WEB TIME AND LEAVE ENTRY (WTLE) AND APPROVAL

A How-To for Employees and Supervisors

The University of Idaho primarily uses an online system to record, review and approve time and leave for employees. This guide provides instruction for employees on how to record hours worked and/or leave taken as well as instruction for supervisors (approvers).

Introduction

Every **student, temporary or classified** employee being paid by the University of Idaho is responsible for entering the hours he/she **works** into WTLE. At the end of each two-week pay period the employee will submit his/her timesheet for approval by his/her supervisor.

Every **faculty and exempt** employee will enter the **leave hours** taken into the WTLE and submit for approval to his/her supervisor at the end of each two-week pay period in which they have taken leave.

Contents

Faculty Staff Handbook

3460 section B addresses time and leave reporting and approval for the different employee classifications.
http://www.webs.uidaho.edu/fsh/3460.html

INSTRUCTIONS FOR EMPLOYEES

Logging on
Go to VandalWeb at **www.vandalweb.uidaho.edu** . Type in your username and password.
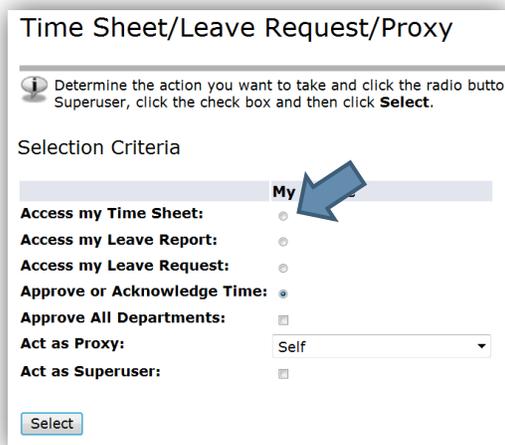
Step 1

Step 2

Step 3

Step 4

(Step 1) Click on the **Employee Menu** tab or **Employee Information** link under Main Menu

(Step 2) Then **Web Time Entry/Supervisor Approvals**

(Step 3) Select **Access My Time Sheet**—if this screen does not appear move on to step 4

(Step 4) Select the appropriate pay period under your job title. If you have more than one active job you will need to select the appropriate job for the hours you want to enter. The name of the department and a generic title are listed to help distinguish between jobs. Click on the appropriate job and the timesheet will open.

Entering Hours Worked or Leave Taken

- ◆ Click on the **Enter Hours** link under the correct date and earnings code row you want to enter time or leave taken, as appropriate (i.e. Regular, Vacation, Sick, etc.). (See examples on following pages 4-6)
- ◆ To enter hours worked click on the **Enter Hours** link in the Regular Hours row under the correct date. This will display Date, Earning Code, Shift, Time In, Time Out and Total Hours. Enter your Time In and Out, rounding to the nearest 15 minute intervals.
- ◆ To enter hours/units of leave click the **Enter Units** link in the appropriate leave row under the correct date. This will display 4 informational rows; Earning, Date, Shift and Units. Your timesheet will appear below. Enter the correct amount of hours of leave taken in Units, rounding to the nearest quarter.
- ◆ Click **Save** after each entry and before exiting the screen so your information will not be lost.

- ◆ Click the **Next** button to access more dates in the pay period and continue entering time worked or leave taken, as appropriate.
- ◆ Click the **Previous** button to return to the previous screen. **REMEMBER TO SAVE** each entry before exiting the screen so you do not lose your information.
- ◆ Repeat as necessary to enter all time worked or leave taken in that pay period.
- ◆ Click **Save** when you have completed entering your time or leave taken.
- ◆ Click **Submit for Approval** button to submit your timesheet to your approver OR
- ◆ Click the **Back to Employee Tab** link at the top left of the screen to exit the timesheet without submitting yet.
- ◆ It is recommended you enter hours worked or leave taken on a daily basis.

Editing

1) Until submitted, you may make changes by typing over existing entries, adding, or deleting entries. **Be sure to save your progress**.
2) Once your timesheet or leave report is submitted, but not yet approved, you may click **Return**.
3) If already approved, contact Payroll Services for assistance.

Tracking Timesheet or Leave Report Status

1) Tracking information is located at the bottom of the timesheet or leave report.
2) The "Submitted for Approval By:" will show the date you submitted it.
3) Once a timesheet or leave report is approved, the "Approved By" information displays.

Examples by Employee Type

Classified and Temporary Hourly (Non-Exempt) Employees

All hours worked by non-exempt employees **must** be recorded on the official Web Time and Leave Report. Meal periods of 30 minutes or more are not hours worked and are not compensable. A rest period (coffee break, snack, etc.) is compensable. Rest periods may not be added together and used to start the day late, end the day early, or used as lunch. These employees are required to record time in and out. Classified employees are provided **compensatory time** of time-and-a-half for hours worked over 40 in a work week. Temporary employees are **paid overtime** (time-and-a-half) for any hours worked 40 in a work week.

