

# WTE Timesheet Guide: Extra Labor Employee

## Table of Contents

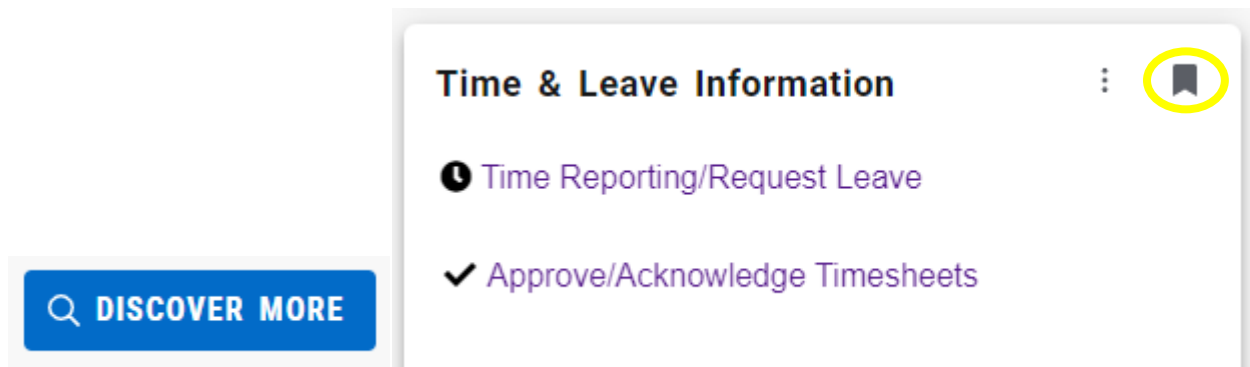
What is Web Time Entry? .....	1
How do I submit my timesheet through web time entry? .....	1
When do I have to submit my timesheet for approval? .....	5
When will I get paid? .....	5
How do I recall my timesheet if I need to make changes? .....	6
What do I do if my timesheet is returned? .....	6
Timesheet Statuses .....	7
How do I view all hours worked across all positions for the month? .....	7
What if there is a problem with my timesheet? .....	8

## What is Web Time Entry?

Web Time Entry is a process that uses Employee Self Service Banner and the OneTech portal to submit, approve, and forward employee timesheets to the payroll office through the web.

## How do I submit my timesheet through web time entry?

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




If you do not see this card on your dashboard, scroll to the bottom and click on **Discover More**. Find the “Time & Leave Information” Card using the search line. Click the ribbon on the top righthand corner of the card to save the card to your dashboard.

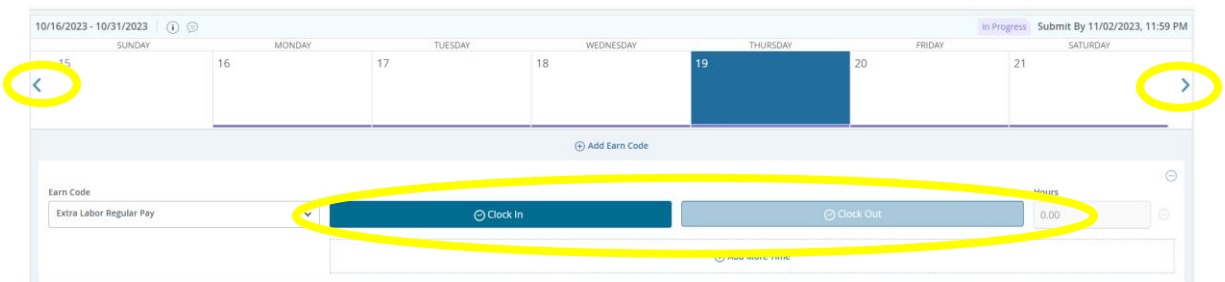
3. Click on **Time Reporting/Request Leave**

## WTE Timesheet Guide: Extra Labor Employee

4. Select a pay period to report time worked and click **Start Timesheet**. If you have more than one job you will need to scroll to find the one you are needing to open a timesheet for. All time must be entered under the correct position # and on the correct dates.

10/16/2023 - 10/31/2023	Not Started	<b>Start Timesheet</b>
10/01/2023 - 10/15/2023	Not Started	Start Timesheet

5. Navigate to the current date to **Clock In** and **Clock Out** each day. Click the  to edit your clock in and out time if needed. A comment is required before saving. The system generated time will show in the preview page in addition to the adjusted time.



6. To enter hours for other dates, click the date on the calendar or use the arrows on the sides to go to other weeks. You can either enter your time manually, using the correct format, or click the ⌚ in the corner of **In Time** and **Out Time**. See page 3 for instructions on using both methods.

