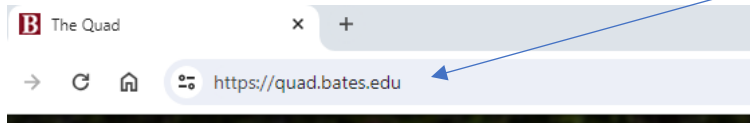
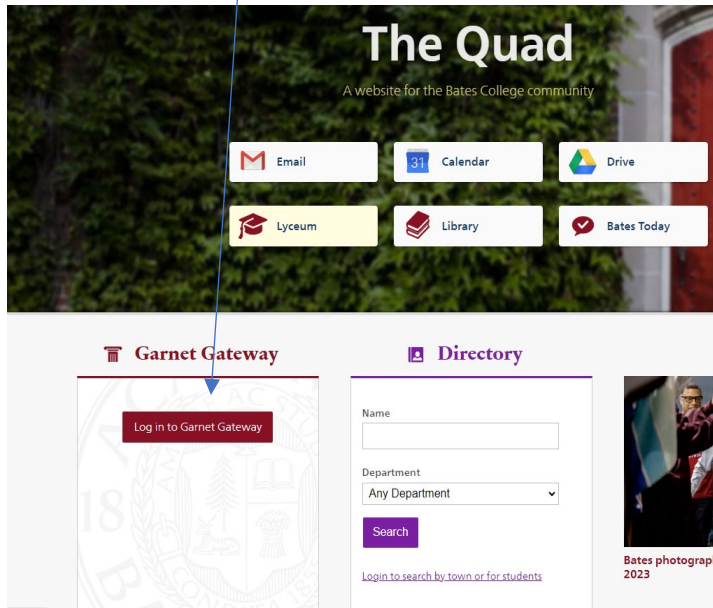


# How to login to Garnet Gateway to access your timesheet

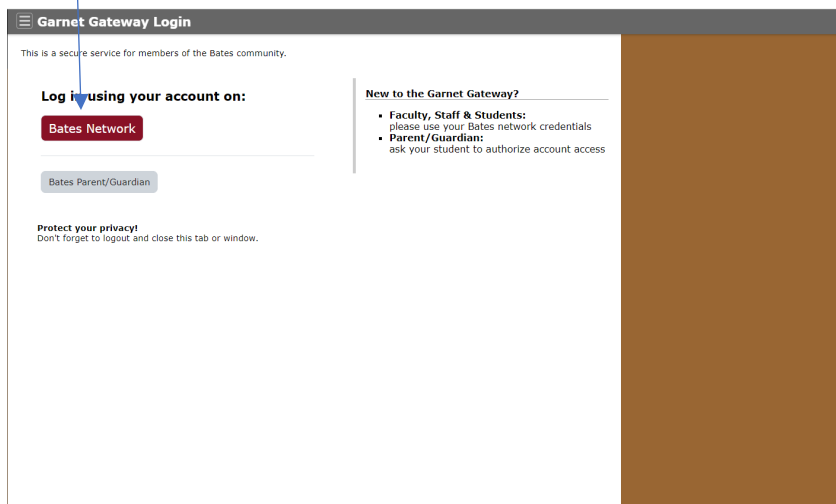
To get to Garnet Gateway type quad.bates.edu in a web address bar