Figure 1: Classified Employee Timesheet

For figures **1, 2 and 3**, enter hours worked or leave taken by clicking on "Enter Hours" for the appropriate day(s) and recording the time you arrived to work and the time you left as well as when you left and returned from lunch, if applicable.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: PDL Trng Splst -- 007872-00
Department and Number: Human Resource Services -- 906
Time Sheet Period: May 13, 2012 to May 26, 2012
Submit By Date: May 29, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 13, 2012	Monday May 14, 2012	Tuesday May 15, 2012	Wednesday May 16, 2012	Thursday May 17, 2012	Friday May 18, 2012	Saturday May 19, 2012
Regular Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation/Annual Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Sick Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Shared Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Board Appointed Holiday	1	0		0							
Holiday Hours Worked-Comp Time	1	0		0							
Jury Duty	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Medical appointments	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Military Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Comptime taken (reduce bank)	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Leave w/pay w/o accruals	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Leave without pay with Benefit	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
On Call Hours Earned	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Vacation	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Comp	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Donated Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA w/o Pay	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Sick	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Compensatory Time Payout	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Administrative Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Time Sheet

Title and Number: TH-Clerical/Tutor -- UB9900-05
Department and Number: Human Resource Services -- 906
Time Sheet Period: May 13, 2012 to May 26, 2012
Submit By Date: May 29, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 13, 2012	Monday May 14, 2012	Tuesday May 15, 2012	Wednesday May 16, 2012	Thursday May 17, 2012	Friday May 18, 2012	Saturday May 19, 2012
Regular Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
TH Annual Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
TH Sick Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
TH Holiday Pay	1	0		0							
Holiday Hours Worked	1	0		0							
Temp Help - Paid Admin Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Time Sheet

Title and Number: TH-Clerical/Tutor -- UB9950-06
Department and Number: Human Resource Services -- 906
Time Sheet Period: May 13, 2012 to May 26, 2012
Submit By Date: May 29, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 13, 2012	Monday May 14, 2012	Tuesday May 15, 2012	Wednesday May 16, 2012	Thursday May 17, 2012	Friday May 18, 2012	Saturday May 19, 2012
Regular Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	1	0		0							
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Exempt (NFE) and Faculty Employees

Exempt employees are compensated not for the amount of time spent on the job, but rather for the services provided. A department may require an exempt employee to work a specified or structured schedule to meet the work obligations of the position which are determined and agreed upon by the immediate supervisor.

Exempt employees at the University of Idaho are not required to complete a timesheet for hours worked each week. However, since the University has a bona fide (approved) leave plan, sick and annual leave reporting are required in the Web Time and Leave Entry system and must be reported only if an exempt employee does not work more than **4 hours in any**

Department and Number: Human Resource Services -- 906
Time Sheet Period: Apr 29, 2012 to May 12, 2012
Submit By Date: May 15, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 29, 2012	Monday Apr 30, 2012	Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012
Vacation/Annual Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Sick Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Medical appointments	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Military Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Jury Duty	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Vacation	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Donated Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA w/o Pay	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Sick	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Leave w/pay w/o accruals	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Leave without pay with benefit	1	0		0							
Shared Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Administrative Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.6

> For Figures **4 and 5**, enter any and all leave taken. You will only submit a leave report if you have leave to report for that pay period.

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given day. In some instances, the employee may be allowed to use Medical Leave if conditions are met. This applies to faculty accruing leave, as well as staff also known as Non-Faculty Exempt (NFE) and Postdoctoral Fellow positions. Exempt employees should receive prior approval to be absent from or leave work during work hours. Exempt employees should be allowed to take a lunch break of a minimum of one-half hour per day.

Figure 5: Academic Faculty Leave Report

Annual and Sick Leave Reporting Examples for Exempt Employees

The following examples are based on an exempt employee who has a typical work day of 8:00 a.m. – 5:00 p.m. and takes an hour lunch from noon to 1 p.m. **Please note: Leave must be reported when an exempt employee does not work more than 4 hours in any given day.**

Exempt Employee Scenarios	Leave Reported
Employee leaves at 2:00 p.m. for the day	Employee has worked more than 4 hours, no leave reporting required
Employee works until 1:00 p.m.	No leave reporting required
Employee leaves at 12:00 p.m. for the day	Leave reporting required because employee has not worked more than 4 hours
Employee leaves at 10:00 a.m. for a one-hour doctor appointment and *does not* **return to work**	1 hour of medical appt. leave (2 hour maximum per month) and 5 hours of sick or annual leave reported
Employee leaves at 10:00 a.m. for a one-hour doctor appointment and *does* **return to work for the rest of the**	No leave reported since employee worked 4 hours
Employee comes into work at 12:00 p.m.	No leave reported, if lunch is not taken, as employee worked more than 4 hours
Employee comes into work at 1:00 p.m.	Leave reported since employee did not work more than 4 hours
Employee has a normal approved schedule of working less than 8 hours per day (less than 1 FTE) and decides to leave early	Leave reported is required if employee does not work more than 4 hours

HOLIDAY HOURS FOR ALL EMPLOYEES

When an employee <u>physically works</u> on a holiday, the time should be entered as **Regular Hours** only. The holiday hours worked will now automatically calculate for you, displaying in the **Holiday Hours Worked** (HOW) or **Holiday Hours Worked-Comp Time** (HOC) earn code.

