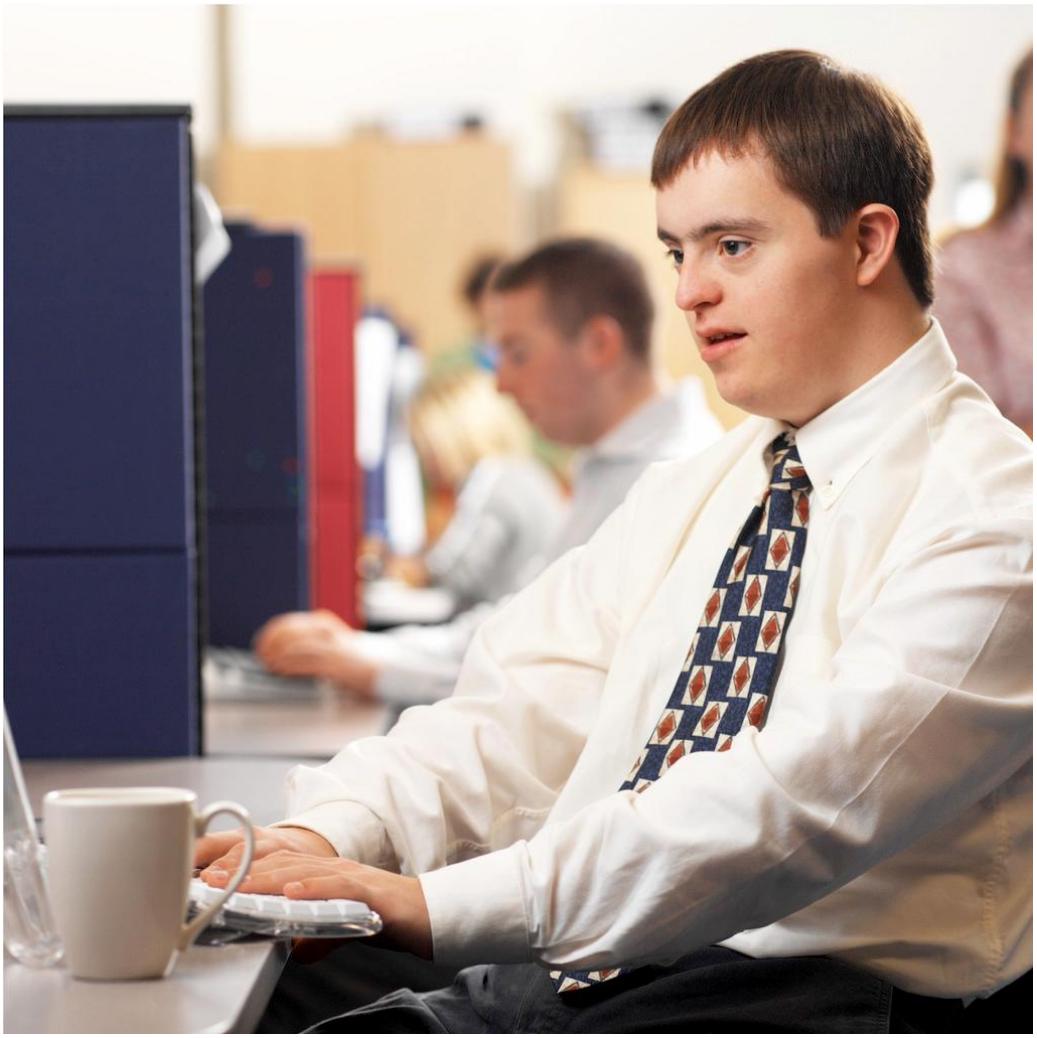

Employee's Guide to Web Time Entry (WTE)

