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 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

How Do I access Web Time Entry (WTE)

1. Open Internet Explorer

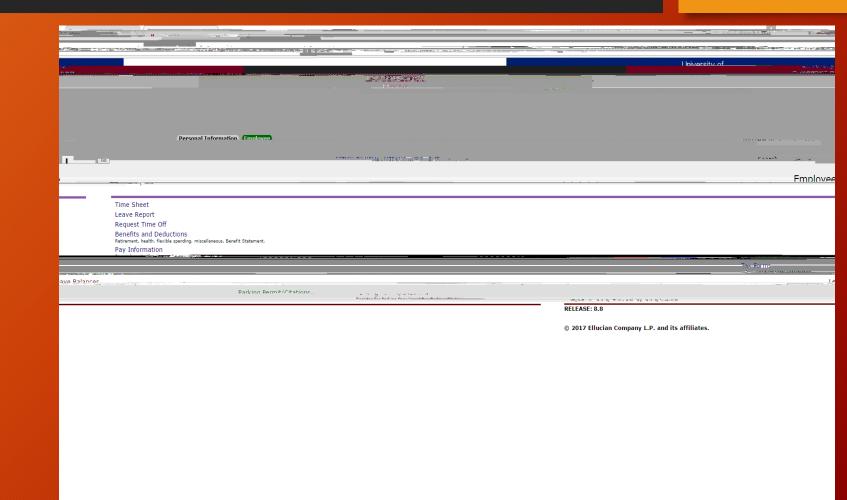2. Navigate to https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage

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

Menu

Time Sheet

Personal Information Employee

Time Sheet
Leave Report
Request Time Off
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
Pay Information

RELEASE: 8.8

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Completing a Web Time Sheet

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

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

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

Completing a Web Time Sheet

Enter Your Time

Enter Units/Hours 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.

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

Completing a Web Time Sheet

Units/ Hours Entered

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

Complete the copy process as follows:

1. If you are entering the same number of hours for each day of the pay period:

Completing a Web Time Sheet

)

Click the Copy button again.

After all hours have been copied:

Click the Timesheet or Previous Menu to return to your time sheet

Completing a Web Time Sheet

Enter Your Comments

Enter your comments

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

Completing a Web Time Sheet

Changing Units/Hours Entered and Saved but Not Submitted

1.

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

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.

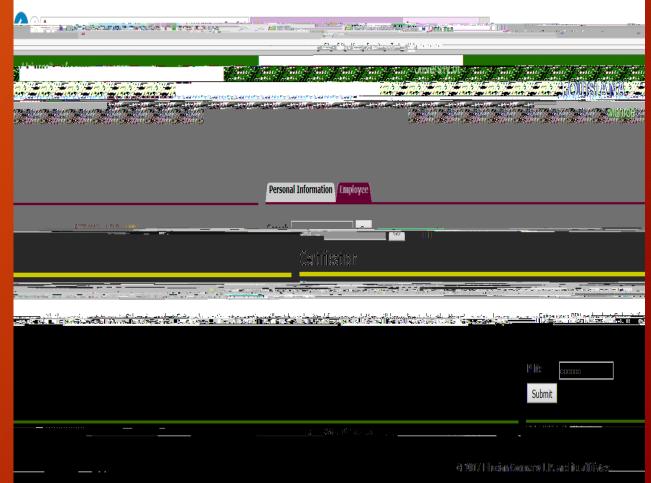NOTE: Only submit the time sheet for approval at the end of the pay period.

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

Exit Self Service

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