

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 can be accessed through “Self Service”
 - 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

OVERVIEW

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

Employee

Responsibilities

Employees must:

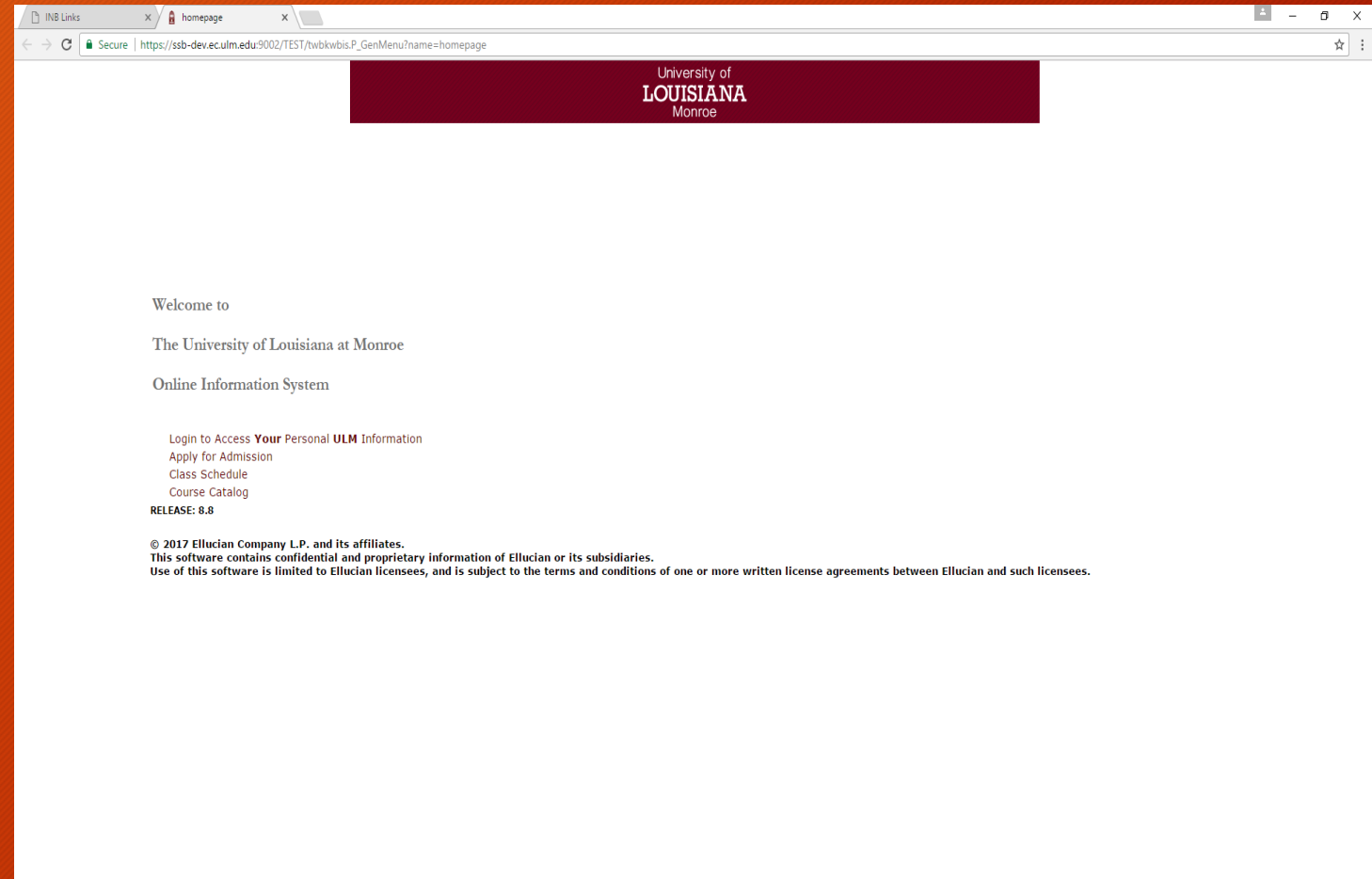
- Report time worked on a daily basis via WTE

NOTE:

