

# WEB TIME ENTRY HOURLY EMPLOYEE

Step by Step Guide to Entering and Submitting Electronic Time Sheets  
For Casual Wage, Student Worker, and Graduate Assistant

# What is Web Time Entry (WTE)

- An electronic submittal of your hours worked
- It can be accessed through “Self Service”
  - It is available twenty-four hours a day and seven days a week

# Advantage of WTE to Employee

- Timesheet(s) is available at all times during the time entry period and can be accessed anywhere
- View and track your timesheet as it moves through the approval process
- Approved timesheets are fed directly to payroll

# OVERVIEW

This section explains:

- Who is required to submit web time sheets

*NOTE:*

- Hourly Casual Wage, Student Workers, and Graduate Assistant will enter time in and out for each day
  - FLSA non-exempt employees will enter total hours worked for each day
  - Exempt employees timesheet will be different by only reporting leave
- How to enter hours worked
  - How to save and submit a web time sheet for approval

# Employee

## Responsibilities

### Employees must:

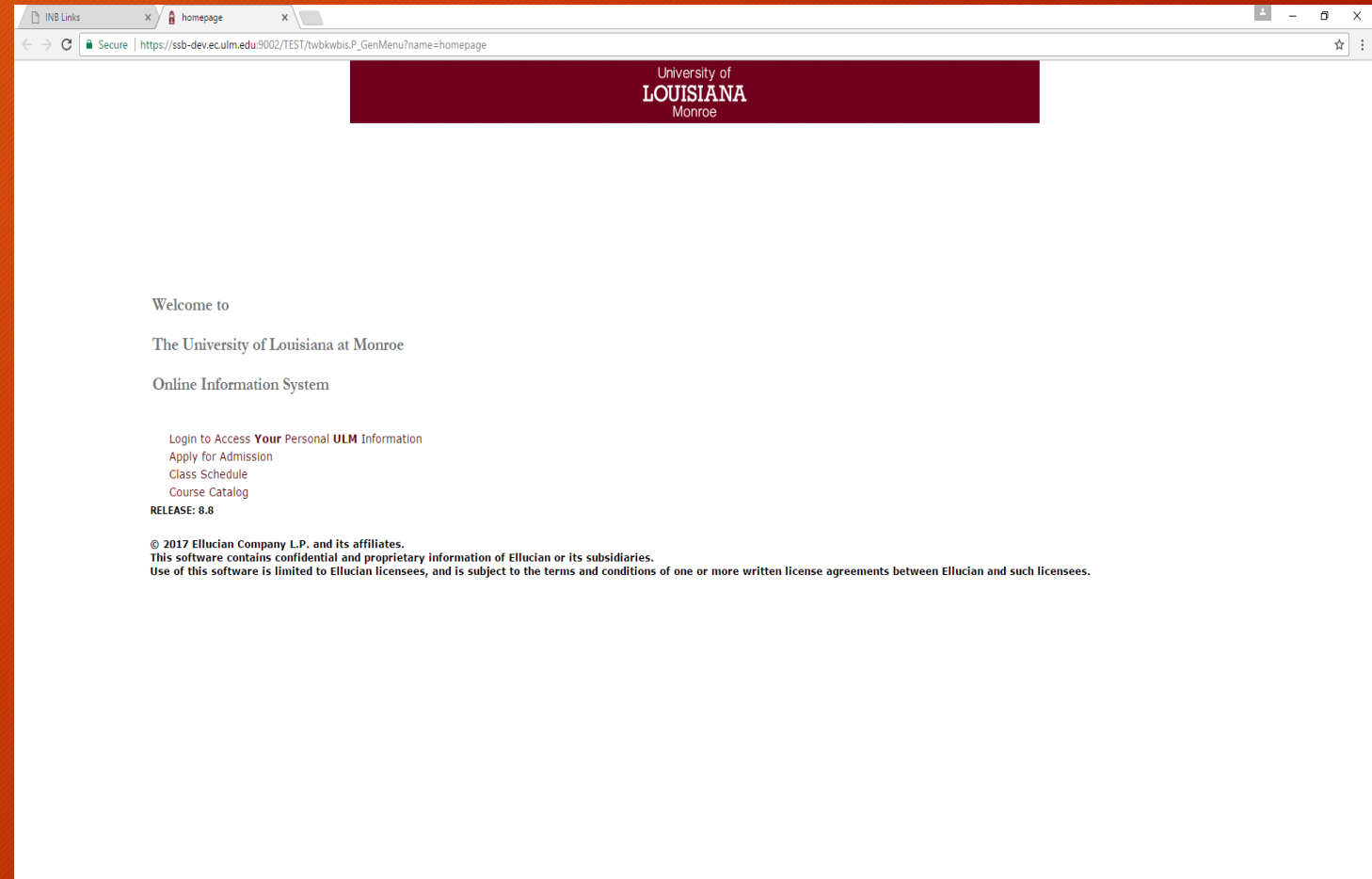
- Report time worked on a daily basis via WTE

