

Web Time Entry Quick Guide (User)

This quick guide provides information and instructions needed to create your time sheet, make corrections, review and submit for approval using Web Time Entry. Regular BCGEU, posted auxiliary, on-call auxiliary, student assistants/Coop, casual services contract and time sheeted faculty contract employees must report hours as below. For more detailed instructions on how to use WTE or FAQs, please see <http://www.kpu.ca/finance/payroll>.

	Instructions														
1. <u>Web Time Entry Reminder Email</u>	It is your responsibility to submit your timesheet by the submission deadline (typically at 11:00 a.m. on the second last day of the pay period, unless there is a statutory holiday in which the deadline would be the third last day). Sign in using the link provided in the email. You may also save this link to your Favourites.														
2. <u>Online Self-Service Login</u>	Please use your employee ID to access Self Service at oss.kpu.ca . If you have never logged in, your password will be your birthday formatted as: ddMonYYYY.														
3. <u>Select Menu</u>	Select the Employee Menu tab.														
4. <u>Select Time Sheet</u>	Select the Time Sheet option. Select the Access my Time Sheet radio button and press Select (if applicable).														
5. <u>Select Job/Pay Period</u>	Click on the My Choice radio button to select the appropriate job and Pay Period you will be submitting. Click Time sheet .														
6. <u>Approver and Balance Display</u>	Your Approver's name will be displayed. If it is not the correct approver for your job, contact HR for correction.														
7. <u>Enter Hours/Units</u>	Click on the Enter Hours or Enter Units link for the applicable earning based on your employee type : <table border="1"> <thead> <tr> <th>Employee Type</th><th>Earning Type to Report</th></tr> </thead> <tbody> <tr> <td>Posted or on-call Auxiliary</td><td>"Auxiliary Pay"</td></tr> <tr> <td>Casual Services Contract</td><td>"Casual Services Contract Pay"</td></tr> <tr> <td>Student Assistants/Coop</td><td>"Student Assistant Pay"</td></tr> <tr> <td>Time Sheeted Contract Faculty</td><td>"NR1 – Mode 16/20/24/28/32/35"</td></tr> <tr> <td>Regular Staff</td><td>No need to report Regular hours</td></tr> <tr> <td>Regular Staff on flexible/modified schedule or working less than 70 hours in each pay period</td><td>"Flex/Modified Hours"</td></tr> </tbody> </table> Verify the Earning and Date are correct before entering the hours in the Hours field.	Employee Type	Earning Type to Report	Posted or on-call Auxiliary	"Auxiliary Pay"	Casual Services Contract	"Casual Services Contract Pay"	Student Assistants/Coop	"Student Assistant Pay"	Time Sheeted Contract Faculty	"NR1 – Mode 16/20/24/28/32/35"	Regular Staff	No need to report Regular hours	Regular Staff on flexible/modified schedule or working less than 70 hours in each pay period	"Flex/Modified Hours"
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8. <u>Save or Copy</u>	Click Save , if hours entered is applicable to the selected date. Click Copy , if you want to copy hours to other dates. <ul style="list-style-type: none"> On the Copy by date: page, check box(es) underneath the day(s) you want the hours to copy to. Click the Copy button to perform the Copying. Click Previous Menu button to return to the time sheet and verify the hours are correct. Repeat steps 7 & 8 if you have other earnings to report.														
9. <u>Next/Previous/Restart/Comments buttons</u>	Click the Next button to scroll to the second week Click the Previous button to scroll to the first week. Click the Restart button to erase all hours entered to start the time entry again. Click the Comments button to view comments or to add comments for the approver.														
10. <u>Preview Time Sheet</u>	Click Preview button to review your hours before submit for approval. Click Previous Menu button to return to the time sheet.														
11. <u>Submit for Approval and Position Selection Buttons</u>	Click Submit for Approval button to submit your time sheet. <ul style="list-style-type: none"> Check for the acknowledgement message (at the top of the screen). It should say "Your time sheet was submitted successfully". Review Routing Queue information, if incorrect approver name is displayed contact HRIS Administrator or Employee Services and HRIS Manager. 														

