

WTE/WLR Employee Guide

(Web Time Entry and Web Leave Reporting)

URL for Phase-in WTE/WLR.

You will use your eRaider and password for WTE/WLR.

<http://wte.texastech.edu/>

December 1 “GO LIVE”

After the phase-in during Oct/Nov, and beginning December 1, you will be able to access WTE/WLR via Raiderlink (www.raiderlink.ttu.edu) or you can continue using the phase-in URL).

Login with your eRaider ID and password:

TEXAS TECH UNIVERSITY™

eRaider Sign-in Help

Username:

Password:

Forgot password?
Forgot username?

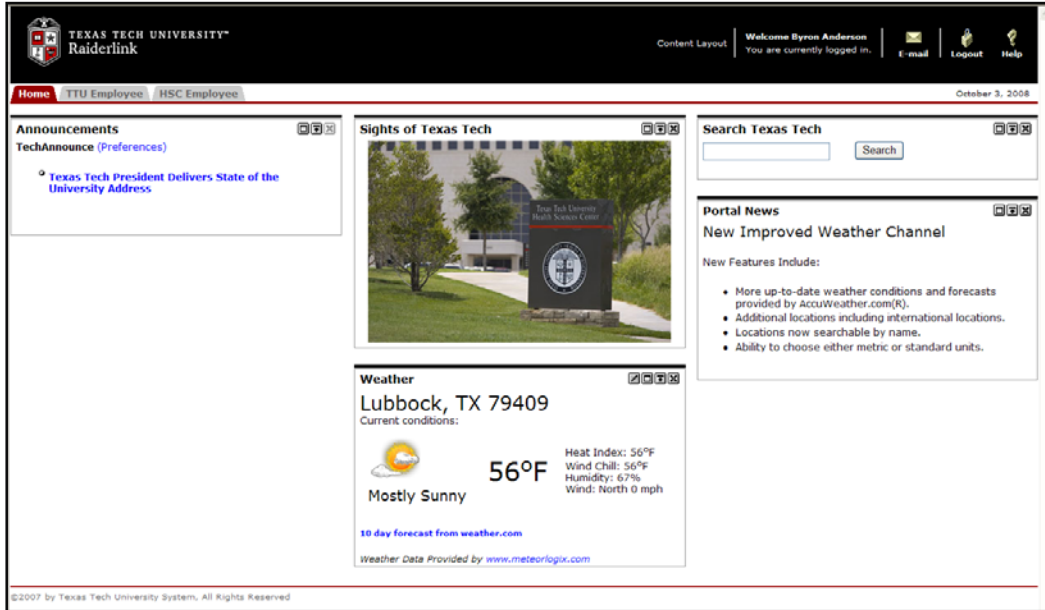
Don't have an eRaider Account? [Sign Up](#)
[Activate Account](#)

Use of Texas Tech computers and networks requires prior authorization. Your use of these systems may be monitored by automated and/or manual security testing procedures. Unauthorized use of these systems is prohibited and abuse is subject to immediate termination of the account or service and University disciplinary procedure and/or criminal prosecution.

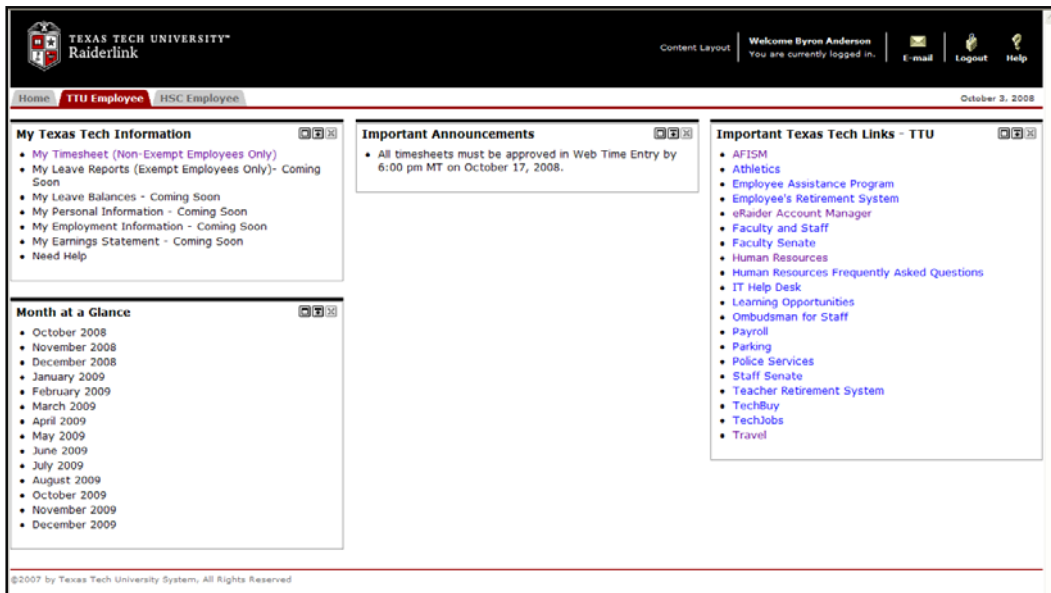
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Academic Integrity... Quality Enhancement

