

Time Reporting Using Web Time Entry for Students

Review of regulations and policies

The laws and regulations set forth by the Department of Labor and other government agencies and the time reporting policies outlined in the Student/Supervisor Handbook will continue to be enforced by payroll staff.

1. What time needs to be reported?

The College will only pay its student employees for hours that are physically worked not scheduled hours. Any hours that are physically worked should be reported as regular time.

2. How often does the time need to be reported?

It is recommended for student employees to report their time on a daily basis to ensure accurate time-reporting. Hours for the appropriate 2-week pay period need to be submitted for supervisor approval within the reporting deadlines.

3. What are the reporting deadlines?

*The reporting deadlines will be similar to current policy, except the time needs to be submitted for approval each 2-week pay period, not every week. Therefore, the employee deadline to submit time for supervisor approval is **the Monday following the end of the pay period at 11:59 p.m.***

4. Do employees need to submit their time for supervisor approval after every work week?

*No - time for the entire 2-week pay period needs to be submitted for approval by the Monday following the end of the pay period at 11:59 p.m. **Only click on the electronic signature box after entering time for both weeks in the pay period.***

5. How do employees receive payment for hours that were not reported via Web Time Entry?

*Employees need to stop by Payroll to pick up a timesheet. The employee needs to complete the timesheet and obtain the supervisor's approval. Then, the employee needs to submit the timesheet to Payroll. **Hand-written time cards will no longer be accepted now that the College is utilizing Web Time Entry.***

6. If employees are unable to submit their time prior to the reporting deadlines or do not comply with the reporting deadlines, how do employees submit the time?

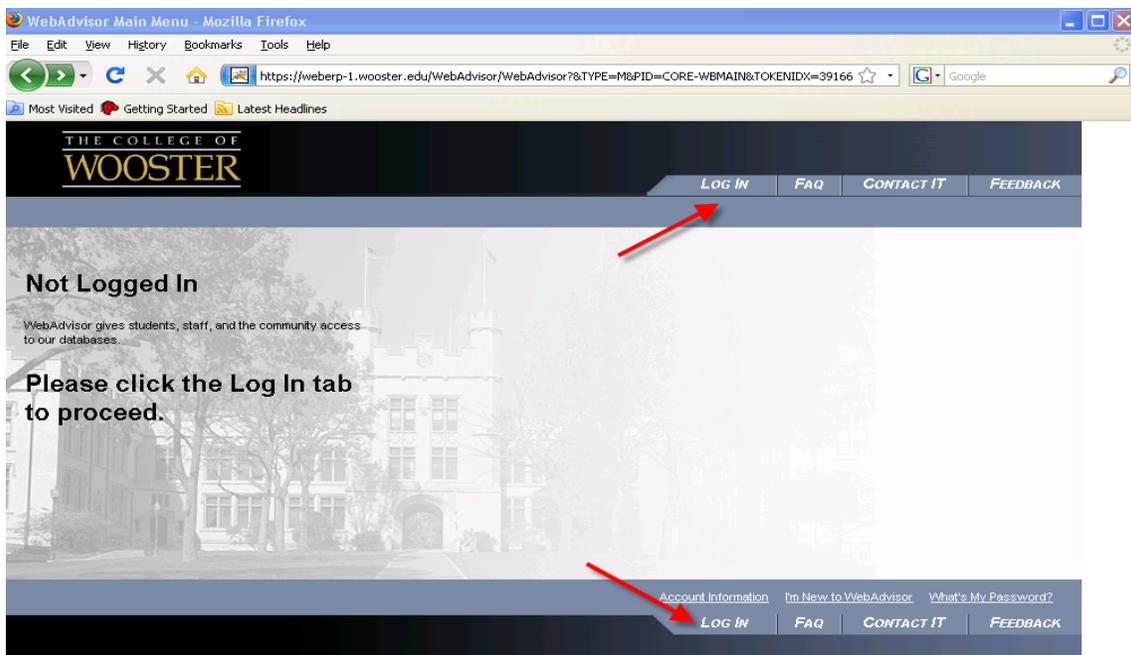
The supervisor needs to report any time that was not already reported by the employee. In the supervisor comments on the approval screen, the supervisor will need to indicate that the hours reported are to the best of his/her knowledge and the employee needs to report any adjustments to Payroll. Once Payroll obtains this information, the employee will be paid for the time.

