

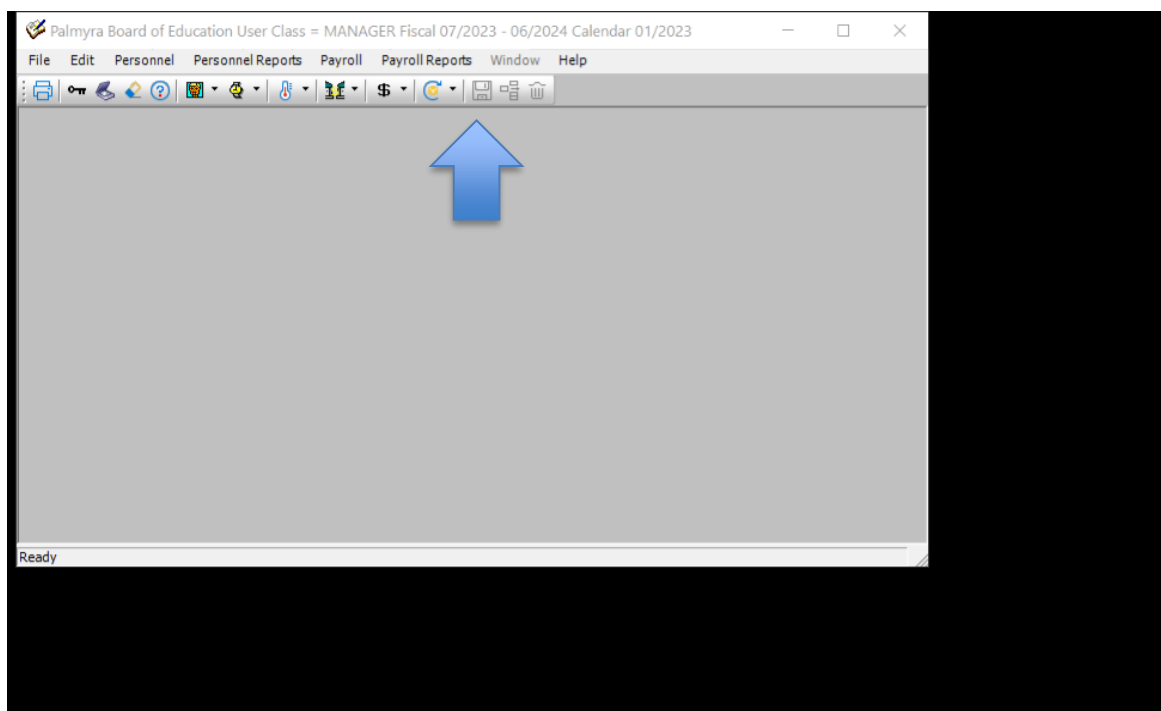
CSI Web Based Timesheets Manual

KEY INFORMATION

- Extra compensation must be submitted and approved by the Submission Due Date on the Pay Schedule
- Extra compensation can be entered any time up to the deadline on the Pay Schedule
- Coaches and advisors will no longer submit an extra compensation / green sheet request. All coaches and advisors with BOE approval will continue to receive their extra compensation according to the Pay Schedule (See the Extra Pay Column)

Approval Instructions

1. Log into CSI Personnel with your Username
2. Type in your password
3. Select "Payroll"
4. Select "Web Payroll"
5. Select "Approve Portal Hours"
6. To approve, select on the line item (similar to a purchase req)
7. Once you have approved all items, select the floppy disk on the top right-hand side to save everything you approved (see blue arrow)



Submitting for Approval

1. Log into the payroll portal:

<https://pr.palmyraschools.com/login;r=%2Fhome>

2. Type in your username (your school issued email. The only exception would be Cafeteria Aides, After Care Staff, and Substitute Teachers / Paraprofessional. These employees will use their personal email, which is provided to the Business Office when the employee is first hired).

3. Type in your password (if needed, please reset your password)

4. Select "Timesheet Link" on the ribbon. All your timesheet earning types will be listed.

**For all items associated with Palmyra High School and Middle School, the earning type will begin with "PHS"

**For all items associated with the Charles Street School, the earning type will begin with "CSS"

**For all items associated with the Child Study Team, the earning type will begin with "CST"

**For all items associated with the Charles Street Child Care Program, the earning type will begin with "CSCC"

*For all items associated with the Pre K Program, the earning type will begin with "PRE K"

5. Select the appropriate option available







KEY INFORMATION:

Time sheets entries can be defined in 2 different ways; Entered by number of units (Days, Hours, Classes) or by starting and ending date / time. (see next page for screen shot)







Anatomy of a Time Sheet Earnings Type

Time sheets entries can be defined in 2 different ways; Entered by number of units (Days, Hours, Classes) or by starting and ending date/time.

