

Student Employee Time Entry Documentation

Overview

This process documentation is to assist student employees with time entry.

Step 1 – Access Online Web Time Entry

- Go to <https://my.widener.edu/>
- Sign in with your Widener password



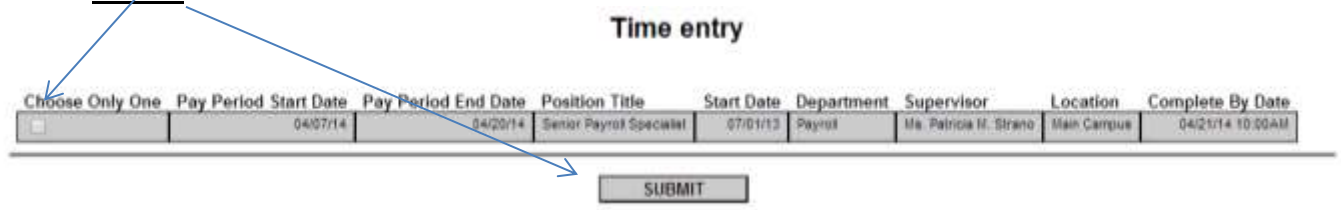
- Enter WTE in the Categories box and click Search:



Double click on Current WTE Time Card

Step 2 – Select the Position for Entering Time

- Click the box under **“Choose Only One”** for the position for which you are entering time. If you have more than one job, there will be multiple listings here. Please be cautious to choose the correct position so that your hours are charged to the correct department.
- Click on Submit to access time card



Step 3 – Enter Time

- Time In/Out:** Enter Time In and Time Out for the appropriate dates. Use tab when moving from box to box or line to line. Enter time with an **a or am, or p or pm**. Please double check that you marked am or pm correctly so that you are paid the correct number of hours. Example: 9:00 in the morning can be entered as **9:00am, 9am, or 9a**, and 4:00 in the afternoon can be entered as **4:00pm, 4pm, or 4p**.

- b. **(OPTIONAL) Insert line if needed:** Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by checking the Insert Line box and clicking Submit to refresh the page. This may be necessary if you work in the same job three times in one day. Example: Work in the morning, go to lunch, work in the afternoon, leave to go to class, work again in the afternoon.

Step 4 – Submit Your Time

- a. After entering your time each day, hit [ENTER] or click on **SUBMIT**.

Note: Time may be entered each shift, at the end of the day, or at any time before the end of the pay period without “signing” the time card. However, we advise you, and your supervisor may require you, to enter your time as you work.

- b. After you submit, but not sign your time card, you will receive a confirmation page:

“Please be aware that you have not marked your time entry as complete”

Pay Period End Date: 04/20/14
 Time Entry Status: Not Complete

- c. Click **OK** to close

Step 5 – Sign your Time Card

- a. Once all time is entered for the pay period, you will electronically “sign” the time card by clicking on the signature box at the bottom of the Time Entry page and clicking on SUBMIT. Please complete and sign your time card as soon as possible after your last worked time for the pay period in order to give your supervisor time to review and approve your time card and meet the Payroll Office deadline on Monday AM.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval <input checked="" type="checkbox"/>	
Supervisor Decision	Pending Approval
Supervisor Comments	<input type="text"/>
Supervisor's E-mail Address	pmstrano@widener.edu

SUBMIT

- b. After you submit you will receive a confirmation page:

“Thank you. Your time entry is complete and ready for approval”

Pay Period End Date 04/20/14
 Time Entry Status Complete

- c. Click **OK** to close.

Step 6 – Look for Confirmation Email

- a. After signing your time, watch your email for approval or rejection of time card by your supervisor.
- b. You will not have access to this time card again unless your supervisor rejects the time card. If the time card is rejected, you will have to re-check your time card and repeat Steps 3 and 5 to reenter your time and sign the time card.
- c. Below are some sample emails you might receive:

Email **Employee Signs** – below is the text a supervisor will receive after his/her employee **signs** the timecard:
“Mrs. Margaret A. Davis has completed the time entry task. Please review the time entry to verify that it is correct”

Email **Supervisor Rejects** – below is the text an employee will receive if his/her supervisor **rejects** the timecard:

*“Your supervisor has rejected your timecard for Senior Payroll Specialist with period ending on 04/06/14. Below are comments entered by your supervisor:
“Not completed for Wednesday, please complete that day.”*

Email **Supervisor Approves** – below is the text an employee will receive if his/her supervisor approves the timecard:

“Your supervisor has approved your time card for Margaret Davis, HR/Payroll with period ending on 04/06/14”