



Employee Timesheet Guide

Website Link

Lumina System: <https://secure.entertimeonline.com/ta/965.login>

Web Clock: <https://secure.entertimeonline.com/ta/965.clock>

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Clocking In or Out

You can clock in or out using the web clock found at the [Website](#)

Username is the First initial of the first name plus the entire last name.

Password defaults to your full social security number, no dashes, and needs to be reset to a minimum of 8 characters containing all 4 of the following options: uppercase letter, lowercase letter, number, and/or symbol.

Username:

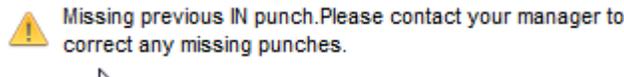
Password:

When starting your day or returning from lunch, you will need to clock in. Default department if you do not allocate your hours between different departments, or use the “choose dept” button if you need to choose a different department you will be working in. When leaving for lunch or the end of the day, you will choose “clock out”.



You will receive a confirmation

or



If you receive a warning like:

you missed a punch and will

need to login and use the [change request](#) to correct your missing punch.

Resetting your Password

If you forget your password, you can use the Problems Logging in Link

Username:

Password:

[Problems Logging In?](#)



You will first need to type in your username

A screenshot of a web form titled "Password Reset". It contains a single text input field labeled "Username:" which is currently empty. Below the field are two buttons: "Back To Login" on the left and "Continue" on the right.

After you enter your username and press continue, you will need to verify your identity with your social security number (not including any dashes or spaces)

A screenshot of the "Password Reset" form. The "Username:" field now contains the text "test". Below it is a new field labeled "What is your social security?:" which is filled with ten black dots to mask the input. The "Back To Login" and "Continue" buttons remain at the bottom.

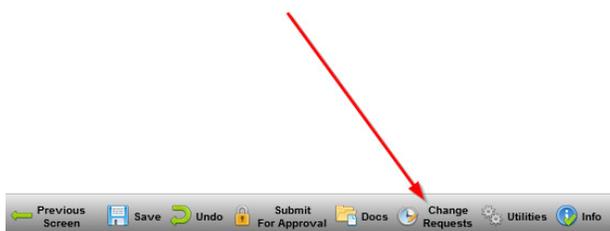
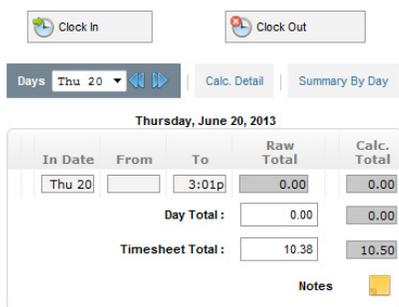
Once you press continue, you will be able to enter in a new password to a minimum of 8 characters containing one each of the following: uppercase letter, lowercase letter, number, and/or symbol.

Change Requests

A Change Request asks your supervisor to make an update to your timesheet on your behalf, like a missed punch in. You will need to be on your timesheet still, or navigate there from the link on your dashboard:



Here, the change request button  is at the bottom of the screen:



This will open up a popup.

You will want to choose your Change Type. Your options are:

- Cancel Time Off – if you need to remove a [time off request](#)
- Modify Punch In – for a missing punch in
- Modify Punch Out – for a missing punch out

After choosing your change type, it will open up your options (the modify punches option will open up your punches, while the cancel option will show the different types of time off).



Choose the entry you wish to edit by clicking on the little blue pad and pencil. In this example, I forgot to punch out on 12/1:

Change Type:

Select Time Entry				
	Date	From	To	Hours
	11/30/2014			
	11/30/2014	10:00a	11:30a	1.50
	12/01/2014	08:00a	12:00p	4.00
	12/01/2014	01:00p		
	12/02/2014	08:05a	12:00p	3.92

Then, enter in the time left and press submit changes.

Request Timesheet Change

Change Type:

Select Different Time Entry

Edit Time Entry

Date: 12/01/2014

Time From: To: Total Time:

