CHICAGO STATE UNIVERSITY

Time Reporting through Web-time Entry for Non-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 requests. The Web Time Entry system will allow you to log into a secure website and enter the hours and 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" where you will record any leave taken in four hour increments or verify 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, you will NOT be paid until the following pay period.

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,

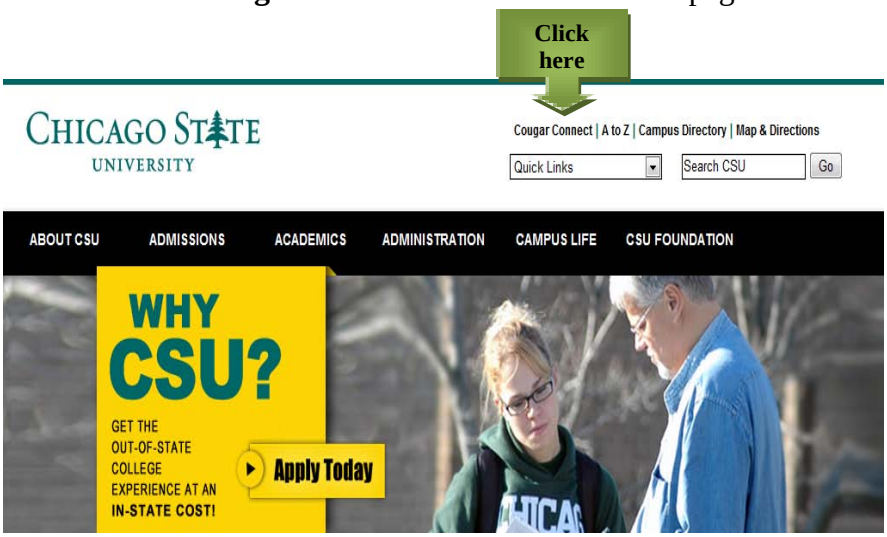
Logging On

Notes

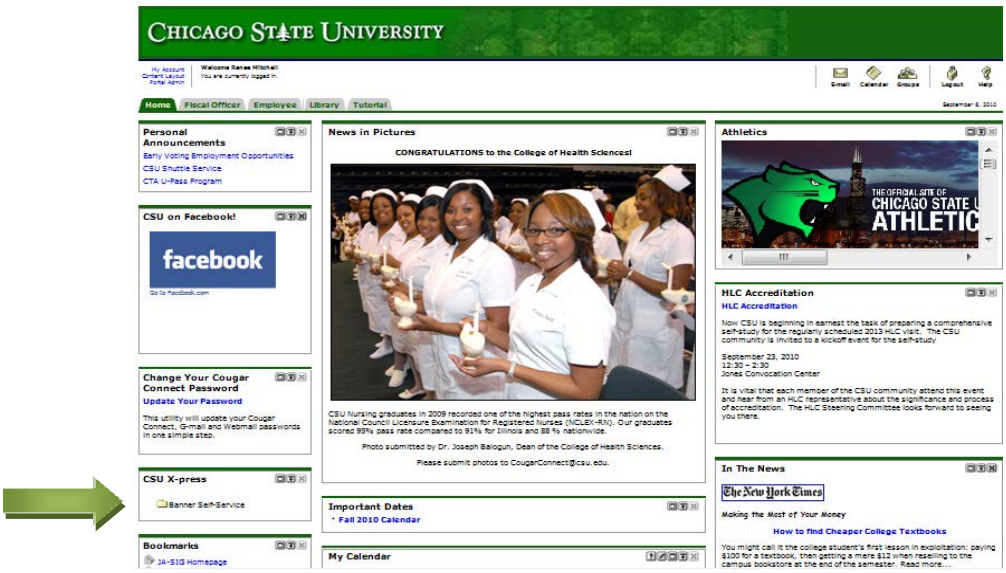
You will access the Web Time Entry System two ways: (1) Through Cougar Connect or (2) Web Time Entry portal. Both of these options are accessible from any computer with access to the Internet. You will be issued a User Name and Password to log on to the portal and your access and authorizations within 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:



