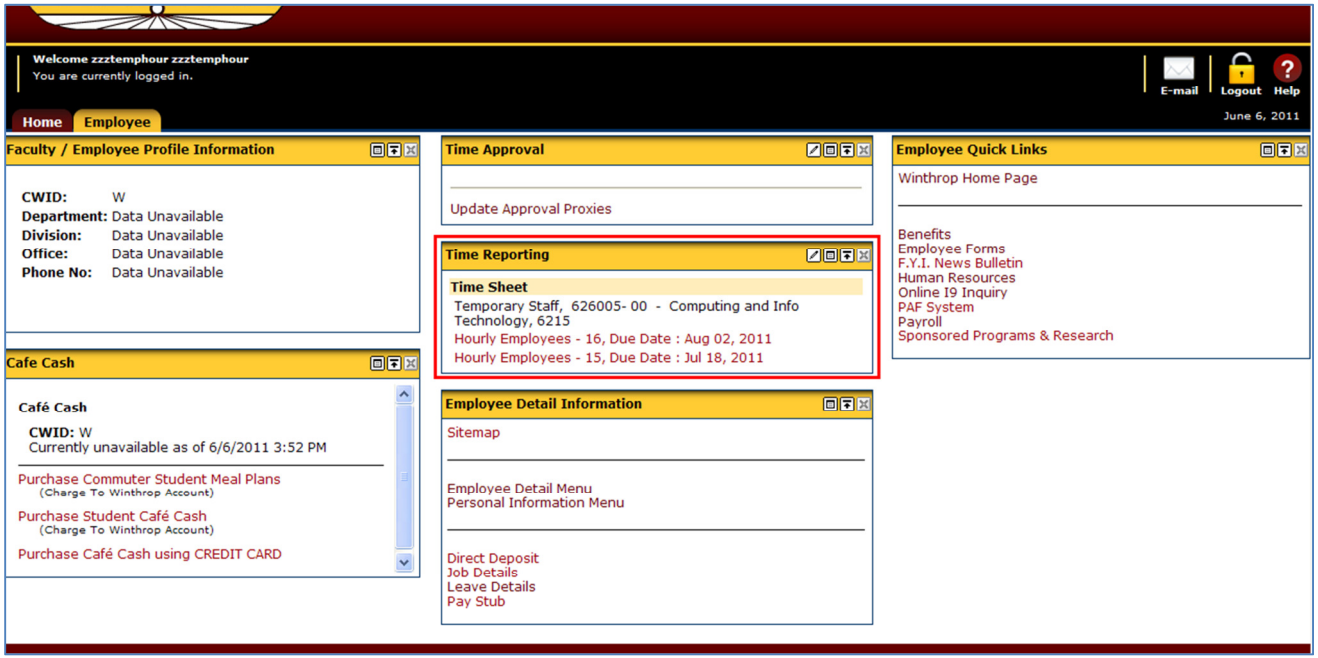
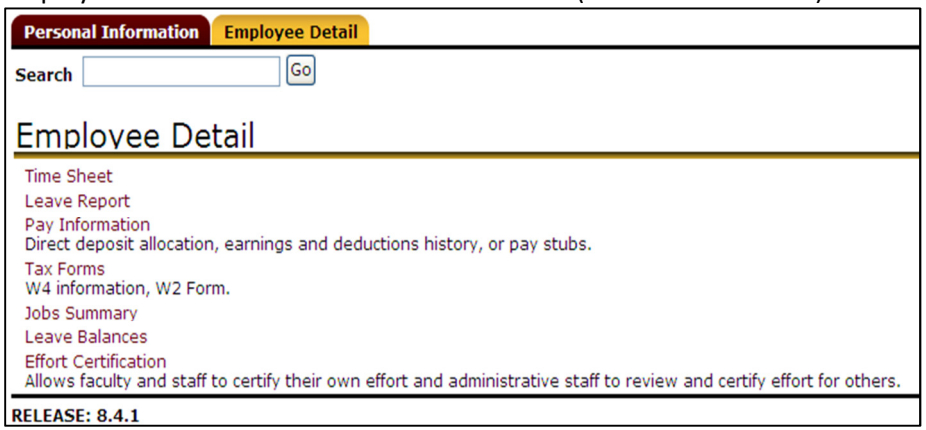
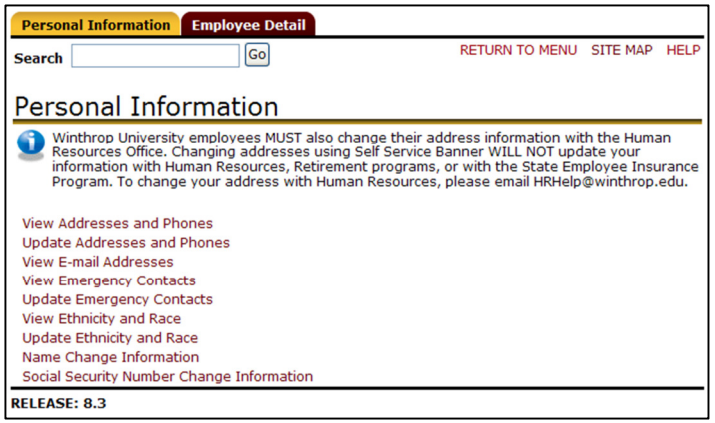
# Web Time Entry (Non-Exempt Employees)