- FLSA non-exempt employees will enter total hours worked for each day
 - Exempt employees timesheet will be different by only reporting leave
 - Casual Wage will enter time in and out for each day
- Submit a web time sheet for every pay period worked

How Do I access Web Time Entry (WTE)

1. Open Internet Explorer
2. Navigate to https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage
3. Click on “Login to Access your Personal ULM Information



Login

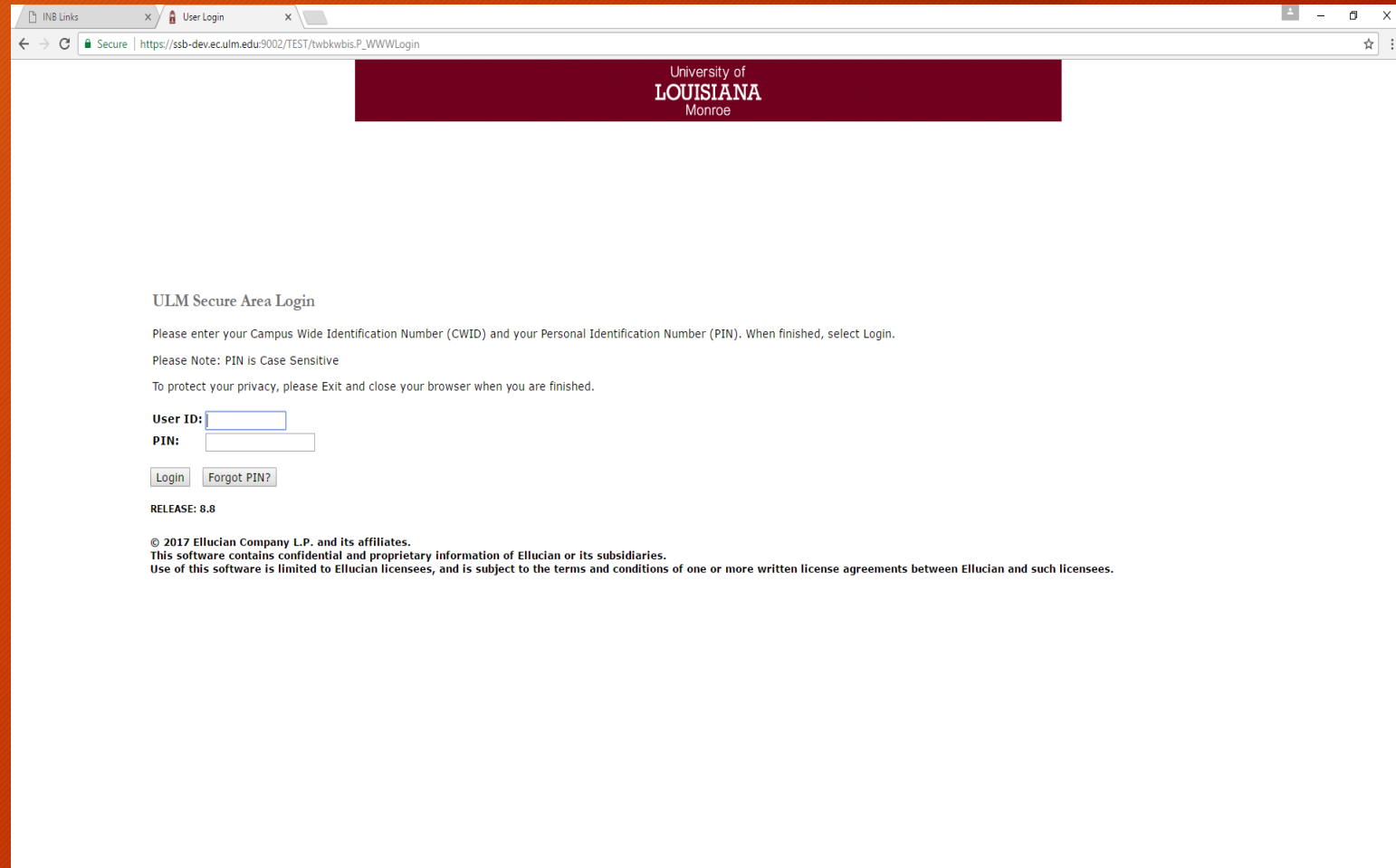
1. Enter your User ID (CWID)
2. Enter Pin (Max. 6 Characters)
3. Click LOGIN

