

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

The screenshot shows the Montana State University website. At the top, the MSU logo and '125 YEARS' anniversary are visible. A navigation bar includes links for 'About MSU', 'Admissions', 'Academics', 'Student Life', 'Research', and 'Outreach'. The 'Admissions' menu is open, displaying two columns of links. The 'Apply' link is circled in red, and a red arrow points to it from the top. Below the menu, there is a banner for a symposium on Ivan Doig. At the bottom, three main action buttons are shown: 'VISIT' (Plan your campus Visit), 'CONNECT' (Meet your future classmates), and 'APPLY' (Your MSU adventure starts here).

ADMISSIONS

Admissions Offices

- Undergraduate Admissions
- Graduate Admissions
- International Admissions
- Two-Year Programs
- Online Learning
- Summer Classes

Resources

- Tuition and Fees
- Financial Aid
- Scholarships
- Disability Services
- Veteran Services
- Registration Deadlines
- Request Information
- Apply**
- My Info

MSU equin
instructor f
on national
magazine o

MSU will host a four-day symposium on famed Montana writer Ivan Doig on September 13-17 [EXPLORE](#)

VISIT
Plan your campus Visit
[LEARN MORE](#)

CONNECT
Meet your future classmates
[GET STARTED](#)

APPLY
Your MSU adventure starts here
[APPLY NOW](#)



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](#)

[Apply 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 pin** digits MMDDYY. Change your PIN at your earliest convenience to protect your Personal Information Menu. You have 5 tries to Login correctly. If unsuccessful, contact the Registrar's Office (employees should 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 your User ID and click on the "Forgot PIN?" button.

Students who require assistance may contact the Registrar's office, 994 University Hall, 9:00am - 5:00pm, registration during regular business hours.

User ID:

PIN:



Login

Forgot PIN?

RELEASE: 7.4



Click on Employee Services

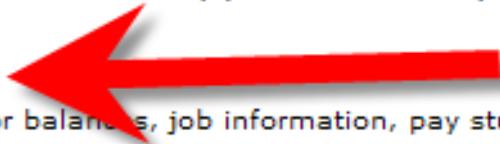
Personal Information **Employee Services**

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 Communicatio

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

[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

Personal Information

Employee Services

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

Personal Information

Employee Services


Position Selection


1. Select the month you are entering time for

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

Title and Department

My Choice Pay Period and Status

Benefits Assoc II, 4M0688-00 
TS Human Resources, Z6635A

Aug 01, 2009 to Aug 31, 2009 Not Started 

Time Sheet

2. Click on Time Sheet Button

RELEASE: 7.0



Time sheet

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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 01, 2012	Monday Jan 02, 2012	Tuesday Jan 03, 2012	Wednesday Jan 04, 2012
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (Based on Reg. Rate)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Earned	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (Dock Pay)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Clas. Holiday Hours Worked 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0



Salaried Employee Time Entry

Earning	Default Hours or Units
Annual Leave	0
Sick Leave	0
Overtime (Based on Reg. Rate)	0
Compensatory Time Earned	0
Compensatory Time Used	0
Leave Without Pay (Dock Pay)	0
Clas. Holiday Hours Worked 1.5	0
Military Leave	0

- 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

Title and Number: Professor -- 4A4
Department and Number: TS Chemistry &
Time Sheet Period: Feb 01, 2010 to
Submit By Date: Mar 02, 2010 by

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Feb 01, 2010	Tuesday Feb 02, 2010
Sick Leave	1		0	0	Enter Hours	Enter Ho
Personal Leave-BL ONLY Faculty	1		0	0	Enter Hours	Enter Ho
Leave Without Pay (Dock Pay)	1		0	0	Enter Hours	Enter Ho
Military Leave	1		0	0	Enter Hours	Enter Ho
Total Hours:			0			0
Total Units:				0		0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

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

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

Earning	Default Hours or Units
Regular Pay	0
Annual Leave	0
Sick Leave	0
Compensatory Time Used	0
Compensatory Time Earned	0
Classified Extra Hours	0
Overtime (Based on Reg. Rate)	0
Clas. Hourly Holiday	0
Clas. Holiday Hours Worked 1.5	0
Military Leave	0



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.

