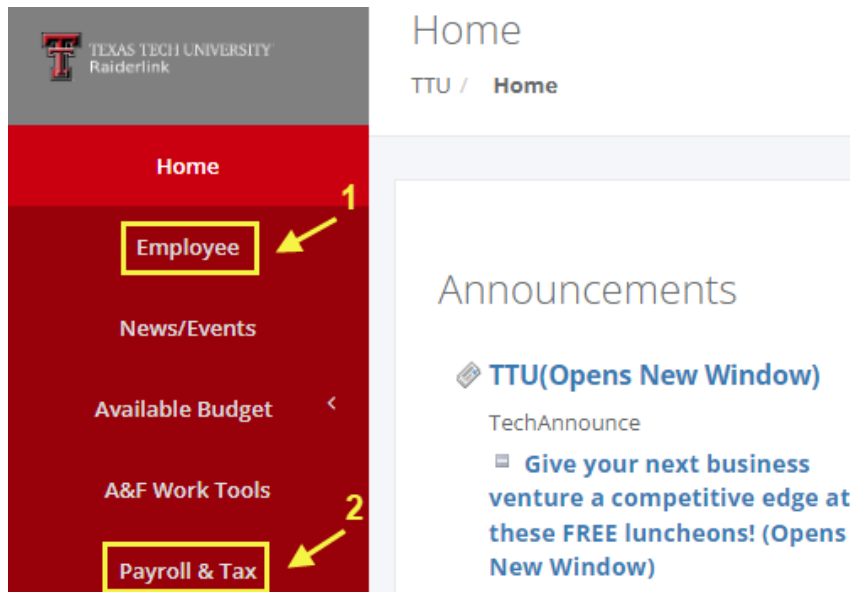


Timesheets for Semi-Monthly Employees

Semi-monthly (non-exempt) employees are required to report time via a Web Time Entry Timesheet or TimeClock Plus. This guide instructs on the time reporting process for employees who use a Timesheet.

Accessing Your Timesheet

1. Within Raiderlink/Webraider, select **Employee**. You may also select **Payroll & Tax**.



2. Select **My Timesheet**.

The screenshot shows the 'Employee Resources' page with a left-hand navigation menu. The 'Employee' menu item is highlighted with a yellow box. A red arrow points to the 'My Timesheet (Non-Exempt Employees Only)' link in the main content area. Another red arrow points to the 'My Time Sheet' link under the 'My Employment Information' section on the right.

Employee Resources

- Home
- Employee**
- News/Events
- Available Budget <
- A&F Work Tools
- Payroll & Tax

My Texas Tech Information

- My Timesheet (Non-Exempt Employees Only)**
- My Leave Reports (Exempt Employees Only)
- My Leave Balances
- Employee Dashboard (Personal, Employment, I Earnings Statements)
- Update My Direct Deposit
- Need Help?

Employee Resources

My Personal Information

- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses

My Employment Information

- My Time Sheet**
- My Leave Report
- Jobs Summary
- Leave Balances

Starting Your Timesheet

1. Select **Start Timesheet** for the pay period and position you wish to enter time for.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

The screenshot shows the 'Timesheet' page with a table of pay periods. The 'Pay Period' column is highlighted with a green arrow. The 'Start Timesheet' button for the 02/01/2023 - 02/15/2023 period is highlighted with a red box and a red arrow. A 'Pay Periods' label with green arrows points to the date ranges.

Approvals **Timesheet**

Pay Period	Position	Department	Hours/Units	Submitted On	Pay Rate	Status
02/16/2023 - 02/28/2023	Analyst, T99	-00, T, C10000, Payroll and Tax Services, Rate: \$				Not Started
02/01/2023 - 02/15/2023						Not Started

Pay Periods

Start Timesheet

Entering Time

1. Time is displayed by workweek (Sunday – Saturday). Select the day you wish to enter time for. The selected day is highlighted in blue.

2. Select the earn code for time you wish to report on the day selected. Then enter the hours for the earn code. Hours must be entered in quarter hour increments. Round time up or down as necessary.

