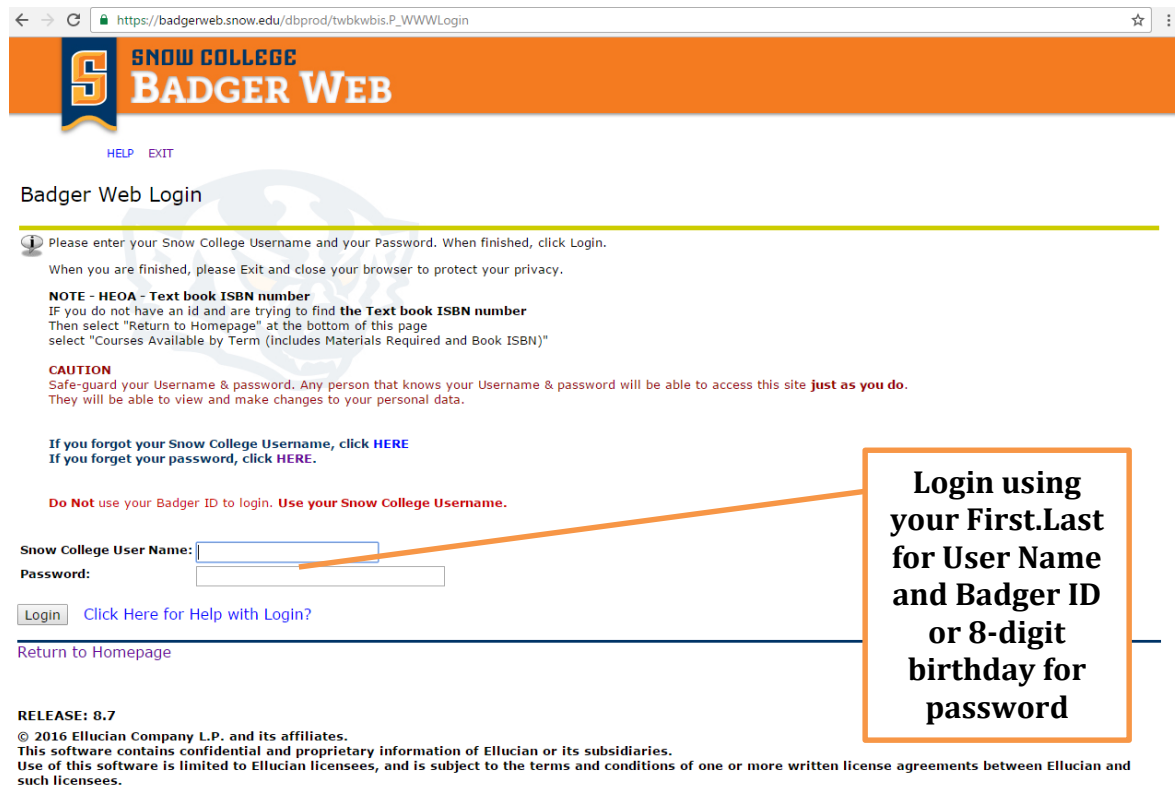


Badger Web Time Entry Instructions

Step 1:

ACCESSING BADGER WEB

1. Open an internet browser such as Mozilla Firefox, Google Chrome, or Internet Explorer.
2. Go to www.snow.edu and click on the Badger Web link at the top
3. Click on Login



https://badgerweb.snow.edu/dbprod/twbkwbis.P_WWWLogin

SNOW COLLEGE
BADGER WEB

[HELP](#) [EXIT](#)

Badger Web Login

Please enter your Snow College Username and your Password. When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.

NOTE - HEOA - Text book ISBN number
If you do not have an id and are trying to find the **Text book ISBN number**
Then select "Return to Homepage" at the bottom of this page
select "Courses Available by Term (includes Materials Required and Book ISBN)"

CAUTION
Safe-guard your Username & password. Any person that knows your Username & password will be able to access this site **just as you do**.
They will be able to view and make changes to your personal data.

If you forgot your Snow College Username, click [HERE](#)
If you forgot your password, click [HERE](#).

Do Not use your Badger ID to login. **Use your Snow College Username.**

Snow College User Name:

Password:

[Click Here for Help with Login?](#)

[Return to Homepage](#)

RELEASE: 8.7
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**Login using
your First.Last
for User Name
and Badger ID
or 8-digit
birthday for
password**

Note: If you are new to Badger Web your Snow College User Name your first name.last name (john.doe). Your password will be either your 8-digit birthday (MMDDYYYY) or your Badger ID. If you cannot remember your PIN or Banner ID, please contact Human Resources or Registration Office.

Step 2:

The screenshot shows the Snow College Badger Web main menu. The navigation tabs are Personal Information, Alumni and Friends, Student, Financial Aid, and Employee. The Employee tab is highlighted. A callout box with an orange border and text says "Click Employee link on the main menu".

Note: When you have some extra time, explore other links on Badger Web. You can change your PIN on the screen above using the Personal Information tab.