Checking My Leave Balances

Opening My WTE Timesheet

Viewing My WTE Timesheet

Entering Hours for One Day

Entering Hours for a Pay Period

Adjusting or Correcting My Hours Entered

Adding a Comment to My WTE Timesheet

Double-checking or Printing My WTE Timesheet

Submitting My WTE timesheet

Escalating Errors or Questions

This guide is provided as a resource and may be become outdated as processes and procedures change.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 4
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Viewing My WTE Timesheet 6
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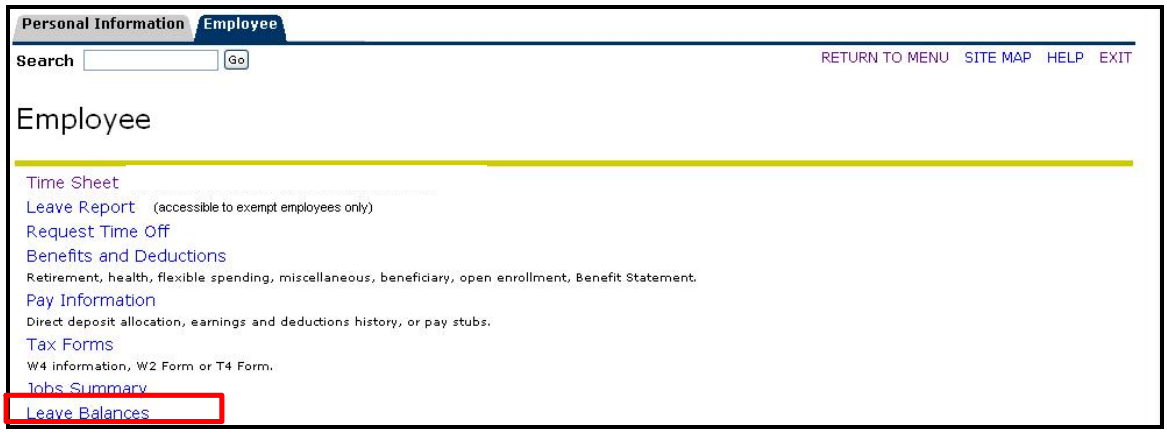
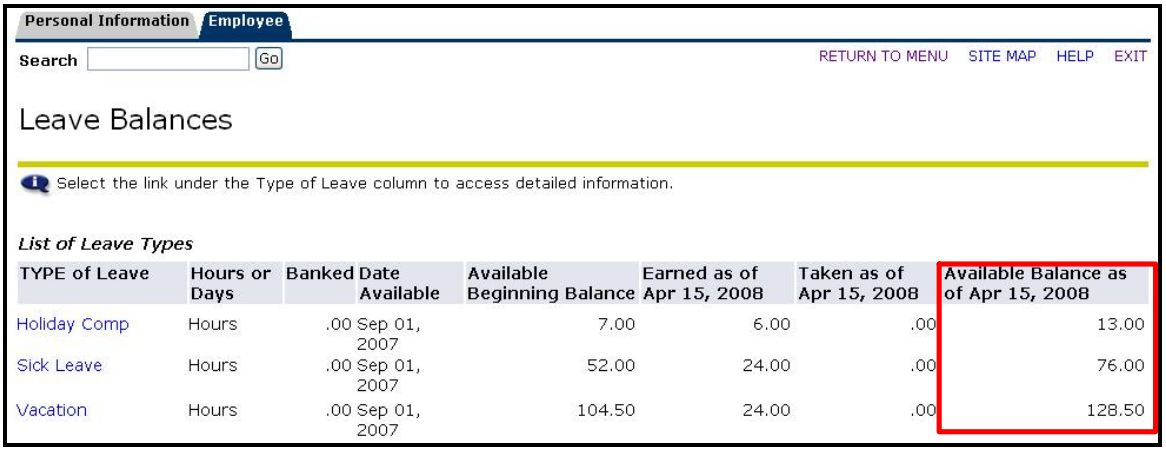
How to Check My Leave Balances

