

WTE Acknowledger Guide

Table of Contents

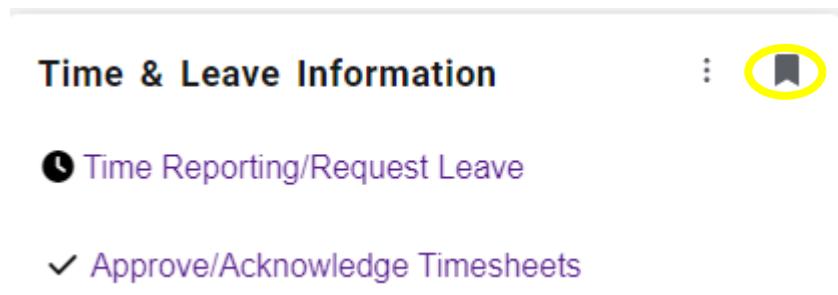
| | |
|---|---|
| Why am I being asked to acknowledge timesheets? | 1 |
| How do I acknowledge WTE timesheets? | 1 |

Why am I being asked to acknowledge timesheets?

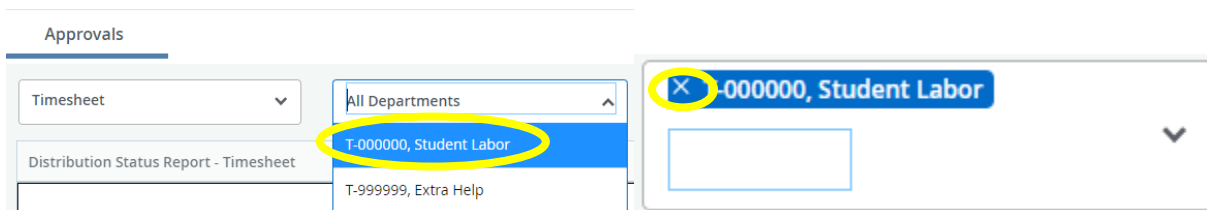
You have been given timesheet access for budgeting purposes. The acknowledgment process is what provides you with that access. The acknowledgement process is available, but not required. There is no deadline to acknowledge the timesheets.

How do I acknowledge WTE timesheets?

1. Log on to OneTech
2. Find the “Time & Leave Information” card

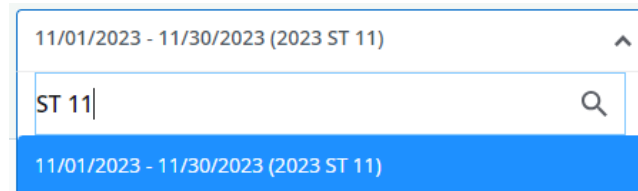


3. Click on **Approve/Acknowledge Timesheets**
4. It is recommended to keep the selection on **All Departments**.
Select the department in the drop-down list only if desired. If you do select a department be sure to X out of it if you are needing to see other departments.



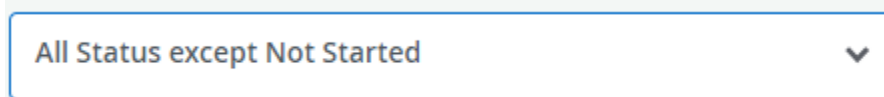
WTE Acknowledger Guide

5. Next you will need to select the pay period. You can only select one pay period at a time so you may need to click into more than one if you are also acknowledging other employee types. If there is a long list of pay periods to choose from you can search by the year and/or pic code. (Ex. 2023 ST 11 or ST 11. This is the only way to search in this field.)



