

Wheaton College Steps for Successful Web Time Entry

1. Log onto **WINDOW** with your Wheaton ID and Window Pin.
2. Click on **Employee**.
3. Click on **Time Sheet**.
4. Choose **Enter or Access Hours on my Time Sheet** and then click **Select**.
5. From the Position Selection page, click on the **Position** and **Pay Period Desired**.
 - a. Click **Time Sheet**.
6. Click a link under the **Pay Code** and **Date** where you want to enter time.
7. Enter the **number of hours** you wish to apply to that pay code.
8. Click on **Save Hours or Copy Hours**.
9. To copy the hours to additional dates, select one of the **Copy** options:
 - a. Click on **Each of the Dates** you want to copy to.OR.....
 - b. Click the **Copy from** button to copy the hours to the end of the pay period.
10. Click on the **Copy** button to copy the hours entered to the time sheet.
11. Click on the **Time Sheet** button to return to the Time Sheet Page repeat steps 6 – 10 for any other pay codes and then click **Save and Exit**.
12. Employees with more than one position must enter time worked or exception time for each position.
 - a. Move between these positions on the **Position Selection Page**.
 - b. Click the **My Choice** button to select the desired position.
13. The **Time Sheet Page** is used by Employees or Approvers to **enter and view comments** about the time reported.
 - a. Employees will click the **comments** button to provide additional information to the Approver and/or Payroll Services.
 - b. Approvers can: Enter comments that can be viewed by the Employee and Approvers.
 - c. Click in the “Enter or edit Comments” block and type your message.
 - d. Click **Save** to send the comments with the Time Sheet.
 - e. Once your comments are saved, click **Previous Menu** to return to the Time Sheet.
14. **For a summary** of the information entered on the Time Sheet Page, click **Preview**. All hours entered for each pay code and any comments entered about the time sheet will be displayed.
15. **Time Line**:
 - a. On a daily basis (Recommended):
 - i. Enter time. The status of the record is set to “In Progress”, signifying that it is not ready for submission to the Approver.
 - ii. Click **Save and Exit**
 - b. **Must submit before 2:00 pm on the Friday before a pay date**:
 - i. Click the **Submit** button to forward it to your Approver.
 - ii. The status of the record is set to “Pending”
16. The employee cannot make changes to their time sheet once it has been submitted. Contact your Approver if changes are necessary.
 - a. If the time sheet **has not been approved**, only the Approver can make changes.
 - b. If the time sheet **has been approved**, the Approver can not make any changes. Payroll must be contacted for any changes once time has been approved.
17. **Certify** that the time entered is an accurate record of the time reported. This process acts as your legally binding electronic signature. Enter your **PIN** and click on **Submit**.
18. The system re-displays the Time Sheet with the following message at the top of the page:
Your time sheet was submitted successfully.
19. To exit, click **Exit** located in the upper right corner of the screen.
20. To protect your privacy, **CLOSE YOUR BROWSER**.
21. For additional information about Web Time Entry contact:
 - a. Sue Lunetta 508-286-3439 slunetta@wheatonma.edu
 - b. Karen Karevicius 508-286-3444 kkarevic@wheatonma.edu