 * **Please note that Exempt and Faculty employees only report leave taken, they do not need to enter holiday pay as the system will automatically generate it.**

These examples are provided for clarification. Holiday eligibility is based on employee class and normal work schedule. If not normally scheduled to work full-time on the day a holiday falls, then your holiday pay may need adjustment. For example, if you normally work 6 hours on a day that is a holiday, then you would only be eligible for 6 hours of holiday pay. These examples are based on the holidays over Thanksgiving 2012: *Thursday, November 22 and Friday, November 23, 2012*.

<u>**Classified Employee**</u> scheduled to work 8 hours a day, Monday through Friday:

Without **hours worked on the holidays:**		With **8 hours worked on one of the holidays:**	
Regular Hours	64	Regular Hours	72
Board Appointed Holiday	16	Board Appointed Holiday	16
		Holiday Hours Worked will now automatically calculate from Regular Hours	8

<u>**Classified Employee**</u> with an *approved* flexible work schedule working 10 hours a day, Monday through Thursday:

Without **hours worked on the holidays:**		With **8 hours worked on one of the holidays:**	
Regular Hours	64	Regular Hours	72
Board Appointed Holiday	16	Board Appointed Holiday	16
		Holiday Hours Worked will now automatically calculate from Regular Hours	8

*EXEMPT and FACULTY Employees: 16 hours of holiday pay will automatically be calculated for you in this specific situation, regardless of your work schedule. If the holiday is on a day when you were scheduled to work 10 hours, you will receive only 8 hours of holiday pay and you will need to either take 2 hours of annual leave or work an additional 2 hours within the week in which the holiday occurred. If the holiday occurs on a day when you are not scheduled to work, you will receive 8 hours of holiday pay. You will need to adjust your work hours for the holiday week so your actual hours worked, plus the holiday hours, do not exceed 40 hours. These arrangements must be discussed with your supervisor. The easiest solution for all may be to revert back to 5 days of 8 hours during a holiday week.

Classified Employee scheduled to work 6 hours a day, Monday through Friday:

Without **hours worked on the holidays:**	With **2 hours worked on one of the holidays:**
Regular Hours 48	Regular Hours 50
Board Appointed Holiday 12	Board Appointed Holiday 12
	Holiday Hours Worked will now automatically calculate from Regular Hours 2

PERSI Eligible Temporary Help Employees scheduled to work 8 hours a day, Monday through Friday:

Without **hours worked on the holidays:**	With **8 hours worked on one of the holidays:**
Regular Hours 64	Regular Hours 72
Holiday Pay 16	Holiday Pay 16
	Holiday Hours Worked will now automatically calculate from Regular Hours 8

Temporary Help/Student Employees scheduled to work 2 hours a day, Monday through Friday:

Without **hours worked on the holidays:**	With **2 hours worked on one of the holidays:**
Regular Hours 16	Regular Hours 18
	Holiday Hours Worked will now automatically calculate from Regular Hours 2

Reminders:

- **Classified and PERSI eligible employees** that work on the Holiday receive double time and a half in pay. This is calculated by the entry of the hours physically worked on the **Regular Hours** line, which will automatically calculate into the holiday hours worked line and units entered in the Holiday Hours.
- **Temporary Help/ Student employees** that work on the Holiday receive time and a half in pay. This is shown by the regular hours entered, which will automatically calculate the holiday hours worked earn code.
- **If timesheet is submitted and approved incorrectly**, the department may be subject to a Special Check Fee of $75.00 to make the correction if an overpayment occurs.
- **Graduate Assistants, Research Assistants and Teaching Assistants** are exempt from holiday pay and web time entry is not required.
- **Supervisors** are responsible for final approval.

INSTRUCTIONS FOR SUPERVISORS AND PROXIES

Logging on

Go to VandalWeb at **www.vandalweb.uidaho.edu**. Type in your username and password.
Click on the **Employee Menu** Tab or **Employee Information** link.

Employee/Supervisor Set-up for Student & Temporary Employees

Student and temporary employees need to have a supervisor identified for the purposes of electronically approving their time worked in Web Time and Leave Entry. It is recommended that this be **completed at the same time as the Electronic Personnel Action Form (EPAF) to facilitate a timesheet for the employee's first day of work and reduce delays in payment.** This is established by either the supervisor or the department completing the following on-line:

◆ Go to Vandal Web – **www.vandalweb.uidaho.edu**

◆ Log in using your University of Idaho username and password

◆ Click on the **Employee Menu** tab or the **Employee Information** link under Main Menu

◆ Scroll down to **UI Administrative Tasks** and click on **Supervisor Set Up Form**

◆ Enter your departmental organization/timesheet code, choose which job classification and hit **Submit**

◆ For those employees who have no supervisor listed, click on the 🔍 magnifying glass in the timesheet approver V# box

◆ A search feature will open in a separate box

◆ Type in the last name of the employee's supervisor, click **Search**

◆ Click on the appropriate name and position of the supervisor

◆ The supervisor's V# and position number floods into the form

◆ Go to your next employee and repeat the process

◆ When you click **Update**, the information will be saved and the supervisor's name will appear in the timesheet approver column.

