

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

WILLIAM PATERSON UNIVERSITY



WP CONNECT LOGIN

USER NAME

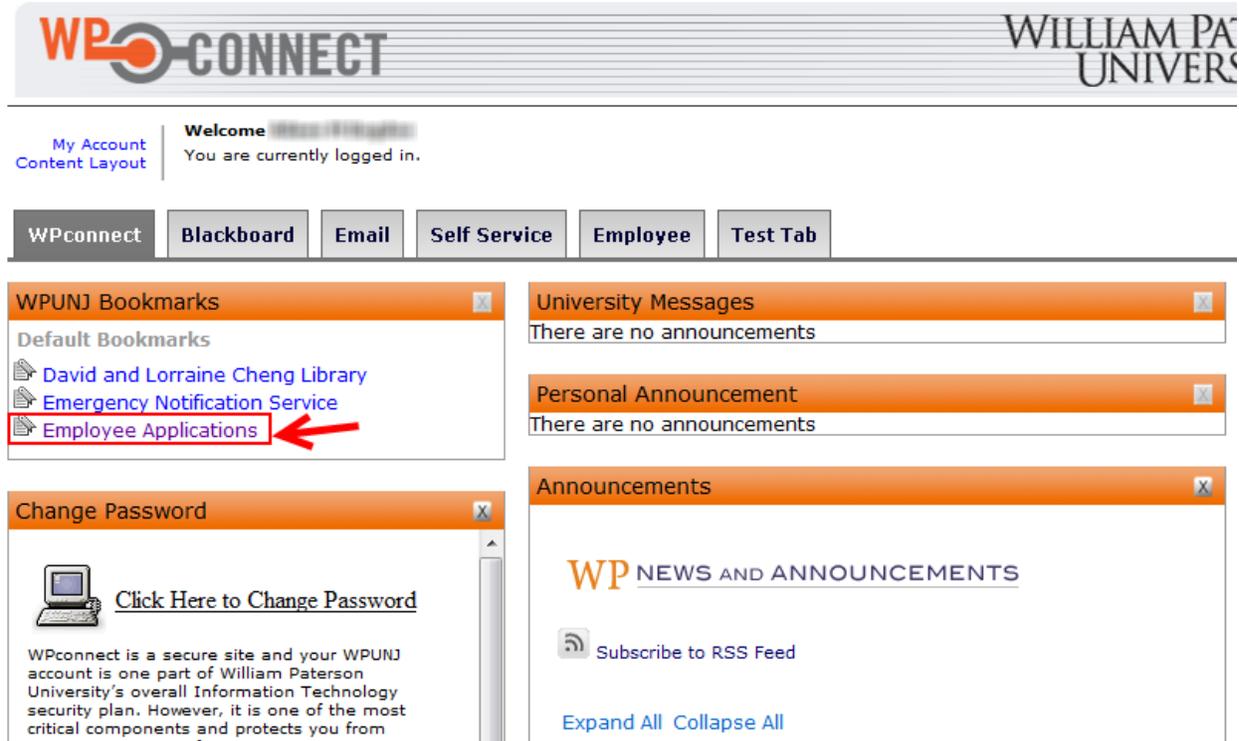
PASSWORD

[LOGIN](#) | [FORGOT PASSWORD](#)

