Web*Time Entry

Please Note: These instructions are intended to provide hourly employees with basic information required to enter and submit their time sheet each pay period. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems entering or submitting your time sheet, please contact your supervisor (time sheet approver) for guidance.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
Step 2. **Log on to Drexel One**

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.
Web*Time Entry

Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*
Web*Time Entry

Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
Web*Time Entry

Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.
Web*Time Entry

Step 4. Select from the Employee Services Menu

Click the “Time Reporting and Leave Balances” link.
Step 5. Select “Time Sheet”

From the Time Reporting Menu, click the “Time Sheet” link.
Step 6. Select “Access my Time Sheet”

Depending on your permissions within the system, you may be taken to the Time Reporting Selection menu. If so, use the radio button under “My Choice” to select the “Access my Time Sheet” option and click the “Select” button. Otherwise, you will be taken directly to Step 7.
Step 7. Select Position and Pay Period

On the Position Selection screen, select the position and pay period for which you would like to report hours. You may only select open (current) pay periods. If you have missed the cutoff for a previous pay period, please alert your department that a Payroll Resolution Form is required to process your pay, which will delay payment of those hours.

If you have more than one active position, each will be displayed by job title and department. Choose the position for which you would like to report hours by clicking the radio button in the “My Choice” column next to that position.

Select the correct pay period from the drop-down box in the “Pay Period and Status” field. Click the “Time Sheet” button.

*Note:* the “Pay Period and Status” field displays the status of your timesheet. You can check here to see if your timesheet has been started, submitted and approved. If you do not see your position and/or pay period in this screen, it might not be active in the system. Please have your department contact Human Resources for assistance.
Web*Time Entry

**Step 8. Select Date to Enter Hours**

Click the “Enter Hours” link at the intersection of the date and the type of hours you are reporting.

To access dates in the pay period that are not displayed on the Time Sheet screen, use the “Next” (or “Previous”) buttons at the bottom of the time sheet.

*Student Employees and Federal Work Study Students* – Continue to Step 9.

*Non-exempt Professional Staff* – Skip to Step 10.

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### Time Sheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 05, 2015</td>
<td>Enter Hour</td>
<td>Enter Hour</td>
<td>Enter Hour</td>
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<tr>
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<td>Enter Hour</td>
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<td>Enter Hour</td>
</tr>
<tr>
<td>May 07, 2015</td>
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<tr>
<td>May 08, 2015</td>
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<td>Enter Hour</td>
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<td>Enter Hour</td>
<td>Enter Hour</td>
</tr>
</tbody>
</table>

**Period:** May 02, 2015 to May 15, 2015

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Web*Time Entry

Step 9. Enter Time In and Time Out

*Student Employees and Federal Work Study Students*

Enter the time you started working in the “Time In” field and enter the time you stopped working in the “Time Out” field. Entries must be rounded to the nearest quarter hour.

Click “Save” and the number of hours worked will be calculated and displayed in the “Total Hours” column.

If you leave work and return *on the same day*, use the next row to record the “Time In” and “Time Out” for your next set of work hours that day.

Repeat steps 1 through 9 each day of the pay period that you work. *It is important that your work hours be recorded on your time sheet under the correct dates and times that you actually worked.*

On your final work day of the pay period, continue to step 11 to submit your time sheet for approval. Otherwise, log out using the icon in the top-right corner of the screen.
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Step 10. Enter Hours

Non-exempt Professional Staff

Enter the number of hours to be paid in the data entry box that appears in the center of the screen. Click the “Save” button.

Repeat steps 1 through 10 each day of the pay period that you work. *It is important that your work hours be recorded on your time sheet under the correct dates that you actually worked or used time off and using the correct earnings type.*

On your final work day of the pay period, **continue to step 11** to submit your time sheet for approval. Otherwise, log out using the icon in the top-right corner of the screen.
Web*Time Entry

Step 11. Preview your Time Sheet

When you are finished entering your hours for the pay period, review your time sheet by clicking the “Preview” button below the time entry grid on the Time Sheet screen.

Review your time sheet to make sure the dates worked, type of earnings reported, number of hours reported and time in/out (required for student employees and federal work study students) are complete and accurate. Use the scroll bar at the bottom of the screen to view dates within the pay period that are not displayed on the Preview screen.

When you are finished, click the “Previous Menu” button to return to the Time Sheet screen. If any changes or corrections are necessary, return to step 8, otherwise, continue to step 12.
Step 12. Submit Your Time Sheet

Once you are satisfied that your time sheet is complete and accurate, click the “Submit for Approval” button at the bottom of the Time Sheet screen.

Note: Time sheets are due on your last working day of the pay period. The pay period remains opened until 10:00AM on the first Monday of the next pay period (9:00AM on Tuesday if Monday is a holiday) to accommodate unforeseen absences. This deadline is displayed at the top of the Times Sheet screen. You will be locked out of the pay period after the submission deadline passes and will not be able to alter or submit your time sheet. Please make sure to complete and submit your time sheet on your last work day of the pay period to avoid missing the deadline.
Step 13. **Complete the Certification Screen**

You must provide confidential information to verify your identity when submitting your time sheet. This information is verified against your employee record in the personnel database and is not stored with your time sheet nor is it visible to your supervisor (time sheet approver).

Enter the last four digits of your Social Security number and your full birth date in the fields provided. Enter your Birth Date in the exact format requested, (MM/DD/YYYY). Be sure to use slashes (not dashes), a two digit month, a two digit date and a four digit year. The system will not accept your certification if the format of your birth date is not correct.

Click the “Submit” button.

**Note:** Your time sheet cannot be approved until it has been submitted. Unapproved time sheets will not be included for payment on the regularly scheduled pay day. To avoid any delay in receiving your wages, please make sure your time sheet is submitted and approved by the deadline.
Web*Time Entry

Step 14. Confirm Submission

Confirm that your time sheet has been submitted successfully. You will see a message at the top of the time sheet screen indicating that your time sheet was submitted successfully. You will also see the date of your submission at the bottom of the screen and a notation that your time sheet is awaiting approval from your supervisor.

If you receive an error message, make the necessary corrections and re-submit your time sheet before the deadline!

Log out of Drexel One using the Exit icon at the top right of the screen. Remember to disconnect from DrexelConnect Multi-System Access and close out of your browser when you are finished.

Note: Your supervisor will receive an e-mail indicating that your time sheet has been submitted and approval is required. Check back to make sure your supervisor has approved your time sheet by viewing the status in the Time Sheet Selection screen shown in Step 7. If your time sheet has not moved to an “Approved” or “Completed” status (remains in a “Pending” status), follow up with your supervisor.