Using Web Time Entry

Go to the Wooster home page (www.wooster.edu). Click on the ScotWeb link located at the lower right side of the web page.

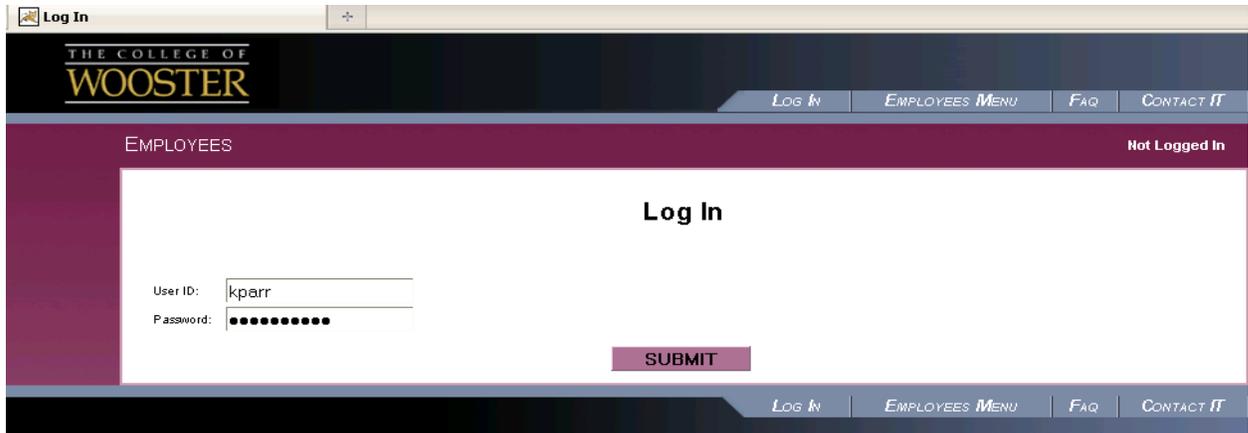


The ScotWeb log in screen will appear. Click on one of the Log In tabs.

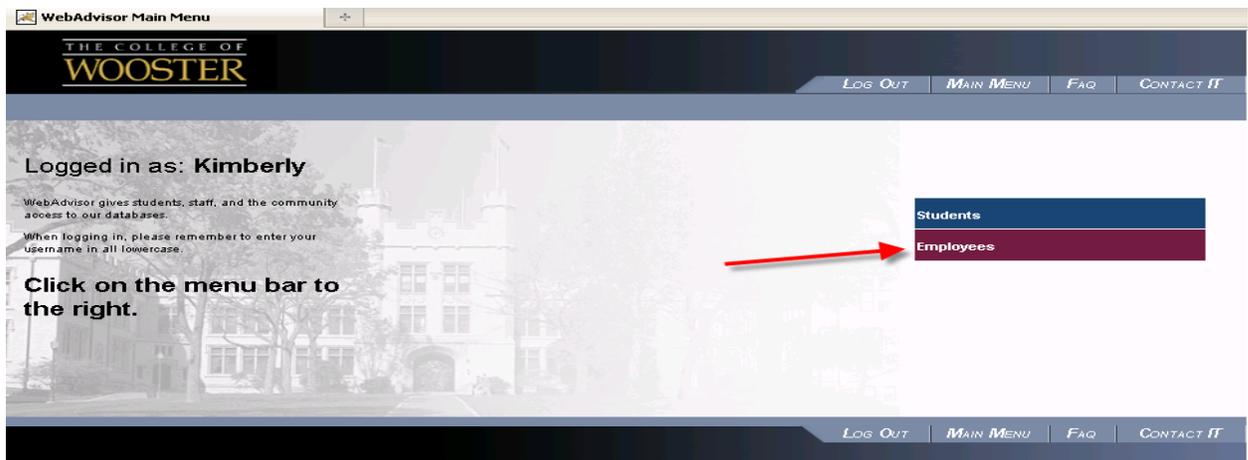


Enter your User ID and Password. This is your Novell user name and password, the same one that you use for email and pay advices (without the @wooster.edu).

