Payroll Reminder: Late Student Web Time Entry (WTE):

Student workers are responsible for entering their work hours via WTE each day they work. At the end of each pay period, student WTE is due Monday at noon. If the student misses this deadline, supervisors have the responsibility to enter work hours on the student’s behalf – only for the current pay period being approved and only if the student misses the deadline. The supervisor approval deadline is Tuesdays at noon.

If the WTE is missed entirely, the student must complete a paper timesheet (available in the Payroll Office), and bring it to their supervisor for signature approval. Supervisors must then return the approved timesheet to the Payroll Office.

Credit Card Fraud Prevention Tips:

As a cardholder there are many things that you can do to protect your card and keep your account safe.

1. Always sign your card as soon as you receive it.
2. Protect your information by keeping your card in a locked/secure location that is routinely monitored.
3. Never keep your Unique ID, PIN or other personal identifying information with your card.
4. Do not disclose personal information such as account numbers, passwords or other sensitive information through email, phone, or text message.
5. Shop with established businesses that have secure websites when making online purchases.
6. Report lost or stolen cards immediately by calling Wells Fargo Customer Service 800-932-0036. The College is protected from fraudulent charges after you report the card as lost or stolen to our financial institution so it is essential that you notify them as soon as possible.

These simple precautions can help ensure that you continue to safely enjoy the conveniences of your purchasing card.

3D Secure Technology: Verified by VISA:

Online merchants are increasingly adopting Verified by VISA to complete online checkout, particularly for international merchants and airline vendors. This requires registration of the credit card and the establishment of a custom password by the cardholder. A merchant will prompt for this password during checkout as a form of authentication. This free service provides an additional layer of security for internet purchases and tells the online retailers and banks that you are the genuine cardholder.

If you encounter a Verified by VISA merchant, it is easy to enroll and simple to use. To enroll follow the steps provided on the Wells Fargo web-site. To register you will need to know the last four digits of your Unique ID (Employee ID), your monthly credit limit (found in CCER under USER INFORMATION>PERSONAL PROFILE), and the zip code associated with your Carleton card (55057).

You will enter your Verified by VISA password only in online stores that are participating in Verified by VISA. To recognize a Verified by VISA store, look for the Verified by VISA symbol on the retailer web-site. Wells Fargo provides a list of FAQ’s regarding this program if you have additional questions.

Wells Fargo Helpful Hints:

Here are some helpful hints to avoid issues with the Wells Fargo CCEER site:

1. If you have forgotten your password, do not try to sign on more than twice. Instead go to “change your password” and you will be prompted through your secret questions to reset your password to something else. Please note that the password and security questions are case sensitive. It is recommended that you close your current session and open a new browsing session before trying your new password.
2. If the browser you are using to access the CCER site is not working properly try switching to a different browser type. We recommend using Internet Explorer or Safari.
3. To avoid declines when making online and phone orders enter the College’s billing address as “One North College Street” rather than using the numeric “1” or other abbreviations in the address field.