◆ Repeat the process for each timesheet code in your department/unit. Remember to hit **Update** often to save your work.

◆ When you are finished, scroll to the top and click EXIT to log out.

◆ The system will log you out if there is 45 minutes of inactivity. If this occurs, just log back in and resume the process. You may change previous entries. Be sure to update your changes.

Approving Timesheets/Leave Requests

If your position is set-up as a supervisor, in addition to the Time Reporting section mentioned above you will also have a Time Approval section under **Web Time Entry/Supervisor Approvals** link.

Click on the appropriate pay period dates to review and approve your employee's timesheets and leave reports. All reports must be entered and approved by the deadline to ensure timely payment to the hourly employees.

MONITOR: A list of your employees will appear with the status of their timesheet or leave report. You will be able to click on the name of those employees who have started their reports and view the time and leave entered. You will also see those employees who have not yet started their timesheets or leave report so that you may remind them to do so. E-mail reminders will also be sent out each pay period.

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

Time Sheet

Department and Description	My Choice	Pay Period
9, 904P, Payroll	●	UI, Aug 05, 2012 to Aug 18, 2012 ▾
9, 906, Human Resource Services	○	UI, Sep 16, 2012 to Sep 29, 2012 ▾

REVIEW: Click on department roll-up to review the hours and leave that they have entered. If everything is accurate, click Approve. Click previous menu and continue with the next employee.

RETURN FOR CORRECTION: If you detect an error, click on comments and indicate the error to the employee. Click **Return for Correction.** The timesheet will be sent back to the employee for correction. Once the employee corrects the error and resubmits, you will be able to re-review and approve.

SORT: If you have employees in different departmental organization codes or roll-ups, or you would like them to sort by those ready for review, click on the Select New Department Tab. Choose the department you want to review and the order you want the timesheets to appear

Sort Order

	My Choice
Sort employees' records by Status then by Name:	●
Sort employees' records by Name:	○

Select

Employees who have submitted their timesheets will be displayed at the top. Employees who have not begun or submitted their timesheet or leave report for the current pay period will be listed at the bottom of the page. You may need to remind them to complete and submit it if the deadline is approaching to ensure they receive a paycheck in a timely fashion.

Setting up a Proxy

A Proxy is someone who can approve timesheets on your behalf when you are unavailable. An example of when a Proxy may be necessary is when your vacation falls during a payroll submission deadline.

After clicking the **Web Time Entry/Supervisor Approvals** link, click on **Proxy Set Up**.

Add a Proxy
Select the name of your proxy from the dropdown list-see below.
Check the **Add** box.
Click **Save.**

Remove a Proxy
Check the Remove box next to the proxy. Click **Save**

Acting as a Proxy

If you have been authorized to serve in the role as a Proxy, go to VandalWeb at **www.vandalweb.uidaho.edu**. Type in your username and password. Click on the **Employee Menu** tab or **Employee Information** link.

- ◆ Select **Web Time Entry/Supervisor Approval**
- ◆ Select **Approve or Acknowledge Time** and the name of the person for whom you are assisting in the drop down box next to **Act as Proxy**
- ◆ Select the appropriate department code, pay period and sort order—You will see all of the timesheets or leave reports that person is responsible for reviewing, in addition to any you approve
- ◆ Click on the employee's names to review the hours and leave entered
- ◆ If everything looks right, click **Approve**
- ◆ Click **Previous Menu** and continue with the next employee
- ◆ Click **Change Selection** if you need to approve more than on departmental code.
- ◆ If you detect an error, click on **Add Comment** and indicate the error to the employee then click **Return for Correction**. The timesheet will be sent back to the employee for correction. Once the employee corrects it and resubmits it you will be able to review it again and approve it.
- ◆ Employees who have not begun or submitted their timesheet or leave report for that pay period will be listed at the bottom of the page when sorted by status. You may need to remind them to complete and submit their timesheet if the deadline is approaching to ensure they receive a paycheck in a timely fashion.
- ◆ Exit time approval when you have completed approving time and leave reports.

