FAQ's for Web Time Entry (WTE)

Q. In our new pay schedule, what deductions will be split?

A. In Banner, all deductions for bi-weekly will be split in half; however there may be pennies difference due to rounding. Tax, OTRS, and other deductions are due every pay period.

Q. If department managers are not part of the approval queue, will they be able to see their employee's timesheet?

A. If one is not part of the approval queue you cannot see the status for an employee's timesheet. One can run an Argos report using the reporting tool where one can run a report and look at the time inputted by all employees within their department.

Q. If an employee erroneously enters 8 hours worked on a holiday, and they did not work at all that day, will they automatically be paid double (holiday and time worked) or just the time they entered since they did not enter any time under holiday?

A. Employees will get paid for actual hours entered into Web Time Entry (WTE). Therefore, if one enters only 8 hours worked, they will be paid for hours worked of 8. They will not be paid automatically for 16 hours. If you worked on a holiday and you enter 8 worked hours and 8 holiday, employee will be paid 8 hours as worked and 8 hours for holiday.

Q. When can corrections to a timesheet be made?

A. You can make corrections to your timesheet until the timesheet is submitted to your approver. Once it is submitted to your approver you cannot retrieve it unless you ask your approver to return it to you for correction.

Q. How will overtime be earned?

A. The University's policy is to give compensatory time off in lieu of payment, when overtime is worked. This should be done in every possible situation. Compensatory time will normally be banked at a time and one-half rate.   The University recognizes that there will be occasional legitimate exceptions where overtime must be paid, but such pay is beyond anticipated budgetary expenses and at the discretion of the management. All hours worked must be accurately documented and maintained in accordance with federal and state regulations. All overtime worked must be approved in advance by your immediate supervisor. . Any compensatory time balance remaining at termination will be paid to the employee.

Q. What is "other time"?

A. This is usually vacation or personal leave. But it also includes other of types of leave such as, holiday, administrative, etc. These are not considered "worked" hours. So if

you have worked and have other time over 40 hours in a work week, you may earn comp time at straight time rate of 1.0.

Q. What happens if I list myself as default timesheet/leave approver? Can I list myself as an approver for my department?

A. Yes you can list yourself as a departmental approver. Good internal practice requires you cannot approve your own timesheet/leave report; you will need to select a different approver for your personal timesheet/leave report.

Q. Will I need a User ID and password to log into WTE to input my hours?

A. Yes, you will use the Luminis portal so you will need a User ID and password. It will require you to have an active NSU account and password.

Q. What happens if I don't have an active NSU account?

A. Please contact IT Help Desk Central to activate your account. The contact number is x5678

Q. Can employee or their supervisor print their timesheet?

A. If you need to print a hard copy you can print it. Both employees and approvers can print the timesheets if they so choose. You will have to adjust the print to landscape and fonts to print the entire timesheet on one page.

Q. What do Statuses mean?

"Not Started" transactions are those that have not been extracted for time entry either on the Web or on the Electronic Approvals of Time Entry Form (PHATIME). If the department administrator needs to extract time sheets, "Not Started" must be chosen as the "Transaction Status."

"In Progress" transactions are those time transactions that have been extracted and time entry has begun on them.

"Pending" transactions are time transactions that have been submitted to the routing queue for approval. Time entry has been completed for these time transactions. "Approved" transactions are time transactions that have been approved by all managers/supervisors in the routing queue.

"Completed" transactions are related to time sheet transactions. Time sheets are given a "Completed" status when the Mass Time Process (PHPMTIM) is run to move the time records into the tables for normal payroll processing.

"Error" transactions are those time transactions that have problems that need to be corrected. Time transactions can go into "Error" status when submitted for approval and during the approvals process. If errors are encountered in the time sheet extract process, the status will remain as "Not Started." All errors that are generated can be

viewed using the "View Errors" option in the navigation frame of this form; the Pay History Display Errors Form (PHIDERR) will be the form accessed to see the errors.

"Return for Correction" transactions are time transactions that have been returned by an approver during the approvals process. These transactions need to be corrected and resubmitted to the routing queue.

"All (Except Not Started)" transactions includes all transactions that are in "Approved," "Completed," "Error," "In Progress," "Pending," or "Return for Correction" status.

Q. When are timecards due?

A. Normally they should be submitted and approved by the Tuesday after the period ends at 5:00 pm.

Q. Should I clock in/out daily?

A. Yes, it is the most accurate method to account for your time. It is the method DOL prefers.