

# Hourly Timesheets

Instructional Support Services  
Training Team



# Completing Your Time Sheet

- Login into the Portal
- Click on My Tools
- Click on Hourly Timesheets
- Enter the Correct Time and Date
- Click on Add Punch

# Log in to the Portal

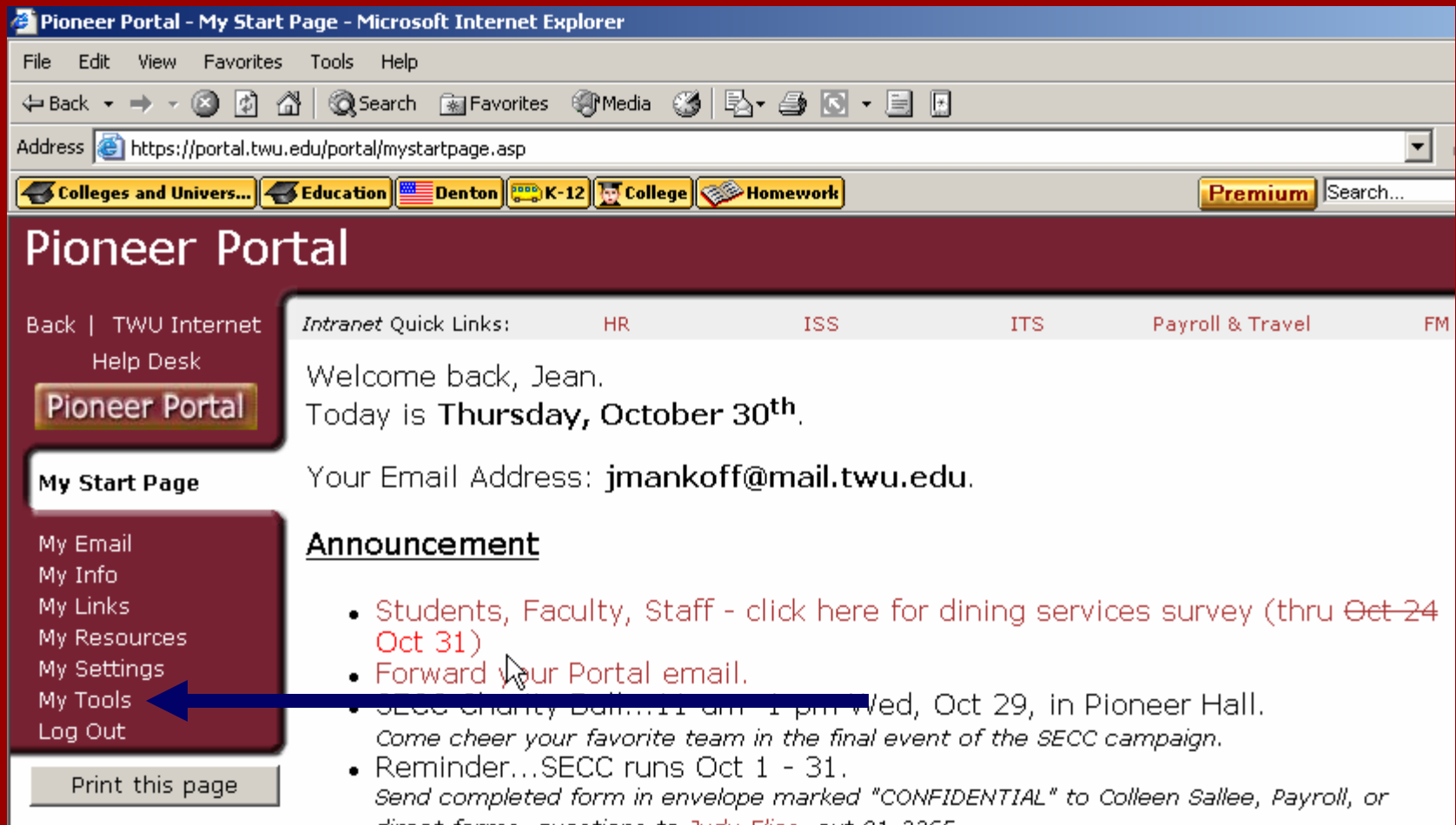
The screenshot shows a Microsoft Internet Explorer browser window displaying the Pioneer Portal. The address bar shows the URL <https://portal.twu.edu/portal/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Home, Search, Favorites, Media, and Print icons. The address bar also includes a Go button, a Links button, and a Snapshot button. Below the address bar, there are several navigation buttons: Colleges and Univers..., Education, Denton, K-12, College, and Homework. A Premium search bar is also visible.

The main content area of the portal features a dark red header with the text "Pioneer Portal" and a "Print A-Z S" link. Below the header, there is a navigation bar with "Intranet Quick Links" and buttons for HR, ISS, ITS, Payroll & Travel, FM, and Phoenix. A sidebar on the left contains a "Back | TWU Internet Help Desk" link, a "Pioneer Portal" button, and a "My Start Page" section with links for My Email, My Info, My Links, My Resources, My Settings, My Tools, and Log Out. A "Print this page" button is located below the sidebar.

