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How to Access and Submit a Timesheet

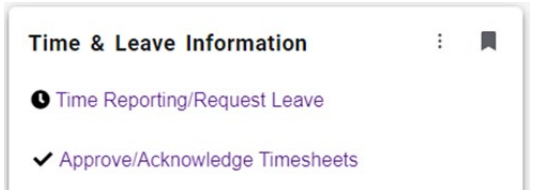
What is Web Time Entry?

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

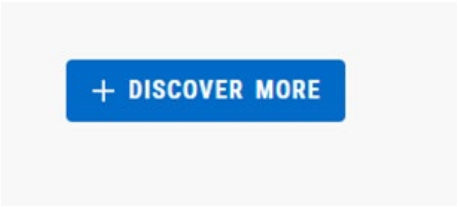
How do I (employee) submit my timesheet through web time entry?

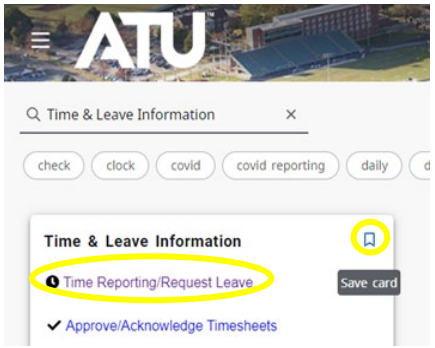
1. Log on to OneTech

2. Find the "Time & Leave Information" card

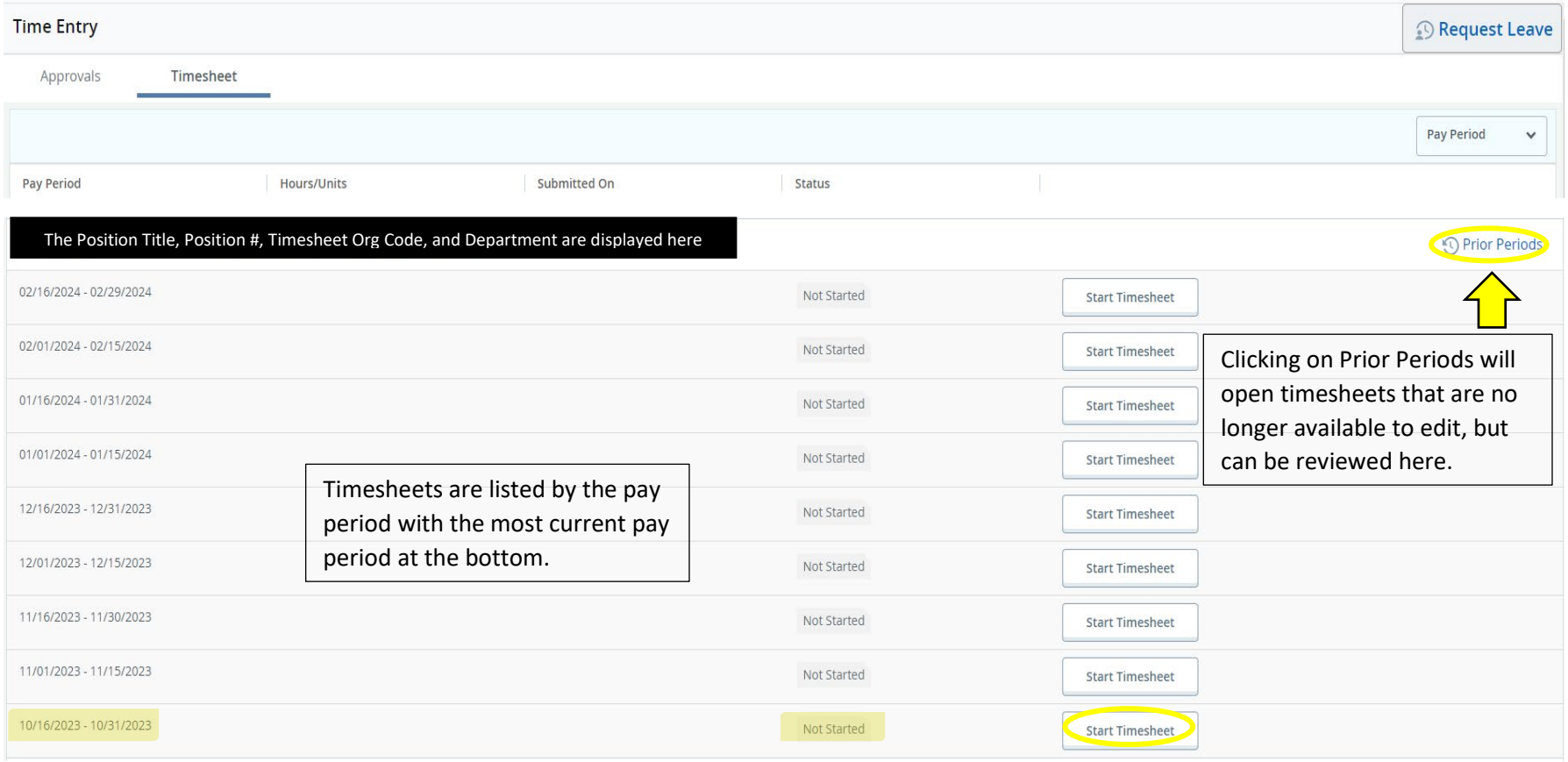


If you do not see this card on your dashboard, scroll to the bottom and click on +Discover More. Find the Time & Leave Information Card using the search line. Click the ribbon on the top righthand corner of the card to save the card to your dashboard.



