

CNAV Time Sheets
FAQ for Support Staff
And
Students
(Updated 1/23/09)

My supervisor just created my time sheet why can't I see it?

When your supervisor sets up a time sheet instance for you, the effective date will default to the current pay period; however, it may take about 5 minutes to appear.

Why don't I have access to approve my time sheet on Monday morning?

If you have not entered data, or even viewed your time sheet during the pay period, you will lose all access to this time sheet. For example, if you wait until the day the time sheet is due to the Payroll Office to enter your time, you will not see that time sheet in your list. It will be unavailable to you until after 10:15 a.m. At that time, you will only be able to view it, not enter any data. Also at that time, your supervisor will have access and they will be responsible for filling out your time sheet and approving it. To prevent this you should enter your hours on a daily basis.

I enter my hours and I get pound (####) signs. Why?

Hours must be entered in a certain format. You must enter the time using a colon and then am or pm without spaces (i.e., 10:00am). Sample time sheets can be located at http://www.gettysburg.edu/administration/payroll/cnav_manuals.html

Some other items to note:

When a "Back" button is provided on the bottom of the screen, this button should be used to navigate between screens. Choosing to use the browser back button instead of the CNAV back button may cause problems.

Please call the Payroll Office at x6216 if you have any questions.