

WTE Timesheet Guide: Student Employee

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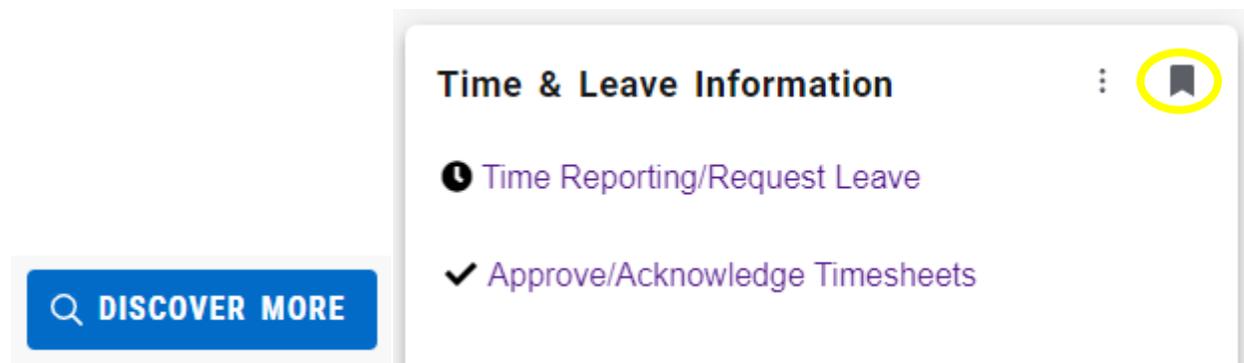
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What is Web Time Entry?

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**

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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.

11/01/2023 - 11/30/2023	Not Started	Start Timesheet
10/01/2023 - 10/31/2023	Not Started	Start Timesheet

5. Navigate to the date worked and click in **Hours**.

10/01/2023 - 10/31/2023 In Progress Submit By 11/02/2023, 11:59 PM

1 SUNDAY	2 MONDAY	3 TUESDAY	4 WEDNESDAY	5 THURSDAY	6 FRIDAY	7 SATURDAY
<						>

⊕ Add Earn Code

Earn Code: NWS Regular Pay

When entering your time round to the nearest quarter hour.

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

7 to 21 minutes = **.25 hrs**

22 to 36 minutes = **.50 hrs**

37 to 52 minutes = **.75 hrs**

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

(Example: If you work from 8:00 am – 1:25 pm you would enter 5.50 hours)

6. Once you have entered the hours for that date click **Save**. If you do not want to save the hours you have entered click **Cancel** to exit out of the selected date. To proceed to other dates, click on the date or use the arrows on the sides to go to other weeks. Continue to enter your hours worked for the remainder of the pay period as needed.

Cancel **Save** Preview

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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. Hours should not exceed 28 hours per week.

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

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

11/01/2023 - 11/30/2023 Not Started Start Timesheet

10/01/2023 - 10/31/2023 8.00 Hours In Progress

8. Once you have entered all time for the month, 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 it if needed.

Cancel Save Preview Comment (Optional): Add Comment

Pay Period: 10/01/2023 - 10/31/2023 8.00 Hours In Progress Submit By 11/02/2023, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
10/11/2023	NWS, NWS Regular Pay	1	8.00 Hours

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
NWS, NWS Regular Pay	1		8.00				8.00 Hours
Total Hours			8.00				

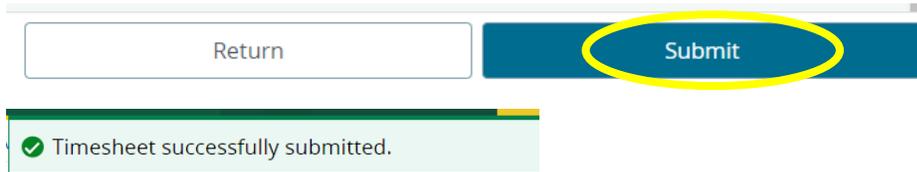
Routing and Status	
Name	Action

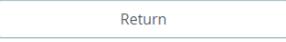
(You will not be able to submit a timesheet after the due date shown at the top of your timesheet.)

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 month.

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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.



10. Once submitted click the  button at the bottom of the screen to go back to the previous screen. Then click the [Exit Page](#) button to go back to the main screen with all of your timesheets.

Timesheet Statuses

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 submission deadline.

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

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 **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.

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What if I miss the submission deadline?

If you miss the submission deadline, you will need to contact your supervisor to fill out a paper timesheet. Paper timesheets are due in the payroll office by the fourth working day after the pay period closes to be included in the current payroll.

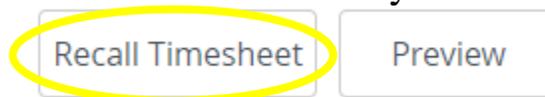
When will I get paid?

Payday is on the 15th of the month following the end of the pay period. If the 15th 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 this date 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.

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 submit your timesheet. Click this button if you need to pull your timesheet back to make any changes before your supervisor approves the timesheet. If your supervisor has already approved the timesheet you will need to contact them to return the timesheet to you in order to make changes.



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

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What do I do if my timesheet is returned?

1. If your supervisor finds errors, your timesheet will be returned to you. The timesheet will show as Returned and you will receive an email letting you know it has been returned. Click on  to read the comments from your supervisor.

11/01/2023 - 11/30/2023

In Progress



10/01/2023 - 10/31/2023

8.00 Hours

Returned



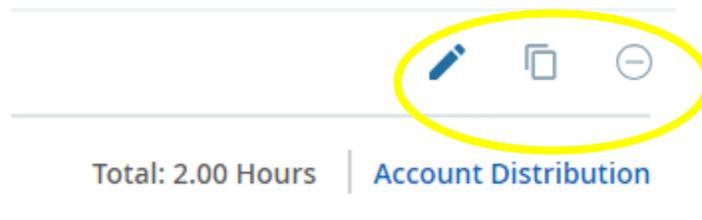
Time Record Needs Corrections

Your time record for pay period Nov 01, 2023 to Nov 30, 2023 and position N00131-N-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 the time entered click the  and to delete hours entered click . Once your changes are made click **Save**. You must click **Save** before moving to the next date or changes will not be adjusted.
3. You can then go back to the preview screen to **Submit** your timesheet again. Your timesheet must be re-submitted before the 4th working day following the end of the pay period. Re-submit as quickly as possible to allow your supervisor time to review again before the approver deadline.



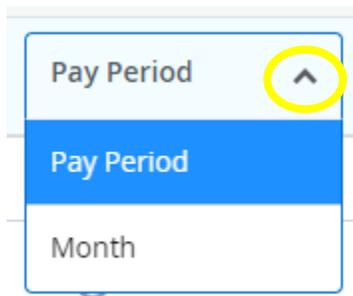
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How do I view all hours worked across all positions for the month?

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 the week is 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 with all of your timesheets listed click the box that displays Pay Period. A drop-down list will appear and you can switch the view to Month.



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 the drop-down list and re-select **Pay Period** to return to your main screen.

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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, this 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 for corrections.

If you encounter problems with your timesheet, please contact the Payroll Office at 479-968-0696 or 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.