#### *NOTE:*

- Hourly Casual Wage, Student Workers, Graduate Assistant will report time in and out
- Submit a web time sheet for every pay period worked

# How Do I access Web Time Entry (WTE)

1. Open Internet Explorer
2. Navigate to [https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P\\_GenMenu?name=homepage](https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage)
3. Click on “Login to Access your Personal ULM Information



# Login

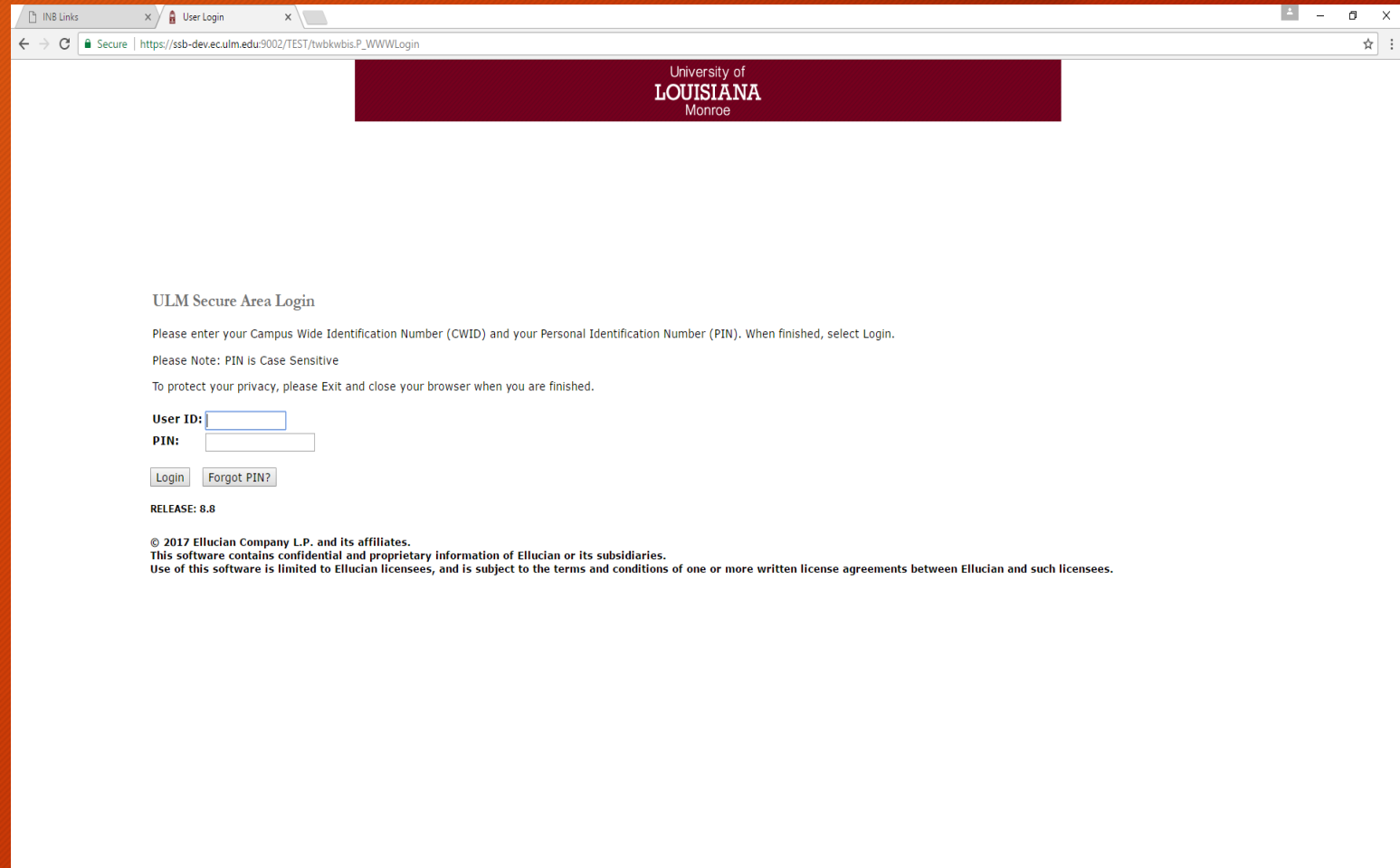
1. Enter your User ID (CWID)
2. Enter Pin (Max. 6 Characters)
3. Click LOGIN

For Testing Purposes Use the CWID and Pin provided

(Test CWID)30108550

(Test Pin)111111

Employee Name: Web Time Entry



The screenshot shows a web browser window with the following content:

- Browser tabs: INB Links, User Login
- Address bar: Secure | https://ssb-dev.eculm.edu:9002/TEST/twbkwbis.P\_WWWLogin
- Header: University of LOUISIANA Monroe
- Section: ULM Secure Area Login
- Text: Please enter your Campus Wide Identification Number (CWID) and your Personal Identification Number (PIN). When finished, select Login.
- Text: Please Note: PIN is Case Sensitive
- Text: To protect your privacy, please Exit and close your browser when you are finished.
- Form fields: User ID: [input], PIN: [input]
- Buttons: Login, Forgot PIN?
- Text: RELEASE: 8.8
- Text: © 2017 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

