

Approver Guide to Web Time Entry (WTE)



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What if an Employee Cannot Submit a Timesheet? What if You Do Not See an Employee's Timesheet within Your Routing? What if Someone in Your Queue is Experiencing Errors on their Timesheet or in the WTE system? Contact Payroll for WTE Assistance at webmaster.payroll@ttu.edu .

This guide is provided as a resource and may become outdated as processes and procedures change. Further questions about the WLR system should be addressed with Payroll Services or to Human Resources for policy interpretation assistance. Online TTUHSC personnel policies should supersede information provided within this guide.

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Pulling Leave Balances via Cognos

1. Prior to Dec 1, 2008 continue current process of determining employee leave balances. On December 1 and after, log into Webraider.ttuhs.edu using your eRaider and password ; select the F& A Administration tab. Click on the Reports link under Human Resources.
2. Check the [ConnecTech HR Forum schedule](#) held every Tuesday afternoon from 3pm-4pm for Q&A meeting details and check the agenda at the [ConnecTech HR website](#) on how to access the Current Employee Leave Balance by Type.

Texas Tech
Employee Current Leave Balances
As of March 31, 2008

Employee Tech ID	Employee Last Name	Employee First Name	Leave Type	Beginning Balance	Curent Month Accrual	Taken current Month	Ending Balance
R00917826	Khan	Babar	Vacation	300	10	32	322
R00917826	Khan	Babar	sick	800	8	8	792
R00917826	Khan	Babar	Sick Leave Pool	XXXX	XX	XX	XXXX
R00917826	Khan	Babar	XXXXXXXXXX	XXXX	XX	XX	XXXX
R00917826	Khan	Babar	XXXXXXXXXX	XXXX	XX	XX	XXXX
R00917826	Khan	Babar	XXXXXXXXXX	XXXX	XX	XX	XXXX

Note for Programmer: List all leave categories

Should have a drop down to pick a specific month
Should have a drop down to pick specific employee or of all employees

3. Review the *Ending Balance* of the *Leave Type* as of the Report Date to determine what an employee has available to them. Monthly accruals post when the first payroll runs in that month. If the report date is prior to the first payroll of the month, then recognize the addition of monthly accruals that the employee may take. The payroll process will bring in the monthly accruals before the leave is deducted.
4. Recognize that if an employee overestimates their leave balances and records time on their timesheet that will exceed their leave balance after monthly accruals are added into the first payroll of the month, the payroll system will automatically cascade leave balances such as:
 - a. if no Sick Leave is available, the system will pull leave from Holiday Comp,
 - b. if no Holiday Comp is available, it will pull leave from Vacation
 - c. if no Vacation is available, it will **DOCK** the employee's pay for the hours not available.

Accessing Departments within Your Queue

1. Log into Self Service Banner (SSB) via webraider.ttuhs.edu and the HSC Employee tab or if prior to Dec 1st through special instructions.
2. Select *My Timesheet*.

My Personal Information | **My Employment Information**

Search Go RETURN TO MENU SITE MAP HELP EXIT

My Employment Information Your current Institution is TTU

- My Time Sheet**
- My Leave Report
- Request Time Off
- Benefits and Deductions
- Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- Pay Information
- Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
- W4 information, W2 Form.
- Jobs Summary
- Leave Balances
- Campus Directory

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3. Select the Approve or Acknowledge radial button and click *Select*.
 Note: If you are acting on behalf of another approver, select the approver's name from the Act as Proxy drop-down box instead of *Approve or Acknowledge Time*, then click *Select*.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

←

[Proxy Set Up](#)

4. Click on the radial button of your department and use the drop-down box to select the pay period.

Time Sheet

Department and Description	My Choice Pay Period
H, 101321, Women's Health Rsch Inst Lbk <input checked="" type="radio"/>	SM, Sep 16, 2008 to Sep 30, 2008 ▾

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5. Choose the radial button to determine the sort by *Status then by Name* or *by Name*. Then click the *Select* button.

