What is Web Time Entry (WTE)?

It is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical Time Sheets. The WTE system will allow Employees to log into a secure website and enter their hours online. The Employee’s Time Sheet requires online approval by his/her supervisor.

Employee Responsibilities - Classified Short-term Hourly and Student Workers

1. Initiate Time Sheet at the beginning of the pay period by opening the Time Sheet, recording accurate hours for that day, and saving.
2. Review hours worked for accuracy BEFORE submitting it for approval.
3. Submit Time Sheet by the deadlines established on the Payroll Calendar.

Time Sheet Deadlines – MidMonth (MM) Payroll

<table>
<thead>
<tr>
<th>Timesheet Pay Period</th>
<th>WTE Timesheet Deadline</th>
<th>Supervisor Approval in SSB</th>
<th>Payday</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 1 – Dec 31</td>
<td>12/31/2020</td>
<td>1/04/2021</td>
<td>Friday</td>
<td>1/15/2021</td>
</tr>
<tr>
<td>Jan 1 – Jan 31</td>
<td>1/31/2021</td>
<td>2/02/2021</td>
<td>Thursday</td>
<td>2/11/2021</td>
</tr>
<tr>
<td>Mar 1 – Mar 31</td>
<td>3/31/2021</td>
<td>4/02/2021</td>
<td>Thursday</td>
<td>4/15/2021</td>
</tr>
<tr>
<td>Apr 1 – Apr 30</td>
<td>4/30/2021</td>
<td>5/04/2021</td>
<td>Friday</td>
<td>5/14/2021</td>
</tr>
<tr>
<td>May 1 – May 31</td>
<td>5/31/2021</td>
<td>6/02/2021</td>
<td>Tuesday</td>
<td>6/15/2021</td>
</tr>
<tr>
<td>June 1 – June 30</td>
<td>6/30/2021</td>
<td>7/02/2021</td>
<td>Thursday</td>
<td>7/15/2021</td>
</tr>
</tbody>
</table>
Logging into the System

1.) Go to My Portal.

2.) Sign in to My Web Services (aka SSB).

- My Web Services (aka SSB)
3.) Sign in using your G Number and password. Your password is your birthday (mmddyy) or last 6 digits of your G Number if it’s your first time signing in. The system will prompt you to change your password if it is your first time signing in.
Entering Time Sheets in SSB

1. Click on the **Employee** tab, then on the **Time Sheet** box.

2. Select the Title, Department, and Pay Period for which you wish to enter hours, and then click the **Time Sheet** Box.

   **Note:** Student worker can only work 18 hours per week with no more than 8 hours per day.
3. Select the day which you wish to enter hours by clicking the **Enter Hours** cell in blue font in the **Hourly Pay** or **Student Worker Pay** row. Click next at the bottom to see more days.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Wednesday Jul 08, 2020</th>
<th>Thursday Jul 09, 2020</th>
<th>Friday Jul 10, 2020</th>
<th>Saturday Jul 11, 2020</th>
<th>Sunday Jul 12, 2020</th>
<th>Monday Jul 13, 2020</th>
<th>Tuesday Jul 14, 2020</th>
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</thead>
<tbody>
<tr>
<td>Hourly Pay</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick PT Hrly</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
</table>

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

**Previous Menu:** Returns user to the Position Selection screen.

**Preview:** Will display the entire pay period and will show the hours entered for each day. Select print from the preview menu for a hard copy of time entered.

**Comments:** Comments must be added to the Time Sheet to clarify and explain if the Employee worked during holidays, weekends, campuses closed, and/or when work overtime. *If comments are not included, the hours will be pending and paid the next payroll cycle after clarification.*

**Submit for Approval:** Forward Time Sheet to supervisor for approval.

**Restart:** This button will clear out all hours previously entered. Use this option only if you have to re-enter all your hours.

**Previous/Next:** Each pay period is a one month period, but not all the days can fit on the width of one screen. Click on PREVIOUS or NEXT to toggle back and forth between each week.

4. If an employee was out sick, he/she can enter sick time in the **Enter Hours** cell in blue font in the **Sick PT Hrly** row.

**Note:** Review your sick leave balance prior to enter sick time.
5. Enter the hours using the time intervals described in the image below (intervals of 15 minutes). If you want to enter more hours, click either Next Day or Previous Day. When finished entering hours, click Save and then Previous Menu box.

How to add meal break
1:00 PM – 2:00 PM
6. When hours have been entered for the entire month, click on **Submit for Approval**. The timesheet will be routed to your supervisor.

7. Once submitted you will get a message indicating the status of your timesheet.

Highly recommend Employee notify supervisor (approver) that the Time Sheet is ready for review and approval.
*****END OF INSTRUCTIONS FOR STUDENTS AND HOURLY EMPLOYEES*****
**Instructions for Supervisors, Approvers, and Proxies only**
What is Web Time Entry (WTE)?

It is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical Time Sheets. The WTE system will allow Employees to log into a secure website and enter their hours online. The Employee’s Time Sheet requires online approval by his/her supervisor.

Supervisors and Managers (Approver) Responsibilities

An Approver is the individual who has the ability to update, change, return, or approve the Time Sheet submitted by his/her Employee. The Approver is responsible for ensuring that all of his/her Employees submit their time worked. Each Time Sheet should be reviewed in detail to ensure that the time submitted is correct. The Time Sheet needs to be approved (and if necessary corrections are made and communicated) by payroll deadlines.

