



Web Based Time Record Entry
BOWDOIN COLLEGE
February 2008

TIMEPRO Assistance Line: 725-3054

BEFORE YOU START: If you are logging or approving time entry on a PC computer, use the **Firefox** browser. If you are logging or approving time on a Mac, TimePro seems to work best on **Safari**. **Internet Explorer (IE)** is not recommended for this version of TimePro.

LOGGING INTO TIMEPRO

You may log into the Timepro program in several ways:

1. For any College PC computer
Click on the **START** button on your toolbar and then click on **All Programs** and click on **TimePro** near the bottom of the list.
2. For any College Mac OR any computer with Internet access, navigate to the Bowdoin College home page (www.bowdoin.edu), click on the **Staff or Academic Faculty & Staff** or **Student Gateways** and look for the **TimePro** link. The link will lead you to the TimePro “Landing” page where you may select the TimePro option you need.
3. If you are a student employee, regular employee, or casual employee with email, you may record your time via
 - a. a web based timesheet (click on “Timesheet.”) OR
 - b. a virtual time clock (click on “Virtual Clock.”)
4. If you are a **casual employee who does not have email**, you may record your time via
 - a. a web based timesheet (click on “Timesheet NoEmail.”) OR
 - b. a virtual time clock (click on “Virtual Clock NoEmail.”)
5. If you are a supervisor or manager approving time records, click on “**Web Manager.**” Refer to the guidelines for Approvers.

TIMEPRO LANDING PAGE

Bowdoin
About Academics Admissions Campus Life Gateways

Location: Bowdoin / Controller's Office / TimePro

Controller's Office

Controller's Office
Payroll Services
FE Code Lists
Forms & Policies
Contact Us
Also see:
Bursar's Office

TimePro Links:

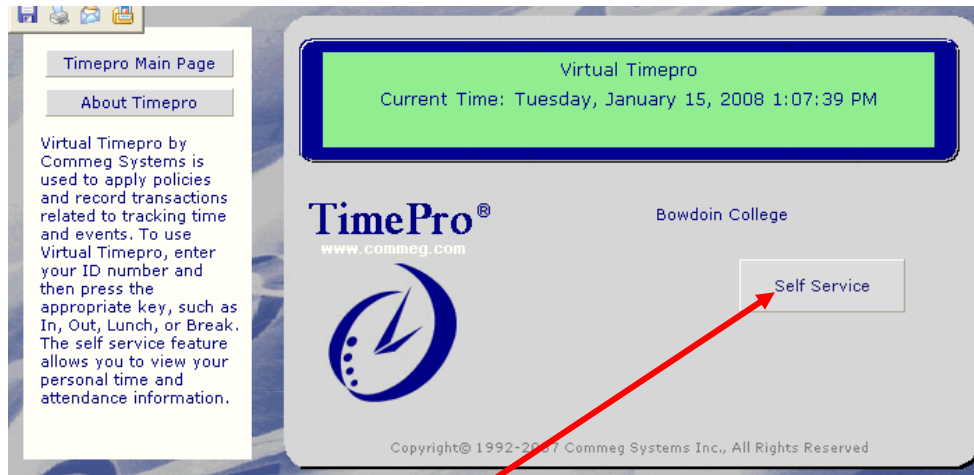
- Timesheet
- Virtual Clock
- Web Manager
- Timesheet NoEmail
- Virtual Clock NoEmail

TimePro Resources:

- Important New Release Notes
- TimePro Assistance Line: 725-3054
- Guide to TimePro Timesheet
- Guide to TimePro Web Manager
- Guide to Reporting Holiday Hours
- Weather Emergency Guidelines

When you select either the “Timesheet” or “Timesheet NoEmail” option, the Virtual TimePro main page will be displayed.

VIRTUAL TIMEPRO MAIN PAGE



Click on the Self Service button.

The Timepro Security Page will be displayed.

- If you are a student employee, regular employee, or casual employee with email, enter your email user name and password and click OK. Your TimePro user name and password are the same as you use for email.
- If you are a casual employee who does not have email, your user name is your employee ID and you will need to create a password - see page 8 for instructions for creating a password.

