

CNAV Time Sheets Training Manual for Students

(updated 1/23/09)

As a **student employee** you will be responsible for completing a CNAV time sheet. Below is a general overview of the CNAV time sheet as well as the roles required by student employees. Helpful documents and instructions are located at

http://www.gettysburg.edu/about/offices/fa/financial_services/payroll/cnav_timesheets/index.dot

However, if you would like formal time sheet training please contact either Kim Breighner at extension 6932 or Payroll Services at payroll@gettysburg.edu

General Overview:

You will 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 or the Financial Aid Office. As a student you will be responsible for recording your hours daily and reviewing and approving your time sheet by the user deadline each pay period.

Student 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 (<https://cnav.gettysburg.edu>)
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.
 - If you are required to work on a holiday you must select CHW in the drop down box behind the OUT time.
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. Click **submit** to save
5. **This must be done by 10:00am on the Monday following the end of the pay period.**

