BengalWeb Time Entry
UNIVERSITY TUTORING

All ISU employees must enter their own hours online through BengalWeb every two weeks. You can find the BengalWeb homepage, which comes with lots of video and written instructions, by clicking the “BengalWeb” link at the top of the ISU homepage.

You should have a link to at least one electronic timesheet in the BengalWeb system. CAT tutors should have at least two; tutors with workstudy or CPI funding may have more, but you may have to adjust the display settings to see them. Individual and small group timesheets represent different pay rates.

Finding your BengalWeb Timesheets

1. Start at the ISU home page: click on the “Faculty & Staff” link at left.
2. On the “Faculty & Staff” page, click on the “BengalWeb” link in the screen’s middle.
3. On the BengalWeb login page, enter your usual ISU email (lastfirst) and PIN number.
4. On the BengalWeb home page, click on the “Employees” tab at the screen’s top left.
5. On the “Employees” page, find the “Time Reporting” box at left.
6. In the “Time Reporting” box, you should see one or more timesheets, as follows:

<table>
<thead>
<tr>
<th>Timesheet Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Tutoring</td>
<td>For time spent tutoring in the Math and Writing Centers and individual students by themselves.</td>
</tr>
<tr>
<td>STU Tutor ACDC02</td>
<td>CPI</td>
</tr>
<tr>
<td>IDWS Tutor LCTL01</td>
<td>State Workstudy</td>
</tr>
<tr>
<td>CWS Tutor LCTL01</td>
<td>Federal Workstudy</td>
</tr>
<tr>
<td>STU TUTOR LCTL01</td>
<td>All Others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sm Group Tutoring</th>
<th>For time spent tutoring more than one student at a time outside the Math and Writing Centers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU Sm Grp Tutor ACDC02</td>
<td>CPI</td>
</tr>
<tr>
<td>IDWS Sm Grp Tutor LCTL01</td>
<td>State Workstudy</td>
</tr>
<tr>
<td>CWS Sm Grp Tutor LCTL01</td>
<td>Federal Workstudy</td>
</tr>
<tr>
<td>STU Sm Grp TUTOR LCTL01</td>
<td>All Others</td>
</tr>
</tbody>
</table>

7. If you believe that you should have more timesheets than you can see, follow these steps to reset your display:
   - Look at the gray header bar on the "Time Reporting" Box. On the left are the words "Time Reporting" and on the right is a row of four icons.
   - The first icon looks like a diagonal line in a box. Click on it.
   - Next to the words "Number of rows" is a data entry field that probably says "2."
   - Change it to a larger number--maybe 7, just to be on the safe side.
   - Below the data entry box is a row of three blue links: "Back," "Reset," and "Apply."
   - Click "Apply" and then "Back."
   - Now do you see more than two positions? If not, get in touch with Haydie.
Entering Time on your BengalWeb Timesheet

Let’s say you tutored one student (or worked in the Math Center) for 2 hours and 5 minutes on the first Tuesday of the pay period and for 1 hour and 55 minutes on the second Tuesday of the pay period.

- Click on the blue current pay period link under your “SSC Tutor” timecard.
- You can now see Week One of the pay period. Look for the Tuesday of that week, and click the blue “Enter Hours” link on that date.
- Above the display of calendar dates, at center left, you’ll see

  Shift: 1
  Hours: 

- Enter 2.1 in the “Hours” box and then click the “Save” button at the far left. Now if you look at the Tuesday entry, you’ll see it’s changed from “Enter Hours” to “2.1”
- Scroll down to the row of buttons below the display of calendar dates, and click the “Next” button. (Do NOT click “Submit for Approval”).
- The dates now show the dates for the second week of the pay period. Notice how the “Next” button just changed to “Previous.” You can switch back and forth between the two weeks using Next/Previous as many times as you want.
- Look for the Tuesday of Week Two, and click the blue “Enter Hours” link on that date. Enter 1.9 hours in the “Hours” box above and click “Save.”

If you tutor at two separate times during the same day, add all the time together and enter the total as shown above. Do not enter later tutoring hours as a second shift.

Submitting your BengalWeb Timesheet

When you have entered all your tutoring hours for both weeks of the pay period, and not before, click “Submit for Approval.” Once you do that, you will no longer be able to make any changes to your timesheet unless you click the “Return Time” button. If you enter everything correctly for the pay period but do not hit “Submit for Approval,” your time can’t be approved… so don’t forget!

Logging Out or Switching between Timesheets.

When you have clicked “Submit for Approval,” you can log out of BengalWeb by clicking the “Logout” icon at the top right of the screen or you can enter your hours for another position by clicking the “Previous Menu” or “Position Selection” button towards the bottom of your screen and going back to the “Time reporting” box on your BengalWeb Employee Page.

Back Time.

If you forgot to enter time for a previous pay period, you cannot reopen the sheet for that pay period. You can still get paid, however. Enter the past time on the first Sunday of the current timesheet, then click the “Comment” button. You’ll see a box in which you’ll type your explanation: for example, “The 4 hours on 9/22 represents 2 hours I worked on 9/14 and 2 hours on 9/16.”

Both your paper and your online timesheets must be submitted by 9 am every other Monday Morning

Y:\success-share\CAT Paper Forms\Orientation Packet\Time Sheet Instructions S15 web.docx