# Employee

1. Click on “Employee” to move to the Employee Menu

INS Links x Main Menu x

Secure | [https://ssb-dev.ec.ulm.edu/9002/TEST/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu&msg=WELCOME+Welcome.+Web+Time+Entry.+to+the+ULM+Information+System!Apr+28.+201709%3A49+am](https://ssb-dev.ec.ulm.edu/9002/TEST/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome.+Web+Time+Entry.+to+the+ULM+Information+System!Apr+28.+201709%3A49+am)

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Personal Information Employee

Search  Go ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Web Time Entry, to the ULM Information System! Last web access on Apr 28, 2017 at 09:49 am

Personal Information  
Update addresses and contact information, review name and Social Security Number change information, change your PIN.

Employee  
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

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# Employee

1. Select “Time Sheet” from the Employee Menu

The screenshot shows a web browser window with the URL [https://ssb-dev.eculm.edu:9002/TEST/twbkwbis.P\\_GenMenu?name=pmenu\\_P\\_MainMnu](https://ssb-dev.eculm.edu:9002/TEST/twbkwbis.P_GenMenu?name=pmenu_P_MainMnu). The page header features the University of Louisiana Monroe logo. Below the header, there are two tabs: 'Personal Information' and 'Employee', with 'Employee' being the active tab. A search bar is located below the tabs, followed by navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Employee' and contains a list of menu items: 'Time Sheet', 'Leave Report', 'Request Time Off', 'Benefits and Deductions' (with sub-items: Retirement, health, flexible spending, miscellaneous, Benefit Statement), 'Pay Information' (with sub-item: Direct deposit allocation and pay stubs), 'Tax Forms' (with sub-item: W2, W4 and other tax information), 'Leave Balances', and 'Parking Permit/Citations' (with sub-item: Register for Parking Permit and Pay Parking Citations). The 'Time Sheet' item is highlighted with a blue background. At the bottom of the page, there is a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

# Completing a Web Time Sheet

1. Select “Access my Time Sheet” by clicking on the corresponding radio button under Selection Criteria-My Choice

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Personal Information Student Financial Aid **Employee**

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### Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

**My Choice**

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

[Proxy Set Up](#)

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# Completing a Web Time Sheet