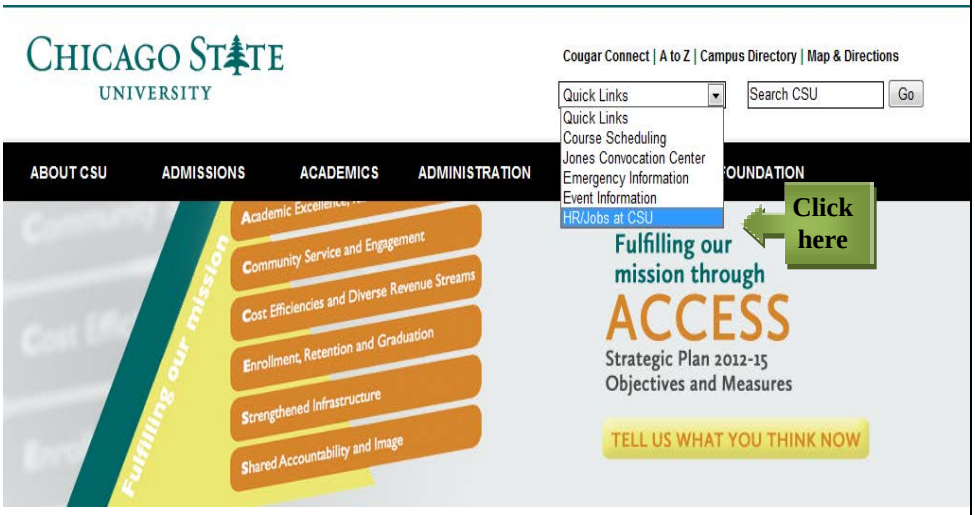
Click **Banner Self Service**



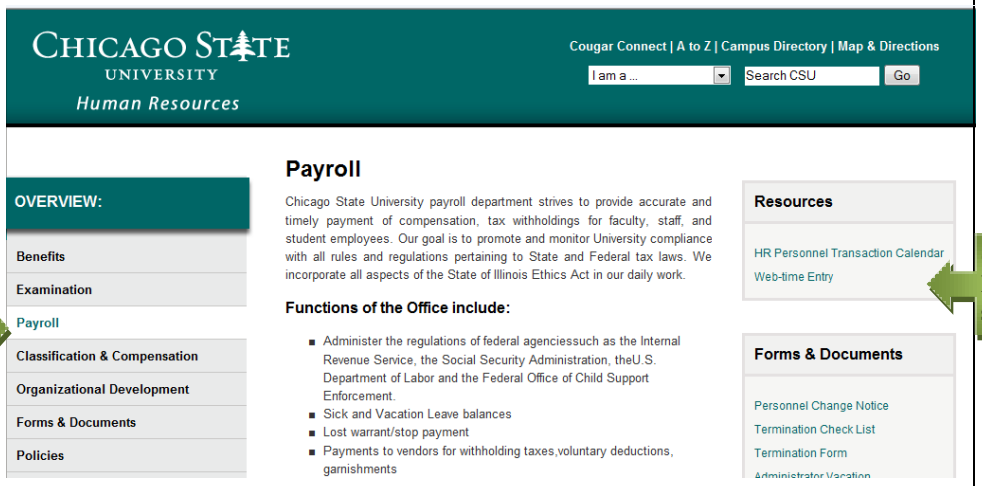
Option 2: Web Time Entry portal

Notes

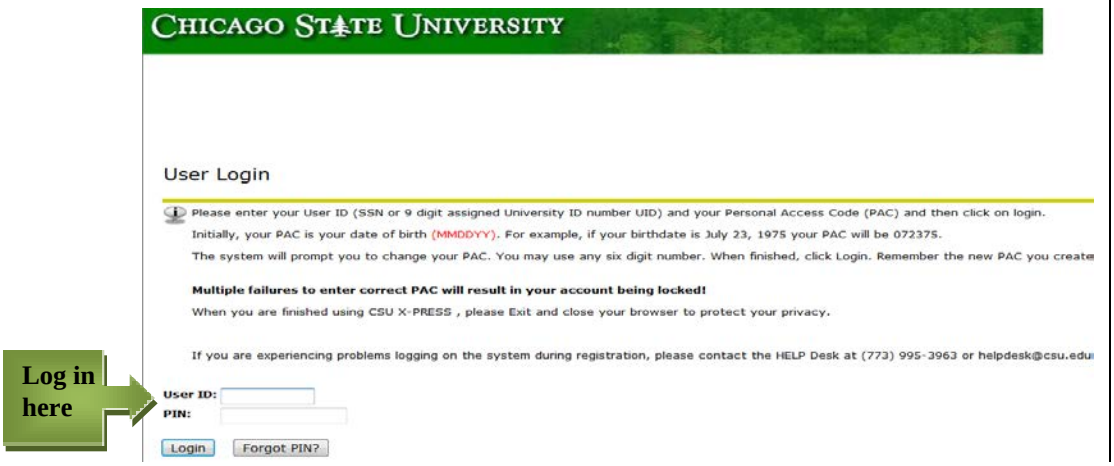
1. Go **CSU homepage** *(csu.edu)*, then **Quick Links**, then **HR/Jobs at CSU**



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 <u>UID</u> and <u>PIN</u>**