Earning	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2009	Sunday Aug 02, 2009	Monday Aug 03, 2009	Tuesday Aug 04, 2009
Annual Leave	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0	0	0	Enter	Enter	Enter	Enter

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

Earning: Annual Leave
Date: Aug 03, 2009
Balance: Hours
Hours:

2. Enter the number of hours to be

Save Copy Account Distribution

Earning	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2009	Sunday Aug 02, 2009	Monday Aug 03, 2009	Tuesday Aug 04, 2009	Wednesday Aug 05, 2009
Annual Leave	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0	0	0	Enter	Enter	Enter	Enter	Enter

3. Click on the Save Button

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/Eraser Hours

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

Time Sheet

Title and Number:		Bene
Department and Number:		TS H
Time Sheet Period:		Sep 0
Submit By Date:		Oct 0
Earnings		Annual Leave
Date		Sep 01, 2009
Balance		Hours
Hours		<input type="text" value="5"/>

1. Erase hours already entered

2. Click on Save

Copying Time

Earnings Code:
Date and Hours to Copy:
Copy from date displayed to:
Include Saturdays:
Include Sundays:
Copy by date:

Earning: Annual Leave
Date: Sep 01, 2009
Balance: Hours
Hours: 8

2. Click on Copy
1. Enter Hours

Save Copy Account Distribution


Tuesday Sep 01, 2009	Wednesday Sep 02, 2009	Thursday Sep 03, 2009	Friday Sep 04, 2009	Saturday Sep 05, 2009	Sunday Sep 06, 2009	Monday Sep 07, 2009
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday Sep 08, 2009	Wednesday Sep 09, 2009	Thursday Sep 10, 2009	Friday Sep 11, 2009	Saturday Sep 12, 2009	Sunday Sep 13, 2009	Monday Sep 14, 2009
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday Sep 15, 2009	Wednesday Sep 16, 2009	Thursday Sep 17, 2009	Friday Sep 18, 2009	Saturday Sep 19, 2009	Sunday Sep 20, 2009	Monday Sep 21, 2009
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday Sep 22, 2009	Wednesday Sep 23, 2009	Thursday Sep 24, 2009	Friday Sep 25, 2009	Saturday Sep 26, 2009	Sunday Sep 27, 2009	Monday Sep 28, 2009
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday Sep 29, 2009	Wednesday Sep 30, 2009					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					


3. Click on days you want to copy time to

4. Click on Copy

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 **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:	<input type="checkbox"/>
Include Saturdays:	<input type="checkbox"/>
Include Sundays:	<input type="checkbox"/>
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

The screenshot displays the HR website interface. On the left is a navigation menu under 'Human Resources' with items like 'Affirmative Action Plan', 'All Forms', 'Annual Security Report', 'Benefits', 'Benefits Calculator', 'Disability & Accommodation', 'Employee & Labor Relations', 'Employee Services', 'EPAF - Training, Tutoring, and Quick Reference Guides', 'Family Resources - New Parents', 'Flexible Pay Options', 'Payroll Information', and 'Personnel Policies & Procedures'. A red arrow points to 'Flexible Pay Options'. The main content area shows 'Human Resources / Payroll' and a 'Payroll' header. Below it is a 'Time Entry' section with a sub-header 'WTE - Holiday Calculator'. A note states: 'This calculator is currently configured to be accurate through December 2017.' Below the note is a red circle around the link 'Web Time Entry - Holiday Calculator'. Further down is a 'Quick Reference Guides' section with links for 'WTE Employee Quick Reference Guide', 'WTE Approvers Quick Reference Guide', and 'WTE Proxy Quick Reference Guide'. At the bottom are buttons for 'Campus Tools', 'Banner MSTR', 'My Info', and 'Outl'.



