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

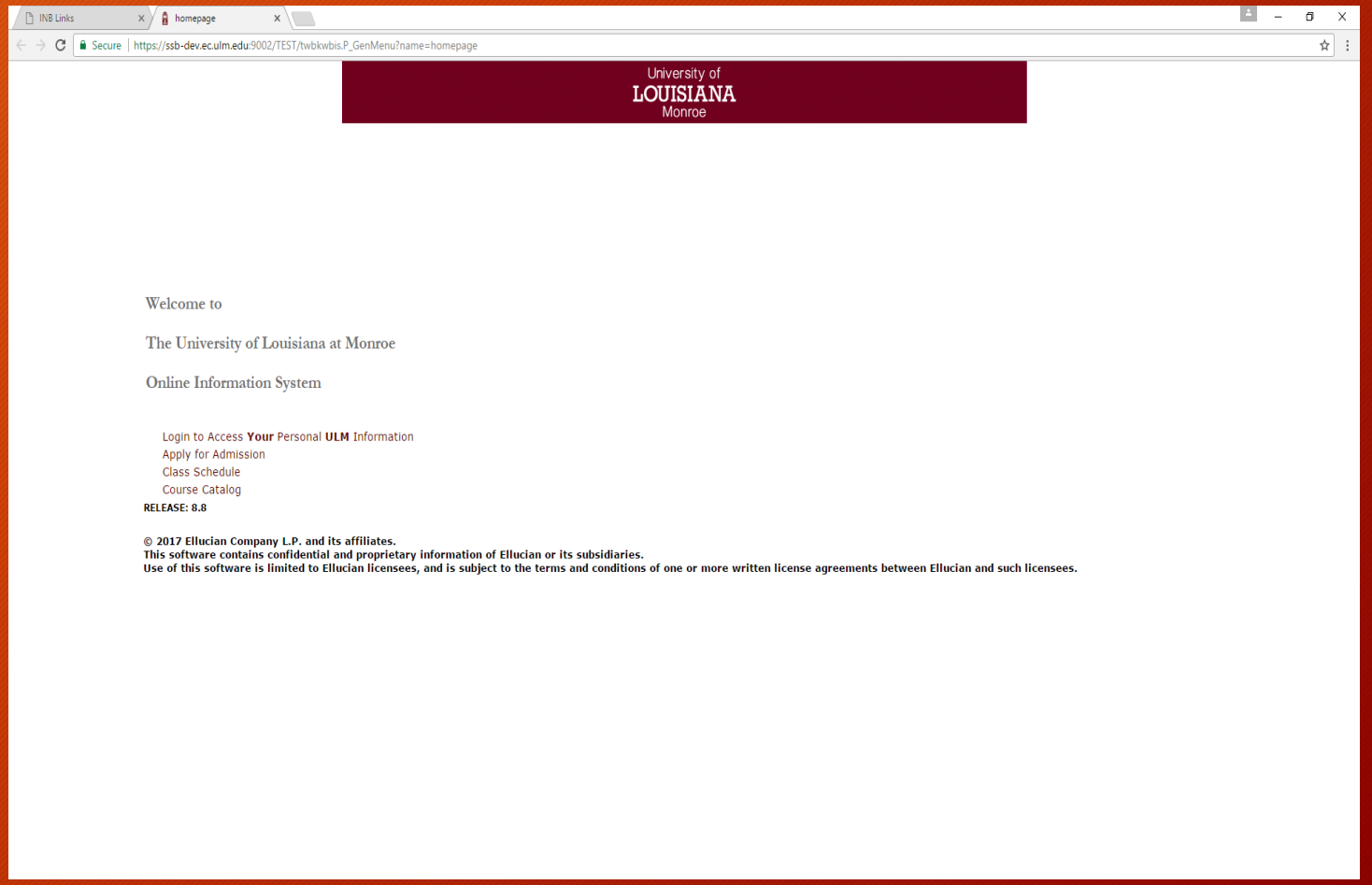
NOTE:

  - 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

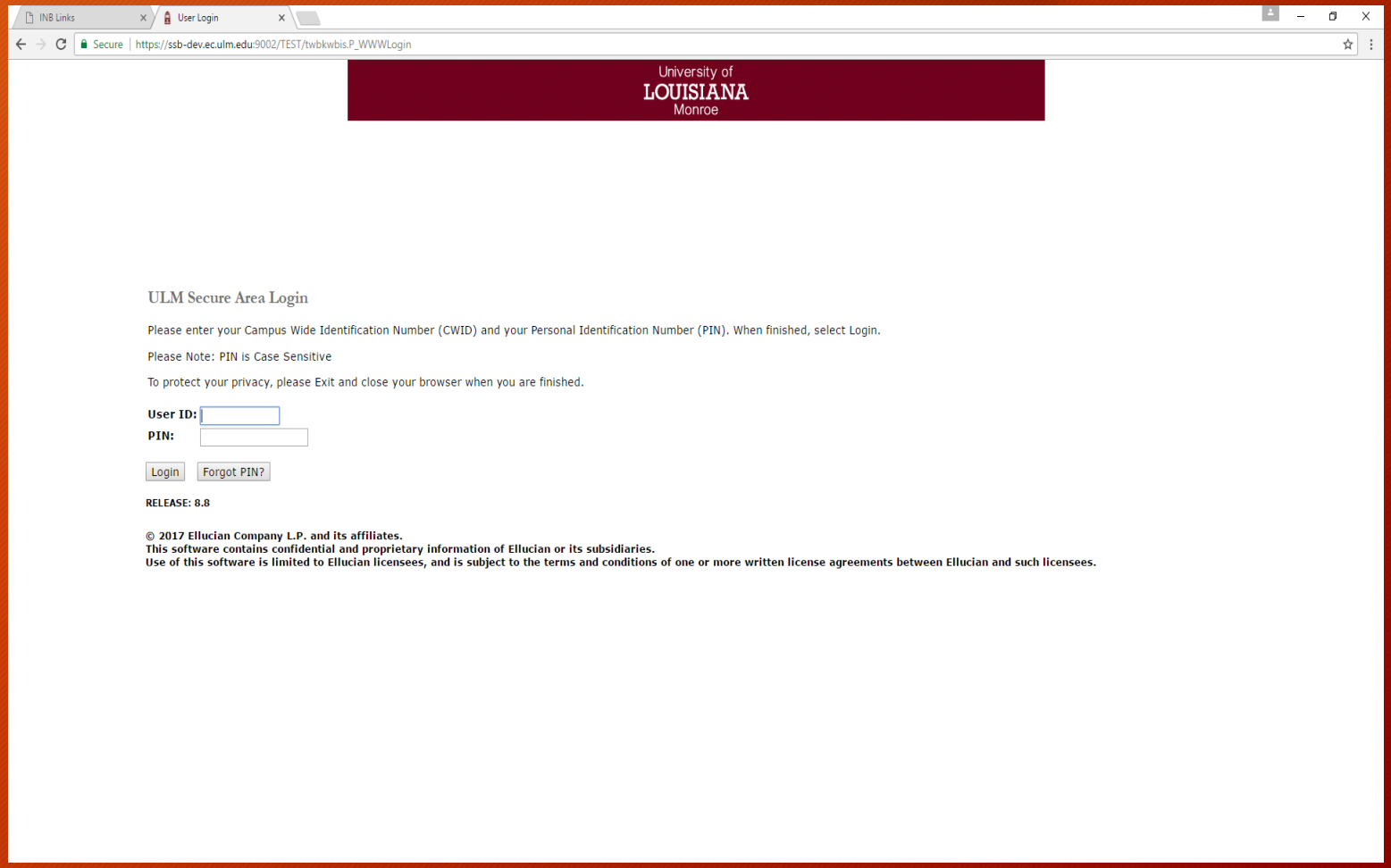
1. Enter your User ID (CWID)
2. Enter Pin (Max. 6 Characters)
3. Click LOGIN