Click on Log in to Garnet Gateway

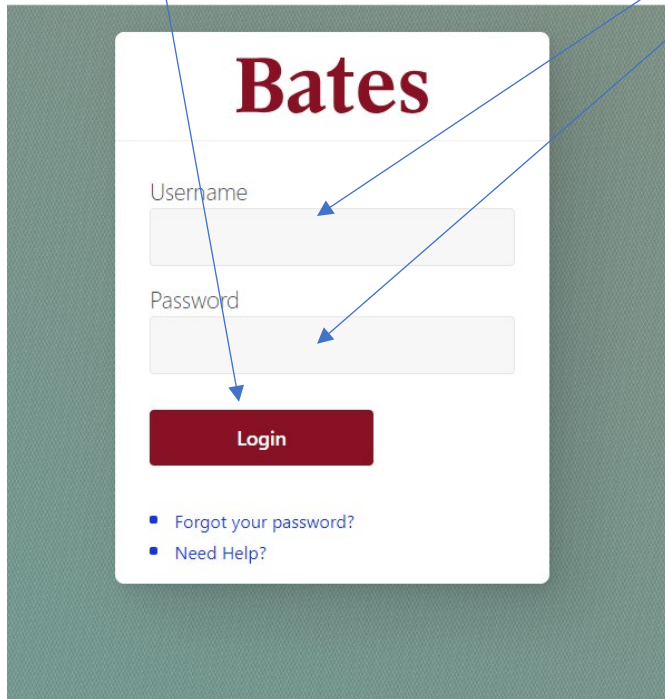


Click on Bates Network



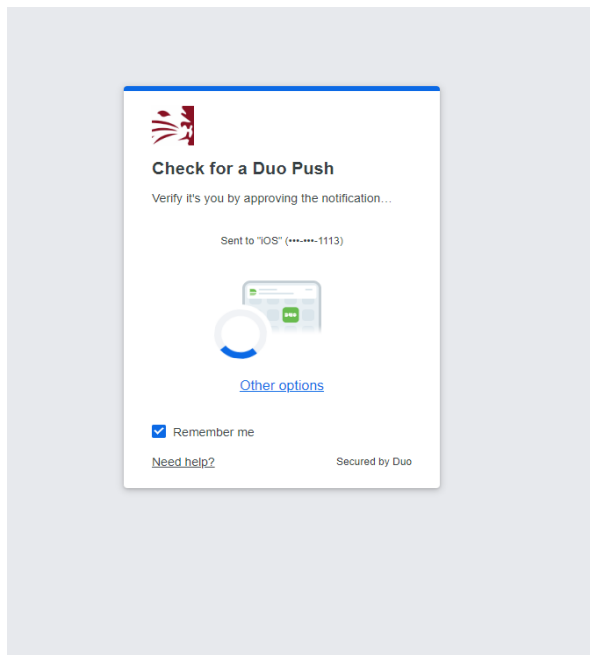
Enter your Username and Password (the same one that you use for email).

Click 



The image shows a login form for 'Bates' on a green textured background. The form is white and contains the following elements: the word 'Bates' in a large, dark red serif font; a 'Username' label above a light gray input field; a 'Password' label above another light gray input field; a dark red 'Login' button; and two links: 'Forgot your password?' and 'Need Help?'. Three blue arrows originate from the text above: one points to the 'Login' button, and two others point to the 'Username' and 'Password' input fields respectively.

You will need to Duo authenticate, just like with email, using your fob or your cell phone.



The image shows a Duo authentication screen with a white background and a blue border. At the top left is a red logo. The main heading is 'Check for a Duo Push'. Below it, the text reads 'Verify it's you by approving the notification...'. A notification is shown as 'Sent to "IOS" (\*\*\*\*\*1113)'. Below the notification is a circular progress indicator and a small image of a smartphone. A link for 'Other options' is present. At the bottom, there is a checked checkbox for 'Remember me', a 'Need help?' link, and the text 'Secured by Duo'.

You should now be in Garnet Gateway.

**Garnet Gateway** Home

**Change to the Garnet Gateway is coming!**  
some of your menu links will now take you to a newer version,  
but you can always refer to the previous version with the adjacent

**To-do**

- Feedback**  
Please tell us about your experience with the Garnet Gateway!

**Now open!**

Nothing is currently open.

**Action**

- Time**
  - Time Sheet
  - Leave Balances
- Data management**
  - Access Control
  - Bates Faces
  - Events management
  - Course Schedule

**Employees**

Dashboard

- Compensation & Benefits**
  - Benefits Summary
  - Pay Letters
  - Total Compensation
- Pay**
  - Deductions History
  - Direct Deposit
  - Earnings History
  - Pay Stubs
- Supervisor**
  - Time Sheet
  - My Employees
  - Personnel Actions
- Taxes**
- Training/Development**

Click on Time Sheet

This is the timesheet screen

**Bates** Garnet Gateway: Employee: b9-TEST Landon Brooks

[Employee Dashboard](#) > [Timesheet](#)

Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status
Human Resources Assistant, B11111-00, 8, 7102, L-Human Resources			
12/31/2023 - 01/13/2024			Not Started

[Start Timesheet](#) [Prior Periods](#)

Click on Start Timesheet

**Your timesheet will open with the default of today's date. The pay period dates show here**

12/31/2023 - 01/13/2024

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1/7 1/8 1/9 1/10 1/11 1/12 1/13

← Add Earn Code

Earn Code Hours\*

Regular Hours

**Click the back arrow and the timesheet will move to the beginning of the pay period.**

**You can move to a particular day by clicking on that day's box The day's box will become highlighted once you click on it.**

**You can select the type of hours (Earn Codes) by clicking on the down arrow under "Earn Code"**

12/31/2023 - 01/13/2024

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

12/31 1/1 1/2 1/3 1/4 1/5 1/6

← Add Earn Code

Earn Code Hours\*

Regular Hours

Regular Hours

Vacation Hours

Sick Hours

Personal Time Off

Holiday Non-Worked Hours

**Enter the number of hours for that type in the box labeled "Hours"**

**Continue selecting Earn Codes and enter the Hours. Note: You can see your leave balances by clicking "Leave Balances".**

Once all your hours are entered, click “Preview” and review your timesheet. If you need to start over you can click on “Restart Time”

**Bates** Garnet Gateway: Employee: b9-TEST ⚙️ 👤 Landon Brooks

[Employee Dashboard](#) • [Timesheet](#) • Human Resources Assistant, B11111-00, 8, 7102, L-Human Resources

Human Resources Assistant, B11111-00, 8, 7102, L-Human Resources [Restart Time](#) [Leave Balances](#)

Timesheet Messages 1

12/31/2023 - 01/13/2024 | 8.00 Hours In Progress | Submit By 01/14/2024, 02:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12/31	1/1	1/2	1/3	1/4	1/5	1/6

+ Add Earn Code

Earn Code ⊖

Regular Hours Hours\*

Exit Page Cancel Save Preview

If you need to make a correction, click on “Return”.

**Bates** Garnet Gateway: Employee: b9-TEST ⚙️ 👤 Landon Brooks

[Employee Dashboard](#) • [Timesheet](#) • [Human Resources Assistant, B11111-00, 8, 7102, L-Human Resources](#) • [Preview](#)

**Timesheet Detail Summary**

Human Resources Assistant, B11111-00, 8, 7102, L-Human Resources 🖨️

Pay Period: 12/31/2023 - 01/13/2024 | 8.00 Hours | In Progress | Submit By 01/14/2024, 02:59 PM

Date	Earn Code	Shift	Total
01/10/2024	035, Personal Time Off	1	8.00 Hours

Earn Code	Shift	Week 1	Week 2	Total
035, Personal Time Off	1	8.00	8.00	8.00 Hours
<b>Total Hours</b>		8.00		

Name	Action
	Originated On 01/09/2024, 09:05 AM by Landon Brooks
	Submit By 01/14/2024, 02:59 PM
Sophie Bennett	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

Return Submit

If everything is correct, Click on "Submit"

**Bates** Garnet Gateway: Employee: b9-TEST ⚙️ 👤 Landon Brooks

[Employee Dashboard](#) • [Timesheet](#) • [Human Resources Assistant, B11111-00, 8, 7102, L-Human Resources](#) • [Preview](#)

### Timesheet Detail Summary

Human Resources Assistant, B11111-00, 8, 7102, L-Human Resources 🖨️

Pay Period: 12/31/2023 - 01/13/2024 | 8.00 Hours | In Progress | Submit By 01/14/2024, 02:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/10/2024	035, Personal Time Off	1	8.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
035, Personal Time Off	1	8.00	8.00 Hours	
Total Hours		8.00		

Routing and Status	
Name	Action
	Originated On 01/09/2024, 09:05 AM by Landon Brooks
	Submit By 01/14/2024, 02:59 PM
Sophie Bennett	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

Return Submit

You should now receive a message in the upper right corner "Timesheet Submitted"