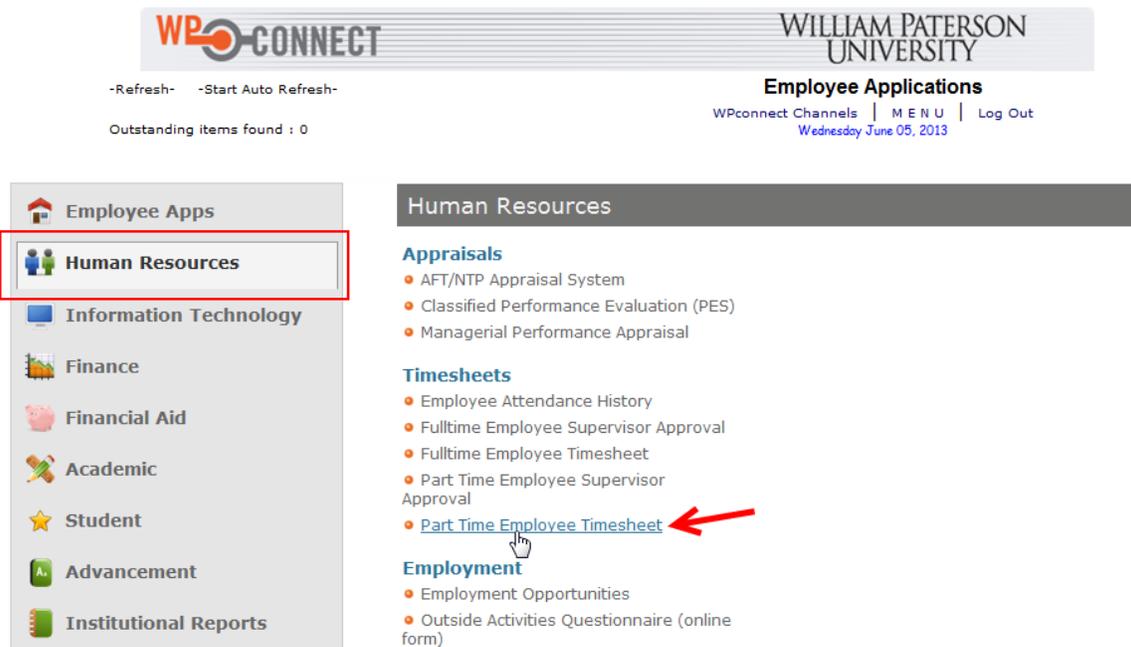
LOGIN ASSISTANCE / INFORMATION

NEW USER	<p>Did you know...</p> <p>...that William Paterson held a Winter Instagram contest?</p> <p>Click here to find out more!</p> 
FORGOT MY PASSWORD	
SECURITY INFORMATION	
I NEED HELP	

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.



Part Time Employee Timesheet System



Select the Time Period for the current payroll time period.

Part Time Employee Timesheet System



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.

Part Time Employee Timesheet System

Welcome [redacted], Banner ID : [redacted]

Current timesheet :

05/18/2013 to 05/31/2013

 = approved
 = pending approval

 = not submitted
 = no times worked

Job title : University Student Employee
Department: Info Tech Fee
Pay Rate: 9.5 / hour
Position: 11490N - 00

» Adjust timesheet for this period

Status Indicator

Multiple Positions can be displayed

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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 Banner ID :

ExtendedHours

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

Comments or Reasons for Adjusted Schedule or Overtime

Submit for processing and review.

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.



-Refresh- -Start Auto Refresh-

Employee Applications

Outstanding items found : 0

Part Time Employee Timesheet System

Employee: [Name] Banner ID : [ID]

ExtendedHours

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out
Sat 05/18/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Sun 05/19/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Mon 05/20/13	08:00 AM	TO: 12:00 PM	12:30 PM	TO: 04:30 PM	<input type="text"/>	TO: <input type="text"/>
Tue 05/21/13	08:00 AM	TO: 10:00 AM	10:15 AM	TO: 01:15 PM	01:30 PM	TO: 04:00 PM
Wed 05/22/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Thu 05/23/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Fri 05/24/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Sat 05/25/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Sun 05/26/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Mon 05/27/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Tue 05/28/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Wed 05/29/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Thu 05/30/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>
Fri 05/31/13	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>	<input type="text"/>	TO: <input type="text"/>

Comments or Reasons for Adjusted Schedule or Overtime

Submit for processing and review.



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 your 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	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.



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](#) 

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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](#) 

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