronic timesheet system sign on to WP Connect at wpconnect.wpunj.edu

Once logged into WPConnect, select Employee Applications.
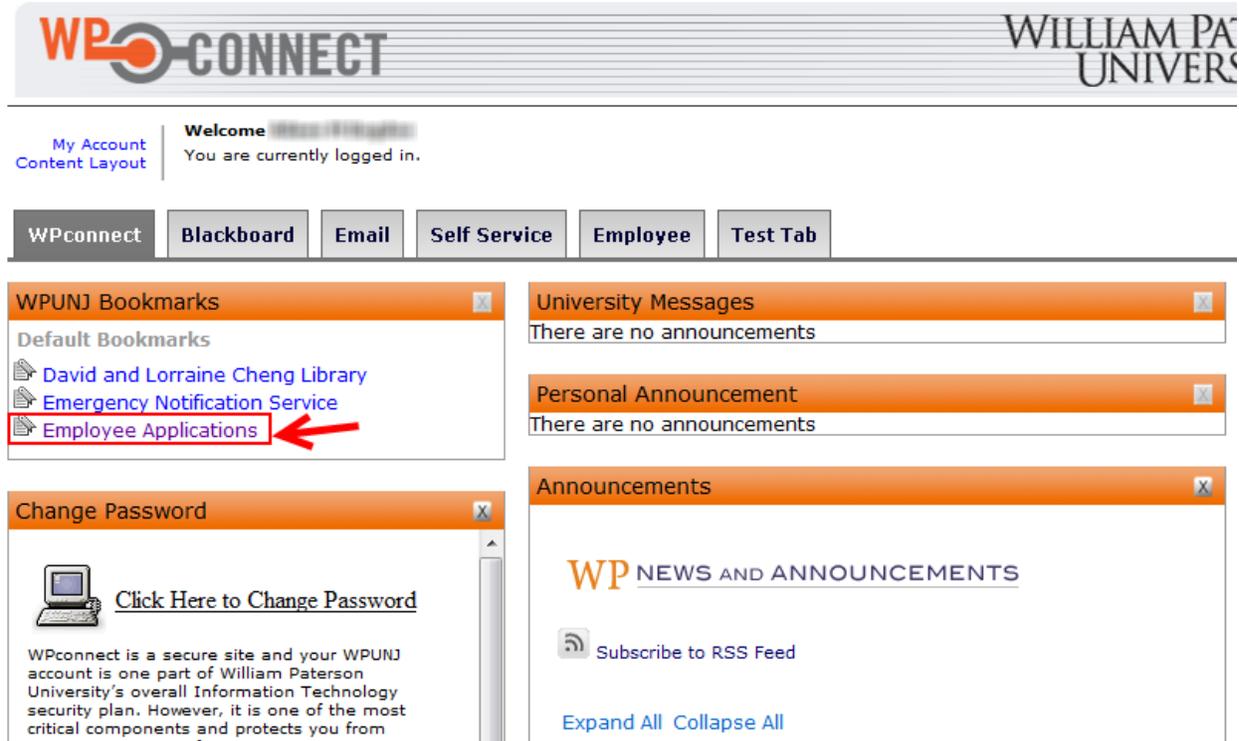
Once the Employee Applications page opens select Human Resources on the left; under the heading Timesheets select Part Time Employee Timesheets.
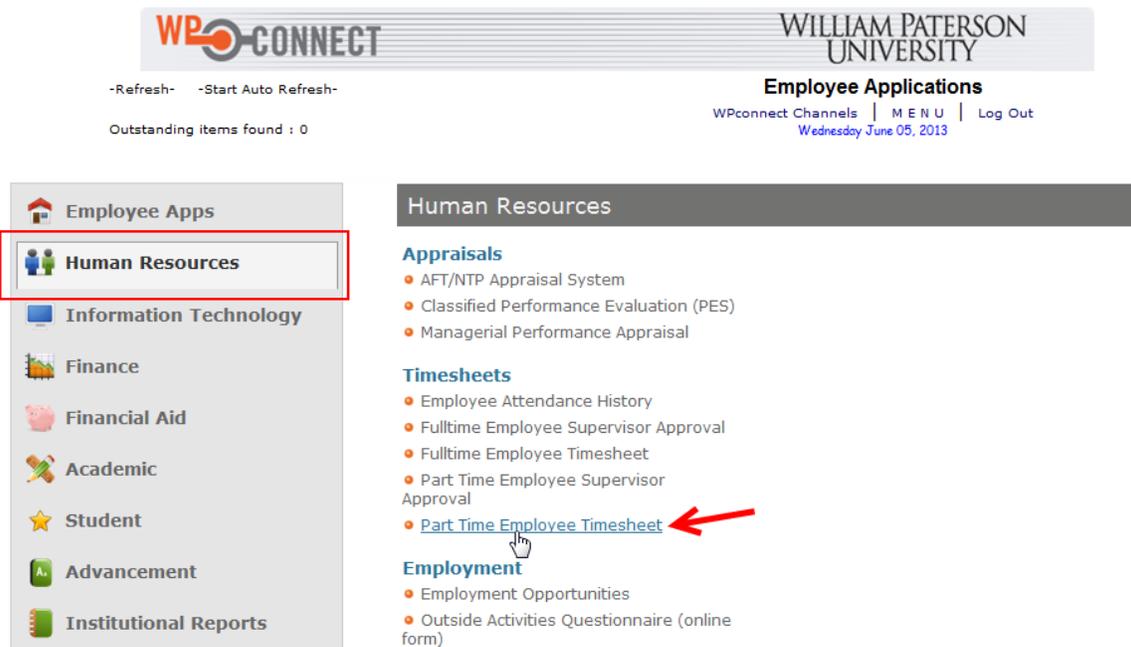
Filling out a Timesheet