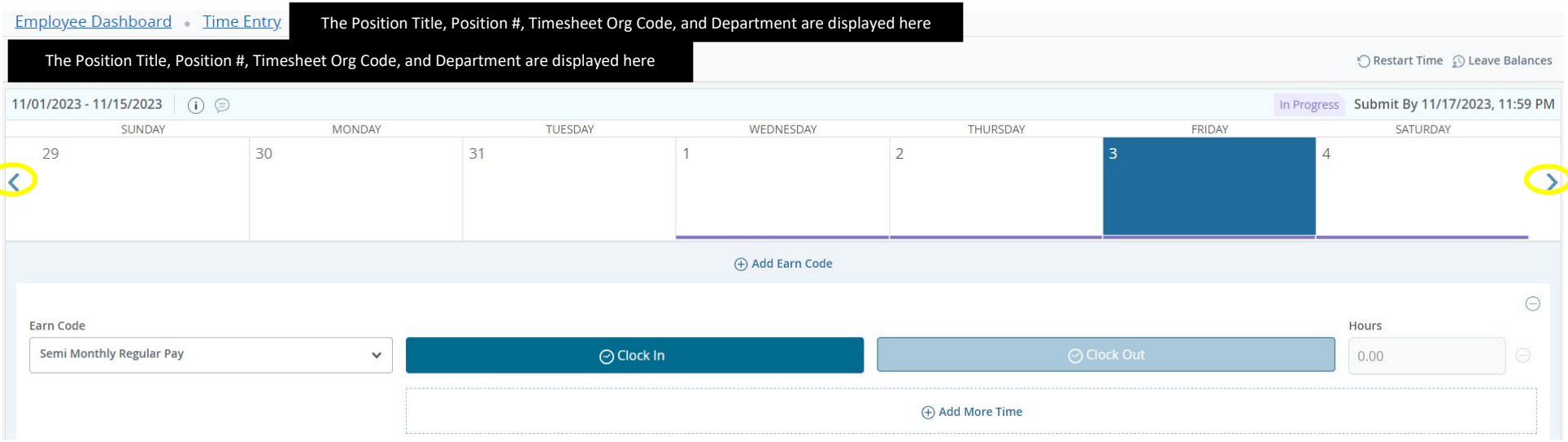


3. To Access timesheets, click on the Time Reporting/Request Leave link

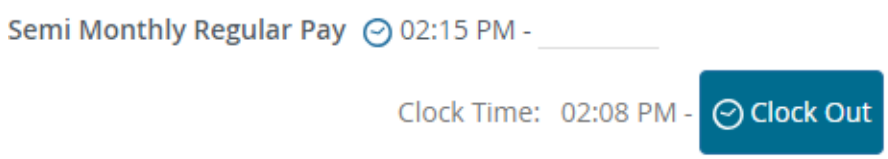


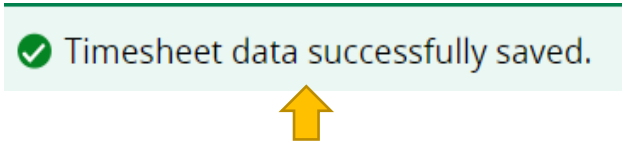
4. To begin a timesheet find the desired pay period then click Start Timesheet. A timesheet has not been opened if the status indicates “Not Started”.

5. Once opened the timesheet will populate to the current week with the current date selected.



6. Employees are expected to clock in and out for each working day at the beginning and end of their shift**.** Click **Clock In or Out** to indicate a time value. The system will round the time value to the nearest quarter hour. (*See page 5 for additional information on time values in quarter hours)*





This message will appear at the top right corner of the screen confirming the time value was saved.

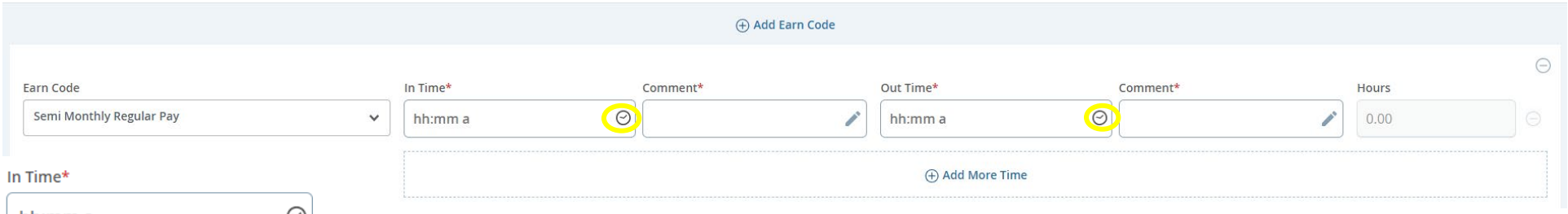
7. To enter hours for other dates, click the date on the calendar or use the arrows on the sides to go to other weeks. You can either enter your time manually, using the correct format, or click the ⏲ in the corner of In Time and Out Time. See page 5 for instructions on using both methods.