1. Designate at least one Proxy to perform responsibilities in an absence.

2. Provide hourly employees access to a computer so they can enter their time routinely.

3. Train hourly employee to utilize WTE in SSB.

4. Verify Employees have initiated their Time Sheets at the beginning of the Pay Period.

5. Verify that all Employees have submitted their Time Sheets for approval prior to the Employee WTE deadline on the Payroll Calendar. Notify Employees that they need to submit Time Sheet when they have not done so.

6. It is the responsibility of the Approver to verify the Employee has accurately entered the hours and days the work is performed.

7. Approve all Time Sheets prior to the Approver deadline.

8. Notify Proxy to review and approve Time Sheets on your behalf when you are not going to be available to perform this responsibility.
Assigning a Proxy (Backup approver)

Approvers are responsible for setting up their own Proxies within Banner Web Time Entry. Each Approver must have one or more Proxies who can approve Time Sheets in their absence. The Proxy should be able to verify that the Employee has worked the hours submitted and must be a Full-Time Employee at the same level or higher than the Approver.

As a general rule, a Proxy’s position should be at the same level or higher than the Approver.

What is a Proxy?

Proxy is the individual designated by the Approver in the system to act on his/her behalf to update, change, modify, return, or approve the Time Sheet submitted by an Employee. If you have been designated as a Proxy for an Approver, you assume the role and responsibilities of ‘Acting Approver’.

Why set-up a Proxy?

It is important that your Proxy(s) know they have been authorized to be your Proxy in the event you are absent the day that Time Sheets must be approved. You should also advise your Employees of who your Proxy is to assure them that their Time Sheets will be approved in a timely manner and who they need to contact if they realize they have made an error on their Time Sheet.
Assigning a Proxy in My Web Services – SSB

1. Go to https://www.wvm.edu and select My Web Services (SSB) under Employees section.
2. Sign in using your G Number and password.
   If it is your first time signing in, your password is your birthday (mmddyy) or last six (6) digits of your G Number. The system will prompt you to change your password.
3. Click on Employee, then on Time Sheet.

4. Click on **Proxy Set Up** in blue font to assign Proxy.
5. Use the drop down menu to choose the name of the person who will be your Proxy. Click the **Add** check box and click **Save**.

   ![Proxy Set Up](image)

6. Repeat steps in #3 to add an additional Proxy, or click the **Remove** check box to remove an existing Proxy.

   ![Proxy Set Up](image)

7. If the Proxy’s name is not available in the drop down box, contact IS-Help Desk.
Assigning a Proxy (Backup Approver) in Banner 9

1. Log into Banner and go to NTRPROX to assign Proxy.

2. Your own User ID will be indicated. Click Go.

3. Select Other Modules window to set up proxies. Enter the ID of the individual whom you want to set up as your proxy (First name initial and last name). Then, press the Tab key on your keyboard, the full name of your proxy will be displayed.
4. Go to Proxy Modules section and click on the three dots to access the Proxy Module Code Validation list.

5. Select TIME (Time Entry) from the list. Click OK.
6. Save record and exit screen by clicking on Start Over.
Approving Timesheets

1. Select Employee. Then, click on the Time Sheet box.

2. Select the radio button next to Approve or Acknowledge Time. Then, click on Select to view timesheets in your approval queue.

Note: If you are a proxy, click on the drop down bar next to ‘Act as Proxy’, and select the approver name for which you are a proxy.
3. In ‘Approver Selection’, select the department (ORG) you are assigned. Then, using the drop down arrow select the pay period you will approve.

4. Timesheets of all the employees under the ORG you selected will be displayed.

*Note: If there are multiple approvers at different levels, Level 1 approver must approve the timesheet before the level 2 approver can approve the document by the deadline.*
**Not Started:** The Employee has not yet started to enter hours on the Time Sheet.

**In Progress:** The Time Sheet has been started by the Employee, but has not been submitted for approval.

**Pending:** The Time Sheet has been submitted by the Employee for approval. The record is waiting for the Approver (or Proxy) to approve. The Approver may send back for a correction and therefore, could be in the queue pending further action from the Employee.

**Approved:** The Time Sheet has been approved. An approved Time Sheet has been electronically sent to the Payroll Department for processing.

*Note:* If problems are found on Time Sheets after has been approved, Payroll will Return it for Correction to the Approver or Employee.

**Completed:** The Time Sheet has been approved and processed.

**Returned For Correction:** The Time Sheet has been returned by the Approver (or Proxy) to the Employee for correction.
5. Click on the Employee’s name in blue font to view detail Time Sheet.

*Note: It is the responsibility of the Approver to verify the Employee has accurately entered the hours and days in which the work was performed.*
**Delete:** It will delete the Time Sheet and cannot be retrieved. Use it only if the employee entered hours by mistake (incorrect department/ORG)

**Add Comment:** Comments must be added to the Time Sheet to clarify and explain if the Employee worked during holidays, weekends, campuses closed, and/or when work overtime.

**Note:** If a comment is not included, the hours will be pending and paid the next payroll cycle after clarification.

**Previous/Next:** Clicking PREVIOUS or NEXT will take you to another employee’s Time Sheets on your approval queue.