	Click Position Selection button to return to Time Sheet Selection page to select another position or pay period.																
12. <u>Retrieve and Edit Time Sheet</u>	If time sheet has not been approved, i.e. still in Pending status, and you need to make changes, click the Return Time button to recall the time sheet. After making changes, click the Submit for Approval button again. Note: The Return Time button appears <u>after</u> you had submitted your time sheet and <u>before</u> submission deadline.																
13. <u>Time Sheet Transaction Status</u>	<p>Your timesheet status will be either Not Started, In Progress, Pending, Approved, Return for Correction, Completed, or Error.</p> <table border="1"> <thead> <tr> <th>Transaction Status</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Not Started</td><td>Time sheet has not been initiated.</td></tr> <tr> <td>In Progress</td><td>You have started the time sheet with or without hours entered.</td></tr> <tr> <td>Pending</td><td>Time sheet has been submitted for approval, approver has not approved the time sheet yet. (Note: Employee can click Return Time to recall the time sheet, make further changes and re-submit for approval.)</td></tr> <tr> <td>Approved</td><td>Time sheet has been approved. (Note: Approver can return the time sheet to the employee for further action, if desired.)</td></tr> <tr> <td>Return for Correction</td><td>Time sheet has been returned to employee for correction, employee can make changes to the time sheet and re-submit it for approval before the submission deadline. (Note: Email will be sent to employee notifying time sheet has been returned. Employee should login to check comment, if exists, and take appropriate action.)</td></tr> <tr> <td>Completed</td><td>Time sheet has been approved and payroll processing has started - no additional changes or return time is allowed.</td></tr> <tr> <td>Error</td><td>Error is detected, no further payroll processing will take place. Employee or approver should contact the HRIS Administrator, the HRIS Manager or the Payroll Department.</td></tr> </tbody> </table>	Transaction Status	Description	Not Started	Time sheet has not been initiated.	In Progress	You have started the time sheet with or without hours entered.	Pending	Time sheet has been submitted for approval, approver has not approved the time sheet yet. (Note: Employee can click Return Time to recall the time sheet, make further changes and re-submit for approval.)	Approved	Time sheet has been approved. (Note: Approver can return the time sheet to the employee for further action, if desired.)	Return for Correction	Time sheet has been returned to employee for correction, employee can make changes to the time sheet and re-submit it for approval before the submission deadline. (Note: Email will be sent to employee notifying time sheet has been returned. Employee should login to check comment, if exists, and take appropriate action.)	Completed	Time sheet has been approved and payroll processing has started - no additional changes or return time is allowed.	Error	Error is detected, no further payroll processing will take place. Employee or approver should contact the HRIS Administrator, the HRIS Manager or the Payroll Department.
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14. <u>Submit Late, Revised or Unapproved Time Sheet</u>	<p>A) If time sheet already exists in WTE (in-progress or pending) where hours are correct: - print the Preview page of the time sheet via the "Preview" button in Landscape orientation, get approver's signature, and send to Payroll</p> <p>B) If time sheet already exists in WTE where new or modified earnings are needed: - print the Preview page of the time sheet in Landscape orientation, make the corrections or additions in writing, get approver's signature, and send to Payroll</p> <p>C) If time sheet does not exist in WTE, submit to Payroll a paper time sheet using the pre-printed Time Sheet form.</p>																

If you have any questions or issues, please contact:

Problems/Questions	Department	Contact Person
Missing or incorrect position	Human Resources	Ju Hee Kim, HRIS Administrator Darlene Hodgson, Manager, Employee Services and HRIS
Incorrect approver		
Errors encountered during submission or approval		
Missing earnings	Payroll Services	Glenda Sundquist, Team Lead – Administration & Casual Services Contract Kathleen Scallion, Team Lead – NR1 Faculty Kerry Targett, Payroll Officer – Regular Faculty, NR2 Faculty Augusta Odoom, Payroll Officer – (N-Z) Regular & Auxiliary BCGEU and Student Assistants/Coop Eden de la Rama, Payroll Officer – (A-M) Regular & Auxiliary BCGEU and Student Assistants/Coop
How to report earnings or hours		
Missed time sheet submission or approval deadline		
Online Self-Service access	IT Service Desk	(604) 599-2116