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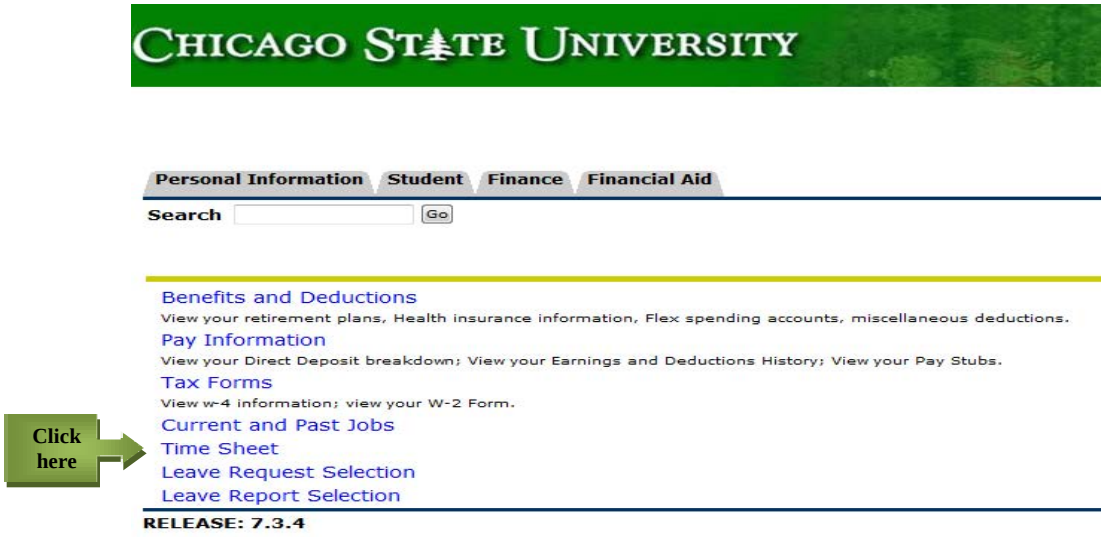
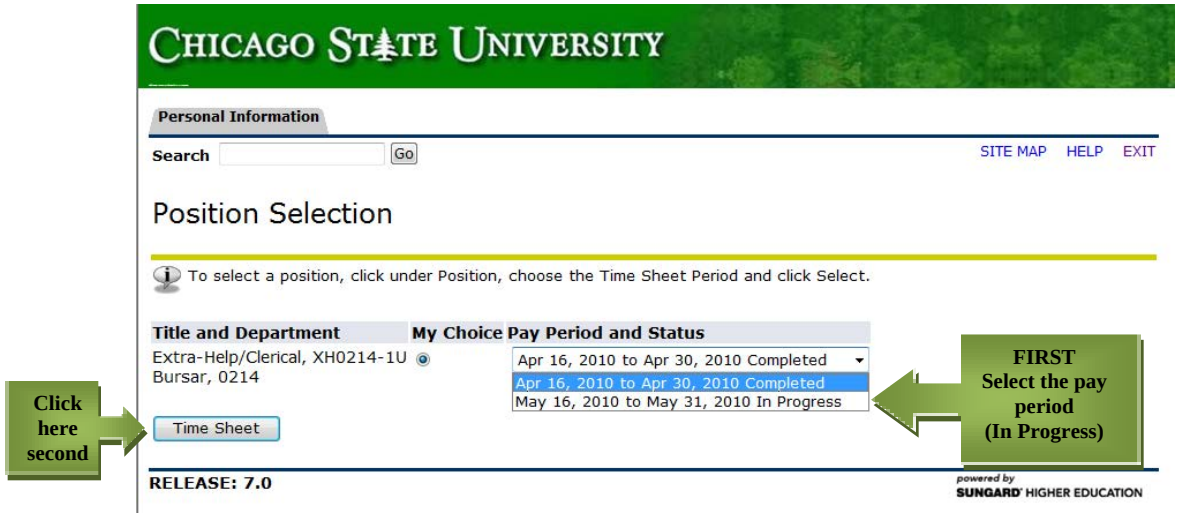
Time-reporting for Non-Exempt:

Time reporting for non-exempt employees will require individuals to submit all hours worked. Employees will be required to enter time worked ("positive time reporting") into the online time reporting system each pay period. Upon submitting the appropriate hours, the employee must "certify" that they have accurately and fully reported their time

1. To enter time worked, click **Time Sheet**



3. **Choose the Time Sheet Period** that you would like to enter your time worked