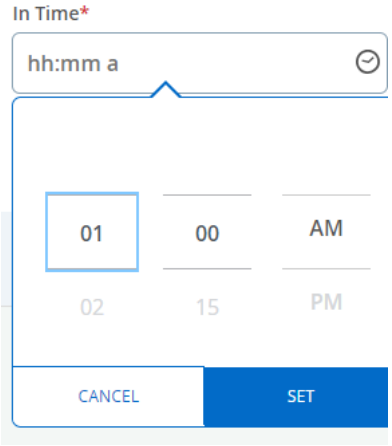
To enter time manually complete the textbox under *In Time** and *Out Time** for the selected date using the correct format detailed below. A *Comment** for the adjusted time values are required before the time entered can be saved. Once the *In/Out times* and required *Comments* are indicated, click **Save**.

Click the ⊕ **Add More Time** button to add additional clock in and out times. This may be necessary when an employee reflects a lunch break or leaves for an appointment and returns in the afternoon.

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)

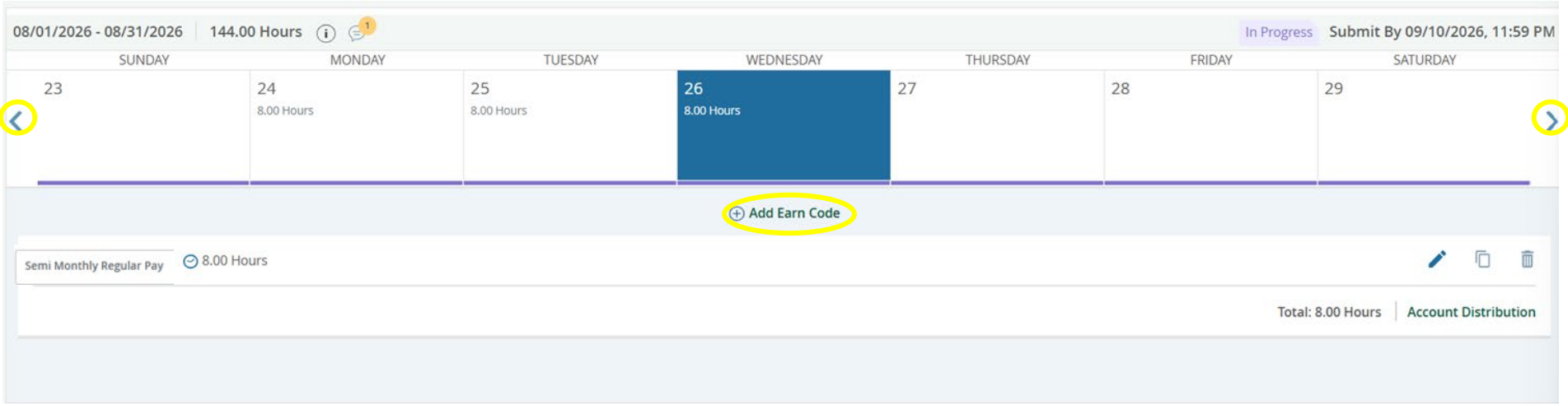
The clock-in and out values should be rounded based on the following list:
1 to 6 minutes = (top of current hour) example: ***2:00***
7 to 21 minutes – example: ***2:15***
22 to 36 minute – example: ***2:30***
37 to 52 minutes – example: ***2:45***
53 to 59 minutes = (top of the next hour) example: ***3:00***
Example without Lunch Indicated: 06:35 am clock in should be 06:30 am, 03:04 pm clock out would be 03:00 pm





To use the clock feature, click on the 🕐. In the menu *(shown at the left)* scroll up and down with the mouse or use the arrow up and down key on the keyboard to find the time needed on the clock. Click **Set** once you have selected the correct time. Enter a comment for both in and out time and then click **Save**.

If you do not want to save the hours you have entered click **Cancel** to exit out of the selected date.



Clicking the left and right arrow buttons will navigate through each week within the pay period.

Clicking the will allow the employee to adjust the time entered. This will be reflected as an adjusted time value; a comment is required. The **Save** button must be clicked before moving to the next date or the changes will not be reflected.

Clicking the will delete the earn code and remove the hours from the selected date. Clicking it will populate pending deletion and the employee will need to click **Save** to completely remove the hours

Clicking the button allows Add Earn Code users to add an additional earn code, such as holiday. This function will be used by employees for dates that the university closes early due to weather or other related events.