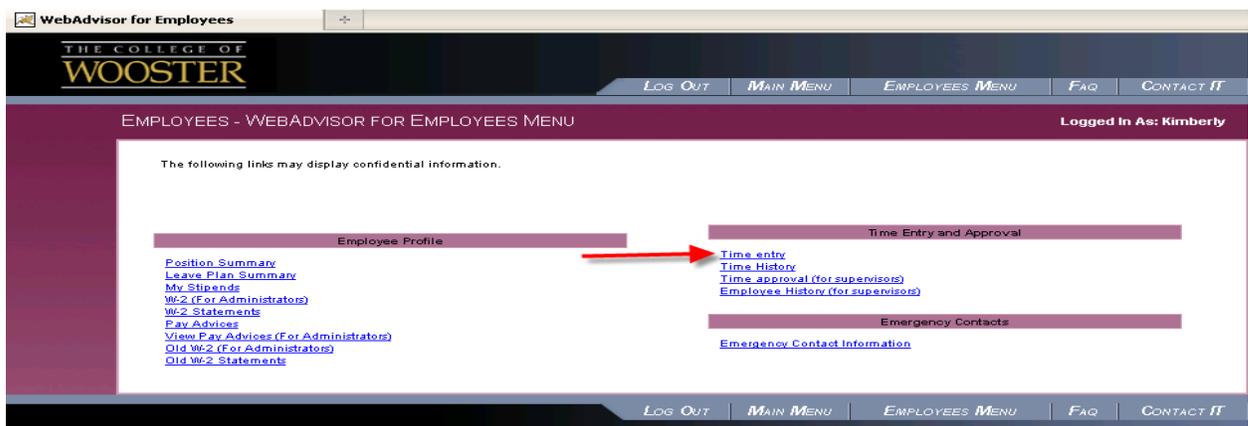
Then, click on the Submit button.



Click on the Employees tab to access the Employees menu.



Click on the Time Entry link to access the time entry screen.



Click on the radio button to select the position for which to you need to report time and click on the Submit button. Note: the employee deadline is indicated under the “Complete By Date”.

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Complete By Date
<input checked="" type="radio"/>	03/27/11	04/09/11	ODADAS Grant-Stu Emp-WS	01/01/11	Longbrake Student Wellness Ctr	Ms. Emily R. Seling	04/11/11 11:59PM
<input type="radio"/>	03/20/11	04/02/11	Catering	01/01/10	Campus Dining - Student Dining	Ms. Brenda K. Feikert	04/04/11 11:59PM
<input type="radio"/>	04/01/11	04/30/11	Payroll Manager	06/19/02	Human Resources	Ms. Natalie A. Richardson	04/15/11 11:59PM

SUBMIT

When you access the Time Entry screen, the summary information related to the position is available on the top of the screen.

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

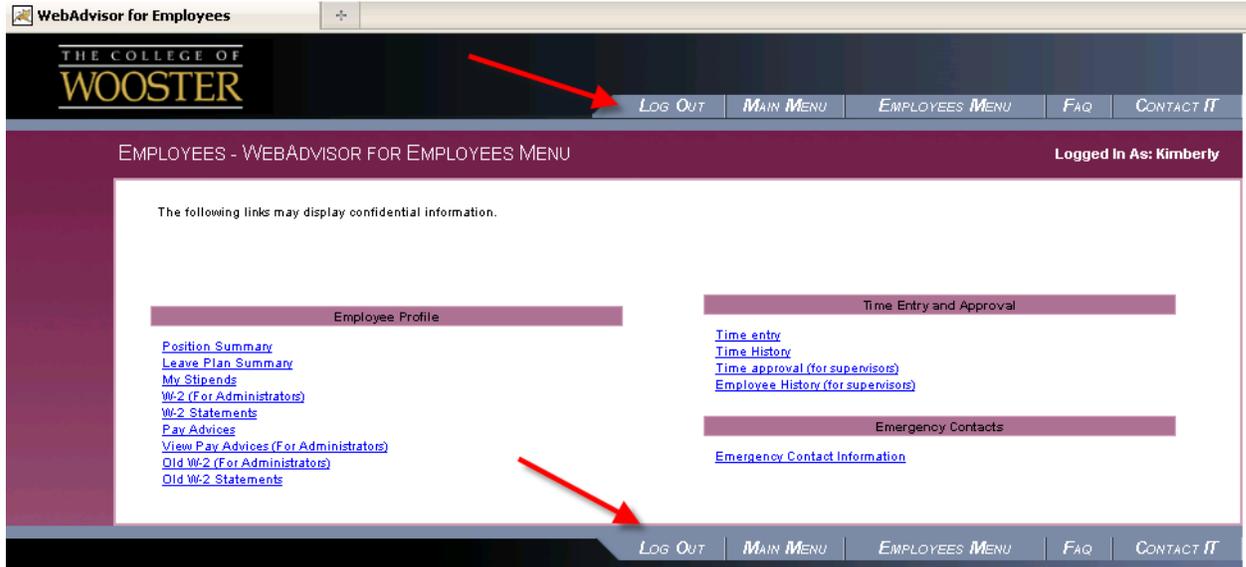
Position Title	Pay Period End Date	Pay Cycle	Department	Supervisor	Complete Entry By
ODADAS Grant-Stu Emp-WS	04/09/11	Student	Longbrake Student Wellness Ctr	Ms. Emily R. Seling	04/11/11 11:59PM

