CHICAGO STATE UNIVERSITY

1867

Leave Reporting through Web-time Entry for Exempt Employees

Introduction

Notes

Web Time Entry
Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets and leave reports. The Web Time Entry system will allow you to log into a secure website and enter the hours worked and accrual leave online from any computer with access to the Internet. Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

Overtime Eligible Employees (Non-exempt – hourly)
Overtime eligible employees will no longer record the hours worked on paper timesheets or timecards, but instead will input them into the Web Time Entry system. You will also submit sick and vacation leave using this system. **Student employees will also report their hours using Web Time Keeping.**

Overtime Exempt Employees (Exempt – salaried)
Overtime exempt employees will utilize this system for "Exception Time Reporting", also known as "negative reporting". This will require employees to record any leave taken in four hour increments or verify through certification that no leave was taken during the pay period.

Note: Employees must request leave time in accordance with their department policies and procedures.

Timeframes and Deadlines

In order to be paid each month, it is critical that you submit your timesheet by the deadline. You are responsible for submitting your electronic timesheets to your supervisor. Without a timesheet, the supervisor is unable to approve your time and/or leave and without the supervisor's or their proxy's approval. Failure to submit a timesheet is a violation of the State of Illinois Employee Ethics Act. Continuous failure to submit a timesheet will result in the employee being taken off of payroll. Disciplinary actions can be a result of violating this Act.

The pay period ends on the 15th of the month and the last date of the month.

Timesheets must be submitted by 5:00pm on pay day. This typically will be 5:00pm on the 15th and the 30/31st of the next month. If the 15th or the last date of the month falls on the weekend, timesheets should be submitted on the last workday,