Sort Order	
;	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

6. Then, click the  button.

Monitoring Timesheets Using the Department Summary

1. The Department Summary page appears after you have selected the department, pay period, and your sort method. Typically, sorting by status can be helpful to determine who has not submitted a timesheet (In Progress), who has not opened a timesheet (Not Started), who has submitted a timesheet (Pending), etc.

Department Summary

Select the employee's name to access additional details.

COA: H, TX Tech Univ Hlth Sciences Ctr
 Department: 691031, Regional Clinical Op TDCJ Lbk
 Pay Period: Aug 01, 2008 to Aug 15, 2008
 Act as Proxy: Larry Ables, JKN499
 Pay Period Time Entry Status: Open until Aug 19, 2008, 06:00 P.M.

Select New Department

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
R01967443	Wallee Is XXRobot H93133 - 00		.00	.00

Not Started		
ID	Name and Position	Other Information
R00092366	Donna Alverson H98326 - 00	
R00902045	Janice Elkins H97629 - 00	
R00534414	Tammy Borin H95209 - 00	

2. A Timesheet must be in the **Pending** Status before you can approve it, add a comment to it, return it for correction, or make a change to it.

Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
R01967987	Justin Anderson Matthews ZH9988 - 00	Approve	90.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments	

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
R01967997	William Charles Lester ZH9987 - 00		32.00	.00;

Not Started		
ID	Name and Position	Other Information
R01968001	Constance Bea Aguilar ZH9984 - 00	
R01967999	Ester Louise Cunningham ZH9986 - 00	
R01968000	Rachel Constance McAdams ZH9985 - 00	

3. For every status except **Not Started**, you can review the timesheet by clicking the individual's name.

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4. If a Timesheet is in the **In Progress** or **Not Started** status when it should have already been submitted to you, you need to contact the employee and ask them to submit their time accordingly.
5. If the employee is NOT available to enter and/or submit their timesheet, you need to contact the Payroll Help Desk and ask them to extract or forward the timesheet to you electronically.

Various Timesheet Statuses

Timesheet Status	Possible Action(s)
Pending	<ul style="list-style-type: none"> • Approve, • If incorrect and time or employee is not available, enter detailed comment describing change and reason, change record directly, then approve • OR Return for Correction
In Progress	<ul style="list-style-type: none"> • Contact employee to complete and submit timesheet • OR if employee is NOT available, contact the Payroll Help Desk to forward the timesheet to approver (approver will need to complete the timesheet as needed). Then, approver will need to approve it.
Not Started	<ul style="list-style-type: none"> • Contact the employee to start, complete, and submit timesheet • OR if employee is NOT available, contact the Payroll Help Desk to forward the timesheet to approver (approver will need to enter the employee's time and leave and complete the timesheet as needed). Then, approver will need to approve it.
Return for Correction	<p>If timesheet is incorrect and time permits without risking missing the payroll deadline, the timesheet can be returned to the employee electronically for correction.</p> <ol style="list-style-type: none"> 1. Contact the employee to make the corrections and re-submit the timesheet for approval (after you add detailed comments and return the timesheet for correction). 2. Monitor the timesheet's return. Review it when it returns to you and approve accordingly.
Error	<ul style="list-style-type: none"> • Contact the Payroll Help Desk immediately to resolve the error
Approved	<ul style="list-style-type: none"> • Verify all timesheets are approved prior to the Payroll deadline of 6pm CST on the 2nd business day following the end of the pay period. • Follow-up with and communicate with the 2nd level approver to help meet the payroll deadline
Complete	<p>If timesheet is complete, then the timesheet has begun the payroll process.</p>

Reviewing an Employee's Timesheet

1. From the *Department Summary*, click an individual's name to review their timesheet in detail.

Note: the *Department Summary* does provide the Total Hours on the timesheet, but an approver does not know what combination of earnings type make-up these total hours hence it is necessary to drill to the detail level of an employee's timesheet before approving.