4. Click **Time Sheet**

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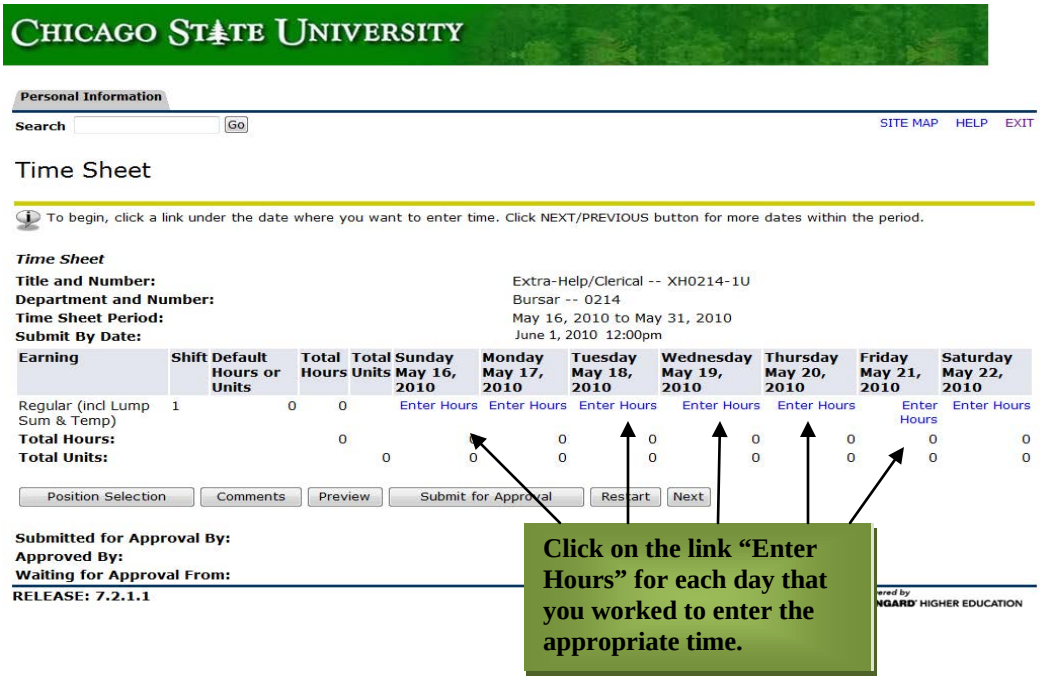
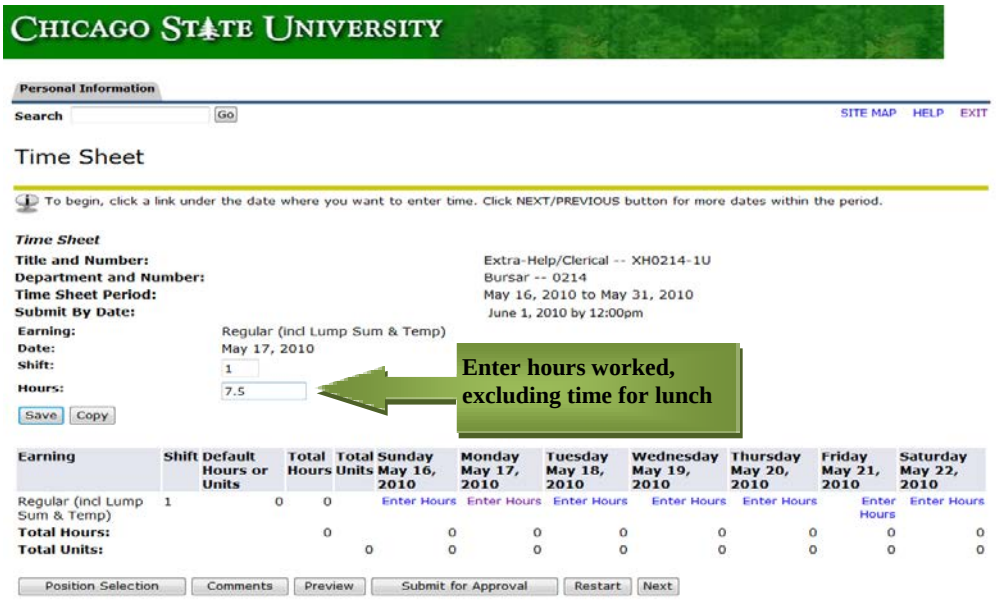
5. Click **Enter Hours** (a link under the date) where you want to enter time.
   a. Click NEXT/PREVIOUS button for more dates within the period



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





Hours should *not* be entered before they are worked. It is recommended you enter your hours at least on a weekly basis.