For Testing Purposes Use the CWID and Pin provided

(Test CWID)30108550

(Test Pin)111111

Employee Name: Web Time Entry



The screenshot shows a web browser window with the following content:

- Browser tabs: INB Links, User Login
- Address bar: Secure | https://ssb-dev.eculm.edu:9002/TEST/twbkwbis.P_WWWLogin
- Header: University of LOUISIANA Monroe
- Section: ULM Secure Area Login
- Text: Please enter your Campus Wide Identification Number (CWID) and your Personal Identification Number (PIN). When finished, select Login.
- Text: Please Note: PIN is Case Sensitive
- Text: To protect your privacy, please Exit and close your browser when you are finished.
- Form fields: User ID: , PIN:
- Buttons: Login, Forgot PIN?
- Text: RELEASE: 8.8
- Footnote: © 2017 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

Employee

1. Click on “Employee” to move to the Employee Menu

The screenshot shows a web browser window with two tabs: 'INS Links' and 'Main Menu'. The address bar shows a secure connection to a test URL: `https://ssb-dev.ec.ulm.edu:9002/TEST/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome.+Web+Time+Entry.+to+the+ULM+Information+System!Apr+28.+201709%3A49+am`. The page header features the University of Louisiana Monroe logo in a maroon box. Below the header, there are two menu items: 'Personal Information' and 'Employee', with 'Employee' being the active selection. A search bar with a 'Go' button is present, along with links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The main content area includes a welcome message: 'Welcome, Web Time Entry, to the ULM Information System! Last web access on Apr 28, 2017 at 09:49 am'. Under 'Personal Information', there is a link to 'Update addresses and contact information, review name and Social Security Number change information, change your PIN.' Under 'Employee', there is a link to 'Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.'. At the bottom, the text reads 'RELEASE: 8.8' and '© 2017 Ellucian Company L.P. and its affiliates.'

Employee

1. Select “Time Sheet” from the Employee Menu

University of
LOUISIANA
Monroe

Personal Information **Employee**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

- Time Sheet
- Leave Report
- Request Time Off
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
- Pay Information
Direct deposit, allocation and pay stubs.
- Tax Forms
W2, W4 and other tax information.
- Leave Balances
- Parking Permit/Citations
Register for Parking Permit and Pay Parking Citations

RELEASE: 8.8

© 2017 Ellucian Company L.P. and its affiliates.

Completing a Web Time Sheet

1. Select “Access my Time Sheet” by clicking on the corresponding radio button under Selection Criteria-My Choice

The screenshot shows a web browser window with the URL https://ssb-dev.ec.ulm.edu:9002/TEST/bwpktais.P_SelectTimeSheetRoll. The page header features the University of Louisiana Monroe logo. Below the header is a navigation menu with tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. A search bar is located below the menu. The main content area is titled 'Time Reporting Selection' and contains a message: 'Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.' Underneath is the 'Selection Criteria' section, which includes a 'My Choice' sub-section with the following options:

- Access my Time Sheet:
- Access my Leave Report:
- Access my Leave Request:
- Approve or Acknowledge Time:
- Approve All Departments:
- Act as Proxy: Self
- Act as Superuser:

A 'Select' button is located below the 'Act as Proxy' option. At the bottom of the page, there is a 'Proxy Set Up' link, the release version 'RELEASE: 8.12.1.5', and the copyright notice '© 2017 Ellucian Company L.P. and its affiliates.'

Completing a Web Time Sheet

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

University of
LOUISIANA
Monroe

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Administrative Coordinator 3, AS7342-00 WIDS, 310045	<input checked="" type="radio"/>	Apr 22, 2017 to May 05, 2017 In Progress
Administrative Coordinator 3, AS7342-01 VP for Student Affairs Office, 500010	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-02 VP for Academic Affairs, 200005	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-03 University Police, 500040	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-04 University Planning & Analysis, 400026	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-05 University Library, 280040	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-06 University Development, 400050	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-07 Telecommunications, 400037	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-08 Human Resources, 300130	<input type="radio"/>	Jul 01, 2017 to Jul 14, 2017 Not Started Jun 17, 2017 to Jun 30, 2017 Not Started Jun 03, 2017 to Jun 16, 2017 Not Started May 20, 2017 to Jun 02, 2017 Not Started May 06, 2017 to May 19, 2017 Not Started Apr 22, 2017 to May 05, 2017 Not Started

RELEASE: 8.12.1.5

© 2017 Ellucian Company L.P. and its affiliates.