Step 3:

The screenshot shows the Snow College Badger Web employee menu. The navigation tabs are Personal Information, Alumni and Friends, Student, Financial Aid, and Employee. The Employee tab is highlighted. Two callout boxes with orange borders and text are present: "Adjunct / Hourly / Student Employee" pointing to the "Time Sheet" link, and "Full-Time Employee" pointing to the "Leave Reporting" link.

If you are a student or hourly employee, click "Time Sheet." If you are a full-time employee, you would click "Leave Reporting."

Step 4:

The screenshot shows the Snow College Badger Web interface. The top navigation bar includes links for Personal Information, Alumni and Friends, Student, Financial Aid, and Employee. Below the navigation bar is a search field and links for SITE MAP, HELP, and EXIT. The main content area is titled "Position Selection" and contains a message: "To select a position, click under Position, choose the Time Sheet Period and click Select." Below this message are two sections: "Title and Department" and "My Choice Pay Period and Status". The "Title and Department" section shows "HR Specialist, HRL999-00" and "Office of Human Resource, 12105". The "My Choice Pay Period and Status" section has a dropdown menu with three options: "Sep 01, 2016 to Sep 30, 2016 In Progress" (selected), "Aug 01, 2016 to Aug 31, 2016 Completed", and "Jul 01, 2016 to Jul 31, 2016 Completed". Below the dropdown menu is a "Time Sheet" button. At the bottom of the page, it says "RELEASE: 8.8" and "© 2016 Ellucian Company L.P. and its affiliates."

Check the correct job & select the time period using the drop down menu. Click Time Sheet. If Entering your time for a different month other than the month currently displayed, click the drop down menu to select the desired month to enter time. Hours for a previous month need to be entered by the 5th at noon or you will be locked out.

Step 5:

The screenshot shows the Snow College Badger Web interface. The top navigation bar includes links for Personal Information, Alumni and Friends, Student, Financial Aid, Employee, and Finance. Below the navigation bar is a search field and links for SITE MAP, HELP, and EXIT. The main content area is titled "Time Sheet" and contains a message: "To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period." Below this message is a "Time Sheet" section with the following information: "Title and Number:", "Department and Number:", "Time Sheet Period:", "Submit By Date:", "Earning:", "Date:", "Shift:", "Hours:". Below this information is a table with columns for "Friday Aug 01, 2014", "Saturday Aug 02, 2014", "Sunday Aug 03, 2014", and "Monday Aug 04, 2014". The table has rows for "Hourly Regular Wages", "Total Hours", and "Total Units". Below the table are buttons for "Position Selection", "Comments", "Review", and "Next". At the bottom of the page, it says "Submitted for Approval By:", "Approved By:", "Waiting for Approval From:", "RELEASE: 8.8" and "© 2014 Ellucian Company L.P. and its affiliates." A callout box with an orange border and text says: "Click Enter Hours under the correct date. Enter hours in the box shown above and click save." Two orange arrows point from the callout box to the "Enter Hours" buttons in the table.

To start entering your time, find the date on which you worked. Click **'Enter Hours'** below the date in the header row. For instance, if you worked on Saturday, August 2nd, you would click on 'Enter Hours' below the August 2nd date. Do not click "Submit for Approval" until the end of the month. Only click save to save the hours that have been entered.

Step 6:

Time Sheet

To begin, click a link under the d enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Earning	Sh	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Hourly Regular Wages	1		0	127.75	7	0	2.5	8	0	0	0
Total Hours:			127.75		7	2.5	8	0	0	0	0
Total Units:			0		0	0.5	0.5	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 6-6

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1. If you have completed entering the hours successfully, you will see the hours you entered inserted into the appropriate row under the date you have selected.
2. To move to the next week of dates you will need to click 'Next' button.
3. You can return to a previous week click 'Previous' button.
4. Use the preview button to view or print the entire pay period, click on 'Preview' button. If you would like to print a copy of your time for this pay period, be sure to select landscape print option. After reviewing your time for this pay period, click on 'Previous' button to return.
5. Restart button will clear all your entries. Basically, you will be starting over.
6. Finally, use the 'Submit for Approval' button only when you are ready to submit your hours to your supervisor for the pay period. After you submit, your time entry will be locked and you will not be able to make changes. You will then be asked to verify that it is really you submitting the time. You will need to re-enter your PIN number and then click submit. When your time sheet is submitted successfully, it will display the message "successfully submitted" at the top of the screen.
7. Make sure to enter your PIN when prompted to submit your time. If your PIN is not entered, your time has not been successfully submitted.
8. **Note to supervisors:** If there is a mistake noticed on a timesheet, click the "Return for Corrections" and corrections will be able to be made on the timesheet.

Always save after entering hours. Click exit on the top right of the screen when you are finished entering time on Badger Web. Remember to exit from your Internet browser as well.

Direct any further questions to Snow College Human Resources at 435-283-7057, 435-283-7054, or 435-283-7056.