STUDENT TRAINING:

Log into Ramlink using your windows login Ex. rcsmith-sw.
Once logged in, click on "Employees"

Under Time Entry and Approval, click on "Time Entry"

To enter time into your timesheet, click in the box under "Choose Only One"
Then click on SUBMIT.

EMPLOYEES

Welcome Desirae!

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Federal Work Study Student Worker	02/28/09	Biweekly Payroll	Financial Services	Main Campus	Lori M. Logan	03/02/09 10:00AM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Vacation Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/15/09	Sunday						⌄	☐
02/15/09	Sunday						⌄	☐
02/16/09	Monday						⌄	☐
02/16/09	Monday						⌄	☐

When entering Time in/Time out, you must enter "a" for a.m. and "p" for p.m...

Please use exact start times in the Time In/Time Out boxes. Ex. Enter 1:03p for Time In and 4:59p for Time Out. Do not round time up or down.

If you have missed a pay period, you cannot enter a prior pay period electronically. You must submit a paper timesheet, which can be found on the Main campus webpage under Quick Links/Business Office/Payroll.

NOTE: Students are not eligible for vacation/sick/break/holiday/funeral hours. Please do not enter hours into any of these boxes.

STOP – READ CAREFULLY

Once you have entered two weeks of time, click on SUBMIT. If there are errors, a message will flash up at the top of the screen in red print letting you know what must be corrected. Once your timesheet is corrected and no error messages have appeared, a CONFIRMATION screen will appear. This is where you can check your overall hours entered. If any of the hours are not correct, click "OK" then start the process over to get back into your timesheet to make any corrections.

Once your timesheet is correct and ready to send to your supervisor, you must get back into your electronic timesheet and down at the bottom, click on the small box to the right that says, **"Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval."** YOU MUST CHECK THIS BOX FOR YOUR TIMESHEET TO BE SUBMITTED SO YOU WILL BE PAID!

Then click on Submit.

NOTE: You may enter time in and time out on a daily basis. As long as you enter all of your time in by the date/hours notated at the top of your timesheet (Complete Entry By). You can click Submit and it will save your time entered on a daily/weekly basis. Once the time to enter has expired, you may not enter time in/time out.

If you click on SUBMIT without checking the box, you still have the capabilities of retrieving your timesheet to make corrections or additions.

NOTE: Once you have checked the box and clicked on SUBMIT, you **cannot** retrieve your timesheet. It has now been sent to your supervisor for approval.

Email Reminders are sent out by Payroll and you may access these emails by logging onto Outlook Web Access located under Information Resources on the Main Webpage and entering the same Username/password that is used to log onto RamLink.

Once you have entered your time and clicked on Submit, a Confirmation screen will pop up. Please verify your hours. If correct, then click on OK. If not correct, you will need to notify your supervisor that your timesheet is incorrect. Your supervisor will need to REJECT your timesheet. Once rejected by your supervisor, you may then go in and make any corrections.

NOTE: This screen will let you know if your timesheet is not complete.
(Students do not receive vacation/sick/holiday/break/funeral/overtime hours)

Once you have finished, remember to Log Out of Ramlink.

If you get the following error message, "You are not properly setup to run this process"
You will need to contact Human Resources. Please let them know the error message
you received.

If you receive this error message, "You have already electronically signed all time entries."
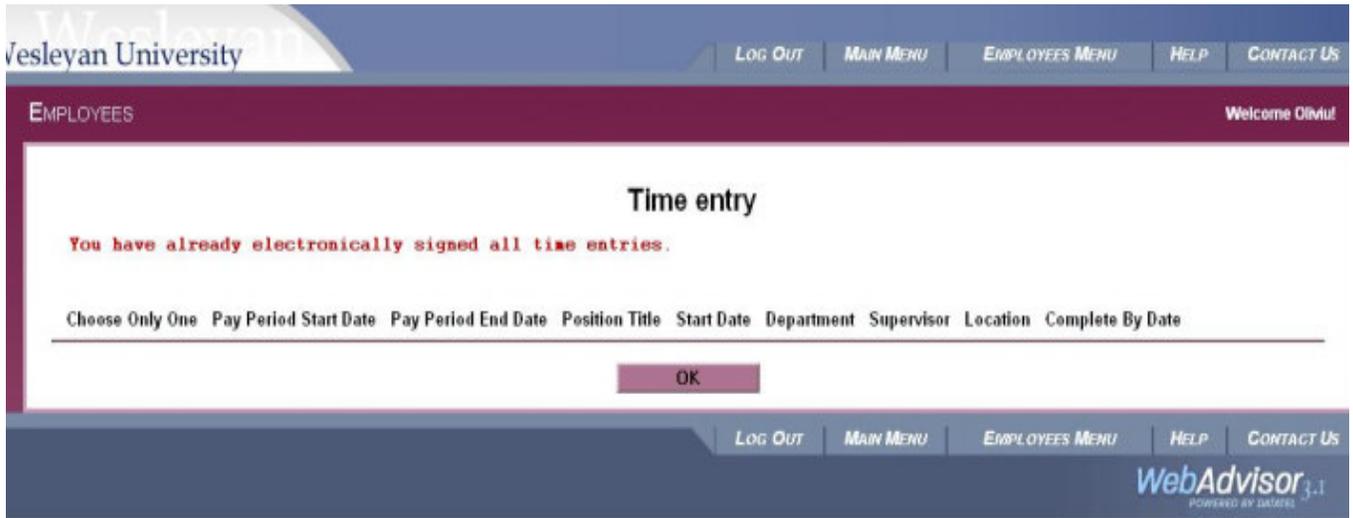
You have signed your timesheet and it has now gone to your supervisor. Remember, if your timesheet is incorrect, you need to add more hours, etc., you can ask your supervisor to REJECT your timesheet so that you can correct it, OR, your supervisor can correct it for you.

Error for entering time in/time out incorrectly:

Time Entry

The start time must be earlier than the end time. Please be sure to specify either "AM" or "PM" for all times.

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Payroll Specialist	02/28/09	Biweekly Payroll	Financial Services	Main Campus	Caron W. Patton	03/02/09 10:00AM

Leave Type	Leave Balance
Annual Leave	188.00
Sick	0.00

Date	Day	Time In	Time Out	Vacation Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/15/09	Sunday							☐
02/15/09	Sunday							☐
02/16/09	Monday	08:00AM	11:00AM					☐
02/16/09	Monday	12:00PM	05:00AM					☐