For Testing Purposes Use the CWID and Pin provided

(Test CWID)30108550

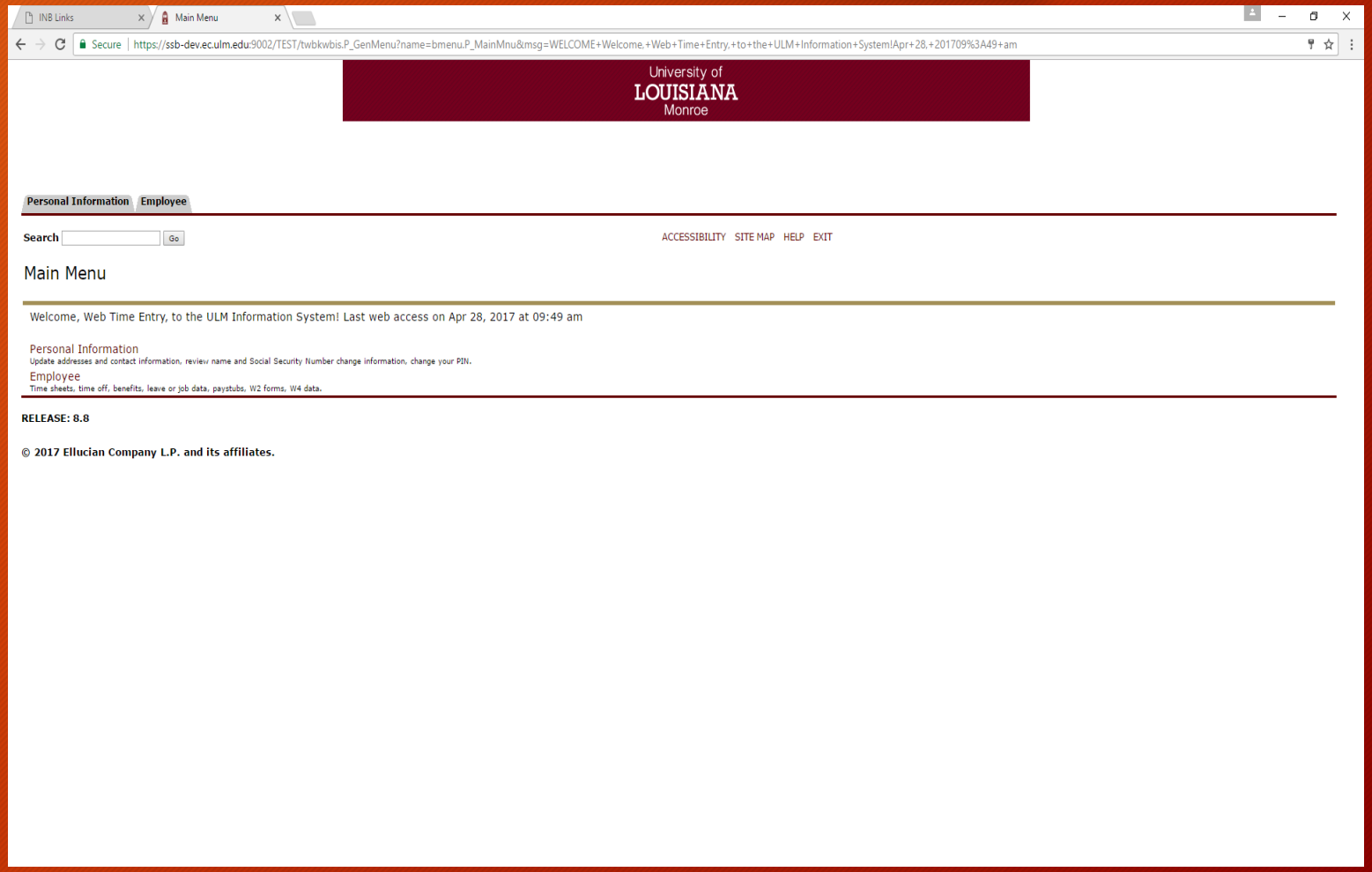
(Test Pin)111111

Employee Name: Web Time Entry



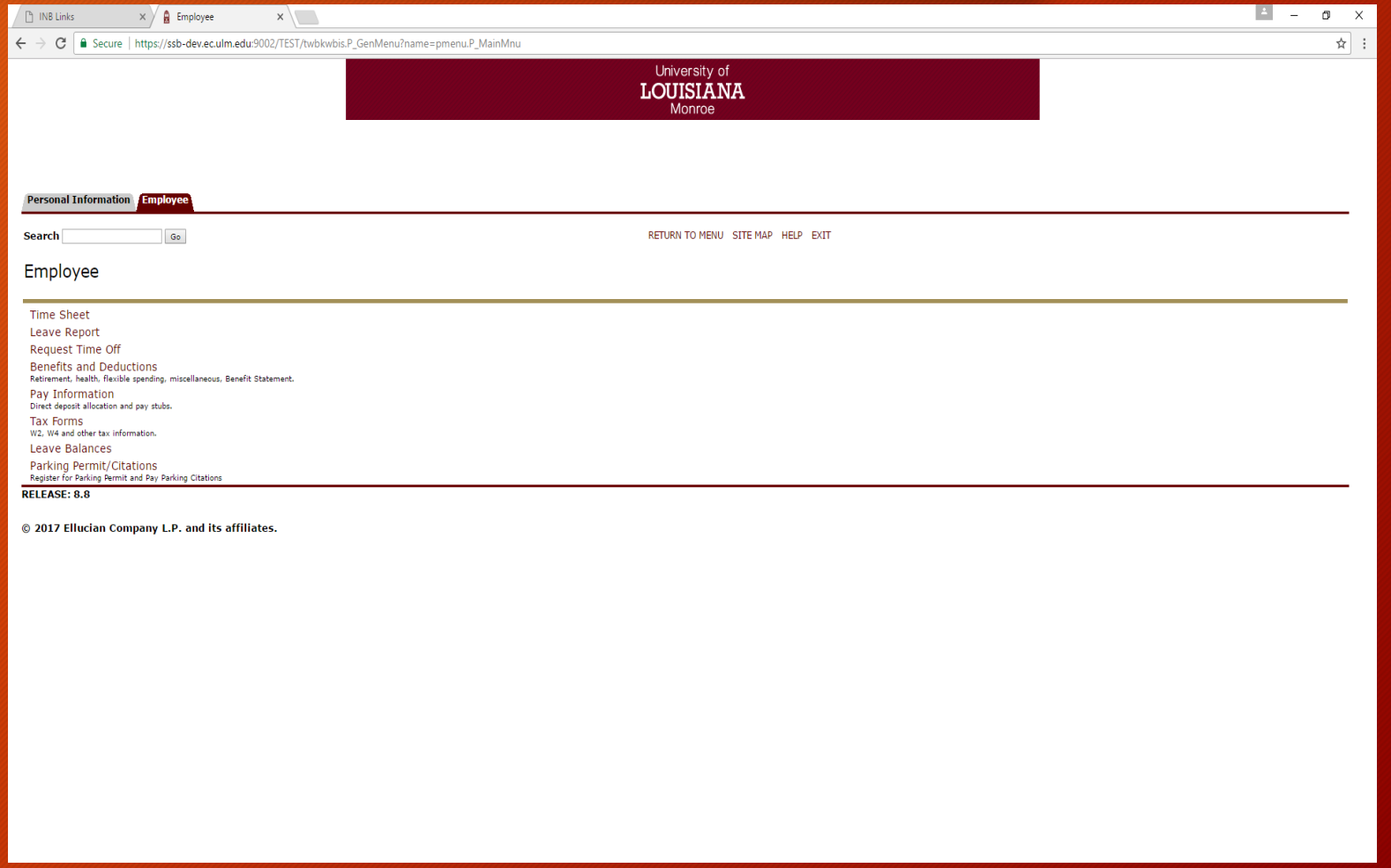
Employee

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



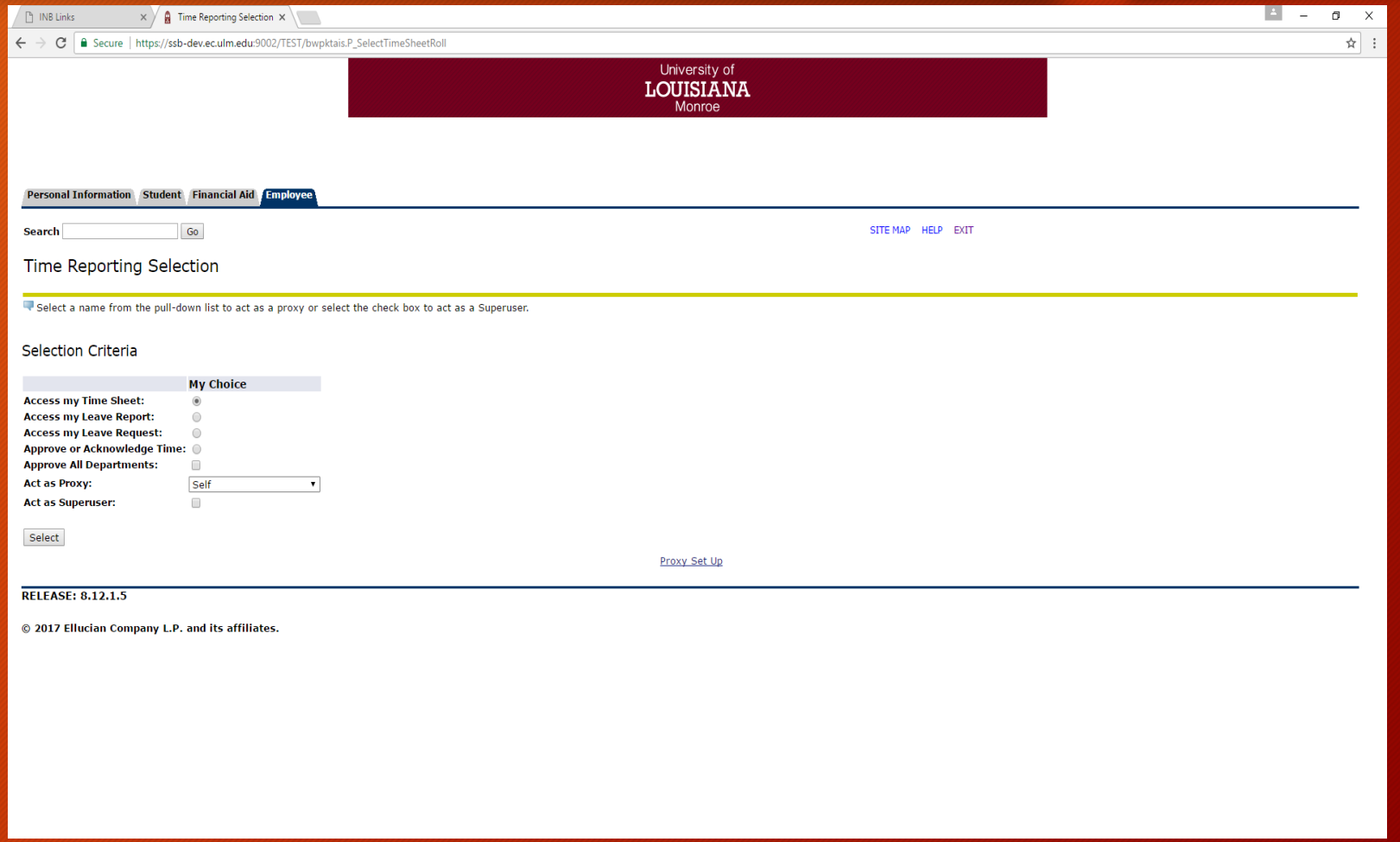
Employee

1. Select “Time Sheet” from the Employee Menu



Completing a Web Time Sheet

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



Completing a Web Time Sheet