3. When you are finished adding time for the day, select **Save**. You may then select another day to add time to.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9 8.00 Hours	10 8.00 Hours	11

[+ Add Earn Code](#)

Earn Code: Hours*:

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7	8	9	10	11

Time successfully added [+ Add Earn Code](#)

Hours Worked [✎](#) [🗑](#) [-](#)

Total: 8.00 Hours | [Account Distribution](#)

4. If you have multiple earn codes to report for the day selected, select **Add Earn Code** to give you the option of selecting another earn code from the drop-down list and hours to report. Once you have finished adding all time for the day, select **Save**.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
5	6 4.00 Hours	7	8

+ Add Earn Code

Earn Code: Hours Worked Hours*: 4.00

Earn Code: **Vacation Pay** Hours*: **4.00**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 4.00 Hours	7	8	9	10	11

+ Add Earn Code

Hours Worked 4.00 Hours **Time successfully added**

Vacation Pay 4.00 Hours

Total: 4.00 Hours | Account Distribution

Total: 4.00 Hours | Account Distribution

Copying Time

1. Use the Copy button to copy an entry made for one day to other days. Select the day with time you wish to copy, then select the **Copy** button to the right of the Earn Code you wish to copy.

02/01/2023 - 02/15/2023 | 72.00 Hours | In Progress | Submit By 02/17/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14	15	16	17	18

Hours Worked 8.00 Hours

Total: 8.00 Hours | Account Distribution

2. Select a copy option, or manually select the days you wish to copy to. When finished select **Save**.

02/01/2023 - 02/15/2023 | 72.00 Hours | In Progress | Submit By 02/17/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14	15	16	17	18

Copy Time Entry

Hours Worked : 8.00 Hours (02/13/2023, MONDAY)

Pay Period: 02/01/2023 - 02/15/2023

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2 8.00 Hours	3 8.00 Hours	4
5	6 4.00 Hours	7 8.00 Hours	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11
12	13 8.00 Hours	14	15	16	17	18

Copy to the end of pay period

Include Saturdays

Include Sundays

Cancel Save

3. Continue adding time to all days within the pay period as necessary.

02/01/2023 - 02/15/2023 | 88.00 Hours ⓘ | In Progress | Submit By 02/17/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16	17	18

⊕ Add Earn Code

Hours Worked ⌚ 8.00 Hours

Total: 8.00 Hours | [Account Distribution](#)

Reviewing Time

1. After time has been added and saved, selecting a day will allow you to view the Earn Code(s) and time reported for that day.

02/01/2023 - 02/15/2023 | 88.00 Hours ⓘ | In Progress | Submit By 02/17/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7 8.00 Hours	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11

⊕ Add Earn Code

Hours Worked ⌚ 4.00 Hours

Total: 4.00 Hours

Vacation Pay ⌚ 4.00 Hours

Total: 4.00 Hours

2. You may also select the **Preview** option. Preview is the most convenient way to view all time reported for the pay period. All time reported is displayed on a single page when using preview.

⊕ Add Earn Code

Sick Leave 8.00 Hours

Total: 8.00 Hours | [Account Distribution](#)

Cancel Save **Preview**

Payroll [redacted], T99[redacted]-00, T, C10000, Payroll and Tax Services, Rate: \$ [redacted]

Pay Period: 03/01/2023 - 03/15/2023 | 32.00 Hours | In Progress | Submit By 03/20/2023, 06:00 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	VAC, Vacation Pay	1	4.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	4.00		20.00 Hours
SCK, Sick Leave	1	8.00			8.00 Hours
VAC, Vacation Pay	1		4.00		4.00 Hours
Total Hours		24.00	8.00		

3. When finished with the preview, select **Return** to return to the timesheet to continue adding time. DO NOT select Submit unless you are ready to submit your time for approval.

Timesheet Detail Summary

Payroll [redacted], T99 [redacted]-00, T, C10000, Payroll and Tax Services , Rate: \$ [redacted]

Pay Period: 03/01/2023 - 03/15/2023 | 32.00 Hours | In Progress | Submit By 03/20/2023, 06:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	VAC, Vacation Pay	1	4.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	4.00		20.00 Hours
SCK, Sick Leave	1	8.00			8.00 Hours
VAC, Vacation Pay	1		4.00		4.00 Hours
Total Hours		24.00	8.00		

Routing and Status

Name	Action	Date & Time
[redacted]	Originated	02/21/2023, 03:26 PM
[redacted]	In the Queue	

Comment (Optional):

Add Comment



Return

Submit

Editing or Deleting Time

1. To adjust time saved for a day, you may select the Edit (pencil) or Delete (minus) icons. Selecting **Delete** allows you to delete the earn code and time selected. Selecting **Edit** allows you to adjust the hours, but it will not allow you to adjust the earn code.

