Web Time Entry for Hourly Employees

1. Open BengalWEb – http://bengalweb.isu.edu
2. Click on menu 
3. Click on Employees
4. Click on Actions & Information 
5. Under Time Reporting, Click on Time Sheet
6. Click on the link labeled ‘Bi-weekly Payroll….’
7. Locate the first day you worked in this pay period and click on Enter Hours under that date. 
8. To enter hours in the second week of the pay period, click the Next button
9. Click Save.
10. Repeat entering hours for each day you worked in the pay period.
11. When you have finished entering all of your hours for the pay period, Click Submit for Approval.
12. Your time entry will now show Waiting for Approval From: ‘*your time approver’s name’*

Need Help? Call the IT Service Desk: 282-4357 (HELP) or email help@isu.edu