

# WTE - QUICK REFERENCE SSB 9

## Approvers

1. Access **Employee Dashboard** through your employee portal in SSB
2. Click **Approve Time**
3. Select the appropriate pay period
4. Submit the "In Progress" timesheets for approval
  - Open the employee's timesheet with hours entered by the employee
  - Click Submit. The timesheet will change to "Pending" status
5. Open each timesheet in the "Pending" status
6. Click **Details** to audit the timesheet
7. Verify if the hours entered on each day are accurate and correct **before** approving
  - Lunch Break: 30-minute lunch break must be recorded if the employee worked more than 6 hours/day
  - Sick Hours: Confirm with your employee if they have sufficient hours available. Hourly employees cannot use more than 24 hours per fiscal year. Review the HR Sick Leave Memo included below.
  - Duplicate hours: Remove overlapping hours.
  - Holidays: All holidays are indicated on the timesheet. Add a (required) comment if the employee actually worked on the holiday(s).
  - Overtime: It is not allowed for student workers. Hourly employees will be compensated for overtime if they work more than 8 hours/day or 40 hours/week.
  - Comments: Read all the comments and notifications. Add comments to confirm the employee worked on holidays, weekends, campus closure, and overtime.
8. Make corrections if necessary. See the **Additional Notes** section for more instructions.
9. Select **Preview** after completing the audit of the timesheet
10. Click **Approve**.

### NOTES

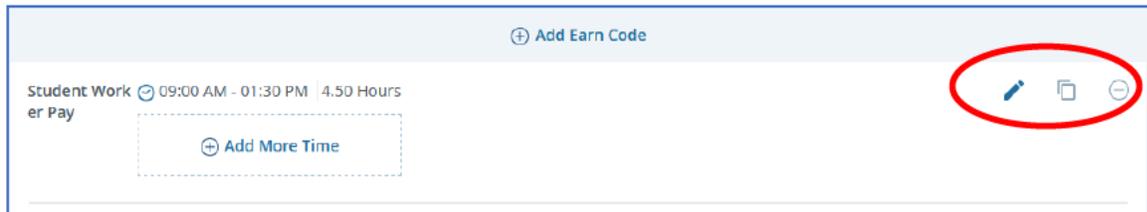
- ❖ The Approval deadline is the second business day of each month.
- ❖ Contact Danielle Ramirez-King in HR, if the timesheet has errors related to:
  - Job Description
  - Timesheet ORG
  - Hourly Rate
  - Account Distribution

## ADDITIONAL NOTES

### CORRECTING TIMESHEETS

There are (2) two options to make changes to the employee's timesheet:

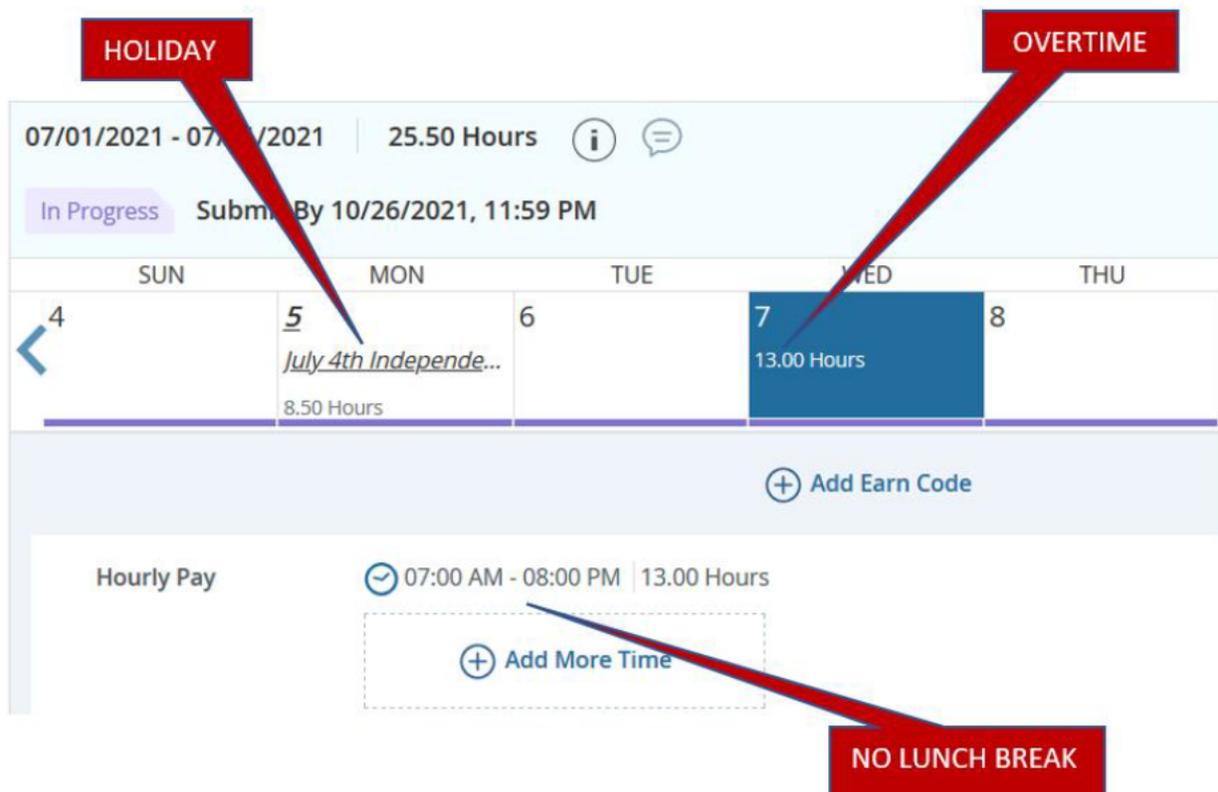
1. **Correct the employee's entries using any of the Edit, Copy, and/or Delete functions that are to the right of the timesheet**