**When entering your time, you will need to round to the nearest quarter hour and use the correct format (00:00 AM / 00:00 PM)**

1 to 6 minutes = :00 (round down to the current hour)

7 to 21 minutes = :15 min

22 to 36 minutes = :30 min

37 to 52 minutes = :45 min

53 to 59 minutes = :00 (round up to the next hour)

**Example** (8:05 am clock in should be 08:00 am, 4:36 pm clock out would be 04:30 pm.)

## WTE Timesheet Guide: Extra Labor Employee

10/16/2023 - 10/31/2023 In Progress Submit By 11/02/2023, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

15 16 17 18 19 20 21

[Add Earn Code](#)

Earn Code In Time\* Comment\* Out Time\* Comment\* Hours

Extra Labor Regular Pay hh:mm a Comment\* hh:mm a 0.00

[Add More Time](#)

In Time\*

hh:mm a

01 00 AM

02 15 PM

CANCEL SET

Cancel Save Preview

To use the ⌚ feature scroll up and down with the mouse to find the time needed on the clock. Click **Set** once you have selected the correct time. Click **Save** once you have entered the clock in and out times and added a comment for each. A comment for each clock in and out is required for manual time entries.

If you do not want to save the hours you have entered click **Cancel** to exit out of the selected date. You can click on **Add More Time** if you need to add additional time for the day. Once you have completed time and added comments for that date click **Save** and continue to the next date.

7. If you have started a timesheet and need to go back to it to enter more time throughout the pay period you will click on **In Progress**.

10/16/2023 - 10/31/2023 16.25 Hours In Progress i

**Be careful about pre-entering time. It will be your responsibility to change the time if you do not work the hours you originally entered.**

## WTE Timesheet Guide: Extra Labor Employee

8. Once you have entered all time for the pay period, you can click on **Preview** to confirm the total hours worked for the entire pay period for that job. Review the totals to make sure all weeks have the correct totals. There is a Comment section at the bottom of the page to leave comments for your supervisor regarding your timesheet before submitting your timesheet if needed.

Cancel

Save

Preview

Comment (Optional):  
Add Comment

Pay Period: 10/16/2023 - 10/31/2023 16.50 Hours In Progress Submit By 11/02/2023, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
10/17/2023	EL, Extra Labor Regular Pay	1	1.25 Hours
10/18/2023	EL, Extra Labor Regular Pay	1	7.00 Hours
10/19/2023	EL, Extra Labor Regular Pay	1	8.00 Hours
10/23/2023	EL, Extra Labor Regular Pay	1	0.25 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/17/2023	EL, Extra Labor Regular Pay	1	1.25	08:30 PM		in	09:45 PM		out
10/18/2023	EL, Extra Labor Regular Pay	1	7.00	11:00 AM		in	06:00 PM		out
10/19/2023	EL, Extra Labor Regular Pay	1	8.00	08:45 AM	08:51 AM		04:45 PM	04:43 PM	
10/23/2023	EL, Extra Labor Regular Pay	1	0.25	03:45 PM	03:41 PM		04:00 PM	03:59 PM	

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
EL, Extra Labor Regular Pay	1	16.25	0.25		16.50 Hours
Total Hours		16.25	0.25		

9. You can either click **Return** to go back and edit your timesheet as needed, or **Submit** to send the timesheet to your supervisor. Only click the **Submit** button once. Once submitted you should see a message in the top righthand corner saying the timesheet was successfully submitted.

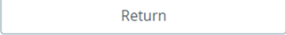
**Do not submit a timesheet unless you have hours entered! Your timesheet will move to an error status if you submit it with less than .25 hours entered for the pay period.**

Return

Submit

✓ Timesheet successfully submitted.

## WTE Timesheet Guide: Extra Labor Employee

10. Once submitted click the  button at the bottom left of the screen to go back to your timesheet. There will be an [Exit Page](#) button on the bottom left of the screen, once you are back in your timesheet, that you can click on to take you to the main screen with all of your timesheets.

### When do I have to submit my timesheet for approval?

Try to complete your timesheet and submit it to your supervisor on your last day worked for the pay period. Online timesheets must be submitted to your supervisor **no later than 11:59 p.m. on the second working day following the end of the pay period**. Your timesheet will no longer be available for editing after this time unless it is returned. Online timesheets and paper timesheets not turned in to the payroll office by the fourth working day following the end of the pay period may not be included with the current payroll.

### When will I get paid?

Payday is on the 15<sup>th</sup> and last day of the month following the end of the pay period. (Ex: Paychecks for the 1<sup>st</sup> - 15<sup>th</sup> will be paid on the last day of the month and paychecks for the 15<sup>th</sup> - last day of the month are paid on the 15<sup>th</sup> of the following month.) If either falls on the weekend, payment is made prior to the weekend. The paycheck calendar on the Payroll website has the most accurate dates. Paper checks are mailed on these dates unless you are signed up for direct deposit.

**Please make sure your mailing address on file is accurate so that you can receive your paper check in a timely manner.**

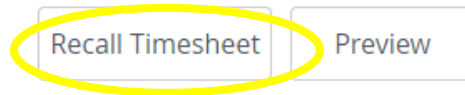
If you would like to have your paycheck deposited directly to your bank on payday instead of receiving a paper check, please fill out the [Direct Deposit Allocation Form](#) located on the payroll webpage.