The screenshot shows a weekly calendar view from Sunday to Saturday. Monday, the 6th, is highlighted in blue and shows 8.00 Hours. Below the calendar is a section for adding and managing time entries. At the top of this section is a button labeled '+ Add Earn Code' and a red 'Delete' label with a downward arrow. Below this are two rows of time entries. The first row is 'Hours Worked' with a toggle set to 4.00 Hours. The second row is 'Vacation Pay' with a toggle set to 4.00 Hours. To the right of each row are three icons: a pencil (labeled 'Edit' with a red arrow), a document (copy), and a minus sign (labeled 'Delete' with a red arrow). The 'Hours Worked' row also shows 'Total: 4.00 Hours' and 'Account Distribution'.

Example – Deleting 6.00 Hours of Vacation Pay

This close-up screenshot focuses on the 'Vacation Pay' entry. The entry is labeled 'Vacation Pay' with a toggle set to 6.00 Hours. To the right of the entry are three icons: a pencil, a document, and a minus sign. A red box highlights the 'Vacation Pay 6.00 Hours' text, and another red box highlights the minus sign icon, with a red arrow pointing to it. Below the entry, it shows 'Total: 6.00 Hours' and 'Account Distribution'.

02/01/2023 - 02/15/2023 | 88.00 Hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7 8.00 Hours	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11

⚠ Are you sure you want to delete the earning record?

Example – Editing 6.00 Hours of Vacation Pay to 4.00 Hours of Vacation Pay

Hours Worked 🕒 4.00 Hours ✎ 📄 ⊖

Total: 4.00 Hours | [Account Distribution](#)

Vacation Pay 🕒 6.00 Hours ✎ 📄 ⊖

Total: 6.00 Hours | [Account Distribution](#)

Hours Worked 🕒 4.00 Hours ✎ 📄 ⊖

Total: 4.00 Hours | [Account Distribution](#)

Earn Code ⊖

Vacation Pay ⊖

Hours* ✎ ⊖

Remove 6 hours

Total: 6.00 Hours | [Account Distribution](#)

Hours Worked 🕒 4.00 Hours ✎ 📄 ⊖

Total: 4.00 Hours | [Account Distribution](#)

Earn Code ⊖

Vacation Pay ⌵ Hours* ⊖ **Enter 4 hours**

Total: 6.00 Hours ⌵ [Account Distribution](#)

it Page Cancel Save Preview

Example – Changing earn code Vacation Pay to Sick Leave.

Hours Worked 🕒 4.00 Hours ✎ 📄 ⊖

Total: 4.00 Hours | [Account Distribution](#)

Vacation Pay 🕒 4.00 Hours ✎ 📄 ⊖ **Delete**

Total: 4.00 Hours | [Account Distribution](#)

⚠️ Are you sure you want to delete the earning record?

No Yes

➕ Add Earn Code

Hours Worked 🕒 4.00 Hours ✎ 📄 ⊖

Total: 4.00 Hours | [Account Distribution](#)

The screenshot shows a timesheet entry interface. At the top, it displays 'Hours Worked' with a circular arrow icon and '4.00 Hours'. Below this is a summary bar with 'Total: 4.00 Hours' and a link for 'Account Distribution'. The main entry area has two columns: 'Earn Code' with a dropdown menu showing 'Sick Leave' and 'Hours*' with a text input field containing '4'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Preview'. The 'Save' button is highlighted with a red box, and a red arrow points down to it from the entry area above.

Submitting Your Timesheet

1. When you are ready to submit your timesheet for approval, select **Preview**. Timesheets must be previewed prior to submission.


The screenshot shows the same timesheet entry interface as above, but now with a third entry row. This row shows 'Sick Leave' with a circular arrow icon and '4.00 Hours'. Below this row is another summary bar with 'Total: 4.00 Hours' and a link for 'Account Distribution'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Preview'. The 'Preview' button is highlighted with a red box, and a red arrow points down to it from the entry area above.

- Select **Submit** to send your timesheet for approval.

Timesheet Detail Summary Page Example

Payroll [redacted] T99[redacted]-00, T, C10000, Payroll and Tax Services , Rate: \$[redacted]

Pay Period: 03/01/2023 - 03/15/2023 | 88.00 Hours | In Progress | Submit By 03/20/2023, 06:00 PM

 **Print a copy of the timesheet**

Time Entry Detail			
Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	SCK, Sick Leave	1	4.00 Hours
03/07/2023	RGH, Hours Worked	1	8.00 Hours
03/08/2023	RGH, Hours Worked	1	8.00 Hours
03/09/2023	RGH, Hours Worked	1	8.00 Hours
03/10/2023	RGH, Hours Worked	1	8.00 Hours
03/13/2023	RGH, Hours Worked	1	8.00 Hours
03/14/2023	RGH, Hours Worked	1	8.00 Hours
03/15/2023	RGH, Hours Worked	1	8.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	36.00	24.00	76.00 Hours
SCK, Sick Leave	1	8.00	4.00		12.00 Hours
Total Hours		24.00	40.00	24.00	

