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 2\textsuperscript{nd} 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
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
Apply for Admission
General Financial Aid
Campus Directory
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 security. To change your PIN, visit the Personal Information Menu. You have 5 tries to Login correctly. If unsuccessful, contact the Personnel and Payroll Office to request assistance.

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

**IMPORTANT INFORMATION:** If you have forgotten your PIN, please enter the latest value you remember. 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
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>
</tbody>
</table>

| Total Hours:                          |       |                        |             |             |                     |                     |                      |                        |
| Total Units:                          |       |                        |             |             |                     |                     |                      |                        |
**Salaried Employee Time Entry**

<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>

- **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
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.
**Faculty Please Do Not Use**

**Time Sheet**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Feb 01, 2010</th>
<th>Feb 02, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Personal Leave – BL Only Faculty</td>
<td>1</td>
<td>0</td>
<td>0</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>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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*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.
- **Extra Hours Worked** - For part-time employees use only; use when reported extra hours worked in the week, not considered over time
- **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**

<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>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave</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>
</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.

*Montana State University*
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

**Earnings Code:**

**Date and Hours to Copy:** Copy from date displayed to current date.

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 01, 2009</td>
<td>Sep 02, 2009</td>
<td>Sep 03, 2009</td>
<td>Sep 04, 2009</td>
<td>Sep 05, 2009</td>
<td>Sep 06, 2009</td>
<td>Sep 07, 2009</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 08, 2009</td>
<td>Sep 09, 2009</td>
<td>Sep 10, 2009</td>
<td>Sep 11, 2009</td>
<td>Sep 12, 2009</td>
<td>Sep 13, 2009</td>
<td>Sep 14, 2009</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
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<tr>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 29, 2009</td>
<td>Sep 30, 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Annual Leave:**

- Sep 01, 2009

**Hours:**

- 8

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

**Buttons:**

- Time Sheet
- Previous Menu
- Copy
**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 select "Include Sunday(s). To copy individual dates, click the check boxes under the dates.

Your hours have been copied successfully.

<table>
<thead>
<tr>
<th>Earnings Code:</th>
<th>Regular Pay, Shift 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Hours to Copy:</td>
<td>Sep 01, 2009, 8 Hours</td>
</tr>
<tr>
<td>Copy from date displayed to end of the pay period:</td>
<td></td>
</tr>
<tr>
<td>Include Saturdays:</td>
<td></td>
</tr>
<tr>
<td>Include Sundays:</td>
<td></td>
</tr>
<tr>
<td>Copy by date:</td>
<td></td>
</tr>
</tbody>
</table>
Calculating Holiday Hours

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

<table>
<thead>
<tr>
<th>Classified Hourly Holiday Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter Hours Worked:</strong> Regular, Annual, Sick, and Comp Time Used</td>
</tr>
<tr>
<td>January 2012</td>
</tr>
<tr>
<td>December 2011</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

Submit for Approval By:

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

Margaret Spinelli
Benefits Assoc II, 4M0688-00

<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></td>
<td></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 Used</td>
<td></td>
<td></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

**Time Sheet**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Default Hours</th>
<th>2009</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></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**

- Benefits Assoc II -- 4M0688-00
- TS Human Resources -- Z6635A
- Sep 01, 2009 to Sep 30, 2009
- 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
Return for Correction

- 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

MSTR1 Lisa Buss, This notification serves as a reminder that your web-time entry time sheet for the pay period beginning SATURDAY 08/01/09 and ending MONDAY 08/31/09 is due! After your timesheet has been completed for this pay period, please submit it for approval by 5:00 pm today 08/31/09. If you have questions or need assistance, please contact the payroll office at 994-3651. Your time sheet can be accessed at this secure website: https://atlas.montana.edu:9000/
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 2nd 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!