Pay Period: Sep 16, 2008 to Sep 30, 2008
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Oct 02, 2008, 06:00 P.M.

Select New Department Select All, Approve or FYI Reset Save

Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
R01968001	Constance Bea Aguilar ZH9984 - 00	Approve	88.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments	
R01967987	Justin Anderson Matthews ZH9988 - 00	Approve	90.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments	
R01968000	Rachel Constance McAdams ZH9985 - 00	Approve	11.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
R01967999	Ester Louise Cunningham ZH9986 - 00		88.00	.00;
R01967997	William Charles Lester ZH9987 - 00		32.00	.00;

2. Use the scroll bar to scroll across or down to view complete timesheet details.

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday , Sep 16, 2008	Wednesday, Sep 17, 2008	Thursday , Sep 18, 2008	Friday , Sep 19, 2008	Saturday , Sep 20, 2008	Sunday , Sep 21, 2008	Monday , Sep 22, 2008	Tuesday , Sep 23, 2008	Wednesday, Sep 24, 2008	Thursday , Sep 25, 2008	Friday , Sep 26, 2008
Hours Worked	1		81.5			10	7.5	8			8	8	8	8	
Vacation Pay	1		.5				.5								
HSC HolidayComp	1		8		8										
Total Hours:			90		8	10	8	8			8	8	8	8	
Total Units:				0											


Comments			
Date	Made by	Confidential	Comments
Sep 18, 2008 09:15 am	Justin Anderson Matthews	No	Went to LA.

Routing Queue	
Name	Action and Date
Justin Anderson Matthews	Originated Sep 17, 2008 07:11 pm
Justin Anderson Matthews	Submitted Sep 18, 2008 09:24 am
Gina Ketcherside	Pending

3. Verify the individual hours and earnings per day on the timesheet.
4. Check [OP 70.01](#) as needed; some earnings types require prequalification or specific requirements identified in OP 70.01 such as Certified Red Cross Activities Leave, Assistance Dog Training for Employees with a Disability, Donation of Blood Leave, Bone Marrow Transplant Leave, Organ Donor Leave, etc. Ensure that the employee appropriately qualifies for this leave based on the OP 70.01 specifics required. Contact the employee and/or Human Resources if you have difficulty determining whether the employee qualifies or not.

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Note: some of the earnings require prequalification or must meet the requirements defined in [OP 70.01](#) before you are eligible to take them.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.01, Leaves of Absence

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish Health Sciences Center policy for vacation, sick, emergency, and other leaves of absence, other than family and medical leave, for classified, professional, administrative, executive management, and faculty employees. Family and medical leave is covered in OP 70.32.

REVIEW: This OP will be reviewed on July 15 of each odd-numbered year (ONY) by the Assistant Vice President for Human Resources, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration (EVPFA) by August 1.

POLICY/PROCEDURE

1. **Definitions**

Regular Employee: An employee employed to work at least 20 hours per week for a period of at least four

5. Double-check that employees are using their Holiday Comp hours before vacation in most circumstances; it is helpful for employees to use Holiday Comp balances before Vacation balances since Holiday Comp can be lost 12 months after it is earned if it is not used. Due to this requirement, employees will never be able to carry a Holiday Comp balance of more than 24 hours whereas the Vacation Maximum Hours to Carry Forward to Next Fiscal Year is higher than 24 and is specified in [OP 70.01](#) based on years of service.
6. As a spot-check, refer to the total hours column to identify any potentially missing hours worked or leave taken or to verify any extra time worked or leave taken.

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R00907315	Kristopher Hargrave H95118 - 00	Approve	88.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
R00534059	Michelle Hernandez H96384 - 00	Approve	80.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

Add a Comment to a WTE Timesheet

You may want to add comments regarding leave, reminders on hours worked, or remarks regarding the employee's data entry, add details on what to correct when returning a timesheet for correction, and add detailed notes about changes made and reasons why when you need to change a record directly. To add a comment:

1. Select the *Comments* button at the near bottom of the WTE Timesheet.
2. In the Comments field, type your message. Be advised that the comments will be documented with your timesheet, will be reviewed by auditors, and will be permanent in nature. Be careful with spelling, grammar, and punctuation as comments are permanent.

Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality.

Employee: Justin Anderson Matthews, R01967987
Pay Period: Sep 16, 2008 to Sep 30, 2008

Made By: Gina Ketcherside
Comment Date: Sep 19, 2008
Confidential Indicator:
Enter or Edit Comment: Based on our discussion, you can delete the .5 hours from Vacation since you worked extra hours that I requested from you during the same Sunday-Saturday FLSA week. GK

Save Previous Menu

3. Click the *Save* button.
4. Click the *Previous Menu* button to return to your timesheet.
5. Select the *Preview* button to verify your comments as needed.

Approving a Timesheet Individually

1. From the *Department Summary*, click an individual's name to review in detail and approve their timesheet.

Note: the *Department Summary* does provide the Total Hours on the timesheet, but an approver does not know what combination of earnings type make-up these total hours hence it is necessary to drill to the detail level of an employee's timesheet before approving.

Pay Period: Sep 16, 2008 to Sep 30, 2008
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 02, 2008, 06:00 P.M.

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R01968001	Constance Bea Aguilar ZH9984 - 00	Approve	88.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments
R01967987	Justin Anderson Matthews ZH9988 - 00	Approve	90.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments
R01968000	Rachel Constance McAdams ZH9985 - 00	Approve	11.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
R01967999	Ester Louise Cunningham ZH9986 - 00		88.00	.00;
R01967997	William Charles Lester ZH9987 - 00		32.00	.00;

2. Use the scroll bar to scroll across or down to view complete timesheet details.

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday, Sep 16, 2008	Wednesday, Sep 17, 2008	Thursday, Sep 18, 2008	Friday, Sep 19, 2008	Saturday, Sep 20, 2008	Sunday, Sep 21, 2008	Monday, Sep 22, 2008	Tuesday, Sep 23, 2008	Wednesday, Sep 24, 2008	Thursday, Sep 25, 2008	Friday, Sep 26, 2008
Hours Worked	1		81.5			10	7.5	8			8	8	8	8	
Vacation Pay	1		.5				.5								
HSC HolidayComp	1		8		8										
Total Hours:			90		8	10	8	8			8	8	8	8	
Total Units:				0											

Comments			
Date	Made by	Confidential	Comments
Sep 18, 2008 09:15 am	Justin Anderson Matthews	No	Went to LA.

Routing Queue	
Name	Action and Date
Justin Anderson Matthews	Originated Sep 17, 2008 07:11 pm
Justin Anderson Matthews	Submitted Sep 18, 2008 09:24 am
Gina Ketcherside	Pending

3. If the timesheet is accurate, requires no more interaction from you, and is ready to approve, then click either at the top or the bottom of the timesheet.

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Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: R01967987 Justin Anderson Matthews
Title: ZH9988-00 Coordinator

Department and Description: H 101321 Women's Health Rsch Inst Lbk
Transaction Status: Pending

[Comments](#) | [Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special	Total	Total	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		Rate	Hours	Units	Sep 16,	Sep 17,	Sep 18,	Sep 19,	Sep 20,	Sep 21,	Sep 22,	Sep 23,	Sep 24,	Sep 25,	Sep 2
					2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008

4. Verify the confirmation of the approval at the top of the *Employee Details* screen after clicking Approve.



Time transaction successfully approved.

5. The timesheet's status changes to an Approved status.
6. Once the timesheet has been approved, the approver will only be able to view the timesheet and can no longer edit or update.
7. If a change is needed, contact the second level of approver if applicable or the Payroll Help Desk immediately. If changes are not updated within the Payroll deadline, payroll will automatically pay based on the timesheet, and the approver would need to follow the manual adjustment/correction process by contacting the Payroll Help Desk and submitting the appropriate form(s).


