Web Time Entry

What is it?
and
How will it help me?
What is it?

- WTE – Web Time Entry
- Electronic submittal of your hours worked or exception hours
- Accessed through “My Info”
  - Available 2nd working day of each month until last day
  - 24 hrs/day, 7 days/week
- Most importantly….
  It is your means to a paycheck!
Why do I want it?

• Time sheets available anytime/anywhere
• You can view & track where your time sheet is in the approval process
• Once your time sheet is approved, it is fed directly into Banner for payroll
  – No manual entry errors
  – More accurate paycheck every month
How Do I: Access Web Time Entry?

www.montana.edu
Enter Secure Area

Welcome to the MSU-Bozeman campus

You must have cookies enabled on your browser to use this website.

MSU Alert: Register to receive urgent MSU safety messages.

Enter Secure Area
Applying for Admission
General Financial Aid
Campus Directory
Login

User Login

Please enter your User Identification Number (ID) and your personal identification number (without any dashes) or your Student/Employee ID with a prefix MMDDYY. Change your PIN at your earliest convenience to protect your personal information. You have 5 tries to login correctly. If unsuccessful, contact the Personnel and Payroll Office to reset.

When you are finished, please exit and close your browser to protect your information.

IMPORTANT INFORMATION: If you have forgotten your PIN, please enter your User ID and contact the appropriate office for assistance.

Students who require assistance may contact the Registrar's office, 994 registration during regular business hours.

User ID:  
PIN:  
Login  Forgot PIN?
Click on Employee Services

Welcome, Margaret E. Spinelli, to the Montana State
2009 at 02:28 pm

Attention: Have you setup your new Student Email power

Announcing MyMSU Portal
Check here for vital information about the enhanced Web Communication

Personal Information
View your address(es), phone number(s), e-mail address(es); Change your

Employee Services
View your leave history or balances, job information, pay stubs and more
"IMPORTANT TAX RETURN DOCUMENT AVAILABLE"

Return to Homepage

RELEASE: 7.3
Click on Time Sheet

Employee Services

- Time Sheet
- Pay Information
  View your Direct Deposit breakdown; View your Earnings and Deductions
- Tax Forms
  View W-4 information; View your W-2 Form.
  "IMPORTANT TAX RETURN DOCUMENT AVAILABLE"
- Current and Past Jobs
- Time Off
- Current Balances and History
Open Your Time sheet

Position Selection

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

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice</th>
<th>Pay Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits Assoc II, 4M0688-00</td>
<td></td>
<td>Aug 01, 2009 to Aug 31, 2009 Not Started</td>
</tr>
<tr>
<td>TS Human Resources, Z6635A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Select the month you are entering time for

2. Click on Time Sheet Button
## Time Sheet

### Title and Number:
Payroll/Bene Tech III -- 4M1763-00

### Department and Number:
TS Human Resources -- Z6635A

### Time Sheet Period:
Jan 01, 2012 to Jan 31, 2012

### Submit By Date:
Feb 01, 2012 by 05:00 PM

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Jan 01, 2012</th>
<th>Monday Jan 02, 2012</th>
<th>Tuesday Jan 03, 2012</th>
<th>Wednesday Jan 04, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Overtime (Based on Reg. Rate)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Compensatory Time Earned</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Compensatory Time Used</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Leave Without Pay (Dock Pay)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Clas. Holiday Hours Worked 1.5</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Units:</strong></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Salaried Employee Time Entry

- Enter Exception Time ONLY
  - Classified EE
    - Annual Leave
    - Sick Leave
    - Overtime
    - Comp Time
    - Holiday Hours Worked
    - ETC
  - Professional/Faculty EE
    - Annual Leave
      - Prof & FY Faculty
    - Sick Leave
    - Leave without Pay

<table>
<thead>
<tr>
<th>Earning</th>
<th>Default Hours or Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>0</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>0</td>
</tr>
<tr>
<td>Overtime (Based on Reg. Rate)</td>
<td>0</td>
</tr>
<tr>
<td>Compensatory Time Earned</td>
<td>0</td>
</tr>
<tr>
<td>Compensatory Time Used</td>
<td>0</td>
</tr>
<tr>
<td>Leave Without Pay (Dock Pay)</td>
<td>0</td>
</tr>
<tr>
<td>Clas. Holiday Hours Worked 1.5</td>
<td>0</td>
</tr>
<tr>
<td>Military Leave</td>
<td>0</td>
</tr>
</tbody>
</table>
Salary/Exception Time Only Earn Codes

- **Annual Leave** - Report days used for vacation
- **Sick Leave** - Report days used for sick leave or doctor visits.
- **Over Time** - Report straight over time as specified in your bargaining unit contract. The system will calculate 1.5 times.
- **Comp Hours Earned** - Report straight hours worked; the system will calculate 1.5 times.
- **Comp Hours Used** - Report days used
- **Leave without Pay** - Report hours that were not worked
- **Holiday Hours Worked 1.5 Times** - Report straight hours worked on the holiday.
- **Military Leave** - Report hours worked for military training.
Personal Leave – BL Only Faculty is a Billings only earn code. DO NOT USE.
Hourly Employee Time Entry

