



## Web Time Entry (WTE) Job Aid – for Approvers

Time sheets are completed in [Academica](#) every 2 weeks.

**Note:** Hourly or non-exempt employees will enter the hours they worked. Salaried exempt employees will only enter hours they were absent.

### Time sheet deadlines

The light green area represents the typical pay period for most bi-weekly employees (the work week is Monday – Sunday). Nine-month employees & part-time faculty have a slightly different pay period and should refer to the [Payroll Calendar](#).

Sample pay period:

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Time sheet submission deadline 5 p.m.	19 Time sheet approval deadline 6 p.m.	20	21	22	23
24	25	26	27 Pay day	28	29	30
31						

1. Time sheets must be submitted by employees **no later than 5:00 p.m. on Monday** following the pay period.
2. Time sheets MUST be reviewed and approved by the approver **no later than 6:00 p.m. on Tuesday** following the pay period to ensure that employees are paid on time.
3. Pay checks are distributed on the following Wednesday. Refer to the [Payroll Calendar](#) for specific pay periods.



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### Access employee time sheets

**Step 1:** Log in to **Academica** ([academica.wayne.edu](http://academica.wayne.edu)) using your Access ID and password

**Step 2:** Under **Employee Resources > Employee Self-Service** click “**Time Sheet**”

**Step 3:** Based on your Approver credentials, various options appear on the Time Sheet/Leave Request/Proxy screen. Click the **Approve or Acknowledge Time** radio button (see below).

**Step 4:** Click the **Select** button

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**.

Selection Criteria

	<b>My Choice</b>
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="text"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

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**Step 5:** The Selection page appears where you can sort your employee time sheets by time sheet status or by employee name. Click the **Select** button.

Student Financial Aid Faculty Services **Employee**

Search   SITE MAP

Selection

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Time Sheet

<b>Department and Description</b>	<b>My Choice Pay Period</b>
W, H82112, Fiscal Ops Payroll Managers <input type="checkbox"/>	BW, Jul 08, 2024 to Jul 21, 2024 <input type="text"/>

Sort Order

	<b>My Choice</b>
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

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The time sheet summary is displayed.



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## Approve employee time sheets

- Step 1:** At the Summary page, verify all your employees have submitted their time sheets. If not, follow-up with your employees. Remember only those employees who have opened or edited their time sheet will appear on your time sheet summary.
- Step 2:** Click the **Leave Balances** link under the Other Information column to review the earning code and amount of time entered for each employee.
- Step 3:** The employee’s time sheet is displayed. Ensure that your employee used the correct earning code and entered the correct amount of hours for each day.
- Step 4:** Click the **Previous Menu** button to return to the summary page.
- Step 5:** The Summary page is displayed. Click the employee’s name you wish to approve.

**Step 6:** Click the **Approve** button.

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday, Jul 08, 2024	Tuesday, Jul 09, 2024	Wednesday, Jul 10, 2024	Thursday, Jul 11, 2024	Friday, Jul 12, 2024	Saturday, Jul 13, 2024	Sun Jul 2024
Regular Hourly Pay	1		27.5		5.5	5.5	5.5	5.5	5.5		
<b>Total Hours:</b>			27.5		5.5	5.5	5.5	5.5	5.5		



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Repeat steps 2-6 for each employee.

**Note:** If the time sheet is incorrect, click the *Return for Correction* button. Repeat the above steps when the time sheet is re-submitted by the employee.

### Approver action by time sheet status

There are various statuses for time sheets. Below is a table that explains the status and what actions you, as the Approver, must take to ensure your employees are paid.

Status	Approver Action
Not Started	Your employee has not opened the current time sheet, nor has any time been entered. Establish a policy for your unit and encourage your employees to submit their time sheets.
In Progress	Your employee has opened the current time sheet. They may or may not have entered time. Continue to encourage your employees of time sheet deadline.
Pending	Your employee has completed the current time sheet and submitted it for approval. It may or may not be accurate. If there are errors, return the time sheet for corrections otherwise, approve the time sheet prior to Approval Tuesday.
Return For Correction	You have returned your employee's time sheet for correction because you found an error and there was sufficient time for the employee to correct the error and re-submit it before the 5:00 p.m. Monday Deadline. Time Sheet returns to an In Progress status until re-submitted.
Approved	You have reviewed your employee's time sheet for accuracy, found it to be accurate and have approved it. There is no further action for you to take.
Auto Approve	When employees like managers and executives submit their time sheets, the time sheet approves automatically. There is no further action for you to take.

### Assign a proxy

A Proxy is an individual who can handle your Approve roles in your absence.

**Step 1:** At the Time Sheet/Leave Request/Proxy page, click the **Proxy Set Up link** (lower middle section of the screen).

**Step 2:** From the drop down menu, click the name of the person you wish to assign as a Proxy.

**Step 3:** Check the box under the **Add** column.

**Step 4:** Click the **Save** button.

**Step 5:** Click the Time Reporting Selection link (lower middle section of the screen).



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The Time Sheet/Leave Request/Proxy page is displayed and your Proxy is now ready to act as an Approver in your absence.

**Note:** All proxy candidates MUST have a Banner Access Form submitted for them requesting both Banner HRMS access and WTE Approver profile.

The screenshot shows the 'Proxy Set Up' interface. At the top, there are tabs for 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. Below the tabs is a search bar with a 'Go' button. The main section is titled 'Proxy Set Up' and contains a table with columns for 'Name', 'Add', and 'Remove'. The 'Add' column has a checkbox, and the 'Remove' column has a checkbox. A 'Save' button is highlighted with a red circle. The page also includes a 'Time Reporting Selection' link and a footer with the text 'RELEASE: 8.21' and '© 2024 Ellucian Company L.P. and its affiliates.'

### Override an employee's time entry

In the event that you notice an error on your employee's time sheet and there is not enough time to return it for corrections, you may be required to override the time entry for the employee.

#### When the employee entered an incorrect amount of hours:

- Step 1:** At the Summary page, click the **Change Time** link under the Other Information column.
- Step 2:** The employee's time sheet is displayed. Click the hours entered by the employee.
- Step 3:** The **Hours** box appears, type the correct amount of hours in the box.
- Step 4:** Click the **Save** button. The time sheet is updated. Repeat steps 2-4 for each error.
- Step 5:** Click the **Comments** button to note the changes to the time sheet.
- Step 6:** The Comments page appears. Type your comments in the comments box.
- Step 7:** Click **Save**
- Step 8:** Click the **Previous Menu** button to return to the employee's time sheet.
- Step 9:** Click the **Approve** button to approve the time sheet.

#### When the employee used the wrong Earning Code:

- Step 1:** At the Summary page, click the **Change Time** link under the Other Information column.
- Step 2:** The employee's time sheet is displayed. In the incorrect Earning Code row, click the hours entered by the employee under the date column.
- Step 3:** The **Hours** box appears, delete the hours (or type zero)
- Step 4:** Click the **Save** button. The time sheet is updated.
- Step 5:** In the correct Earning Code row, click the **Enter Hours** link under the date column.
- Step 6:** Enter the hours in the **Hours** box.
- Step 7:** Click the Save button. Repeat steps 2-6 for each error.



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**Step 8:** Click the **Comments** button to note the changes to the time sheet.

**Step 9:** The Comments page appears. Type your comments in the comments box.

**Step 10:** Click **Save**

**Step 11:** Click the **Previous Menu** button to return to the employee's time sheet.

**Step 12:** Click the **Approve** button to approve the time sheet.