Employee
Web Time Entry (WTE)

INTRODUCTION:

• Working together, Banner Web Time Entry and the Banner HR systems enable employees to enter their time via the Web and submit the time transactions to their supervisor who will review and approve the transaction.

• Once approved, the Web transaction will follow the normal payroll process flow and be processed in the normal Banner payroll cycle.
Web Time Entry (WTE)

Process Flow

1. Employee accesses wise.unh.edu
2. Employee re-accesses wise.unh.edu
3. Employee opens new time sheet and enters hours worked
4. Employee reopens time sheet returned for correction and enters corrections
5. Employee submits time sheet for approval by 1:30 PM the Monday after the last day of pay period
6. Employee provides approver with supporting documentation if necessary
7. Approver reviews and approves timesheet by 9:00 PM the Monday after the last day of the pay period
8. Approver reviews time sheet and returns for correction
Web Time Entry (WTE)

• Web Time Entry – Must enter “Time In” & “Time Out”
  • Time must be entered and approved in order for employee to be paid
  • No Default Work Schedules

• Deadlines
  • Employee Submission - Normally 2:30pm on Monday following Pay Period end date
  • Approval - Normally 9:00pm on Monday following Pay Period end date

• Email Notifications to Employees, Approvers, & Proxies
  • Pre-Deadline
  • Outstanding Timesheets
  • Return for Correction
  • Special Notices
Web Time Entry (WTE) Time Entry

1. Go to the WISE website – https://wise.unh.edu
Web Time Entry (WTE)

Enter User ID (full 9 of USNH ID) & PIN
Click Login
Web Time Entry (WTE)

Select Employee Tab or Employee Services

Click on the appropriate file cabinet to access your information.

Welcome, Gerard P. Lamoureux, to WISE, Web Information System for Employees! Last web access on Oct 18, 2010 at 01:41 pm

Employee Services
- Benefits
- Leave balances
- Job data
- Paystub
- W2 and W4 data
- Update of Direct Deposit Allocations is now available to all USNH employees.

Personal Information
- Address(es)
- Phone number(s)
- E-mail address(es)
- Emergency contact information
- Name change & social security number information
- PIN and security question information

RELEASE: 8.3
Web Time Entry (WTE)

Select Time Sheet
Web Time Entry (WTE)

Select Pay Period from Dropdown List
Web Time Entry (WTE)

![Web Time Entry Image]

Click intersection of day and desired earn code.
Web Time Entry (WTE)

Verify Date and Earn Code Selected

Enter Time In and Time Out for hours worked that day
- Leave gap for unpaid periods like Lunch or split shifts

Click “Save” to total hours entered per shift and day

“Time Sheet” will enable you to select different Earn Code or Day the from Time Sheet

“Next Day” will retain the same Earn Code and proceed to next day

“Copy” allows you to copy hours to selected day in pay period
**Web Time Entry (WTE)**

**Timesheet Example:** OS Hourly Earnings (Regular)

![Web Time Entry Screenshot]

- **Display of Hours Entered for Week**
- **Comments** – To add comments to time sheet
- **Restart** – Deletes all Time entered
- **Next** – Displays 2nd week of Time Sheet
  
  ![Click to submit Time for Approval]

- **Submit for Approval**
Web Time Entry (WTE)

Example: OS Regular Earnings (Hourly) & Comp Time Usage

<table>
<thead>
<tr>
<th>Title and Number</th>
<th>Department and Number</th>
<th>Time Sheet Period:</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Hourly Earnings (OS)</td>
<td>Sep 18, 2010 to Oct 1, 2010</td>
<td>1</td>
<td>0</td>
<td>78</td>
<td>Enter Hours</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>310</td>
<td>Add Hrs Worked Over Regular</td>
<td>Dec 31, 2010 by 09:00 P.M.</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>420</td>
<td>Earned Time Usage Pay</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>442</td>
<td>Sick Pool Usage</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>443</td>
<td>Sick Pool Usage - Family Leave</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>911</td>
<td>Comp Time Accrual - 1:1</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>912</td>
<td>Comp Time Accrual - 1:1.5</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>913</td>
<td>Comp Time Usage</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>914</td>
<td>Comp Time Usage - 3P &amp; WTE</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>311</td>
<td>Additional duties - Tamp</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Units</td>
<td>Enter Units</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>312</td>
<td>CallBack Pay (1.5*base, 3 hr)</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>313</td>
<td>Call Back Holiday</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>314</td>
<td>Holiday Pay (not worked)</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>315</td>
<td>Holiday - Not Eligible OT</td>
<td></td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Web Time Entry (WTE)

**Example: OS Hourly Earnings (Regular) & Holiday Leave**

<table>
<thead>
<tr>
<th>Department and Number:</th>
<th>Time Sheet Period:</th>
<th>Submit By Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AVC Finance Office -- YCFS10</td>
<td>Dec 31, 2010 by 09:00 P.M.</td>
</tr>
</tbody>
</table>

- **120-Hourly Earnings (OS)**
  - Hours: 72
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **310-Add/HrWorked/OverRegular**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **420-Earned Time Usage Pay**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **442-Sick Pool Usage**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **443-Sick PoolUsage-FamilyLeave**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **911-Comp Time Accrual - 1:1**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **912-Comp Time Accrual - 1:1.5**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **913-Comp Time Usage**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **914-Comp Time Usage - 3P & WTE**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **311-Additional duties - Temp**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **312-CallBackPay(1.5*base,3 hr)**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **313-Call Back Holiday**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **314-Holiday Pay (not worked)**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **315-Holiday - Not Eligible OT**
  - Hours: 0
  - Enter Hours: Sat, Sun, Mon, Tue, Wed, Thu, Fri

- **316-Holiday - Worked**
Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular) & Earn Time Usage

Note: Hourly Earning entered for second week of Pay Period
Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular), Earned Time Usage, Sick Pool Usage, & Holiday Leave