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

8. Continue indicating time for the dates worked within the pay period using either of the methods described above. Once the timesheet is completed, click on the **Preview** button.

Timesheet Detail Summary

Institutional Services Asst, 136449-00, T, 320500, Payroll and Special Services

Pay Period: 11/01/2023 - 11/15/2023 | 93.50 Hours | In Progress | Submit By 11/17/2023, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
11/01/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/02/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/03/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/06/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/07/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/08/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/09/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/10/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/13/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/14/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours
11/15/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
SM, Semi Monthly Regular Pay	1	25.50	42.50	25.50	93.50 Hours
Total Hours		25.50	42.50	25.50	

The Payroll office recommends employees review the Summary section before submitting the timesheet to determine if the timesheet is accurate. Weeks that reflect time less than or more than 40 hours should be confirmed.
In the example above Week 1- the pay period started on Wednesday, in Week 2 the extra 2.50 hours are from lunch breaks (this is expected), Week 3- the pay period ended on Wednesday.

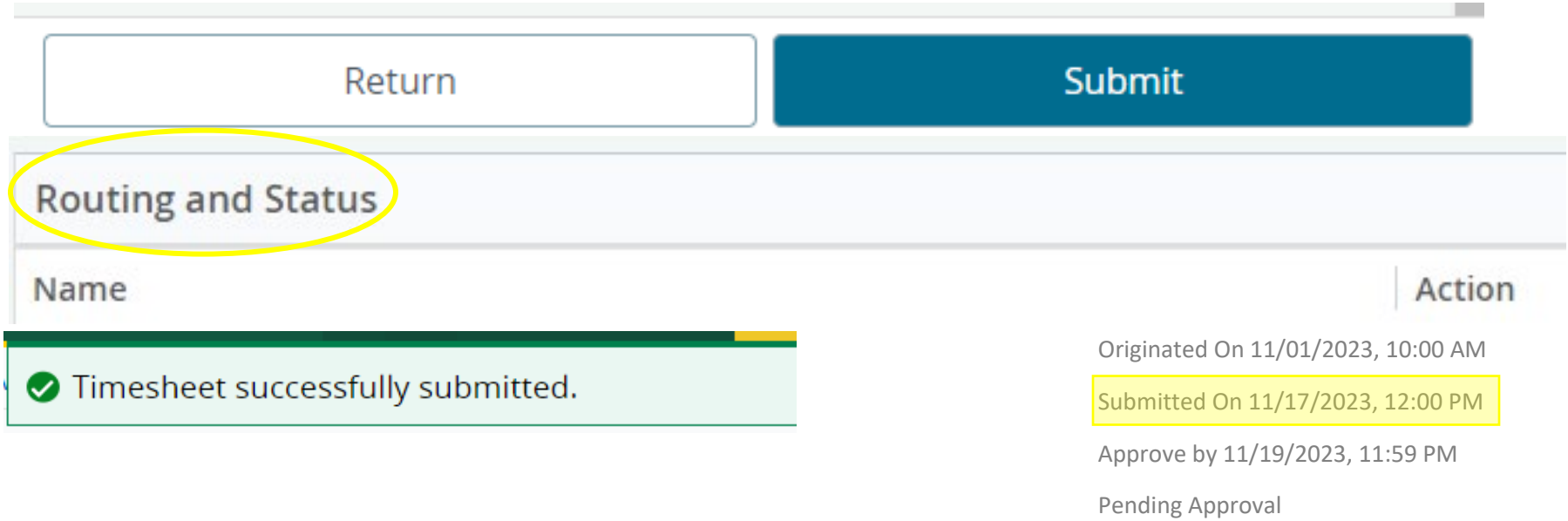
9. Timesheets can be submitted once all working hours are reflected and any leave time has been requested. Semi-monthly timesheets are due two working days after the last day of the pay period. The semi-monthly pay periods run from the 1st through the 15th and the 16th through the last day of the month.

Example:

- *For the 1st - 15th timesheet, the timesheet deadline is the 17th of the month at 11:59 p.m. If the 17th falls on a holiday or weekend the deadline will be adjusted to allow for two working days for timesheet completion.*

- *For the 16th to the last day of the month timesheet, the timesheet deadline is the 2nd of the following month at 11:59 p.m. If the 2nd falls on a holiday or weekend the deadline will be adjusted to allow for two working days for timesheet completion.*

10. From the Preview screen, click **Submit** to send the timesheet to your supervisor or click **Return** to go back and edit the timesheet. Only click the Submit button once. Once submitted, check to see that the timesheet shows as submitted under the Routing and Status section.



Timesheet Status Definitions

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

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

Pending- Timesheet is waiting for approval from your supervisor.

Returned- The timesheet has been returned by the employee's supervisor or the Payroll office. You will receive an automated email when the timesheet status changes. Review your email and/or the comment section of the timesheet for additional details. Make any necessary changes and resubmit the timesheet prior to the deadline. There is additional information about this timesheet status in the, **"What do I do if my timesheet is returned?"** section on page 10.