You will then enter a reason before pressing Request

Request Change Comment

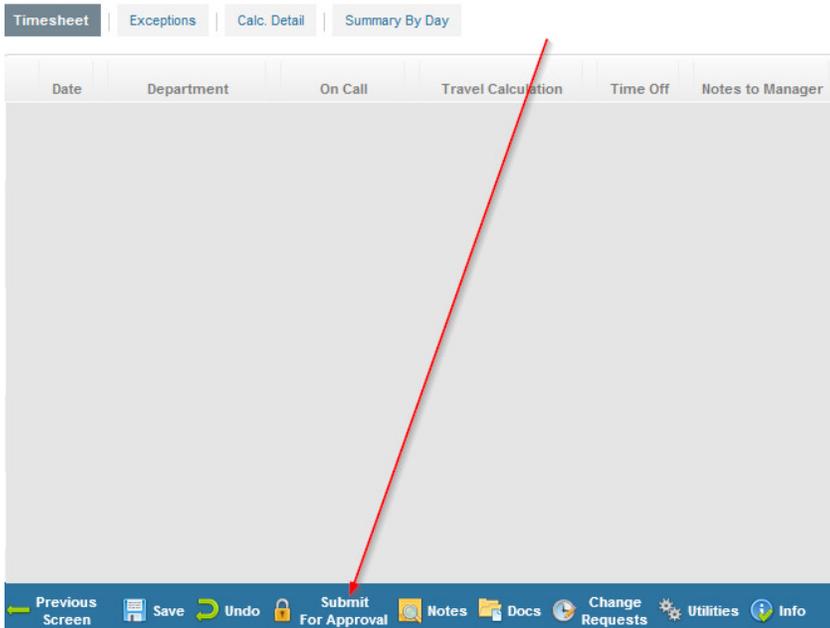
Please enter reason for requesting a timesheet change.

Reason:

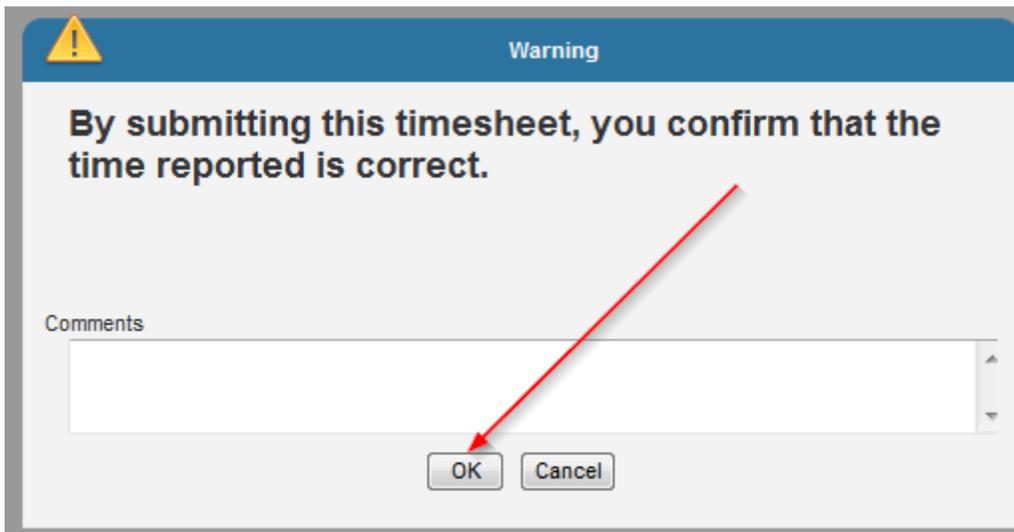
Submitting your Timesheet

After you clock out on the last work day of the pay period, you need to submit your timesheet to your manager for approval. Once your timesheet is submitted, you will be locked from the ability to add notes or requesting system changes once your timesheet is submitted, so be careful and do not submit it early.

Use the submit timesheet button at the bottom of the screen:



You may receive a warning about a current or a future timesheet. This is so that you do not accidentally submit if you will still be working throughout the period. You will also receive a disclaimer:



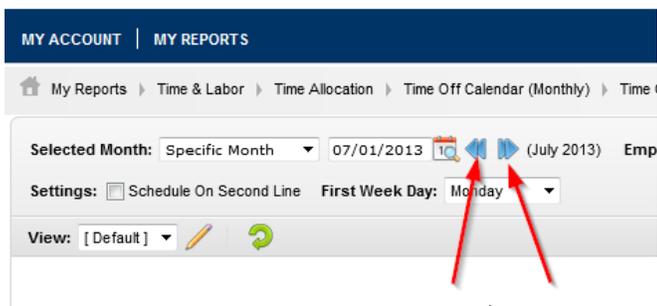
Once you press okay, your timesheet will have been submitted. If you accidentally submit it early, you can request your manager to “reject” it to reopen it back up for you to edit information.