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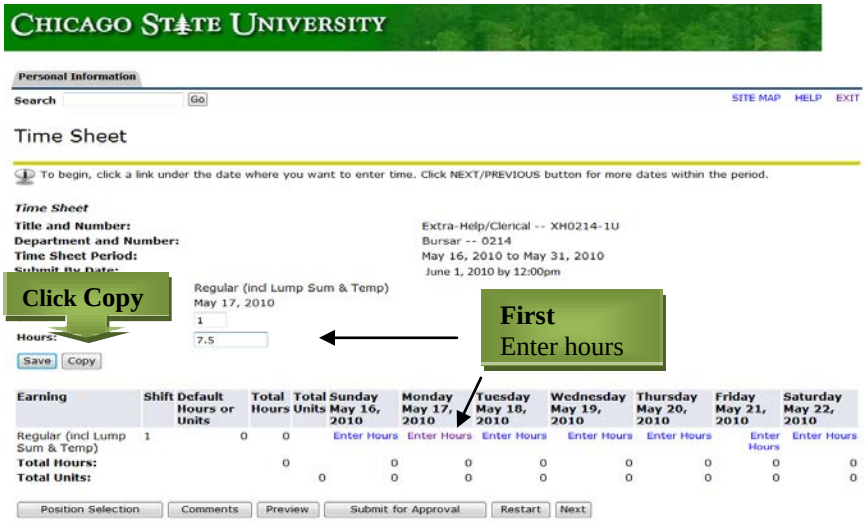
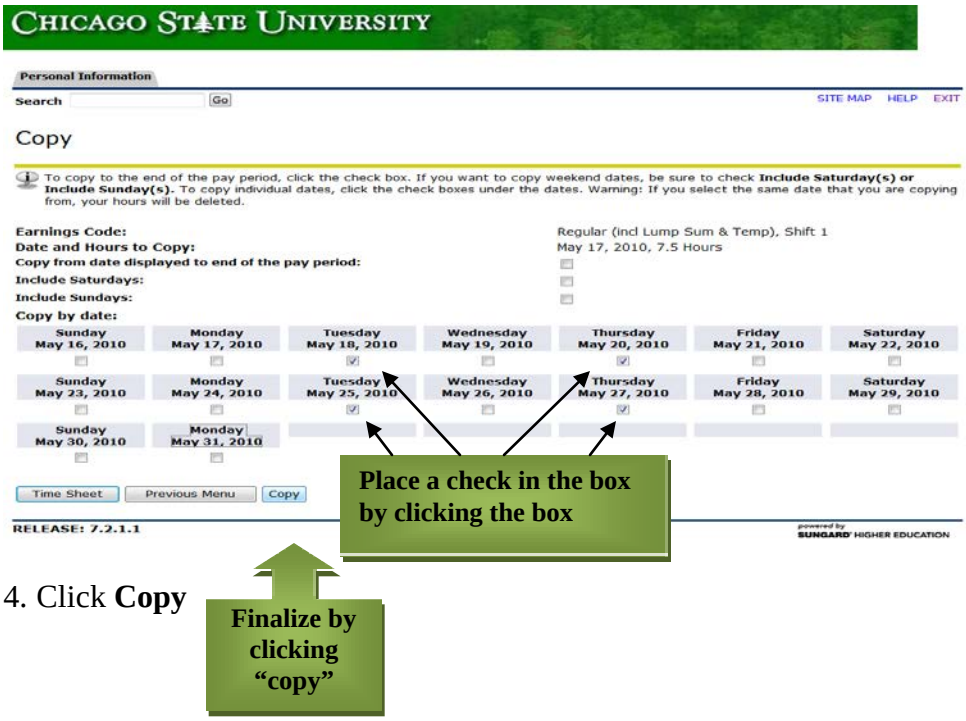
If you worked the same number of hours for multiple days you may "copy" that time.

1. Click **Enter Hours** (a link under the date) where you want to enter time.
2. Click **Copy**



3. Copy by **clicking box under the dates** where you want time to appear



4. Click **Copy**

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5. To return to your time sheet, click **Time Sheet**

