

# **Web-time Entry Procedures**

## **Hourly Employees**

### **(Students, GAs, Casual Wage)**

#### **Web Time Entry**

Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets and leave requests. The Web Time Entry system will allow you to log into a secure website and enter the hours and leave online from any computer, tablet, or phone with access to the Internet. Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

Hourly employees will enter time in and time out for each day worked in a pay period.

#### **Timeframes and Deadlines**

It is critical that you submit your timesheet by the required deadline. You are responsible for submitting your electronic timesheets to your supervisor. Without a timesheet, the supervisor is unable to approve your time and/or leave and could cause a delay in our payroll processing time.

**Timesheets must be submitted by the Friday before your pay date no later than 10:00 AM.**

**Timesheet approvers have until the following Monday by 10:00 AM to approve your timesheet.**

#### **Payroll Vouchers**

Payroll vouchers should only be used for the following instances:

- Casual wage employees that are on a job basis appointment.
- University Police Department providing services for special events.