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

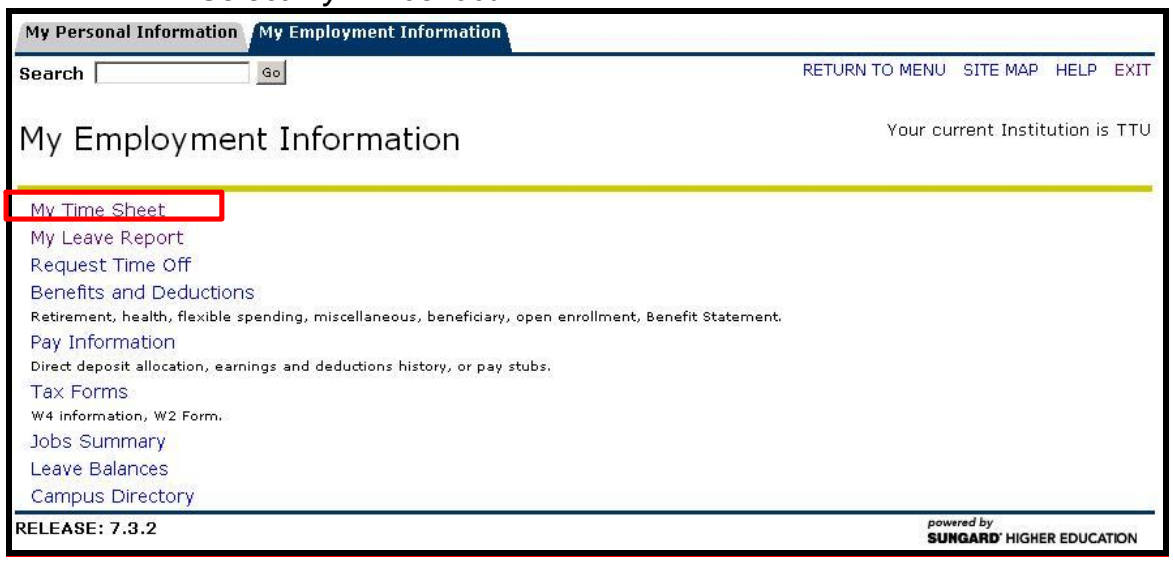


3. Review the types of leave available to you with balances. Note the available balances as of the last paid date. If you have taken time after this last paid date, then you need to adjust your balances accordingly.