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A. Raiderlink front page (At GO LIVE on December 1, the raiderlink.ttu.edu URL will be live with WTE/WLR links. Choose the TTU Employee Tab:



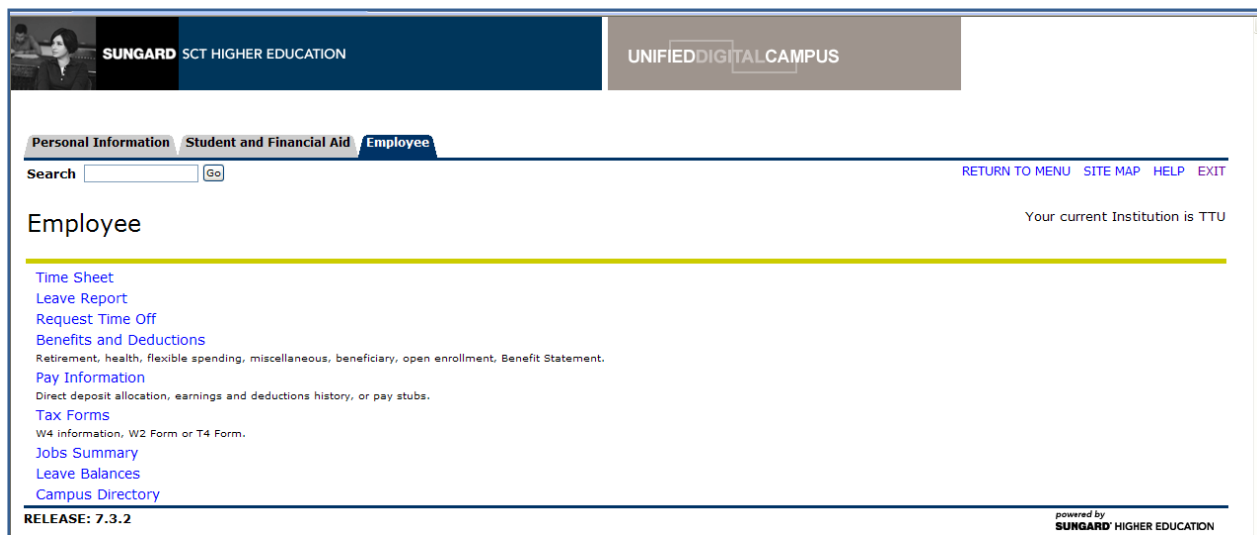
B. On the TTU Employee Tab, click on the (WTE) **My Timesheet**, or the (WLR) **My Leave Reports** link.



C-1. At GO LIVE (December 1), employees will see a list of features like this example available to employees. **During Phase-in, only an abbreviated list appears.**

Note: This screen shot is an example only. Cosmetic changes are being made, such as renaming the **Employee** tab as **My Employment Information**; renaming **Time Sheet** link as **My Time Sheet**; renaming **Leave Report** as **My Leave Report**.

NOTE: View the slight differences for WLR on page 12, step N.



QUESTION: At "GO LIVE", what link will you click on this screen to view your leave balances?

D. The Title(s) and Department(s) for a student are listed. The student will select the title/department timesheet by clicking on the My Choice radial button. The student will select the Pay Period and Status from the drop down list. Click Time Sheet.



The student should not select a previous time sheet which is no longer available. If today is May 22, the student has selected a WRONG timesheet in the example below, with a pay period (Apr 01 to Apr 15) in the past.

1. See step E about picking a **WRONG** timesheet.
2. See step F for **NOTES** about Time Sheet columns and rows.
3. See step G for time entry on a **CORRECT** timesheet.

“In Progress” is a descriptor that informs the employee of the status of their time entry and the pay period. The steps of time entry toward pay period completion are as follows:

Not Started	The employee has not opened the time sheet and made an entry
In Process	The employee has opened the time sheet and entered hours or leave time
Pending	The employee has submitted the time sheet and it is waiting department approval
Returned for Correction	The submitted time sheet was not approved and was returned to the employee for correction
Approved	The department has approved the time sheet and forwarded it for payroll processing
Completed	The time sheet has been processed and the paycheck generated (?)