Calculating Holiday Hours Cont.

Classified Hourly Holiday Calculator		
	Enter Hours Worked: <i>Regular, Annual, Sick, and Comp Time Used</i>	Total Holiday Hours: <i>Number of hours that should be reported on each Holiday</i>
January 2012	<input type="text" value="176"/>	<input type="text" value="8"/>
December 2011	<input type="text"/>	<input type="text"/>

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

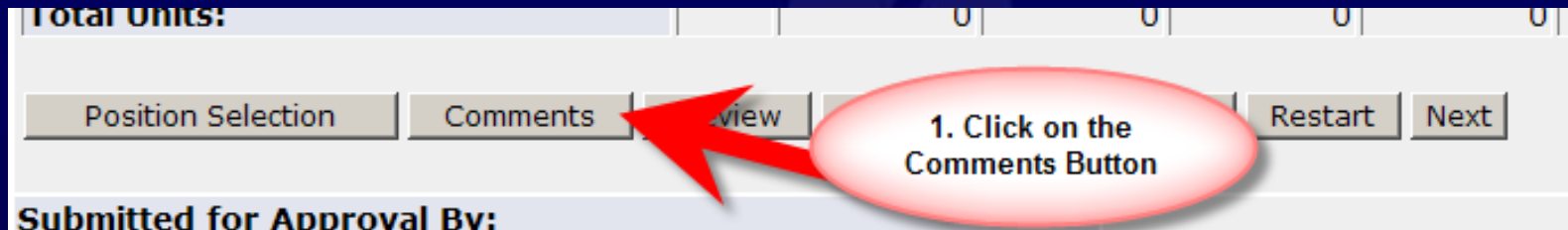


Entering Comments (Optional)

Total Units: 0 0 0 0


Position Selection | Comments | Review | Restart | Next

Submitted for Approval By:



1. Click on the Comments Button

Comments

 To edit a comment, just type over the information. Your comments may be entered and submitted for approval.

Made by: You
Aug 04, 2009

3. Click the Save Button

Comment:



Save

Previous Menu

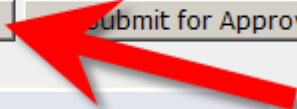



Previewing Your Time Sheet

Total Units: 0 0 0 0

Position Selection | Comments | **Preview** | Submit for Approval | Restart | Next

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

Earning Code	Shift	Total Hours	Total Units	Sunday , Nov 01, 2009	Monday , Nov 02, 2009	Tuesday , Nov 03, 2009	Wednesday , Nov 04, 2009	Thursday , Nov 05, 2009	Friday , Nov 06, 2009	Saturday , Nov 07, 2009	Sunday , Nov 08, 2009	Monday , Nov 09, 2009
Annual Leave	1	40			8	8	8	8	8			
Sick Leave	1	5										5
Compensatory 1 Time Earned		3										
Compensatory 1 Time Used		3										
Total Hours:		51					8	8	8			5
Total Units:			0									

Use scroll bar at the
bottom of the screen to
see entire month



Previous Menu


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

Total Units:			0	0	0	0
Position Selection	Comments	Preview	Submit for Approval	Restart		
Submitted for Approval By:						



Due Date

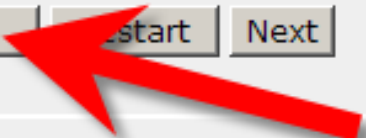
Time Sheet

Title and Number:	SUBMIT BY DATE = Due Date for Approver to submit time sheet to payroll				Benefits Assoc II -- 4M0688-00			
Department and Number:					TS Human Resources -- Z6635A			
Time Sheet Period:					Sep 01, 2009 to Sep 30, 2009			
Submit By Date:	LAST DAY OF THE MONTH = Due Date for employee to submit time sheet to approver				Oct 02, 2009 by 05:00 P.M.			
Earning	Defa Hours	Units	2009	Wednesday Sep 02, 2009	Thursday Sep 03, 2009	Friday Sep 04, 2009	Saturday Sep 05, 2009	
Annual Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	



Submit Your Time Sheet for Approval


Total Units:				0	0	0	0
Position Selection	Comments	Preview	Submit for Approval	Restart	Next		
Submitted for Approval By:							



Certification


Personal Information **Employee Services**

Certification

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

PIN:

RELEASE: 7.3



Confirmation Message

Time Sheet

 To begin, click a link under the date where you want to enter



Your time sheet was submitted successfully.