TIMEPRO SECURITY PAGE

Bowdoin College

Enter Credentials

User Name: jwhite

Password:

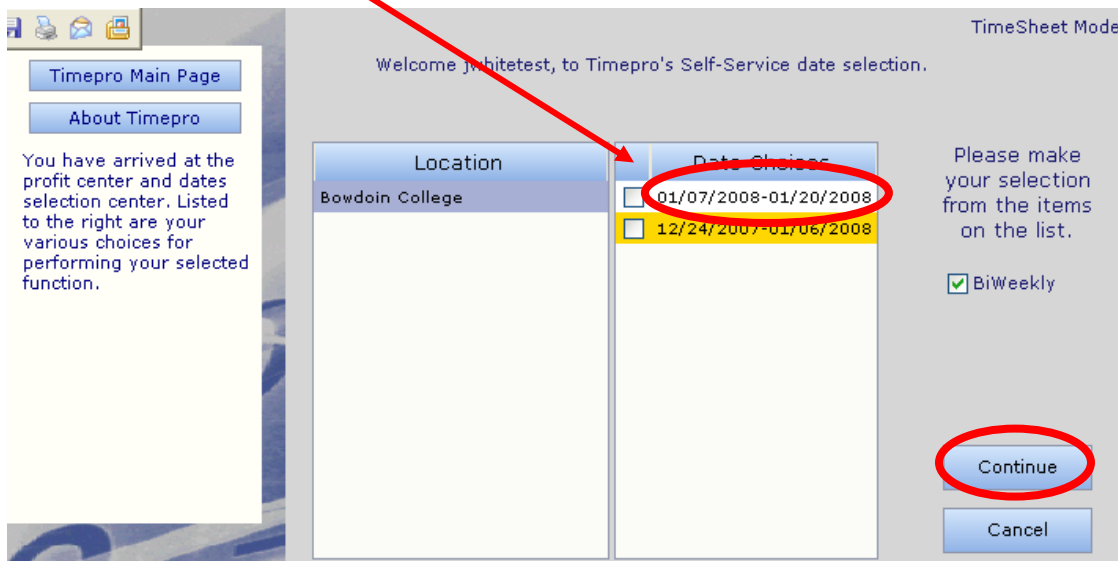
Change Password OK Cancel

Enter Email user name and password, then click OK

The Self Service page will be displayed. Click on "Edit Timesheet."



Click on the checkbox for the date range of the pay period time records you need to add or edit, then click on Continue. The **yellow highlighting** indicates the pay period is locked. In this example the pay period beginning 12/24/2007 is locked - no time entry is allowed.



Once you have selected a two week pay period, a blank time sheet will be displayed. You may start adding new records for the week within the highlighted pay period. The following time sheet has Week 1 highlighted (01/13/2008) and three time records are entered in Week 2 (01/20/2008) of the pay period.

TimePro Timesheet for: jwhitetest,

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class
- Period : 01/13/2008									
- Period : 01/20/2008									
	NORM	Wed	01/16/08	8:00 A	Wed	01/16/08	4:00 P	30	Managers
	NORM	Thr	01/17/08	8:00 A	Thr	01/17/08	4:00 P	30	Managers
	NORM	Fri	01/18/08	8:00 A	Fri	01/18/08	4:00 P	30	Managers
									01/20/2008 Totals: 2
									Grand Totals: 2
jwhitetest, has 3 timecard records for currently selected periods.									
Edit Insert Add Delete Refresh Totals Accrual View Save Change Period Exit									

To add a new record, click on **ADD** in the bottom menu bar. If this is the first record added to the highlighted pay week, a record for MONDAY will be created. If time records have already been entered, clicking on ADD will add a new day to the bottom of the list. Since **Period: 01/13/2008** is highlighted in the above timesheet, if you click ADD, a record for Monday, 1/7/2008, will be created.

When time records have already been recorded, you may add a new record between two records. Click **INSERT** on the line above the new insertion. You may then adjust the information on that new time record appropriately.