Approving Grouped Timesheets – Use Extreme Caution

1. From the *Department Summary*, the Web Time Entry system enables the approver to approve or take action on grouped timesheets, even if the approver did not actually look at the timesheets. Each approver will be held accountable for the timesheets they approve. Hours displayed in the *Total Hours* column could be a combination of hours worked or leave taken, so extreme caution must be taken. **An approver MUST review the timesheet details individually in order to see what type of leave make up the hours in *Total Hours* column.**


Pay Period:		Sep 16, 2008 to Sep 30, 2008						
Act as Proxy:		Not Applicable						
Pay Period Time Entry Status: Open until Oct 02, 2008, 06:00 P.M.								
<input type="button" value="Select New Department"/>		<input type="button" value="Select All, Approve or FYI"/>						
<input type="button" value="Reset"/>		<input type="button" value="Save"/>						
Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R01968001	Constance Bea Aguilar ZH9984 - 00	Approve	88.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments
R01967987	Justin Anderson Matthews ZH9988 - 00	Approve	90.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments
R01968000	Rachel Constance McAdams ZH9985 - 00	Approve	11.00	.00;		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
In Progress								
ID	Name and Position	Total Hours	Total Units	Other Information				
R01967999	Ester Louise Cunningham ZH9986 - 00		88.00	.00;				
R01967997	William Charles Lester ZH9987 - 00		32.00	.00;				

2. If the approver already verified the individual timesheets, the grouped timesheets could be approved from the Department Summary by marking the action to be taken of either *Approve or FYI* or *Return for Correction*, then click the button.
3. Look for confirmation of the changes being saved.

Returning a Timesheet for Correction

1. If an employee's timesheet is not correct, but the employee IS available to correct it or time before the 2-business day, 6pm CST at the end of the pay period deadline IS available, the approver can return the timesheet to the employee for correction.
2. FIRST, the approver MUST add detailed comments, specifying what changes need to take place and why.
3. The approver should then click the  button and verify that the transaction has been completed.
4. Then, the approver MUST contact the employee via phone, email, or other direct communications, so that the employee KNOWS the timesheet has been returned for correction. *Note:* otherwise, the employee does NOT know the timesheet has been returned for correction unless they happen to log back into WTE and see the Return for Correction status of the timesheet on their own.
5. After the employee corrects the timesheet and resubmits it for approval, the approver must review the timesheet accordingly and approve or take further action on it as needed, ensuring the payroll deadline is met.

Changing a Record Directly

1. If an employee's timesheet is NOT correct and an employee is NOT available to correct it or time before the 2-business day, 6pm CST at the end of the pay period deadline does NOT permit, the approver change can the timesheet directly.
2. First, the approver should make a comment about the action taking place and details of the changes being made.
3. The approver should click  to edit the timesheet directly. See [Entering Hours for One Day](#), [Entering Hours for More Than One Day \(Copy\)](#), [Adjusting or Editing Hours](#), and [Double-checking the Timesheet](#) for more information.
4. After the timesheet has been updated accordingly, the Approver should Approve the timesheet.

Entering Hours for One Day

1. Identify the appropriate day and its associated column.
2. Locate the row of the appropriate Earning (such as Hours Worked, Vacation, or Holiday Comp)
3. Click *Enter Hours* in the column of the day and row of the earning.
4. Verify the date and earning.
5. Leave the shift field set to 1.
6. In the Hours field, type the total number of hours for this day and earning. Round to the nearest quarter of an hour.
7. Click the Save button.

Time Sheet

Title and Number: Medical Research Tech III -- ZH9991-00
 Department and Number: Garrison Institute on Aging -- 101301
 Time Sheet Period: Aug 16, 2008 to Aug 31, 2008
 Submit By Date: Sep 03, 2008 by 06:00 P.M.

Earning: HSC HolidayComp
 Date: Aug 18, 2008
 Shift:
 Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
Hours Worked	1	0	63		Enter Hours	Enter Hours	7	8	8	8	8
Vacation Pay	1	0	13		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HSC HolidayComp	1	0	4		Enter Hours	Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Entering Hours for More Than One Day (Copy)

If you work the same number of hours each day during a pay period, you can copy those hours on your WTE timesheet to multiple days all at once.