E. **WRONG Time Sheet.** The student can catch the period error by viewing the **Submit By Date** period, then returning to step 5 by clicking the Position Selection button. (Note: If the student attempts to [Enter Hours](#), the time entry boxes will not appear. See step 8 for a correct timesheet and the time entry boxes.)

Personal Information Student and Financial Aid **Employee**
SITE MAP HELP EXIT

Time and Leave Reporting

Your current Institution is TTU

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Student Assistant -- T97219-00
Department and Number: Student Media -- D05005
Time Sheet Period: Apr 01, 2008 to Apr 15, 2008
Submit By Date: May 13, 2008 by 05:00 P.M.

Earning	Shift Default	Total Hours	Total Units	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
				Apr 01, 2008	Apr 02, 2008	Apr 03, 2008	Apr 04, 2008	Apr 05, 2008	Apr 06, 2008	Apr 07, 2008
Hours Worked	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal College WS-Hourly	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular SCWS Hourly	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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F. Notes about the Time Sheet:

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Assistant -- T97219-00
Department and Number: Student Media -- D05005
Time Sheet Period: May 16, 2008 to May 31, 2008
Submit By Date: Jun 03, 2008 by 06:00 P.M.


Earning	Shift Default	Total	Total Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
	Hours or Units	Hours	Units	May 16, 2008	May 17, 2008	May 18, 2008	May 19, 2008	May 20, 2008	May 21, 2008	May 22, 2008
Hours Worked	1	0	44	4	Enter Hours	Enter Hours	4	4	4	4
Federal College WS-Hourly	1	0	3	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular SCWS Hourly	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		47		7	0	0	4	4	4	4
Total Units:			0	0	0	0	0	0	0	0

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1. The screen will present the first 7 days of the pay period, with correct day labels (Mon, Tues, etc) and calendar dates for each column. Using the NEXT button will present the next 7 days, appropriately labeled.
2. In the **Earning** column, a row is presented for all possible student earnings. Even if a student does not have college work study, the rows will appear. The rows that appear are defined by the Benefit Category assigned to the employee. In this example, the employee is a Student Assistant.
3. **Shift** is a column that does not apply to TTU.
4. **Default Hours or Units** is a column that does not apply to TTU.
5. **Total Hours column** will keep a running total of the hours entered on each row.
6. **Total Hours: row** will present a total for each column.
7. **Total Units: row** is a row that does not apply to TTU.
8. **WARNING:** An employee can enter in any row/column for the list of earnings, *even if they do not have that earning (i.e., even if this student did not have college work study)*. It is up to the Approver to catch entries that an employee should not be reporting.

G. CORRECT Time Sheet. Follow the instructions under the gold line. When the student clicks on an [Enter Hours](#) link, then the Time Entry boxes will appear.

1. The **Earning:** line will show which row in the **Earning** column that was selected.
2. The **Date:** line will show the date column that was selected.
3. The **Shift:** line and entry box will default to 1. No entry is possible.
4. The **Hours:** line will allow entry of hours in the box. Hours must be reported in quarter hour increments (allowable entries are .00, .25, .50, and .75).
5. **NOTE:** The employee may edit an entry by clicking on the hours that have previously been entered.
6. **Copy.** After an employee has entered time in the entry box, the **Copy** button will allow the employee to copy those hours to other days. See step 9.
7. **WARNING:** The employee **MUST** click **Save** each time new hours have been entered or edited. This saves the employee's entries, but does not submit the hours for payment.
8. **Submit for Approval.** At the end of the pay period, when the employee has completed all entries, then click **Submit for Approval** to turn in the electronic timesheet.
9. **Restart.** An employee may remove all entries and 'restart' the time sheet by clicking on the **Restart** button.
10. **Comments.** An employee may add comments to the time sheet. See step 10 for a warning!
11. **Preview.** The employee can preview the time sheet. See step 11.




Personal Information Student and Financial Aid **Employee**
SITE MAP HELP EXIT

Search

Your current Institution is TTU

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Student Assistant -- T97219-00
Department and Number: Student Media -- D05005
Time Sheet Period: May 16, 2008 to May 31, 2008
Submit By Date: Jun 03, 2008 by 06:00 P.M.