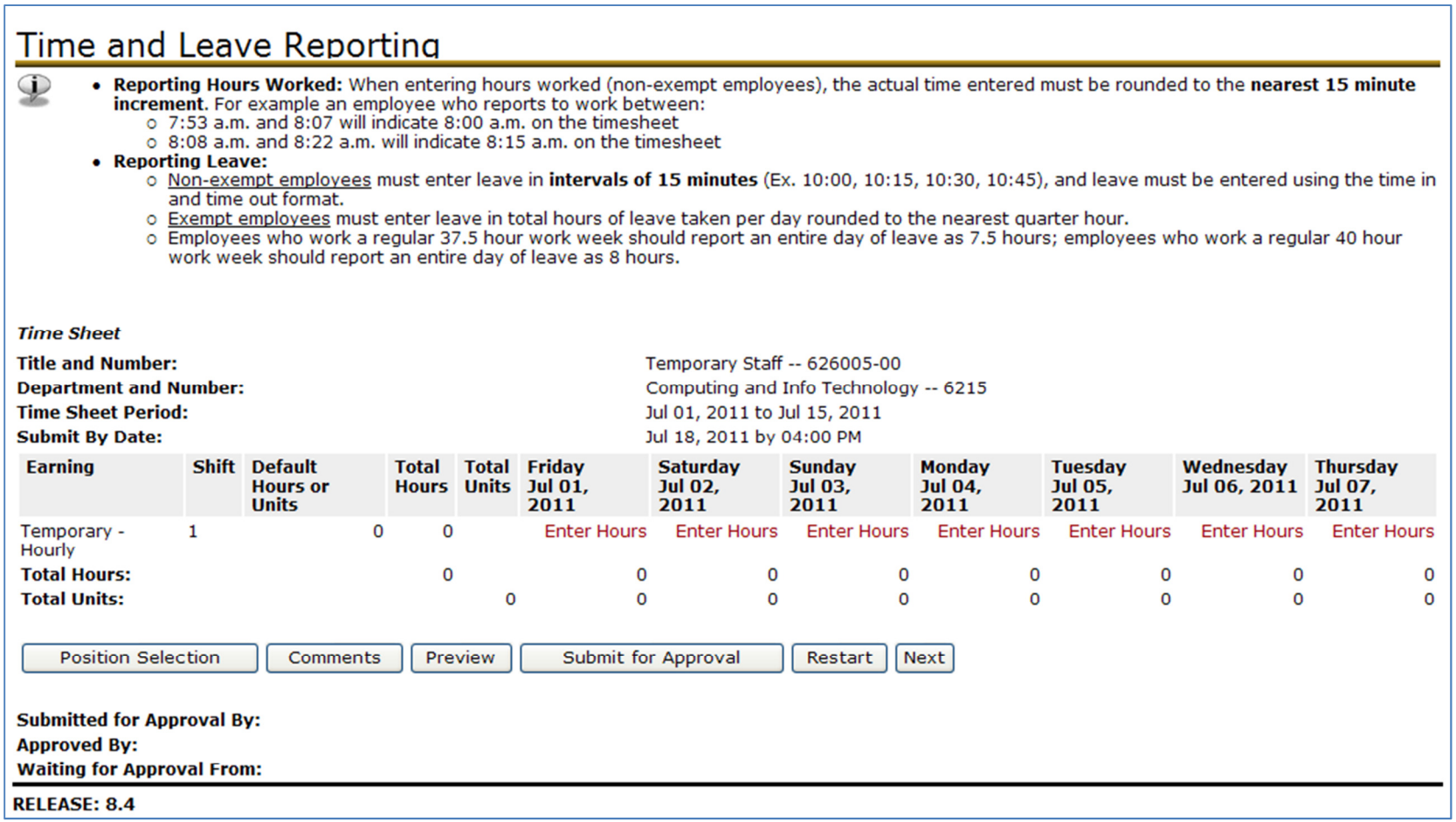
Employee Tab on Wingspan




Employee Detail and Personal Information Tabs (Self-Service Banner)





# Time and Leave Reporting

- **Reporting Hours Worked:** When entering hours worked (non-exempt employees), the actual time entered must be rounded to the **nearest 15 minute increment**. For example an employee who reports to work between:
  - 7:53 a.m. and 8:07 will indicate 8:00 a.m. on the timesheet
  - 8:08 a.m. and 8:22 a.m. will indicate 8:15 a.m. on the timesheet
- **Reporting Leave:**
  - Non-exempt employees must enter leave in **intervals of 15 minutes** (Ex. 10:00, 10:15, 10:30, 10:45), and leave must be entered using the time in and time out format.
  - Exempt employees must enter leave in total hours of leave taken per day rounded to the nearest quarter hour.
  - Employees who work a regular 37.5 hour work week should report an entire day of leave as 7.5 hours; employees who work a regular 40 hour work week should report an entire day of leave as 8 hours.

***Time Sheet***

**Title and Number:** Temporary Staff -- 626005-00
**Department and Number:** Computing and Info Technology -- 6215
**Time Sheet Period:** Jul 01, 2011 to Jul 15, 2011
**Submit By Date:** Jul 18, 2011 by 04:00 PM

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Friday Jul 01, 2011 | Saturday Jul 02, 2011 | Sunday Jul 03, 2011 | Monday Jul 04, 2011 | Tuesday Jul 05, 2011 | Wednesday Jul 06, 2011 | Thursday Jul 07, 2011 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Temporary - Hourly | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| **Total Hours:** | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Units:** | | | | 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:**

**RELEASE: 8.4**

**Time Sheet Status:**

| | |
|---|---|
| Not Started | Time sheet not opened yet |
| In Progress | Time sheet open, may or may not have time entered. Status for when employee returns their own time. |
| Pending | Submitted for approval |
| Approved | Approved by supervisor |
| Complete | Run through payroll |
| Returned for Correction | Returned by approver for corrections, needs to be changed and resubmitted |

**Expectations**

- Open time sheet on first day of pay period. This establishes the routing of your time sheet to your supervisor.
- Enter time and leave on a daily basis on time sheet
- Submit time sheet by deadline, as close to last day of pay period as possible (a payroll calendar will be available on the Payroll website
- Verify name of approver after submitting time sheet. If it is incorrect, contact the correct approver/supervisor immediately.