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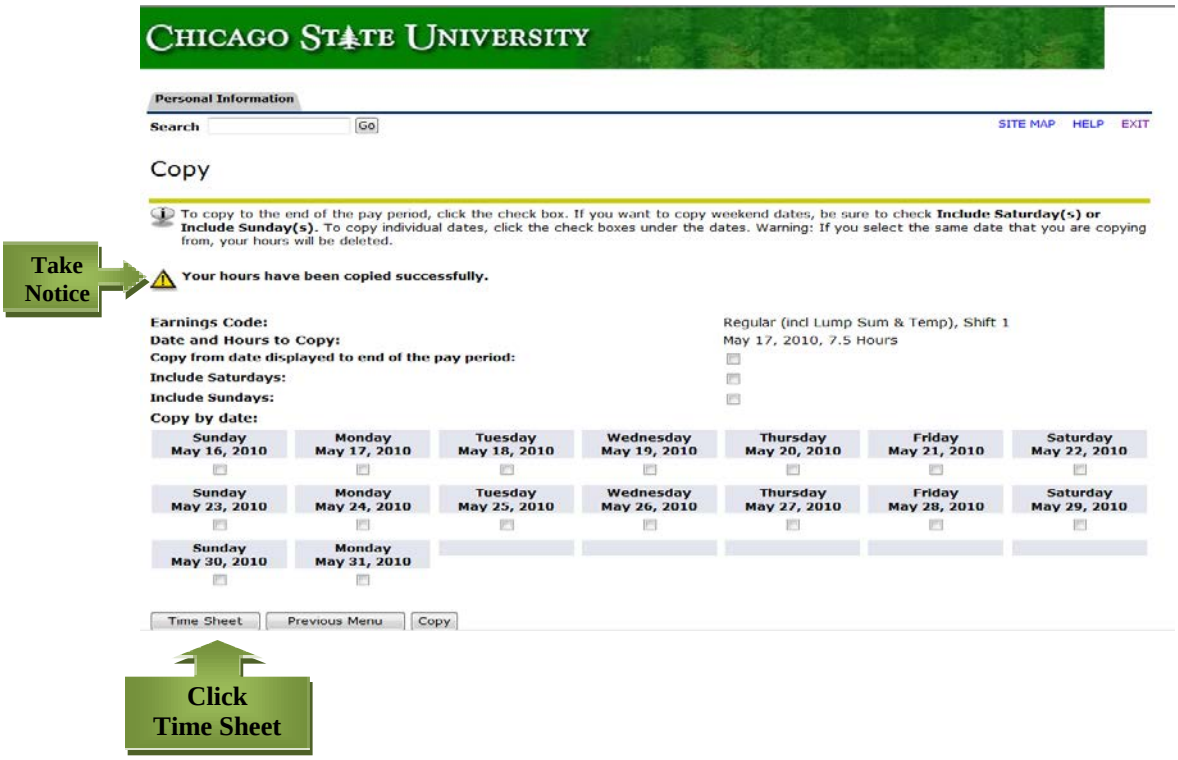
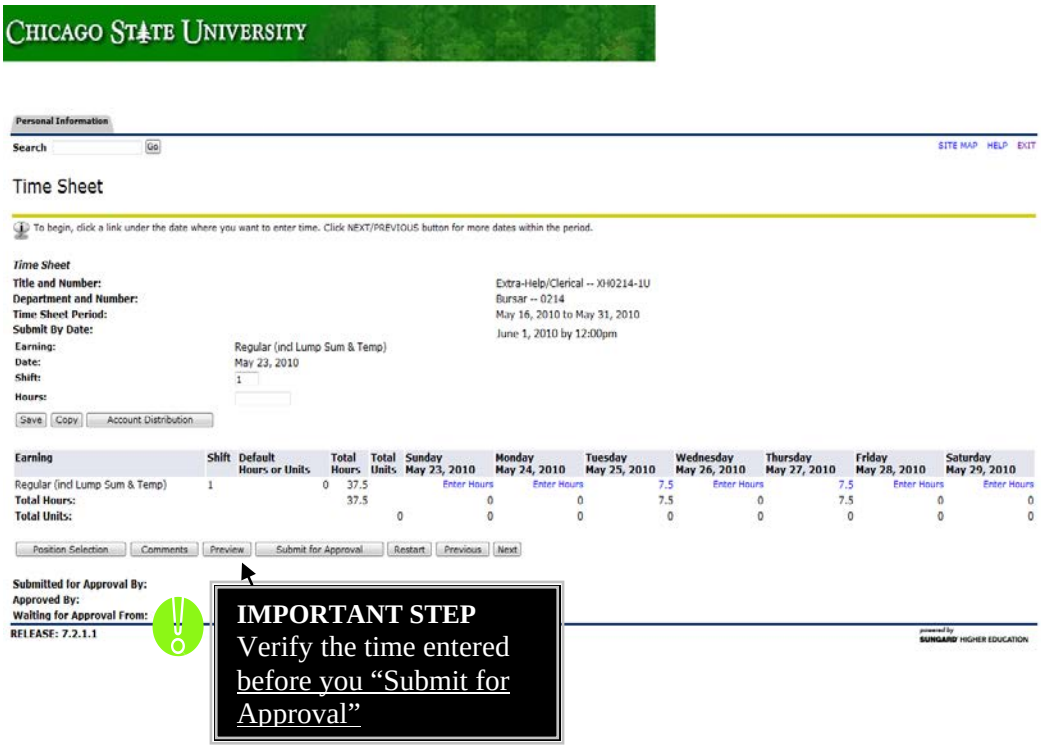


