

Quick Timesheet Reference for Non-Exempt Employees

(May be overtime eligible)

1. Log on to <https://patriotweb.gmu.edu/>. You should bookmark this site, as it is where you will enter your time each pay period. Be sure to enter your time daily. Select **LOGIN**.
2. Enter your Mason Username (aka NetID) and password (these are the same credentials you use to log in to Mason email, Blackboard, etc.). As an example, if your Mason email is jdoe@gmu.edu, enter jdoe. Select **LOGIN**.

Note: The first time you use the system, you will be asked to provide a simple question and answer to that question to be used in case you forget your password. You must do this to proceed further.

3. Select the **Employee Services** tab and then select **TIME SHEET**.
4. If you have choices at the next screen, choose **Access My Time Sheet**. Click on **SELECT**.
5. Select the correct **Pay Period and Status** dates. Select **TIME SHEET**.
6. On the time sheet, select the **Regular Earnings** fields for hours worked or choose the field for the type of leave you are reporting. On the correct line select **Enter Hours** in the column to enter the hours on the date worked or the date the leave was taken.
7. This will take you to another screen. In the **Hours** field, enter number of hours for all hours worked (in quarter-hour increments) and enter hours for any leave time taken.
8. Select **SAVE**. Repeat this step for every work day during that pay period.
9. You may select **PREVIEW** to double-check your work. If changes are necessary, select **PREVIOUS MENU** to return to your time sheet to make those changes.

You will submit only at the end of the pay period. Be sure to make changes before you submit, as you will not be able to edit your entries after your timesheet has been approved by your approver.

10. To exit, select **EXIT** on the top of the screen.
11. Optional: Select **COMMENTS** to communicate with your supervisor/approver. After making your remarks, select **SAVE** and then **PREVIOUS MENU** to return to the time sheet.
12. At the end of the pay period when your time sheet is complete, select **SUBMIT for APPROVAL** to forward your time sheet to your supervisor/timesheet approver for approval. Enter your password and select **SUBMIT** to confirm the submission.