Return it in person to the Payroll Office along with a **voided check or a Direct Deposit Authorization Form from your bank**. You will need to present a valid ID to make changes to your direct deposit accounts.

## WTE Timesheet Guide: Extra Labor Employee

### How do I recall my timesheet if I need to make changes?

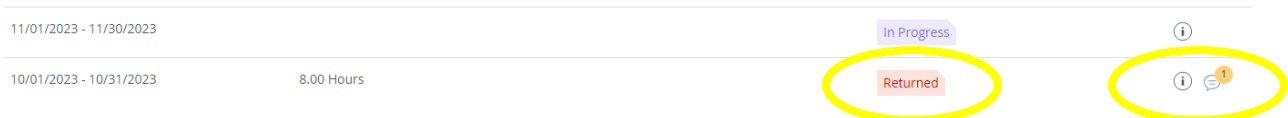
If your timesheet has been submitted, but not Approved you can click into your timesheet to recall it. There will be a **Recall Timesheet** button on the bottom of the screen once you have submitted your timesheet. Click this button if you need to pull your timesheet back to make any changes before your supervisor approves the timesheet. You will need to contact your supervisor to return your timesheet to you if they have already approved it.



**If you click “Recall Timesheet” you will need to submit your timesheet for approval again before the approver deadline.**

### What do I do if my timesheet is returned?

1. If your supervisor finds errors they will return your timesheet. The timesheet will show as Returned and you will receive an email letting you know it has been returned. You can click on the error message to see the comments your supervisor has made.



### Time Record Needs Corrections

Your time record for pay period Nov 01, 2023 to Nov 15, 2023 and position E00131-E-Residence Life Dir Office has been returned for corrections.

1. Please log on to [OneTech](#)
2. Make necessary changes to your time record
3. Submit corrected time record for approval as soon as possible; in order for your pay to not be delayed

Thank you,  
Payroll Office  
404 North El Paso Ave.  
Tel: (479) 968-0696

2. Click into your timesheet to make required adjustments. To edit your time entered click the ✎ and to delete hours entered click the ⊖. Once your changes are made click **Save** before moving to the next date or changes will not be adjusted.

## WTE Timesheet Guide: Extra Labor Employee

3. You can then go back to the preview screen to **Submit** your timesheet again. Your timesheet must be re-submitted before the 4<sup>th</sup> working day following the end of the pay period. Re-submit your timesheet as quickly as possible to allow your supervisor time to review it before the deadline.

### Timesheet Statues

**Not Started** – Timesheet has not been opened or submitted for the pay period.

**In Progress** - Timesheet has been opened but not submitted.

**Pending** - Timesheet is waiting for approval from your supervisor.

**Approved** - Timesheet has been approved by your supervisor.

**Returned** – Timesheet has been returned to you. Make the required adjustments and resubmit before the approver deadline.

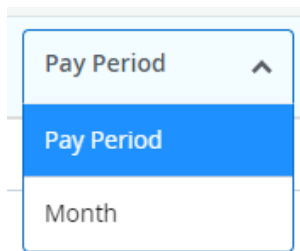
**Error**- There is an error in your timesheet. Contact the payroll office

### How do I view all hours worked across all positions for the month?

**You should not exceed 28 hours worked per week. If you are working in more than one area, the total hours of all jobs combined is not to exceed 28. (*Work week is Sunday-Saturday even if they are in separate pay periods.*)**

If you are working in more than one position in any given month, or if the week falls across two different months, you have the option to look at the Month view that includes all hours entered across all positions.

1. On your main timesheet page click the box that displays Pay Period. A drop-down list will appear and you can switch the view to Month.



## WTE Timesheet Guide: Extra Labor Employee

2. Once in the month view you will see all hours entered for the month and any days from the prior month that lead into the current month. The hours displayed on each date are the total hours across all of your positions. The total for each week should not exceed 28 hours.
3. You can click on any date to see the positions that were active on that date and the hours worked in each. If you click on the job title you will be taken to that timesheet if it is still available for time entry.
4. Click on [Time Entry](#) at the top of the page to return to the Month screen. From there you can select **Month on** drop-down list and re-select **Pay Period** to return to your main screen.

### What if there is a problem with my timesheet?

**If you are not able to access your online timesheet after the first week of work please let your supervisor know and contact the Payroll Office.**

Please **check your email** often, that is the way we will communicate with you concerning your timesheet. Even after you have submitted your timesheet, you will still need to watch your email in case your timesheet is returned.

If you encounter problems with your timesheet, please contact the Payroll Office at 479-968-0696 or [payroll@atu.edu](mailto:payroll@atu.edu) as soon as possible so we can address any issues and prevent your paycheck from being delayed. The [payroll website](#) also contains additional payroll resources.