

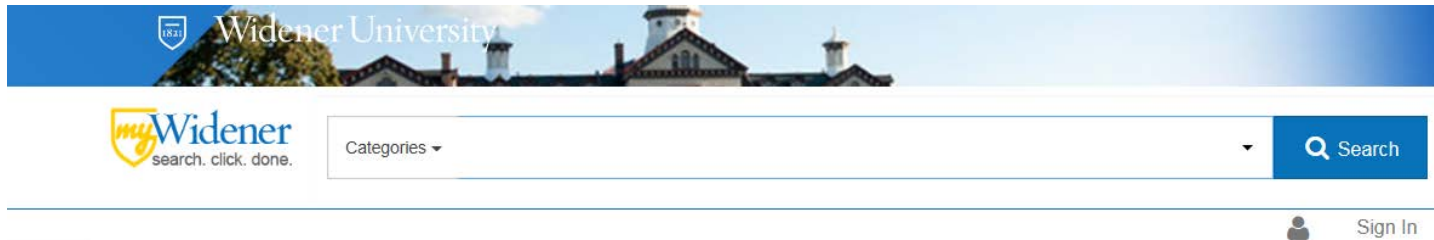
Student Instructions for Using Self Service Web Time Entry

Overview

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

Step 1 – Access Online Web Time Entry

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



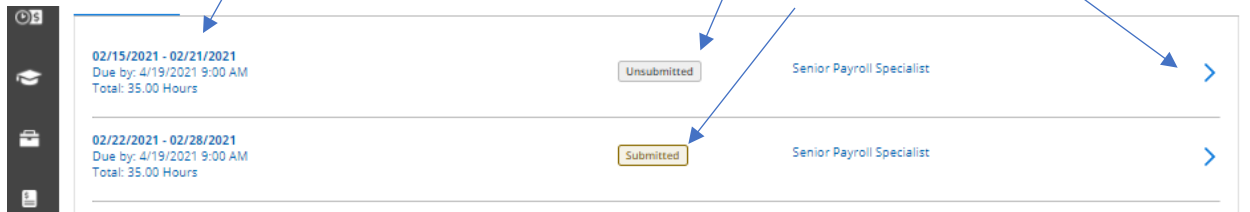
- c. Enter WTE in the Categories box and click Search:



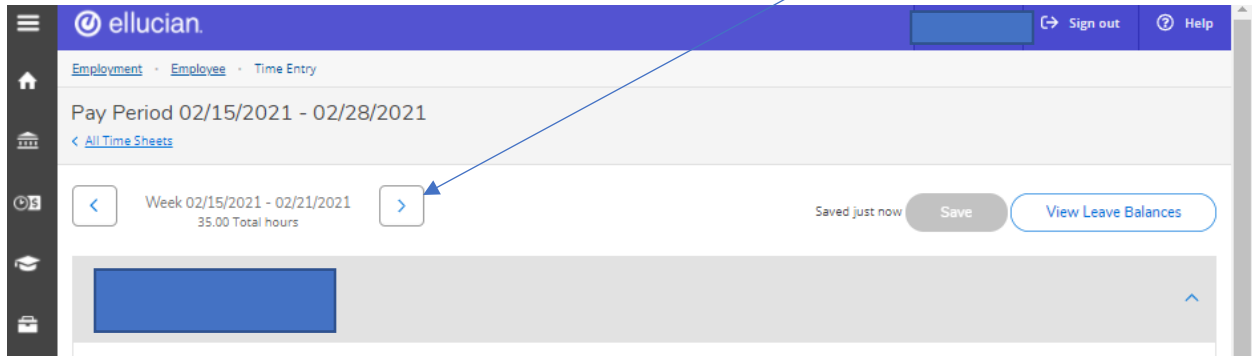
- d. Click on Current WTE Time Card

All active student employees must complete a timesheet each week. If you do not work, please enter a comment and then click Submit for Approval each week of the pay period. (Please see the example below).

Your WTE timecard is now separated into two distinct weeks. Click on either week to pull up that week in your timecard. You may also use the arrow at the right. Please note that each week's timecard will show as "Unsubmitted" until you "Submit for Approval" after all hours have been entered for that week. In the example below, the first week has not been submitted but the second week has been submitted.



