WTE - QUICK REFERENCE SSB 9

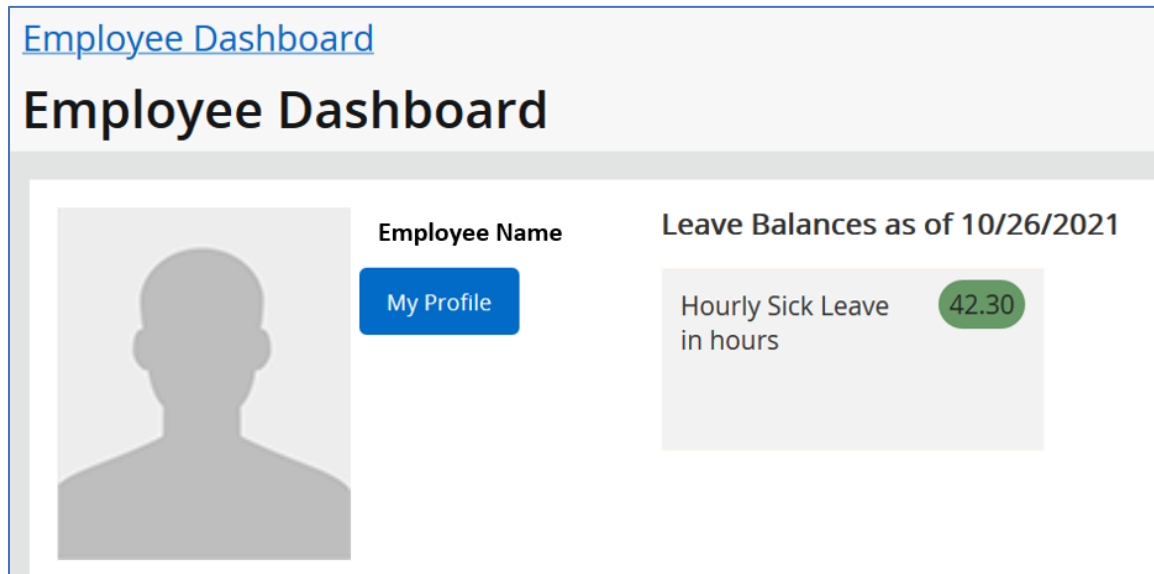## Short Term and Student Workers

1. Access **Employee Dashboard** through your employee portal in SSB.
2. Select **Enter time.**
3. Select the day you want to enter hours.
4. Select the appropriate job position/timesheet/pay period.
5. Select **Earn Code:**
   - Regular hours: Hourly Pay or Student Worker Pay
   - Sick Hours: Sick PT Hrly
6. Report hours worked in the **Start Time and End time** fields.
7. Click **Add More Time** to report additional hours on the same day (second shift or back from a break)
8. Click **Add Earn Code** to report a different type of hours on the same day (sick time)
9. **SAVE** after each entry
10. Validate all the hours entered are accurate and correct before submitting for approval
    - Lunch Break: Record 30-minute lunch break if working more than 6 hours/day
    - Sick Hours: Claim sick hours if you have sufficient hours available (GREEN on the Employee Dashboard) but no more than 24 hours per fiscal year (July to June). Review the HR Sick Leave Memo included below.
    - Holidays: The holidays will be indicated on your timesheet. Add a comment if you work on this day.
    - Duplicate hours: Remove overlapping hours
    - 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: Add comments to confirm you worked on holidays, weekends, campus closures, and overtime.
11. Select **Preview** (bottom right corner)
12. Add additional comments if it is necessary
13. Review the total hours submitted
14. Click **Submit** to send your timesheet for approval. Due on the last day of the month.
15. If the timesheet has not been approved, select **Recall Timesheet** if you want to make a change after submitting your timesheet.

NOTES

- ❖ The WTE deadline is the last day of each month.
- ❖ Contact your supervisor if the timesheet has errors.

ADDITIONAL NOTES

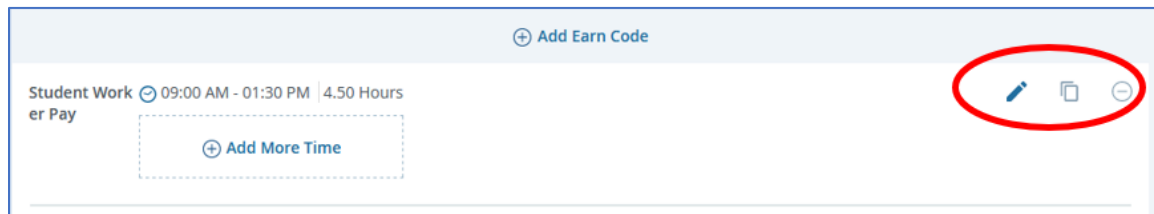➢ Verify your Sick Balance in the Employee Dashboard.

➢ Use one of the three icons on the right of the timesheet to make changes to your entries:

EDIT: Select this function to edit hours

COPY: Select this function to copy the record to another day

DELETE: Select this function to delete a record

➢ Add Comment to confirm you worked on holidays, weekends, campus closure, and overtime. Your supervisor, approver, and payroll will read it.

COMMENTS: The icon is on the top of the timesheet.

HR Sick Leave Memo

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

FROM: **Human Resources**

SUBJECT: **Paid Sick Leave**

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.