

Steps for Approval of Electronic Time Entry Wheaton College

1. Log on to WINDOW with your User ID and Pin.
2. Click on **Employee**.
3. Click on **Time Sheet**.
4. Approvers will click on **Approve Time Sheets**.
5. **Sort Order** allows the records to be sorted by:
 - a. Employee Name
 - b. Time Sheet Status then by name.
6. Approvers can only select **Pending** records.
7. To act on the time sheets individually:
 - a. Click on the **Employee Name or ID** to select the record. The **Employee Detailed Information Page** is displayed.
 - b. **Review** the time submitted.
 - c. Click on the **Approve** button
 - d. Click on the **Next** button to access the next Pending time sheet within that same department.
 - e. When you come to the end of the list of time sheets, select **Previous Menu** to return to the Department Summary Page where you can select another department or exit the system.
8. Editing or Correcting Employee Hours
 - a. It is the responsibility of the Primary Approver to **verify all hours and make corrections** prior to submitting the time sheet to Payroll.
 - b. If corrections must be made after a pay period has ended, contact Payroll Services by email.
9. The Time Sheet Page is used to enter and view free-form **comments** about the time reported.
 - a. Approvers can enter comments that can be viewed by the Employee.
 - b. Click Save to send the comments with the time sheet.
 - c. To add more comments, repeat the previous steps and Save.
 - d. Once your comments are saved, click Previous Menu to return to the Time Sheet.
10. Reminders:
 - a. The Primary Approver **must verify all hours** and make any necessary corrections prior to submitting time to Payroll.
11. To exit, click the **Exit** Button in the upper right corner of the screen.
12. To protect your privacy, **CLOSE YOUR BROWSER**.
13. Time Line for BiWeekly paid employees:
 - a. Each day: Enter the time worked or exception time.
 - b. Before 2:00 pm on the Friday before a pay date: Submit the record to the Approver.
 - c. Before 10:00 am on the Monday before a pay date: Approver submits the record to Payroll.
 - d. Three days later: Pay is deposited into your preauthorized account.
14. For additional information about Web Time Entry, contact:
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