Web Time Entry Frequently Asked Questions

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Can I record leave time before I take the leave?

Yes, you can record and submit time beginning on the first day of the pay period, so you can complete this ahead of time. Your supervisor should be aware you are on vacation.

Exempt (Salaried) Employees – No Leave Time Taken

If an Exempt employee has not taken any leave time (sick time, vacation time, etc.) for the pay period, do they still need to login to WTE and submit a timesheet? Yes. Simply login to WTE and then press the "Submit for Approval" button

Changing the timesheet – before submitting for approval

What if I want to make changes before I submit the timesheet to be approved? Follow these steps:

- Login to WTE and access the timesheet
- Exempt (Salaried) Employees:
  - Click on an entry and enter the correction.
  - To change an entry from leave time to no leave time, delete any numbers in the hours box, making them blank and then press Save. Do not enter a zero.
- Non-Exempt (Hourly) Employees: Click on the hours or leave entered box, select the Delete button and then press the Save button.

Changing the timesheet – after submitting for approval

What if I want to make changes after I submitted the timesheet to be approved? If your Approver has not yet approved the timesheet (i.e. Exempt 0.008 Tc 0.0wy << 1 ()]TJ 0.(n)5 (t)- (s as a P)2 (en)1 (d)15

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What if I am on vacation or on leave and I can't do my timesheet? You can access your timesheet anywhere you have internet access and a web browser. In extenuating circumstances, your department's DTK (Department Time Keeper) can enter your time, with your written (or emailed) permission.

Exempt (Salaried) Employee – where are my hours worked shown?

Regular hours are not entered or displayed on the Preview for Exempt employees.

Timesheet Availability

Will the timesheets be available to fill out on the first day of the payroll period? The timesheets will be available on the first day of the payroll period. This is a Saturday for Glassboro and a Sunday for SOM.

Timesheet Reminders Employee

Will I receive any reminders to complete my timesheet? If you have not completed your timesheet, an email reminder will be sent to you two times on the last Thursday of the pay period, then again before 9:30 of the last Friday of the pay period. See the WTE Calendar for the deadline schedule at http://www.rowan.edu/adminfinance/controller/payroll/WTE.html

If a Non-Exempt employee submits their time sheet with no hours entered – then an Error message will appear on the employee's time sheet at the top left of the page. For a Non-Exempt employee this is a true error, they must enter work and leave time.

To resolve the error, the employee must do the following:

- Login to the WTE timesheet
- Press the Restart button
- Enter their time
- Press "Submit for Approval"

The "No Hours Entered" message will also appear in the Department Summary sheet used by the Department Time Keeper (DTK) and Approver. However, neither the Approver nor the DTK can correct the time for the employee once the timesheet is in error.

"No Hours Entered" Error – Department Time Keepers

The "No Hours Entered" is generated when a Department Time Keeper submits a timesheet on behalf of a Non-Exempt (Hourly).

A DTK will not be able to submit time for a non-exempt employee who merely looked at their time sheet and did not enter any time (In Progress status).

This is because in order to complete a timesheet for someone who is "in progress", a DTK must submit it and then change the record. The Timesheet cannot be submitted, however, because there is no time on it, and that will cause an error.

To correct it, the employee must log on to WTE and enter the appropriate hours worked and submit for approval. Only the employee can fix this error. If the employee is unavailable, a paper timesheet must be submitted for them.

"No Hours Entered" Warning – Exempt (Salaried) Employee

For an Exempt employee, this message is a warning not an error and the message can be ignored. If an Exempt employee worked every day for two weeks, and did not take any leave time, they log in to their time sheet, open their time sheet and then just submit it with no (leave) time entered.

Other Errors

- Non-Exempt (Hourly) Employees – When entering Time Out is before Time In (for example if you forget to change

Full-time employee paid from 2 different departments

I am a Full-time employee, and I get paid from two different departments. Will I have two different timesheets? No, you will have one timesheet in your main timesheet org. The departments are charged according what is on record in human resources.

Part-time employee paid from 2 different departments

I am a Part-time (hourly) employee, and I get paid from two different departments. Will I have two different timesheets? Yes. When you log in to WTE, you will have two different timesheets to choose from and enter time into.

Time and Attendance Correction Form and Timesheet History

If I have to do a Time and Attendance Correction Form after my timesheet has been approved and submitted to payroll, will the corrections show up on my timesheet history? No. You should keep a copy of any Time and Attendance Correction forms that you submitted.

Am I an Exempt (Salaried) Employee or a Non-Exempt (Hourly) Employee?

Look on your current paper timesheet or ask your Department Time Keeper.

Please see the Rowan University Policy for Web Time Entry (WTE) Approvers and Proxies for further details: https://confluence.rowan.edu/display/POLICY/WTE+Policy+for+Approvers+and+Proxies.

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Can my Department Time Keeper Approve Timesheets

Department Time Keepers are NOT authorized to approve employee time sheets. The exception is if the DTK is also an Approver, example, a director level in the department is also their DTK. If the approver misses the Friday payroll deadline of 2:00 pm, then they will not be able to approve their employee's time sheets and should not expect or ask the DTK to approve them. Payroll will then contact the approver directly on Friday or Monday to address the issue.

SOM Go Live Questions

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- On your last paper timesheet – filbut your time for the week from the prior payroll period. This timesheet will be turned in to Payroll as usual. Payroll will use the information to bring leave balances up to date.

- Web Time Entry – enter your time for both weeks in the current payroll period.

How will the following scenario be handled using WTE: Boiler Operators who work through the night across a pay period end date? For instance, working Saturday into Sunday for SOM crosses the end of the pay period on Saturday.

Currently SOM puts all of the hours on either Saturday or Sunday. The following solution is recommended with WTE:

1. Record the hours on the day on which the bulk of the work time occurred.
2. Enter the remaining hours in the Comments section of WTE.
3. Approve the WTE timesheet.

HR will process both the hours entered and the hours in the Comments section. HR currently follows a similar practice for Public Safety in Glassboro.

Pre-Hire Vacation Approvals

How will the following scenario be handled using WTE: A new provider begins work on July 1st. The provider had a previously planned vacation at the end of July, and it was approved for the provider to take this vacation during the hiring process. Providers accrue vacation time, so the provider will not have sufficient vacation time to cover the vacation period.

The practice should email Payroll about the exception. The provider should enter the Exception Time for the vacation period in WTE. Payroll will force the system to pay the provider for the vacation time based on the email sent by the practice.

Shared Employee Overtime

A shared employee (split between 2 departments) works overtime, which of the 2 departments pays for the overtime using WTE? The employee will have 1 Approver in WTE. Employees are set up associated with a labor distribution for each of their jobs. Payroll doesn't change labor allocation. So the overtime would be charged to the employee department as it is set up in their labor distribution.

SOM Students

Will SOM Students be paid under the department and Banner org that they currently work in? Yes.

Emergency Closing Hours

How will WTE handle Emergency Closing hours for essential employees? There is an earnings code that will display on the SOM employee's timesheet – Emergency Closing.

View Employee Time

Can Approvers see if overtime has been used without clicking on each individual employee? Can Approvers see what an individual employee has entered (types of time) without clicking down into each individual employee? No – for both questions.

Questions Regarding Leave Time (Vacation, Sick, etc.)

Glassboro – What is Administrative Leave?

Administration leave is 3 days of personal leave granted to certain employee under collective bargaining units.

Glassboro – How do I know if I can take Comp Time Worked at 1.0 or 1.5 rate?
This is determined

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