Viewing the Time off Calendar

You can view the time off calendar with the link from your dashboard:



The time off calendar will default to the current month. You can change your month using the blue arrows at the top left of the screen



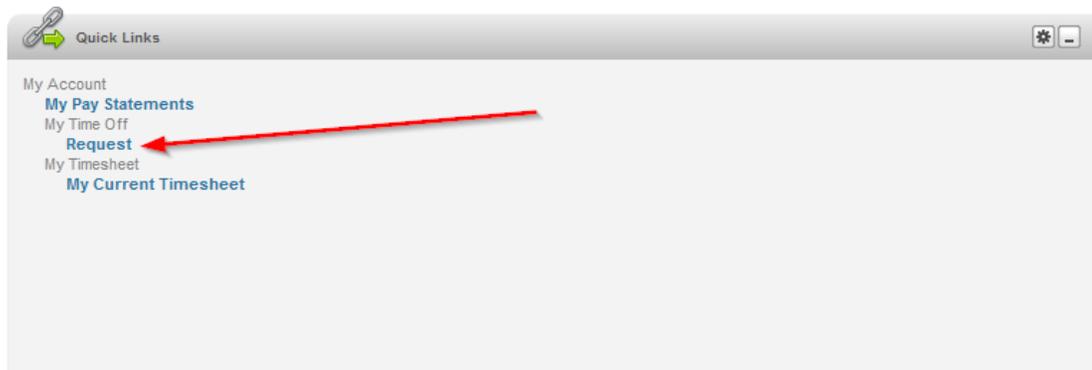
This report will give you a snapshot of scheduled time off

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12 Employee, Test 8.00 Marketing, Test 8.00	13	14

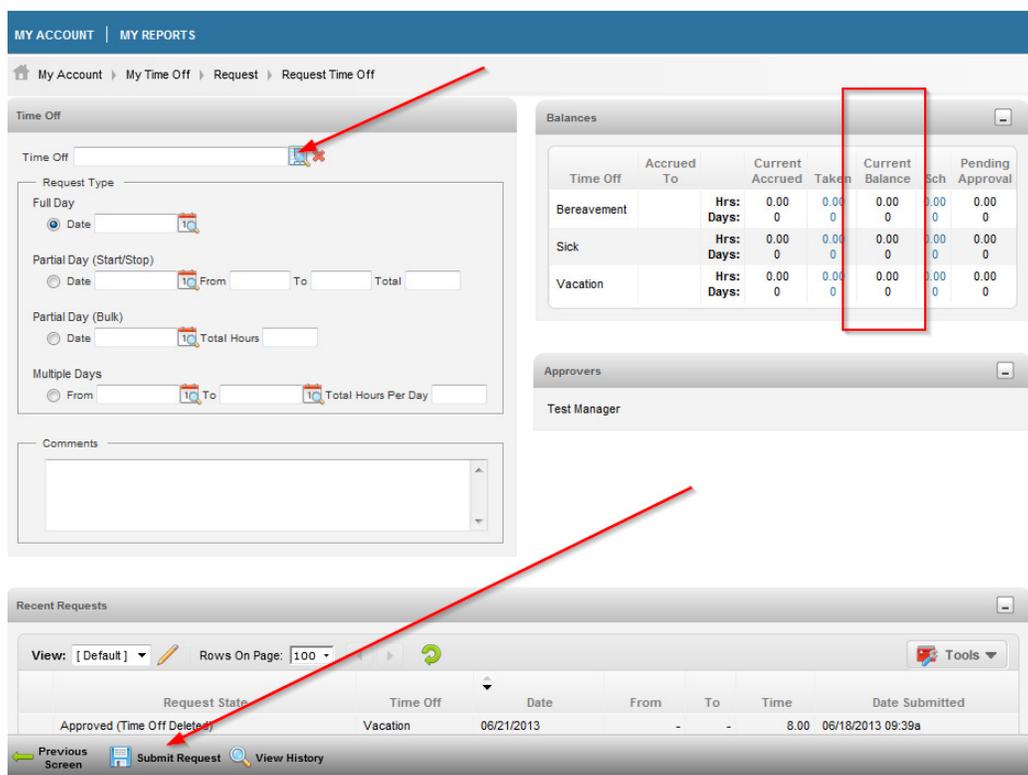
In this example, there are two people who are taking 8 hours off on Friday, the 12th.

Requesting Time Off

Requesting time off can be done with the link from your dashboard:



The Request form looks like this:



First you will need to choose your type of time off using the magnifying glass.

Then you can choose whether you need a full day, partial day, or multiple days using the bullets.

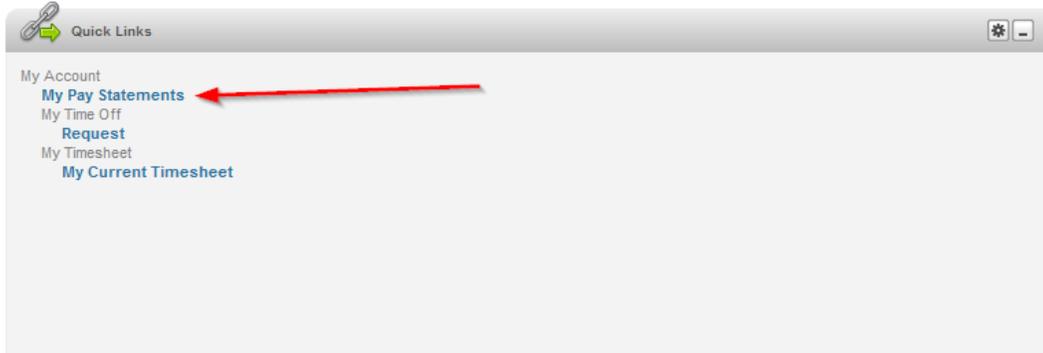
Remember to check your current balances to ensure you have the time off available.



