



Staff Web Time Entry

Temporary Staff Handbook

Office of Human Resources

Go Live Date: July 8, 2012

Getting Started	2
Entering Time	5
Special Features	5
Submitting Time	7
Buttons Explained	8
Mistakes Happen!	9
FAQs	10
Staff Deadlines	11

Staff Web TimeEntry for Temporary Employees

Getting Started

Go to : <http://www.Admin.wpi.edu>

Sign in to the Banner Web (Self Service)



INFORMATION TECHNOLOGY DIVISION

Computing & Communications Center

Administrative Services

ADMIN E-mail (Outlook Exchange)

- [Outlook Web Access](#)
- [Outlook Frequently Asked Questions \(FAQ\)](#)
- [Spam Filtering](#)

Banner

- [BannerWeb \(SelfService\)](#) ←
- [Banner Production Forms \(INB\)](#)
- [MAPS Server \(Argos/Intellecheck\)](#)
- [OracleBI Discoverer](#)
- [Other Banner Options](#)



Web Information System

Members of the WPI Community may now Login to the WPI Web Information System using any of the following:

- Windows Username and Password
 - Social Security Number and PIN
 - WPI ID and PIN (Faculty may use their WPI assigned initials)
- Please note: Your PIN is a minimum of 6 and a maximum of 20 AlphaNumeric characters.
[Click here if you have forgotten your PIN.](#)

Between 2 a.m. EST and 5:30 a.m. EST the server may be unavailable.

To protect your privacy, please Exit and then close your browser when you are finished.

** Tuition Bills and Payment Options **

Look at your latest invoices and account information by selecting the Student Services tab and choosing the option titled **e-Bills and e-Payments** or [Click here to make payment without a WPI PIN](#)

WPI Username:

Password:

Login

OR

*WPI ID Number:

PIN:

Login

Reset PIN

Enter your username
and
password.

Click on the "Employee" Tab

[Main Menu](#) [Student Services & Financial Aid](#) [Personal Info](#) [Employee](#)

Search [Go](#)

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, to the WWW Information System! Last web access on Jul 06, 2012 at 08:27 am

[Sign Up Now to Update Crisis Contact Information](#)

**** New **** Maintain contact information to be used in the event of a crisis situation.

Student Services & Financial Aid

Registration, enrollment, course schedule, academic records, student accounts, **billing & payments**, medical insurance and Financial Aid information.

Personal Information

Set up Computer Accounts; Change your PIN; set up, view or update your address(es), phone number(s), e-mail address(es), emergency contact information & marital status; View name change & social security number change information; Request Microsoft Software.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, effort reporting.

[Main Menu](#) [Student Services & Financial Aid](#) [Personal Info](#) [Employee](#)

Search [Go](#)

Employee

Time Sheet

Benefits, Deductions, and Beneficiaries

This link allows you to view your benefits information (e.g. health, dental, retirement, etc.) and update your beneficiaries.

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form or T4 Form.

Leave Balances

View your beginning, taken and available leave balances for vacation, personal, sick, etc.

Then click "Time Sheet"

Search

Time Sheet/Leave Request/Proxy

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:
Act as Superuser: ☐

Click "Access my Time Sheet" then click the "Select" button

Next you will see your Title and Department and the current pay period. You may only enter time for the current pay period. If you missed a cycle, that time sheet will need to be printed and the paper copy signed by your supervisor prior to submitting to the Payroll Office.

Position Selection


 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Office Assistant, S09610-00 TS - HR DIRECTOR STAFF, THR02B	<input checked="" type="radio"/>	Jun 24, 2012 to Jul 07, 2012 In Progress ▼

RELEASE: 8.3

Next you'll enter hours for each day worked. Move to the day/date and click "Enter Hours".

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: Office Assistant -- S09610-00
Department and Number: TS - HR DIRECTOR STAFF -- THR02B
Time Sheet Period: Jun 24, 2012 to Jul 07, 2012
Submit By Date: Jul 09, 2012 by

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 24, 2012	Monday Jun 25, 2012	Tuesday Jun 26, 2012	Wednesday Jun 27, 2012	Thursday Jun 28, 2012	Friday Jun 29, 2012	Saturday Jun 30, 2012
Temporary	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	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:

The system does not account for lunch breaks so you will "clock" in and out. If you work the same hours each day, use the "Copy" button to pre-fill other days in the pay period.

