

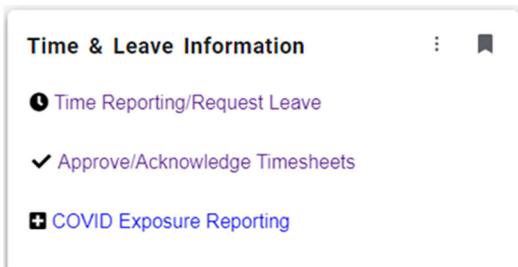
# WTE Timesheet Guide: Student Worker

## What is Web Time Entry?

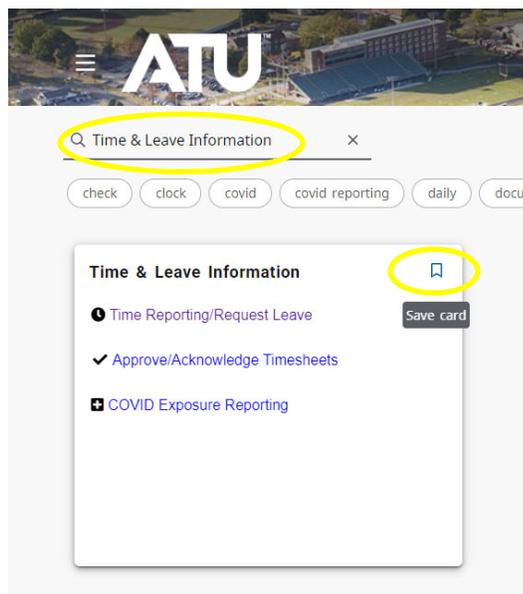
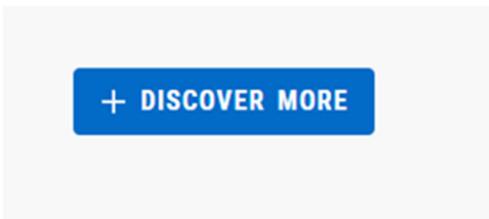
Web Time Entry is a process that uses Employee Self Service Banner and the One Tech portal to submit, approve, and forward employee timesheets to the payroll office through the web.

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

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

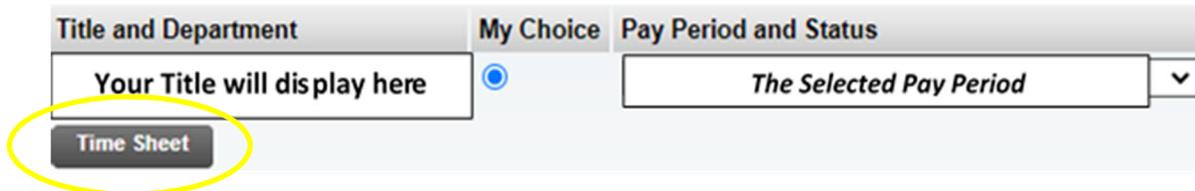


If you do not see this card on your dashboard, scroll to the bottom and click on +Discover More. Find the Time & Leave Information Card using the search line. Click the ribbon on the top righthand corner of the card to save the card to your dashboard.



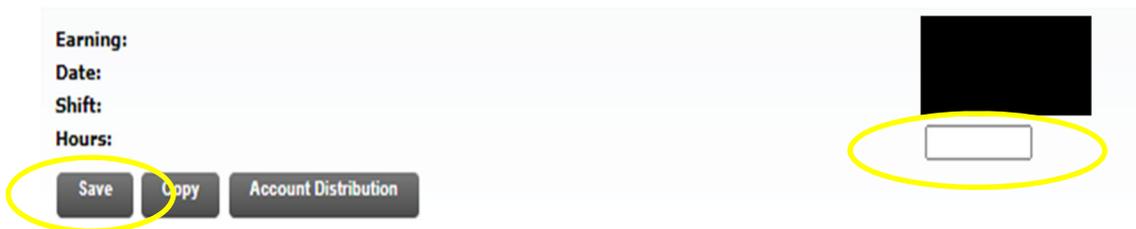
## WTE Timesheet Guide: Student Worker

3. Click on “Time Reporting/ Request Leave”
4. Select the Pay Period to report time worked in and click Time Sheet. This will open your timesheet. (Please note: You will not be able to submit a timesheet after 11:59 pm on the due date shown)



The screenshot shows a web interface with three tabs: "Title and Department", "My Choice", and "Pay Period and Status". Under "Title and Department", there is a text box containing "Your Title will display here". Under "My Choice", there is a radio button that is selected. Under "Pay Period and Status", there is a dropdown menu showing "The Selected Pay Period". Below these tabs is a button labeled "Time Sheet", which is circled in yellow.

5. Navigate to date worked and click on "Enter Hours".
6. Enter number of hours worked in the box to the right of the hours field and click **Save**.



The screenshot shows a form with the following labels: "Earning:", "Date:", "Shift:", and "Hours:". To the right of the "Hours:" label is a small rectangular input box, which is circled in yellow. Below the labels are three buttons: "Save", "Copy", and "Account Distribution". The "Save" button is also circled in yellow.

When entering your time round to the nearest quarter hour:

1 to 6 minutes = **.00 (top of 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 (top of next hour)**

7. To proceed to other dates, do this by clicking the "Next" button. Continue to enter your working hours for the remainder of the pay period.

***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.***

# WTE Timesheet Guide: Student Worker

8. When finished, check the "Total Hours" column to confirm the total for the entire pay period.

Department and Number:  
Time Sheet Period:  
Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 01, 2022
NWS Regular Pay	1		41		<a href="#">Enter Hour</a>
Total Hours:			41		
Total Units:				0	

Position Selection   Comments   Preview   **Submit for Approval**   Restart   Next

Submitted for Approval By:  
-----

9. After total hours are confirmed, submit your timesheet by clicking the "submit for approval" button only **ONCE**. This sends your timesheet to your supervisor for approval.

Position Selection   Comments   Preview   **Submit for Approval**   Next

**If you click "Return time" after you have submitted your timesheet it will be returned to you. You will need to submit for approval again before the deadline.**

Total Hours:  
Total Units:

Position Selection   Comments   Preview   Next   **Return Time**

Submitted for Approval By:  
-----

# WTE Timesheet Guide: Student Worker

## Different Time Sheet Statuses

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

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

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

**Return for Correction**- You will receive an email if your supervisor returns your timesheet. Be sure to click into the comments section in the returned timesheet. Supervisors have the ability to leave comments about errors in your timesheet. Make changes and resubmit.

Department and Number:  
Time Sheet Period:  
Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 01, 2022
NWS Regular Pay	1	0	41		<a href="#">Enter Hour</a>
Total Hours:			41		
Total Units:				0	

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:  
Approved By:

**Error**- Error in your timesheet.

## **WTE Timesheet Guide: Student Worker**

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

Student workers should submit their timesheets to their 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.

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

If you encounter problems when trying to enter your time or submit 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 correct the issue and prevent your paycheck from being delayed.

### **When will I get paid?**

Student workers are paid on the 15<sup>th</sup> of the month following the end of the pay period. If the 15<sup>th</sup> falls on the weekend, payment is made prior to the weekend.