Entry by units:

C:01 Web - pay by Cls			+ New Entry
Total Classes: 9.00			
Fri, May 13, 2022	3.00 Classes	1/2 Day for Mrs. Jones	 
Thu, May 12, 2022	6.00 Classes	Full Day for Mr Kelly	 
Fri, Apr 29, 2022	3.00 Classes	Cover Mr. Greene classes	
Thu, Apr 28, 2022	3.00 Classes	Cover Mr. Williams classes	

Entry by start/end date/time:

H:01 web Bedside					+ New Entry
Total Hours: 151.34					
Wed, May 11, 2022	9:00 AM	4:00 PM	7.00 Hours	Home schooled Bobby Smith	 
Thu, Apr 14, 2022	9:00 AM	12:00 PM	3.00 Hours	Home schooled Mary Jones 1/2 day	
Fri, Apr 1, 2022	9:00 AM	12:00 PM	3.00 Hours	1/2 Day Mary Jones	
Tue, Mar 29, 2022	9:00 AM	12:00 PM	3.00 Hours	1/2 Day John Brown	
Tue, Mar 1, 2022	9:00 AM	12:00 PM	3.00 Hours	1/2 Day Harry Williams	

6. Create your new entry / edit an existing entry / delete an existing entry (see below)



Click this button to create a new time sheet entry.



Click this button to edit an existing still unapproved entry.



Click this button to delete an existing still unapproved entry.



The entry has been approved and can no longer be edited or deleted.

7. If you are creating a new entry for units, see below:

Entry Screen for units:

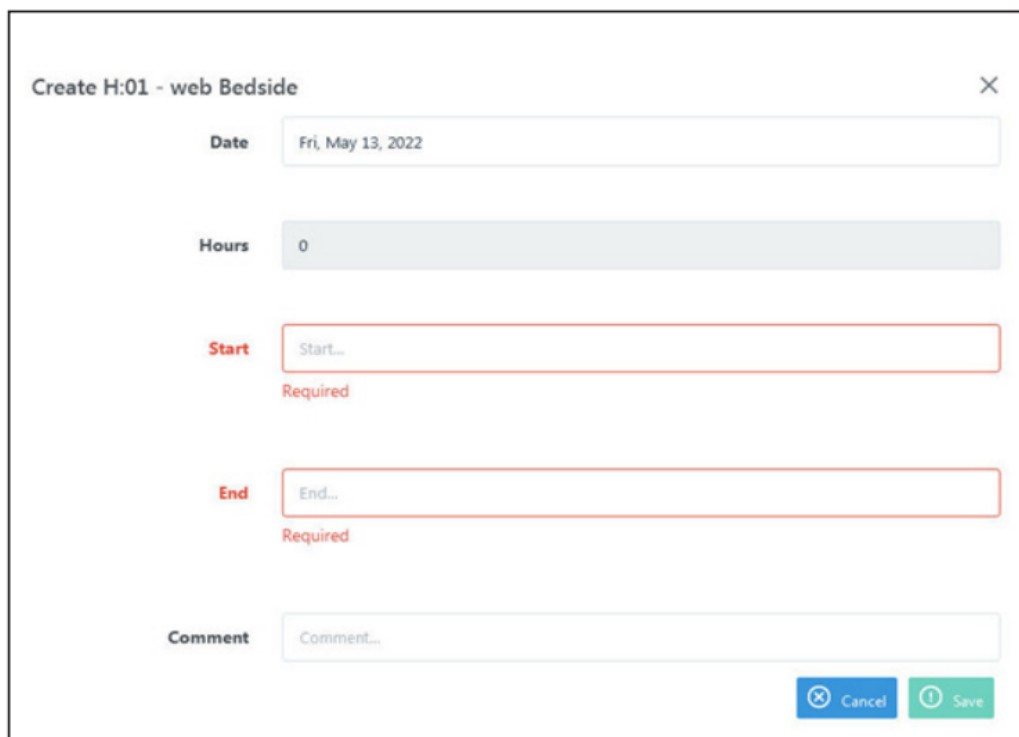


****Enter the number of units (in this example its covering class****

****The Comment Section must be completed by the staff member****

If you are creating a new entry for starting / ending date / time, see below:

Entry Screen for Starting/Ending Date/Time:



Enter a starting and ending date / time. The ending date and time must be greater than the starting date and time. The number of hours between the two will automatically be calculated. The comment section must be completed with a short description of what the staff member did to earn the extra compensation.

8. Once step 7 is completed, select “save”

Entry Screen for Starting/Ending Date/Time:

Create H:01 - web Bedside

×

Date

Fri, May 13, 2022

Hours

0

Start

Start...

Required

End

End...

Required

Comment

Comment...

⌕ Cancel

💾 Save