6. When you return to the timesheet, verify your hours worked before submitting for approval. Click **Preview.**



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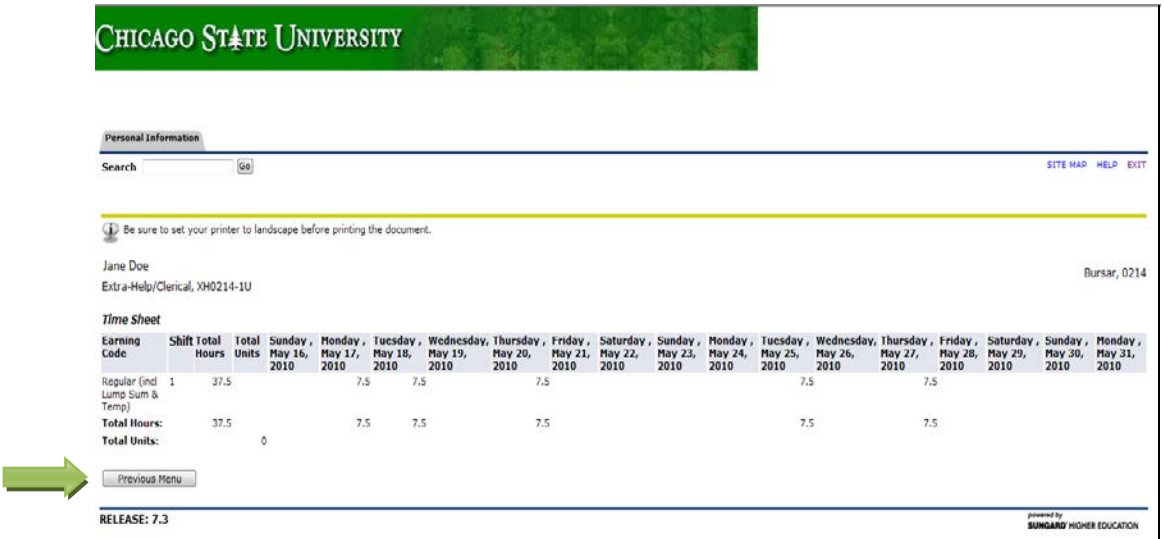

7. Upon verifying time worked during the pay period, click **Previous Menu**

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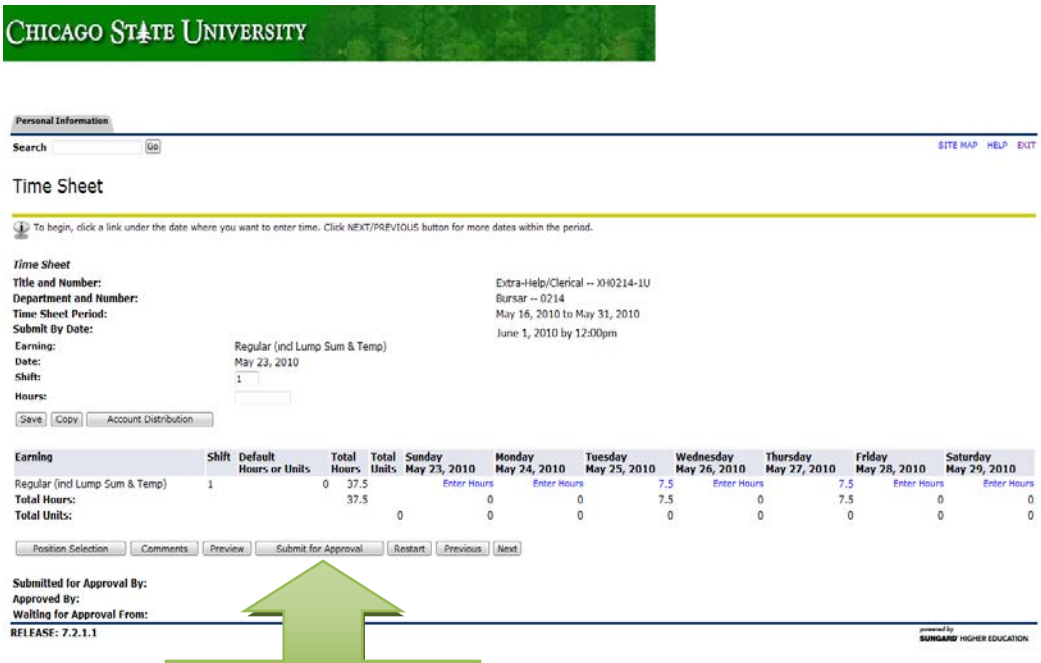
8. Submit your time sheet for approval, by clicking **Submit for Approval**



You **MUST** click **"Submit for Approval"** to move your timesheet through the process.