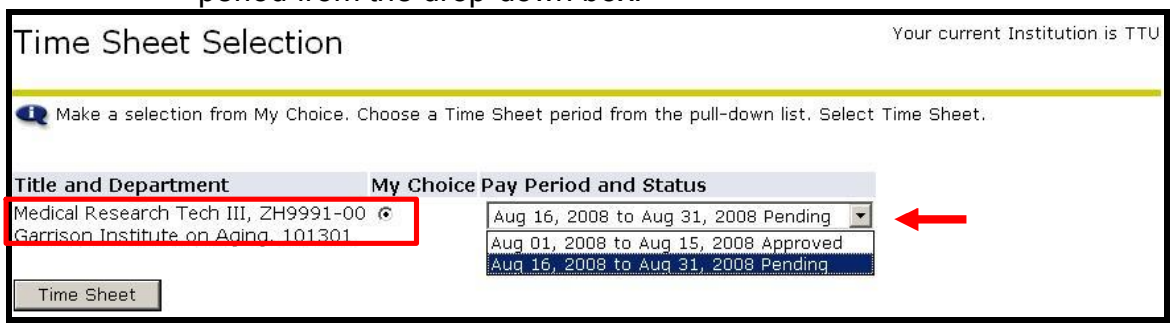


Opening My WTE Timesheet

1. Log into Self Service Banner (SSB) via webraider.ttuhsc.edu and the HSC Employee tab.
2. Select *My Timesheet*.



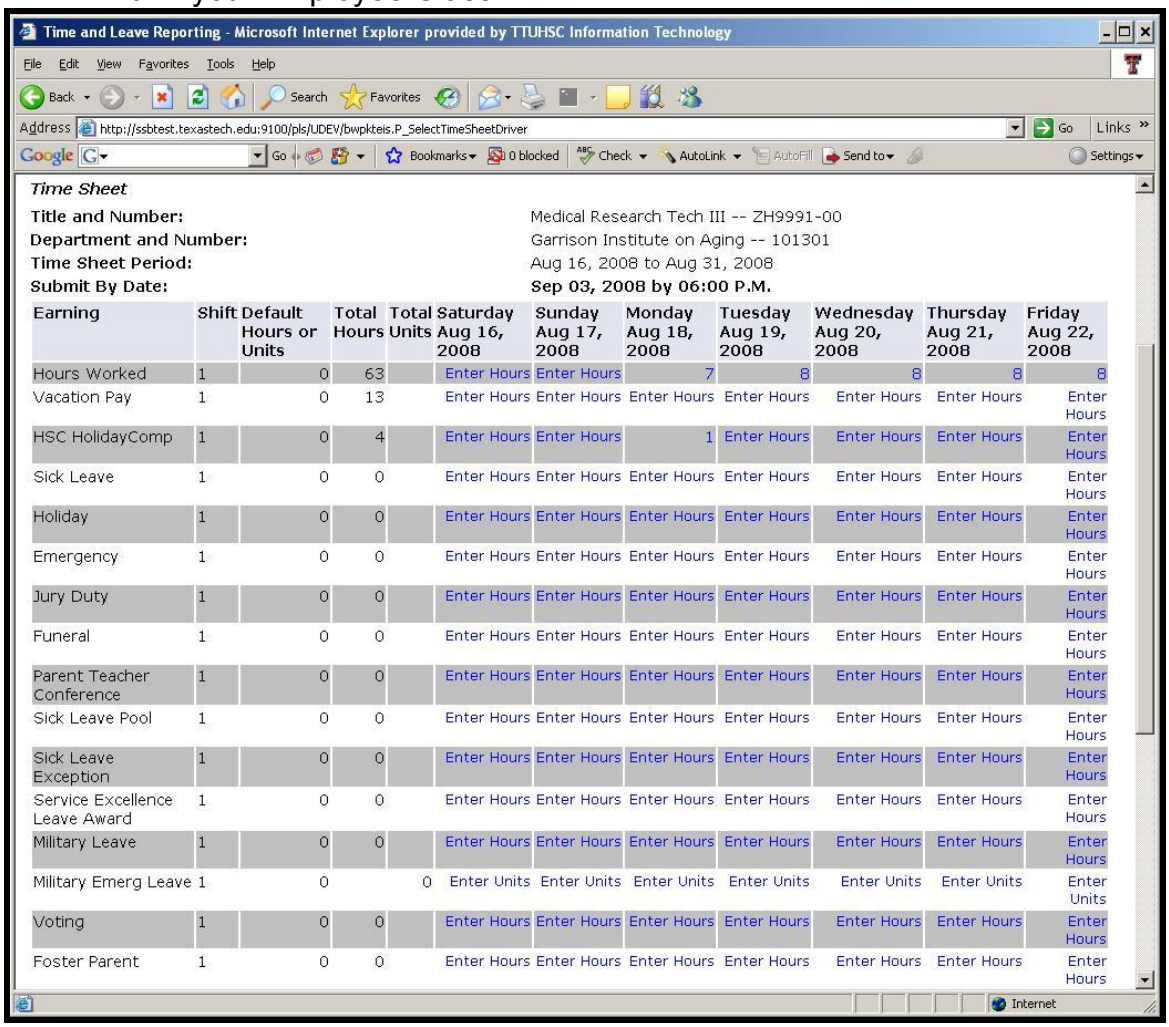
3. Select the appropriate job's radial button and the appropriate pay period from the drop-down box.



