

# Hampshire College

## PAYROLL BASICS

### ENTERING A TIMECARD

- Go to thehub.hampshire.edu
- Click "Log In" on the top right corner
- Enter your user ID and password & click "submit"
- Click on "Employees"
- Click on "Enter a Timecard"
- Choose your position & click "submit"
- Enter your hours in one of the columns unless you worked a partial day
- For example, if you have an 8 hour shift
  - And you worked your full shift - enter 8 under "hours worked"
  - If you took a vacation day - enter 8 under "vacation hours"
  - If you worked a partial day, an example would be: 6 under "hours worked" and 2 under "sick hours"
- Click "submit"
- Under "select an option" click "FINISHED"
- Click "submit"

### TIMECARD DEADLINES

**Employee's deadline** to submit time is 1:30pm every other Monday with the exception of Holidays.

**Supervisor's deadline** to approve time is every other Tuesday at 9:30am

### CODING TIME

**College Closed** is used for a scheduled closure (i.e. Christmas Break).

**Emergency Closing** is used for Emergency closing (i.e. Snow Day).

**Holiday** is used when you do not work (i.e. New Year's Day)

**Holiday Worked** is used if you work the Holiday.

**Call back** time is used when you are not on Campus and you get called into work. This is not scheduled ahead of time.

**Shift Differential** applies only to second - and third-shift schedules - that is, shifts starting at 2 p.m. or later.

### PRIOR PERIOD ADJUSTMENTS

Always use the prior pay period for adjustments to previous payrolls. Check the box found at the bottom of the timecard

Click here to adjust time from prior pay period

Comments for Supervisor	3/19/22 March spring day-day off.
Supervisor Decision	Pending Approval
Comments from Supervisor	

#### The correct way to enter

If you missed a day completely in the old pay type you would not enter in any hours because you originally had "0" hours. In the new pay type enter in what was missed. If you are adjusting time from regular to sick, vacation, personal etc. you would enter in what you were paid as old pay type and what it should have been in the new pay type.

Date MM/DD/YYYY	Old Pay Type	Old Hours	New Pay Type	New Hours
05/24/2023	Regular	8	Sick	4.00
05/24/23	Vacation	5	Regular	5

### TIPS & REMINDERS

We do not have Leave codes set up so be sure to enter comments for reporting purposes.

If you are working through your lunch or are on leave (i.e. medical, parental, workers comp etc.) make sure you add it in the comment section found at the bottom of the screen.

Supervisors: if you reject a time card it is also helpful as the supervisor to comment to payroll ex. "Payroll please adjust Monday 04/11 from regular to sick."

If you have any questions, as an employee or a timecard approver, please do not hesitate to email payroll staff at payroll@hampshire.edu