

Online Time Sheet Entry Instructions

General Instructions

Logon to the CSP Connect & Online Time Sheets

1. Open Internet Explorer.
2. In the address bar type <https://connect.csp.edu/cp/home/displaylogin>. This will take you to CSP Connect (pressing the Ctrl key + the D key will place a link to the page under Favorites, allowing quick access to the page in the future).
3. Click on **Secure Access Login**.
4. Enter your User Name (this is your Concordia network access).
5. Enter your password.
6. Click on Employee Services.
7. Click on **Time Sheet**.

Time Sheet Instructions

Please select from below:

[Hourly Employees](#)

[Salaried Employees](#)

[Student Workers](#)

[Approvers & Proxy Approvers](#)

[Multi-job Employees](#)

Hourly Employees

This set of instructions is for employees with jobs that are paid on an hourly rate.

Note: If you are a Time Sheet Approver please read the [Approvers & Proxy Approvers](#) section before using these instructions. If you are a Student Worker, please see [Student Workers](#) for instructions.

Entering Time

1. Select the job you are reporting time for under **My Choice**. (Employees with multiple jobs see [Multi-job Employees](#).)
2. Select the pay period you are reporting for under **Pay Period and Status**.
3. Click the button marked **Time Sheet**.
4. Look to the right of the row marked **Regular Pay**. (**Note:** Paid Leave Time, Overtime Pay, and other types of time need to be entered separately on this sheet)
5. Find the first day you worked in the pay period and click on **Enter Hours**.
6. Enter time at intervals of 15 minutes in the 99:99 format (i.e. 10:00, 10:15, 02:30, 02:45) and select a.m. or p.m. The lunch break time should be entered, but morning and afternoon breaks should not be entered.
7. Click on **Save Hours** to save the entry and display the total hours for that day.
8. Click on **Next Day** to move to the next day worked. Follow directions 6 & 7 until complete. (The **Copy Hours** button can be used to speed up this process for employees who work the same times during a week.)
9. Click on the **Time Sheet** button to return to the main Time Sheet. Regular hours worked should now be entered and totaled at the bottom of each row.
10. Enter any Paid Leave Time, Overtime Pay or other types of time using the same method described in steps 5-8.

Note: It is recommended that time be entered on a daily basis and saved using this system.

Submitting Time for Approval

1. Login to Bear Path and enter the Time Sheet sub-system.
2. Enter any remaining time needed.
3. Double-check your hours on the main time sheet (**Note:** the Web page shows only 1 week at a time in this view. You must click on **Next** or **Previous** to see the appropriate week).
4. To submit your time sheet for approval from your supervisor, click on **Submit for Approval**.
Note: Time Sheets should only be submitted for approval at the end of the two week period (Friday).
5. A Certification page will appear asking for your Bear Path pass code to be re-entered. Enter your pass code and hit **Submit**.
6. You're done!

If you want a printed copy of your time sheet after you submit it for approval, it is recommended that you click on **Preview** and print the resulting page for your records as this shows the entire record for that pay period.

Salaried Employees

This set of instructions is for employees with jobs that are paid on a salaried rate. As opposed to employees with hourly jobs, salaried employees only need to enter time **not worked** in whole day increments.

Note: If you are a Time Sheet Approver please read the [Approvers & Proxy Approvers](#) section before using these instructions.

Entering Attendance

1. Select the job you are reporting time for under **My Choice**. (Employees with multiple jobs see [Multi-job Employees](#).)
2. Select the pay period you are reporting for under **Pay Period and Status**.
3. Click the button marked **Time Sheet**.

If you were not absent for any whole days during the work week displayed:

1. Click on the button **Next** to display the next work week.
2. Repeat instructions for the work week displayed.
3. If it is the Friday at the end of the bi-weekly pay period, click on the button **Submit for Approval** to send your Attendance Record to your supervisor.
4. A Certification page will appear asking for your Bear Path pass code to be re-entered. Enter your pass code and hit **Submit**.
5. You're done!

If you were absent for any whole days during the work week displayed:

1. If you were absent for a **whole day**, find the appropriate day (column) and reason (row).
2. Click on **Enter Hours**.
3. In the box to the right of **Hours or Units**, enter the number 8.
4. Click on **Save Hours or Units**.
5. Continue this process for each whole day you took off. (**Note:** the Web page shows only 1 week at a time in this view. You must click on **Next** or **Previous** to see the appropriate week).
6. If it is the Friday at the end of the bi-weekly pay period, click on the button **Submit for Approval** to send your Attendance Record to your supervisor.
7. A Certification page will appear asking for your Bear Path pass code to be re-entered. Enter your pass code and hit **Submit**.
8. You're done!

If you want a printed copy of your time card after you submit it for approval, it is recommended that you click on **Preview** and print the resulting page for your records as this shows the entire record for that pay period.

Student Workers

This set of instructions is for Student Workers only.

