

Colgate University  
Web Time Entry  
Frequently Asked Questions

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### **What is Web Time Entry (WTE)?**

- Web Time Entry (WTE) is an on-line time sheet used to report hours worked and leave taken for hourly employees.

### **Can I still submit a paper time sheet instead of using web time entry?**

- No, the University is converting to a paperless system and all hourly employees are required to submit hours worked via web time entry.

### **Where do I access Web Time Entry?**

- Web Time Entry is accessible thru Banner Self-Service on the Portal (portal.colgate.edu).

### **Who do I contact if I cannot log into the portal?**

- Contact the helpline at extension 7111.

### **Who do I contact if I don't see a time sheet?**

- Contact the payroll department at extension 7802.

### **Where do I find the payroll schedule?**

- The current payroll schedule can be found under the payroll section of the Accounting and Control's website at <http://www.colgate.edu/offices-and-services/accountingandcontrol/payroll>.

### **When can I start my time sheet?**

- Time sheets will be available three pay periods out. There may be times when there are more time sheets available due to holidays.

### **Am I required to enter my time daily?**

- Not at this time, however it is strongly recommended.

### **What if the person listed on my time sheet is not my supervisor?**

- If the supervisor listed is incorrect please contact the human resources department at extension 7411.

## What if I hold more than one job on campus?

- You will submit a time sheet for each job. Each time sheet will be routed to the appropriate supervisor for their approval.

## How do I indicate Funeral Leave or Jury Duty on my time sheet?

- If you are eligible for funeral leave or jury duty as it is outlined in the staff handbook you should record the hours as Regular Pay hours and enter a comment indicating the actual hours for funeral leave or jury duty. For more information regarding eligibility for funeral leave or jury duty please visit the staff handbook at <http://www.colgate.edu/offices-and-services/working-at-colgate/resources/staff-handbook>

## What do I do if my shift crosses over midnight? How do I enter those hours?

- You must enter your pre-midnight hours on one day and your after-midnight hours on the next day. Be sure to save as you enter your hours.

## What are Regular Hours-Above Base Hours?

- The Regular Hours-Above Base Hours earning code is used for hours worked above your approved base hours but less than 40 hours/week. These hours are paid at your regular rate of pay for that position. For example, if your position is approved for 37.5 hours but you work 39 hours you will enter 37.5 hours of Regular Pay and 1.5 hours of Regular Hours-Above Base Hours. All employees must receive approval from their supervisor prior to working any hours above their regular work week.
  - **Example 1:** My approved base hours are 37.5 weekly, 7.5 hours a day. I was asked by my supervisor to work an additional 1 ½ hours on Monday and was approved to take the extra time off on Friday afternoon. My total hours worked for the week are 37.5, how do I record this?
    - You are required to enter your actual hours worked on the days you worked them. In this example, assuming you worked your regular schedule on Tuesday, Wednesday and Thursday, your time sheet would reflect 9 Regular hours worked on Monday, 7.5 Regular hours worked on Tuesday, Wednesday and Thursday, and 6 Regular hours worked on Friday, all totaling 37.5 hours for the week.
  - **Example 2:** My approved base hours are 37.5 weekly, 7.5 hours a day. We have a big project due and my supervisor has asked me to work late to finish it up. I had to stay an extra 1 ½ hours on Monday to get the work done, my total hours for the week are 39, how do I record my time?

- You are required to enter your actual hours worked on the days you worked them. In this example, assuming you worked your regular schedule of 7.5 hours on Tuesday, Wednesday, Thursday and Friday. Your hours for Monday would reflect 7.5 Regular and 1.5 Regular Hours-Above Base, 9 hours worked for the day. Your total hours for the week would indicate 37.5 Regular and 1.5 Regular Hours-Above Base, totaling 39 hours.
- **Example 3:** My approved base hours are 37.5 weekly, 7.5 hours a day. I was asked by my supervisor to work overtime on a special project this week. I had to work an additional 4 hours to get the project done, my total hours worked for the week are 41.5, how do I record my time?
  - You are required to enter your actual hours worked on the days you worked them. In this example, you would enter your regular hours worked every day. On the days you had to stay late you would enter that additional time under the earning code Regular Hours-Above Base. Once your time worked in Regular hours and Regular Hours-Above Base total 40, the additional 1.5 hours worked would need to be recorded under the Overtime earn code.

### When is overtime applicable?

- Overtime is applicable if an employee works over 40 hours in one week. Overtime is calculated at 1 ½ times the regular rate of pay. Employees must receive approval from their supervisor prior to working any hours above their regular work week.

### What is compensatory time?

- The request to use compensatory time off is subject to the supervisor's approval and must be taken in the same pay period. If compensatory time off is not taken in the same pay period, the employee will be paid for the additional hours worked.

### I only see one week of time on my time sheet. How do I get to the next week to enter time?

- Click on the "Next" button at the bottom of the page.

### How do I know what my approved base hours are?

- When you initially open your time sheet your positions approved base hours will appear in the Default Hours or Units column. Approved based hours do not apply to casual wage and student employees.

### **How do I know how much leave time I have available to use?**

- While you are logged into banner self-service click on the employee tab and click on Leave Balances.

