

Student Employee Time Entry Job Aide

- 1) Navigate to the Bear Trax homepage (<http://www.shawnee.edu/beartrax/>) and click the Bear Trax logo to log in.

Home | BearTrax

“The Oracle platform provides the tools we need to focus on our highest priorities as an institution.”

- Rick Kurtz
President of Shawnee State University

Welcome to Bear Trax

BEAR TRAX <--- Click to log in

Main Links
BearTrax Home

Bear Trax is a web-based system built on an Oracle cloud platform. The tool is designed to make your job easier using modern industry standards.

- 2) Enter your Bear Trax User ID and password
(to obtain your Bear Trax ID or have your password reset, email beartrax@shawnee.edu or call (740) 351-3248)

Sign In

Enter your single sign-on user ID and password.

User ID

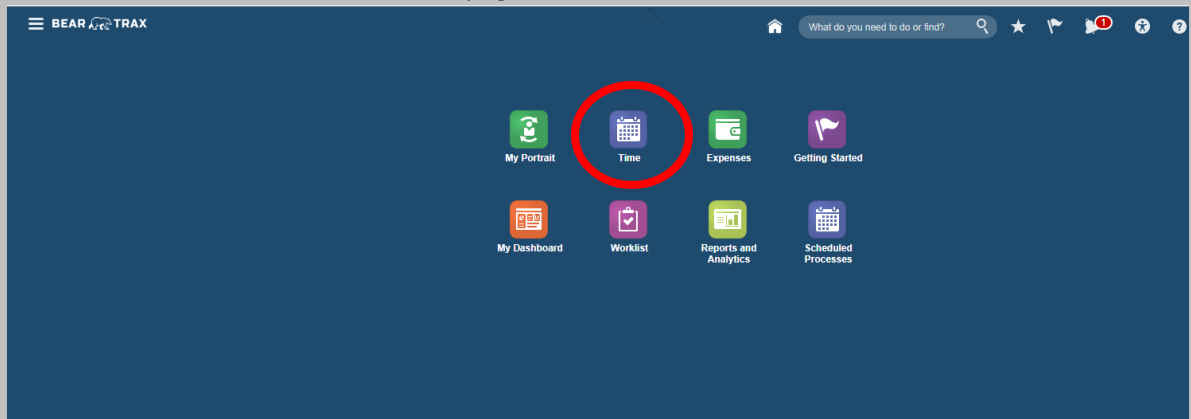
Password

Sign In

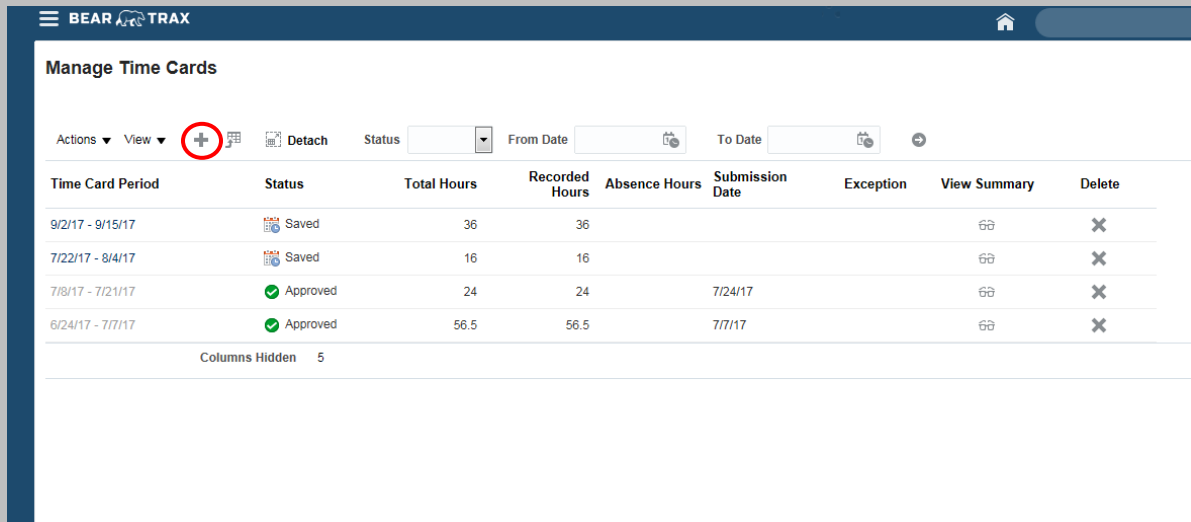
[Forgot Password](#)

English

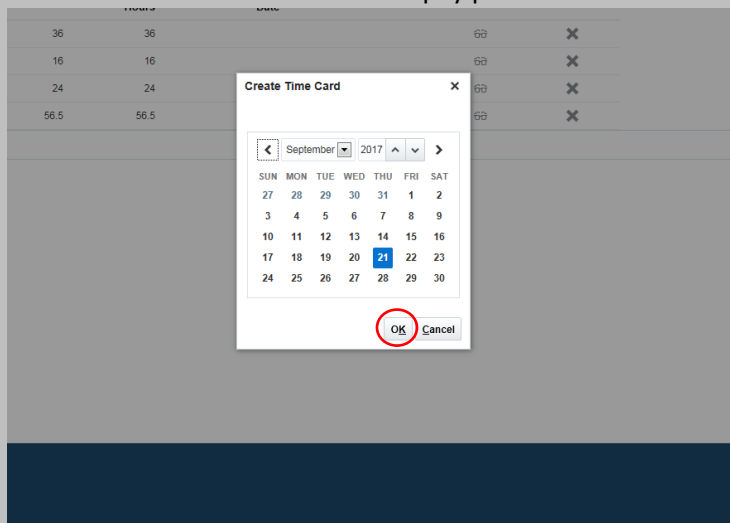
3) Select the "Time" icon from the home page.