1. Click *Enter Hours* under the column of the day worked and in the row of the Hours Worked Earning.
2. Verify the date and earning.
3. Leave the shift field set to 1.
4. In the Hours field, type the total number of hours worked for this day. Round to the nearest quarter of an hour.
5. Click the *Copy* button.
6. Check either the Copy from date displayed to the end of the pay period box or select the appropriate dates to copy to.
7. Click the *Copy* button.
8. Look for the verification message to indicate hours successfully copied.
9. Select the *Timesheet* button to return to the timesheet.
10. Verify that the hours actually copied to the dates you selected.

Your current institution is TFD

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: _____ Hours Worked, Shift 1
 Date and Hours to Copy: Aug 19, 2008, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday Aug 23, 2008	Sunday Aug 24, 2008	Monday Aug 25, 2008	Tuesday Aug 26, 2008	Wednesday Aug 27, 2008	Thursday Aug 28, 2008	Friday Aug 29, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday Aug 30, 2008	Sunday Aug 31, 2008					
<input type="checkbox"/>	<input type="checkbox"/>					

Adjusting or Correcting Hours

If the wrong hours have been entered on the line of the correct earning:

1. From the timesheet, click the hours entered under the column of the date and row of the earning for the hours to be corrected.
2. In the Hours field, type the correct number of hours.
3. Click the *Save* button.

If the correct hours have been entered on the wrong earning line:

4. From the timesheet, click the hours entered under the column of the date and row of the earning for the hours to be corrected.
5. Delete the hours in the *Hours* field.
6. Click the *Save* button.
7. Scroll back down the timesheet and select the column and row of the date and earning that should have been entered.
8. In the Hours field, type the correct number of hours.
9. Click the *Save* button.

Double-checking the WTE Timesheet

1. Use the Preview button at the bottom of the Timesheet to double-check your time and leave entry.
2. Scroll down and to the side as needed to see the complete pay period.
3. If desired, you can print your timesheet using the Browser's File and Print commands after you set your page setup to Landscape view.

Summary of Reported Time Your current Institution is TTU

Set your printer layout to Landscape before printing.

Jessica xxMason Garrison Institute on Aging, 101301
 Medical Research Tech III, ZH9991-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Saturday , Aug 16, 2008	Sunday , Aug 17, 2008	Monday , Aug 18, 2008	Tuesday , Aug 19, 2008	Wednesday , Aug 20, 2008	Thursday , Aug 21, 2008	Friday , Aug 22, 2008	Saturday , Aug 23, 2008	Sunday , Aug 24, 2008	Monday , Aug 25, 2008	Tuesday , Aug 26, 2008	Wedn , Aug 27, 2008
Hours Worked	1	71				7	8	8	8	8			8	8	
Vacation Pay	1	13													
HSC HolidayComp	1	4				1									
Total Hours:		88				8	8	8	8	8			8	8	
Total Units:			0												

