TIPS & REMINDERS

- Time sheet practices and processes have not changed. They are the same as those in place for paper time sheets.
- Time Sheet Submission Deadline: **Normally, 2:30 pm on the Monday following the pay period end date.** *Access the **USNH HR & Payroll Production Deadlines** at http://finadmin.usnh.edu/disbursements/payroll/forms/default.aspx for specific deadline information.*
- Campus and System Holidays impact time sheet submission deadlines. Be sure to review the schedule to meet early time sheet submission deadlines.
- Your time sheet can be submitted after your last day of work in the pay period, even if it is prior to the deadline.
- Your time sheet shows earning types that may not apply to your job. You should enter time for only those earnings types that are applicable.
- Earned Time, Sick Pool: Always check your balances before entering time to ensure your balance is sufficient to support usage!

A. OPENING YOUR TIME SHEET

1. Log into **wise.unh.edu**.
2. Click the **Employee** tab.
3. Click the **Time Sheet** link.
4. Click the **My Choice** radio button for the **Title and Department** for which you want to enter time (most employees have just one job, if you have more than one job, then time must be entered for each separately).
5. Choose the current pay period from **Pay Period and Status**.
6. Click the **Time Sheet** button.

B. ENTERING HOURS

1. Click **Enter Hours** link under the date worked, and in the row for the appropriate *Earning* [ex: 120 Hourly Earnings (OS); 314 Holiday Pay (not worked), 520 Earned Time Usage Pay]
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments (ex: at the hour, at quarter past, at half past, and quarter til the hour). Be sure the **Shift** code correctly represents the shift in which the hours were worked.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Time Sheet** link to enter hours for another day.
   *The time sheet displays one work week at a time. To advance to the next week of the pay period, click on the **Next** button. Click the **Previous** button to return to the previous week of the pay period.*
   IMPORTANT NOTE for OS Employees:
   Default Schedules: Operating staff on Web Time Entry do not have default work schedules; therefore they must enter and submit their timesheet, as well as have it approved by the deadline in order to get paid on time.

C. ADJUSTING YOUR HOURS

Prior to submitting the Time Sheet Time In and Out information already entered for a particular day can be changed. See Return Time if the Time Sheet has already been submitted.

1. Click the hours listed for the date that needs to be changed.
2. Update the **Time In** and **Time Out** values.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Time Sheet** link to enter hours for another day.

D. DELETING YOUR HOURS

Prior to submitting the Time Sheet Time In and Out already information entered for a particular day can be deleted. See Return Time if the Time Sheet has already been submitted.

1. Click the hours listed for the date that needs to be deleted.
2. Click **Delete**.
3. Click **OK** to confirm it is OK to delete time in and out for the selected day.
4. Enter new hours or click **Time Sheet** to enter hours for another day.

E. ENTERING HOURS FOR SPECIFIC DAYS

When you enter Time In and Out for one day, you can use it to copy the same info to one or more additional days in the pay period.

1. Click **Enter Hours** link under the date worked, and in the row for the appropriate *Earning* [ex: 120 Hourly Earnings (OS); 314 Holiday Pay (not worked); 520 Earned Time Usage Pay]
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments. Be sure the **Shift** correctly represents the shift in which the hours were worked.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Copy** button.
5. Click each day you want to copy the Time In and Out. ***DO NOT SELECT THE DATE FROM WHICH YOU ARE COPYING.***
6. Click the **Copy** button. Look for the verification message that says **your hours were copied successfully**.
7. Click Time Sheet to verify the time was copied to the dates you selected.

F. ENTERING HOURS FOR A PAY PERIOD

If you work the same schedule of hours each day during a pay period, you can copy the hours from one day through to the end of the pay period.

1. Click **Enter Hours** link under the date worked, and in the row for the appropriate *Earning* [ex: 120 Hourly Earnings (OS); 314 Holiday Pay (not worked); 520 Earned Time Usage Pay]
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments. Be sure the **Shift** correctly represents the shift in which the hours were worked.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Copy** button.
5. Choose the **Copy from date displayed to end of the pay period** checkbox., Choose **Include Saturdays**: and/or **Include Sundays:** if your work week includes Saturday and/or Sunday
6. Click the **Copy** button. Look for the verification message that says **your hours were copied successfully**.
7. Click the **Time Sheet** button. The Time In and Time Out have been copied for all days in the pay period.
8. Click Time Sheet to verify the time was copied to the dates you selected.

G. LEAVING A COMMENT ON YOUR TIME SHEET

You can add a comment to your time sheet notifying your approver of any special circumstances regarding the pay period time. Your Approver will see the comments when they review your time sheet prior to assigning approval.

1. Click the **Comments** button at the bottom of the Time Sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet.
   *Note: You can only view Comments on your time sheet in **Preview** mode.*

H. RESTART YOUR TIME SHEET

You can clear all Time In and Out already entered for a Time Sheet as long as the Time Sheet has not been submitted for approval.

1. Click the **Restart** at the bottom of the Time Sheet page.
2. Click **Submit** to delete all changes that you have made to your time sheet.
   Note: Comments will not be removed.

