

Using Web for Employees

1. Open your internet browser (Mozilla, Netscape, Internet Explorer, etc).
2. Enter the address of the Montclair State home page in the address field: www.montclair.edu.
3. Press ENTER (on your keyboard).
4. From the QUICK LINKS section of the home page (right side, towards top), click on the down arrow to view the Quick Links choices.
5. Scroll down to and then click on WEB EMPLOYEES. This will take you to the Web for Employees main page.
6. Place your cursor on ENTER EMPLOYEE SELF-SERVICE (your cursor will change from an arrow to a hand) and then click once.
7. Towards the bottom of the page, click in the box labeled EMPLOYEE ID and then enter your Social Security number. Do not use any dashes, spaces, or slashes.
8. Tab to or click in the box labeled PIN and type in your MSU PIN*. Again, do not use any dashes, spaces, or slashes.
9. Click on LOGIN (or just press ENTER on your keyboard). This will take you to the main page of Web for Employees.
10. The first time you log into Web for Employees (as of March 27, 2006), you will be required to create a one-time PIN question and answer. The PIN question is used to verify that you are who you say you are. The question—which you create—should have only one answer, something only you should know. Once you've established your PIN question and answer and at some point you forgot your PIN answer, you will have three opportunities to answer your PIN question correctly. If you fail after three attempts, the system will lock you out. Please contact Joanne Walsh at X5490 or send an e-mail to PinReset@mail.montclair.edu for assistance.

Here are a few examples of good PIN questions:

- Q: What was the name of your first pet? A: Rover
- Q: What is the name of Uncle Fred's first wife? A: Amelia
- Q: Where was Aunt Zelda born? A: Paris
- Q: What is Mom's maiden name? A: Franks

11. Putting your cursor on the white writing in the blue bar will display the options available for that section. For example, PAYROLL will display several options, including viewing your pay stub. Under EMPLOYMENT, one of the options is vacation and sick leave balances.
12. Move the cursor down the list to the option you want and click once.
13. For some options, you will need to follow the prompts; others will display the information desired immediately.

NOTES:

- If you double click at any time within Web for Employees, you will be thrown off the system with the error message LOGIN EXPIRED. You'll need to start from scratch.
- If the system is left idle for more than a few minutes, you will be logged out automatically. This is a safety feature in case you walk away from your computer or are otherwise distracted.
- You can always go back up to the blue bar/white writing to jump to another area.
- Be sure to click EXIT (top right on all pages) when you are finished using Web for Employees. This will keep your information safe from prying eyes.

*The PIN is initially set to the date of birth (MMDDYY). As an employee and/or student, you will have only one PIN at MSU. Changing the PIN in one web-for product changes it in all MSU web-for products.

Using Web Time Entry (WET) As an Employee

1. Go to Web for Employees. (If you need instructions as to how to do this, please see USING WEB FOR EMPLOYEES.)
2. Position your cursor over the word PAYROLL on the blue bar with white writing. From the drop-down menu which will appear, select EMPLOYEE TIME INPUT ENTRY.
 - If multiple time sheets are available (i.e., open on that date), you must indicate which time sheet you wish to work on. If more than one is available, select the first one listed for the current time period. Click in the circle to flag the desired time sheet and then click CONTINUE.
 - If only one time sheet is available, the system will automatically display it.
3. The actual time sheet begins with the title ENTER TIME. A grid displays days and dates down the left side of the screen and space for data entry to the right.
 - For vacation time, enter the hours used, day by day, under the heading VAC.
 - For sick time, enter the hours used, day by day, under the heading SICK.
 - For all other times used, click the down arrow to display pull-down menus to enter the EARN CODE and then enter the HOURS in the corresponding box. For example, if EARN CODE 1 is set to 190 COMP ACCR (for Comp Time Accrued), HOURS 1 would contain the corresponding hours of comp time accrued on that day.
 - Different job groups will have different options on pull-down menus. If you don't have a pull-down for what you're trying to enter, you cannot enter that particular option.
4. When all hours have been entered for the time period in question, click on COMPLETED--from the drop-down at the bottom left of the page--then click SUBMIT.

NOTES:

- Enter time "exceptions"; in other words, you enter the time you are *not* in the office. If you're used to entering the time you come in/leave, you need to shift your thinking slightly.
- Enter time in increments of $\frac{1}{4}$ of an hour; for example, 3.25, 5.75, 1.50, 4.00, etc.
- The system knows which days are holidays; you do not need to enter anything for them.
- Even if the status of your time sheet is COMPLETED, you may still make changes to it and click SUBMIT again as long as the period for entry has not closed out. After making changes, COMPLETE and SUBMIT again and the time sheet will update.
- If you have not used any time, you should still change your status to COMPLETED. This lets your supervisor know you've reported your time. Be sure to SUBMIT as well.
- COMMENTS may be typed in the box at the bottom of the screen in order to explain any unusual situation. Any text entered is visible by your supervisor and is part of the record.
- During summer hours, many employees work an 8.75-hour day, Monday through Thursday. Enter 8.75 if you take a full day. A warning message will display once you SUBMIT; however, ignore the message.
- For any problems or questions, send an e-mail to TimeKeeper@mail.montclair.edu.

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