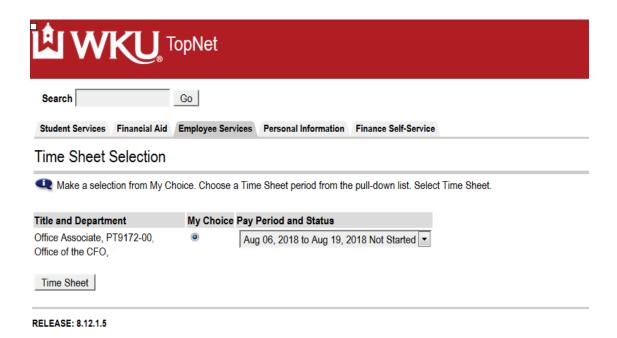
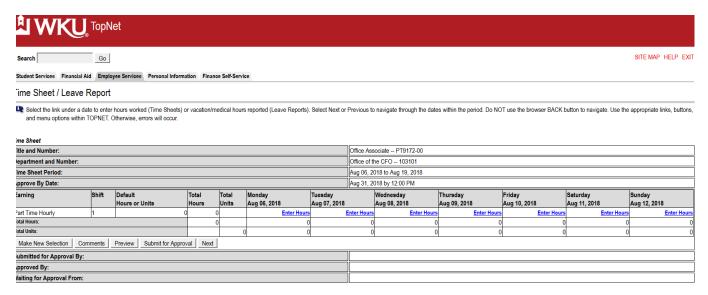
Time Reporting via TopNet

In an effort to streamline the timekeeping process, Payroll is requesting part-time employees to use TopNet for time reporting instead of paper time sheets. Starting with the pay period beginning 12/23/2019, you will need to start keeping your time sheet on TopNet and not on the normal paper form. I hope you find this to be an easy, time-saving process. The calendar showing pay dates and **deadline** times are attached.

Once you log into TopNet, you will choose Employee Services and then time sheet. The time sheet selection screen will show your job and contain a drop down box for you to select the correct time sheet.

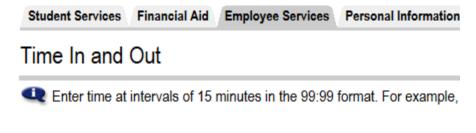


Use the drop down box to select your pay period, and click on time sheet. The next screen you see will be the time sheet broken down by day. The first part of the screen shows the first week of the time period. You will click on next to view the second week of the time period.



For example purposes, let's set your schedule to be from 10:30 am – 4 pm on Saturday August 11. You will click on "enter hours" on August 11. Once there, the screen should be easy to understand. At this point you would enter your

working time. Multiple lines are provided, so you can record time in and out for lunch or other personal reasons as necessary. All time should be entered in 15 minute intervals and rounded accordingly. Once the time is records, click save. Your total hours worked will calculate automatically.



Date: Saturday, Aug 11, 2018
Earnings Code: Part Time Hourly

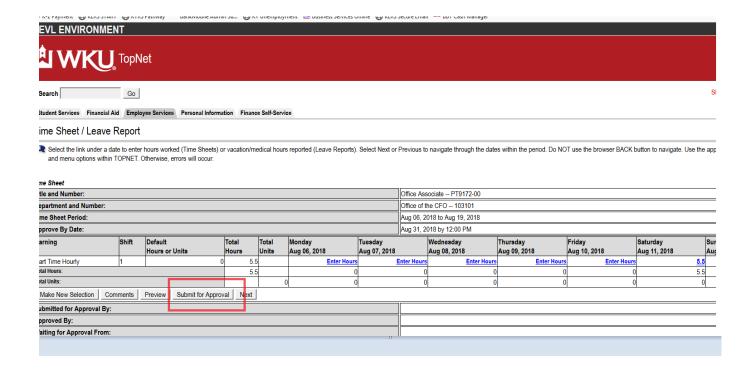
Shift	Time In		Time Out		Total Hours
1	10:30	AM ▼	04:00	PM ▼	5.5
1		AM 🔻		AM 🔻	0
1		AM ▼		AM 🔻	0
1		AM 🔻		AM 🔻	0
1		AM ▼		AM ▼	0
					5.5

Time Sheet	Previous Day		Next Day	
Add New Line	Save	Сор	y	Delete

Account Distribution

Earnings Code	Shift	Hours	
Part Time Hourly	1	5.5	Account Distribution

Click on the time sheet button to go back to the summary page and pick another date to enter time. Once all time for the two week pay period is entered, please click on submit for approval. At this point, your approver will be able to review and approve your time. Once your time is approved, payroll begins preparing your check. Here's the last screen shot:



One of the most important parts of the process is very simple – DEADLINE. Attached are the pay schedules related to web time entry. Your time MUST be submitted by the deadline in order to get paid.

For questions, contact Kristi Smith at 270-745-5352 or at Kristi.smith@wku.edu.