Introduction

The purpose of this manual is to walk you through the Research Foundation E-Timesheet web-based system quickly and effortlessly. The manual consists of a series of screen shots, which will make your navigation through the system quite easy. Please remember that, even though we strongly encourage you to use the system as promptly as possible, we would like to provide you with appropriate assistance at the same time. Should you experience any payroll related problems, the following group of people are ready to help you:

**SPAR Office:**
Ms. Zolicia Abotsi
Assistant Director/Post Award Administrator
Office of Sponsored Programs & Research, Baruch College
Phone: (646) 312-2205; Fax: (646) 312-2206; zolicia.abotsi@baruch.cuny.edu

Mr. Amrish Sugrim-Singh
Faculty Liaison
Office of Sponsored Programs & Research, Baruch College
Phone: (646) 312-2204; Fax: (646) 312-2206; amrish.sugrimsingh@baruch.cuny.edu

The Research Foundation, Division of Client Services:
Mr. **JAMES CURRY**, CLIENT SERVICES REP.: (212) 417-8640
Ms. **CECILIA PATXOT**, BENEFITS COORDINATOR: (212) 417-8641
Ms. **GRACE YEE**, PAYROLL COORDINATOR: (212) 417-8654
Ms. **SARA CLEMENTS**, PAF COORDINATOR: (212) 417-8656

Do not hesitate to contact them anytime.
**How do I obtain my Employee ID?**

Your ID is not project specific. You will be using the same employee ID every time you work for the Research Foundation either now or in the future.

*Located on your Pay Stub*
You can obtain your employee ID number by either looking at the top part of your pay stub—if you were previously paid by the Research Foundation via a paper check that was sent to you in the mail or directly deposited into your bank account.

*Contact the Grants Office or the Research Foundation*
If you have not received a paycheck previously then you must contact the Grants Coordinator or the Research foundation to obtain your “Employee ID” number.
How do I create an E-Timesheet account?

Having received the Employee ID, you are ready to create your personal E-Timesheet account.

After hitting the “Create” button you will be required to enter your employee ID, last four digits of your social and to select a password.

Click “Next”

You will then be asked to answer a series of questions, for example: What is your favorite color? What’s your mother maiden name? Or what year was your car made in? In case of any problems (e.g. lost password), answers to these questions will help the RF staff to identify you as the employee, and give you the help you need. Then you will be asked for a chosen password.

**NOTE: Please make sure you memorize your ID and password. That is the only information you will need to remember!**

Confirm the settings and return to the RF homepage to begin submitting timesheets. You are now ready to use the E-Timesheet system.

For Questions on User ID and Log on problems, please call (212) 417-8415 for help.
How do I access my E-Timesheet Account?

Once you have created your personal E-Timesheet account, you are ready to use the system.

Enter your Employee ID and Password in the appropriate fields and Click “Sign In”

Click: Timesheets

Create/Edit/Submit Timesheet

Enter your hours and submit the timesheets

Click: The month to access the previous month page.

Click: Pay Period Ending dates for timesheets ending that date.
Click: Preview Timesheets to save it after entering the hours.

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**Week 2 Subtotals:** 0.00 0.00 0.00 0.00 0.00

**Total Charges** 0.00 0.00 0.00 0.00 0.00
At this point, your E-Timesheet is ready to be approved by your employer.

Final Note…..

- Contact your employer via email or phone to inform them that your timesheet is ready for them to approve and submit to the Research Foundation.
- Please make sure that your timesheet is submitted at least one day before it’s due at the Research Foundation.
- Your supervisor must approve all timesheets no later than 5pm on the day they are due.