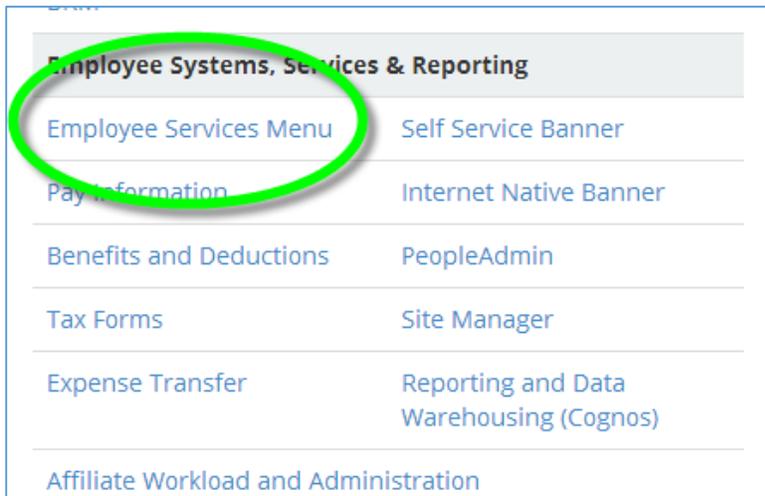


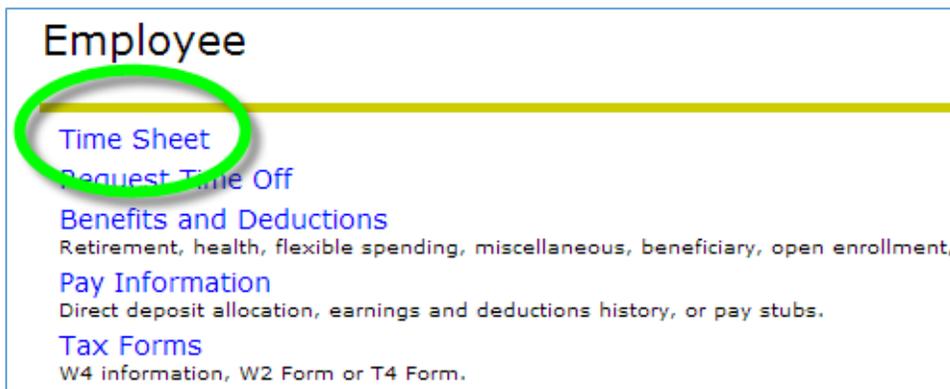
Entering Past Time Hours in Webtime Entry

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: ▼

Act as Superuser:

Select

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

Search

Approver Selection

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

Type of Records: ▼

Year: ▼

Pay ID: ▼

Pay Number: ▼

COA:

Department: ▼

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

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

Select the employee's name to access additional details.

COA: M, MSU Denver
Department: AFHRS, Human Resources
Pay ID: SM, Semi-Monthly
Pay Period: Apr 01, 2016 to Apr 15, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Apr 19, 2016, 11:59 PM

Change Selection Select All, Approve or FYI Reset Save

Pending		
ID	Name, Position and Title	Required Action
900	Crystal STUHRL - 00 Student Hourly Employee	Override
900	Ashley STUHRL - 00 Student Hourly Employee	Override

6. Select "Change Record"

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: 900 Ashley
Title: STUHRL-00 Student Hourly Employee

Previous Menu Approve Return for Correction **Change Record** Delete Add Comment Previous Next

Routing Queue

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.

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 Employee -- STUH
Department and Number: Human Resources -- AFHRS
Time Sheet Period: Apr 01, 2016 to Apr 15, 2016
Submit By Date: Apr 19, 2016 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Apr 01, 2016	Saturday Apr 02, 2016
Student Bi-Week-No Encumbrance	1	0	5.5		Enter Hours	Enter Hour
Past time hours	1	0	0		Enter Hours	Enter Hour
Jury Leave	1	0	0		Enter Hours	Enter Hour
Overtime Pay	1	0	0		Enter Hours	Enter Hour

8. Enter Shift Times and Save

Search

Time In and Out

Enter time in intervals of 15 minutes in the 99:99 format. For e

Date: Friday , Apr 01, 2016
Earnings Code: Past time hours

Shift	Time In		Time Out		Total Hours
1	9:00	AM ▾	11:30	AM ▾	0
1	12:00	PM ▾	3:30	PM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
					0

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

Time In and Out

Enter time in intervals of 15 minutes in the 99:99 format. For exampl

Date: Friday , Apr 01, 2016
Earnings Code: Past time hours

Shift	Time In		Time Out		Total Hours
1	09:00	AM ▾	11:30	AM ▾	2.5
1	12:00	PM ▾	03:30	PM ▾	3.5
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
1	<input type="text"/>	AM ▾	<input type="text"/>	AM ▾	0
					6

Account Distribution
Earnings Code Shift Hours

Past time hours 1 6

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 Resources
Time Sheet Period: Apr 01, 2016 to Apr 15, 2016
Submit By Date: Apr 19, 2016

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		Enter Hours
Unpaid 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 if needed.

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:

Save Previous Menu

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

<i>Time Sheet</i>														
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 2016
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										

<i>Time In and Out</i>												
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	
Student Bi-Week-No Encumbrance						02:00PM 04:45PM						
Past time hours	09:00AM 11:30AM 12:00PM 03:30PM											

<i>Comments</i>			
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