

## Web Time Entry – Non Exempt Employees

**Please note: Bi-weekly non-exempt employees will begin using Web Time Entry in December 2008  
Monthly non-exempt employees phased in use of Web Time Entry will begin  
October 2008**

### What is Web Time Entry (WTE)?

- Web Time Entry (WTE) is an on-line timesheet used to report hours worked and leave taken
- Employees will access Web Time Entry (WTE) via <http://wte.texastech.edu/>

### Who will use Web Time Entry (WTE)?

- Non-exempt employees
  - Non-exempt employees are those who are paid based on the number of hours they work, the leave they take and are required to turn in a timesheet for the number of hours they work
  - Non-exempt employees who report time via time clocks will continue to use those systems

### What are the pay periods for non-exempt employees?

- 1<sup>st</sup> – 15<sup>th</sup> of the month
  - Time paid on the 25<sup>th</sup> of the month
  - If pay date falls on a weekend or holiday, then the pay date will be the last work day before the weekend or holiday
- 16<sup>th</sup> – last day of the month
  - Time paid on the 10<sup>th</sup> of the following month
  - If pay date falls on a weekend or holiday, then the pay date will be the last work day before the weekend or holiday

### When are approved Web Time Entry (WTE) timesheets due to Payroll Services?

- 6:00 pm CT on the second business day following the close of the pay period

### How will time worked be approved for payment?

- Non-exempt employees will electronically submit their time for approval via Web Time Entry (WTE)
- The designated individual(s) assigned to approve time for the non-exempt employee will do so electronically via Web Time Entry (WTE)
  - Approvers are designated via the department's established approval queue
    - Up to 2 individuals per employee may approve time
      - 1<sup>st</sup> Level Approver
        - Must approve time first
      - 2<sup>nd</sup> Level Approver
        - Only required if routing queue indicates 2 individuals must approve the time worked
        - Must approve time after 1<sup>st</sup> Level Approver
    - When an approver is unable to approve a non-exempt employee's time, the approver must assign a proxy in Web Time Entry (WTE)
      - Proxy is an individual who is authorized to approve time of a non-exempt employee in the approver's absence

- Once a proxy is assigned, it is recommended the approver not approve time until the approver removes the proxy's approval authority
- Payroll Services will collect time for payment electronically via Web Time Entry (WTE)
  - If an employee submits their time for approval, but the approver (s) do not approve the time, Payroll Services will pull in the time to be paid for the employee and pay them for the time reported

**How can a department's approval queue be changed?**

- October 1, 2008 – November 30, 2008
  - E-mail [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) with updates
- Beginning December 1, 2008
  - Via the TEAM application
    - HSC
      - Webraider/F&A Work Tools Tab/Human Resources/TEAM Application
    - TTU and TTUSA
      - Raiderlink/A&F Work Tools Tab/Human Resources/TEAM Application

**Who do I contact if an employee is unable to access Web Time Entry and we are in the approval period for the pay period?**

- Contact Payroll Services at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu)

**How are late timesheets submitted to be paid?**

- October 1, 2008 – November 30, 2008
  - Complete "Report of Hours Worked " form for monthly non-exempt employees
    - HSC
      - <http://www.ttuhs.edu/hr/forms.aspx>
    - TTU and TTUSA
      - <http://www.depts.ttu.edu/personnel/forms.aspx>
  - Submit completed form to:
    - HSC
      - Local Human Resources Office
    - TTU and TTUSA
      - Human Resource Services Employee Service Center
- Beginning December 1, 2008
  - Complete "Manual Check Request for Non-Exempt Employees" Form
    - HSC
      - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
    - TTU and TTUSA
      - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
  - Submit to Payroll Services

**If the time submitted for payment is incorrect, how is the time corrected?**

- October 1, 2008 – November 30, 2008
  - Complete "Report of Hours Worked " form for monthly non-exempt employees along with a memo indicating time was reported incorrectly
    - HSC

- <http://www.ttuhschool.edu/hr/forms.aspx>
    - TTU and TTUSA
      - <http://www.depts.ttu.edu/personnel/forms.aspx>
  - Submit completed form and memo to:
    - HSC
      - Local Human Resources Office
    - TTU and TTUSA
      - Human Resource Services Employee Service Center
  - If adjustments to pay are needed, they will be made on the employee's next regularly scheduled paycheck date
- Beginning December 1, 2008
  - Complete "Correction of Hours Worked" Form
    - HSC
      - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
    - TTU and TTUSA
      - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
  - Submit to Payroll Services
    - If an employee is owed pay, the form must be submitted by Friday of each week, in order to receive a manual check the following Friday
    - If an employee pay back is involved, the form must be submitted by Friday of each week and pay back will be reflected from their next regularly scheduled paycheck

#### **When are leave balances updated?**

- Leave Accrued
  - Leave accruals will be updated by the 25<sup>th</sup> day of the month for time accrued in the current month
    - i.e. - January Sick and Vacation Leave Accruals will be updated in Banner HR by January 25<sup>th</sup>
- Leave Taken
  - Leave balances are updated after an employee submits their time electronically via Web Time Entry and Payroll Services runs their payroll cycle

#### **How is leave reported if an employee does not have sufficient leave balances?**

- An employee should report the number of leave hours under the appropriate leave category using Web Time Entry (WTE) whether or not sufficient leave balances exist
- If an employee will be on leave for a month or more, the "Texas Tech Leave With/Out Pay" form must be completed
  - HSC
    - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
  - TTU and TTUSA
    - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
  - Submit to:
    - HSC
      - Local Human Resources Office
    - TTU and TTUSA
      - Human Resource Services Employee Service Center

### **Operating Policies and Procedures (OP's) related to reporting time worked**

- HSC –
  - OP 70.01 – Leaves of Absence
  - OP 70.06 – Employee Working Hours and Holidays
  - <http://www.ttuhs.edu/hsc/op/OP70/>
- TTU and TTUSA–
  - OP 70.01 – Leaves of Absence
  - OP 70.06 – Employee Working Hours and Holidays
  - <http://www.depts.ttu.edu/opmanual/contents.php#70>

### **Training Materials**

- HSC
  - Printed Materials and Web Tutorials
    - <http://www.ttuhs.edu/hr/ConnecTech/default.aspx>
- TTU and TTUSA
  - Printed Materials
    - <http://www.depts.ttu.edu/afism/training/materials.asp#hr>
  - Web Tutorials
    - <http://www.depts.ttu.edu/afism/videoLibrary/index.asp>

### **Frequently Asked Questions**

- HSC - <http://www.ttuhs.edu/hr/ConnecTech/default.aspx>
- TTU and TTUSA- <http://neon.tosm.ttu.edu/kb/default.php>