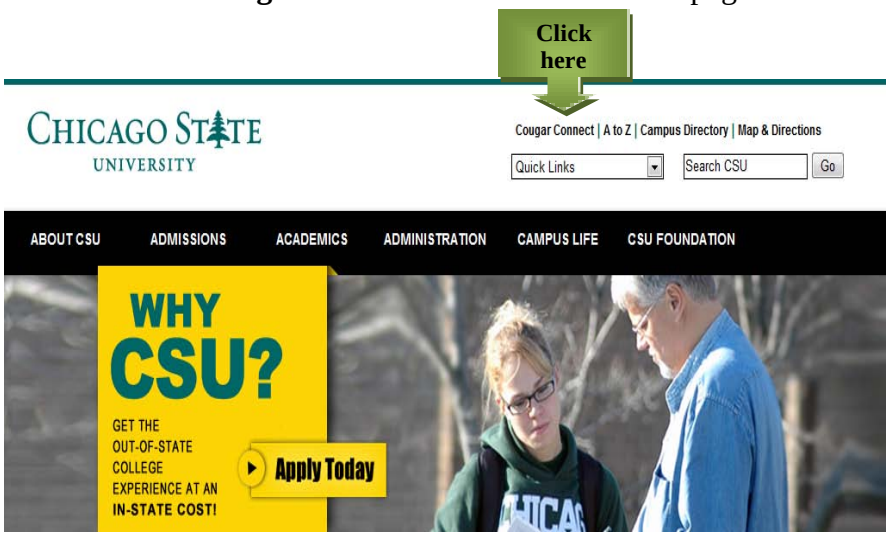
Logging On

Notes

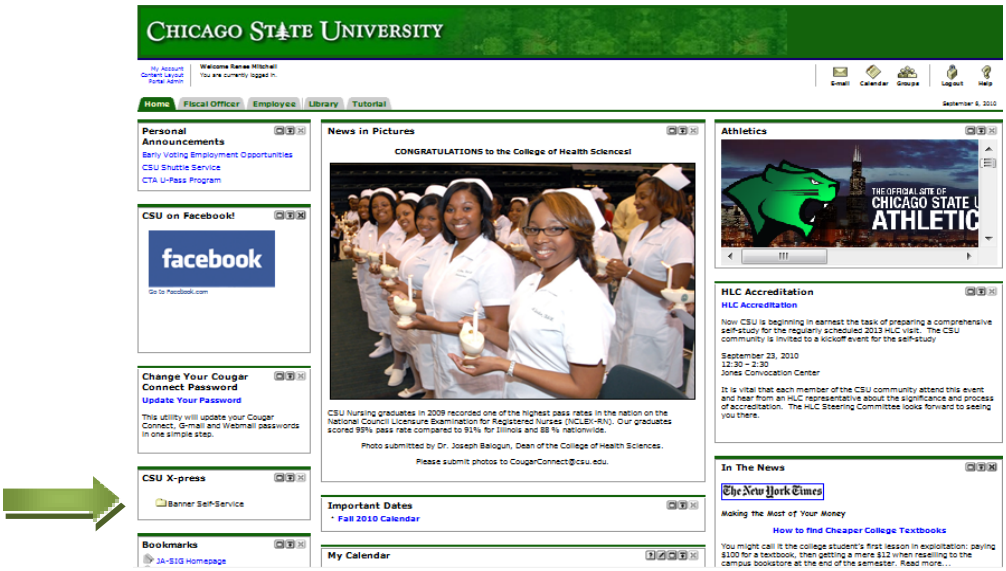
You will access the Web Time Entry System two ways: (1) Through Cougar Connect or (2) Web Time Entry portal. Both of these options are accessible from any computer with access to the Internet. You will be issued a User Name and Password to log on to the portal and your access and authorizations within the Web Time Entry system will be driven by this sign-on. Because of the sensitive nature of payroll information, you should not share your ID or password with anyone. It is also important to log off of the system when you have finished.