Error- This means your timesheet contains an error. If an employee is having trouble with a timesheet in error status they should contact the Payroll office.

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

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.



If you click "Recall Timesheet" you will need to submit your timesheet for approval again before the deadline.

What do I do if my timesheet is returned?

After a timesheet is completed and submitted, the supervisor will review the timesheet to confirm it is accurate with all time reflected. If the supervisor notices an inaccuracy in the timesheet, they will return the timesheet to the employee for corrections. The supervisor can add a comment into the timesheet to note the correction(s) required. The automated email below will be sent when the timesheet is returned for corrections.

Time Record

Your time record for pay period [Pay Period Dates] and position [Title for timesheet] has been returned for corrections.

1. Please log in to OneTech
2. Make necessary changes to the time record
3. Submit corrected time record for approval as soon as possible; in order for your pay to be processed in a timely manner.

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

The payroll office may also return the timesheet. The timesheets are audited by our office following the pay period to confirm timesheet and compensation are accurate. In addition to the automated email (example above), we will add a comment within the timesheet with details for the returned timesheet.

Common Timesheet Mistakes

Time missing

- Each work week should have a minimum of 40 hours. The 40 hours can be a combination of regular working time, leave and holiday time. A work week begins on Sunday and ends on Saturday.

Leave Request Issues

- If leave time is missing you may have a pending or missing leave request.
  - ☐ Input any missing leave requests. If you have a pending leave request, check with your supervisor to obtain approval of your pending request so it will be reflected on your timesheet.
  - ☐ Approved leave requests are automatically processed overnight. For this reason, most leave requests should be submitted before leave is taken. Payroll can manually run this process to meet timesheet deadlines, but this should **not** be something that is frequently necessary.

Too many hours reflected on a single day

- This can happen if an employee enters a leave request and regular working hours that total to more than the employees needed hours for the same day.
  - ☐ If leave time needs to be returned to the employee, please consult with your supervisor so he/she can issue a leave credit to you.
  - ☐ Please be mindful of university holidays. Holiday hours automatically populate in your timesheet. If you did not work on a university holiday, you do not need to record any working hours for that day.

Comments

- ☐ The comment section of the timesheet is not a good place to contact the Payroll Office. We do not see comments until we are auditing your timesheet. This section of the timesheet is used to provide additional information.

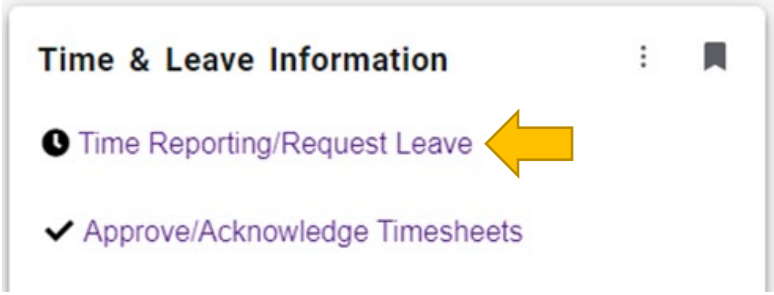
How to View and Request Leave

What is the leave system and leave request process?

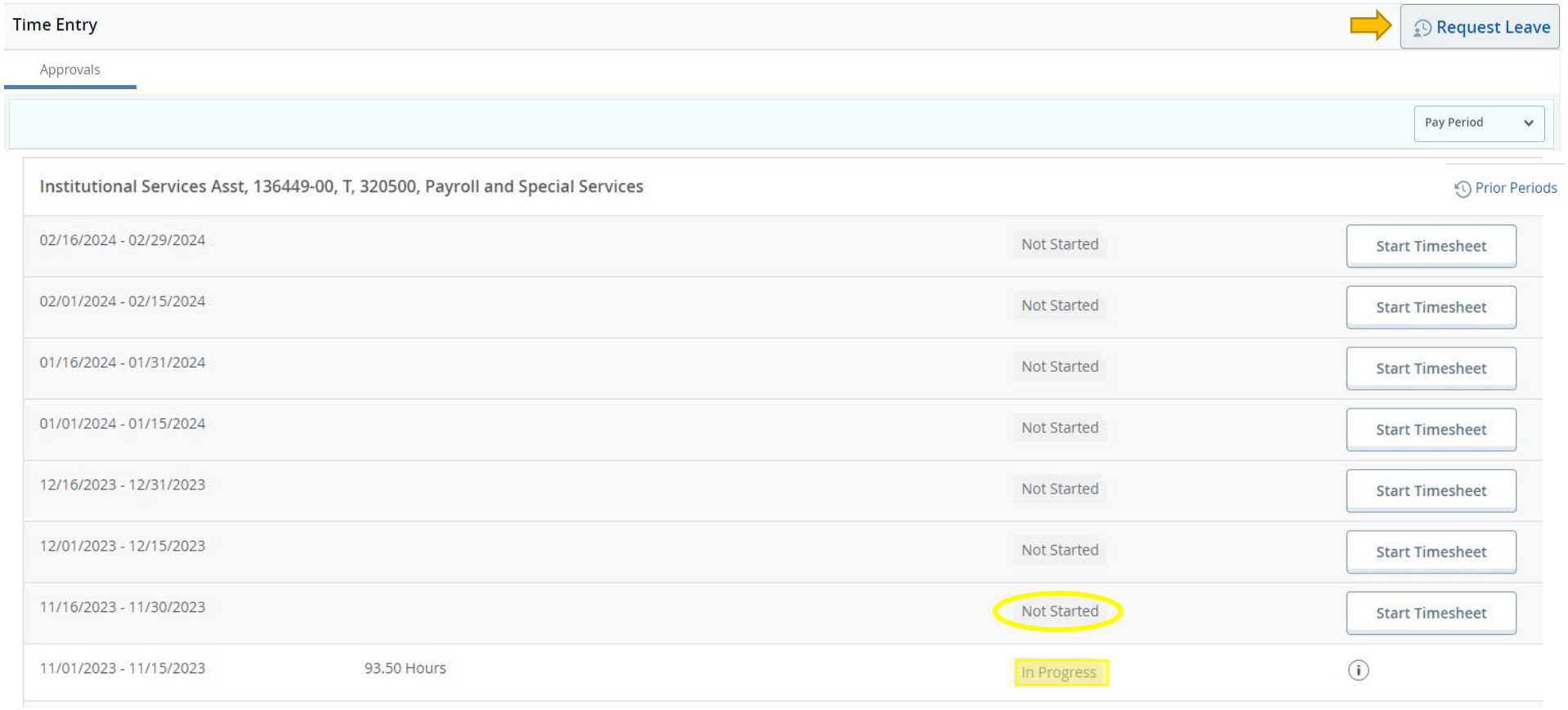
The leave system is where employees can review leave time and make leave requests. Leave requests are required when employees are unable to work the required minimum hours for the work week. For full-time employees the minimum hours per week is 40 hours.