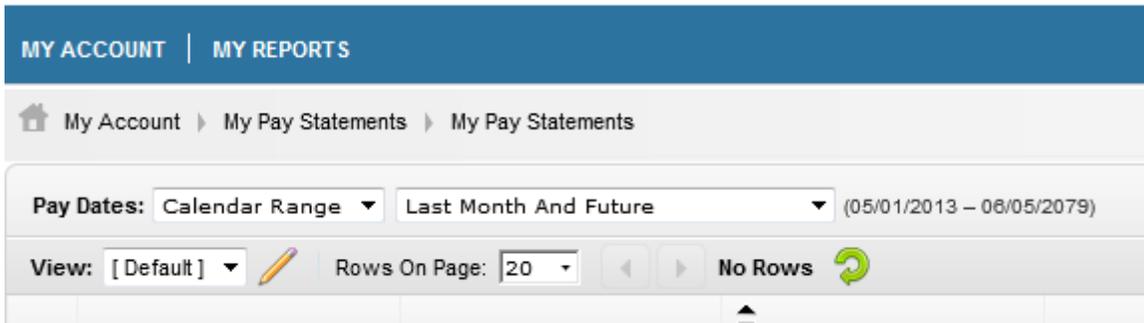
You can also type in comments and press  to send your time off request to your manager.

Viewing your Pay Statements

You can view your pay statements (check stubs) by using the quick link on your dashboard:



At the top of this report, you will see the time frame for the statements you are viewing.



If you need to view something from a different period, change these using the drop downs.

Click on the icon on the left to view the pay statement



Pay Statement Preview: Historical Q1 2013-03/31/2013

#9999999 - TEST HOURLY		Check # SETUP		Pay Date: 03/31/2013 (01/01-03/31)	
Admin					
Your Earnings			Tax Allowance Settings		
	Rate	Hours	YTD	Current	YTD
Reg	10.00	80.00	80.00	800.00	800.00
Gross Pay				800.00	800.00
Voluntary Deductions					
			Current	YTD	
Advan			100.00	100.00	
Taxes Withheld					
	Taxable	Taxable YTD	Current	YTD	
FIT	800.00	800.00	125.00	125.00	
FICA	800.00	800.00	49.60	49.60	
MEDI	800.00	800.00	11.60	11.60	
Total			186.20	186.20	
Net Pay				513.80	513.80
Check				513.80	513.80
Your Company Paid Benefits					
			Current	YTD	
FUTA			4.80	4.80	
FICA			49.60	49.60	
MEDI			11.60	11.60	
Washington Rate			0.24	0.24	
SDI:WA			10.56	10.56	
SUTA:WA			13.76	13.76	
Total			90.56	90.56	

Download PDF Send To... Close

You can either view the statement on the screen or print it by clicking on Download to PDF, and clicking open. Once it is in PDF, you can print the document to any printer you like.

Submitting a new Form W-4

If you need to submit an updated form W-4, use the withholding link on your dashboard:

Quick Links

- My Account
- My Forms
 - Withholding**
 - W2s
- My Overtime Requests
 - Request
- My Pay Statements
 - Request
- My Time Off
 - Request
- My Timesheet
 - My Current Timesheet
- My Reports
 - Time & Labor
 - Time Allocation
 - Time Off Calendar (Monthly)



Click Add New Withholding Form at the bottom of the screen.

Choose the correct year, and click on Employee's Withholding Allowance Certification

A screenshot of a web application dialog box titled "New Form". The dialog has a grey header with a question mark icon and the text "New Form". Below the header, it says "Please click on the form you want to add." There is a "Year" dropdown menu set to "2014". Underneath, there is a "Federal" section with a list of forms. The first item is "W-4 Employee's Withholding Allowance Certificate", which is highlighted in light blue. A red arrow points to this item. At the bottom of the dialog is a "Cancel" button.

You can use the top section of the W4 to help you figure out how many exemptions you qualify for, if needed.

Fill out the missing information on the W4 at the bottom **NOTE: Even if you filled out the worksheet on top, you MUST transfer to the bottom. The system will not look at the top worksheet to determine exemptions.**

Click Submit Withholding Form at the bottom

You will be asked to enter your password. This is the password you used when logging into the system. This will work as your signature for submitting the W4.

NOTE: New these changes will not be updated until they are approved. You will receive an email to confirm your changes have been completed.