Earning: Hours Worked
Date: May 16, 2008
Shift:
Hours:

Earning	Shift Default	Total	Total Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
	Hours or Units	Hours Units	May 16, 2008	May 17, 2008	May 18, 2008	May 19, 2008	May 20, 2008	May 21, 2008	May 22, 2008
Hours Worked	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal College WS-Hourly	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular SCWS Hourly	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0 0	0	0	0	0	0	0	0
Total Units:		0 0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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H. Copy. Follow the instructions under the gold line.

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Personal Information Student and Financial Aid **Employee**

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Copy Your current Institution is TTU

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Hours Worked, Shift 1
Date and Hours to Copy: May 19, 2008, 2 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:

Copy by date:

Friday May 16, 2008	Saturday May 17, 2008	Sunday May 18, 2008	Monday May 19, 2008	Tuesday May 20, 2008	Wednesday May 21, 2008	Thursday May 22, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday May 23, 2008	Saturday May 24, 2008	Sunday May 25, 2008	Monday May 26, 2008	Tuesday May 27, 2008	Wednesday May 28, 2008	Thursday May 29, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday May 30, 2008	Saturday May 31, 2008					
<input type="checkbox"/>	<input type="checkbox"/>					

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I. Completing the **Comments** section. Did you see the warning in the comments window??

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Personal Information Student and Financial Aid **Employee**

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Comments Your current Institution is TTU

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: May 22, 2008

Enter or Edit Comment: Be careful what you enter (jokes, snubs, criticisms)-- the comments become permanent part of your employee records.

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J. **Preview** the Time Sheet before submitting. The employee can print a copy of their timesheet! Note the instructions under the gold line. See Step 12.

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Personal Information Student and Financial Aid **Employee**

Search SITE MAP HELP EXIT

Summary of Reported Time Your current Institution is TTU

Set your printer layout to Landscape before printing.

Student Media, D05005

Student Assistant, T97219-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	42		4				2	4	4	4	4			4	4	4	4	
Federal College WS-Hourly	1	3		3															
Total Hours:		45		7				2	4	4	4	4			4	4	4	4	
Total Units:			0																

Comments

Date	Made by	Comments
May 22, 2008 03:04 pm	You	Be careful what you enter (jokes, snubs, criticisms)--the comments become permanent part of your employee records.

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K. Print of Time Sheet from employee browser.

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Personal Information Student and Financial Aid **Employee**

Search SITE MAP HELP EXIT

Summary of Reported Time Your current Institution is TTU

Set your printer layout to Landscape before printing.

Student Media, D05005

Student Assistant, T97219-00

Time Sheet



Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	42		4				2	4	4	4	4			4	4	4	4	
Federal College WS-Hourly	1	3		3															
Total Hours:		45		7				2	4	4	4	4			4	4	4	4	
Total Units:			0																

Comments

Date	Made by	Comments
May 22, 2008 03:04 pm	You	Be careful what you enter (jokes, snubs, criticisms)--the comments become permanent part of your employee records.

RELEASE: 7.3

L. Sample of Non-Exempt Staff Employee: Staff Employee Class. Note the list of eligible leaves. Instructions for steps 7-11 apply to this form. See step 14 for time sheet preview.

Personal Information **Employee**
Search
SITE MAP HELP EXIT

Time and Leave Reporting

Your current Institution is TTU

1 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Sr Office Assistant -- T98852-00
Department and Number: Student Media -- D05005
Time Sheet Period: May 16, 2008 to May 31, 2008
Submit By Date: Jun 03, 2008 by 06:00 P.M.



Earning: Vacation Pay
Date: May 23, 2008
Shift:
Hours:

Earning	Shift Default Hours or Units	Total Hours	Total Units	Friday May 23, 2008	Saturday May 24, 2008	Sunday May 25, 2008	Monday May 26, 2008	Tuesday May 27, 2008	Wednesday May 28, 2008	Thursday May 29, 2008
Hours Worked	1	0	64	Enter Hours	Enter Hours	Enter Hours	8	8	Enter Hours	8
Vacation Pay	1	0	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HSC HolidayComp	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	16	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
Holiday	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parent Teacher Conference	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pool	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Exception	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Excellence Leave Award	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Emerg Leave	1	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Voting	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Foster Parent	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Firefighter EMS Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Red Cross Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Assistance Dog Training Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Organ Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Blood Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bone Marrow Transplant Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		88		8	0	0	8	8	8	8
Total Units:			0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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M. Sample **Preview** of Non-exempt Staff: Only rows with entries are displayed. See below for employee printed preview.

Personal Information **Employee**

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Your current Institution is TTU

Set your printer layout to Landscape before printing.

Student Media, D05005

Sr Office Assistant, T98852-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	64		8			8		8	8					8	8			8
Vacation 1		8										8							
Sick Leave	1	16						8									8		
Total Hours:		88		8			8	8	8	8	8				8	8			8
Total Units:			0																

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Search

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Your current Institution is TTU

Set your printer layout to Landscape before printing.