How do I (employee) submit a leave request through the leave system?

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



3. On the Time Entry screen is a link to the leave system. Before clicking Request Leave make sure the timesheet for the pay period you are entering a leave request for is **not** in the Not Started status. If the timesheet is not opened, employees will receive an error message when attempting to enter leave requests.



Help

The leave screen consists of the following sections:

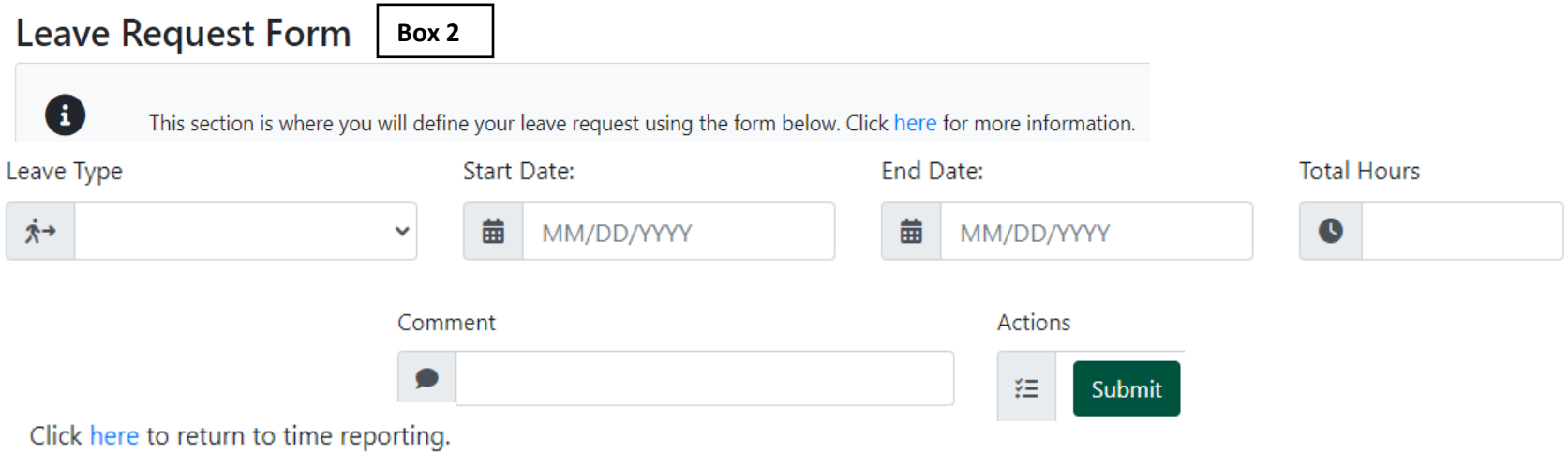
Current Leave Balances Box 1

Leave Type	Beginning Balance	Earned	Taken	Current Balance
Birthday	0	8	8	0
Child Educational Activity	8	0	0	8
Comp Time	.13	.75	.75	.13
COVID Sick Leave	0	0	0	0
Jury Leave	0	0	0	0
Leave Without Pay	0	0	0	0
Military Leave	0	0	0	0
Sick Leave	8	64	65.5	6.5
Vacation	12	80	73.5	18.5
Voluntary Furlough	0	0	0	0