The main content area is divided into two columns. The left column contains a "New to Pioneer Portal?" section with a "CLICK HERE to create a Portal account" link. Below this is a "Members log in here:" section with two input fields for Username and Password, and a Login button. A "Forgot your password? CLICK HERE" link and a "Frequently Asked Questions? CLICK HERE" link are located below the login form. The right column contains a "Why create a Portal Account?" section with a bulleted list of benefits: Register Online, Review your transcripts and grades, Send and receive email via the web, and Access classroom lab and MegaLab computers. Below this list is the text "And Much More!".

At the bottom of the page, there is a "Reminder !" section with the text "Remember to log out." and a "Need Help?" link. A footer note states: "Pioneer Portal is optimized for Internet Explorer 6.0. Click here to download."

# Click on My Tools



Pioneer Portal - My Start Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://portal.twu.edu/portal/mystartpage.asp>

Colleges and Univers... Education Denton K-12 College Homework Premium Search...

## Pioneer Portal

Back | TWU Internet Help Desk

**Pioneer Portal**

**My Start Page**

- My Email
- My Info
- My Links
- My Resources
- My Settings
- My Tools**
- Log Out

Print this page

Intranet Quick Links: [HR](#) [ISS](#) [ITS](#) [Payroll & Travel](#) [FM](#)

Welcome back, Jean.  
Today is **Thursday, October 30<sup>th</sup>**.

Your Email Address: [jmankoff@mail.twu.edu](mailto:jmankoff@mail.twu.edu).

### Announcement

- [Students, Faculty, Staff - click here for dining services survey \(thru Oct 24 Oct 31\)](#)
- [Forward your Portal email.](#)
- [SECC Charity Ball... 11 am - 1 pm Wed, Oct 29, in Pioneer Hall.](#)  
*Come cheer your favorite team in the final event of the SECC campaign.*
- [Reminder... SECC runs Oct 1 - 31.](#)  
*Send completed form in envelope marked "CONFIDENTIAL" to Colleen Sallee, Payroll, or direct forms, questions to Judy Elias, ext 21-2265.*

# Click on Hourly Timesheet

Pioneer Portal - My Tools - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://dev.twu.edu/portal/mytools.asp>

## Pioneer Portal

Back | TWU Internet Help Desk

**Pioneer Portal**

- My Start Page
- My Email
- My Info
- My Links
- My Resources
- My Settings

**My Tools**

Log Out

Print this page

Intranet Quick Links: [HR](#) [ISS](#) [ITS](#) [Payroll & Tra](#)

### Miscellaneous Tools

- [Hourly Timesheet](#)

### Student Tools

- [Drop Courses](#)
- [Search and Add Courses \(Register\)](#)

### Faculty/Staff Tools

- [Colleague to Phoenix Account Translation](#)
- [Phoenix Account Lookup](#)
- [Inter Departmental Transfer](#)

### Tech and HelpDesk Tools

- [Open Sessions Table](#)
- [People Table](#)

# Enter Appropriate Time and Date Then Click Add Punch

Pioneer Portal - TimeSheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Refresh Stop

Address <https://portal.twu.edu/portal/timesheet.asp> Go Links

## Pioneer Portal

Back | TWU Internet

Help Desk

**Pioneer Portal**

My Start Page  
My Email  
My Info  
My Links  
My Resources  
My Settings

My Tools

Log Out

Print this page

Reminder 1

Intranet Quick Links: HR ISS ITS Payroll & Travel FM

NAME:

POSITION ID:

PUNCH IN	PUNCH OUT	Day Minutes	Running Total Hours
----------	-----------	-------------	---------------------

Enter an IN and OUT punch.

Punch IN: 11/7/2003 3:33:08 PM

Punch Out: 11/7/2003 3:33:08 PM

Add Punches

# Click Edit to Change a Current Time or Date

Pioneer Portal - TimeSheet - Microsoft Internet Explorer

Address: https://portal.twu.edu/portal/timesheet.asp

## Pioneer Portal

Printer-friendly A-Z Sitemap

Back | TWU Internet

Help Desk

**Pioneer Portal**

My Start Page  
My Email  
My Info  
My Links  
My Resources  
My Settings

My Tools

Log Out

Print this page

**Reminder !**  
Remember to log out.

Intranet Quick Links: HR ISS ITS Payroll & Travel FM Phoenix

NAME:  
POSITION ID:

	PUNCH IN	PUNCH OUT	Day Minutes	Running Total Hours
Edit	11/7/2003 8:00:08 AM	11/7/2003 5:00:08 PM	540	9

Enter an IN and OUT punch.

Punch IN: 11/7/2003 3:33:57 PM  
Punch Out: 11/7/2003 3:33:57 PM

Add Punches

# Click Delete to Remove a Time and Date Punch

Pioneer Portal

Printer-friendly A-Z Sitemap

Back | TWU Internet

Help Desk

**Pioneer Portal**

My Start Page

My Email

My Info

My Links

My Resources

My Settings

My Tools

Log Out

Print this page

**Reminder !**  
Remember to log out.

Intranet Quick Links: HR ISS ITS Payroll & Travel FM Phoenix

NAME:

POSITION ID:

	PUNCH IN	PUNCH OUT	Day Minutes	Running Total Hours
Edit Delete	11/7/2003 8:00:08 AM	11/7/2003 5:00:08 PM	540	9

Enter an IN and OUT punch.

Punch IN: 11/7/2003 3:33:57 PM

Punch Out: 11/7/2003 3:33:57 PM

Add Punches