



## Web Time Entry – FAQ's

1. Why are we implementing Web Time Entry?  
The implementation of Web Time Entry will result in increased accuracy, accountability, accessibility, efficiency, and cost savings.
2. What do the new time sheets look like?  
The format of the electronic time sheet is similar to the paper time sheets currently in use. Please view an example in the Users Guide.
3. Am I required to enter hours each day?  
No. However, it is strongly recommended that employees record all hours on a daily basis. By doing so, the time reporting procedure will not be overlooked or forgotten.
4. Will all earn codes be listed?  
All of the common earn codes applicable to your employee group will be listed on the time sheet.
5. What if I need to make a change to the time sheet?  
Employees can make changes until the time sheet is submitted to the Approver. If you have already submitted your timesheet, your Approver can make the change for you. If the Approver has already approved the incorrect timesheet, Payroll must be contacted to make the correction.
6. What if I have more than one position? More than one supervisor?  
Employees must submit a separate time sheet for each position held at Wheaton College. If you have two positions with two different supervisors, you will have two time sheets, and each time sheet will be routed to the Approver identified for that position.
7. How do I exit a Web Time Entry screen without submitting?  
Click on the **Save and Exit** button. Do not click Submit.
8. How will Approvers know when to approve time sheets?  
Time sheets must be approved between Friday at 2:00pm and Monday at 10:00 am. Approvers will logon to WINDOW to view the time sheets awaiting approval on the Position Selection Screen. The Approver can select time sheets by Time Sheet Status or by Employee ID.
9. What if my Approver is on vacation?  
If your approver is on vacation submit your timesheet as you would normally and Payroll Services will process the time entered. When your supervisor returns to the office they will review the time sheet and let both Payroll Services and you aware of any corrections.
10. What if I submit my time sheet to my Approver on Friday and then end up working on a Saturday?  
Communicate with your Approver. If the Approver has not yet approved your time sheet, the Approver can make the change for you



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11. What should employees do if they are out sick on Friday when times sheets are due but haven't submitted their time sheet yet?

Your approver should contact Payroll Services who can submit your time sheet so it can be approved.

12. What if an employee is gone an entire payroll period?

Either contact Payroll to move the time sheet to the Approver, or complete a generic paper time sheet when you return.

13. How many past time sheets can I view as an employee?

It has been decided to leave one full year of time sheets to view. Remember that you can check your current leave balance and leave history on Banner Web at Employee Services.