4) Click on the "+" button to create a new time card



5) Select a date for which you want to enter your time and click "OK." Make sure that the date selected is within the current time pay period.



- 6) Click on the “Position” dropdown and select the position for which you want to enter your hours.

Time Card Details

Time Card Period 9/16/17 - 9/29/17 Time Card Comments

Status New

Time Entry

Actions ▾ View ▾ Format ▾ + Add Row Below ▾

	* Hours Type	* Position	Saturday, September 16		Sunday, September 17		Monday, September 18		Tuesday, September 19		Wednesday, September 20	
			Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Daily Totals

- 7) Click on the “Hours Type” dropdown and select “Regular.” If nothing appears in the dropdown, you can also type “Regular” in the box and it will populate.

Time Card Details

Time Card Period 9/16/17 - 9/29/17 Time Card Comments

Status New

Time Entry

Actions ▾ View ▾ Format ▾ + Add Row Below ▾

	* Hours Type	* Position	Saturday, September 16		Sunday, September 17		Monday, September 18		Tuesday, September 19		Wednesday, September 20		Thursday, September 21		Friday, September 22		Days
			Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	S
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	S
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	S
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	S
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	S
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	S

Daily Totals

- 8) Enter your time for the corresponding days, using the following format: 7:45 PM (you must use 15 minute increments and put a space between the time and AM or PM)

Time Entry

Actions View Format Add Row Below Freeze Detach Wrap

	* Position	* Hours Type	Saturday, September 16		Sunday, September 17		Monday, September 18		Tuesday, September 19	
			Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	Student Em	Regular					8:00 AM	1:00 PM		
2										
3										
4										
5										
Daily Totals								5.00		

Rows Selected 1

- 9) If you took a break, enter the time that you worked after your break on line 2. You must reenter the "Position" and "Hours Type" on line 2 before entering your time. The following demonstrates a student that worked from 8:00 AM to 1:00 PM, took a break from 1:00 PM to 2:00 PM, and then worked again from 2:00 PM to 5:00 PM

Time Card Details

Time Card Period 9/16/17 - 9/29/17 Time Card Comments

Status New

Time Entry

Actions View Format Add Row Below Freeze Detach Wrap

	* Position	* Hours Type	Saturday, September 16		Sunday, September 17		Monday, September 18		Tuesday, September 19		Wednesday, September 20
			Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start
1	Student Em	Regular					8:00 AM	1:00 PM			
2	Student Emj	Regular					2:00 PM	5:00 PM			
3											
4											
5											
Daily Totals								8.00			

Rows Selected 1

10) If you have more than one position on campus, you will enter your time for all positions on the same time card. Use a separate line for each individual position.

Time Entry

Actions View Format Add Row Below Freeze Detach Wrap

	* Position	* Hours Type	Saturday, September 02		Sunday, September 03		Monday, September 04	
			Start	Stop	Start	Stop	Start	Stop
1	Student Er	Regular					1:00 PM	5:00 PM
2	Student Er							
Daily Totals								4.00
Rows Selected	<div style="border: 1px solid gray; padding: 2px;"> Student Employee (College Work Study), FA-Human Resources Position 1 Student Employee, FA-Human Resources Position 2 Search... </div>							

11) If you want to save your timecard so that you can edit it at a later date, click "Save."

Next **Save** Save and Close Cancel

Person Number 246656

Job Student Employee

Department FA-Human Resources

Manager Megan Ketter

Time Card Comments

Days

Monday, September 19	Wednesday, September 20	Thursday, September 21	Friday, September 22	Saturday, September 23
Stop	Start	Stop	Start	Stop

12) If you want to submit your timecard for the current pay period, click “Next,” verify that your time entries are correct, and then click “Submit”

Person Number 246656
Job Student Employee
Department FA-Human Resources
Manager Megan Ketter

Time Card Comments

Days									
Monday, September 19	Wednesday, September 20		Thursday, September 21		Friday, September 22		Saturday, September 23		Sunday, September 24
Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Stop
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Next (circled), Save, Save and Close, Cancel

Person Number 246656
Job Student Employee
Department FA-Human Resources
Manager Megan Ketter

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Days									
Monday, September 19	Wednesday, September 20		Thursday, September 21		Friday, September 22		Saturday, September 23		Sunday, September 24
Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Stop
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours: 8.00

Buttons: Back, Submit (circled), Cancel

Go to http://www.shawnee.edu/offices/human-resources/media/Pay-schedule_STU_FY17-18.pdf to view the student payroll schedule. This will tell you when time cards need to be submitted to your manager.