	Pending	Approved	Available For Use
	0	0	0
	0	0	8
	0	0	.13
	0	0	0
	0	0	-
	0	0	-
	0	0	-
	0	0	6.5
	0	2	16.5

Box 1:

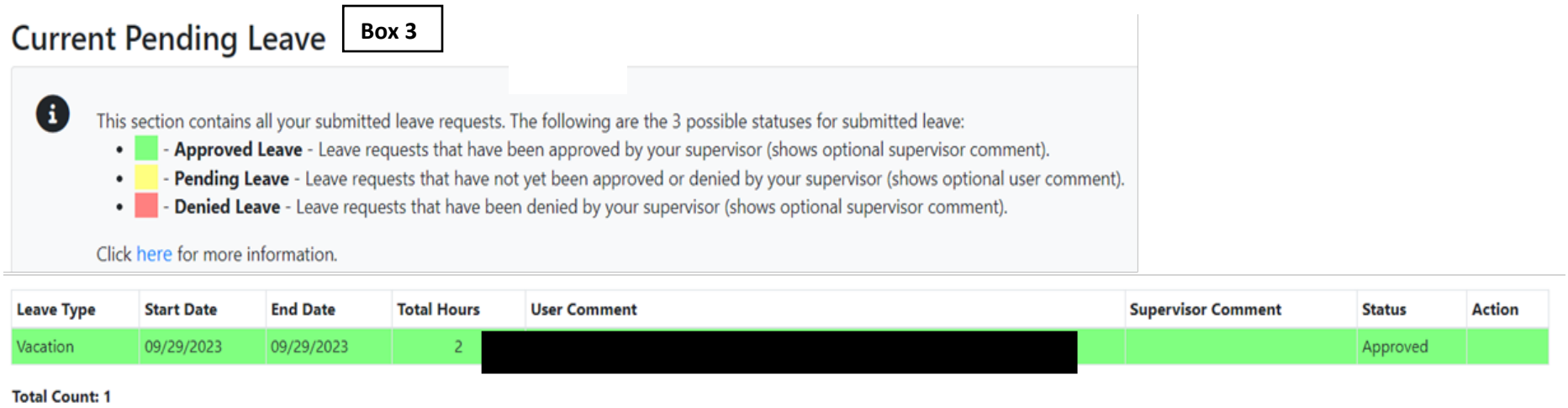
Provides the employee with information on their current balances and the leave they have pending and/or approved. The *Current Balance* section only indicates leave time based on the leave that has processed. The *Available For Use* section calculates a balance accounting for the leave requests that are pending or approved, but not processed. Clicking the blue help button above the heading Current Leave Balances will start a tutorial that explains individual parts of the leave system.



Box 2: Leave Request Form

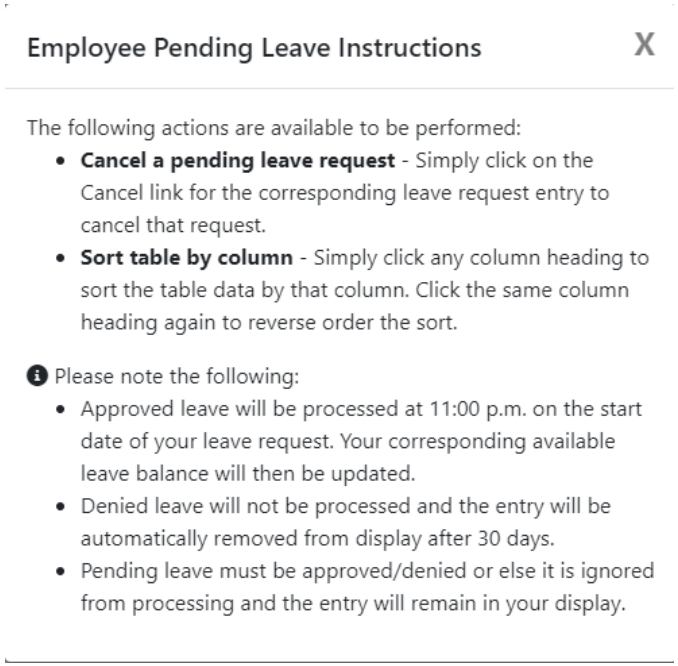
- Full-time employees are to have a minimum of 40 hours within a work week. The work week is from Sunday to Saturday. If an employee is unable to work the required 40 hours within a given week, leave time will be required to cover the missed time. Leave without pay is not an elective leave type, and can only be used once available applicable leave time has been exhausted.

