

# Carleton College

## Student Employee Web Time Sheet Procedures

### WTE: The Hub access

Students employed by Carleton College complete time and submit their hours worked for supervisor approval by using a web-based process called Web Time Entry (WTE). A paper time sheet will not be required unless the student position does not qualify for WTE (off-campus supervision).

Overview of web time entry:

- \* Students enter their hours worked on the web throughout the pay period.
- \* When the pay period is complete, the student will 'electronic sign' and submit their time for supervisor approval.
- \* The supervisor will review student's time and either approve it or reject it.
- \* If time is approved, it automatically goes to the Payroll Office.
- \* If time is rejected, the student will get an email from the supervisor with instructions to correct and resubmit.



Note: Your supervisor can see and approve your time sheet at any point during the payroll cycle. Once the payroll cycle has ended you have until noon 2 days later to submit your time sheet to your supervisor online. For example, the pay period ends on Tuesday, May 3<sup>rd</sup> the student has until noon on, Thursday, May 5<sup>th</sup> to complete the time sheet and to submit it to their supervisor. Contact your supervisor immediately if you have not submitted your time by noon on Thursday.

The remainder of this document will give you specific instructions for entering time on the web. At the end of this document is a list of Frequently Asked Questions (FAQs).

#### 1- Access your time sheet

Student time sheets can be accessed through the The Hub. Under the section labeled payroll, select "Time Entry" to access your time sheet.

#### 2- Choosing a time sheet

The time sheet menu will display the positions you currently have with Carleton. If you worked during break time AND term work, it is possible that you will see more than one position. Enter time for only the pay periods that are displayed.

Note the supervisor and a title of each job is listed. Here is a sample:

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	05/30/07	06/12/07	BUSO Brk Office Assistant	03/15/05	Business Office	Barbara R. Fowler	Carleton	06/14/07 12:00PM

**SUBMIT**

Select the particular position and supervisor for which you are entering time by clicking on the box in the column labeled “Choose Only One” and then click on Submit.

### 3-Entering your time

After selecting the position for which you are entering time, the following screen will be displayed. The position title is still displayed and the date/days, and time in/time out fields.

06/08/07	Friday	01:00PM	05:00PM	<input type="checkbox"/>
06/09/07	Saturday			<input type="checkbox"/>
06/09/07	Saturday			<input type="checkbox"/>
06/10/07	Sunday			<input type="checkbox"/>
06/10/07	Sunday			<input type="checkbox"/>
06/11/07	Monday	08:00AM	12:00PM	<input type="checkbox"/>
06/11/07	Monday	01:00PM	05:00PM	<input type="checkbox"/>
06/12/07	Tuesday	07:30AM	12:00PM	<input type="checkbox"/>
06/12/07	Tuesday			<input type="checkbox"/>

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision: Pending Approval

Supervisor Comments:

Supervisor's E-mail Address: bfowler@acs.carleton.edu

**SUBMIT**

Enter the time of day you started and stopped working. If you worked more than one time in one day you can insert another line for that day; click on the box under “insert line” for that day. The total hours for each time worked will be calculated for you.

Report time in quarter hour increments and use a HH:MM AM or PM format.

At the end of each session simply click “submit.”

#### 4 -Signing and sending your time sheet

On the Tuesday of the end of the pay period or whenever you are done entering all your time for the pay period, click on the box near the bottom where it says “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval”. Submit. This will advance your time sheet to your supervisor for review and approval. Your confirmation will state: Time Entry Status: Complete.

Confirmation - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://thehub.carleton.edu/WebAdvisor/WebAdvisor?TOKENIDX=4860687374855=68APP=HR&CONSTITUEI

2007\_Payroll\_Dates.pdf (application/pdf Ob... Confirmation

Carleton College Site Navigation go Search site people

Log Out Main Menu Students Menu Help

Current Students

## Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 06/12/07

Time Entry Status Not Complete

---

Current Pay Period	Hours
Regular Hours	34.75
Annual Leave Hours	0.00
Sick Hours	0.00
Shift Hours	0.00
Other Hours	0.00

---

Previous Pay Period	Hours
Not Applicable	0.00

OK

Log Out Main Menu Students Menu Help

the hub

start 12 2 M C... Pa... 100% 1:21 PM

## **Frequently Asked Questions (FAQ's)**

### **Where do I find the Student Payroll calendar?**

The student payroll calendar is available from the Business Office web site at:  
[http://apps.carleton.edu/campus/business/assets/2007\\_Payroll\\_Dates.pdf](http://apps.carleton.edu/campus/business/assets/2007_Payroll_Dates.pdf)

### **What if I don't approve and submit my time sheet on time?**

You will not be paid on a timely basis and may lose the privilege of working at Carleton. Electronic time reporting is a commonly used tool and familiarity with it will benefit you in future employment situations as either an employee or supervisor of employees.

### **I received an email from my supervisor prior to the end of the payroll. Why?**

Your supervisor is responsible for ensuring that you report your time on a timely basis.

### **Why did my time sheet disappear from the selection screen?**

The time period closed.

### **What if I entered hours wrong?**

During the pay period you can correct hours entered in error yourself.

After the pay period has closed and or you have already approved your time you should contact your supervisor immediately for assistance. They may reject your previous submission for you to correct and resubmit or assist with correcting the time directly. If your supervisor has already approved and submitted your time they will need to contact the payroll office for assistance.

### **What if my supervisor is gone at the end of the payroll?**

Each employee is assigned an alternate supervisor who can review and approve your time. Contact them directly if you do not receive confirmation that your time has been approved.

### **What is that boxed entitled "Additional Time (Prior Period)"**

This is not a Carleton option. If you fail to report time on a timely basis; you will need to contact your supervisor for assistance. Your supervisor will request a manual timesheet from the Payroll Office.

### **What do I do if my position doesn't show on the screen?**

During the pay period, contact the Student Financial Services Office for assistance. Your position may not have been approved for web time entry or your ITS security profile may not include web time entry.

After the pay period, contact your supervisor immediately for assistance.