Student Media, D05005

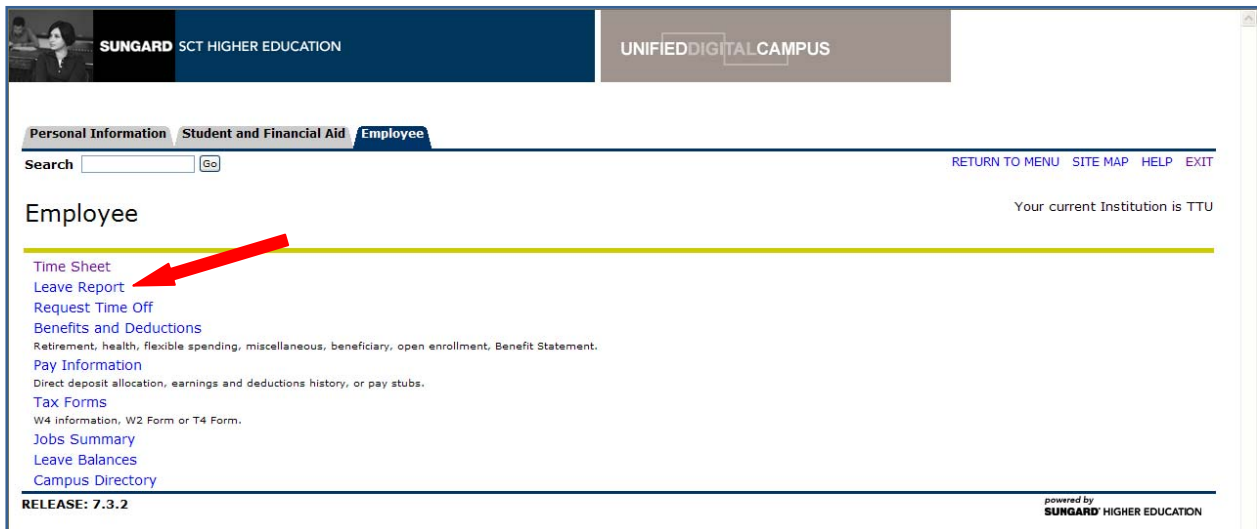
Sr Office Assistant, T98852-00

Time Sheet

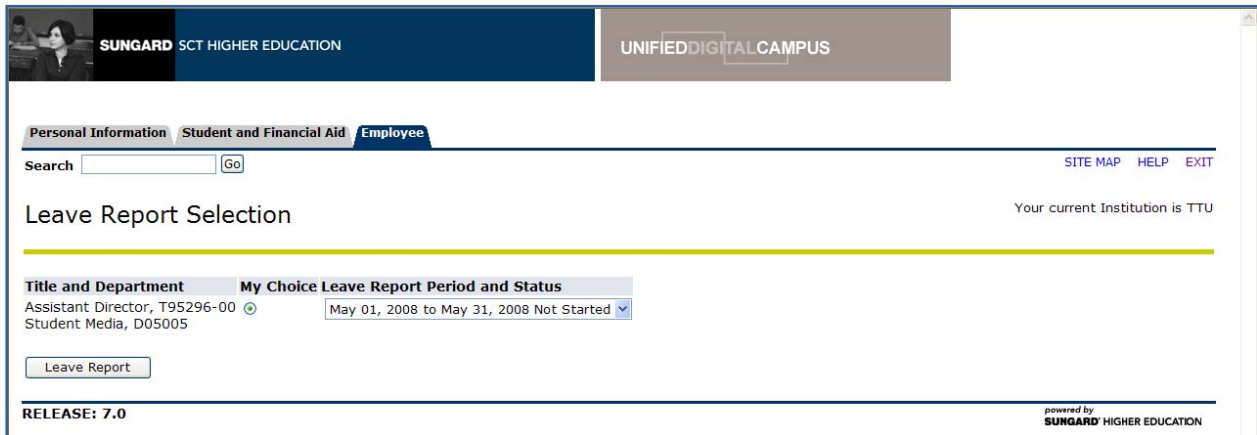
Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	64		8															
Vacation 1		8										8							
Sick Leave	1	16						8								8			
Total Hours:		88		8				8				8				8			
Total Units:			0																

RELEASE: 7.3

N. Exempt Leave Login – only slight differences. Employee will make a different selection from the menu: **Leave Report**.



Exempt employee will also choose from appropriate Title and Department.



See following page for Exempt Leave Form.