When time records have already been recorded, you may place the cursor anywhere on a line and click on **EDIT**, and the pay **TYPE**, **DAY**, **IN DATE**, **IN TIME**, **DAY**, **OUT DATE**, **OUT TIME**, and **BREAK** fields will all be able to be changed if necessary

To delete a time record, simply place the cursor anywhere on the line and click on **DELETE**. The record will be erased.

HOW TO ADJUST AN INDIVIDUAL TIME RECORD

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class
- Period : 01/27/2008									
	NORM	Mon	01/21/08	8:00 A	Mon	01/21/08	4:00 P	30	Managers
	NORM	Tue	01/22/08	8:00 A	Tue	01/22/08	4:00 P	30	Managers
	SICK	Wed	01/23/08	8:00 A	Wed	01/23/08	1:00 P	30	Managers
	NORM	Wed	01/23/08	1:00 P	Wed	01/23/08	3:00 P	0	Managers
	NORM	Wed	01/23/08	3:00 P	Wed	01/23/08	4:00 P	0	Managers
	NORM	Thr	01/24/08	8:00 A	Thr	01/24/08	2:00 P	30	Managers
	VAC	Thr	01/24/08	2:00 P	Thr	01/24/08	4:00 P	0	Managers
	VAC	Fri	01/25/08	8:00 A	Fri	01/25/08	4:00 P	30	Managers
- Period : 02/03/2008									

TYPE

Time records are maintained for actual hours you are at work (NORM), as well as sick time (SICK), vacation (VAC), holidays (HOL). To select the appropriate pay code for the time record, click on the small blue down arrow to the right of the word NORM to display a complete drop down list. A key to all of the abbreviations is available on the Payroll web page.

On any given day, you may have more than one time record reflecting hours you worked, or how you used sick time to cover a medical appointment, etc. The following record reflects regular hours on Monday and Tuesday. On Wednesday, the employee worked from 8:00 - 1:00 with a 30 minute lunch, then used SICK time to cover a dentist appointment from 1:00 - 3:00, returning for an hour of work from 3:00 - 4:00 pm. On Thursday, the employee worked until 2:00 and then logged VACation time from 2:00 - 4:00. All of Friday was recorded as vacation time. Pay codes other than NORM are color coded.

TimePro Timesheet for: jwhitetest,

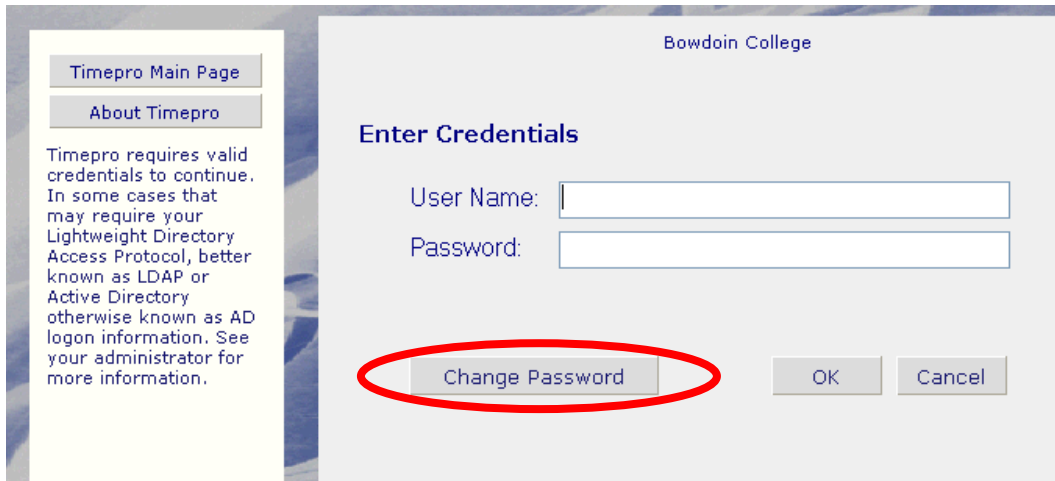
?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg
- Period : 01/13/2008										
	NORM	Mon	01/07/08	8:00 A	Mon	01/07/08	4:00 P	30	Managers	
- Period : 01/20/2008										

DAY/DATE/TIME

Once a time record has been added or inserted, double click on the In Date or use the drop down box calendar to adjust the correct date. Enter your actual In Time in the same way, including the leading zero in front of single digit times (08:00) and following with either AM or PM. Likewise, be sure that the Out Date and Out Time are correct. Please note, some employees' scheduled shifts cross from one day/date to another. Enter your lunch break by double clicking in the BRK box and enter your time in minutes (i.e., 60 minutes vs. 1 hour).