The deadline for approving time and leave reports is Tuesday at 5pm following payday, unless otherwise indicated

Commons Errors and Solutions

For Employees:

Error:	Cause:	Solution:
Red stop sign and "Time Transaction already exists"	Using the back and forward buttons in your browser when viewing your timesheet or holding a key down too long	Log out and back into your timesheet, this time only use the tabs within the window to go back and forth, **DO NOT** use the back and forward buttons in the browser. This error will remain on the timesheet for the current pay period but will not prevent time entry.
Red stop sign and "Records cannot be processed"	Supervisor has not been assigned to your timesheet	Contact your direct supervisor and alert them of this error and its cause. They will need to set themselves up as your supervisor as this will make your timesheet appear for you to enter hours.
Other issues with accessing your timesheet	Possible system error	Try to log out of Vandalweb and back in again. www.vandalweb.uidaho.edu

Tried everything and still having difficulty? Contact Payroll Services at payroll@uidaho.edu or 885-3868.

For Supervisors:

Error:	Cause:	Solution:
A supervisor may find an error message in connection with an employee in their approval queue. This should not prevent the supervisor from approving the timesheet.	The employee may have made an error on their timesheet and corrected it, but the error is following through to you.	Approve the timesheet. If this matter is of concern to you, please contact the Payroll department.

Frequently Asked Questions and Answers

FAQs for Employees

When can I start my timesheet?	You can enter hours worked the first day of the current pay period. New employees may experience a delay of a few days until their EPAF has completed routing and been applied to the system.
Who completes web time and leave entry?	All student, work study, temporary, and classified employees report hours worked during the current pay period. All exempt and faculty employees report on leave taken during the current pay period. Graduate students on academic assistantships such as RAs and TAs do not need to enter time worked or leave taken.
When is my timesheet/leave report due?	Discuss with your supervisor. Your timesheet needs to be submitted by you, reviewed and approved by your supervisor **by 5pm Tuesday after pay day**. Please note that if you have a late timesheet you will not receive pay without further paperwork.
Where can I find the time and leave entry deadline schedule?	See the Payroll Deadline Calendar on pg. 19 or at **www.uidaho.edu/payroll/calendars**.
Can someone else complete my timesheet for me?	No, each person is responsible for his/her own time and leave reporting.
Does my supervisor need to approve my timesheet?	Yes, or he/she has to set up a proxy in advance of being unavailable. Be sure to submit your timesheet and leave report in a timely manner to allow your supervisor time to review and approve it by the 5pm Tuesday deadline.
I have two supervisors, who approves my timesheet or leave report?	1) If you have one job with two supervisors the supervisors decide amongst themselves which one will be set up to approve your time or leave report. 2) If you have two different jobs, the jobs will come up with separate time or leave reports and each supervisor will see only the time or leave report they are responsible for approving.
What if my supervisor forgets to approve my timesheet or leave report?	Every effort will be taken via e-mail reminders to inform your supervisor to approve your timesheet in a timely fashion. It is possible for your supervisor to set up a proxy in his or her absence to approve your timesheet or leave report in his/her absence. This person will also receive emails. In the event that your timesheet is not approved on time, your supervisor and department will need to fill out the proper paperwork to issue you a Special Check or Retroactive Pay Request (RPR) for the missed pay period.
How do I make corrections to my timesheet or leave report?	Prior to submitting your timesheet you can retype the correct information and save. After you submit it, but prior to your supervisor approving it, you can click "Return Time" to return it to you. Once a time/leave has been approved, your supervisor will need to contact Payroll Services to have it Returned for Corrections. See Editing Timesheet on pg. 4.
How do I know if my timesheet or leave report has been returned for correction?	You will receive an e-mail notification. Check the comments field to see if information regarding the correction has been included.
What if time/leave entry is closed (after the 5pm Tuesday deadline) and I discover that there was an error on a timesheet?	You will need to contact your supervisor and/or department and work with them to process the proper paperwork to correct the error.

Who completes my timesheet if I am on Family Medical Leave?	The employee completes the timesheet whenever possible. If you are not able to complete your time or leave report by the deadline, contact your supervisor. Your supervisor will need to work with Benefit Services to ensure your time worked or leave is properly recorded.
How do I enter my time worked or leave taken if I do not have access to a computer or am on vacation or taking sick leave?	Notify your supervisor. Your supervisor will need to work with Payroll Services to ensure your time worked or leave taken is properly recorded.
Once I complete my timesheet, how can I ensure it is approved by my supervisor and that I am paid on time?	See Tracking My Timesheet or Leave Report on pg. 4.
Will my supervisor be notified if my timesheet isn't complete?	Yes, e-mails will be sent on payday Fridays, and the following Mondays and Tuesdays to the employees and supervisors to alert them that time or leave reports may need to be completed and approved.
Will timesheets ever be due on a holiday?	See the Payroll Deadline Calendar on pg. 19 or at **www.uidaho.edu/payroll/calendars**.
How does time entry affect my lump sum or unit pay?	If your position pays by the unit or lump sum, you will need to enter the units you worked in web time entry and submit your units to your supervisor to approve by the 5pm Tuesday deadline in order to be paid.
If my supervisor no longer works for the university who will approve my timesheet?	Contact your next level supervisor or department. An interim supervisor must be selected by your departmental administration.
What happens if I miss the time and leave entry deadline?	E-mail reminders will be sent to you and your supervisor to assist in meeting the deadlines. If time work is not entered, **a check will not be issued**. It is imperative that you work with your supervisor to ensure your time worked and/or leave taken is submitted and approved by the 5pm Tuesday deadline. Your supervisor/department can work with Payroll Services to make up any missed time or leave recorded.
My department uses a different online time clock system. Do I also have to use Web Time and Leave Entry?	If you enter your time and leave into FAMIS, it is not necessary to re-enter it into Web Time and Leave Entry. However, if your department uses a different time clock system you will also need to use Web Time and Leave Entry. FAMIS is the only time clock system interfaced with our payroll system at this time.
Do I need to complete my timesheet on a daily basis?	It is recommended you record time worked and leave taken on a daily basis to help ensure accuracy, but not required.
What if my supervisor is unavailable to approve my timesheet or leave report?	Contact your next level supervisor and/or department. It is possible for your supervisor to establish a proxy prior to being absent.
Who do I contact if I have questions?	**Payroll Services – (208) 885-3868 or (208) 885-3613**

