

Best Practice Reminders for Web Time Entry (WTE)

WTE is currently being used by a large number of employees throughout the University System and has proven to be an accurate and efficient method of time entry for hourly employees. Thanks for your assistance in making WTE such a success at USNH, your efforts are appreciated.

As Academic Year 2012-2013 begins, it's important to take a few minutes to get reacquainted with the employment practices, time entry via WTE, and approval of the time. The WTE documentation can be found via the website: http://www.usnh.edu/banner/training/WTE_TM.html .

We recommend the following best practices in order to avoid some of the WTE problems that were discovered during the past year:

- Adhere to the published WTE deadlines for employees and approvers to ensure that employee's time will be paid. Hours not submitted and approved by the deadline will not be paid.
- Review employee detailed information before approving and not limit the review to the summary level to ensure the accurate reporting of earn codes for hours worked and paid absences.
- Report hours worked and paid absences under the appropriate earn code. Use of wrong earn code can result in incorrect benefit withholding or incorrect ET accruals and on occasion an overpayment.
- The sum of Reg Hours, ET, Comp Time Usage, Holiday, Curtailed Operations and Sick Time should not exceed the employee's base hours for the week.
- Do not account for the same period of time with more than one Earn Code.
- If an operating staff employee works more than their normal base hours per week (with their supervisor's permission), the additional hours should be reported as ?310-Add?l Hours worked over Regular? or ?Comp Time Accrual?. It is the employee's decision as how these hours are to be coded.
- In the rare instance that time was not entered and approved in the payroll period that it was worked, the time must be submitted in the next payroll period as ?156-Retro Hours? and a comment must also be added to explain the hours including which Pay Period. If any of the Retro Hours were for hours not worked (i.e. ET, Comp Time, Holiday, etc.) the approver must notify the BSC so they can coordinate a leave balance adjustment with HR.
- Employee should not work more than 5 consecutive hours without being provided at least a 30 minute unpaid meal period. Consult USNH Policy or contact your HR Partner if you have questions. This break in time should be reflected in the employee's WTE in/out times.

Again, thanks to all for your assistance with making WTE a successful method of time entry at USNH. Please feel free to contact your campus Payroll Office if you have questions or need further assistance. USNH Payroll can be reached at 603-862-1400 or via email at Payroll@usnh.edu