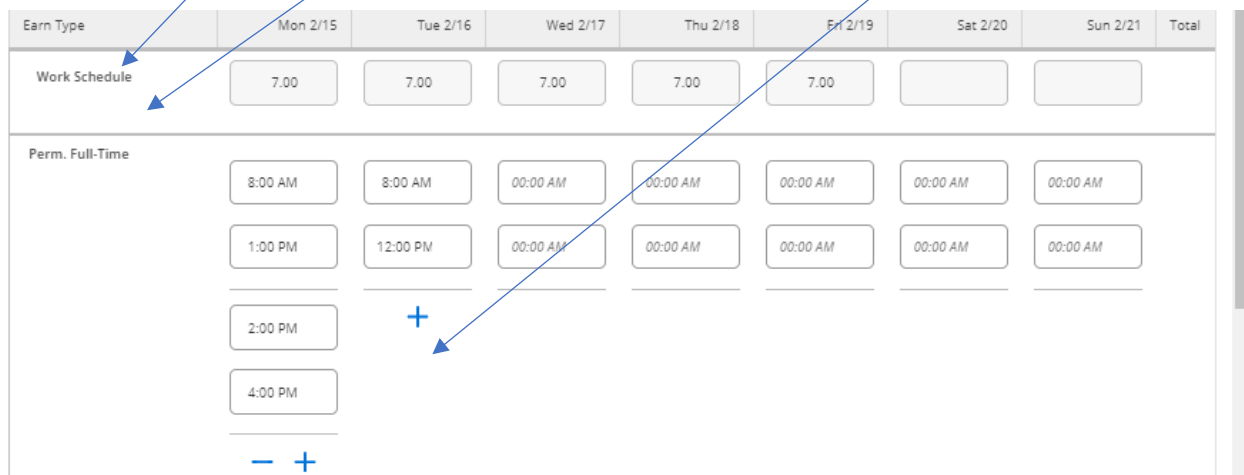
You can get to the other week in your timecard by clicking on the arrow next to the week you are working in. You can toggle back and forth between each week's timecard.



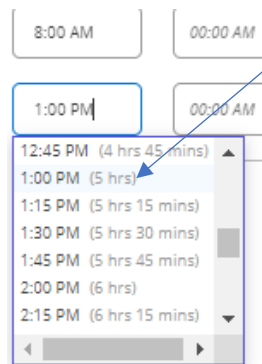
You enter your WTE hours in the same way as before. However, the layout of your timecard is different. As before, you can enter 8:00 a.m. or 8A, 8AM, etc., with no spaces in between. There is also the option to use the drop down box and choose a time. You may also copy your time(s) from one day to the next.

Once you enter your in and out times for your work session before your lunch break, the + symbol will automatically appear. Click on it and it will give you additional boxes to enter your hours after this break or to simply add additional time.

Please ignore the first section, "Work Schedule". It is not used for anything. You would begin entering hours in the second section, which in this example, is labelled "Perm. Full-Time".



Notice that if you start at 8am and click on 1pm in the drop down, it will let you know how many hours you have completed for the day so far.



As you can see, each day's hours are totaled at the bottom of your time card.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Daily Total Hours:	7.00	7.00	7.00	7.00	7.00	0.00	0.00
Regular Hours:							
Additional Hours:							

****PLEASE NOTE:** If you did not work this pay period, you must still submit a timecard and enter the following comment in the "Comments" box.

"I did not work this pay period"

You would enter a comment by clicking on the "Comments" box to open up a space to write your comment. Be sure to click on the "Send" box after writing your note.

Comments

Senior Payroll Specialist

I did not work this pay period

Send

Close

When you are totally finished entering your hours or a comment about not working for the week, click "Submit for Approval". You will see the message "Success" in the top right hand corner for each week.

Please note that you can submit after each week or wait and submit both weeks at the end of the pay period. However, be sure to click on "Submit for Approval" for both weeks by the timecard deadline..

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Sign out Help

Success!