FAQs for Supervisors/Approvers

What if I need to have my employee make a correction on his/her timesheet?	Enter comments on what needs to be corrected by clicking the "Add Comment" button when viewing the employee's timesheet or leave report. Then click the "Return for Correction" button to return it to them. See Return for Correction on pg. 10.
What do I do if someone isn't in my list of people to approve and s/he should be?	Check with your departmental assistant to ensure an EPAF has been completed and the correct supervisor has been set up for that position.

What if time/leave entry is closed and I discover that there was an error on a timesheet?	Work with the department to process the proper paperwork to correct the error. Contact Payroll Services for further assistance.
What if I'm on sick leave/vacation/have no access to a computer and cannot approve a timesheet?	You can establish a proxy at any time for just such an occasion. While setting up a proxy is not required, it is HIGHLY recommended. If a proxy was not established or is also unexpectedly unavailable contact Payroll Services. See Setting up a Proxy on pg. 11.
As a supervisor will I be notified if my employee's timesheet or leave report isn't complete?	E-mail reminders will be sent to you and your employee beginning on Friday pay day if the timesheet has still not been submitted and approved. These emails are meant to assist in meeting the 5pm Tuesday deadline.
Who completes my employee's timesheet if I'm on Family Medical Leave?	You can establish a proxy at any time for just such an occasion. If a proxy was not established or is also unexpectedly unavailable contact your department to work with Payroll Services.
Will I ever be required to approve a timesheet on a holiday?	See the Payroll Deadline Calendar on pg. 19 or at **www.uidaho.edu/payroll/calendars**.
How does my employee receive his lump sum or unit pay?	If the position is an approved lump sum or unit pay position, an Electronic Personnel Action Form (EPAF) needs to be entered using the appropriate code. **The employee will need to enter units in Web Time and Leave Entry.** This entry will need reviewed and approved by you by the 5pm Tuesday deadline.
I want to pay my employee a "bonus" or "award". How do I do that?	This **cannot** to be completed through web time and leave entry. You must follow all departmental and University approval procedures to pay an employee an award or bonus. Once all approvals are received, the supervisor sends the proper paperwork along with documentation to Payroll Services for processing.
What happens if I miss/forget the time and leave entry approval deadline?	**You will have employees who do not get paid**. Every effort must be made to approve time and leave reports. Having a proxy set up will help assist with approving timesheets by the 5pm Tuesday deadline. Both you and your proxy will receive email reminders.
My department uses a different online time clock system. Do I also have to use Web Time and Leave Entry?	If you enter your time and leave into FAMIS, it is not necessary to re-enter it into Web Time and Leave Entry. However, if your department uses a different time clock system you will also need to use Web Time and Leave Entry. FAMIS is the only time clock system currently interfaced with our payroll system.
Do I have to approve timesheets or leave reports for each of my employees?	Timesheets must be approved for **all** student, work study, temporary, and classified employees who have worked during the current pay period, as well as, all exempt and faculty employees who have taken leave during the current pay period. Graduate students on academic assistantships such as RAs and TAs do not have to enter time worked or leave taken.
Who do I contact if I have questions?	**Payroll Services – (208) 885-3868 or (208) 885-3613**

Approvers Review Checklist for Web Time and Leave Entry (WTLE)

Review the following checklist to help you understand how to approve timesheets correctly and ensure that your employees are completing their timesheets and/or leave entries accurately. The Banner Web Time & Leave Entry online system is unable to check for some errors that can occur.