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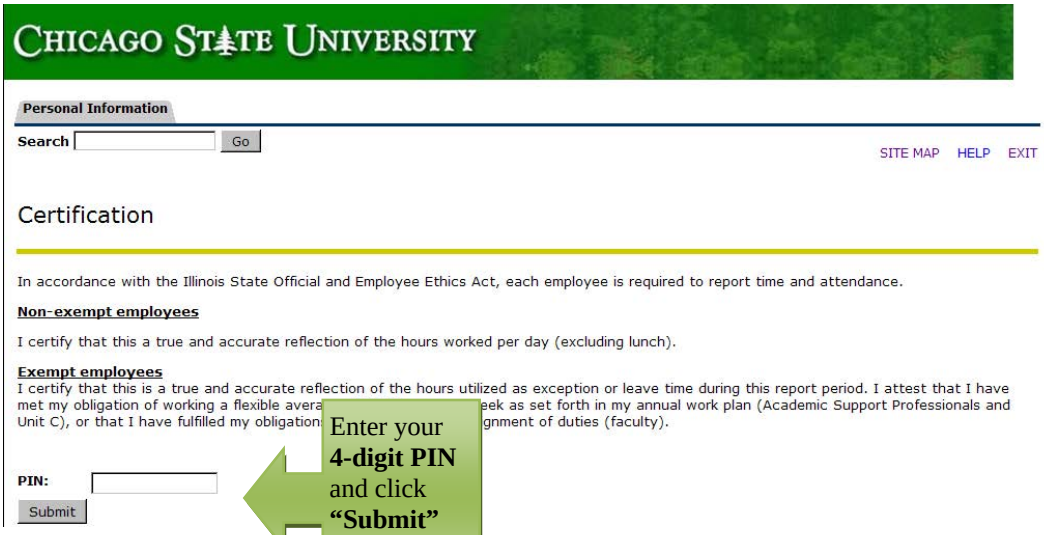
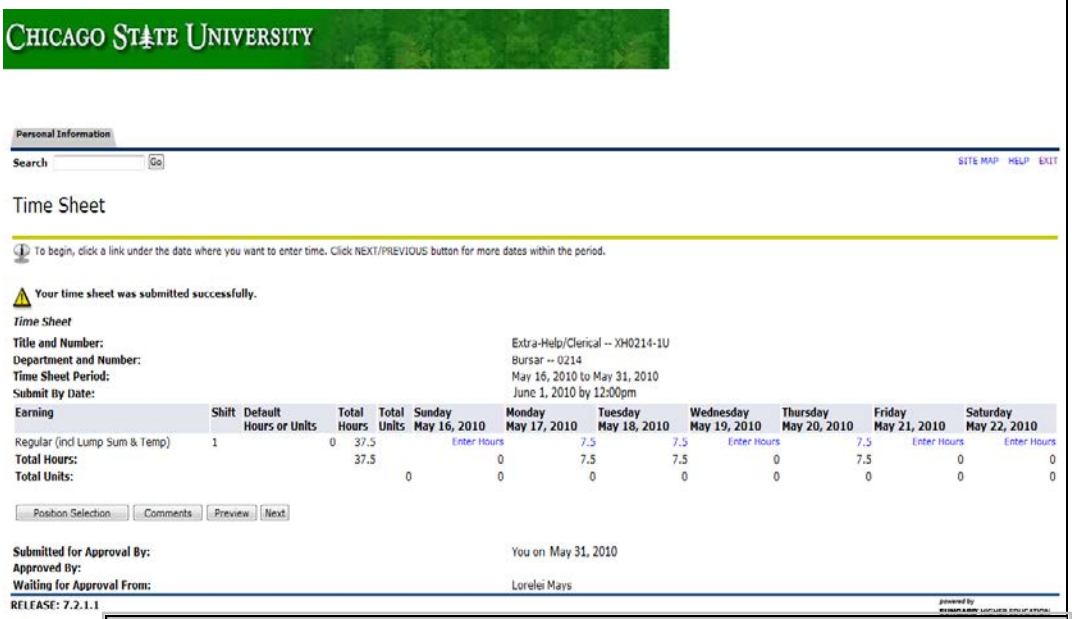
9. After submitting time sheet approval, you must certify the information is true and accurate. **Enter your PIN**



10. Click **Submit**



After you have certified the accuracy of time worked, click Submit, 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.

NOTE: Failure to properly submit your time by the deadline will result in you not being paid for that pay period.

Answers to Frequently Asked Questions (FAQ's)

Notes

1. **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.

2. **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", along with an explanation in the comment field of why your time is being submitted as a correction

3. **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.

4. **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.

5. **What if I missed the submission deadline?**
   It is important that you plan ahead and know the deadlines. If you miss a submission deadline you will need to wait until the next pay period to submit your hours through "Previous Period Correction" along with an explanation in the comment field of why your time is being submitted as a correction. There will be a payroll calendar posted on the CSU Human Resource Payroll website.

6. **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.

7. **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.