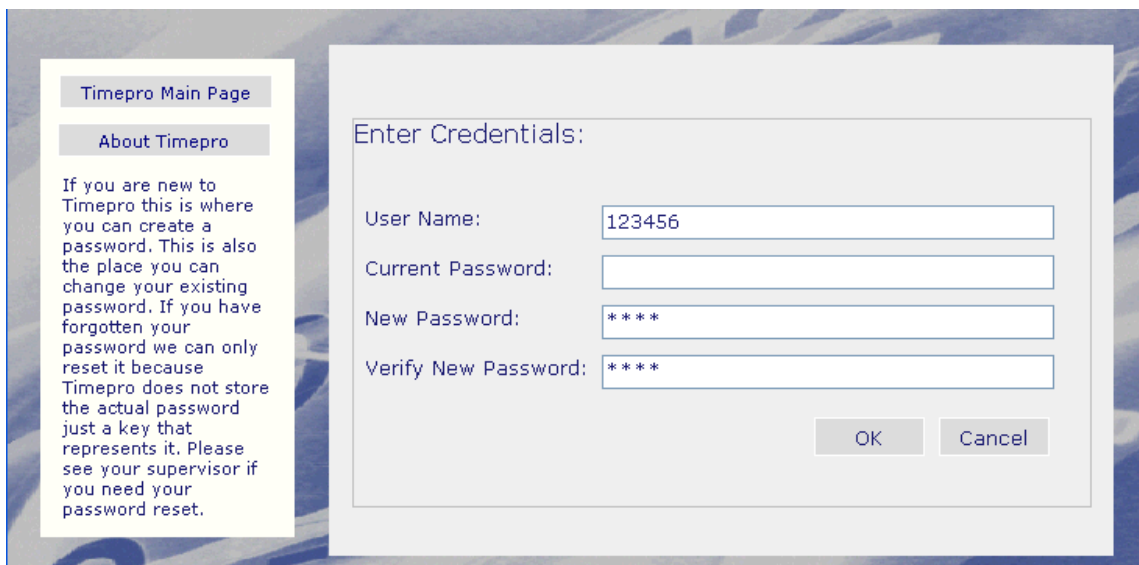
How to create a password (for employees without email)

Open the TimePro program and select Change Password.



The screenshot shows the 'Enter Credentials' dialog box for Bowdoin College. On the left, there is a sidebar with 'Timepro Main Page' and 'About Timepro' buttons. Below them is a text box explaining that Timepro requires valid credentials and may require LDAP or Active Directory information. The main dialog box has a title bar 'Bowdoin College' and the heading 'Enter Credentials'. It contains two input fields: 'User Name:' and 'Password:'. Below these fields are three buttons: 'Change Password', 'OK', and 'Cancel'. The 'Change Password' button is highlighted with a red oval.

In the User Name area, enter your Bowdoin College ID # (leave out any leading 0's). Leave current password section blank. In the New Password area, type in a new password which will be easy for you to remember (must be at least 4 characters). On the Verify New Password line, re-enter your new password, then click OK. Your password information will be updated. Use this password the next time you need to enter time records.



The screenshot shows the 'Enter Credentials' dialog box with the following fields filled out: 'User Name:' contains '123456', 'Current Password:' is blank, 'New Password:' contains '****', and 'Verify New Password:' contains '****'. The 'OK' and 'Cancel' buttons are visible at the bottom right of the dialog box. The sidebar on the left has 'Timepro Main Page' and 'About Timepro' buttons, and a text box explaining that this is where users can create or change passwords, and that Timepro uses a key to represent the password.

TIMEPRO Assistance Line: 725-3054
Monday - Friday 8:30 - 5:00