Student or Temporary Non-PERSI* Employees

- ☐ Pre-deadline: every employee you supervise has at least started a timesheet? If not, follow-up.
- ☐ Number of hours correct per day, per week, and per pay period?
- ☐ Correct time in and time out recorded for each day as per the agreed upon schedule?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Temporary PERSI* Employees

- ☐ Pre-deadline: Every employee you supervise has at least started a timesheet? If not, follow-up.
- ☐ Number of hours correct per day, per week, and per pay period?
- ☐ Correct time in and time out recorded for each day as per the agreed upon schedule?
- ☐ Employee sick leave and/or annual leave listed on the correct day/time as employee was out?
- ☐ Employee holiday time is listed on the correct date of the holiday?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Classified Employees

- ☐ Pre-deadline: Every employee you supervise has at least started a timesheet? If not, follow-up.
- ☐ If employee lists medical leave, is the time for a day/time the employee was out? Medical leave cannot exceed 2 hours per calendar month.
- ☐ Did the employee enter their comp time taken on the correct day/time according to their approved request to use their comp time?
- ☐ Are any of the categories such as Jury Duty, Military, or Family Medical Leave being used when the employee has not discussed taking time for these reasons?
- ☐ Number of hours correct per day, per week, and per pay period?
- ☐ Correct time in and time out recorded for each day as per the agreed upon schedule?
- ☐ Employee sick leave and/or annual leave listed on the correct day/time as employee was out?
- ☐ Employee holiday time is listed on the correct date of the holiday?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Fiscal Faculty and Exempt Employees

- ☐ This category of employee will only have a leave report for your review if they are recording leave. If their name is absent from your queue, yet you have knowledge of or approved their leave, communicate with your employee(s), return to the employee ASAP for correction.
- ☐ Leave reported for annual & sick leave should be for the correct day/time the employee had requested the leave or was absent.
- ☐ If employee lists medical leave, is the time for a day/time the employee was out? Medical leave cannot exceed 2 hours per calendar month.
- ☐ Are any of the categories such as Jury Duty, Military, or Family Medical Leave being used when the employee has not discussed taking time for these reasons?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Academic Faculty Employees

- ☐ This category of employee will only have a leave report for your review if they are recording leave. If their name is absent from your queue, yet you have knowledge of or approved their leave, communicate with your employee(s), return to the employee ASAP for correction.
- ☐ Leave reported for sick leave should be for the correct day/time the employee had requested the leave or was absent.
- ☐ If employee lists medical leave, is the time for a day/time the employee was out? Medical leave cannot exceed 2 hours per calendar month.
- ☐ Are any of the categories such as Jury Duty, Military, or Family Medical Leave being used when the employee has not discussed taking time for these reasons?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

PERSI* = Public Employee Retirement System of Idaho. Employees must contribute to PERSI if they are taking less than half-time credits or are non-students working 20 or more hours per week for 5 months or longer for the University of Idaho as a whole. PERSI eligible employees earn annual leave and sick leave and are eligible for holiday pay.

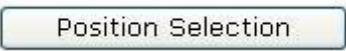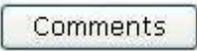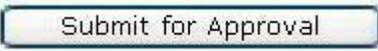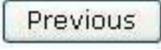# Web Time and Leave Entry Quick Reference Guide

Employees:

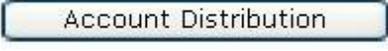1) Login to VandalWeb at www.vandalweb.uidaho.edu.

2) Select **Employee Menu** tab or **Employee Information** link.

3) Select **Web Time Entry/Supervisor Approval.**

4) Select **Access My Time Sheet** * **If this option does not appear, move on to next step**.

5) Select the appropriate position title and pay period. Click **Time Sheet**.

6) To enter hours worked click on the **Enter Hours** link in the Regular Hours row under the correct date. This will display Date, Earning Code, Shift, Time In, Time Out and Total Hours. Enter your Time In and Out, rounding to the nearest 15 minute intervals.

7) To enter hours/units of leave clicking an **Enter Units** link in the appropriate leave row under the correct date. This will display 4 informational rows; Earning, Date, Shift and Units. Your timesheet will appear below. Enter the correct amount of hours of leave taken in Units, rounding to the nearest quarter.

8) **Click Save after each entry** and before exiting the screen so your information will not be lost.

9) Click the **Next** button to access more dates in the pay period and continue entering time worked and/or leave taken, as appropriate.

10) Click the **Previous** button to return to the previous screen. **REMEMBER TO SAVE each entry** before exiting the screen so you do not lose your information.

11) Repeat as necessary to enter all time worked and/or leave taken for the full two weeks in that pay period.

12) Click **Save** when you have completed entering all of your time and/or leave taken.

13) Click the **Employee Menu** Tab link to exit the timesheet without submitting at this time **OR**

14) Click **Submit for Approval** to submit your completed timesheet to your supervisor for approval.

Supervisors/Approvers:

1) Login to VandalWeb at www.vandalweb.uidaho.edu.

2) Select **Employee Menu** tab or **Employee Information** link.

3) Select **Web Time Entry/Supervisor Approval.**

4) Select **Approve or Acknowledge Time.**

5) Select the appropriate department code, pay period and sort order.

6) Click on the employee's names to review the hours and leave that they have been entered.

7) If everything looks right, click **Approve**.

8) Click **Previous Menu** and continue with the next employee.

