

# CNAV Time Sheets Manual for Support Staff

(Updated 10/2019)

## General Overview:

Employees access the CNAV time sheet system after they have been hired into PeopleSoft, given access to CNAV and their timesheet set up by their supervisor. Until a CNAV time sheet has been created, a paper time sheet should be completed. Employees are responsible for recording worked hours daily and reviewing and approving the time sheet by the user deadline each period.

## Employee responsibilities include:

- **Record hours daily.** It is of the utmost importance that you record your hours daily and submit them in a timely manner. If a time sheet is submitted late it not only delays your paycheck but it also impacts your federal taxes and Department of Labor compliance. Completing your time sheet is part of your job responsibilities.
- 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 your 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
  - 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.**