

# Entering Hours on Garnet Gateway

For Adobe timesheets, payroll calendar, payroll forms, and more please visit: [www.bates.edu/student-employment/](http://www.bates.edu/student-employment/)

## Step 1: Go to the “Employees” tab on your Garnet Gateway account and select “Time Sheet”

The screenshot shows the Garnet Gateway interface. On the left, a sidebar contains 'Home', 'Employees', 'Events', and 'Logout'. The 'Employees' tab is selected. The main content area is titled 'Employees' and has a hamburger menu icon. Under the 'Action' section, 'Time' is circled in red, and 'Time Sheet' is also circled in red. A red arrow points from the 'Employees' tab in the sidebar to the 'Time' section. Other sections include 'Human Resources', 'Compensation & Benefits', 'Pay', 'Student Employee', 'Taxes', and 'Training/Development'.

## Step 2: Accessing your timesheet

The screenshot shows the Bates Garnet Gateway interface for an employee. The breadcrumb trail is 'Home > Employee Dashboard > Timesheet'. The page title is 'Timesheet' and there is an 'Approvals' link. A table lists timesheet entries for various roles. The first entry is for 'THE Theater Carpenter, S9720B-00, 8, 2212, E-Production'. The pay period '01/28/2024 - 02/10/2024' is circled in red, and an arrow points to it with the text 'See the pay period here'. The 'Start Timesheet' button for this entry is also circled in red, and an arrow points to it with the text 'Click to open your timesheet'. Other entries include 'PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices', 'BAC Marketing & Promotions Associate for the Arts, S99792-01, 8, 2267, Arts Collaborative', and 'GEN Student Assistant - J.'. Each entry has a 'Start Timesheet' button and a 'Prior Periods' link.

Pay Period	Hours/Units	Submitted On:	Status	Pay Period
01/28/2024 - 02/10/2024			Not Started	Start Timesheet
01/28/2024 - 02/10/2024			Not Started	Start Timesheet
01/28/2024 - 02/10/2024			Not Started	Start Timesheet
01/28/2024 - 02/10/2024			Not Started	Start Timesheet

# Entering Hours on Garnet Gateway

For Adobe timesheets, payroll calendar, payroll forms, and more please visit: [www.bates.edu/student-employment/](http://www.bates.edu/student-employment/)

**Step 3: Enter hours worked on each individual day's box, and click "Save" after entering hours. Select "Preview to review and submit for entire the pay period.**

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

Employee Dashboard • Timesheet • PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices

PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices

01/28/2024 - 02/10/2024

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

2/4 2/5 2/6 2/7 2/8 2/9 2/10

Select day to enter hours. Click on front/back arrows to view both weeks in a pay period.

The purple line denotes days that are in the current pay period

Add Earn Code

Earn Code: Regular Hours (Student) Hours\*: 3

Select "Preview" to review entire timesheet

Select "save" after entering hours

Enter hours worked on each day

Cancel Save Preview

**Step 4: Review hours. If you need to make corrections, select "Return." To submit to your supervisor, check off the agreement and click "Submit."**

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

Employee Dashboard • Timesheet • PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices • Preview

Timesheet Detail Summary

PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices

Pay Period: 01/28/2024 - 02/10/2024 9.00 Hours In Progress Submit By 02/11/2024, 02:59 PM

Date	Earn Code	Shift	Total
01/29/2024	500, Regular Hours (Student)	1	3.00 Hours
02/05/2024	500, Regular Hours (Student)	1	3.00 Hours
02/07/2024	500, Regular Hours (Student)	1	3.00 Hours

Earn Code	Shift	Week 1	Week 2	Total
500, Regular Hours (Student)	1	3.00	6.00	9.00 Hours
Total Hours		3.00	6.00	

Routing and Status

Name: Action

Originated On 02/05/2024, 03:11 PM by Sophie Wheeler -she/her/hers-

Submit By 02/11/2024, 02:59 PM

Dot Letourneau-use name- In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return Submit

Review hours entered. To make corrections, click "Return."

Click the agreement to make the Submit box turn blue. Then, submit your timesheet.