

December Web Time Entry Instructions

Web Time Entry (WTE) Instructions for properly recording and submitting your hours for the December Holiday Closing.

Due to the campus and holiday closings, your hours for the 2012-B2-26 payroll (Dec 8th - Dec 21st) will need to be submitted by 9:30AM and approved by 9:00PM on Tuesday, December 18, 2012.

This is approximately a week earlier than the normal deadline and the timesheet may contain an estimate of the hours you anticipate working for the remainder of the payperiod (12/18-12/21). Any estimated time must be reconciled with adjustments processed for the next payroll cycle.

Reminder: if hours or leave time are not entered for Dec 18th through Dec 21st you will not receive payment for those days.