Option 1: Access through Cougar Connect

1. Access the **Cougar Connect** from the CSU homepage:



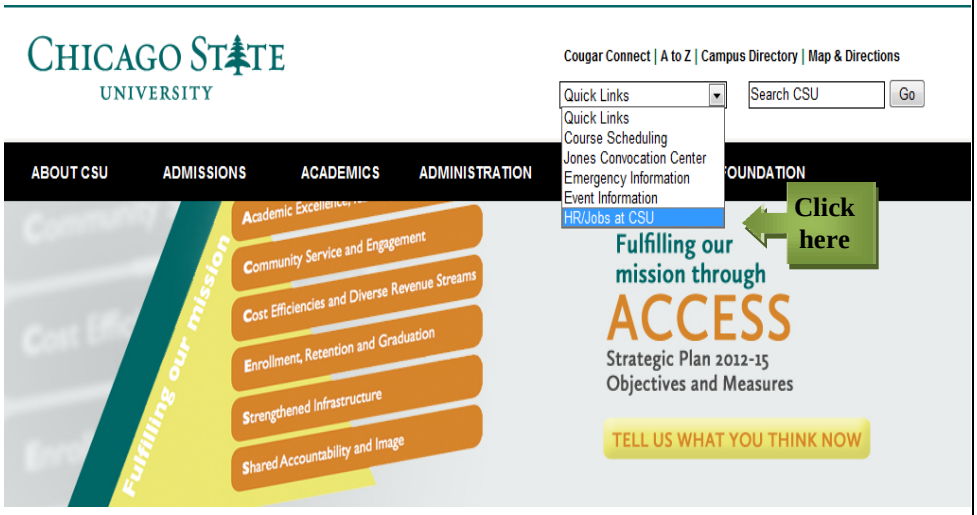
Click **Banner Self Service**



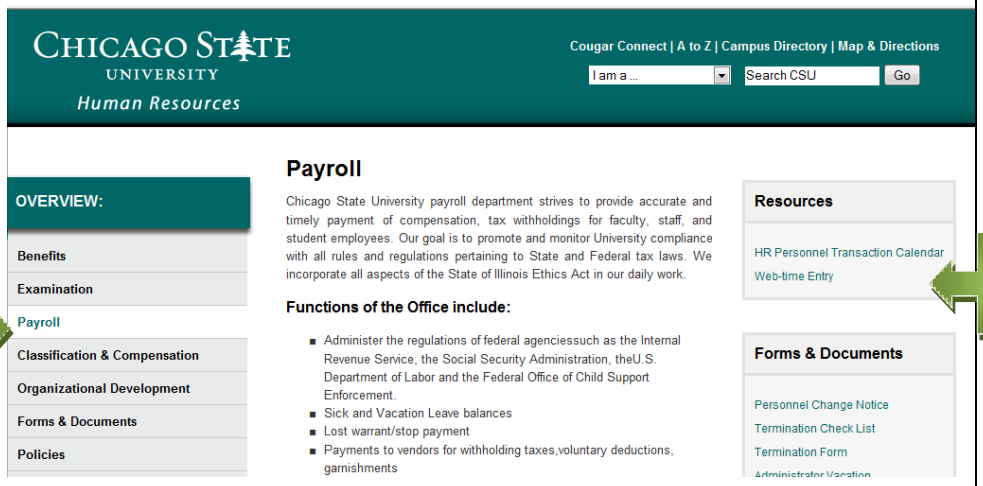
Option 2: Web Time Entry portal

Notes

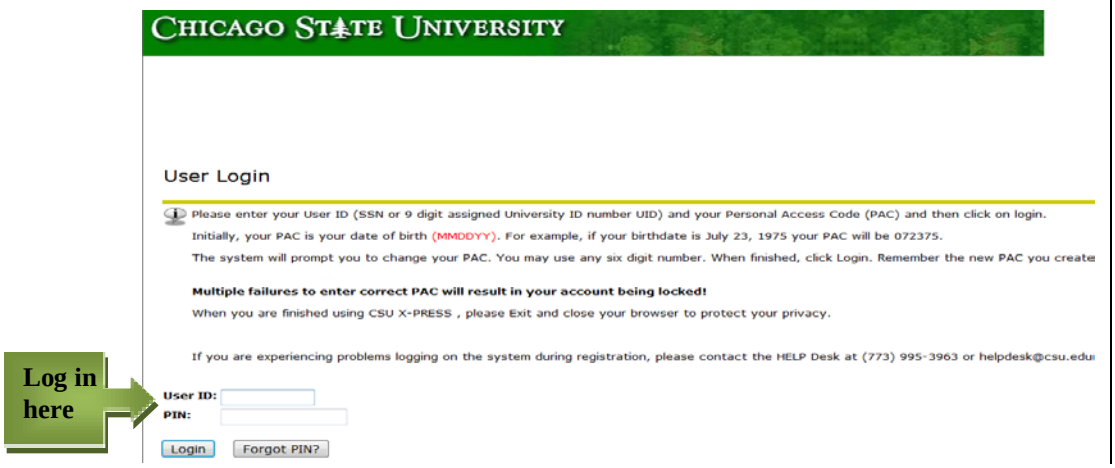
1. Go **CSU homepage** *(csu.edu)*, then **Quick Links**, then **HR/Jobs at CSU**



2. From the HR webpage click **Payroll** on the left, then **Web-time Entry** on the right



3. Log into **Banner Self Service**, **you will need your UID and PIN**



Notes

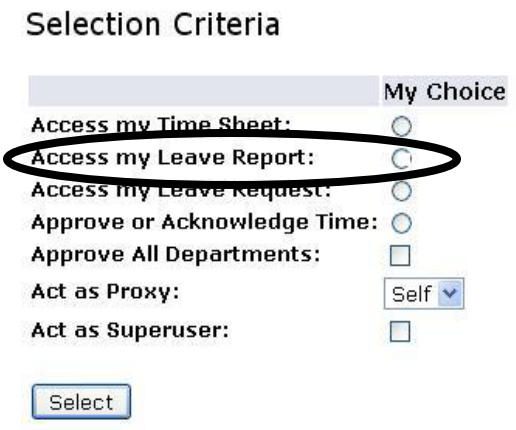
Leave-reporting for Exempt employees:

Leave reporting for exempt employees will require individuals to submit exception time also referred to as "negative time reporting". Upon submitting the time that you are not working but receiving compensation from the University ("negative time reporting") into the online time reporting system each pay period, the employee must "certify" that they have accurately and fully reported their time.