2. **Return for Correction** if there is enough time for the employee to correct and re-submit the timesheet before the approval deadline. First, click **Preview**, add **Comments**, and then **Return** the timesheet.

### NO WARNING MESSAGES and NOTIFICATIONS

- **Holidays, Overtime, and No Lunch Break:** SSB 9 doesn't generate any warning message(s). Double-check these entries and make any necessary corrections or add a comment.



A screenshot of a timesheet interface. At the top, it shows the date range "07/01/2021 - 07/26/2021" and "25.50 Hours". Below this is a status bar with "In Progress" and "Submitted By 10/26/2021, 11:59 PM". The main area is a calendar grid with columns for SUN, MON, TUE, WED, and THU. The grid shows days 4, 5, 6, 7, and 8. Day 5 is labeled "July 4th Independence..." and "8.50 Hours". Day 7 is labeled "13.00 Hours". Below the calendar is a section for "Hourly Pay" with a clock icon, "07:00 AM - 08:00 PM", and "13.00 Hours". Below this is a dashed box containing "Add More Time". Three red callout boxes with white text point to specific elements: "HOLIDAY" points to the "July 4th Independence..." entry, "OVERTIME" points to the "13.00 Hours" entry on day 7, and "NO LUNCH BREAK" points to the "Add More Time" button.

## WARNING MESSAGES and NOTIFICATIONS

- Overlapping Time Entry: Regular Hours & Sick Time

Timesheet Messages 2

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**!** Overlapping time entry. Please review the In and Out times on 07/01/2021 for Student Worker Pay between 10:00 AM and 03:00 PM

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**!** Overlapping time entry. Please review the In and Out times on 07/01/2021 for Sick PT Hrly between 10:00 AM and 12:00 PM

- Overlapping Time Entry: Two different timesheets/positions/jobs

Timesheet Messages 2

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**!** Overlapping time entry on another job. Please review the In and Out times. Job TD0016-00 on 07/01/2021 for Hourly Pay between 09:00 AM and 12:00 PM

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**!** Overlapping time entry. Please review the In and Out times on 07/01/2021 for Hourly Pay between 11:00 AM and 03:00 PM

- Sick Leave Balance

Timesheet Messages 1

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**!** Possible Insufficient Leave Balance for Sick PT Hrly

## **HR Sick Leave Memo**

**TO: Part Time/Seasonal/Temporary/Hourly Employees**

**FROM: Human Resources**

**SUBJECT: Paid Sick Leave**

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This memo is to notify you about the Healthy Workplaces, Healthy Families Act. The law provides employees (including part-time, hourly, seasonal and temporary employees) paid sick leave.

Employees who work for 30 days or more in a fiscal year (July 1 – June 30) from the commencement of employment, qualify for the sick leave. Employees must be employed for 90 days before they can begin using their sick leave.

Employees accrue at least one hour of paid sick leave for every 30 hours worked. Accrual is capped at six days or 48 hours and the use of sick leave is limited 24 hours or 3 days in one fiscal year.

An employee may use sick leave for the treatment of a health condition or for preventative care related to the employee or an employee's family member (which includes a child, parent, spouse or registered domestic partner, grandparent, grandchild, or sibling). Such sick leave can also be used if an employee was a victim of domestic violence, sexual assault, or stalking.

The employee will be paid an amount equal to the employee's regular hourly wage for each hour of sick leave used, which will be paid out on the next regular payroll after the leave was taken. Employees must have a current contract/assignment in order to use the sick leave.

In order to record and gain approval for the sick leave, an employee will need enter their sick hours through Web Time Entry (WTE). Sick leave balances will be displayed on the pay stub and in SSB (Self Service Banner).

The sick leave cannot be "cashed out," nor transferred to someone else, either during employment or at termination of employment.