Web Time Entry (WTE) Job Aid

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

Note: If you are an hourly or non-exempt employee, you will enter the hours you worked. If you are a salaried exempt employee, you will only enter hours you were absent. Contact your manager for more information on your employee status.

Note: You will not be able to make changes after you have submitted your time sheet. Please contact your time sheet approver for assistance.

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. Please contact your time sheet approver for your unit's internal deadlines.

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	1 18 Time sheet submission deadline 5 p.m.	2 19 Time sheet approval deadline 6 p.m.	20	21	22	23
24	25	26	3 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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Check your leave balances

It is recommended to check your available leave balances prior to completing your time sheet by following the steps below:

Step 1: Log in to **Academica** (academica.wayne.edu) using your Access ID and password
Step 2: Under **Employee Resources > Employee Self-Service** click "**Leave Balances**"

The image below is an example of what your leave balances screen might look like. The numbers in the green ovals represent the available balance:

Vacation Hours	
Beginning Balance	91.10
Banked	0.00
Earned	135.00
Taken	68.50
Vacation Hours in hours	157.60

Illness Hours	
Beginning Balance	217.62
Banked	0.00
Earned	153.12
Taken	85.50
Illness Hours in hours	285.24

Any Purpose Bank	
Beginning Balance	2.50
Banked	0.00
Earned	35.00
Taken	7.50
Any Purpose Bank in hours	30.00

Floating Holiday	
Beginning Balance	0.00
Banked	0.00
Earned	7.50
Taken	0.00
Floating Holiday in hours	7.50

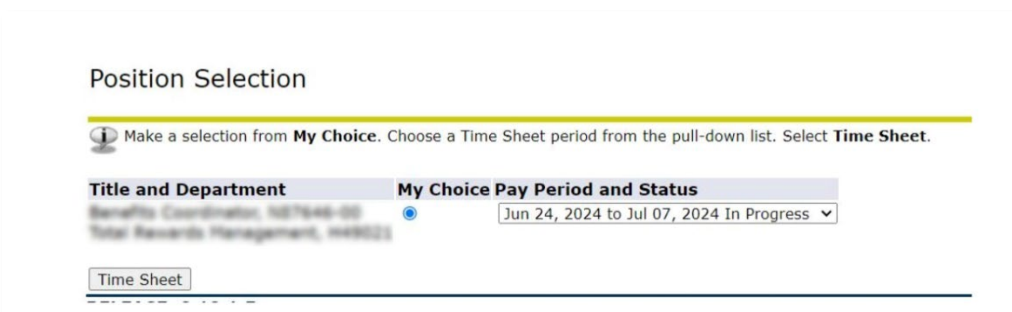
Compensation Bank	
Beginning Balance	0.00
Banked	0.00
Earned	0.00
Taken	0.00
Compensation Bank in hours	0.00

Old Sick Bank	
Beginning Balance	0.00
Banked	0.00
Earned	0.00
Taken	0.00
Old Sick Bank in hours	0.00

Access your time sheet

Step 1: Log in to **Academica** (academica.wayne.edu) using your Access ID and password
Step 2: Under **Employee Resources > Employee Self-Service** click "**Time Sheet**"
Step 3: Click the **My Choice** radio button next to the Title and Department you want to enter time for.
Step 4: From the **Pay Period and Status** dropdown box, select the pay period you are entering hours for.
Step 5: Click the **Time Sheet** button to open the time sheet.

Note: Most employees only have one title and department. See "Opening a time sheet for another job" at the end of this job aid.



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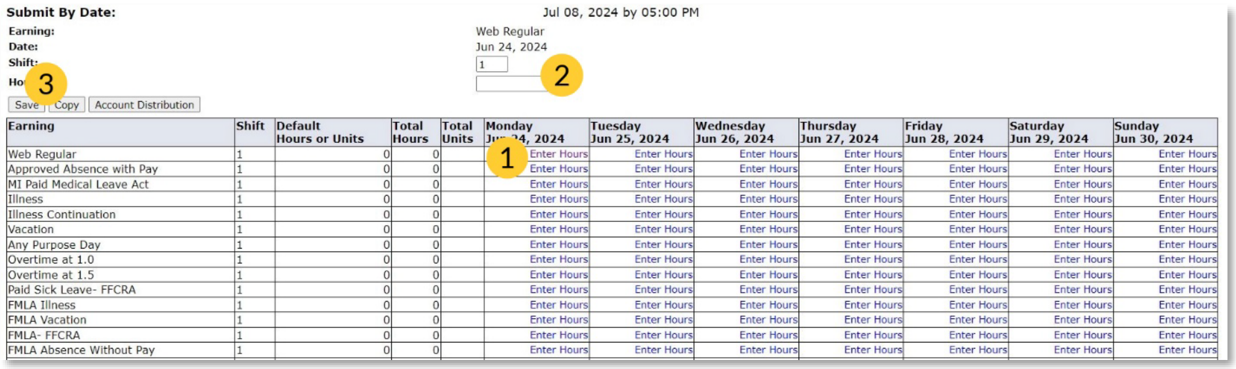
Entering hours