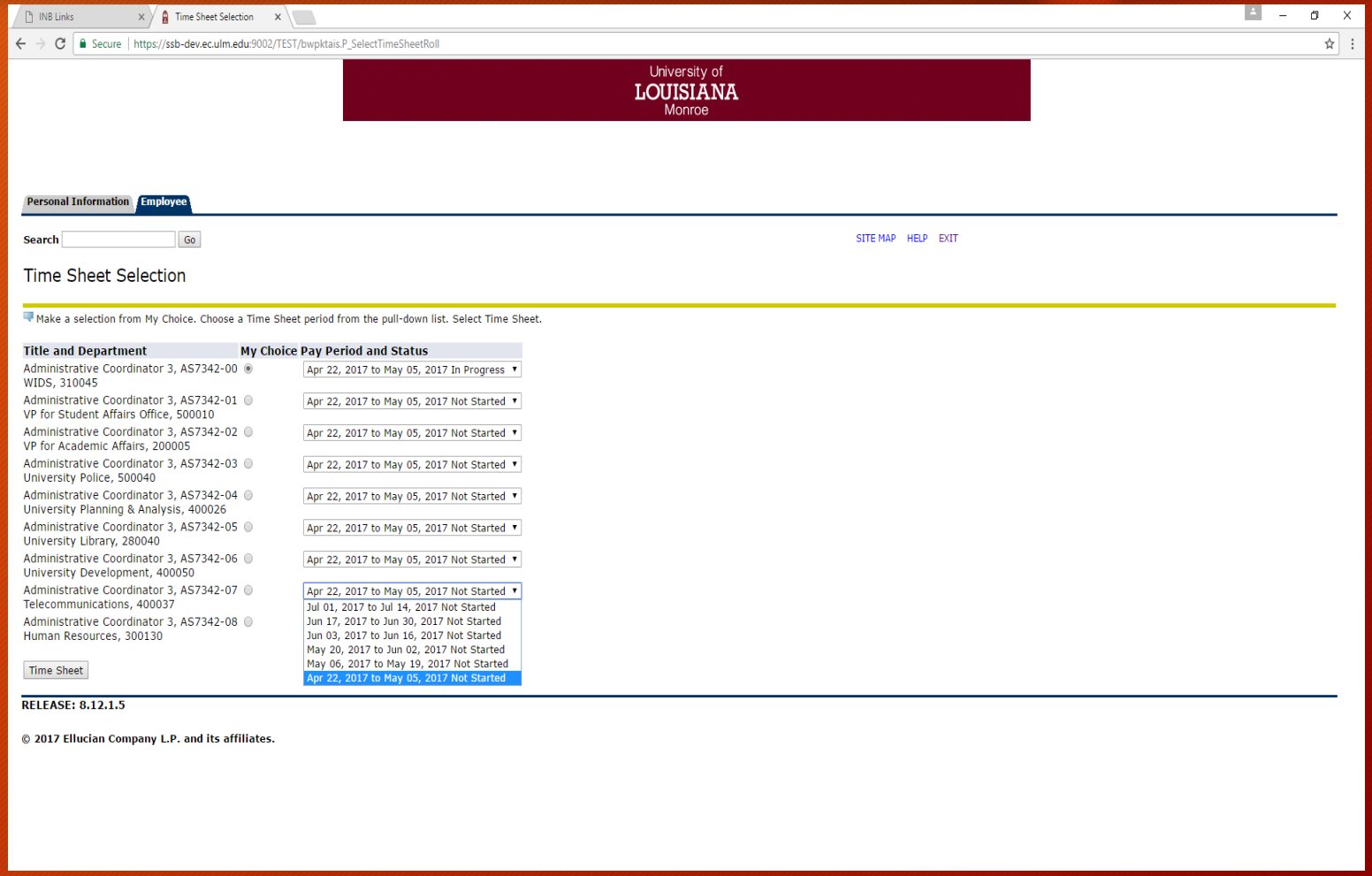
Open Your Time Sheet

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



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 form your supervisor. It cannot be edited by you
RETURNED FOR CORRECTION	Your timesheet is being returned to you for correction. You are required to make corrections and to re-submit
APPROVED	Your timesheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver
COMPLETED	Payroll received and processed your timesheet