Completing a Web Time Sheet

Position and Status (cont'd)

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 from 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

Completing a Web Time Sheet

Time Sheet

- The Time and Leave Reporting Screen now appears
- Click Time Sheet as indicated on the Timesheet Selection screen
- The top area of the screen displays information about the time sheet for the position, including Submit By Date

Completing a Web Time Sheet

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

NOTE 1: Take special notice of the “Submit By Date”. This is the date that your time sheet must be submitted and approved. Verify that the “Submit By Date” has not passed. If it has, contact your supervisor immediately.

NOTE 2:

- FLSA non-exempt employees will enter total hours worked for each day
- Exempt employees timesheet will be different by only reporting leave
- Casual Wage will enter time in and out for each day

Completing a Web Time Sheet

Enter Your Time

Click “Enter Units/Hours” for a desired Day 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.

University of LOUISIANA Monroe

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Time and Leave Reporting

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

Time Sheet
Title and Number: Administrative Coordinator 3 -- AS7342-00
Department and Number: WIDS -- 310045
Time Sheet Period: Apr 22, 2017 to May 05, 2017
Submit By Date: May 05, 2017 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 22, 2017	Sunday Apr 23, 2017	Monday Apr 24, 2017	Tuesday Apr 25, 2017	Wednesday Apr 26, 2017	Thursday Apr 27, 2017	Friday Apr 28, 2017
Hours Worked	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Comp/Annual Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.5	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Straight 1.0	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time 1.5 Earned	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Earned Straight	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement/Office Closure	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retroactive Annual/Comp	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retroactive sick	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.12.1.5

© 2017 Ellucian Company L.P. and its affiliates.

Completing a Web Time Sheet

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
4. Repeat the steps above for each day and each earnings code that need hours entered.
5. Select Next (and/or Previous) at the bottom of screen to navigate to each week within the pay period
6. View the total units/hours at the bottom of the screen to ensure you have accurately entered your time

The screenshot shows a web browser window with the URL https://ssb-dev.ec.ulm.edu:9002/TEST/bwpktetm.P_EnterTimeSheet?JobsSeqNo=87&TypeEntry=D&LastDate=0&EarnCode=HRS&Shift=1&SpecialRate=0&DateSelected=22-APR-2017. The page header features the University of Louisiana Monroe logo. Below the header, there are tabs for 'Personal Information' and 'Employee'. A search bar with a 'Go' button is present. The main heading is 'Time and Leave Reporting'. A note below the heading reads: 'Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.' The 'Time Sheet' section displays the following information: Title and Number: Administrative Coordinator 3 -- AS7342-00; Department and Number: WIDS -- 310045; Time Sheet Period: Apr 22, 2017 to May 05, 2017; Submit By Date: May 05, 2017 by 12:00 PM. The 'Earning:' section shows 'Hours Worked' for 'Apr 22, 2017' with a dropdown menu set to '1' and an empty 'Units:' field. At the bottom, there are buttons for 'Save', 'Copy', and 'Account Distribution'.

Completing a Web Time Sheet

Units/Hours Entered

Time and Leave Reporting

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

Time Sheet
Title and Number: Administrative Coordinator 3 -- AS7342-08
Department and Number: Human Resources -- 300130
Time Sheet Period: Apr 22, 2017 to May 05, 2017
Submit By Date: May 05, 2017 by 12:00 PM

Earning: Hours Worked
Date: May 05, 2017
Shift: 1
Units:

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 29, 2017	Sunday Apr 30, 2017	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017
Hours Worked	1	0	0	72	Enter Units	Enter Units	9	9	9	9	Enter Units
Comp/Annual Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	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
Overtime 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Straight 1.0	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	6		Enter Hours	Enter Hours	Enter Hours	6	Enter Hours	Enter Hours	Enter Hours
Comp Time 1.5 Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Earned Straight	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	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
Inclement/Office Closure	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retroactive Annual/Comp	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retroactive sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6		0	0	0	6	0	0	0
Total Units:				72	0	0	9	9	9	9	0

Position Selection Comments Preview Submit for Approval Restart Previous

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

RELEASE: 8.12.1.5

© 2017 Ellucian Company L.P. and its affiliates.