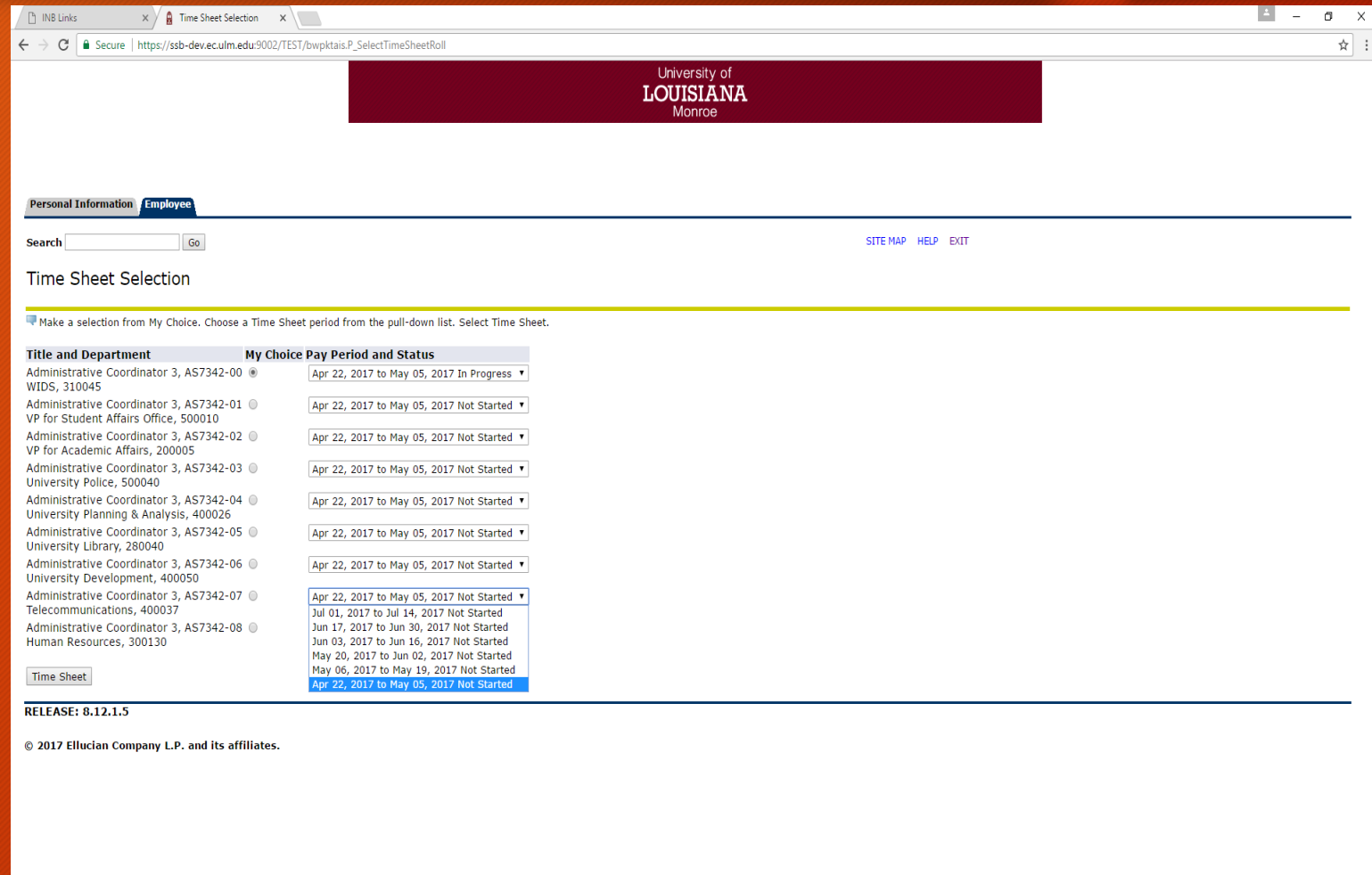
## Open Your Time Sheet

The position(s) held by the employee will be displayed on the Time Sheet Selection Screen

1. Verify that the status and date are correct.

Status must be one of the following to open the Time Sheet:

- Not Started
- In Progress
- Pending
- Returned for Correction



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### Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Administrative Coordinator 3, AS7342-00 WIDS, 310045	<input checked="" type="radio"/>	Apr 22, 2017 to May 05, 2017 In Progress
Administrative Coordinator 3, AS7342-01 VP for Student Affairs Office, 500010	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-02 VP for Academic Affairs, 200005	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-03 University Police, 500040	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-04 University Planning & Analysis, 400026	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-05 University Library, 280040	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-06 University Development, 400050	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-07 Telecommunications, 400037	<input type="radio"/>	Apr 22, 2017 to May 05, 2017 Not Started
Administrative Coordinator 3, AS7342-08 Human Resources, 300130	<input type="radio"/>	Jul 01, 2017 to Jul 14, 2017 Not Started Jun 17, 2017 to Jun 30, 2017 Not Started Jun 03, 2017 to Jun 16, 2017 Not Started May 20, 2017 to Jun 02, 2017 Not Started May 06, 2017 to May 19, 2017 Not Started Apr 22, 2017 to May 05, 2017 Not Started

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# Completing a Web Time Sheet

## Position and Status (cont'd)

### Time Sheet Statuses

Status	Description
NOT STARTED	You have not started your time sheet. It can be opened/started
IN PROGRESS	You are in the process of entering your time for the pay period. It can be opened/edited
PENDING	You submitted your timesheet and it is awaiting approval from your supervisor. It cannot be edited by you
RETURNED FOR CORRECTION	Your timesheet is being returned to you for correction. You are required to make corrections and to re-submit
APPROVED	Your timesheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver
COMPLETED	Payroll received and processed your timesheet

# Completing a Web Time Sheet

## Time Sheet

- The Time and Leave Reporting Screen now appears
- Click Time Sheet as indicated on the Timesheet Selection screen
- The top area of the screen displays information about the time sheet for the position, including Submit By Date

# Completing a Web Time Sheet

## Entering Time Worked

Verify that the following information is correct before proceeding:

- Title and Position Number
- Department and Number (budget code)
- Time Sheet Period
- Submit By Date

*NOTE 1: Take special notice of the “Submit By Date”. This is the date that your time sheet must be submitted and approved. Verify that the “Submit By Date” has not passed. If it has, contact your supervisor immediately.*

*NOTE 2:*

- *Hourly Casual Wage, Student Workers, and Graduate Assistant will enter time in and out for each day*
- *FLSA non-exempt employees will enter total hours worked for each day*
- *Exempt employees timesheet will be different by only reporting leave*

# Completing a Web Time Sheet

## Enter Your Time

Click “Enter Hours” for a desired Day and Earning type

## Employees must:

- Enter all hours worked
- Submit a time sheet for each pay period worked

**NOTE:** Hourly Casual Wage, Student worker, and Graduate Assistant will enter time in and out.

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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: Casual Wages -- CW1001-00  
Department and Number: Human Resources -- 300130  
Time Sheet Period: Apr 22, 2017 to May 05, 2017  
Submit By Date: May 05, 2017 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 22, 2017	Sunday Apr 23, 2017	Monday Apr 24, 2017	Tuesday Apr 25, 2017	Wednesday Apr 26, 2017	Thursday Apr 27, 2017	Friday Apr 28, 2017
Regular Hourly	1	0	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

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

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# Completing a Web Time Sheet

## Enter Hours

1. Enter the correct Time In a.m. or p.m. and correct Time Out a.m. or p.m.
2. Click Save after each entry
3. Scroll down to see the timesheet data
4. Repeat the steps above for each day that need hours entered.
5. Select Next Day (and/or Previous Day) at the bottom of screen to navigate to each day within the pay period
6. View the total hours at the bottom of the screen to ensure you have accurately entered your time in and out