- For the pay period, enter:
  - Classified EE
    - HOURS WORKED EACH DAY
    - Annual Leave
    - Sick Leave
    - Comp Time
    - Overtime
    - Holiday Hours Worked
    - ETC
  - Student/Short Term Workers
    - HOURS WORKED EACH DAY
    - OT
Hourly Employee Earn Codes

• **Regular Hours** - Report the hours worked for that day; will be straight time.
• **Annual Leave** - Report days used for vacation
• **Sick Leave** - Report days used for sick leave or doctor visits.
• **Comp Hours Used** - Report days used
• **Comp Hours Earned** - Report straight hours worked; the system will calculate 1.5 times.
• **Over Time** - Report straight over time as specified in your bargaining unit contract. The system will calculate 1.5 times.
• **Hourly Holiday** - Report holiday hours earned for a month with holiday hours – reported as straight time; use the Holiday Calculator found on Human Resources web site.
• **Holiday Hours Worked 1.5 Times** - Report straight hours worked on the holiday.
• **Military Leave** - Report hours worked for military training.
## Entering Time

**Time Sheet Period:** Aug 01, 2009 to Aug 31, 2009

**Submit By Date:** Sep 02, 2009 by 05:00 P.M.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Saturday Aug 01, 2009</th>
<th>Sunday Aug 02, 2009</th>
<th>Monday Aug 03, 2009</th>
<th>Tuesday Aug 04, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click on the day in the earn code row you want to enter time for

2. Enter the number of hours to be

3. Click on the Save Button

---

**Earning:** Annual Leave

**Date:** Aug 03, 2009

**Balance:**

**Hours:**
Hour Increments

• Hours are to be entered in 15 minutes increments
  – Example – 7.25 / 7.5 / 7.75

• If entering increments of time – use 2 decimals places
  – Banner will not allow greater than 2 decimals
To Clear/Erase Hours

- Do NOT enter a ZERO
- Delete hours entered and click on Save
## Copying Time

### Instructions:
1. Enter Hours: 8
2. Click on Copy
3. Click on days you want to copy time to
4. Click on Copy

### Time Sheet:

<table>
<thead>
<tr>
<th>Date</th>
<th>Earned</th>
<th>Date</th>
<th>Earned</th>
<th>Date</th>
<th>Earned</th>
<th>Date</th>
<th>Earned</th>
<th>Date</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy by date:</strong></td>
<td></td>
<td><strong>Copy by date:</strong></td>
<td></td>
<td><strong>Copy by date:</strong></td>
<td></td>
<td><strong>Copy by date:</strong></td>
<td></td>
<td><strong>Copy by date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday Sep 01, 2009</strong></td>
<td>☑</td>
<td><strong>Wednesday Sep 02, 2009</strong></td>
<td>☑</td>
<td><strong>Thursday Sep 03, 2009</strong></td>
<td>□</td>
<td><strong>Friday Sep 04, 2009</strong></td>
<td>□</td>
<td><strong>Saturday Sep 05, 2009</strong></td>
<td>□</td>
</tr>
<tr>
<td><strong>Tuesday Sep 08, 2009</strong></td>
<td>☑</td>
<td><strong>Wednesday Sep 09, 2009</strong></td>
<td>☑</td>
<td><strong>Thursday Sep 10, 2009</strong></td>
<td>☑</td>
<td><strong>Friday Sep 11, 2009</strong></td>
<td>☑</td>
<td><strong>Saturday Sep 12, 2009</strong></td>
<td>□</td>
</tr>
<tr>
<td><strong>Tuesday Sep 15, 2009</strong></td>
<td>☑</td>
<td><strong>Wednesday Sep 16, 2009</strong></td>
<td>☑</td>
<td><strong>Thursday Sep 17, 2009</strong></td>
<td>☑</td>
<td><strong>Friday Sep 18, 2009</strong></td>
<td>☑</td>
<td><strong>Saturday Sep 19, 2009</strong></td>
<td>□</td>
</tr>
<tr>
<td><strong>Tuesday Sep 22, 2009</strong></td>
<td>☑</td>
<td><strong>Wednesday Sep 23, 2009</strong></td>
<td>☑</td>
<td><strong>Thursday Sep 24, 2009</strong></td>
<td>☑</td>
<td><strong>Friday Sep 25, 2009</strong></td>
<td>☑</td>
<td><strong>Saturday Sep 26, 2009</strong></td>
<td>□</td>
</tr>
<tr>
<td><strong>Tuesday Sep 29, 2009</strong></td>
<td>☑</td>
<td><strong>Wednesday Sep 30, 2009</strong></td>
<td>☑</td>
<td><strong>Thursday Sep 31, 2009</strong></td>
<td>☑</td>
<td><strong>Friday Sep 01, 2009</strong></td>
<td>☑</td>
<td><strong>Saturday Sep 02, 2009</strong></td>
<td>□</td>
</tr>
</tbody>
</table>
Successful Message

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 Sunday(s). To copy individual dates, click the check boxes under the dates.