Completing a Web Time Sheet

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

Completing a Web Time Sheet

Copying Hours (cont'd)

Complete the copy process as follows:

1. If you are entering the same number of hours for each day of the pay period:
 - Click “Copy from the date displayed to the end of the pay period”: check box.

The screenshot shows a web browser window with the URL https://ssb-dev.ec.ulm.edu:9002/TEST/bwpkctm.P_UpdateTimeSheet. The page header features the University of Louisiana Monroe logo. Below the header, there are tabs for "Personal Information" and "Employee". A search bar and navigation links (SITE MAP, HELP, EXIT) are present. The main content area is titled "Copy" and contains a help message: "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." The form includes sections for "Earnings Code:", "Date and Units to Copy:", "Copy from date displayed to end of the pay period:", "Include Saturdays:", "Include Sundays:", and "Copy by date:". The "Copy by date:" section contains two rows of date boxes with checkboxes below them. The first row shows dates from Saturday, Apr 22, 2017 to Friday, Apr 28, 2017. The second row shows dates from Saturday, Apr 29, 2017 to Friday, May 05, 2017. At the bottom, there are buttons for "Time Sheet", "Previous Menu", and "Copy". The footer includes the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates."

University of
LOUISIANA
Monroe

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

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 Units to Copy: Apr 22, 2017, 0 Units

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday Apr 22, 2017	Sunday Apr 23, 2017	Monday Apr 24, 2017	Tuesday Apr 25, 2017	Wednesday Apr 26, 2017	Thursday Apr 27, 2017	Friday Apr 28, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Apr 29, 2017	Sunday Apr 30, 2017	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Time Sheet](#) [Previous Menu](#) [Copy](#)

RELEASE: 8.12.1.5

© 2017 Ellucian Company L.P. and its affiliates.

Completing a Web Time Sheet

Copying Hours (cont'd)

- Click the Copy button again.
- Verify that a message stating “Your hours have been copied successfully” appears
- After all hours have been copied:
 - Click the Timesheet or Previous Menu to return to your time sheet

The screenshot shows a web browser window with the URL https://ssb-dev.ec.um.edu:9002/TEST/bwpktetm_P_UpdateTimeSheet. The page header includes the University of Louisiana Monroe logo. Below the header, there are tabs for 'Personal Information' and 'Employee'. A search bar and navigation links (SITE MAP, HELP, EXIT) are visible. The main content area is titled 'Copy' and contains a message: '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.'

Below the message, there are several sections for configuring the copy operation:

- Earnings Code:** (empty)
- Date and Units to Copy:** Apr 26, 2017, 9 Units
- Copy from date displayed to end of the pay period:**
- Include Saturdays:**
- Include Sundays:**
- Copy by date:** A grid of dates from Saturday, Apr 22, 2017 to Friday, May 05, 2017. The 'Copy by date' section shows a grid of dates with checkboxes indicating which dates are selected for copying. The selected dates are: Monday, May 01, 2017; Tuesday, May 02, 2017; Wednesday, May 03, 2017; and Thursday, May 04, 2017.

At the bottom of the page, there are buttons for 'Time Sheet', 'Previous Menu', and 'Copy'. The footer includes the text 'RELEASE: 8.12.1.5' and '© 2017 Ellucian Company L.P. and its affiliates.'