9) Click **Change Selection** if you need to approve more than one departmental code. Refer back to step 5.

10) If you detect an error, click on **Add Comment** and indicate the error to the employee then click **Return for Correction**. The timesheet will be sent back to the employee for correction. Once the employee corrects it and resubmits it you will be able to review it again and approve it.

11) Employees who have not begun or submitted their timesheet or leave report for that pay period will be listed at the bottom of the page when sorted by status. You may need to remind them to complete and submit their timesheet if the deadline is approaching to ensure they receive a paycheck in a timely fashion.

12) Exit time approval when you have completed approving time and leave reports.

The deadline for approving time and leave reports is Tuesday at 5pm following payday, unless otherwise indicated.

Navigating your timesheet or leave report

Enter Hours	Each <u>Enter Hours or Units</u> is a link that expands the timesheet to enter details of time worked or leave taken. Hours worked must be entered in 15 minutes intervals and leave taken must be entered to the nearest quarter of an hour.
Position Selection	Used only by those employees with more than one position to navigate between the different positions to enter time worked and leave taken.
Comments	Allows you to enter comments before submittal for your supervisor to view. To edit comments just type over the information previously entered. Your comments may be entered or edited up until the time you submit it for approval. Once submitted the comments become part of the official record. Be sure to be professional.
Preview	Allows you to review your entire timesheet for the given pay period before submitting for approval.
Submit for Approval	By clicking the **Submit for Approval** button you are electronically signing your timesheet or leave report. You are verifying that everything is true and correct. This process forwards your timesheet or leave report to your supervisor for approval. This must be done in order for you to be accurately paid for your hours worked.
Restart	This button will clear all fields by deleting all information entered for that pay period.
Next	Click the **Next** button to see more dates within the pay period (second week). The new page will have a **Previous** button to move between the two pages.
Previous	Goes back to the prior page (first week) of the pay period.
Save	Saves your entries to this point. If you exit without saving your entries will be lost.
Copy	Allows you to copy your entries into multiple days. It also saves your entries. This could be especially helpful when entering multiple days of leave taken.
Account Distribution	Displays the labor distributions that will be charged for the hours worked. NOTE: Any changes to this will need to be done retroactively as a cost transfer or proactively as an Electronic Personnel Action Form (EPAF) and cannot be done on your WTLE.

AY 2013 Deadlines

Pay #	Effective Dates	Pay Date (Friday)	EPAF Deadline (Tuesday 5pm)	Timesheets Available (Friday AM)	Time/Leave Entry Deadline (Tuesday 5 pm)
18	8/5/2012 - 8/18/2012	8/31/2012	8/14/2012	8/17/2012	8/21/2012
19	8/19/2012 - 9/1/2012	9/14/2012	8/28/2012	8/31/2012	9/4/2012
20	9/2/2012 - 9/15/2012	9/28/2012	9/11/2012	9/14/2012	9/18/2012
21	9/16/2012 - 9/29/2012	10/12/2012	9/25/2012	9/28/2012	10/2/2012
22	9/30/2012 - 10/13/2012	10/26/2012	10/9/2012	10/12/2012	10/16/2012
23	10/14/2012 - 10/27/2012	11/9/2012	10/23/2012	10/26/2012	10/30/2012
24	10/28/2012 - 11/10/2012	11/23/2012	11/6/2012	11/9/2012	11/13/2012
25	11/11/2012 - 11/24/2012	12/7/2012	11/20/2012	11/23/2012	11/27/2012
26	11/25/2012 - 12/8/2012	12/21/2012	12/4/2012	12/7/2012	12/11/2012
1	12/9/2012 - 12/22/2012	1/4/2013	12/18/2012	12/21/2012	12/25/2012
2	12/23/2012 - 1/5/2013	1/18/2013	1/1/2013	1/4/2013	1/8/2013
3	1/6/2013 - 1/19/2013	2/1/2013	1/15/2013	1/18/2013	1/22/2013
4	1/20/2013 - 2/2/2013	2/15/2013	1/29/2013	2/1/2013	2/5/2013
5	2/3/2013 - 2/16/2013	3/1/2013	2/12/2013	2/15/2013	2/19/2013
6	2/17/2013 - 3/2/2013	3/15/2013	2/26/2013	3/1/2013	3/5/2013
7	3/3/2013 - 3/16/2013	3/29/2013	3/12/2013	3/15/2013	3/19/2013
8	3/17/2013 - 3/30/2013	4/12/2013	3/26/2013	3/29/2013	4/2/2013
9	3/31/2013 - 4/13/2013	4/26/2013	4/9/2013	4/12/2013	4/16/2013
10	4/14/2013 - 4/27/2013	5/10/2013	4/23/2013	4/26/2013	4/30/2013
11	4/28/2013 - 5/11/2013	5/24/2013	5/7/2013	5/10/2013	5/14/2013
12	5/12/2013 - 5/25/2013	6/7/2013	5/21/2013	5/24/2013	5/28/2013