



*Office of Recreational Services*  
*Student Employee, Web-Time Sheet Instructions*

**NOTE: before you can submit a web time sheet you should have turned in your employee application to Payroll (Admin Building, Room 206). This notes the amount you'll be paid – if this has not been turned in...you will not be in the system to get paid!!!**

**BROWSERS YOU CAN USE:**

- Firefox
- Internet Explorer

**LOCATING YOUR WEB-TIME SHEET:**

1. Go to the main CNU webpage
2. Click on *CNU Connect* at the top of the page
3. Log-in to *CNU Connect* using your portal ID and password
4. Click on “*Web Time Sheet*” at the top right corner
5. Enter your portal ID and password
6. Select the pay period you are adding hours for
7. Select the week you are entering hours for
8. Enter the hours you need to update and hit *enter hours*
9. Click on *Submit to Supervisor* when complete

Submitting Web-Time Sheets **MUST** be done every two weeks.  
This is YOUR responsibility!


The List of dates are posted on our website <http://recreation.cnu.edu> (Click “RecJobs,” then “Staff Resources” tab.

**See the Diagrams on Page 2!**

Select "Web Timesheet" after you log onto CNU Connect

Mail [Calendar](#) [Documents](#) [Sites](#) [Video](#) [more](#) ▼ emily.baumgardner.08@cnu.edu | [User settings](#) |

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[Scholar](#) [CNU Live](#) [Helpdesk](#) [Captains Card](#) [Web Time Sheet](#)  
[Directory](#) [Change My Password](#)  
 Housing Lottery Time Ticket: 4/6/2010 10:56:00 AM Lottery Pin: MVBPAB

**What's Happening at CNU**

Everything | Art and Culture | Athletics | Student Activities

[All Events](#) by danielle.messam.08@cnu.edu (Danielle Messam)


[Multiculturalism on a Predominately White Campus - New McMurran Hall 164](#)  
 7:00PM to 9:00PM  
 [Wed Feb 23 14:00:00 2011]

[CNU Baseball vs VA Wesleyan - Fields](#)  
 2:00PM to 5:00PM  
 [Thu Feb 24 09:00:00 2011]

« February 2011 »

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

**Step 1: Select Pay Period, Step 2: Select which week(s) you need to input your hours, Step 3: Select the day of week you want to input hours!**



[Home](#) | [Time Sheets](#) | [Processed Time Sheets](#) | [Logout](#)

Home > Timesheet

Time sheet for: 1 [Time Sheet Help](#) [PAYLINE LOGIN](#)

Baumgardner, Emily | 02/13/11 - 02/26/11 | Athletics Recreational Services - Undergraduate Student

2
Week 1 | Week 2 | Pay Period Total | Year Total

Sunday | RG - Regular Hours to be Paid | Enter Hours:  |

Timesheets for the selected pay period are due by 5:00pm on 02/28/2011.

HOURS WORKED AND PAID/UNPAID LEAVE		RG	OT
Sunday	02/20/11	1.5	0.0
Monday	02/21/11	0.0	0.0
Tuesday	02/22/11	0.0	0.0
Wednesday	02/23/11	5.0	0.0
Thursday	02/24/11	0.0	0.0
Friday	02/25/11	0.0	0.0
Saturday	02/26/11	0.0	0.0
Week 2 Total		6.5	0.0

joy.kearney@cnu.edu |  **WARNING: Verify that any values highlighted in red are correct before submitting to supervisor. Overtime requires prior approval.**