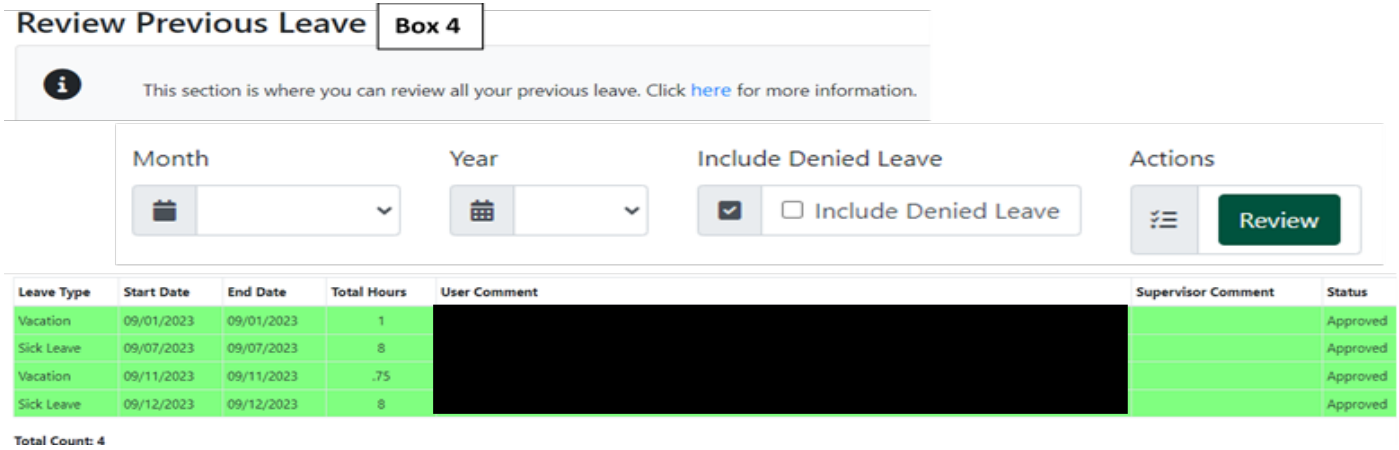
  - The leave type field has a drop-down menu that contains the leave types the employee can request based on employee classification.
  - The start date and end date of the request can be the same day or a span of consecutive working days.
  - The total hours will be the total number of hours for all the time requested within the identified start and end date. **This must be divisible by 8, 9, or 10 hours when submitting a multiday request.**
  - The comment box is a required field; however, no specific statement is required for Payroll. Departments may have specific requirements, so please check with your supervisor for department specific guidance.



Box 3: Will show the status of any pending or approved future unprocessed leave requests.

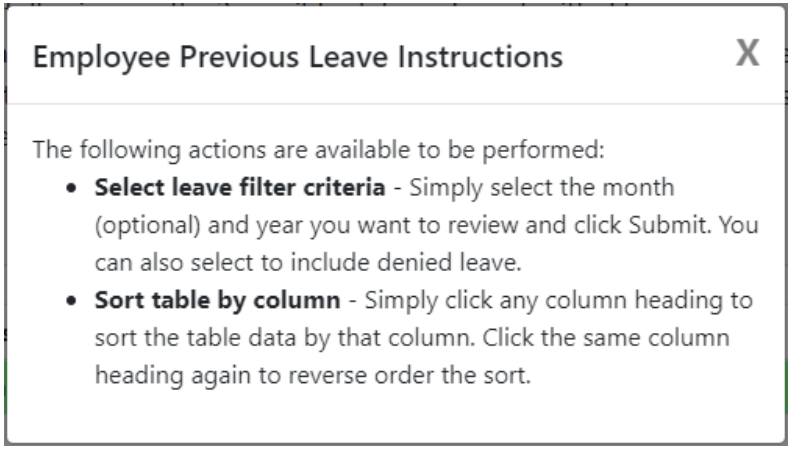
The following image provides some additional information regarding this section.





Box 4: Shows the processed leave requests for the employee based on the provided month & year, to review the leave request for a full year, leave the month drop down blank**.**

The following image provides some additional information.



What if I encounter a problem with requesting leave or have questions about leave?

Employees can contact the Payroll Office if they have issues or questions about their timesheet, available leave time, leave requests, or other payroll related topics. We are here to assist you.

- Email us at: payroll@atu.edu
- Call us at: 479-968-0696
- Stop by the Payroll Office - 2nd floor in Hughes 514 West M Street

Frequently Asked Questions

When do I (employee) have to submit my timesheet for approval?

The pay period for monthly employees begins on the 1st and ends on the last day of the month. Monthly timesheets are due on the 12th of the month that follows the pay period.

Example:

- For the September 1st to 30th timesheet, the timesheet deadline is the 12th of October at 11:59 p.m. If the 12th falls on a holiday or weekend the deadline will be adjusted to allow additional working days for timesheet completion.

When will I get paid?

Monthly employees are paid once per month on the last day of the month. If the last day of the month falls on the weekend or holiday, payment is made prior to the weekend or holiday.

What if there is a problem with my timesheet?

Please communicate issues or questions:

Employees can contact the Payroll Office if they have issues or questions about their timesheet, available leave time, leave requests, or other payroll related topics. We are here to assist you.

- Email us at: payroll@atu.edu
- Call us at: 479-968-0696
- Stop by the Payroll Office - 2nd floor in Hughes 514 West M Street