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

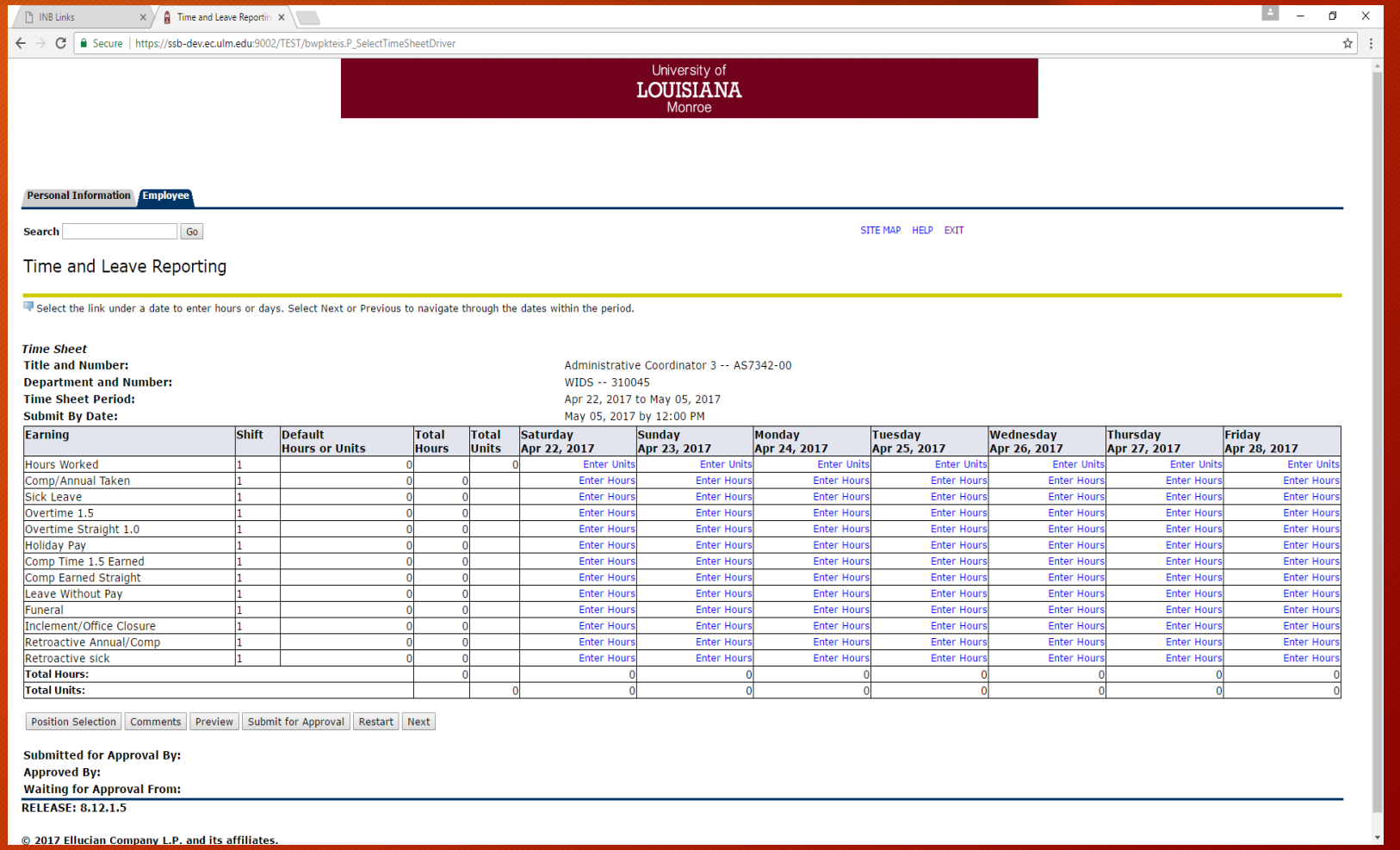
Enter Your Time

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.



INB Links | Time and Leave Reportin

Secure | https://ssb-dev.ec.ulm.edu:9002/TEST/bwpkteis.P_SelectTimeSheetDriver

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	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	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:			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

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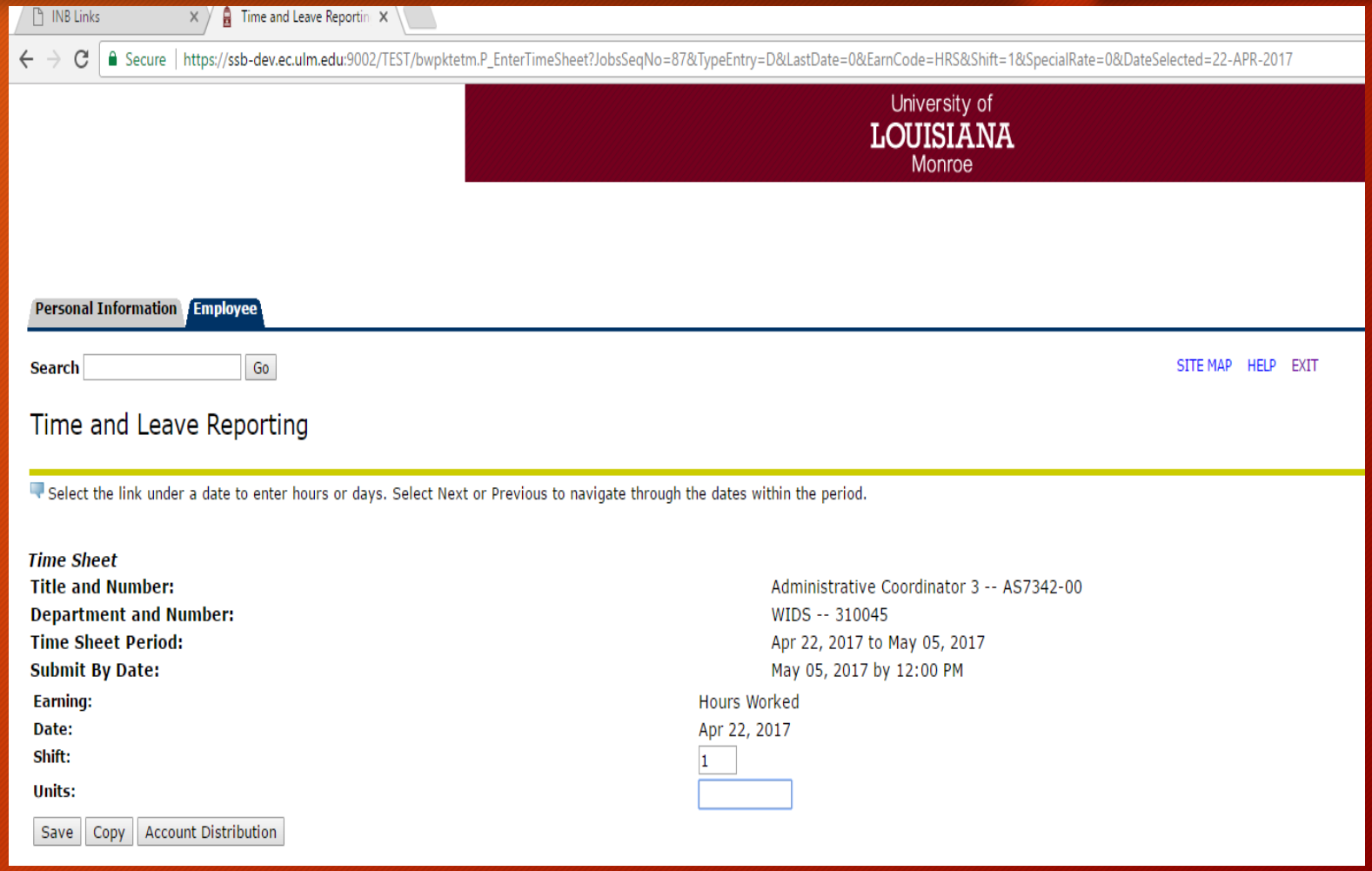
Completing a Web Time Sheet