By clicking on the "Part Time Timesheets – Employees" link, your Timesheet page will be displayed.   You can also review past timesheets that were completed online.

Select the Time Period for the current payroll time period.

When the time period is selected, your Job Title, Department, Pay Rate and Position will be displayed. If you have more than one position, each title and pay rate will be listed.   For a new time period the color coded status indicator will be RED.   Select Adjust timesheet for this period.

Your timesheet will now be displayed for you to fill in your hours.

*Note – Clicking on Extended Hours will allow you to select hours outside the normal window from 12:00 AM to 11:45 PM.

Part Time Employee Timesheet System

Employee [redacted]   **Banner ID :** [redacted]

☐ ExtendedHours

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out
Sat 05/18/13		TO:		TO:		TO:
Sun 05/19/13		TO:		TO:		TO:
Mon 05/20/13		TO:		TO:		TO:
Tue 05/21/13		TO:		TO:		TO:
Wed 05/22/13		TO:		TO:		TO:
Thu 05/23/13		TO:		TO:		TO:
Fri 05/24/13		TO:		TO:		TO:
Sat 05/25/13		TO:		TO:		TO:
Sun 05/26/13		TO:		TO:		TO:
Mon 05/27/13		TO:		TO:		TO:
Tue 05/28/13		TO:		TO:		TO:
Wed 05/29/13		TO:		TO:		TO:
Thu 05/30/13		TO:		TO:		TO:
Fri 05/31/13		TO:		TO:		TO:

Comments or Reasons for Adjusted Schedule or Overtime

Submit for processing and review.

Submit

Click on the Time In box and a drop down menu will be displayed with the time. Remember to sign in and out for your break.

Once you have completed your timesheet select the Submit button. The next screen will show you the amount of hours you have worked during this payroll period. If you manager has a question or concerns with the hours submitted he/she can route it back and you will receive a generic email from the system. You can make changes to your timesheet up until the end date of the time period and resubmit for approval.

Part Time Employee Timesheet System

User: [redacted]   **ID :** [redacted]

Below is a summary of your hours worked. Please review and confirm your hours worked.

Worked Date : 05/20/2013	08:00 AM TO 12:00 PM	12:30 PM TO 04:30 PM	TO	Total hours: 8
Worked Date : 05/21/2013	08:00 AM TO 10:00 AM	10:15 AM TO 01:15 PM	01:30 PM TO 04:00 PM	Total hours: 7.5
Worked Date : 05/22/2013	08:00 AM TO 12:00 PM	TO	TO	Total hours: 4

Total Time Worked : 19.5
Total Paid Hours : 19.5

Employee Certification: I certify that this is a true and accurate report of my attendance for this pay period.

Confirm Clear Timesheet

If you select Confirm your hours will be submitted to your Supervisor for approval.

Part Time Employee Timesheet System

Thank you for submitting your timesheet.

Back to timesheets

Developed By William Paterson University
Information Systems

If you select Clear Timesheet it will cancel your timesheet and you can redo your timesheet.

Part Time Employee Timesheet System

You have cancelled this timesheet.

Back to timesheets

Developed By William Paterson University
Information Systems