Routing and Status		
Name	Action	Date & Time
R[redacted]	Originated	02/21/2023, 03:26 PM
K[redacted]	In the Queue	

Select return to make corrections prior to submission

When finished select Submit

Comment (Optional):

Add Comment **Add comments for your approver to see, if desired**

Return **Submit**

3. After you have submitted your timesheet, you may **Sign Out**.

The screenshot shows the top navigation bar of the Texas Tech University System. The user is Roman G Valencia. The breadcrumb trail includes 'Employee Dashboard', 'Timesheet', and 'Analyst, T99 -00, T, C10000, Payroll and Tax Services, Rate: \$'. A red box highlights the 'Sign Out' button, with a red arrow pointing to it from below. Below the navigation bar is the 'Timesheet Detail Summary' section, which includes the pay period (02/01/2023 - 02/15/2023), total hours (88.00), and status (Pending). A table titled 'Time Entry Detail' shows two entries: 02/01/2023 for Sick Leave (8.00 hours) and 02/02/2023 for Hours Worked (8.00 hours).

Recalling Your Timesheet

If you need to make changes to your timesheet after you have submitted it, and it has not yet been approved, you may recall it.

1. Select the timesheet you wish to recall. The timesheet must have a Pending status.

Pay Period	Hours/Units	Submitted On	Status	
Payroll Analyst, T99 -00, T, C10000, Payroll and Tax Services, Rate: \$				
02/16/2023 - 02/28/2023			In Progress	<i>Click anywhere here</i> ⓘ
02/01/2023 - 02/15/2023	88.00 Hours	02/09/2023	Pending	ⓘ

2. Select **Recall Timesheet**.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 8.00 Hours	21	22	23	24	25

Exit Page

Recall Timesheet Preview

3. Make your changes. Then save your changes. When you are finished, select **Preview** followed by **Submit**.

Employee Dashboard • Timesheet • Payroll Lead Analyst, T99000-00, T, C10000

Payroll Lead Analyst, T99000-00, T, C10000, Payroll and Tax Services, Rate: \$11.14/HR

120.00 Hours | In Progress | Submit By 03/02/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 8.00 Hours	21 8.00 Hours	22 8.00 Hours	23 8.00 Hours	24 8.00 Hours	25

Hours Worked 8.00 Hours

Total: 8.00 Hours | Account Distribution

Cancel Save Preview

Time Entry Detail

Date	Earn Code	Shift	Total
02/16/2023	RGH, Hours Worked	1	4.00 Hours
02/16/2023	SCK, Sick Leave	1	4.00 Hours
02/17/2023	RGH, Hours Worked	1	8.00 Hours
02/17/2023	VAC, Vacation Pay	1	48.00 Hours
02/20/2023	RGH, Hours Worked	1	8.00 Hours
02/21/2023	RGH, Hours Worked	1	8.00 Hours
02/22/2023	RGH, Hours Worked	1	8.00 Hours
02/23/2023	RGH, Hours Worked	1	8.00 Hours
02/24/2023	RGH, Hours Worked	1	8.00 Hours
02/27/2023	RGH, Hours Worked	1	8.00 Hours
02/28/2023	RGH, Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	12.00	40.00	16.00	68.00 Hours
SCK, Sick Leave	1	4.00			4.00 Hours
VAC, Vacation Pay	1	48.00			48.00 Hours
Total Hours		64.00	40.00	16.00	

Routing and Status

Name	Action	Date & Time
R [REDACTED]	Originated	02/09/2023, 01:22 PM
K [REDACTED]	In the Queue	

Comment (Optional):

Add Comment

Return

Submit



Correcting Your Timesheet

If your timesheet approver would like you to make corrections to time reported, they will return your timesheet.