4. Click on the *Timesheet* button.

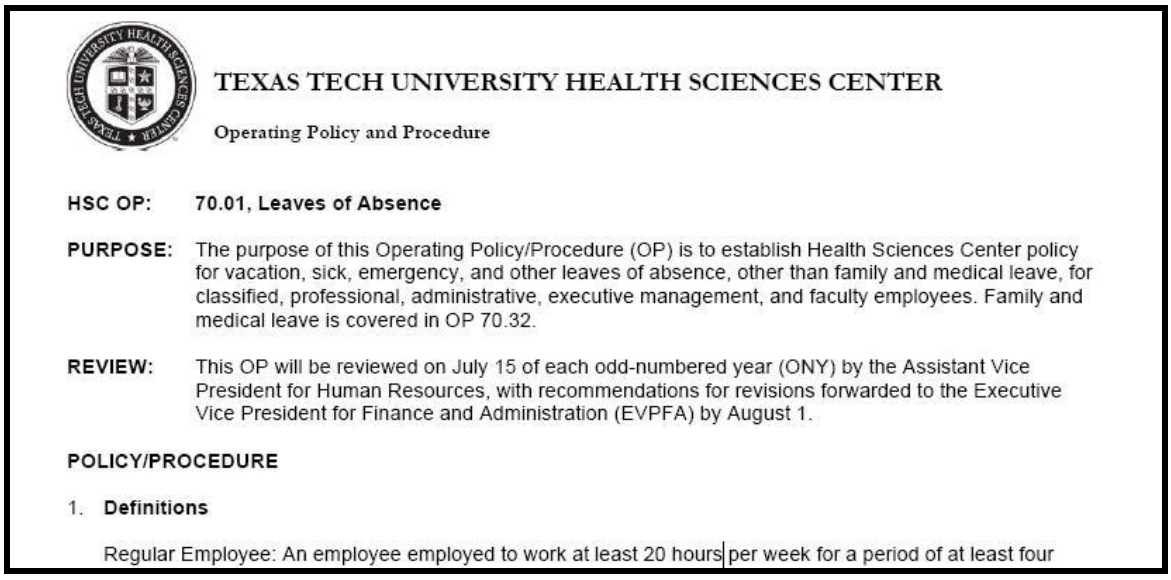
Viewing My WTE Timesheet

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.



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	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.



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.

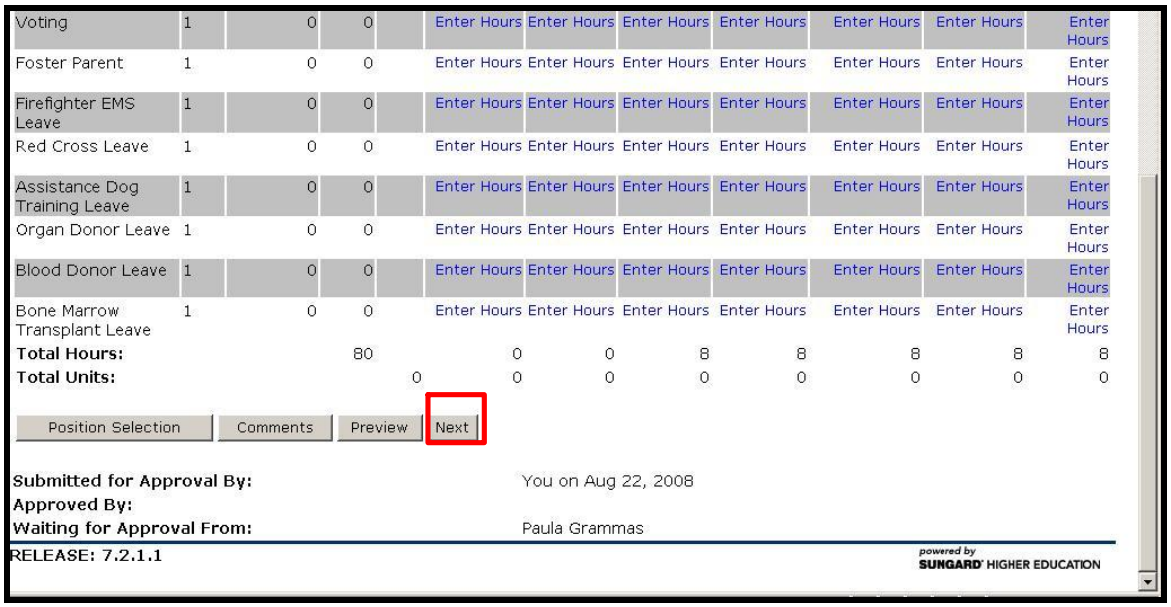
REVIEW: This OP will be reviewed on July 15 of each odd-numbered year (ONY) by the Assistant Vice President for Human Resources, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration (EVPFA) by August 1.

POLICY/PROCEDURE

1. **Definitions**

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

3. 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
Total Hours:			80	0	0	8	8	8	8	8
Total Units:			0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