- 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.

Earning	Shift	Default Hours or Units	Total Hours	Total Units
Annual Leave	1		0	16
Sick Leave	1		0	13
Overtime (Based on Reg. Rate)	1		0	0
Compensatory Time Earned	1		0	0
Compensatory Time Used	1		0	0
Leave Without Pay (Dock Pay)	1		0	0
Clas. Holiday Hours Worked 1.5	1		0	0
Military Leave	1		0	0
Total Hours:				29
Total Units:				

Position Selection Comments Preview Next **Return Time**



Checking the status of your timesheet

Title and Department	My Choice	Pay Period and Status
Benefits Assoc II, 4M0688-00 TS Human Resources, Z6635A	<input checked="" type="radio"/>	Aug 01, 2009 to Aug 31, 2009 Pending

• 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

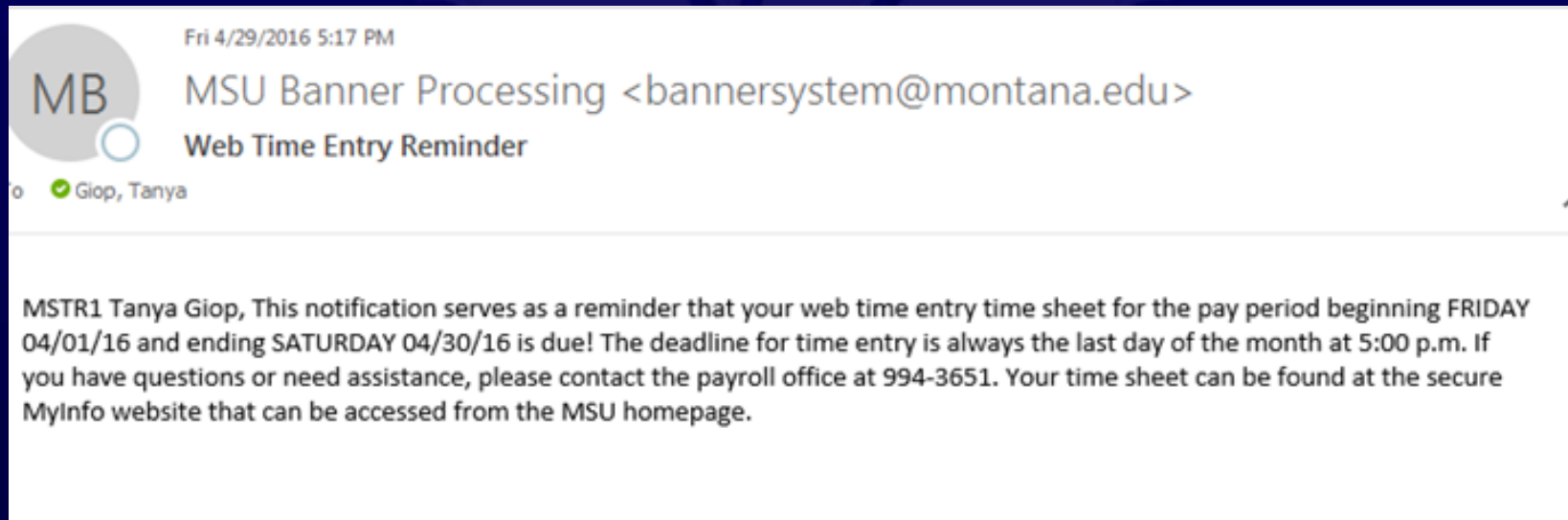


Will I Get a Reminder?

- 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



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

