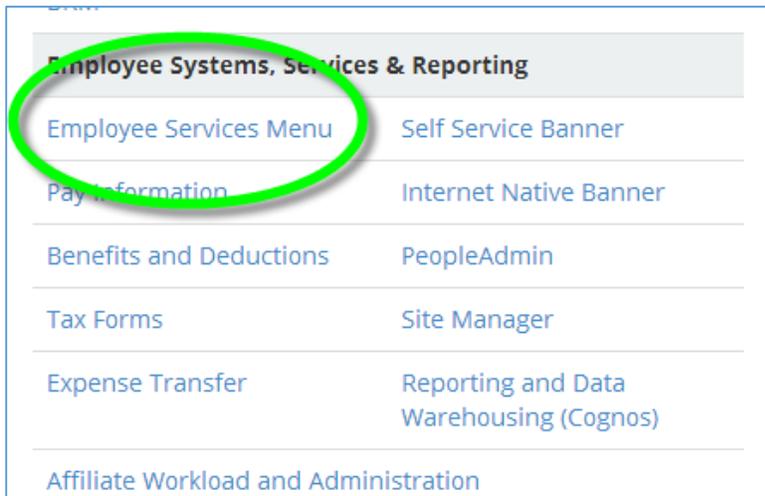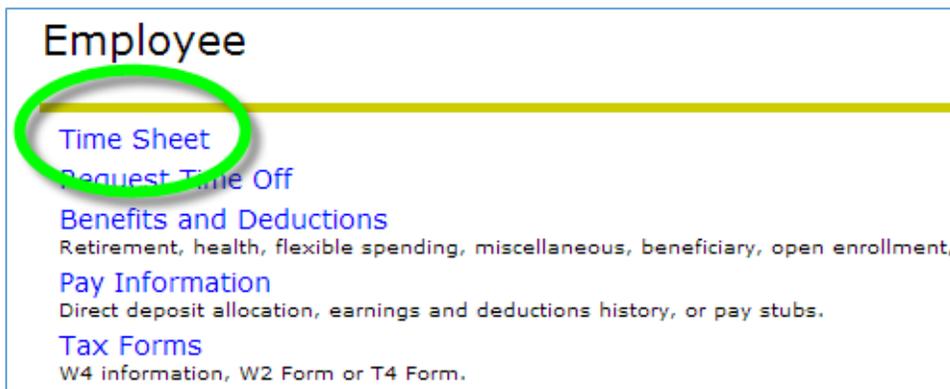# Entering Past Time Hours in Webtime Entry

Student must submit current Timesheet in order to complete this process.

1. Log into Webtime Entry through the "Employee Services Menu" on the Faculty/Staff Hub

2. Select Timesheet

3. Select Approve or Acknowledge Time and click Submit

Time Sheet or Leave Request Selection

💬 Select a name from the pull-down list to act as a proxy or select the che

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
~~Access my Leave Request:~~	○
Approve or Acknowledge Time:	◉
~~Approve All Departments:~~	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

4. Select the correct Payroll Period, Department and Sort Order

Search		Go

Approver Selection

💬 Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, a

Type of Records:	Time Sheets ▾
Year:	2016 ▾
Pay ID:	SM, Semi-Monthly ▾
Pay Number:	8 ▾
COA:	M, MSU Denver
Department:	AFHRS, Human Resources ▾

Sort Order

	My Choice
Sort employees' records by Status then by Name:	◉
Sort employees' records by Name:	○

Select

5. Select the Student for whom you will be inputting past time hours for

6. Select "Change Record"

7. Under the section for "Past Time Hours" select "Enter Hours".
   - *We realize that the dates will not match but if possible try to match up the days of the week.*
   - *Example: Student worked on Friday March 18th – record under Friday April 1st.*

8. Enter Shift Times and Save

9. Use the "Next Day" button to toggle through the dates or use "Previous Menu" to return to the Time and Leave Reporting page to finishing entering hours

10. You will see the "Total Hours" update on the Time and Leave Reporting screen

Time and Leave Reporting

💬 Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Name:	Ashley
Title and Number:	Student Hourly
Department and Number:	Human Resour
Time Sheet Period:	Apr 01, 2016 t
Submit By Date:	Apr 19, 2016 b

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Apr 01, 2016	
Student Bi-Week-No Encumbrance	1	0	5.5		Enter Hours	
Past time hours	1	0	6		6	
Jury Leave	1	0	0		Enter Hours	

11. Next select the "Comments" button, enter the Payroll Period information and the reason for the missed timesheet and click Save

Comments

💬 Enter or edit comments until you submit the record for approval. Mark the Comment Confidential i

Employee: Ashley
Pay Period: Apr 01, 2016 to Apr 15, 2016

Made By:	Ramona Lynn Morris
Comment Date:	Apr 15, 2016
Confidential Indicator:	☐
Enter or Edit Comment:	Past Time hours are for SM 7 - student missed the deadline for submission.

Save   Previous Menu

12. Select "Previous Menu" and then select "Preview" to see comments

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Friday , Apr 01, 2016	Saturday , Apr 02, 2016	Sunday , Apr 03, 2016	Monday , Apr 04, 2016	Tuesday , Apr 05, 2016	Wednesday, Apr 06, 2016	Thursday , Apr 07, 2016	Friday , Apr 08, 2016	Saturday , Apr 09, 2016	Sun Apr 201
Student Bi-Week-No Encumbrance	1		5.5							2.75				
Past time hours	1		6		6									
Total Hours:			11.5		6					2.75				
Total Units:				0										

Time In and Out

Earnings	Friday , Apr 01, 2016	Saturday , Apr 02, 2016	Sunday , Apr 03, 2016	Monday , Apr 04, 2016	Tuesday , Apr 05, 2016	Wednesday, Apr 06, 2016	Thursday , Apr 07, 2016	Friday , Apr 08, 2016	Saturday , Apr 09, 2016	Sunday , Apr 10, 2016	Mo Ap
Student Bi-Week-No Encumbrance						02:00PM 04:45PM					
Past time hours	09:00AM 11:30AM 12:00PM 03:30PM										

Comments

Date	Made by	Confidential	Comments
Apr 15, 2016 08:43 am	Ramona Lynn Morris	No	Past Time hours are for SM 7 - student missed the deadline for submission.

Proceed to Verify and approve hours for the current payroll period