Step 1: Click **Enter Hours** link under the date worked and in the row for the Earning code (examples: Web Regular, Illness, Vacation, Web Holiday, etc).
Step 2: The hours box appears at the top. In the **Hours** box, type the number of hours.
Step 3: Click the **Save** button. Repeat steps 1-3 for each day worked or see below to copy hours for multiple days.



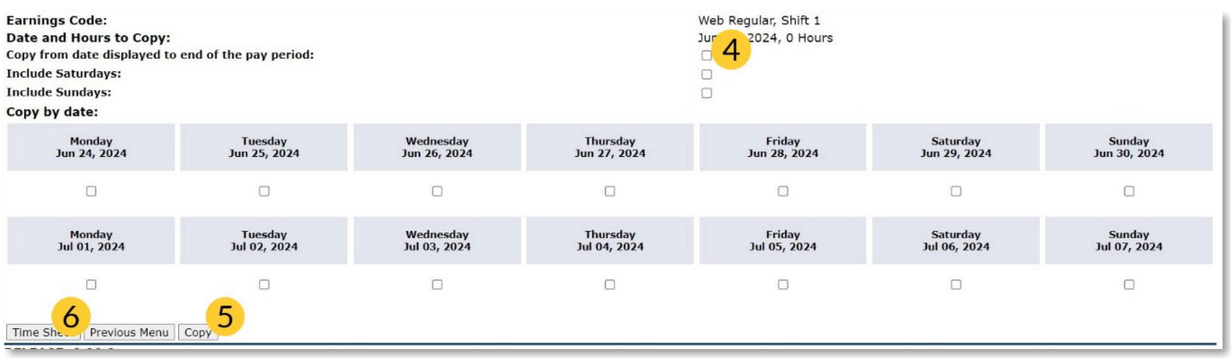
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jun 24, 2024	Tuesday Jun 25, 2024	Wednesday Jun 26, 2024	Thursday Jun 27, 2024	Friday Jun 28, 2024	Saturday Jun 29, 2024	Sunday Jun 30, 2024
Web Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Approved Absence with Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
MI Paid Medical Leave Act	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Illness	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Illness Continuation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Any Purpose Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at 1.0	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Sick Leave- FFCRA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Illness	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA- FFCRA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Absence Without Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

"Copy" hours for multiple days with same Earning code

If you worked the same number of hours with the same Earning code on multiple days during a pay period, you can fill out your time sheet faster by copying hours:

Repeat steps 1 and 2 from above.

Step 3: Click the **Copy** button.
Step 4: Click in the **Copy from date displayed to end of the pay period** checkbox. **Note:** If your workweek includes Saturday or Sunday, click those checkboxes, too.
Step 5: Click the **Copy** button. A message appears indicating the hours were successfully copied.
Step 6: Click the **Time Sheet** button. The hours and account distribution have now been copied for all days in the pay period.



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Entering Comp Time hours

If you worked more than your normal work hours and would like to elect to receive comp time to use later in lieu of overtime, follow the steps below:

Step 1: Click the **Enter Hours** link under the date worked and in the row for the Earning code "**Comp Time Accrued**"
Step 2: The hours box appears at the top. In the **Hours** box, type the number of hours you worked in excess of 7.5 (example: if you worked 10 hours, enter 2.5 (10 hours worked minus 7.5 regular hours = 2.5 accrued hours)
Step 3: Click the **Save** button.

Using Comp Time hours

If you would like to use comp time hours accrued previously, follow the steps below:

Step 1: Click the **Enter Hours** link under the date worked and in the row for the Earning code "**Comp Time Taken**"
Step 1: The hours box appears at the top. In the **Hours** box, type the number of comp time hours you would like to use.
Step 2: Click the **Save** button.