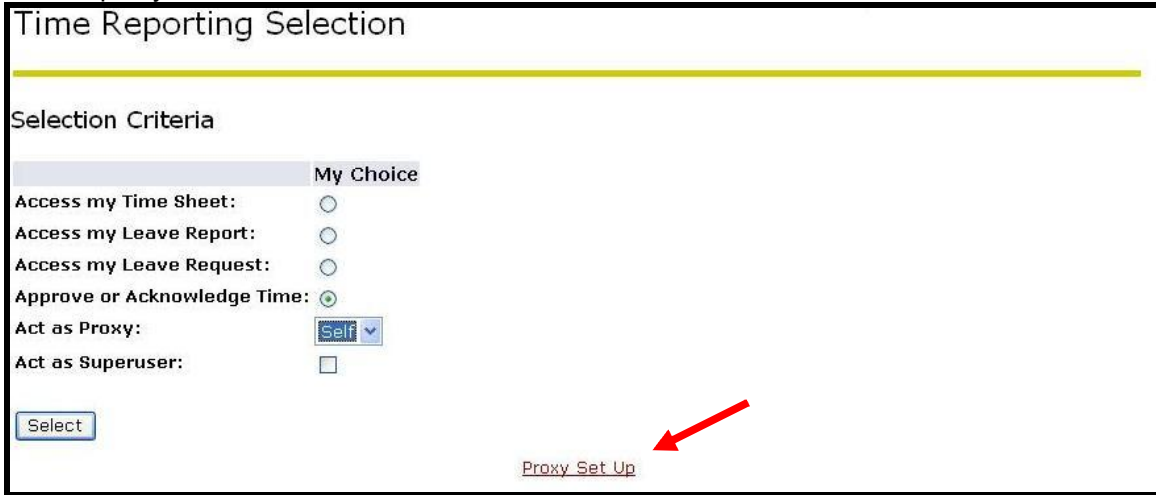
Comments

Date	Made by	Comments
Aug 26, 2008 05:47 pm	Jessica Alexis xxMason	I took only one hour off for my meeting, so I will only need 1 hour of Holiday Comp. Thanks. JxxM
Aug 26, 2008 05:40 pm	Paula Grammas	You might double-check your HSC Holiday Comp balance. My report showed you have a balance of 5 hours instead of 1. You may prefer to exhaust your Holiday Comp since it expires after one year of nonusage. PG

Done Internet

How to Setup a Proxy

1. Review the Proxy Guidelines as provided by Payroll.
2. From the Employee menu, select *My Timesheet*.
3. As an Approver, you should see the *Time Reporting Selection* screen; click *Proxy Setup*. *Note:* any employee within your routing queue must have at least opened a timesheet before you will be able to act as an approver or be able to setup a proxy.



Time Reporting Selection

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Act as Proxy:

Act as Superuser:

Select

[Proxy Set Up](#)

4. Use the drop-down arrow to see list of names with appropriate oracle id setup, who could be setup as your proxy if you choose. *Note:* if someone is not on this list, you should carefully consider the guidelines for choosing your proxy and you will need to contact your [HR security coordinator](#) to request access.