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Monday, Jun 25, 2012

Earnings Code: Temporary

Shift	Time In	Time Out	Total Hours
1	8:00 AM	12:30 PM	0
1	1:00 PM	4:00 PM	0
1			0
1			0
1			0
1			0

Enter your regular hours,
then click the "Copy" button.

[Time Sheet](#) [Previous Day](#) [Next Day](#)
[Add New Line](#) [Save](#) [Copy](#) [Clear](#)

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:

Temporary

Date and Hours to Copy:

Jun 25, 2012, 7.5 Hours

Copy from date displayed to end of the pay period:

☒

Include Saturdays:

☐

Include Sundays:

☐

Copy by date:

Sunday Jun 24, 2012	Monday Jun 25, 2012	Tuesday Jun 26, 2012	Wednesday Jun 27, 2012	Thursday Jun 28, 2012	Friday Jun 29, 2012	Saturday Jun 30, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Jul 01, 2012	Monday Jul 02, 2012	Tuesday Jul 03, 2012	Wednesday Jul 04, 2012	Thursday Jul 05, 2012	Friday Jul 06, 2012	Saturday Jul 07, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet

Previous Menu

Copy

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:

Office Assistant -- S09610-00

Department and Number:

TS - HR DIRECTOR STAFF -- THR02B

Time Sheet Period:

Jun 24, 2012 to Jul 07, 2012

Submit By Date:

Jul 09, 2012 by

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 24, 2012	Monday Jun 25, 2012	Tuesday Jun 26, 2012	Wednesday Jun 27, 2012	Thursday Jun 28, 2012	Friday Jun 29, 2012	Saturday Jun 30, 2012
Temporary	1	0	7.5		Enter Hours		7.5	7.5	7.5	7.5	Enter Hours
Total Hours:			7.5			0	7.5	7.5	7.5	7.5	0
Total Units:				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:

Once you've entered hours for both weeks, click "Preview".

RELEASE: 8.5.0.3

This is what the "Preview" button shows:

Be sure to set your printer to landscape before printing the document.

Molly Flavin
Office Assistant, S09610-00

TS - HR DIRECTOR STAFF, THR02B

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Jun 24, 2012	Monday , Jun 25, 2012	Tuesday , Jun 26, 2012	Wednesday , Jun 27, 2012	Thursday , Jun 28, 2012	Friday , Jun 29, 2012	Saturday , Jun 30, 2012	Sunday , Jul 01, 2012	Monday , Jul 02, 2012	Tuesday , Jul 03, 2012	Wednesday , Jul 04, 2012	Thursday , Jul 05, 2012	Friday , Jul 06, 2012	Saturday , Jul 07, 2012
Temporary	1	7.5			7.5	7.5	7.5	7.5	7.5	7.5		7.5	7.5	7.5	7.5	7.5	
Total Hours:		7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5	
Total Units:			0														

Time In and Out, Temporary

Sunday Jun 24, 2012	Monday Jun 25, 2012	Tuesday Jun 26, 2012	Wednesday Jun 27, 2012	Thursday Jun 28, 2012	Friday Jun 29, 2012	Saturday Jun 30, 2012	Sunday Jul 01, 2012	Monday Jul 02, 2012	Tuesday Jul 03, 2012	Wednesday Jul 04, 2012	Thursday Jul 05, 2012	Friday Jul 06, 2012	Saturday Jul 07, 2012
	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM			08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM
	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM			12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
	01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM			01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM
	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM			04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM

[Previous Menu](#)

If the hours are accurate, you are ready to submit your time sheet for approval:

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: Office Assistant -- S09610-00
Department and Number: TS - HR DIRECTOR STAFF -- THR02B
Time Sheet Period: Jun 24, 2012 to Jul 07, 2012
Submit By Date: Jul 09, 2012 by

