

# Time Reporting Quick Reference

## For Student Employees

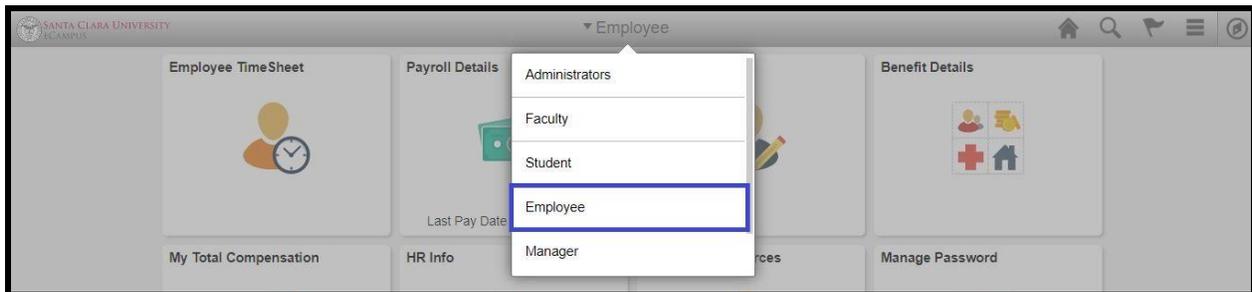
### August 2017

**Student Employees Should NOT work more than 19 (nineteen) hours per week during the academic year.**

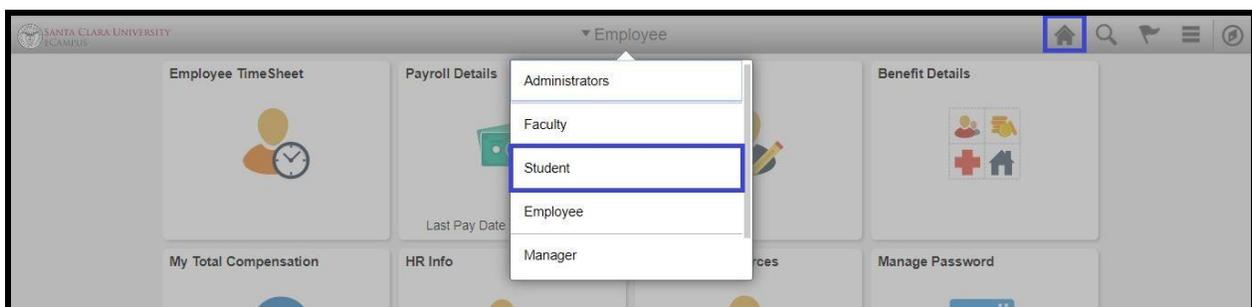
## Accessing the Time Reporting System

Log into [eCampus](https://ecampus.scu.edu) (<https://ecampus.scu.edu>) using your SCU User ID and Password. Your User ID is “W” followed by the last 7 digits of your Student ID.

Click on the drop down menu at the top center of the student homepage and select “Employee” from the menu to reach the “Employee” homepage.



A group of tiles will appear in the middle of your screen, including one titled “Employee Timesheet”. To navigate back to the “Student” homepage during your session, open the drop down menu, and select “Student”. Or, click the home icon in the top right corner.



### Note:

The term “Punch” is used throughout the application. It is the software provider’s term for the Timesheet that contains In and Out times. At Santa Clara University, we are using this timesheet type for Non-Exempt (Hourly) employees.

## Reporting Your Time

You should report your time each day that you work, rather than waiting until the end of the pay period.

Click on “Employee Timesheet” tile on the “Employee” homepage. When you access the Timesheet page for the first time, or after deleting your Internet browser’s temporary files, it may take 1-2 minutes for the page to appear.

Before entering any time, make sure that you are looking at the correct job (if you have more than one active job) and at the correct pay period. You will see rows for each day in the pay period, and columns headed “In”, “Meal”, “In” (return from meal), and “Out”. To move from one pay period to another, use the “Previous Time Period” and “Next Time Period” links. You will be allowed to enter and adjust time reported for the current pay period, and for the most recent prior pay period.

As a non-exempt (hourly) employee, you need to record all of your “In” and “Out” work times.

### Worked Time

When entering your work times, you will use the “In”, “Meal”, “In” (return from meal), and “Out” columns. **You do not need to enter anything in the “Time Reporting Code” or “Quantity” columns.** The system will calculate the number of hours based on the times that you enter.

It is important to specify whether the time is a.m. or p.m. To save keystrokes, you can enter just “a” for “a.m.” and just “p” for “p.m.”. Both upper and lower case are valid, and you can omit any trailing zeros. Military times are permitted; when neither a.m. nor p.m. are specified, times will be interpreted as military times. You can hit the Enter key at any time during your session to format the times you have entered. Here are some examples of how times can be entered:

Clock Time	Can be entered as any of the following (upper or lower case):
8:30 a.m.	8:30a.m., 8:30am, 8:30a, 8:3am, 8:3a, 8.3am, 8.3a, 0830
4:00 p.m.	4:00p.m., 4:00pm, 4:00p, 4pm, 4p, 1600
12 noon	12:00p.m., 12:00pm, 12:00p, 12pm, 12p, 1200
12 midnight	12:00a.m., 12:00am, 12:00a, 12am, 12a, 000

If you are working less than five hours in a day, you may only have an “In” time and an “Out” time. In this case, leave the “Meal” and return from meal “In” columns blank.