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### Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Sunday, Apr 23, 2017  
Earnings Code: Regular Hourly

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0

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# Completing a Web Time Sheet

## Entered Hours In and Out

NOTE: Entering Time: -Minutes must be in intervals of 15 minutes (00, 15, 30, 45); Example: 8:00 AM -Multiple In/Out entries may be entered per day; -When working a full day that includes a break for lunch, show Time In/Out before lunch and Time In/Out after lunch; -12 Noon is PM and 12 Midnight is AM

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### Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Sunday, Apr 23, 2017  
Earnings Code: Regular Hourly

Shift	Time In	Time Out	Total Hours
1	8:00 AM	10:00 AM	0
1	11:30 AM	1:30 PM	0
1	3:15 PM	5:00 PM	0
1			0
1			0
1			0

Time Sheet Previous Day Next Day  
Add New Line Save Copy Delete

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# Completing a Web Time Sheet

## Copying Hours

Complete the copy process as follows:

1. If you are entering the same number of hours for each day of the pay period:
  - Click “Copy from the date displayed to the end of the pay period”: check box.

The screenshot shows a web browser window with the URL [https://ssb-dev.ec.ulm.edu:9002/TEST/bwpktetm.P\\_UpdateTimeSheet](https://ssb-dev.ec.ulm.edu:9002/TEST/bwpktetm.P_UpdateTimeSheet). The page header features the University of Louisiana Monroe logo. Below the header, there are tabs for "Personal Information" and "Employee". A search bar and navigation links (SITE MAP, HELP, EXIT) are present. The main content area is titled "Copy" and contains a help message: "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." The form includes sections for "Earnings Code:", "Date and Units to Copy:", "Copy from date displayed to end of the pay period:", "Include Saturdays:", "Include Sundays:", and "Copy by date:". The "Copy by date:" section contains two rows of date boxes with checkboxes below them. The first row shows dates from Saturday, Apr 22, 2017 to Friday, Apr 28, 2017. The second row shows dates from Saturday, Apr 29, 2017 to Friday, May 05, 2017. At the bottom, there are buttons for "Time Sheet", "Previous Menu", and "Copy". The footer includes the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates."

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### Copy

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 Units to Copy: Apr 22, 2017, 0 Units

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday Apr 22, 2017	Sunday Apr 23, 2017	Monday Apr 24, 2017	Tuesday Apr 25, 2017	Wednesday Apr 26, 2017	Thursday Apr 27, 2017	Friday Apr 28, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Apr 29, 2017	Sunday Apr 30, 2017	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Time Sheet](#) [Previous Menu](#) [Copy](#)

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# Completing a Web Time Sheet

## Copying Hours

- Click the Copy button again.
- Verify that a message stating “Your hours have been copied successfully” appears
- After all hours have been copied:
  - Click the Timesheet or Previous Menu to return to your time sheet

The screenshot shows a web browser window with the URL [https://ssb-dev.ec.um.edu:9002/TEST/bwpktetm\\_P\\_UpdateTimeSheet](https://ssb-dev.ec.um.edu:9002/TEST/bwpktetm_P_UpdateTimeSheet). The page header includes the University of Louisiana Monroe logo. Below the header, there are tabs for 'Personal Information' and 'Employee'. A search bar and navigation links (SITE MAP, HELP, EXIT) are visible. The main content area is titled 'Copy' and contains a message: '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:**  
**Date and Units to Copy:** Hours Worked, Shift 1  
Apr 26, 2017, 9 Units

**Copy from date displayed to end of the pay period:**

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

Saturday Apr 22, 2017	Sunday Apr 23, 2017	Monday Apr 24, 2017	Tuesday Apr 25, 2017	Wednesday Apr 26, 2017	Thursday Apr 27, 2017	Friday Apr 28, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday Apr 29, 2017	Sunday Apr 30, 2017	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the page, there are buttons for 'Time Sheet', 'Previous Menu', and 'Copy'. The footer includes the text 'RELEASE: 8.12.1.5' and '© 2017 Ellucian Company L.P. and its affiliates.'

# Completing a Web Time Sheet

## Preview Your Time Sheet

- Click Preview to view the full pay period and verify that all hours were copied correctly
- Click Previous Menu to return to your timesheet

## Entering Comments

Comments may be entered on the timesheet to communicate with your supervisor regarding your time entry

Ex) explanation for extra or less hours worked

Click Comments on the Time Sheet

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Personal Information Employee

Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time

Set your printer layout to Landscape before printing.