1. To report Leave time, click **Time Sheet**



If you are an APPROVER, you will see the following screen next:

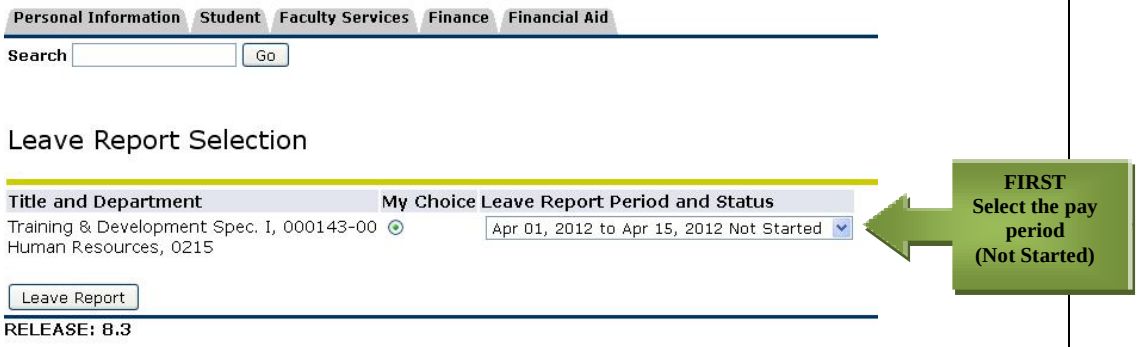


Click **"Access my Leave Report"** to report your own time

Click "Approve or Acknowledge Time" to approve the time of your direct reports.

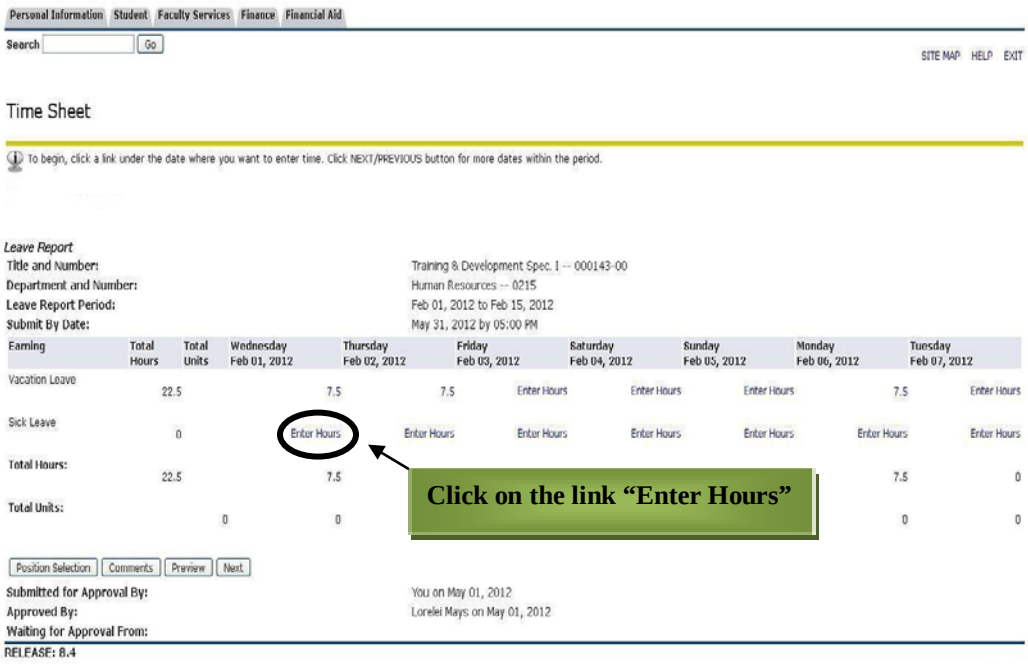
3. **Choose Time Sheet** for the time period you want to report

Notes



4. Click **Leave Report**

5. Click **Enter Hours** (a link under the date) where you want to enter time.
   a. Click NEXT/PREVIOUS button for more dates within the period



Notes

6. **Enter the number of hours** worked in the box that will appear.