I. SUBMITTING YOUR TIME SHEET

When your time sheet is ready to submit for approval, it's important for you to **Preview** it first. Check your hours to make sure the days, numbers, and Earnings are all correct. Then, submit as follows:

1. Click the **Submit for Approval** button at the bottom of your time sheet. *Note: This page contains the Certification Statement. Typing your PIN here is equivalent to signing your time sheet; it certifies that you approve the time sheet information as accurate.*
2. In the **PIN** box, type your PIN number (same as used to log in).
3. Click the **Submit** button.
   *The status of your time sheet will now have changed to **Pending**. Your time sheet must be listed as **Pending** in order for it to be **Approved.***

J. RETURN TIME

AFTER an employee Submits their Time Sheet for Approval and BEFORE it’s completed, they can use the Return Time function to retrieve their time sheet, make corrections then re-submit it for Approval.

If the Return Time function is used on an Approved time sheet, the employee must contact their Approver to notify them that they need to Approve the time sheet again.

K. OPENING A TIME SHEET FOR ANOTHER JOB

If you have more than one job, you must submit separate time sheets.

1. Click **Position Selection** at the bottom of the time sheet.
2. Click the **My Choice** radio button for the **Title and Department** for which you want to enter time.
3. Choose the current pay period from **Pay Period and Status.**
4. Click the Time Sheet button.

L. PRINTING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of your time sheet. *Note: On most computers, the time sheet is too big to be seen all at once. You can make the text size on your screen smaller by clicking "View" and "Text Size" from your Explorer browser menu.*
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select “**Landscape**" for Paper Layout. *Note: In Explorer, click "Properties", then "Paper" to find the landscape setting.*
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your time sheet.
5. Back in the Summary of Reported Time window, click the **Previous Menu** button.

USNH Pay Cycle

Pay Period	
Week 1	**Week 2**
Sat => Fri	Sat => Fri

1. Time sheets submitted by **2:30 pm**, **Monday following the pay period end date**

Week 3
Sat => Fri

2. Time sheets approved by **9:00 pm**, **Monday**
3. Payroll payment processes run on **Wednesday** to create direct deposit file and checks
4. Direct deposit electronically distributed for payment on **Friday**
5. Checks distributed on **Friday**

Who's Responsible for What

Employee Responsibilities

1. Confirm your E-mail address in WISE. USNH Payroll will be providing automated e-mail notification for Web Time Entry deadlines.
   a. Select **Personal Information** then select **View Addresses.**
2. Record your time accurately.
3. Select the correct pay period before opening your time sheet.
4. Use appropriate Earning Codes to ensure payment is appropriate per USNH and Campus policy.
5. Check your leave balances to verify availability of hours claimed.
   Note: Entry of leave balances in excess of available balance will result in reduction of payment amount.
6. Add **Comments** to your time sheet to document any special circumstances, variations and/or changes to your normal work schedule.
7. Review your time sheet for accuracy **BEFORE** submitting it for approval.
8. Submit your time sheet prior **to the DEADLINE at 2:30 pm, on Monday following the pay period end date**. *.
   Note for OS employees:
   Default Schedules: Operating staff on Web Time Entry must enter and submit their time sheet prior to the employee's submission deadline. The time sheet must be approved by the approver's deadline in order for payment to occur.
9. It is expected that changes should be rare. As the employee originating the entry your approver/supervisor should have knowledge of your work schedule and time actually worked. If changes are needed prior to the time sheet being Completed, you can use Return Time to correct your time sheet. If it is after the time sheet has been Completed, your approver must communicate with the Campus Payroll Office providing an explanation of the change needed and why. In all cases your approver/supervisor should notify you via email of the actions they have taken.

*Note: Time sheet entry deadlines are often impacted by Campus and System Holidays. To determine the correct deadline for your time sheet submission check the **USNH HR & Payroll Production Deadlines** at: http://finadmin.usnh.edu/disbursements/payroll/forms/default.asp

Approver Responsibilities

1. Confirm your E-mail address in WISE. USNH Payroll will be providing automated e-mail notification for Web Time Entry deadlines.
   a. Select **Personal Information** then select **View Addresses.**
2. Designate at least one Proxy to perform your responsibilities.
3. Notify your proxy to review and approve time sheets on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all employees have submitted their time sheets for approval prior to their submission deadline of 2:30 pm Monday following the pay period end date. Notify employees that they need to submit time when they have not done so.
5. Review all submitted time sheets in detail.
6. Make corrections as necessary. In all cases you should notify your employee via email of the actions you have taken.
   a. If time permits, return time sheets with errors to employees for correction. Contact the employee to notify them that they need to correct and resubmit their time sheet.
   b. If time doesn't permit, make the necessary correction and email the employee informing them of the action taken. Keep a record of the changes made for future reference.
   c. If the time sheet has been Approved, use Return Time to retrieve the time sheet, make corrections and re-approve it. Keep a record of the changes made for future reference.
   Note: The Approver is the FINAL chance to find and fix errors.
   d. If a change is necessary after the time sheet has been Completed you will need to communicate with the Campus Payroll Office providing an explanation of the change needed and why, as well as the employee name, the last 4 digits of their University ID and their position #.
      GSC/UNH/USNH: Payroll@usnh.edu
      KSC: jtuttle1@keene.edu
      PSC : pplante@plymouth.edu
   Depending on when the notification is received and the stage of payroll processing, payroll may be able to intervene. However, if Payroll is not able to intervene, they will notify the approver and/or the employee of the next steps that need to be taken.
7. Add Comments documenting changes you made to a submitted time sheet.
8. Approve all time sheets prior to the DEADLINE 9:00 p.m. on Approval Monday. Once a Web Time Sheet is Completed, it is FINAL.