Web Time Entry Human Resources, 300130  
Casual Wages, CW1001-00

Earning Code	Shift	Total Hours	Total Units	Saturday , Apr 22, 2017	Sunday , Apr 23, 2017	Monday , Apr 24, 2017	Tuesday , Apr 25, 2017	Wednesday , Apr 26, 2017	Thursday , Apr 27, 2017	Friday , Apr 28, 2017	Saturday , Apr 29, 2017	Sunday , Apr 30, 2017	Monday , May 01, 2017	Tuesday , May 02, 2017	Wednesday , May 03, 2017	Thursday , May 04, 2017	Friday , May 05, 2017
Regular Hourly	1	40.25			5.75	5.75		5.75	5.75				5.75		5.75	5.75	
<b>Total Hours:</b>		40.25			5.75	5.75		5.75	5.75				5.75		5.75	5.75	
<b>Total Units:</b>			0														

Saturday Apr 22, 2017	Sunday Apr 23, 2017	Monday Apr 24, 2017	Tuesday Apr 25, 2017	Wednesday Apr 26, 2017	Thursday Apr 27, 2017	Friday Apr 28, 2017	Saturday Apr 29, 2017	Sunday Apr 30, 2017	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017
	08:00 AM 10:00 AM	08:00 AM 10:00 AM		08:00 AM 10:00 AM	08:00 AM 10:00 AM				08:00 AM 10:00 AM		08:00 AM 10:00 AM	08:00 AM 10:00 AM	
	11:30 AM 01:30 PM	11:30 AM 01:30 PM		11:30 AM 01:30 PM	11:30 AM 01:30 PM				11:30 AM 01:30 PM		11:30 AM 01:30 PM	11:30 AM 01:30 PM	
	03:15 PM 05:00 PM	03:15 PM 05:00 PM		03:15 PM 05:00 PM	03:15 PM 05:00 PM				03:15 PM 05:00 PM		03:15 PM 05:00 PM	03:15 PM 05:00 PM	

[Previous Menu](#)

# Completing a Web Time Sheet

## Enter Your Comments

Enter your comments

*NOTE: Your comments may be entered/edited up to the time the record is submitted for approval*

- Click Save after you have finished entering your comments
- Click Previous Menu to return to your timesheet

The screenshot shows a web browser window with two tabs: "INB Links" and "Comments". The address bar shows a secure URL: [https://ssb-dev.eculm.edu:9002/TEST/bwpktetm.P\\_TimeSheetButtonsDriver](https://ssb-dev.eculm.edu:9002/TEST/bwpktetm.P_TimeSheetButtonsDriver). The page header features the University of Louisiana Monroe logo. Below the header, there are two tabs: "Personal Information" and "Employee". A search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT" are visible. The main section is titled "Comments" and contains a message: "Enter or edit comments until you submit the record for approval." Below this, the form displays the following information: "Made By: You", "Comment Date: May 01, 2017", and "Enter or Edit Comment: On Sunday April 22, 2017 covered front desk for activity center". A text area for entering comments is present. At the bottom of the form, there are "Save" and "Previous Menu" buttons. The footer includes the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates."

# Completing a Web Time Sheet

## Previewing Your Time Sheet

You can preview your time sheet, as well as print it.

- Click Preview on the Time Sheet
- You can print a copy of the timesheet by selecting File->Print from the menu bar. Make sure the Page Setup is set to Landscape.
- Click the Previous Menu button to return to your time sheet

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Personal Information Employee

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Summary of Reported Time

Set your printer layout to Landscape before printing.

Web Time Entry Human Resources, 300130  
Casual Wages, CW1001-00

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Saturday , Apr 22, 2017	Sunday , Apr 23, 2017	Monday , Apr 24, 2017	Tuesday , Apr 25, 2017	Wednesday , Apr 26, 2017	Thursday , Apr 27, 2017	Friday , Apr 28, 2017	Saturday , Apr 29, 2017	Sunday , Apr 30, 2017	Monday , May 01, 2017	Tuesday , May 02, 2017	Wednesday , May 03, 2017	Thursday , May 04, 2017	Friday , May 05, 2017
Regular Hourly	1	40.25			5.75	5.75		5.75	5.75				5.75		5.75		5.75
<b>Total Hours:</b>		40.25			5.75	5.75		5.75	5.75				5.75		5.75		5.75
<b>Total Units:</b>			0														

**Time In and Out, Regular Hourly**

Saturday Apr 22, 2017	Sunday Apr 23, 2017	Monday Apr 24, 2017	Tuesday Apr 25, 2017	Wednesday Apr 26, 2017	Thursday Apr 27, 2017	Friday Apr 28, 2017	Saturday Apr 29, 2017	Sunday Apr 30, 2017	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017
08:00 AM	08:00 AM	08:00 AM		08:00 AM	08:00 AM				08:00 AM		08:00 AM	08:00 AM	08:00 AM
10:00 AM	10:00 AM			10:00 AM	10:00 AM				10:00 AM		10:00 AM	10:00 AM	10:00 AM
11:30 AM	11:30 AM			11:30 AM	11:30 AM				11:30 AM		11:30 AM	11:30 AM	11:30 AM
01:30 PM	01:30 PM			01:30 PM	01:30 PM				01:30 PM		01:30 PM	01:30 PM	01:30 PM
03:15 PM	03:15 PM			03:15 PM	03:15 PM				03:15 PM		03:15 PM	03:15 PM	03:15 PM
05:00 PM	05:00 PM			05:00 PM	05:00 PM				05:00 PM		05:00 PM	05:00 PM	05:00 PM

**Comments**

Date	Made by	Comments
May 01, 2017 03:54 pm	You	On Sunday April 22, 2017 covered front desk for activity center

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# Completing a Web Time Sheet

## Changing Units/Hours Entered and Saved but Not Submitted

You may edit hours entered on any “In Progress” time sheet.

