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. Handwritten 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 you need to report time and click on the Submit button. Note: the employee deadline is indicated under the “Complete By Date”.

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

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.

[Please disregard the Vacation Hours, Sick Hours, Other Time Hours and Other Time Types columns. They do not apply to student employees.]
**Need to Insert a Line?** If extra lines are needed to correctly report your time, click on the “Insert Line” box located on the right. Then, click on the Submit button to insert a line.

After clicking on the Submit button, the screen will refresh with the additional line.

When done entering time, click on the Submit button to save entries.

**Important:** DO NOT click on the box to submit your electronic signature until you are ready to submit your time for the entire 2-week pay period to your supervisor for approval. When this box is selected, you will no longer be able to access the time entry screen for the pay period.
After clicking on the Submit button, the Confirmation screen will appear. The Time Entry Status will indicate “Not Complete” when the electronic signature is not done. This allows you to access the time entry screen for the pay period again.

When the time entry for the pay period is finalized and ready to submit for supervisor approval, go to the Time Entry screen and click on the electronic signature box. Then, click the Submit button. Note: An email will be automatically sent to your supervisor to notify him/her that your entry is available for approval. The alternate approver will not receive the email.

After clicking on the Submit button, the Confirmation screen will appear. The Time Entry Status will now indicate “Complete” now that the electronic signature is done.
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.