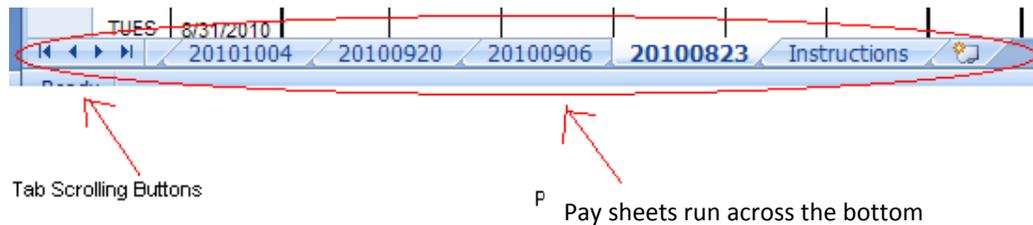


Student Electronic Pay book (Time sheet) Instructions

To set up your pay book:

IMPORTANT first steps:

- 1) **SAVE** the time sheet to your GRCC J:drive.
- 2) Open the time sheet and click the **"Enable Content"** button at the top of the document.
- 3) From the Set Up tab, complete the required information in the pink boxes
 - a. Name
 - b. Employee ID Number (student ID# without the "w") - if you do not know your ID#, call the Payroll Department (ext. 4018, 3965, or 4038)
 - c. Department
 - d. Supervisor Name
 - e. Record Number -record number should always be (0) zero unless you have more than one job. If you have more than one job you will need to build a separate pay book for each job.
 - f. Weekly Hours – leave at the default setting of 0 hours.
 - g. E-mail address - Please use your GRCC email address. Notifications will only be sent to GRCC email accounts.
 - h. Supervisor E-mail - Please use your supervisor's GRCC email address.
- 4) The date tabs to the left of the set up tab are created using the pay date (yyyymmdd). Every pay cycle, you will need to click on the appropriate tab for the pay date to be reported. You may also need to use the tab scrolling buttons to see the particular pay sheet you need (see example below).



- 5) Once you get your pay book set up, be sure to save it to your GRCC J:drive **AGAIN**. (Note: if you are on a newer version of excel, you may get a warning when saving. If so click on continue to save)

Reporting hours worked:

- 1) Complete in and out times using the format **(hh:mm AM or PM)** indicated on the time sheet, which will automatically fill in the hours worked column. The biweekly hours worked will be calculated adding the weekly totals.
- 2) Time sheets should not be submitted until after your worked time is completed for the pay period.
- 3) Click on the "Submit Time Sheet" button in the upper right corner of the time sheet.
 1. A pop up window will appear indicating that your time sheet has been sent to ImageNow. Click on OK
- 4) You will receive two email notifications from your GRCC email address:
 1. One 10-15 minutes after your time sheet has been successfully received by ImageNow. If you do not receive this email, your time sheet was not successfully submitted and you must re-submit.
 2. Another when your supervisor has reviewed your time sheet, indicating if it has been approved or denied. If you do not receive this email, please follow up with your supervisor to ensure you are paid correctly and on time. If your supervisor has denied your time sheet, the email will include the necessary corrections to be made before resubmitting your time sheet.
- 5) Corrections cannot be made to a time sheet once it has been submitted. A new time sheet must be resubmitted.