Completing a Web Time Sheet

Preview Your Time Sheet

- Click Preview to view the full pay period and verify that all hours were copied correctly
- Click Previous Menu to return to your timesheet

Entering Comments

Comments may be entered on the timesheet to communicate with your supervisor regarding your time entry

Ex) explanation for extra or less hours worked

Click Comments on the Time Sheet

Time Sheet

Title and Number: Administrative Coordinator 3 -- AS7342-08
Department and Number: Human Resources -- 300130
Time Sheet Period: Apr 22, 2017 to May 05, 2017
Submit By Date: May 05, 2017 by 12:00 PM

Earning: Hours Worked
Date: May 05, 2017
Shift: 1
Units: 4

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 29, 2017	Sunday Apr 30, 2017	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017
Hours Worked	1	0	0	80	Enter Units	Enter Units	9	9	9	9	4
Comp/Annual Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	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
Overtime 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Straight 1.0	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	6		Enter Hours	Enter Hours	Enter Hours	6	Enter Hours	Enter Hours	Enter Hours
Comp Time 1.5 Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Earned Straight	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	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
Inclement/Office Closure	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retroactive Annual/Comp	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retroactive sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6		0	0	0	6	0	0	0
Total Units:				80	0	0	9	9	9	9	4

Position Selection Comments Preview Submit for Approval Restart Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

https://ssb-dev.eculm.edu:9002/TEST/bwpkctm_P_EnterTimeSheet?JobsSeqNo=88&TypeEntry=D&LastDate=7&Earn...

Completing a Web Time Sheet

Enter Your Comments

Enter your comments

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

- Click Save after you have finished entering your comments
- Click Previous Menu to return to your timesheet

The screenshot shows a web browser window with the URL https://ssb-dev.ec.ulm.edu:9002/TEST/bwpltetm.P_TimeSheetButtonsDriver. The browser has several tabs open, including 'INB Links', 'Oracle Fusion Middleware For...', and 'Comments'. The page header features the University of Louisiana Monroe logo. Below the header, there are navigation tabs for 'Personal Information' and 'Employee'. A search bar with a 'Go' button is present. The main content area is titled 'Comments' and includes a message: 'Enter or edit comments until you submit the record for approval.' Below this, there are fields for 'Made By: You', 'Comment Date: May 01, 2017', and 'Enter or Edit Comment: Furniture being delivered to home'. At the bottom of the form, there are 'Save' and 'Previous Menu' buttons. The footer contains the text 'RELEASE: 8.12.1.5' and '© 2017 Ellucian Company L.P. and its affiliates.'

Completing a Web Time Sheet

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->Print from the menu bar. Make sure the Page Setup is set to Landscape.
- Click the Previous Menu button to return to your time sheet

University of
LOUISIANA
Monroe

Personal Information **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time

Set your printer layout to Landscape before printing.

Web Time Entry Human Resources, 300130
Administrative Coordinator 3, AS7342-08

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Saturday , Apr 22, 2017	Sunday , Apr 23, 2017	Monday , Apr 24, 2017	Tuesday , Apr 25, 2017	Wednesday, Apr 26, 2017	Thursday , Apr 27, 2017	Friday , Apr 28, 2017	Saturday , Apr 29, 2017	Sunday , Apr 30, 2017	Monday , May 01, 2017	Tuesday , May 02, 2017	Wednesday, May 03, 2017	Thursday , May 04, 2017	Friday , May 05, 2017
Hours Worked	1		80			9	9	9	9	4			9	9	9	9	4
Holiday Pay	1		6											6			
Total Hours:			6											6			
Total Units:			80			9	9	9	9	4			9	9	9	9	4

Comments

Date	Made by	Comments
May 01, 2017 10:39 am	Web Time Entry	Furniture being delivered to home

Completing a Web Time Sheet

Changing Units/Hours Entered and Saved but Not Submitted

You may edit hours entered on any “In Progress” time sheet.

1. Click the desired “Pay Period” and “Position” from the Time Sheet Selection menu that needs editing
2. Click on the number of hours entered for the date and earning you want to change
3. Enter the new value and Click Save
4. To remove the value completely, highlight the existing value and press “Backspace” then click save

NOTE: If you need to edit hours after your timesheet has been processed, you will need to enter the hours on Retroactive Annual/Comp or Retroactive Sick with a comment and submit a paper leave request.

Completing a Web Time Sheet

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.

