# WEB TIME ENTRY

Step by Step Guide to Entering and Submitting Electronic Time Sheets Full-time Exempt and Non-Exempt Employees

# What is Web Time Entry (WTE)

An electronic submittal of your hours worked

It is available twenty-four hours a day and seven days a week

#### Advantage of WTE to Employee

Time sheet(s) is available at all times during the time entry period and can be accessed anywhere View and track your time sheet as it moves through the approval process Approved time sheets are fed directly to payroll



This section explains:

Who is required to submit web time sheets How to enter hours worked How to save and submit a web time sheet for approval



Responsibilities

Employees must: Report time worked on a daily basis via WTE NOTE: FLSA non-exempt

# How Do I access Web Time Entry (WTE)

- 1. Open Internet Explorer
- 2. Navigate to <u>https://ssb-</u> prod.ec.ulm.edu/ PROD/ twbkwbis. P\_GenMenu?hame=homepage

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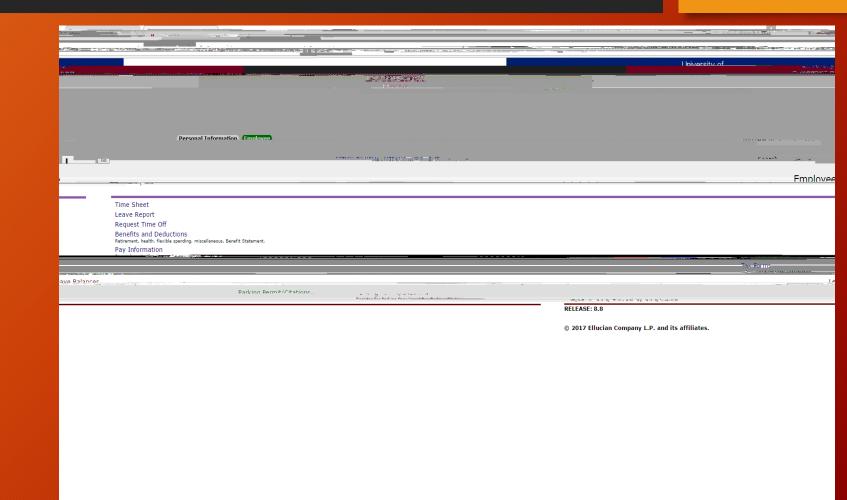
- 1. Enter your User ID (CWID)
- 2. Enter Pin (Max. 6 Characters)
- 3. Click LOGIN
- For Testing Purposes Use the CWID and Pin provided
- (Test CWID)30108550
- (Test Pin)111111
- Employee Name: Web Time Entry





Time Sheet

Menu



clicking on the corresponding radio button under Selection Criteria-My Choice University of

#### Open Your Time Sheet

The position(s) held by the employee will be displayed on the Time Sheet Selection Screen

- 1. Verify that the status and date are correct.
  - Status must be one of the following to open the Time Sheet:
    - Not Started
    - In Progress
    - Pending
    - Returned for Correction

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Time Sheet Statuses

Status	Description
NOT STARTED	You have not started your time sheet. It can be opened/started
IN PROGRESS	You are in the process of entering your time for the pay period. It can be opened/edited
PENDING	You submitted your timesheet and it is awaiting approval form your supervisor. It cannot be edited by you
RETURNED FOR CORRECTION	Your timesheet is being returned to you for correction. You are required to make corrections and to re-submit
APPROVED	Your timesheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver
COMPLETED	Payroll received and processed your timesheet

#### Entering Time Worked

#### Verify that the following information is correct before proceeding:

- Title and Position Number
- Department and Number (budget code)
- Time Sheet Period
- Submit By Date

#### Enter Your Time

Enter Units/ Hours and Earning type

#### Employees must:

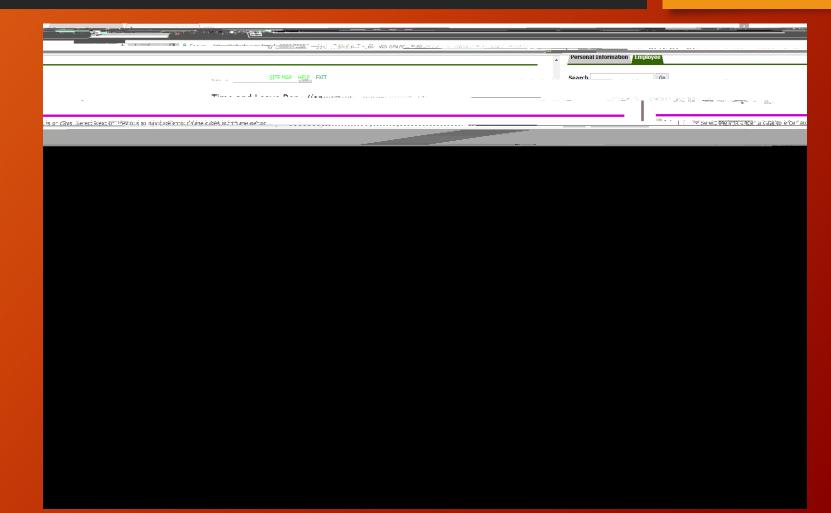
- Enter all hours worked
- Submit a time sheet for each pay period worked
- NOTE: Full time non-exempt employees will enter total hours worked for each day.