Correcting hours entered

You can make changes to your hours entered by following the steps below:

Step 1: Click the hours you previously entered for the date that needs to be changed.
Step 2: The hours box appears at the top. In the **Hours** box, type the correct number.
Step 3: Click the **Save** button.

Correcting hours entered under an incorrect Earning code

To make changes to hours entered under an incorrect Earning code, follow the steps below:

Step 1: Click the hours you previously entered for the date and Earning code that needs to be corrected.
Step 2: The hours box appears at the top. In the **Hours** box, delete the hours entered.
Step 3: Click the **Save** button.
Step 4: Click the **Enter Hours** link under the date worked, and in the row for the correct Earning code.
Step 5: The hours box appears at the top. In the **Hours** box, type the number of hours.
Step 6: Click the **Save** button.

Note: You will not be able to make changes after you have submitted your time sheet. Please contact your time sheet approver for assistance.

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Leaving a comment on your time sheet

You can type a comment on your time sheet that the approver will see when they open it up for approval by following the steps below:

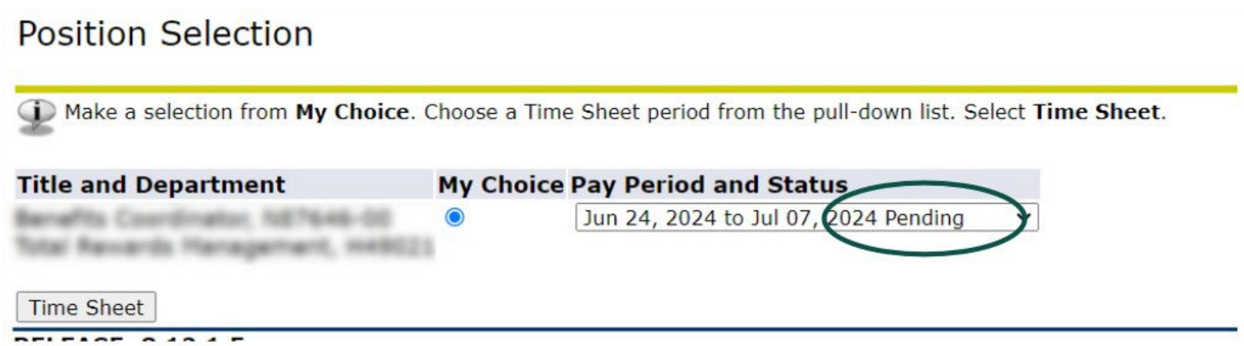
Step 1: Click the **Comments** button at the bottom of the Time Sheet.
Step 2: Type your message in the box.
Step 3: Click the **Save** button.
Step 4: Click the **Previous Menu** button to return to your time sheet.

Note: Comments on your time sheet are only visible to you in Preview mode. Your approver will check for comments.

Submitting your time sheet

Review your hours to make sure the dates, hours and Earning codes are all correct. Then, submit by clicking the **Submit for Approval** button at the bottom of your time sheet.

Note: You can check the status of your time sheet on the main Time Sheet page. It will indicate "**Pending**" until it has been approved by your approver. If your time sheet is returned to you for corrections, check your leave balances again and follow the steps for correcting hours entered and resubmit your time sheet.



Entering an account distribution

Some WSU employees need to charge some of their hours to one account, and some to another. Each account has its own "index" number. Follow the steps below if you need to distribute your hours to more than one account.

Step 1: Click the **Enter Hours** link for the Earning code and Date.
Step 2: In the **Hours** box, type the total number of hours worked.
Step 3: Click the **Account Distribution** button.
Step 4: Click the **Update** link.
Step 5: In the **Enter hours to be changed** box, type the number of hours for this date that you want charged to another index.

Step 6: In the **Index** box, type the additional index number.
Step 7: Click the **Default from Index** button.
Step 8: In the **Account** box, type the account code.
Step 9: Click the **Save** button.
Step 10: Click the **Previous Menu** button.
Step 11: Click the **Time Sheet** button.

Opening a time sheet for another job

If you have more than one job at the university, or do work under more than one job or position title, you'll need to submit separate time sheets (one for each job or position).

Step 1: Click the **Position Selection** button at the bottom of your time sheet.
Step 2: Click the radio button for the job or position you want to select.
Step 3: From the **Pay Period and Status** dropdown box, select the current time period.
Step 4: Click the **Time Sheet** button.