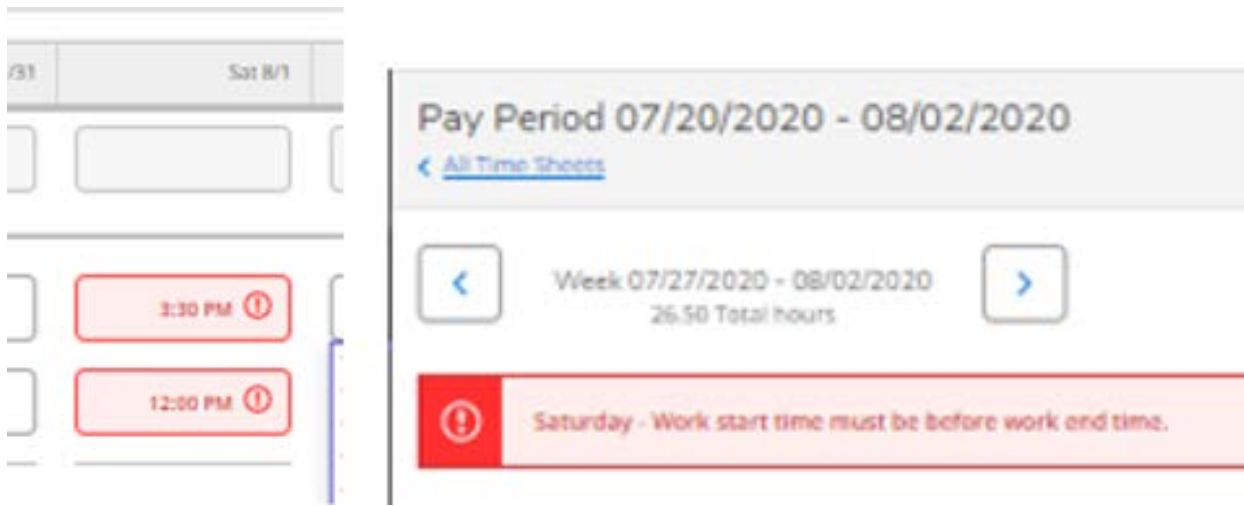
Employment Employee Time Entry

Pay Period 02/15/2021 - 02/28/2021

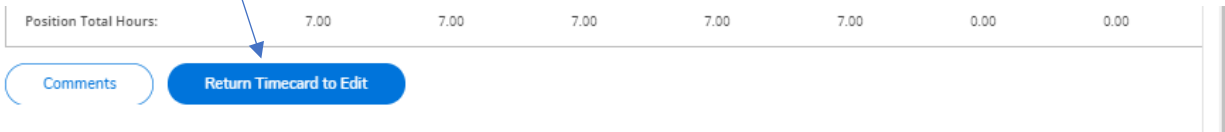
All Time Sheets

ADDITIONAL NOTES:

If you enter 3:30PM - 12:00PM instead of 12AM you will get this message, which will remind you that you entered an incorrect time.



If you need to make a change on your timecard before the deadline, you can enter WTE again and click on “Return Timecard to Edit”. This will give you access to your timecard even if you have submitted it for approval. You would then make your changes and “Submit for Approval” again.



You do not need to save your hours until your final “Submit for Approval” submission as the system automatically saves everything each time you enter your time card.



Once the submission deadline has passed, you will not be able to see your time card and will need to contact someone in the Payroll department to be able make any corrections or additions to your timecard. The submission deadline is typically 10:00 am on the Monday following the pay period. You can find a schedule of pay periods, including submission deadlines and pay dates, by looking on the Payroll Office page in myWidener (my.widener.edu).

We recommend that you set an automatic reminder every two weeks to submit your timecard by the deadline. Payroll will send an email reminder when any of our dates vary from the usual days/times.

USE OF COMMENTS BOX:

If your timecard is rejected, you need to click on the “Comments” box to see the reason for the rejection from your Supervisor. You can also enter a comment about your timecard for your supervisor to see. (e.g. Overtime on 2/7 was for snow shoveling)

35.00 | Rejected

ary Science - Main Campus

Comments Submit for Approval

Academic Secretary

4/1/2021 1:54 PM

Please correct your hours for 02/15 - change it to 9am to 4pm

PLEASE REMEMBER: If you did not work this pay period, you must still submit a timecard and enter the following comment in the "Comments" box and submit your timecard for approval. Be sure to click on "Send".

"I did not work this pay period"

Earn Type	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Sun 2/21	Total
Work Schedule	7.00							
Perm. Full-Time	00:00 AM	00:00 AM			00:00 AM	00:00 AM	00:00 AM	
+ Additional Time								
Position Total Hours:	0.00				0.00	0.00	0.00	

Comments

Senior Payroll Specialist

I did not work this pay period.

Send

Close

Submit for Approval