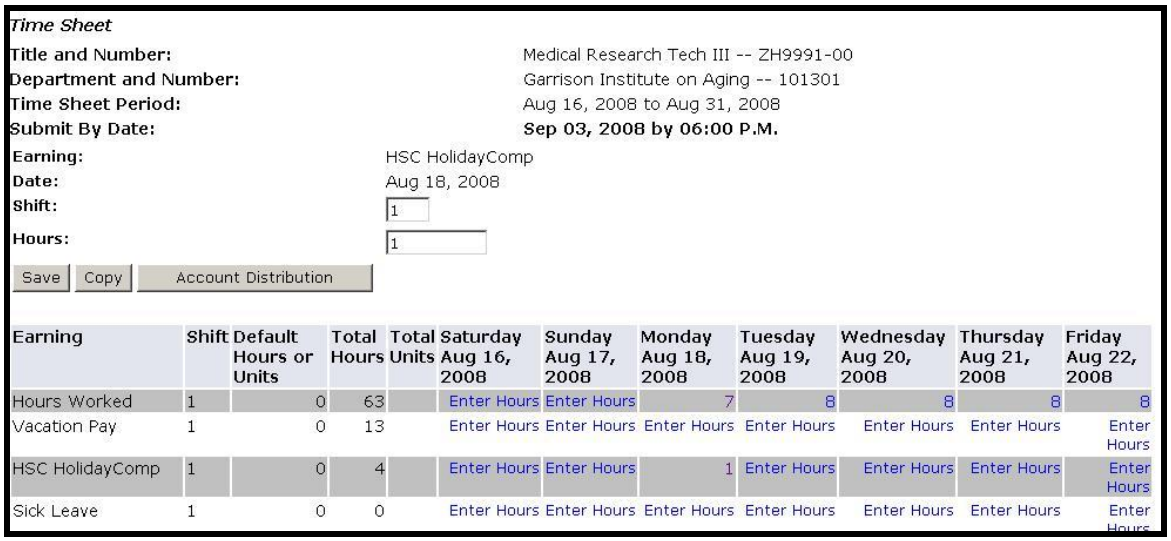
Submitted for Approval By: You on Aug 22, 2008
Approved By:
Waiting for Approval From: Paula Grammas

RELEASE: 7.2.1.1

powered by SUNGARD HIGHER EDUCATION

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: 1
Hours: 1

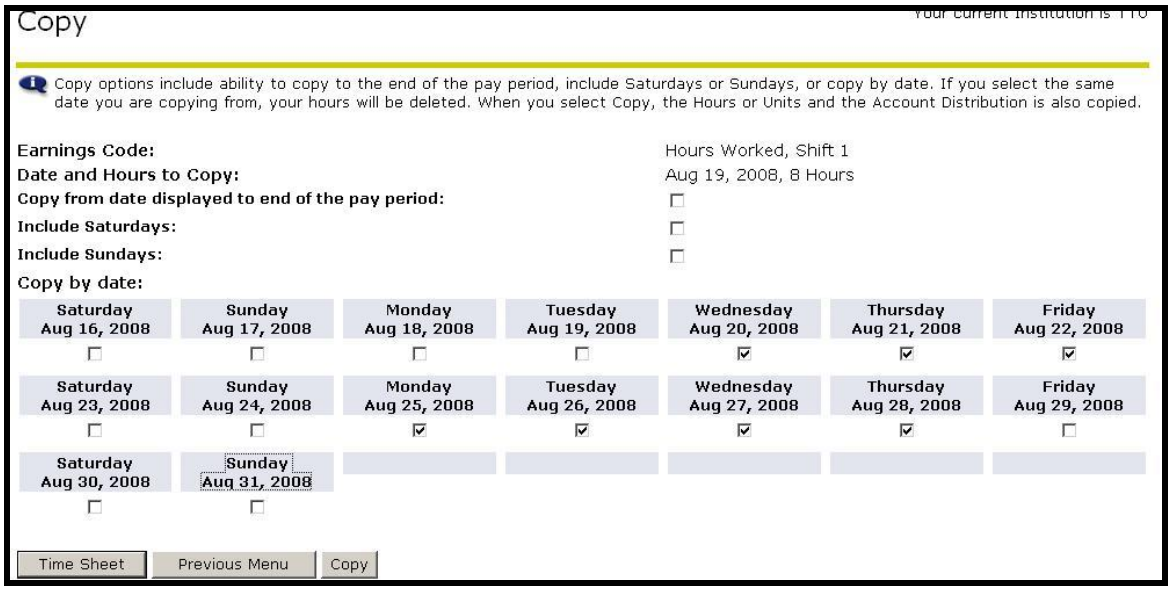
Save | Copy | Account Distribution

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.



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.