Your hours have been copied successfully.

Earnings Code: Regular Pay, Shift 1
Date and Hours to Copy: Sep 01, 2009, 8 Hours
Copy from date displayed to end of the pay period: 
Include Saturdays: 
Include Sundays: 
Copy by date: 

Calculating Holiday Hours

- Main page of HR web site: www.montana.edu/hr
- Left hand tool bar – use mouse and click on the “Payroll” link.
  – Click on Holiday Calculator
Calculating Holiday Hours Cont.

#### Classified Hourly Holiday Calculator

<table>
<thead>
<tr>
<th>Enter Hours Worked: (Regular, Annual, Sick, and Comp Time Used)</th>
<th>Total Holiday Hours: Number of hours that should be reported on each Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2012</td>
<td>176</td>
</tr>
<tr>
<td>December 2011</td>
<td></td>
</tr>
</tbody>
</table>

Calculator shows current month as well as previous month. Enter hours worked into correct block and **TAB** out.

- The hours displayed in the “Total Holiday Hours” are to be reported on the timesheet under the “Hourly Holiday” line.
Holiday Hours Worked

• If you work on a holiday:
  – Enter the hours from the holiday calculator into the classified hourly holiday row
  AND
  – Enter the number of hours worked in the Holiday Hours Worked row
Entering Comments (Optional)

1. Click on the Comments Button

2. Enter comment in text box

3. Click the Save Button
## Previewing Your Time Sheet

**Total Units:**

<table>
<thead>
<tr>
<th></th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Selection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preview</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Submit for Approval</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Restart</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Next</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Submitted for Approval By:**

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

Margaret Spinelli  
Benefits Assoc II, 4M0688-00  
TS Human Resources, Z

**Time Sheet**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>1</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensatory</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Earned</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours:** 51  
**Total Units:** 0

Use scroll bar at the bottom of the screen to see entire month.
Restarting Your Time Sheet

You can restart if you:
1. Have not submitted your time sheet for approval
   OR
2. If it is in error status
Due Date

<table>
<thead>
<tr>
<th>Earning</th>
<th>Default Hours</th>
<th>Default Units</th>
<th>Wednesday Sep 02, 2009</th>
<th>Thursday Sep 03, 2009</th>
<th>Friday Sep 04, 2009</th>
<th>Saturday Sep 05, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

**Submit By Date:**
- **SUBMIT BY DATE = Due Date for Approver to submit time sheet to payroll**
- **LAST DAY OF THE MONTH = Due Date for employee to submit time sheet to approver**

**Details:**
- **Title and Number:** Benefits Assoc II -- 4M0688-00
- **Department and Number:** TS Human Resources -- Z6635A
- **Time Sheet Period:** Sep 01, 2009 to Sep 30, 2009
- **Due Date:** Oct 02, 2009 by 05:00 P.M.
Submit Your Time Sheet for Approval
Certification

I certify that the time entered represents a true and accurate PIN. If you agree with the previous sentence, please enter your transaction will not be submitted for approval. You will return

PIN: 

Submit

RELEASE: 7.3
Confirmation Message

- Or it will tell you if you have errors
What if I need to make changes after I submit my time sheet?

– Return to your timesheet and click on the “Return Time” button on the tool bar.
– Time will be returned to you – correct and resubmit.
Checking the status of your timesheet

- **Timesheet status**
  - Not Started – time sheet has not been opened
  - In Progress – time sheet has been opened, but not submitted
  - Pending – time sheet has been submitted, but not approved
  - Completed – time sheet has been approved
  - Returned for Correction – approver has returned time sheet for correction
Will I Get a Reminder?

• An email will be sent to all employees to remind them to enter time
  – Will be sent on the last day of each month from MSU Banner Processing [bannersystem@montana.edu]

• This notification will arrive just as the Direct Deposit notification
Email Reminder to Submit Time

Fri 4/29/2016 5:17 PM
MB
MSU Banner Processing <bannersystem@montana.edu>
Web Time Entry Reminder

Giop, Tanya

MSTR1 Tanya Giop, This notification serves as a reminder that your web time entry time sheet for the pay period beginning FRIDAY 04/01/16 and ending SATURDAY 04/30/16 is due! The deadline for time entry is always the last day of the month at 5:00 p.m. If you have questions or need assistance, please contact the payroll office at 994-3651. Your time sheet can be found at the secure MyInfo website that can be accessed from the MSU homepage.
WTE Resources

• On the HR Website:
  • Troubleshooting Guides for employees and approvers
  • Employee and Approver Quick Guides
  • Holiday Calculator
  • Presentations

• HR customer service technicians and managers
Wrapping it up

1. What is it?
   • Online time entry between the 2\textsuperscript{nd} working day of the month through the last day of the month.

2. Why do I want it?
   • Fewer errors, faster, easier, no paper, accessible from any computer anywhere/anytime!

3. How do I do it?
   • Log into “My Info”
   • Enter hours
   • Submit

IT’S THAT EASY!