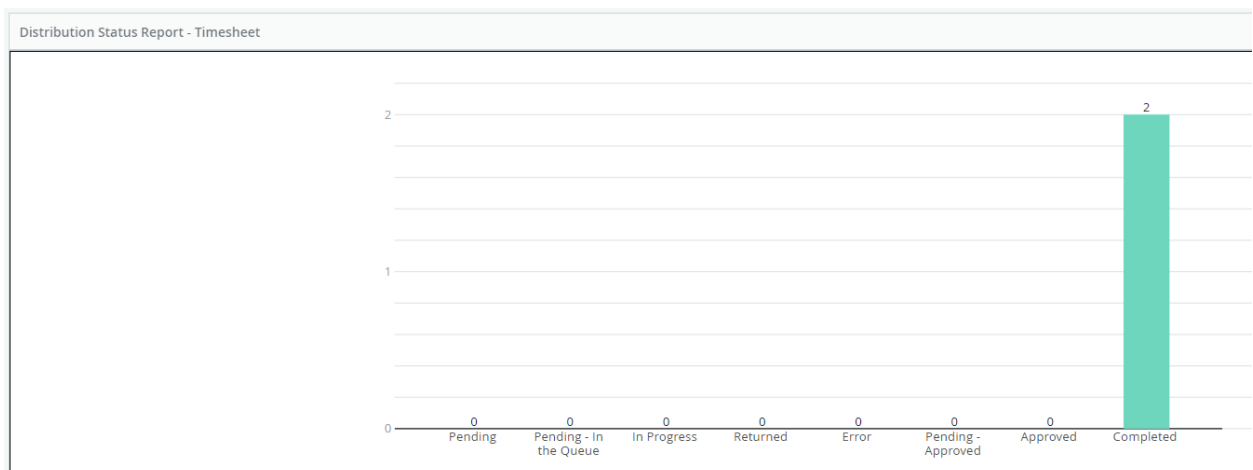
A screenshot of a web application's dropdown menu for selecting a pay period. The main dropdown box shows the selected item "11/01/2023 - 11/30/2023 (2023 ST 11)" with an upward arrow. Below it is a search input field containing "ST 11" and a magnifying glass icon. A blue search results box is open below the input, displaying the same selected item: "11/01/2023 - 11/30/2023 (2023 ST 11)".

6. The next box will automatically populate to **All Status except Not Started**.



A screenshot of a web application's dropdown menu for selecting a status. The dropdown box is open and displays the text "All Status except Not Started" in blue, with a downward arrow on the right side.

7. You will now see a chart and list with the selected pay period timesheets. All timesheets that will be available for acknowledgement will be in an Approved or Completed status.



WTE Acknowledger Guide

Pending - Timesheet is waiting for approval from the supervisor.

Pending – In the Queue – Timesheet is awaiting approval from another approver.

In Progress - Timesheet has been opened by employee but not submitted for approval.

Returned - Timesheet has been returned to employee.

Error- There is an error in the timesheet. Contact the payroll office.

Pending – Approved – Supervisor approved the timesheet and it is now awaiting approval from another Approver.

Approved - Timesheet has been approved.

Completed – Timesheet has been processed in a payroll.

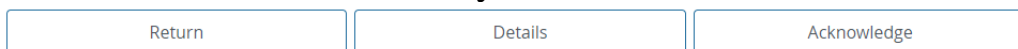
Not Started – Timesheet has not been opened by the employee.

8. You will need to click on the employee's name to open the timesheet for acknowledgement.

You will be able to see the hours entered for each day and the weekly totals. The weekly totals do not include hours worked in other pay periods even though they may be in the same week.

(Work week is Sunday-Saturday even if the week is split between separate pay periods.)

9. At the bottom of the screen you will see



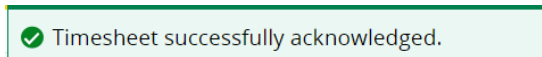
buttons on the right. Click:

Return – to return to the previous screen

Details - to see the calendar view of the hours entered

Acknowledge – to acknowledge the timesheet

10. If acknowledging, you will see a banner at the top confirming the timesheet was acknowledged.



11. Click the **Return** button to go back to the remaining timesheets and repeat the process for any remaining employees.