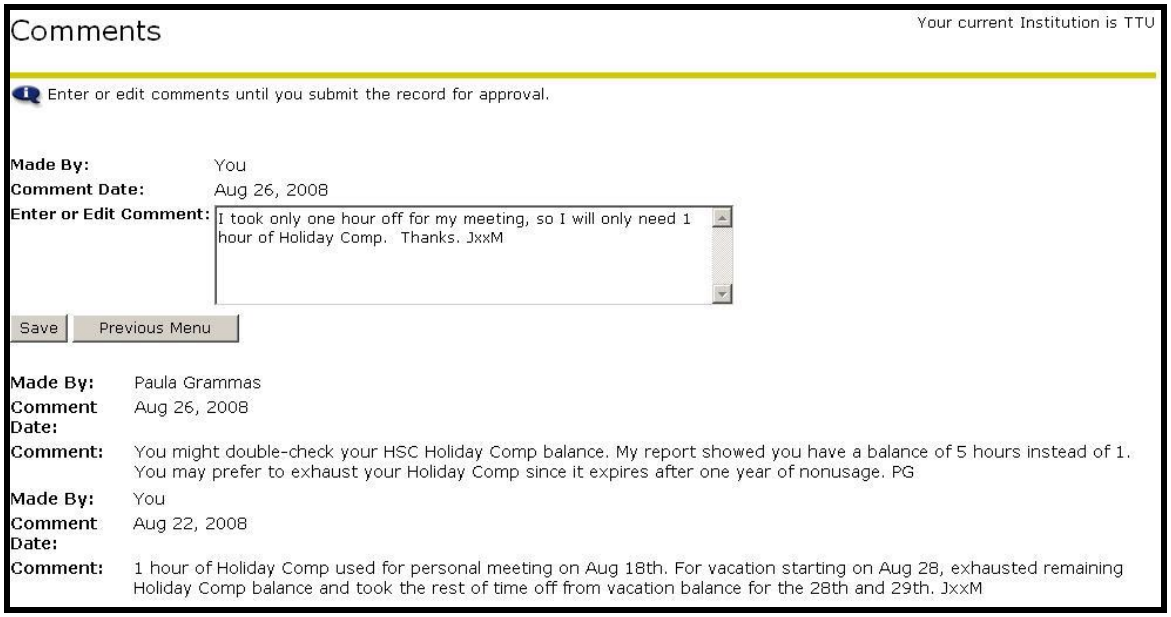
If you have entered the right hours in the wrong earning:

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

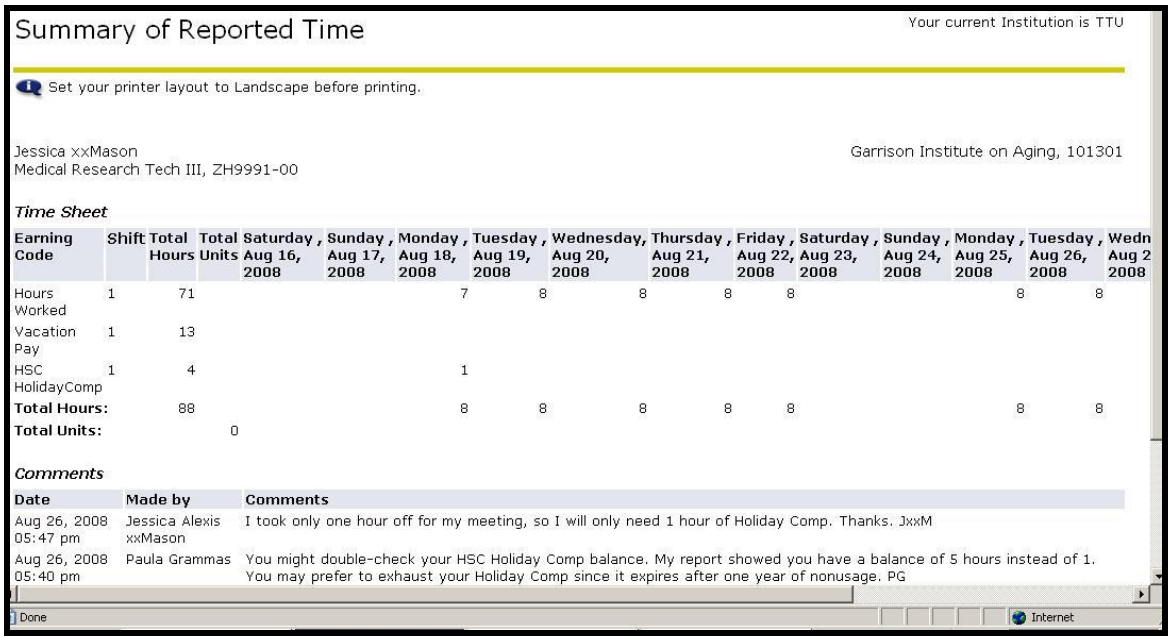
You may want to add comments regarding your leave, reminders on hours worked, or remarks regarding your data entry, etc. To add a comment:

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.