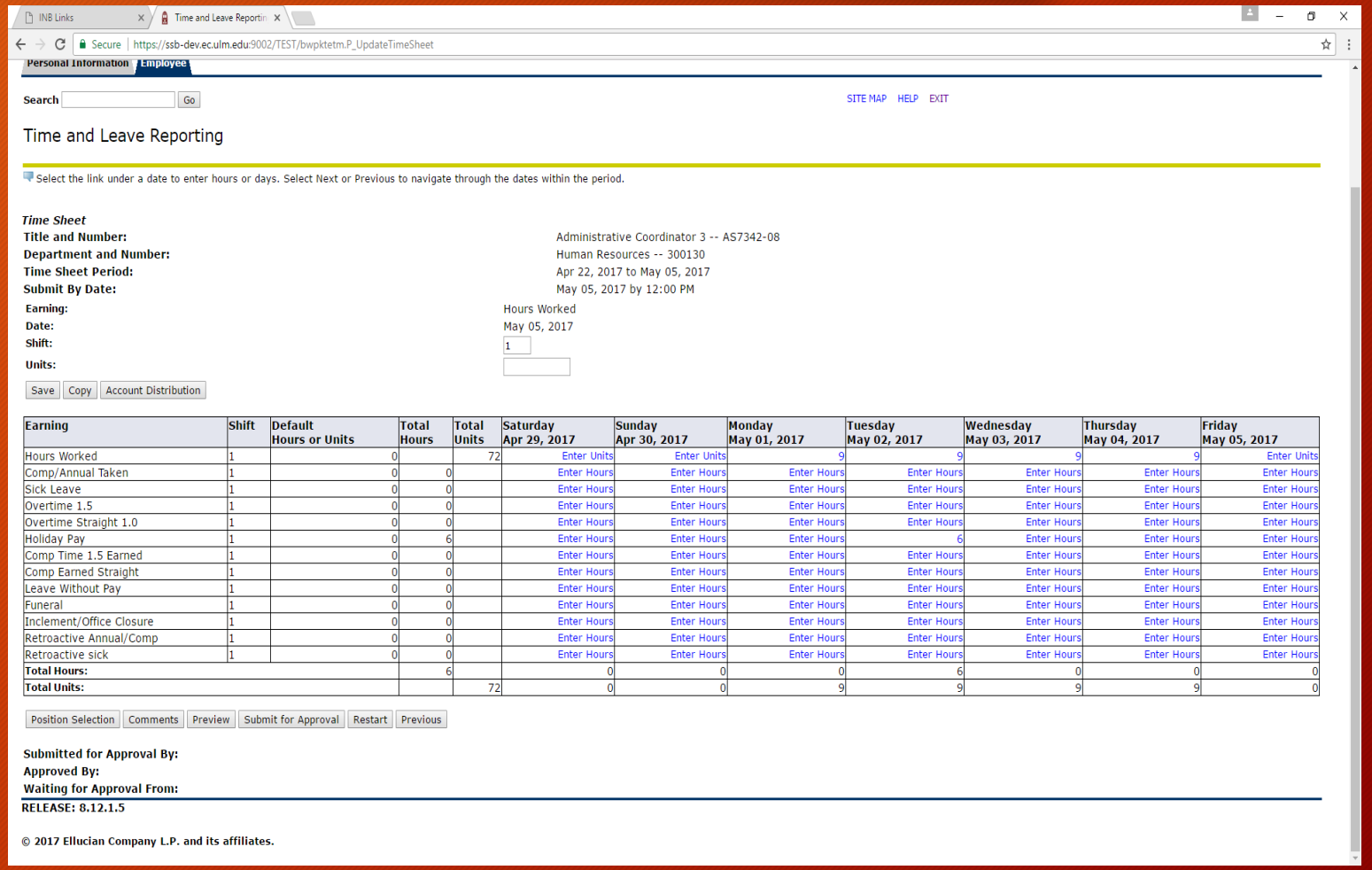
Enter Hours

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



Completing a Web Time Sheet

Units/Hours Entered



INB Links | Time and Leave Reportin

Secure | https://ssb-dev.ec.ulm.edu:9002/TEST/bwpktetm.P_UpdateTimeSheet

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 -- AS7342-08
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		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

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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:

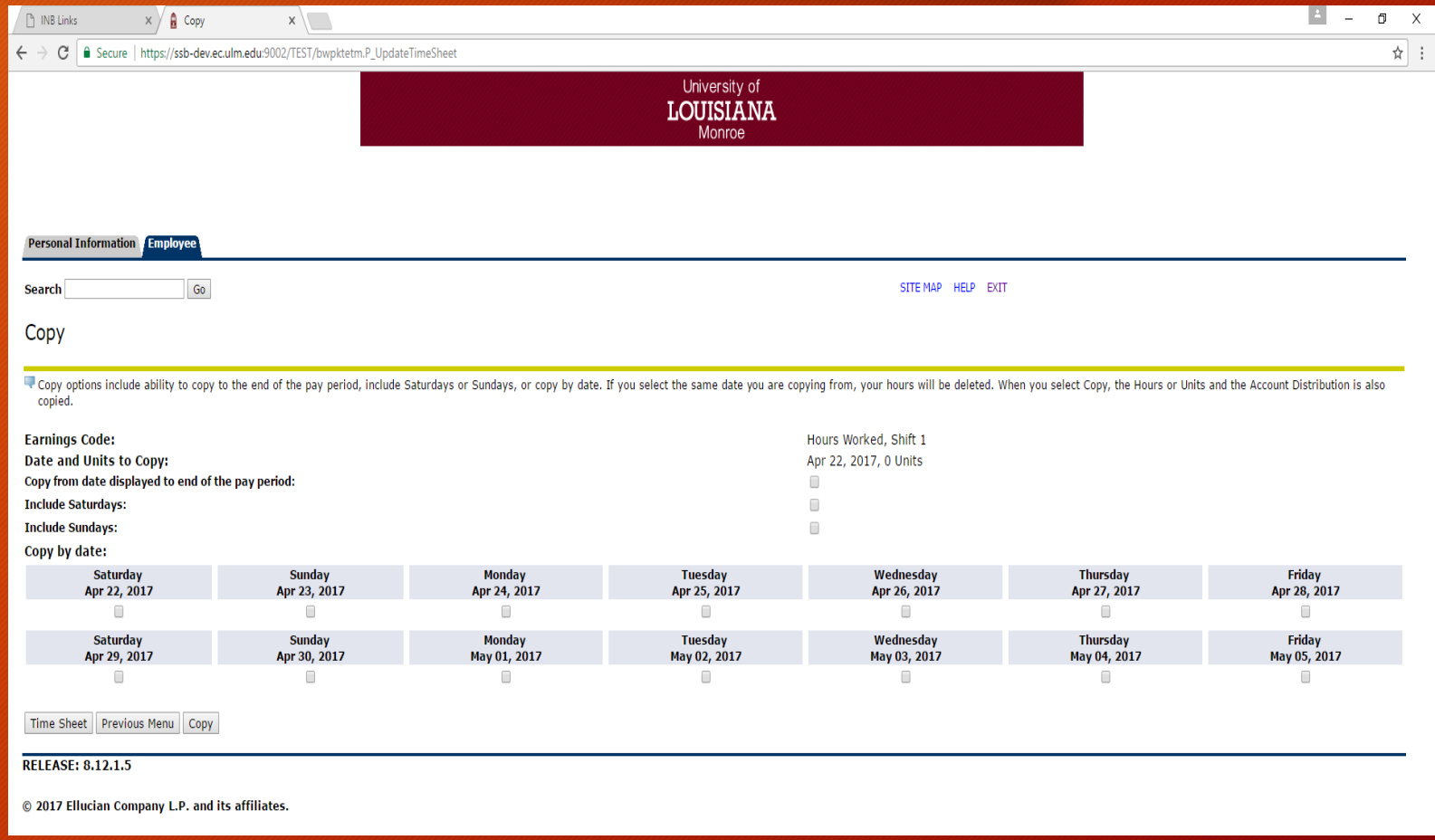
1. Choose the correct earning code (hours worked)
2. Select the Enter Units/Hours link under the first date you wish to input hours
3. Enter the correct number of hours in the Hours field
4. Click Copy

Completing a Web Time Sheet

Copying Hours (cont'd)

Complete the copy process as follows:

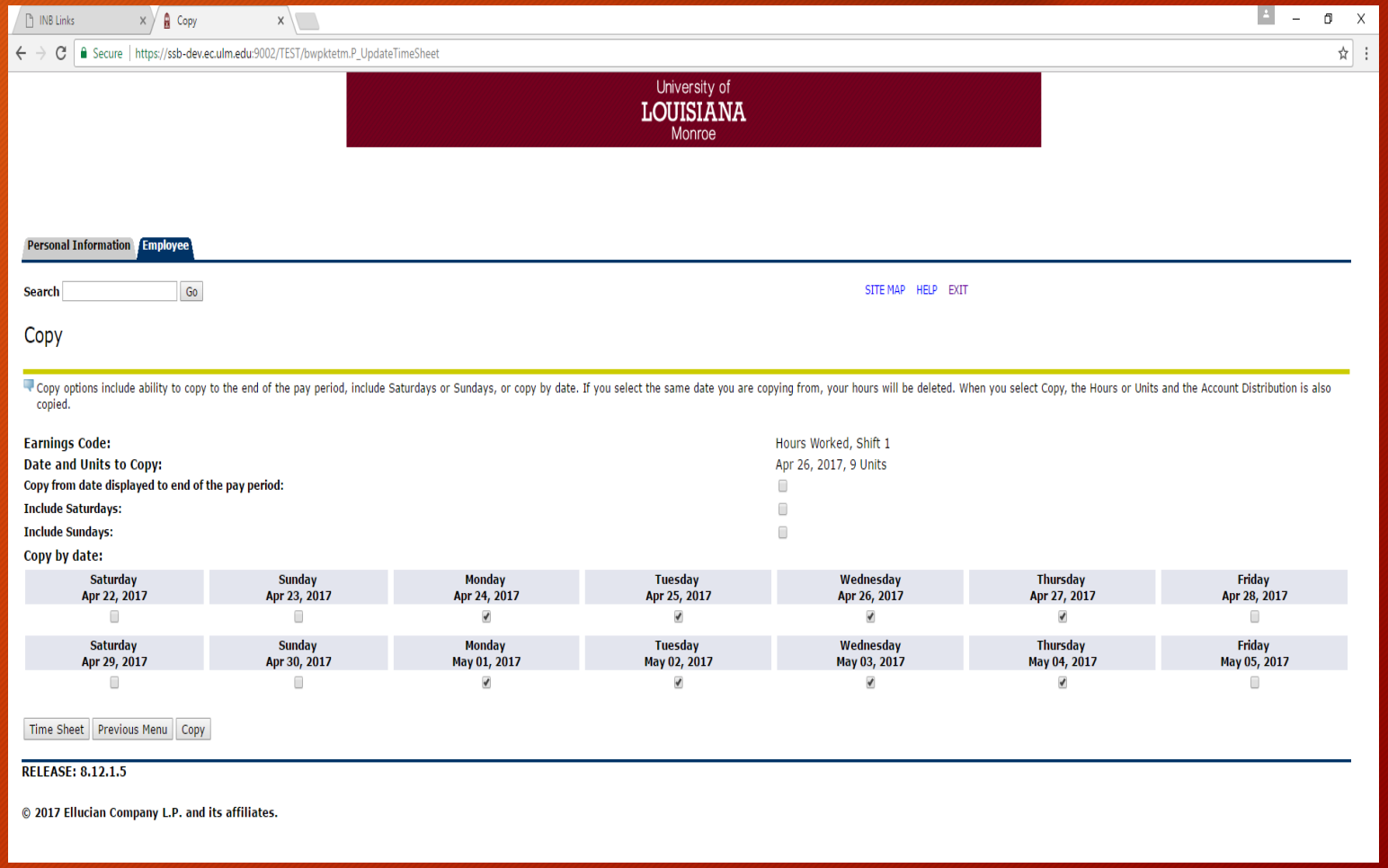
1. If you are entering the same number of hours for each day of the pay period:
   - Click "Copy from the date displayed to the end of the pay period": check box.



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



Completing a Web Time Sheet

Preview Your Time Sheet

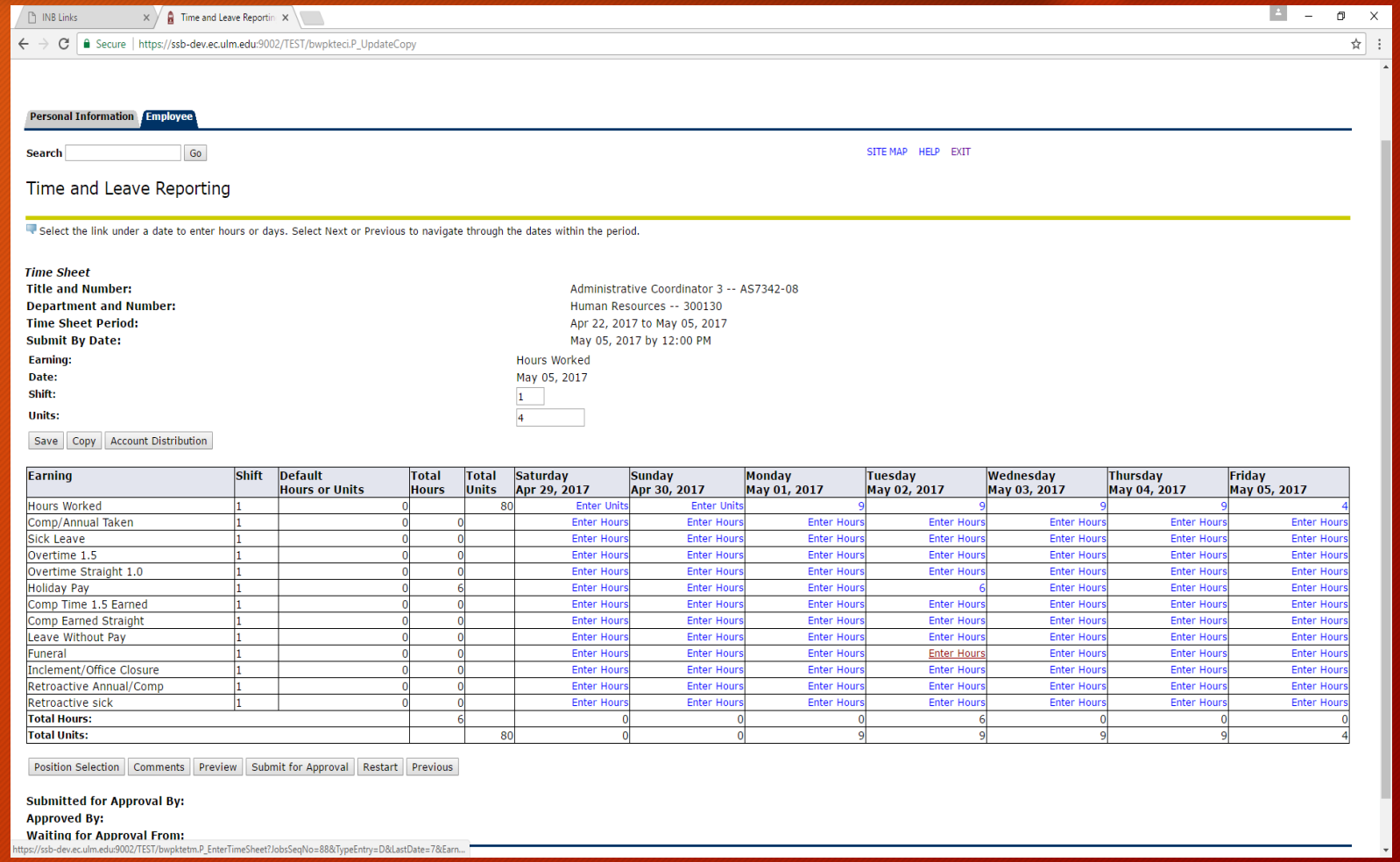
- Click Preview to view the full pay period and verify that all hours were copied correctly
- Click Previous Menu to return to your timesheet

