
Stromberg *e*-Access

Web Time Reporting System

Students Detailed Instructions



**University of St. Thomas
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Welcome to *e*-Access for Student Employees

I. Who's Who in Payroll

- A. Barbara Clausen, Payroll Manager
- B. Greg Crane, Stromberg Administrator/Payroll Technician (Students)
- C. Al Kisling, Payroll Accountant
- D. Erin Thigpen, Payroll Technician (Faculty/Staff)

II. Introduction to *e*-Access

The **Stromberg *e*-Access Time Entry**® program is an Internet based Time and Attendance product for reporting employee hours from throughout all the University of St Thomas Campus. These include all PC's, MAC's and kiosks. This easy to use password protected environment enables employees and students to record and submit hours by department.

The ***e*-Access** time entry program contains the following menu functions:

- **Timecard** – Displays a screen where the employee may enter their time depending on the method of preference. Although it works similar to a time clock, employees have the option of manually entering the time they begin work and the time they leave for the day, or by simply hitting the *Punch* button to automatically enter their start/stop time. Employees will also have the ability to enter PLT/Vacation, Holiday, Funeral time, etc.
- **Profile** – The Profile screen displays the employee name, primary department, check mailing address, and their primary supervisor.
- **Log Off** – Logs off the current employee and returns you to the ***e*-Access** log in screen.

III. Timecard View Introduction

After entry of a valid Username and password, the program will display the Timecard for the employee who just logged in. From this screen employees enter their time by the *Add Punch* section.

IV. Description of Timecard and its components by Section:

- A. **"Add Punch"** section enables the employee to enter their punch time and department information.
- i. *Date*: The Date field will automatically default to today's date. However, if you need to enter hours for a previous day. This field can be changed, using mm/dd/yyyy format.
 - ii. *Time*: This field will default to the actual time on the server. However, if you need to change the time of a punch in or out, this field may be overwritten. The following formats may be used to enter time:
 1. Standard Time (hh:mm = 4:30 pm)
 2. Military Time (16.50 = 4:30 pm) (*See Appendix A for conversion table*)

NOTE: The next three fields are used ONLY if the Student is working for multiple Departments.

- iii. *Location*: This field is used **ONLY** if the student is working in multiple departments. It is not necessary to complete this field if you only work in one department. **e-Access** will automatically default to your home department.
- iv. *Account*: This field is used **ONLY** if the student's hours are being charged to multiple department(s). As in the *Location* code, this field will default to your home department.
- v. *Position*: This field is used **ONLY** if the Student holds multiple positions within UST. As in the *Location* and *account* codes, this field will default to their home department.
- vi. *Add Punch*: This button is used when ready to add a punch. It **MUST** be clicked **EVERYTIME** you are ready to add a punch.

V. **Adding Transaction**: This section is not used by Student Employee's.

VI. Accessing e-Access

- A. Logging into **e-Access** (*See Figure 1*)
- i. Go To: www.stthomas.edu/payroll
 - ii. Find and Click on the Link for **e-Access** under Automated Time Reporting. This will take you to the Stromberg Pre-page login
 - iii. Click on the **e-Access** link. This will take you to the log in page for going into **e-Access**.
 1. Enter your UST username in the Name field.
 2. Enter your Social Security Number

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3. Click the Login Button – This will take you to the Timecard

Figure 1



Stromberg *e*-Access

UserName

Password

Login

VII. Adding a Punch (See Figure 2)

- A. **Date:** In the *Date* field, you may accept the date displayed or enter the date that applies to the hours you are entering. The format for the date is mm/dd/yyyy.
- B. **Time:** Enter the appropriate Start/End time for the punch in the *Time* field. For example, the employee would enter the Start time of day he/she began working for his/her home department, and at the end of the day the employee would enter the time they left for the day.

NOTE: Employees will automatically be deducted for a ½ hour lunch. If the employee DOES NOT take a lunch, then they can re-add it using the *Add Transaction* feature. See section VII on how to enter transactions.

- i. Format for adding time (*Please see section IV -A-ii for specifics on time formats*)
 - a. HH:MM (Hours:Minutes)
 - b. Military time. (*See Appendix A*)

NOTE: If you work in just one department please skip points C, D, & E. If you work for multiple departments please continue to point C.

- C. **Location:** Select the *Location* department that this punch should be directed to.
- D. **Account:** Select the appropriate *Account* that these hours should be charged to.
- E. **Position:** Select the *Position* number that this time punch should be charged against.

NOTE: For employee who work in multiple departments and DO NOT specify the *Location, Account* and *Position* then the punch will default to your Home Department.

- F. **Add Punch** button: Click here to enter the hours into the database. *e-Access* will briefly display a confirmation message for each punch added.
- G. Repeat steps A-F to enter the time you stopped working for this department.

Figure 2:

The screenshot shows a web application interface for adding a punch. At the top, there is a navigation menu with buttons for 'Time Card', 'Profile', 'Log Off', and 'Help'. Below this, the current server time is displayed as '6/12/2002 14:33 PM'. A welcome message reads 'Welcome: Doe, John A.' with a 'Display 1' button to its right. The main content area is titled 'Add Punch' and features a small icon of a clock. Below the title are several input fields: 'Date' (6/12/2002), 'Time' (14:33), 'Location', 'Acct#', and 'Position', each with a dropdown arrow. An 'Add Punch' button is positioned at the bottom center of the form.

VIII. Other Features

- A. **Profile:** The *Profile* button displays some basic information on the employee. All this information comes from the Human Resources/Payroll system. Information that is list is as follows:
 - i. *Employee Name:*
 - ii. *Address Line 1:* Defaults to *University of St. Thomas*
 - iii. *City:* Defaults to *Mail #*
 - iv. *Zip Code:* Payroll Check Mail #
 - v. *Primary Supervisor:* Home Department Supervisor
 - vi. *Home Department:* This field list the Home Department code
 - vii. *Payroll Rule:* For Payroll use only
 - viii. *Current Password, New Password, Confirm New Password:* These fields may be used, HOWEVER, it will always default back to the employees' Social Security Number

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- ix. *Save/Reset*: Click to save or reset your profile. However your information will default back until it is corrected in the HRS system.

B. Display of Timecard

- i. *Display Time Card* button: The Timecard displays the timecard for the logged in employee for the *current* pay period only. **PLEASE NOTE**: The Time Card cannot be printed from here unless the employee use a cut and paste method. Or they may request one from their supervisor who can print it from **e-Supervisor**.
- C. *Log Off* button: Selection of the *Log-Off* option logs off the current user and returns the browser to the Login screen.