

Home

Employees

General


Students

Training Resources

Click on the “Employees” section


VIEW ALL CARDS

Employee Self-Service



Open Employee Dashboard

Student Self-Service



Open Student Profile

Manage Your Pay

🕒 Time Sheet

🏦 Direct Deposit

💵 Pay Stubs

📈 Earnings History

🔄 Deductions History

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Bates

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Home

Employees


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VIEW ALL CARDS

Employee Self-Service



Open Employee Dashboard

Pay Stubs

👁️

Click to show

Manage Your Pay

🕒 Time Sheet

🏦 Direct Deposit

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📈 Earnings History

🔄 Deductions History

Taxes

📄 Tax Form Consent

💵 W2: year end earnings

📄 W4: withholding

📄 1095-C

Then click “timesheet” and start to put in informations

≡

Bates

Garnet Gateway: Employee: b9-TEST

⚙️

👤

Home

Employee Dashboard

Timesheet

Timesheet

Approvals

Pay Period

Hours/Units

Submitted On

Status

Pay Period

THE Theater Carpenter, S9720B-00, 8, 2212, E-Production

🕒 Prior Periods

01/28/2024 - 02/10/2024

Not Started

Start Timesheet

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

🕒 Prior Periods

01/28/2024 - 02/10/2024

Not Started

Start Timesheet

BAC Marketing & Promotions Associate for the Arts, S99792-01, 8, 2267, Arts Collaborative

🕒 Prior Periods

01/28/2024 - 02/10/2024

Not Started

Start Timesheet

GEN Student Assistant - J.

🕒 Prior Periods

01/28/2024 - 02/10/2024

Not Started

Start Timesheet

Click to open your timesheet

See the pay period here

Entering Hours on Garnet Gateway

For Adobe timesheets, payroll calendar, payroll forms, and more please visit: 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, 59857C-00, 8, 7004, E-Financial Offices

PAY SEO Coordinator, 59857C-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

Enter hours worked on each day

Select "Preview" to review entire timesheet

Select "save" after entering hours

Exit Page 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, 59857C-00, 8, 7004, E-Financial Offices • Preview

Timesheet Detail Summary

PAY SEO Coordinator, 59857C-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.

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

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

Return Submit