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



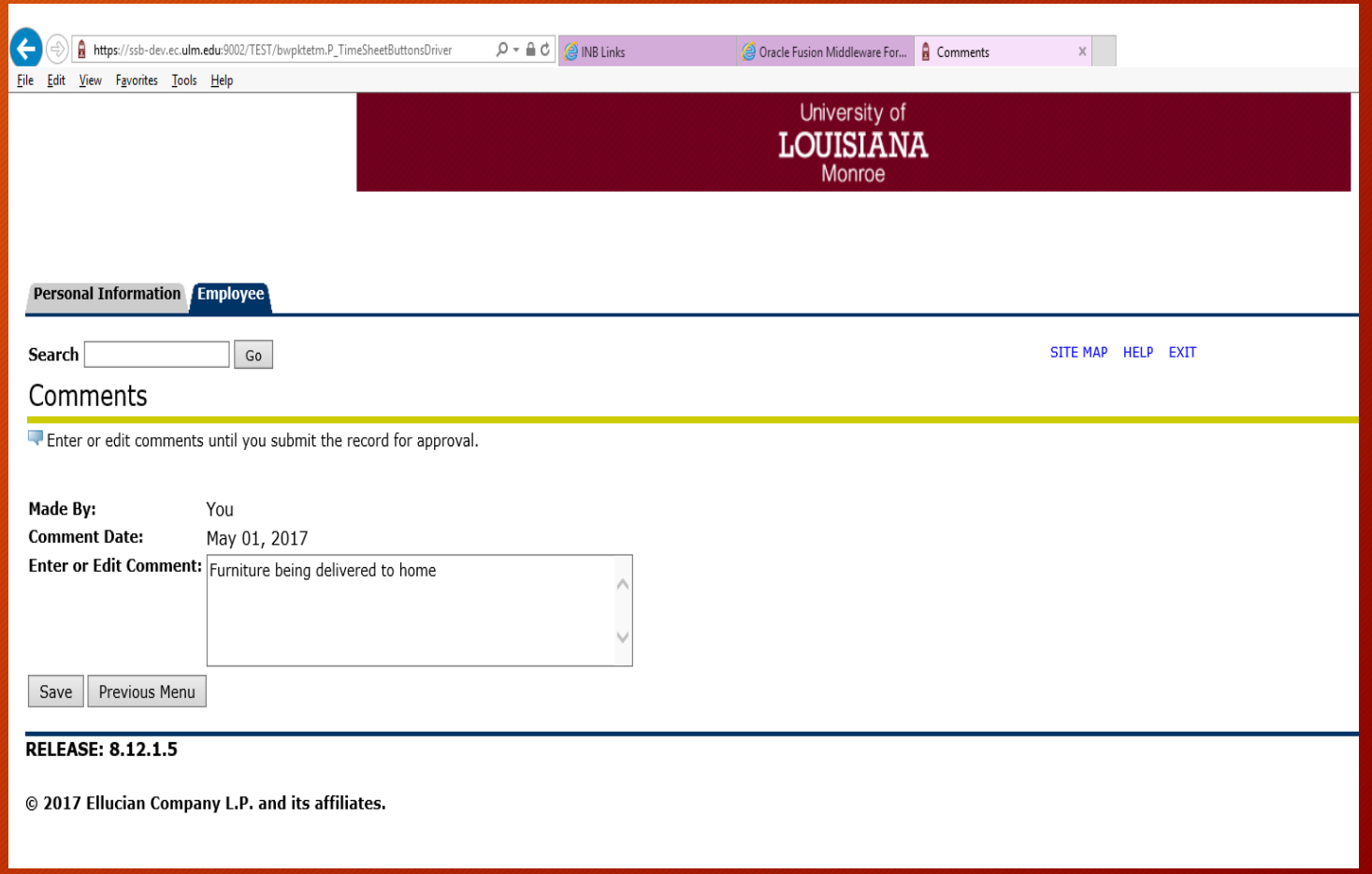
Completing a Web Time Sheet

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

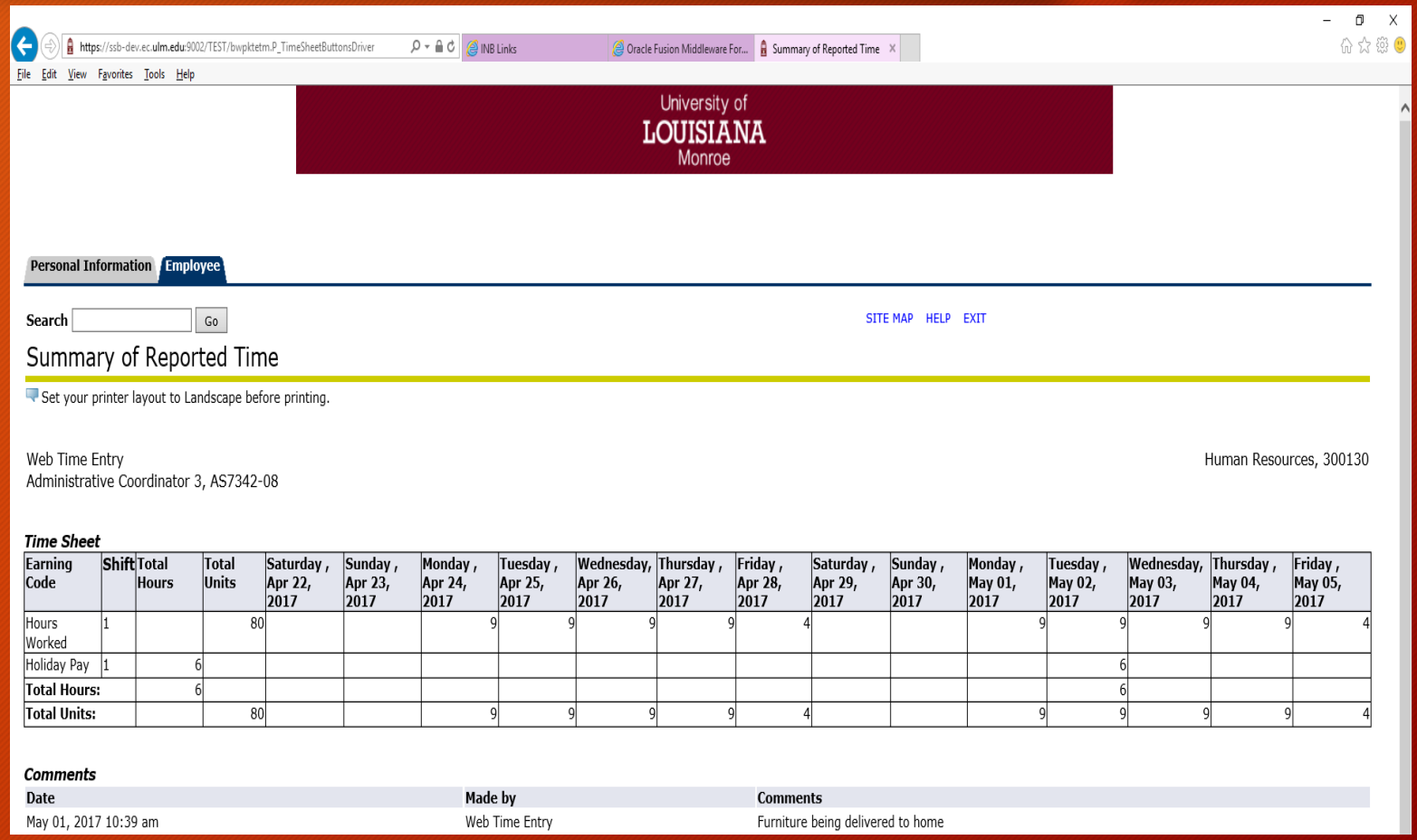


Completing a Web Time Sheet

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



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.