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice Pay Period and Status
Administrative Coordinator 3, AS7342-00 WIDS, 310045	<input type="radio"/> Apr 22, 2017 to May 05, 2017 In Progress ▼
Administrative Coordinator 3, AS7342-01 VP for Student Affairs Office, 500010	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-02 VP for Academic Affairs, 200005	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-03 University Police, 500040	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-04 University Planning & Analysis, 400026	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-05 University Library, 280040	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-06 University Development, 400050	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-07 Telecommunications, 400037	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-08 Human Resources, 300130	<input checked="" type="radio"/> Apr 22, 2017 to May 05, 2017 Return for Correction ▼

Completing a Web Time Sheet

Time Sheet Returned for Correction (cont'd)

1. To select the time sheet, click Time Sheet. The Time Sheet page displays
2. Make the correction to your time sheet as discussed with the approver
3. Click Submit for Approval to submit your time sheet to the approver
4. The time sheet will now be in a pending Status

NOTE: Your time sheet corrections must be completed and approved prior to the Submit by Date or a date identified by your campus

Completing a Web Time Sheet

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

Total Hours:	6	0	0	0	0	0	0	0	0
Total Units:	80	0	0	9	9	9	9	9	4

Submitted for Approval By: You on May 01, 2017

Approved By:

Waiting for Approval From:

RELEASE: 8.12.1.5

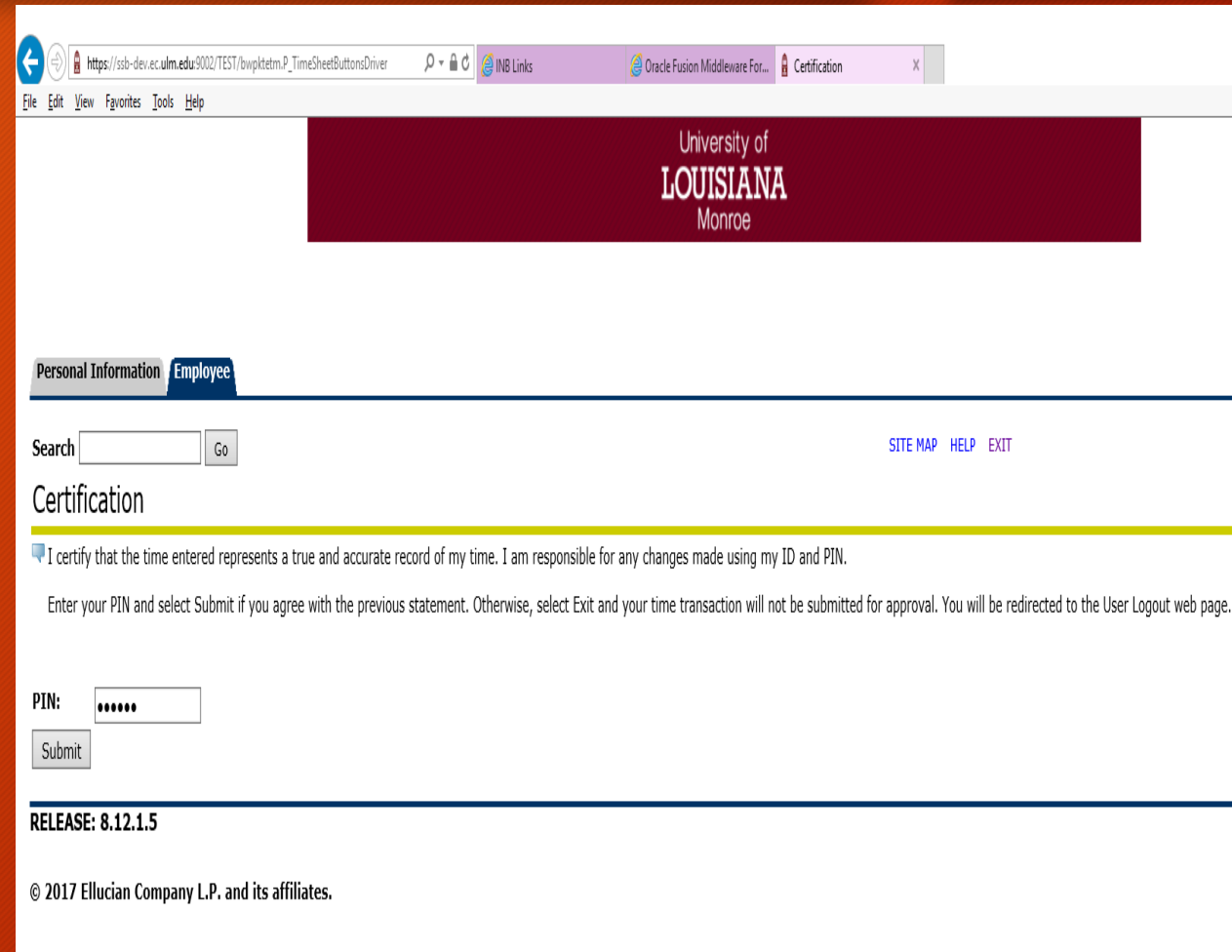
© 2017 Ellucian Company L.P. and its affiliates.

