Web Time Entry Frequently Asked Questions
For Students: FAQs

What is the deadline for entering my hours for the bi-weekly pay period?

The typical deadline to enter your hours is Monday at 2:00 p.m. of the week in which you are being paid. This may change when holidays fall within the pay period. Payroll will notify departments of any change to the deadline.

What if I entered my hours but forgot to sign my timesheet?

Your Supervisor can still approve your timesheet and it will be processed through Payroll. You will need to sign your timesheet for audit purposes once that payroll has completed on Friday of the week you are paid. You can sign your timesheet by clicking the *Web Time History –Bi-weekly Employees* link in the Web Time Entry & Approval section of the Employees Menu.

What if I made a mistake entering my hours and I have NOT signed my timesheet?

You can access your timesheet until the employee deadline passes. If you need to change the number of hours you entered for a specific day, you will need to adjust the time you began or ended your shift. Click in the time in or time out field on the date in question, select the correct time on the slider bar, and click done. If your timecard is complete, click on the electronic signature box and click submit. If you are not ready to sign the timecard, click submit to return to the main menu.

What if I make a mistake entering my hours and I have already signed my timesheet?

If it is before the employee deadline, your Supervisor can reject your timesheet. Once rejected, it is now available for you to make your changes. If it is past the employee deadline, your Supervisor will need to make those changes. If the Supervisor deadline has passed, the Supervisor will need to contact Payroll to make the change manually.

What if I forget to enter my hours on my timesheet and it is past the Employee deadline?

Your Supervisor can enter your hours on your behalf. You will need to sign your timesheet for audit purposes once that payroll has completed on Friday of the week you are paid. You can sign your timesheet by clicking the *Web Time History –Bi-weekly Employees* link in the Web Time Entry & Approval section of the Employees Menu.

What if I forgot to enter my hours by the employee deadline and my Supervisor will not be available to enter and approve my time?

Supervisors usually have an alternate supervisor that can enter and approve time on their behalf. If there is no one available, call Payroll immediately.

Why is the sick hours column unavailable?

Students are eligible to accrue and use sick time during summer break only. The sick column is unavailable during the academic year.