

CNAV Time Sheets Training Manual for Support Staff

(updated 1/23/09)

General Overview:

You may be set up in the CNAV time sheet system after you have been hired into PeopleSoft, given access to CNAV and set up by your supervisor. Until a CNAV time sheet has been created, you will need to complete a paper time sheet. As an employee you will be responsible for completing your hours daily and reviewing and approving your time sheet by the user deadline each pay period.

Employee Roles include:

- Recording daily hours (Note: You **must** enter hours within the pay period or you will not have access to edit your time sheet after Friday at midnight and your supervisor will be required to enter you hours.
- Hours must be entered in the specified format, entering times using a colon and then am or pm without spaces (i.e., 10:00am).
- Confirm with supervisor the deadline for submitting your time sheet for their review and approval (This must be done by 10:00am on the Monday following the end of the pay period).
- Review and approve your time sheet.
- Confirm your supervisor has approved your time sheet. You can do this by selecting the correct pay period (located in the drop down directly above your name) and clicking on the “Preview Time Sheet” link (on the far right side). If you scroll to the bottom of the page and do NOT see one of your supervisor’s names behind the “Signature of Supervisor” this means the time sheet has NOT been approved and you may want to remind him/her.

Employee Data Entry of Hours:

1. Log into **CNAV**
2. Under My Place, select **My Time Sheet**.
3. Select the appropriate **time sheet** and **pay period** to record your hours.
4. Click on **Edit Time Sheet**.
5. **Record your hours** on the appropriate days with am or pm noted.
 - CHW = casual employee holiday worked
 - FH = floating holiday
 - HOL FULL = an entire day off for the holiday
 - HOL HALF = a half day off for the holiday
 - OTH = other (jury duty, funeral leave, conference, etc.)
 - SCK = sick
 - SHW = full-time or part-time staff with benefits holiday worked
 - VAC = vacation
6. Click **submit** to save.

Verifying and Approving your Time Sheet:

1. Scroll down to the bottom of the page and click the **print preview** button.
2. If your hours are represented correctly, click on the **browser’s back button**.
3. Scroll down to the bottom of the page and click on the user status button. **Click Approved**.
4. **Submit** to save
5. **This must be done by 10:00am on the Monday following the end of the pay period.**

Printing your Time Sheet (Only required if a correction is needed on the time sheet):

- Click on the **Print Preview** Button on the bottom of the screen (**DO NOT PRINT**).
- At the bottom of the Print Preview screen, click on the **Time Sheet** button.
- When that page appears click on **File** from your tool bar the select **Print**.
- Scroll to the bottom of the page and click on the **Worksheet**.
- Click on **File** from your tool bar then select **Print**.
- Make all necessary corrections, get supervisor signature, staple, and submit to payroll.