Completing a Web Time Sheet

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.



The screenshot shows a web browser window with the URL https://ssb-dev.ec.ulm.edu/9002/TEST/lwplktetm_P_TimeSheetButtonsDriver. The browser tabs include "INB Links", "Oracle Fusion Middleware For...", and "Certification". The page header features the University of Louisiana Monroe logo. Below the header, there are two tabs: "Personal Information" and "Employee". A search bar with a "Go" button is present, along with links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Certification" and contains a certification statement: "I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN." Below this statement, there is a prompt: "Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page." A "PIN:" label is followed by a text input field containing six dots. A "Submit" button is located below the PIN input field. At the bottom of the page, the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates." is displayed.

University of
LOUISIANA
Monroe

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

Submit

RELEASE: 8.12.1.5

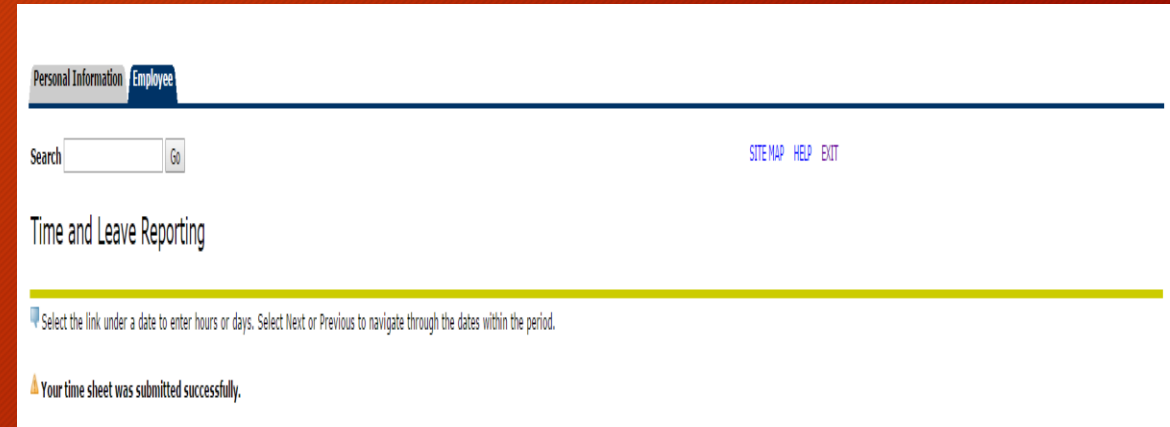
© 2017 Ellucian Company L.P. and its affiliates.

Completing a Web Time Sheet

Time Sheet Submission Confirmation

A message stating “Your time sheet submitted successfully” displays. This places your time sheet in the “Pending” Status for the approver to review and approve

NOTE: A time sheet in “Pending” status can no longer be edited by the employee who submitted it



The screenshot shows a web application interface with a navigation bar at the top containing "Personal Information" and "Employee". Below the navigation bar is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Time and Leave Reporting" and features a green horizontal line. Below the line is a help icon and the text: "Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period." At the bottom, a yellow message icon is followed by the text: "Your time sheet was submitted successfully."

Completing a Web Time Sheet

Exit Self Service

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



Deadline for Completing Web Time Entry Timesheet

Timesheets must be submitted by the Friday before your pay date no later than 10:00 am