1. The timesheet will show as Returned. You may select the comments icon to see why the timesheet was returned. You may also read comments after you have selected the timesheet for editing.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals





Timesheet

Pay Period	Hours/Units	Submitted On	Status	Comments
Payroll [redacted], T99 [redacted]-00, T, C10000, Payroll and Tax Services, Rate: \$ [redacted]				
02/16/2023 - 02/28/2023	72.00 Hours		Returned	 
02/01/2023 - 02/15/2023	88.00 Hours	02/14/2023	Pending	 

Pay Period	Hours/Units	Submitted On	Status
------------	-------------	--------------	--------

Payroll [redacted], T99 [redacted]-00, T, C10000, Payroll and Tax Services, Rate: \$ [redacted]

 Prior Periods

02/16/2023 - 02/28/2023	72.00 Hours		Returned	 
02/01/2023 - 02/15/2023	88.00 Hours	02/14/2023	Pending	 

Comments

Rom [redacted]

Returned On 02/14/2023 | 11:39 AM

Comment: Change vacation time on 2/16 to sick time

2. Select the returned timesheet.

Timesheet

Approvals **Timesheet**

Click anywhere here

Pay Period	Hours/Units	Submitted On	Status	
Payroll [redacted], T99 [redacted]-00, T, \$10000, Payroll and Tax Services, Rate: \$ [redacted]				
02/16/2023 - 02/28/2023	72.00 Hours		Returned	
02/01/2023 - 02/15/2023	88.00 Hours	02/14/2023	Pending	

3. Make your changes, then save your changes. When you are finished, select **Preview** followed by **Submit**.

02/16/2023 - 02/28/2023	72.00 Hours		Returned	Submit By 03/02/2023, 06:00 PM		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13	14	15	16 8.00 hours	17 8.00 Hours	18

View or add a comment

⊕ Add Earn Code

Hours Worked	⊖ 4.00 Hours	
		Total: 4.00 Hours Account Distribution
Sick Leave	⊖ 4.00 Hours	
		Total: 4.00 Hours Account Distribution

Exit Page

Cancel Save **Preview**

Time Entry Detail

Date	Earn Code	Shift	Total
02/16/2023	RGH, Hours Worked	1	4.00 Hours
02/16/2023	SCK, Sick Leave	1	4.00 Hours
02/17/2023	RGH, Hours Worked	1	8.00 Hours
02/17/2023	VAC, Vacation Pay	1	48.00 Hours
02/20/2023	RGH, Hours Worked	1	8.00 Hours
02/21/2023	RGH, Hours Worked	1	8.00 Hours
02/22/2023	RGH, Hours Worked	1	8.00 Hours
02/23/2023	RGH, Hours Worked	1	8.00 Hours
02/24/2023	RGH, Hours Worked	1	8.00 Hours
02/27/2023	RGH, Hours Worked	1	8.00 Hours
02/28/2023	RGH, Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	12.00	40.00	16.00	68.00 Hours
SCK, Sick Leave	1	4.00			4.00 Hours
VAC, Vacation Pay	1	48.00			48.00 Hours
Total Hours		64.00	40.00	16.00	

Routing and Status

Name	Action	Date & Time
R [REDACTED]	Originated	02/09/2023, 01:22 PM
K [REDACTED]	In the Queue	

Comment (Optional):

Changes have been made. Thank you!



Return

Submit

Timesheet Messages

Timesheet messages may appear to warn you of errors or potential problems paying time. Respond to these timesheet messages as directed.

The screenshot displays a timesheet interface. At the top, a yellow banner contains the text "Timesheet Messages" followed by a red circle with the number "2" and a red arrow pointing to the text "Click to reveal messages". Below this banner, two yellow message boxes are visible, both enclosed in a red rectangular border. The first message reads: "Daily time limit of 24 hours exceeded on 02/17/2023, please review your time." The second message reads: "Possible Insufficient Leave Balance for Comp Time Pay (TTU/SYS Only!)". Below the messages, a light blue header bar shows the date range "02/16/2023 - 02/28/2023", a total of "129.00 Hours", and a "Submit By 03/02/2023, 06:00 PM" deadline. A "Returned" status is also indicated. The main area is a calendar grid with columns for SUNDAY through SATURDAY. The date 17 (FRIDAY) is highlighted in blue and shows "50.00 Hours" with a yellow warning icon. Below the calendar, there is a section for "Add Earn Code" and two rows of time entries. The first row is for "Hours Worked" with a value of "8.00 Hours" and a "Total: 8.00 Hours" summary. The second row is for "Vacation Pay" with a value of "48.00 Hours" and a "Total: 48.00 Hours" summary. Each row includes edit, copy, and delete icons.

Please be informed:

- If your timesheet is not completed by the deadline, your paycheck may be short or a paycheck may not be issued.
- Web Time Entry deadlines may be viewed on the [Pay Schedule](#), as well as in the Raiderlink/Webraider portal in the Payroll & Tax section.
- If your paycheck is short or not issued, your supervisor must submit a manual check request. Manual check requests are paid on the Friday of the following week from when they are received.
- If you need assistance with a timesheet message, or other timesheet issues, please contact Payroll at webmaster.payroll@ttu.edu.