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 24, 2012	Monday Jun 25, 2012	Tuesday Jun 26, 2012	Wednesday Jun 27, 2012	Thursday Jun 28, 2012	Friday Jun 29, 2012	Saturday Jun 30, 2012
Temporary	1		0	7.5	Enter Hours	0	7.5	7.5	7.5	7.5	Enter Hours
Total Hours:			7.5				7.5	7.5	7.5	7.5	
Total Units:				0		0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Next](#) [Return Time](#)

Submitted for Approval By:

You on Jul 05, 2012

Approved By:

Cynthia Pellegrino

Waiting for Approval From:

RELEASE: 8.5.0.3

You have submitted:
now your Approver
needs to approve!

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.

☐ Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 24, 2012	Monday Jun 25, 2012	Tuesday Jun 26, 2012	Wednesday Jun 27, 2012	Thursday Jun 28, 2012
Temporary	1		0	7.5	Enter Hours		7.5	7.5	7.5
Total Hours:			7.5			0	7.5	7.5	7.5
Total Units:				0		0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Next](#) [Return Time](#)

Submitted for Approval By:

You on Jul 05, 2012

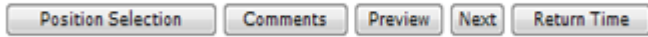
Approved By:

Cynthia Pellegrino

Waiting for Approval From:

That's all there is to it! If you encounter any difficult, call Payroll x 5304 or Human Resources x5470.

So many buttons along the bottom...



Position Selection – This will take you back to the list of your jobs. Most people have only one position.

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you've entered

Next – Takes you to week two of the time period

Return Time - Takes a submitted time sheet and puts it back in your queue for editing, provided the deadline has not occurred.

Once you've entered time for both weeks, you will see more options:



Position Selection – This will take you back to the list of your jobs. Most people have only one position

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you've entered

Submit for Approval – Sends your completed time sheet to your approver's queue

Restart – Clears the hours you entered so you may start again.

Next – Second week of time period



Mistakes Happen!

If you have already submitted your time and realize there was an error:

Before your office's deadline:

You may click on your time sheet, Return Time, edit, and resubmit.

After your office's deadline but before Payroll's deadline:

Ask your approver to return your time sheet to you.

If Payroll's deadline has passed:

You will need to submit a paper time sheet. You may print your original and make corrections. It is best to give the Payroll Office a call at x5304.

Your supervisor may return your time sheet to you.

In the Approver trainings, we are notifying supervisors that there is no automatic mechanism to let you know, so they should email, call, walk to your desk to let you know. On your side, just check your time sheet each Monday after the deadline to ensure that your supervisor has approved it.

Frequently Asked Questions

What if I hold multiple jobs?

You will submit a separate time sheet for hours charged to each job. Each timesheet will be directed to the appropriate approver.

Can I enter time for future dates?

You can enter time and use the "Save" button without submitting it for approval up to the end of the *current* pay period.

What if I am out of the office? How will my hours be entered?

The beauty of self-service is that you can access it from anywhere! Home, vacation site, anywhere with internet access! You may enter and submit your time in accordance with the deadlines. If for some reason you do not have access, ask your supervisor to contact Payroll to have your hours entered.

Can I see my past time sheets?

Once you begin entering time online, you will have access to your current and all past time sheets that were entered via web time entry.

How do I print a hard copy for my records?

When printing a hard copy for your records, select FILE/PRINT from top menu. You will need to change your printer preferences to landscape; and possibly reduce the margins.

When is the deadline?

The Payroll Office's deadline is Friday at noon. Your supervisor will need time to review all the staff submissions and approve or return them, so your internal office deadline will be prior to Friday at noon. Check with your supervisor. [Staff deadlines](#) are posted on the H R website.

Whoops! I submitted my time sheet too soon and need to make changes.

If you submitted before your departmental deadline, you may Return Time. If your supervisor has not approved your timesheet yet, you may ask him/her to "return for correction." However, if the timesheet has already been approved, your supervisor must contact Payroll for a revision to the timesheet.