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.



Summary of Reported Time

Your current Institution is TTU

Set your printer layout to Landscape before printing.

Jessica xxMason
Medical Research Tech III, ZH9991-00

Garrison Institute on Aging, 101301

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 2 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

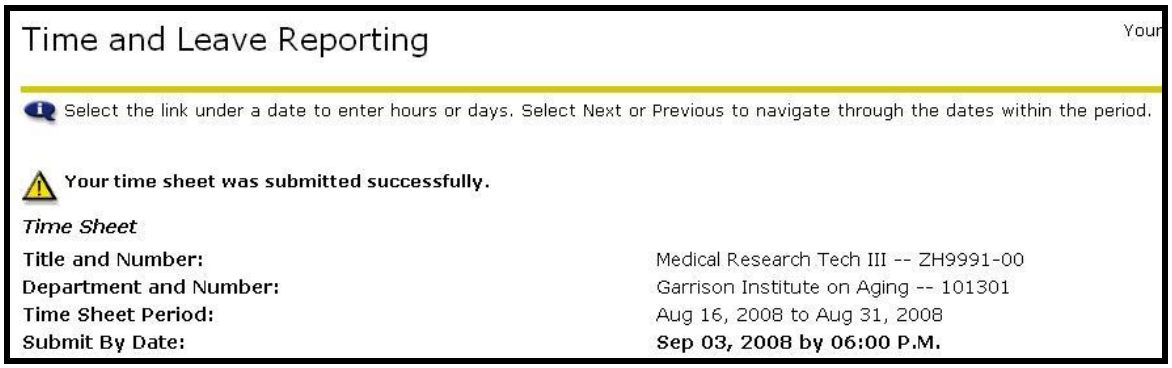
Date	Made by	Comments
Aug 26, 2008 05:47 pm	Jessica Alexis xxMason	I took only one hour off for my meeting, so I will only need 1 hour of Holiday Comp. Thanks. JxxM
Aug 26, 2008 05:40 pm	Paula Grammas	You might double-check your HSC Holiday Comp balance. My report showed you have a balance of 5 hours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

Done

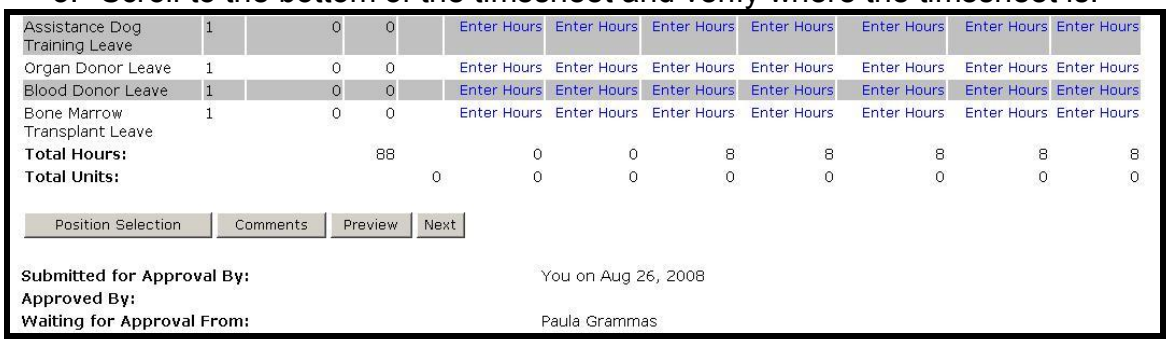
Internet

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.



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



Escalating Errors or Questions

Contact payroll for questions or to escalate errors at webmaster.payroll@ttu.edu , 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.