### **What happens if I don't have sufficient leave time?**

- Leave time should not be taken unless there is a sufficient balance available. Employees cannot be paid for absences in excess of their accumulated balance. Normally, employees will be expected to use all available vacation time for daily or short-term absences instead of time without pay. Time without pay is subject to the approval of the supervisor and the Associate Vice President for Human Resources.

### **What if I did not work during the pay period?**

- Employees should not submit a time sheet for any pay period that they do not work or use leave time.

### **What do I enter for time if I am out on disability or workers compensation?**

- You should enter any hours worked during the pay period prior to your medical absence and submit the time sheet for approval. The human resources department will communicate with the payroll department regarding your usage of any leave time during your absence.

### **When is my time sheet due?**

- Time sheets must be submitted and approved by your supervisor based on the [payroll schedule](#).

### **What if I forget to submit my time sheet before the deadline?**

- Email reminders will be sent to you and your supervisor to assist in meeting the deadlines. If time is not entered you may not receive a paycheck. Please contact the payroll department at extension 7802 for additional information.

### **What if I am not here on the day time sheets are due?**

- If you know in advance that you will not be available on the day time sheets are due, submit it early. Time sheets can be submitted at any time within the pay period. Hours of work should not be submitted prior to being worked. Web Time Entry can be accessed anywhere you have access to the portal.

### **When do I use the comment section?**

- The comment section should be used to note items such as funeral leave, jury duty, FMLA or other unusual circumstances. The supervisor must use the comment section when returning a time sheet to the employee. Comments made in the system should be appropriate and relevant to the time sheet only.

### **How do I know if my time sheet has been approved?**

- Once your time sheet has been approved by your supervisor (or their proxy) your time sheet status will display as approved.

### **What do I do if I submitted my time sheet but need to make a correction?**

- If your supervisor has not approved your time sheet yet, you can ask them to “return for correction.” However, if the time sheet has already been approved, your supervisor must contact the payroll department to indicate any revisions.

### **How will I be notified if my time sheet is returned for correction?**

- You will receive an email notifying you that your time sheet has been returned for correction. Your supervisor will make a comment in the comment field as to why a time sheet is being returned.

### **What if my supervisor is not available to approve my time sheet when it is due?**

- Your supervisor should have designated a proxy to approve your time sheet in their absence. Supervisors should communicate with their proxy when they need them to approve time in their absence or you can notify their proxy.

### **How is overtime calculated?**

- Overtime is applicable if an employee works over 40 hours in one week. Overtime is calculated at 1 ½ times the regular rate of pay. All employees must receive approval from their supervisor prior to working any hours above their regular work week.

### **How do I view my employees leave balances?**

- Leave balances for eligible employees can be viewed by clicking on the Leave Balance link on their time sheet.

## **What is the policy on compensatory time?**

- The request to use compensatory time off is subject to the supervisor's approval and must be taken in the same pay period. If compensatory time off is not taken in the same pay period, the employee must be paid for the overtime worked.

## **How many consecutive hours can my employee work without a break?**

- Minimum time lengths for meals are mandated by state law. The lunch period is from 11:30 a.m. to 1:30 p.m. during which time full-time employees working at least 7½ hours per day are entitled to one hour, unpaid time off for lunch. A minimum of 30 minutes is required. Any employee who works a shift of more than four hours which extends over the period of 11:00 a.m. to 2:00 p.m. is entitled to 30 minutes off within that period. An employee working more than six hours starting between 1:00 p.m. and 6:00 a.m. shall be allowed at least 30 minutes off for a meal period.

In some instances, as approved by the human resources department, where only one person is on duty or is the only one conversant in a specific occupation, the employee may be authorized to eat on the job without being relieved of his or her duties. The employee will be paid for this time.

A specific time for a rest break or coffee break is generally not scheduled for administrative and office employees. One 15 minute morning break is provided to full-time employees working in such departments as the mailroom, document services, bookstore, and library.

## **As the supervisor how do I fix an employee's time sheet that is incorrect?**

- You must return the time sheet to the employee with a comment as to why you are returning the time sheet. If the time sheet has already been approved you must contact the payroll department to notify them of the revision.

## **As a supervisor, if I am not available to approve my employee's time sheet, how does their time get approved?**

- If you are not available, you must notify your proxy that they will need to approve the time in your absence.

## **What is a proxy?**

- A proxy is someone that has been designated to verify and approve an employee's time in absence of their supervisor.



### **Who can I designate as my proxy?**

- You should designate someone who can attest to the employees hours worked. A proxy must never approve his or her own time sheet. Proxy's cannot be in the same classification as the employee they are approving time for (example a support staff employee cannot approve time for another support staff employee). A proxy remains active until the supervisor removes the proxy from their list. For more information about how to designate your proxy or remove someone as your proxy please review the Web Time Entry User Guide. Special restrictions apply to federal grant positions please contact the payroll department for more information.

### **What if the person I want to make as my proxy is not listed?**

- Please contact the human resources department at extension 7411 to request the person be added to the list.

### **Who do I contact to request the historical usage of my employees leave time?**

- At the present time you can request this information by emailing the human resources department at [humres@colgate.edu](mailto:humres@colgate.edu).

### **As a proxy, how do I know if I have to approve the employee's time sheet?**

- The supervisor of the employee or the employee should notify you that you will need to approve the employee's time sheet in their absence. Reminder emails will be sent out in advance of the submission deadlines for time sheets that are still pending approval.