1. Click the desired “Pay Period” and “Position” from the Time Sheet Selection menu that needs editing
2. Click on the number of hours entered for the date and earning you want to change
3. Enter the new value and Click Save
4. To remove the value completely, highlight the existing value and press “Backspace” then click save

**NOTE:** If you need to edit hours after your timesheet has been processed, you will need to enter the hours on Retroactive Annual/Comp or Retroactive Sick with a comment and submit a paper leave request.

# Completing a Web Time Sheet

## Time Sheet Returned for Correction

- If a timesheet needs correction, your supervisor will return it to you electronically using the **Returned for Correction** feature. Your supervisor should verbally tell you the time sheet is being returned; there is no online notification within the Employee Self Service at the present time.
- Your timesheet will be in the Returned for Correction Status.

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### Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice Pay Period and Status
Administrative Coordinator 3, AS7342-00 WIDS, 310045	<input type="radio"/> Apr 22, 2017 to May 05, 2017 In Progress ▼
Administrative Coordinator 3, AS7342-01 VP for Student Affairs Office, 500010	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-02 VP for Academic Affairs, 200005	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-03 University Police, 500040	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-04 University Planning & Analysis, 400026	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-05 University Library, 280040	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-06 University Development, 400050	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-07 Telecommunications, 400037	<input type="radio"/> Apr 22, 2017 to May 05, 2017 Not Started ▼
Administrative Coordinator 3, AS7342-08 Human Resources, 300130	<input checked="" type="radio"/> Apr 22, 2017 to May 05, 2017 Return for Correction ▼



# Completing a Web Time Sheet

## Time Sheet Returned for Correction (cont'd)

1. To select the time sheet, click Time Sheet. The Time Sheet page displays
2. Make the correction to your time sheet as discussed with the approver
3. Click Submit for Approval to submit your time sheet to the approver
4. The time sheet will now be in a pending Status

**NOTE:** Your time sheet corrections must be completed and approved prior to the Submit by Date or a date identified by your campus

# Completing a Web Time Sheet

## Submitting Time Sheet for Approval

Once your time sheet is completed and you are satisfied you have entered all hours correctly, your time sheet is ready to be submitted for approval.

**NOTE:** Only submit the time sheet for approval at the end of the pay period.

Click on Submit for Approval at the bottom of the Time Sheet Screen

Total Hours:	6	0	0	0	0	0	0	0	0
Total Units:	80	0	0	9	9	9	9	9	4

**Submitted for Approval By:** You on May 01, 2017

**Approved By:**

**Waiting for Approval From:**

---

RELEASE: 8.12.1.5

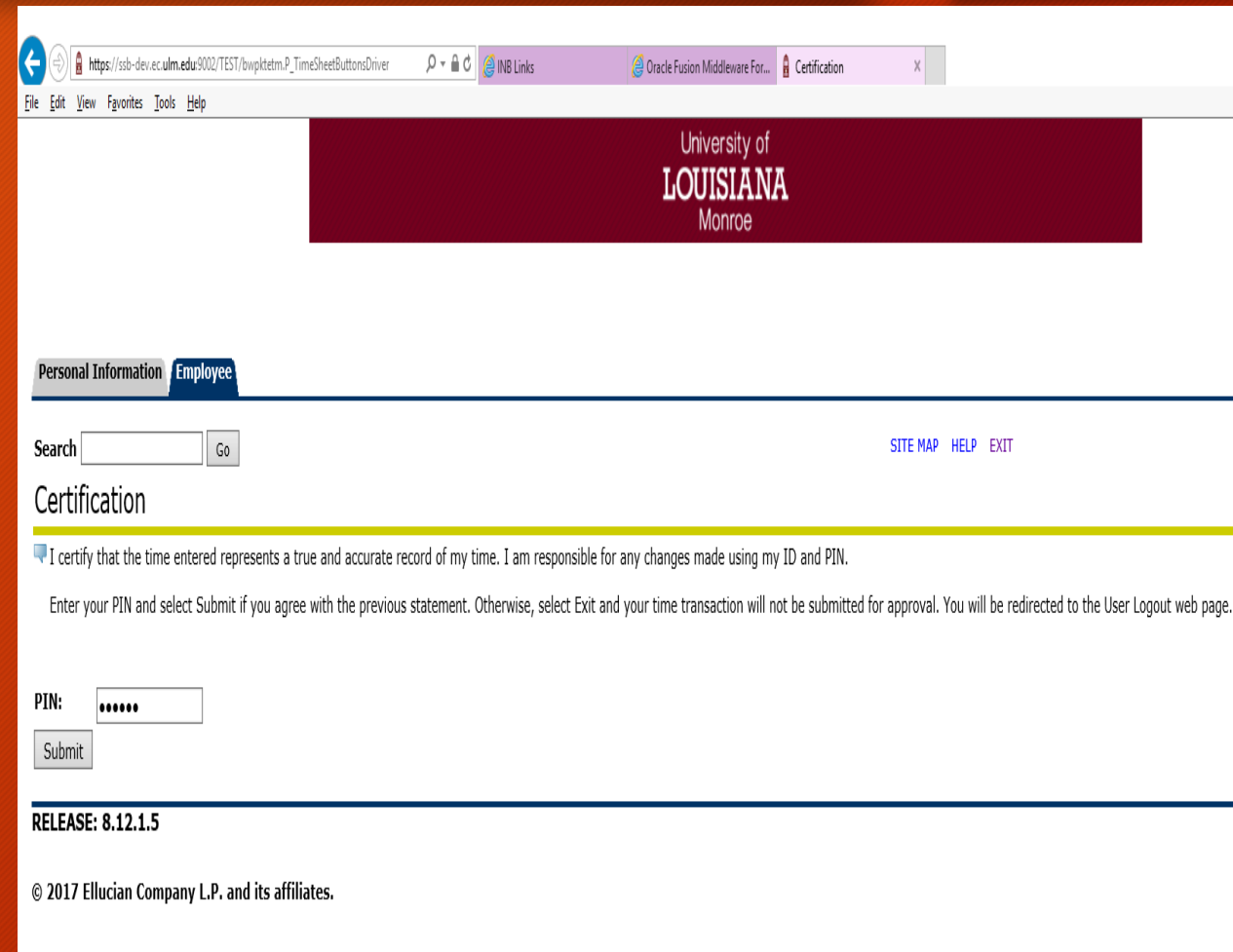
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# Completing a Web Time Sheet

