

Web-time Entry Manual

Exempt Employees

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.

Exempt employees will only key in any hours of leave taken each pay period. Compensatory time will no longer be recorded on payroll vouchers, but instead will be inputted into the Web Time Entry system. You will also submit sick and vacation leave using this system.

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. The University workweek starts on Saturday and ends on Friday.

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.

Requesting Leave

Requesting leave can be done electronically only if it is done prior to the pay period in which leave is being requested. If your leave was approved through the electronic process, the hours will automatically populate in your timesheet. If your prior request was not submitted electronically, then a paper leave request will need to be completed, approved, and sent to human resources.

If leave is being requested during the current pay period, then a paper leave request will also need to be completed, approved, and sent to human resources.

Leave Balances

Employees should be checking their leave balances in self-service to verify accuracy of leave balances, and to ensure leave is available when requesting leave.

Supervisors have access to their direct reports leave balances in self-service when approving time. Supervisors should be verifying that leave is available before approving leave.

Compensatory Time

Employees are required to receive prior approval to earn compensatory time using the Request for Overtime form. The approved form must be submitted to HR on or before the due date of your timesheet. All compensatory time should be included on your timesheet in addition to any leave taken during the pay period.

Calculating Compensatory Time for Exempt Employees

Compensatory time is earned on an hour-for-hour basis only for work performed in excess of the normal workweek. Please reference the [Compensatory Time Policy for Unclassified Exempt Staff](#) for details on how compensatory time can be earned.

Examples of entering leave and/or compensatory time in your time sheet:

Example 1

Earning	Sa	Sun	M	T	W	Th	F
Comp Earned Straight							4

4 hours of comp time earned

Example 2

Earning	Sa	Sun	M	T	W	Th	F
Comp/Annual Taken				9			
Comp Earned Straight							4

4 hours of comp time earned and leave taken

Example 3

Earning	Sa	Sun	M	T	W	Th	F
Holiday Pay			9				
Comp Earned Straight			2				

2 hours of comp time when required to work during a designate holiday

Payroll Vouchers

Payroll vouchers should only be used for the following instances:

- University Police Department providing services for special events.
- Special situations with HR approval.

Earnings Code Definitions

Earn Codes	Definition
Comp/Annual Taken	Annual or comp time hours taken <i>*note, Banner will always pull from your comp time bucket first before it takes from your annual leave bucket</i>
Sick Leave	Hours of sick leave taken <i>*note, sick leave can only be used for employee's own personal illness</i>
Holiday Pay	Hours earned for designated holidays
Funeral	Funeral leave as designated by ULM policy
Civil	Jury duty, summons, voting, etc.
Retroactive Annual/Comp	Annual or comp time taken that was not documented in a previous pay period <i>*note, approved leave requests must be turned in to HR</i>
Retroactive Sick	Sick time taken that was not documented in a previous pay period <i>*note, approved leave requests must be turned in to HR</i>
Comp Earned Straight	Comp time earned at hour for hour
Leave Without Pay	Temporary non-pay status
Inclement/Office Closure	When the University closes due to weather or other special circumstances