It is important that for every “In” time that you report, there is also an “Out” time reported for that day.

**Timesheet**

Stephanie Bronco  
Student Worker

Employee ID [redacted]  
Empl Record 0  
Earliest Change Date 06/30/2015

Select Another Timesheet

\*View By: Calendar Period  
\*Date: 07/01/2015  
Reported Hours: 0.00

Add Comments	Day	Date	Reported Status	In	Meal	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Wed	7/1	New	9:00:00AM	10:30:00AM	1:00:00PM	2:30:00PM				7/1
	Thu	7/2	New	10:15:00AM			12:00:00PM				7/2
	Fri	7/3	New								7/3

**Do NOT** use or select the time reporting code. Similarly, **do not** enter anything under the quantity fields.

### Submitting Your Time

When you have entered everything that you need to enter within a session, you should check to make sure that you have entered the correct a.m. and p.m. designations. This is important because the system will interpret any times that do not have designations as military times. After doing so, click the “Submit” button. If you need to enter additional time later in the pay period, you will be able to add data later.

When you click “Submit”, you will be asked to certify that your entered time is accurate and true. Click "OK" to continue, and "OK" again to the message indicating that rules have been applied.

When rules are applied, the system processes your reported time in preparation for Payroll. Once it has been processed, you can optionally review the resulting "Payable" Time that is generated from your "Reported" time by clicking on the Payable Time tab. Payable time will include reported time, as well as any applicable overtime, etc.

Submit Clear

Exceptions Payable Time

Payable Time Viewing Option

By TRC and Status  
 By TRC, Status and Day  
 Show In Detail

View Full Detail

Date	TRC	Description	TRC Type	Payable Status	Quantity
07/01/2015	REG	Regular	Hours	Needs Approval	3.00
07/02/2015	REG	Regular	Hours	Needs Approval	1.75

You can view any generated exceptions by clicking on the Exceptions tab.

Submit Clear

Leave / Compensatory Time Exceptions Payable Time

Exceptions

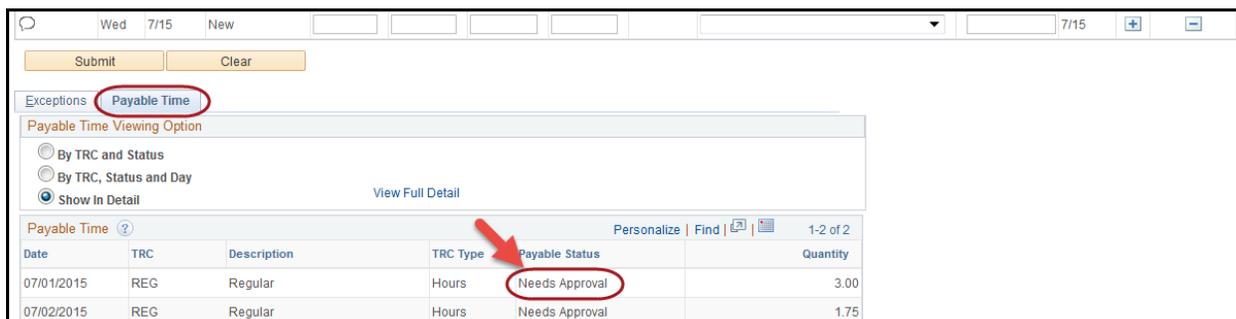
Date	Exception ID	Exception Source	Status	Exception Severity
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If you need to make any changes to your recorded time in response to the certification message, or any generated exceptions, make your changes, then click “Submit” again.

## Making Sure Hours are Approved

In order for the hours to be processed and reflected on your paycheck, the hours you report must be approved by your supervisor. Hours must be approved by the approval due date ([see payroll calendar for details](#)).

Review the Payable Time tab on your Timesheet for the current pay period. If by the approval due date, any of the hours appear with status of "Needs Approval", please contact your supervisor and inform her/him of the hours pending approval.



Date	TRC	Description	TRC Type	Payable Status	Quantity
07/01/2015	REG	Regular	Hours	Needs Approval	3.00
07/02/2015	REG	Regular	Hours	Needs Approval	1.75

## Logging Out

When you have finished working with your Timesheet, either click "Home" near the top right of the screen, then select the applicable tab for your next eCampus activity, or open the “Actions List” menu located at the top right and select “Sign Out”. The system will automatically sign you out after 20 minutes of no activity.

If you have any questions or problems reporting your time, please contact Michelle Brucal at (408) 554-6978 or Georgina Santiago at (408) 551-1860.

If you have questions concerning the university’s policies associated with work times or absence time and entitlement, please refer to the [Student Employment: Policy and Procedures Manual](#) (located on the Student Employment website: [scu.edu/hr/student-employees](http://scu.edu/hr/student-employees)).