## Submission Certification

Next you will be prompted to enter you PIN number on the Certification Screen to certify time

After you enter your PIN, Click Submit. This is your electronic signature.



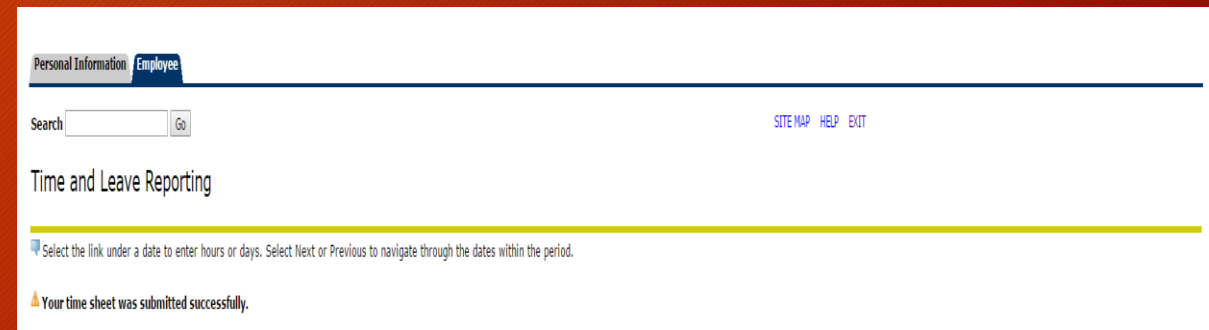
The screenshot shows a web browser window with the URL [https://ssb-dev.ec.ulm.edu/9002/TEST/lwplktetm\\_P\\_TimeSheetButtonsDriver](https://ssb-dev.ec.ulm.edu/9002/TEST/lwplktetm_P_TimeSheetButtonsDriver). The browser tabs include "INB Links", "Oracle Fusion Middleware For...", and "Certification". The page header features the University of Louisiana Monroe logo. Below the header, there are two tabs: "Personal Information" and "Employee". A search bar with a "Go" button is present, along with links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Certification" and contains a certification statement: "I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN." Below this statement, there is a prompt: "Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page." A "PIN:" label is followed by a text input field containing six dots. A "Submit" button is located below the input field. At the bottom of the page, the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates." is displayed.

# Completing a Web Time Sheet

## Time Sheet Submission Confirmation

A message stating “Your time sheet submitted successfully” displays. This places your time sheet in the “Pending” Status for the approver to review and approve

**NOTE:** A time sheet in “Pending” status can no longer be edited by the employee who submitted it



The screenshot shows a web application interface. At the top, there are two tabs: "Personal Information" and "Employee". Below the tabs is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links for "SITE MAP", "HELP", and "EXIT". The main heading is "Time and Leave Reporting". Below the heading is a blue arrow icon followed by the text: "Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period." At the bottom, there is a yellow triangle icon followed by the message: "Your time sheet was submitted successfully."

# Completing a Web Time Sheet

## Exit Self Service

To exit the system click on EXIT in the upper right corner of the screen



# Deadline for Completing Web Time Entry Timesheet

Timesheets must be submitted by the Friday before your pay date no later than 10:00 am