Entering Time on Time Entry Screen - Enter the actual “in” times under the Time In column and the actual “out” times under the Time Out column. The in/out times need to be rounded to the nearest ¼ hour. Any time within 7 minutes after the ¼ of an hour needs to round down; any time beyond 7 minutes after the ¼ of an hour needs to round up (i.e. 8:07 a.m. needs to be reported as 8:00 a.m. and 8:08 a.m. needs to be reported as 8:15 a.m.). There are 3 ways to enter time; refer below for examples.

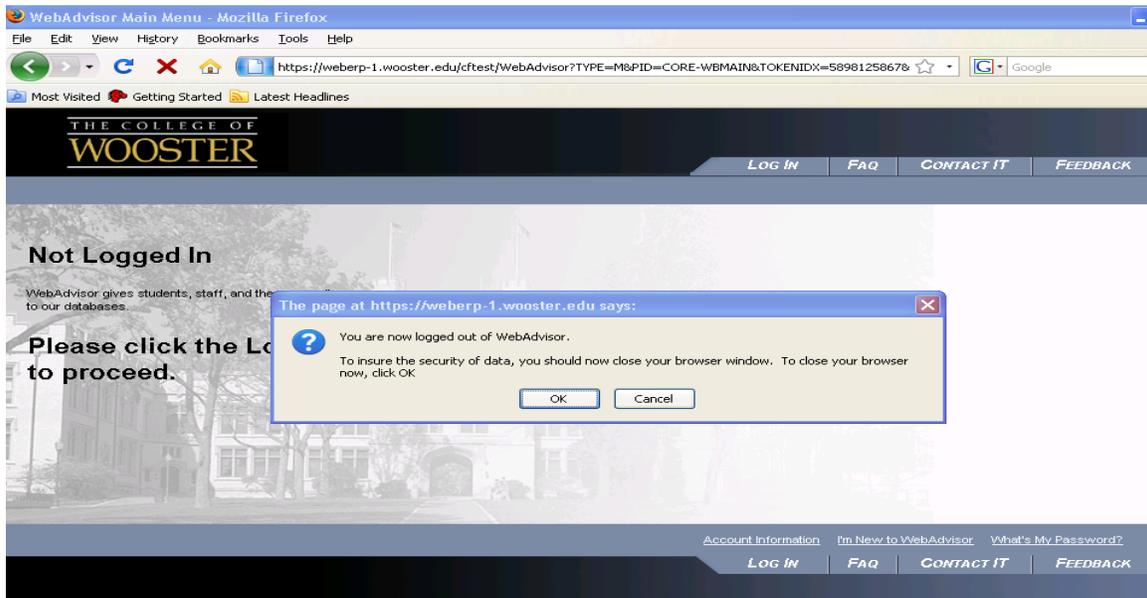
Date	Day	Time In	Time Out	Vacation Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
03/27/11	Sunday							
03/27/11	Sunday							
03/28/11	Monday	2p	4p					
03/28/11	Monday							
03/29/11	Tuesday	1400	1600					
03/29/11	Tuesday							
03/30/11	Wednesday	2:15p	4:15p					
03/30/11	Wednesday							

[Please disregard the Vacation Hours, Sick Hours, Other Time Hours and Other Time Types columns. They do not apply to student employees.]

Click on the OK button to return to the Employees menu.



Click on one of the Log Out tabs to end your ScotWeb session. **Important:** This step is essential so that others using the computer cannot access your pay information.



Click Ok.