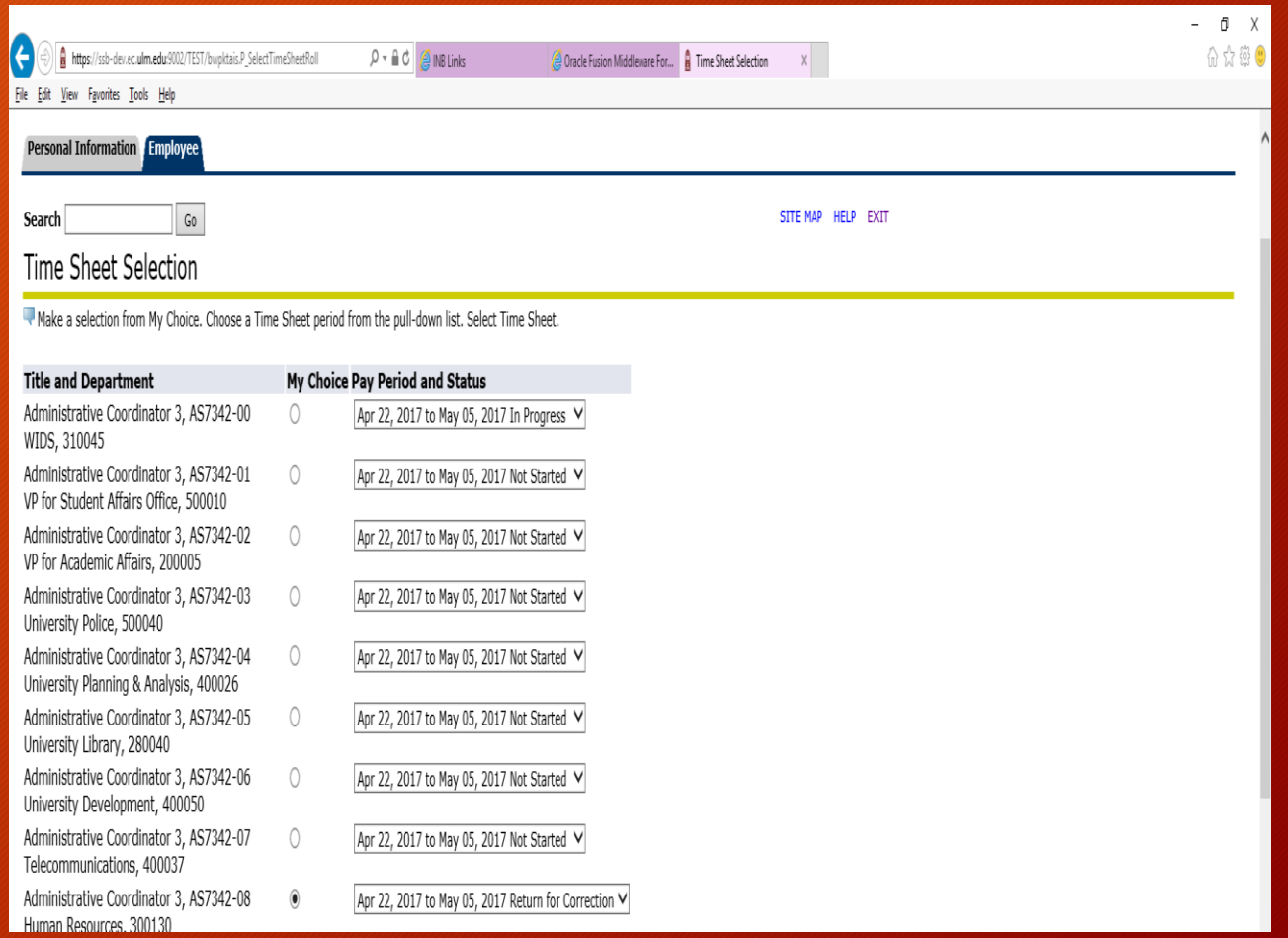
1. Click the desired “Pay Period” and “Position” form the Time Sheet Selection menu that needs editing
2. Click on the number of hours entered for the date and earning you want to change
3. Enter the new value and Click Save
4. To remove the value completely, highlight the existing value and press “Backspace”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



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

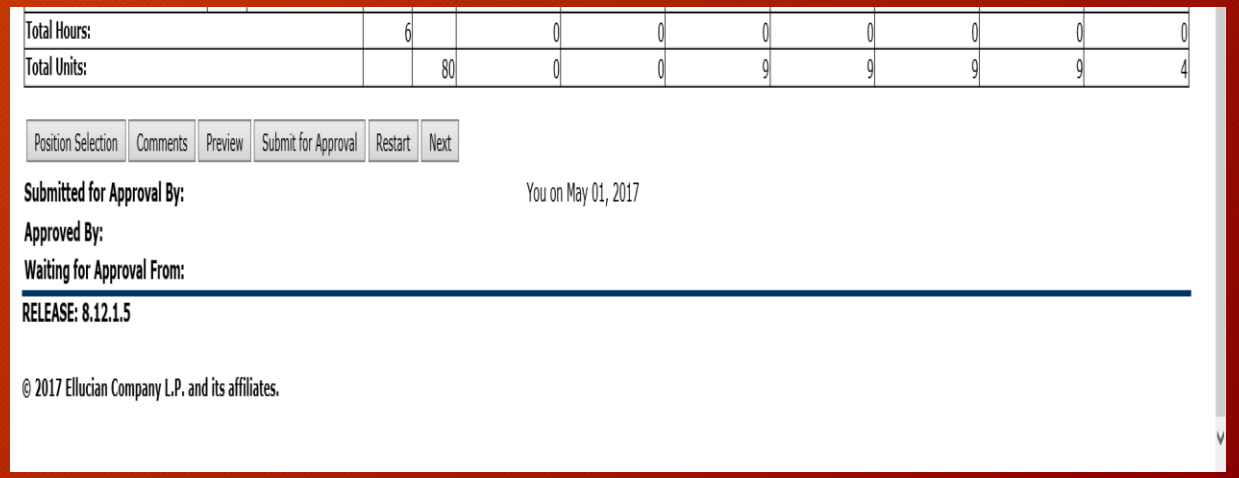
Completing a Web Time Sheet

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

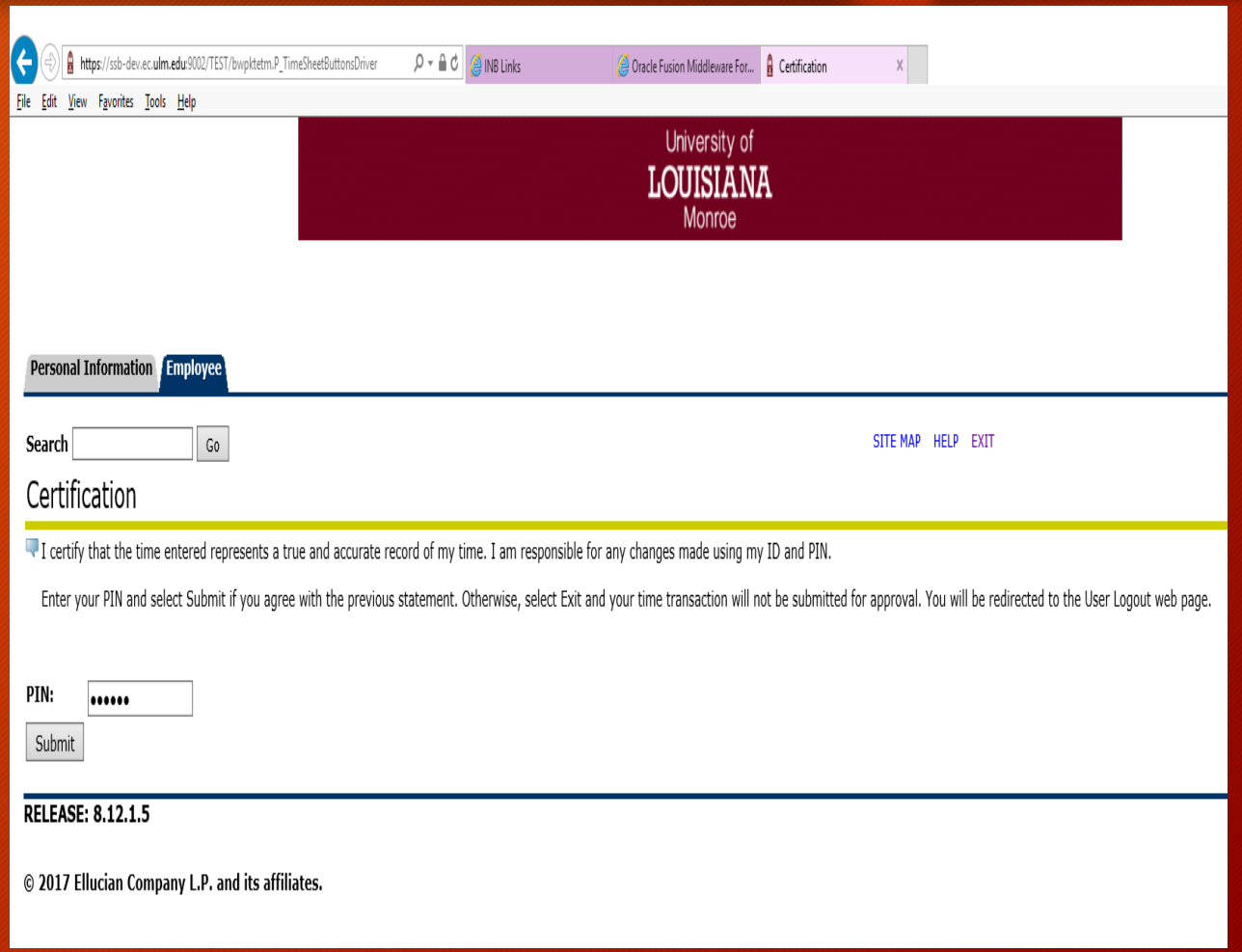


Completing a Web Time Sheet

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.



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

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