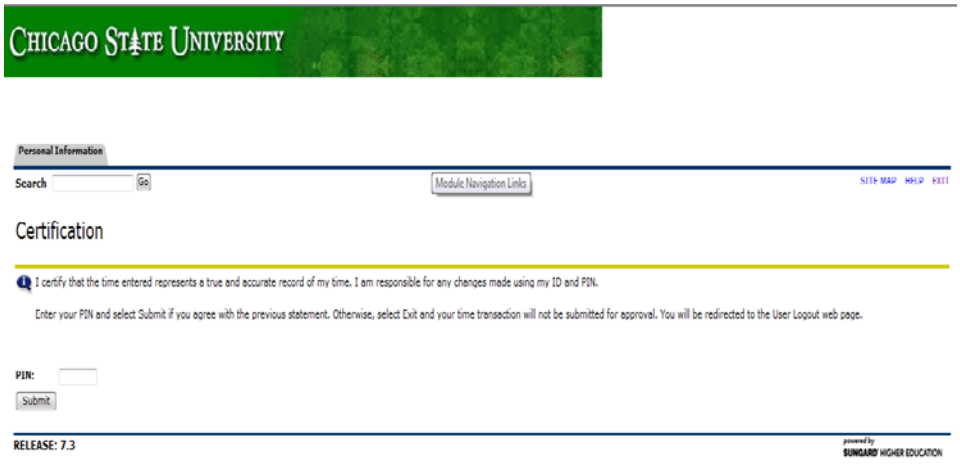
Use the Function Button at the bottom to **"Preview" and/or "Submit for Approval"**



After you click Submit for Approval, the screen will indicate that your time sheet was submitted successfully. The bottom of the screen will display the date that the time sheet was submitted. It also indicates that the time sheet is waiting for approval by your supervisor. When your supervisor has approved the time, it will be noted in the Approved By box.

Notes

7. After submitting time sheet approval, you must certify the information is true and accurate. **Enter your PIN**



Answers to Frequently Asked Questions (FAQ's)

Notes

1. **Do I have to submit a timesheet if I did not take any accrual time?**
   Yes. This will ensure your compliance with the Ethics Act.

2. **What if my time sheet is not listed or my Position (Title and Department) is not listed on the Position Selection screen?**
   Please contact your supervisor and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been submitted.

3. **What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period?**
   Contact your supervisor. If they have not already approved it, they can make changes for you up to 5:00 pm on the day after pay day. If your supervisor has already approved your time sheet, or the deadline has passed, your hours should be submitted on your next time sheet using the earning category "Previous Period Correction."

4. **What if I submitted my hours, but I made a mistake?**
   If you have clicked **Submit for Approval** and your time sheet has not yet been approved by your supervisor, contact your supervisor; they can make changes up to 5:00 pm the day the time sheet is due. If you submitted incorrect hours and your supervisor have already approved your time sheet, please contact the Human Resources Department.

5. **What if I did not receive a pay check but I submitted hours?**
   Check the status of your time sheet. If it was approved, contact the Human Resources Department. If it was not approved, speak to your supervisor.

6. **What if I missed the submission deadline?**
   It is important that you plan ahead and know the deadlines. Continually missing the submission deadline may result in disciplinary action or being placed off of payroll.

7. **Can anyone else access my hours?**
   Only your supervisor, their proxy and the Payroll can access your hours. Should your supervisor or proxy modify any hours you submitted, they are required to note the change in the comment field and notify you of the change.

8. **Should employees share their User ID, password and/or PIN with a proxy, approver, other staff or friends/parents?**
   Due to the confidential and sensitive nature of information that can be accessed through the entire Self Service system, employees should never share their User ID, password and/or PIN with anyone.

Printing Records "Quick Reference"

Retrieve the image you want to print and using the menu bar at the top of the screen

1. Select **Edit**
    a. Click on **Select All** from the drop down menu
2. Select **View**
    a. Click on **Text Size** from the drop down menu
    b. Choose **Smallest**
3. Select **File**
    a. Click on **Page Setup** from the drop down menu
    b. Choose **Landscape**
    c. Click **OK**
4. Click the **Printer Icon** found in the menu bar at the top of the screen.