#### Enter Hours

- 1. Enter the correct number of units/ hours in the Units Field
- 2. Click Save after each entry
- 3. Scroll down to see the timesheet data

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Units/ Hours Entered



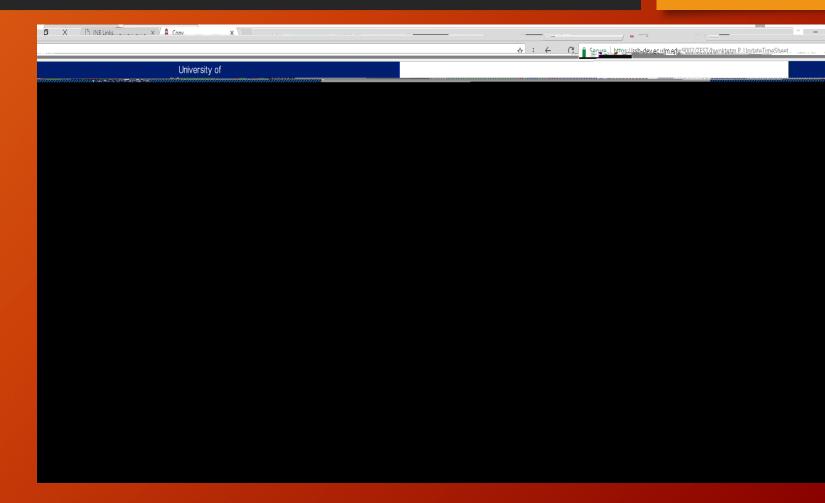
#### Copying Your Hours

To copy hours for the same earnings code from one day to another within the pay period:

- 1. Choose the correct earning code (hours worked)
- 2. Select the Enter Units/ Hours link under the first date you wish to input hours
- 3. Enter the correct number of hours in the Hours field
- 4. Click Copy

Complete the copy process as follows:

1. If you are entering the same number of hours for each day of the pay period:



Click the Copy button again.

After all hours have been copied:

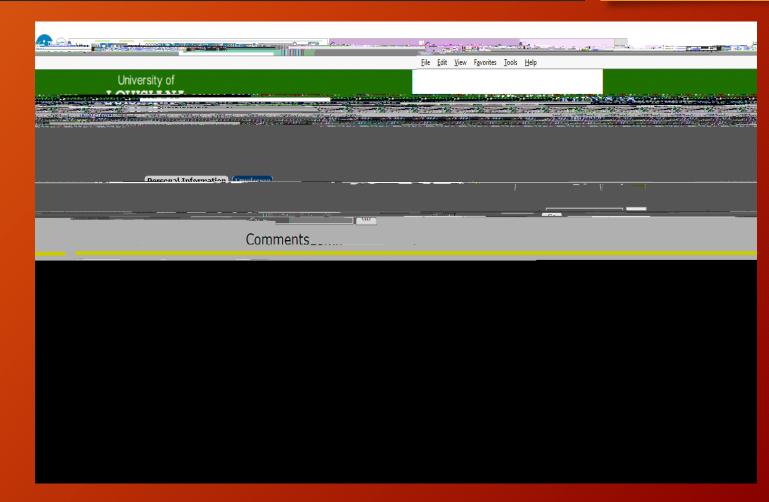
Click the Timesheet or Previous Menu to return to your time sheet

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#### Enter Your Comments

#### Enter your comments

NOTE: Your comments may be entered/edited up to the time the record is submitted for approval



#### Previewing Your Time Sheet

You can preview your time sheet, as well as print it.

Click Preview on the Time Sheet

You can print a copy of the timesheet by selecting File

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#### Changing Units/ Hours Entered and Saved but Not Submitted

#### Time Sheet Returned for Correction

If a timesheet needs correction, your supervisor will return it to you electronically using the Returned for Correction feature. Your supervisor should verbally tell you the time sheet is being returned; there is no online notification within the Employee Self Service at the present time.

Your timesheet will be in the Returned for Correction Status.

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#### Submitting Time Sheet for Approval

Once your time sheet is completed and you are satisfied you have entered all hours correctly, your time sheet is ready to be submitted for approval.

NOTE: Only submit the time sheet for approval at the end of the pay period.

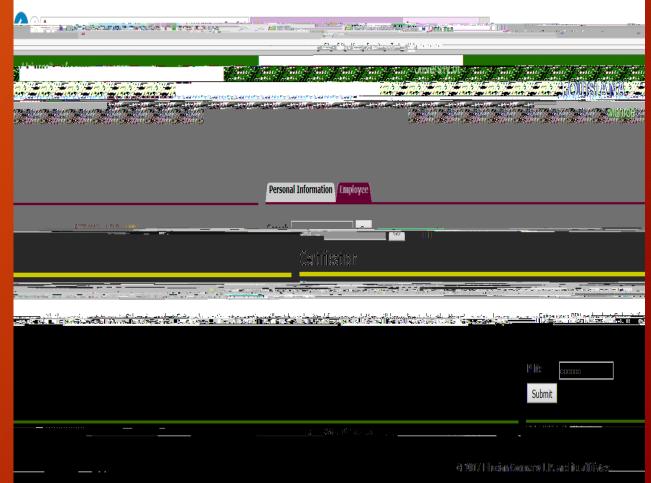
Click on Submit for Approval at the bottom of the Time Sheet Screen



#### Submission Certification

Next you will be prompted to enter you PIN number on the Certification Screen to certify time

After you enter your PIN, Click Submit. This is your electronic signature.



#### Exit Self Service

To exit the system click on EXIT in the upper right corner of the screen