Proxy Set Up

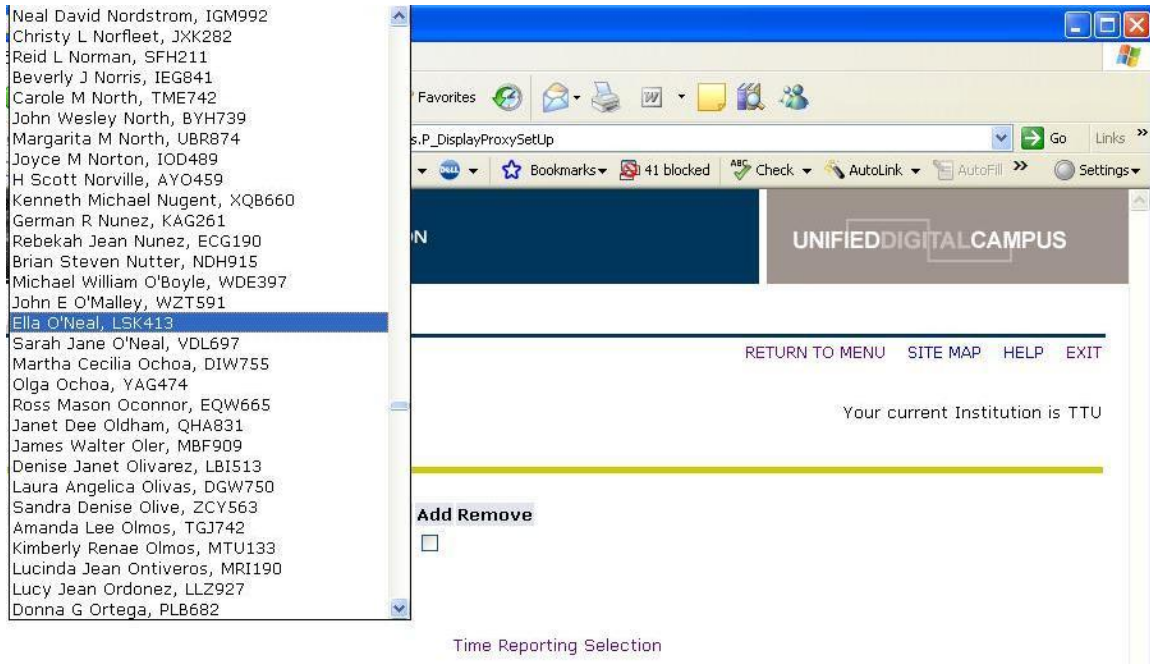
Name Add Remove

Save

Time Reporting Selection

5. Click the name of the proxy that you would like to add.

Approver Guide to Web Time Entry (WTE)



Neal David Nordstrom, IGM992
Christy L Norfleet, JXK282
Reid L Norman, SFH211
Beverly J Norris, IEG841
Carole M North, TME742
John Wesley North, BYH739
Margarita M North, UBR874
Joyce M Norton, IOD489
H Scott Norville, AYO459
Kenneth Michael Nugent, XQB660
German R Nunez, KAG261
Rebekah Jean Nunez, ECG190
Brian Steven Nutter, NDH915
Michael William O'Boyle, WDE397
John E O'Malley, WZT591
Ella O'Neal, LSK413
Sarah Jane O'Neal, VDL697
Martha Cecilia Ochoa, DIW755
Olga Ochoa, YAG474
Ross Mason Oconnor, EQW665
Janet Dee Oldham, QHA831
James Walter Oler, MBF909
Denise Janet Olivarez, LBI513
Laura Angelica Olivas, DGW750
Sandra Denise Olive, ZCY563
Amanda Lee Olmos, TGJ742
Kimberly Renae Olmos, MTU133
Lucinda Jean Ontiveros, MRI190
Lucy Jean Ordonez, LLZ927
Donna G Ortega, PLB682

UNIFIEDDIGITALCAMPUS

RETURN TO MENU SITE MAP HELP EXIT

Your current Institution is TTU

Add Remove

Time Reporting Selection

6. Add a checkmark to the Add box by clicking it.



Proxy Set Up

Name Add Remove
Ella O'Neal, LSK413

Save

Time Reporting Selection

7. Click the **Save** button to add the proxy.

8. Verify that the proxy is now listed in your proxy setup list. *Note:* you can remove your proxy as needed by selecting the Remove checkbox and clicking Save.



Proxy Set Up

Name Add Remove
Ella O'Neal, LSK413
James R Abbott, ZWN151

Save

9. Let your proxy know that he or she has been setup, communicate what you are expecting and when, and ensure that he or she is able to access your routing queues successfully as a proxy.

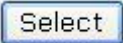
How to Act as a Proxy

1. Log into Self-Service Banner using webraider.ttuhs.edu (on or after December 1).
2. Click *My Timesheet*.
3. If a timesheet has been started within your queue or the queue you are proxying for, you should see the Selection Criteria. Click the drop-down box next to Act as Proxy.

The screenshot shows a web form titled "Time Reporting Selection". Under the "Selection Criteria" section, there are several options with radio buttons or checkboxes. The "Act as Proxy" option is a dropdown menu currently set to "Self". A red arrow points to this dropdown menu. Below the form is a "Select" button and a link labeled "Proxy Set Up".

4. You should see the name of the individual who has previously set you up as a proxy for their queue(s). Select the person's name to proxy.

The screenshot shows the dropdown menu for "Act as Proxy". The list includes "Self", "Larry Elkins JKN499", "Orvilia V Martinez QRI594", and "Self". The "Self" option at the bottom is highlighted in blue.

5. Click the  button.
6. Then, you will be able to access the employees within the approval queues as that person does.