

# Employee's Guide to Web Time Entry (WTE)

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**This guide is provided as a resource and may become outdated as processes and procedures change. Further questions about the WTE 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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## How to Check My Leave Balances

1. Log into Self Service Banner (SSB) via [webraider.ttuhs.edu](http://webraider.ttuhs.edu) and the HSC Employee tab. Leave balances will be available on 12/15/08.
2. Select *My Leave Balances*.

Personal Information **Employee**

Search   RETURN TO MENU SITE MAP HELP EXIT

Employee

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Time Sheet

Leave Report (accessible to exempt employees only)

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 or T4 Form.

Jobs Summary

**Leave Balances**

3. Review the types of leave available to you with balances. Note the available balances as of the last paid date. If you have taken time after this last paid date, then you need to adjust your balances accordingly.

Personal Information **Employee**

Search   RETURN TO MENU SITE MAP HELP EXIT

Leave Balances

Select the link under the Type of Leave column to access detailed information.

**List of Leave Types**

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of Apr 15, 2008	Taken as of Apr 15, 2008	Available Balance as of Apr 15, 2008
Holiday Comp	Hours	.00 Sep 01, 2007	7.00	6.00	.00	13.00
Sick Leave	Hours	.00 Sep 01, 2007	52.00	24.00	.00	76.00
Vacation	Hours	.00 Sep 01, 2007	104.50	24.00	.00	128.50

## Opening My WTE Timesheet

1. Log into Self Service Banner (SSB) via [webraider.ttuhs.edu](http://webraider.ttuhs.edu) and the HSC Employee tab.
2. Select *My Timesheet*.

The screenshot shows the 'My Employment Information' page. At the top, there are tabs for 'My Personal Information' and 'My Employment Information'. Below the tabs is a search bar and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The page title is 'My Employment Information' and it indicates 'Your current Institution is TTU'. A list of links is displayed, with 'My Time Sheet' highlighted by a red rectangular box. Other links include 'My Leave Report', 'Request Time Off', 'Benefits and Deductions', 'Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.', 'Pay Information', 'Tax Forms', 'Jobs Summary', 'Leave Balances', and 'Campus Directory'. At the bottom left, it says 'RELEASE: 7.3.2' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

3. Select the appropriate job's radial button and the appropriate pay period from the drop-down box.

The screenshot shows the 'Time Sheet Selection' page. At the top, it says 'Your current Institution is TTU'. Below the title is an information icon and a message: 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' There are two main sections: 'Title and Department' and 'My Choice Pay Period and Status'. The 'Title and Department' field is highlighted with a red box and contains 'Medical Research Tech III, ZH9991-00' and 'Garrison Institute on Aging, 101301'. The 'My Choice Pay Period and Status' dropdown menu is also highlighted with a red box and has a red arrow pointing to it. The dropdown menu is open, showing three options: 'Aug 16, 2008 to Aug 31, 2008 Pending', 'Aug 01, 2008 to Aug 15, 2008 Approved', and 'Aug 16, 2008 to Aug 31, 2008 Pending'. At the bottom left, there is a 'Time Sheet' button.

4. Click on the *Timesheet* button.

A rectangular button with the text 'Time Sheet' centered on it.

## Viewing My WTE Timesheet

1. Use the Scroll bar to scroll to the bottom of your timesheet.
2. Your earnings will vary based on the earnings that are eligible within your Employee Class.

**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	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
Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parent Teacher Conference	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pool	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Exception	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Excellence Leave Award	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Emerg Leave	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Voting	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Foster Parent	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

**Note:** some of the earnings require prequalification or must meet the requirements defined in [OP 70](#) before you are eligible to take them.

# Employee Guide to Web Time Entry (WTE)



## 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

- Use the *Next* button to display other days within the pay period. Since the pay period can vary between 10 to 15 days, days may display on 3 different screens using *Next* and *Previous* to go back.

Voting	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Foster Parent	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Firefighter EMS Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Red Cross Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Assistance Dog Training Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Organ Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Blood Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bone Marrow Transplant Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		80		0	0	8	8	8	8	8
<b>Total Units:</b>			0	0	0	0	0	0	0	0

**Submitted for Approval By:** You on Aug 22, 2008  
**Approved By:**  
**Waiting for Approval From:** Paula Grammas

RELEASE: 7.2.1.1

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## 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 a Pay Period

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 your timesheet.
10. Verify that the hours actually copied to the dates you selected.

Your current institution is 110

### Copy

i 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.

<p><b>Earnings Code:</b></p> <p><b>Date and Hours to Copy:</b></p> <p><b>Copy from date displayed to end of the pay period:</b></p> <p><b>Include Saturdays:</b></p> <p><b>Include Sundays:</b></p> <p><b>Copy by date:</b></p>	<p>Hours Worked, Shift 1</p> <p>Aug 19, 2008, 8 Hours</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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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"/>					

Time Sheet
Previous Menu
Copy

## **Adjusting or Correcting My Hours Entered**

If you have entered the wrong hours in 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 you have entered the right hours in the wrong earning:

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.


## Adding a comment to My WTE Timesheet

You may want to add comments regarding your leave, reminders on hours worked, or remarks regarding your data entry, etc. 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. Get your spelling, grammar, and punctuation as you deem necessary.
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.

Comments Your current Institution is TTU

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 Enter or edit comments until you submit the record for approval.

**Made By:** You  
**Comment Date:** Aug 26, 2008

**Enter or Edit Comment:**

**Made By:** Paula Grammas  
**Comment Date:** Aug 26, 2008  
**Comment:** 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

**Made By:** You  
**Comment Date:** Aug 22, 2008  
**Comment:** 1 hour of Holiday Comp used for personal meeting on Aug 18th. For vacation starting on Aug 28, exhausted remaining Holiday Comp balance and took the rest of time off from vacation balance for the 28th and 29th. JxxM

## Double-checking My 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 under File and Page Setup.

Your current Institution is TTU

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


## Submitting My WTE timesheet


1. Click the *Submit for Approval* button to submit your timesheet when it is complete.
2. Watch for the verification that the timesheet is submitted.

Your

### Time and Leave Reporting

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 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

 **Your time sheet was submitted successfully.**

**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.

3. Scroll to the bottom of the timesheet and verify where the timesheet is.

Assistance Dog Training Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Organ Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Blood Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bone Marrow Transplant Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		88		0	0	8	8	8	8	8
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Submitted for Approval By: You on Aug 26, 2008  
 Approved By:  
 Waiting for Approval From: Paula Grammas

## Escalating Errors or Questions

Contact payroll for questions or to escalate errors at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) , [www.depts.ttu.edu/payroll](http://www.depts.ttu.edu/payroll), or 806.742.3211. Payroll will be managing the Web Time Entry (WTE), Web Leave Reporting (WLR), and leave balances.