This document is a step by step instruction manual for completing your online time sheet which includes a section for frequently asked questions.

**Online Time Sheet Instructions**

1. Log in to **Marynet** (marynet.marymount.edu).
2. Select **Marynet for Employees**.
3. Select **Time Entry** to enter hours worked.
4. Select the desired time sheet and click **Submit**. Please select only one time sheet at a time.

5. This is what the time entry screen will look like:
   - Time must be entered with AM or PM.
   - Time should be entered at the completion of each shift. Click **Submit** to save the time entered.
   - Time should be entered using the exact times the student begins and ends working to keep hours accurate.
   - Each day has two lines to accommodate two shifts.
   - If a third line is needed, place a check in the **Insert** checkbox located at the far right and click **Submit** at the bottom of the form.
6. **Annual Leave Hours, Sick Hours, Other Time Hours** and **Other Time Types** are not applicable for students.

7. Once time entry is complete for the pay period place a check mark in the box, which counts as the electronic signature. Then click **Submit** to send your time sheet to your supervisor for approval.
   - Once the submit button is clicked, the supervisor will receive an email that the time sheet is ready for approval. You will no longer have access to the current time sheet once you place a check mark in the electronic signature box and hit submit.
   - If a student clicks submit without putting a checkmark in the box, the hours will be saved but not submitted for approval.

8. **After a student has clicked Submit** to either save hours or turn their time sheet in for approval, they will be taken to a confirmation page informing them of the status of their time sheet.
   - On the confirmation page, students will see the current status of their time sheet as well as the total number of hours worked.
   - Once you are finished viewing the confirmation page click **OK** and return to the Marynet for Employees menu.
9. Students can view the status of their time sheet in the time entry screen.
   - Before a student has submitted their time sheet for approval the status will default to “Pending Approval.”
   - If the time sheet is rejected, the student will receive an email with comments indicating why the time sheet was rejected. That information will also appear in the Supervisor Comments section when the student returns to fix their timesheet.

Congratulations on completing your time sheet. If you have any questions concerning electronic time sheets you can contact the Payroll Office at (703) 284-1485 or 703 526-6992.
Frequently Asked Questions

1. Where do I go to enter my hours worked?
   o The online time sheets can be found on Marynet through the Time Entry link on the Marynet for Employees menu.

2. When are time sheets due?
   o Time sheets are due Bi-Weekly. The bi-weekly Pay schedule which includes time sheet due dates can be found under the Forms and Internal Documents tab of the MyMarymount portal. The pay period begins on Sunday and ends on the second Saturday. Time sheets are generally due to Payroll on the Wednesday following the period end date.

3. What happens if my time sheet is late?
   o Late time sheets cannot be submitted on-line. A paper time sheet must be completed if your time sheet is late which can cause your pay to be delayed.

4. In what increments should I enter hours worked on the online timesheet?
   o Students can and should enter their actual time in and time out. For example, if a shift starts at 12:15pm and the student arrived at 12:22pm, their start time should be entered 12:22pm on the time sheet.

5. Do I need to put AM or PM when I enter time?
   o Yes, the online time sheet will not accept your time unless you have designated it with AM or PM.

6. Do I need to inform my supervisor that I have completed my time sheet?
   o No, you do not need to inform your supervisor that you have completed your time sheet because after checking the electronic signature box and clicking submit an email will be sent to your supervisor informing them that your time sheet is ready for approval.

7. Will I get a confirmation once my time sheet has been approved and sent to payroll?
   o Depending on the supervisor, you may or may not receive a confirmation. You will however be able to go into Time History on the Marynet for Employees menu to view the status of your past and current time sheets.

8. How do I view my previous time sheets?
   o To view information pertaining to previous time sheets, go to Time History on the Marynet for Employees menu on Marynet. You can view your past and current time sheets to see when and how many hours you worked plus the approval status.

9. Who should I contact if I have questions about my online time sheet?
   o Your supervisor will be a good person to start with. If your supervisor can not answer your question please contact the Payroll Office at (703) 526-6992 or (703) 284-1485.