Entering Time

1. Select the job you are reporting time for under **My Choice**. (Some student workers work multiple jobs. See [Multi-job Employees](#) for further information. If the job that you are working is not listed under this entry please contact your supervisor for that specific job.)
2. Select the pay period you are reporting for under **Pay Period and Status**.
3. Click the button marked **Time Sheet**.
4. Look to the right of the row marked **Regular Pay**. (**Note:** Paid Leave Time, Overtime Pay, and other types of time need to be entered separately on this sheet)
5. Find the first day you worked in the pay period and click on **Enter Hours**.
6. Enter time at intervals of 15 minutes in the 99:99 format (i.e. 10:00, 10:15, 02:30, 02:45) and select a.m. or p.m. The lunch break time should be entered, but morning and afternoon breaks should not be entered.
7. Click on **Save Hours** to save the entry and display the total hours for that day.
8. Click on **Next Day** to move to the next day worked. Follow directions 6 & 7 until complete. (The **Copy Hours** button can be used to speed up this process for employees who work the same times during a week.)
9. Click on the **Time Sheet** button to return to the main time sheet. Regular hours worked should now be entered and totaled at the bottom of each row.
10. Enter any Paid Leave Time, Overtime Pay or other types of time using the same method described in steps 5-8.

Note: It is recommended that time be entered on a daily basis and saved using this system.

Submitting Time for Approval

1. Login to Bear Path and enter the Time Sheet sub-system.
2. Enter any remaining time needed.
3. Double-check your hours on the main time sheet (**Note:** the Web page shows only 1 week at a time in this view. You must click on **Next** or **Previous** to see the appropriate week).
4. To submit your time sheet for approval from your supervisor, click on **Submit for Approval**.
Note: Time Sheets should only be submitted for approval at the end of the two week period (Friday).
5. A Certification page will appear asking for your Bear Path pass code to be re-entered. Enter your pass code and hit **Submit**.
6. You're done!

If you want a printed copy of your time card after you submit it for approval, it is recommended that you click on **Preview** and print the resulting page for your records as this shows the entire record for that pay period.

Approvers & Proxy Approvers

At the initial login to the Tim Sheet system for Approvers and Proxy Approvers, a page named **Time Sheet** or **Leave Request Selection** is displayed. Choose one of the following:

- ∞ **Enter or access hours on my Time Sheet:**
Select the radio button below **My Choice** and click on **Select** to enter hours for your own time sheet (See [Time Card Instructions](#) for instructions on how to fill out a time sheet)
- ∞ **Approve or Acknowledge Time Sheets or Leave Request**
Select the radio button below **My Choice** and click on **Select** to approve time sheets for your employees. See [Approver Selection Page](#) for next step.
- ∞ **Act as a Proxy Approver**
This allows you to act as a proxy approver in the event that the primary approver is unavailable. In this role, you inherit all access privileges of the main approver. This arrangement is pre-established by the HR Department, the main approver and the proxy approver. After selecting the person you wish to act as a proxy approver for, follow the same instructions for the [Approver Selection Page](#).
- ∞ **Act as a Superuser**
(this choice is not used by CSP approvers at the current time)

Approver Selection Page

This page is used to select the department and then payroll and pay period that you wish to approve. Current CSP payrolls you may encounter are as follows:

- ∞ **P1 = Salaried Employees**
- ∞ **P2 = Hourly Employees**
- ∞ **S1 = Student Workers**
- ∞ **S2 = Summer Seasonal Workers or FICA Non-Exempt Student Workers**

Approver Summary Page

On the Approver Summary Page, you will see a listing of all employees in the department under the pay ID selected. In addition, you will see the status of their time sheet record. **(Note: Time Sheets should only be approved at the end of the two week period – Monday by 12:00 noon)**

If you have both **staff and student workers**, you will need to do approvals **every Monday**. This is due to the processing time by payroll. Student Workers (S1) and Summer Seasonal Employees (S2) are paid on a two-week delay, while all Staff (P1 & P2) are paid on a one-week delay.

To approve or correct individual employees

1. Scroll to each employee.

Choose one:

- a) Click on the **Approve or FYI** check box to approve.
 - b) Click on the **Return for Correction** check box to send back to the employee for correction (it is recommend that you follow-up with an e-mail, phone call or verbal notification as the employee has no direct notification unless they log on to the Time Sheet section of Bear Path.)
 - c) Click on **Change Time Record** to correct the employee's time sheet. (It is recommended this be used only in the event that the employee is unavailable to make the correction for themselves). This option produces a history record (viewable by the employee) that shows who made the correction.
2. Click on the **Save** button to submit the records for payroll processing or correction.
 3. Repeat as needed for other pay IDs or departments.
 4. You're done!

To approve all employees

1. After reviewing all employees on the summary, simply click on **Select All, Approve or FYI** button.
2. Click on the **Save** button to submit to payroll.
3. Repeat as needed for other pay IDs or departments.
4. You're done!

Multi-job Employees

Some employees hold multiple jobs. (Student Workers commonly are employed by different departments in different roles.)

All jobs that you work should be listed in the system at the time you go to enter your time sheet information. If it is not, you should contact your supervisor or Human Resources immediately. It is important that you enter your time information into the correct online sheet as each job may have different pay rates, supervisors and other attributes.

All jobs listed have their appropriate departments and departmental numbers associated with them. If you have a question as to which department is correct, contact your supervisor for that department's organizational code.

View [Hourly Employees](#), [Salaried Employees](#), or [Student Workers](#) for more information on entering time sheet information.