

Web Time Entry

Administrative User Guide

All employee time entry is due to your supervisor 1 business day after the end of the pay period.

Administrators will report only leave time taken (exception time). If an administrator has no leave to report for the month, they will submit a zero hour time card.

All time cards will route from the employee, to their immediate supervisor and then to payroll.

All of the instructions below begin from the Employee Tab in Tech Web. To get to Tech Web follow the instructions below.

- ▶ Log into TechWeb
- ▶ Click on Web for Student/Staff
- ▶ Click on the Employee Menu

Main Menu

Last web access on Feb 06, 2019 at 11:44 am

[Employee Menu](#)

[Faculty Menu](#)

[Finance Menu](#)

[Financial Aid Menu](#)

[Personal Information Menu](#)

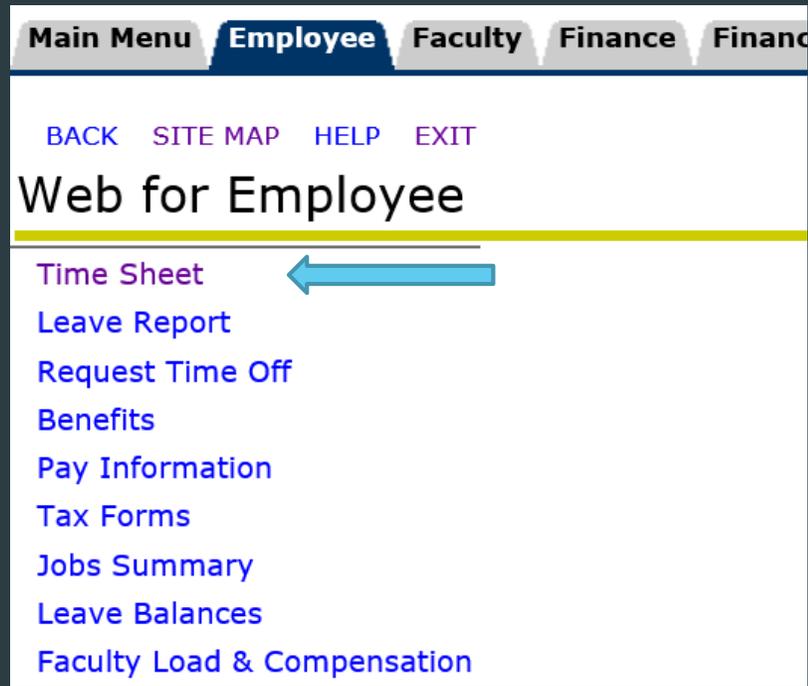
[Student Menu](#)

[Purchase Parking Permit](#)

[E-mail Us](#)

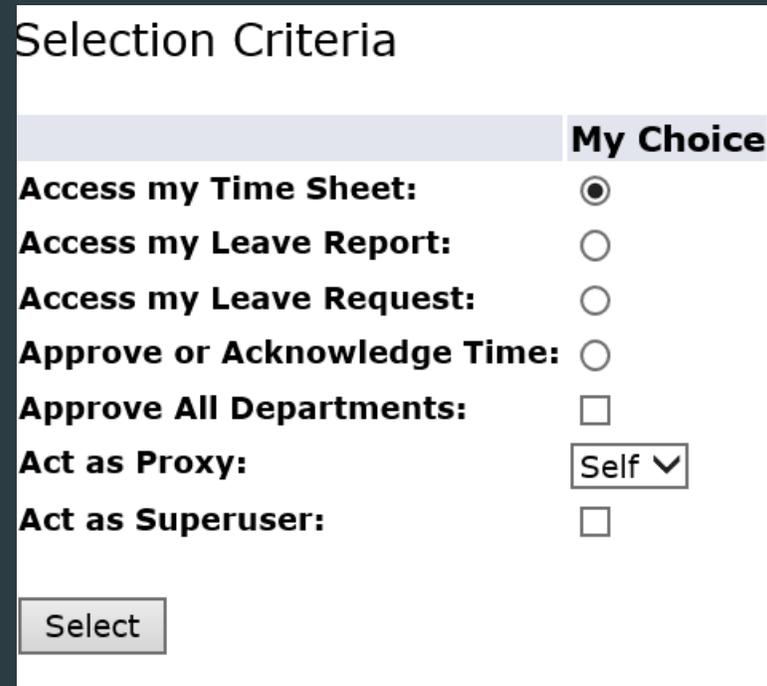
1. Click "Time Sheet"
2. Click the radio button next to "Access my Time Sheet"
3. Click "Select"

Time Sheet



The screenshot shows a web application interface with a navigation menu. At the top, there are tabs for 'Main Menu', 'Employee', 'Faculty', 'Finance', and 'Finance'. Below these are links for 'BACK', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Web for Employee'. A list of menu items follows: 'Time Sheet', 'Leave Report', 'Request Time Off', 'Benefits', 'Pay Information', 'Tax Forms', 'Jobs Summary', 'Leave Balances', and 'Faculty Load & Compensation'. The 'Time Sheet' item is highlighted in purple, and a blue arrow points to it from the right.

Access my Time Sheet



The screenshot shows a form titled 'Selection Criteria'. It contains several options with radio buttons or checkboxes, and a dropdown menu. At the bottom is a 'Select' button.

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▼
Act as Superuser:	<input type="checkbox"/>

Select

Entering and Submitting Leave time

- ▶ You have 1 day after the end of the pay period to enter and submit your leave time to your supervisor.
- ▶ MO - Monthly employee pay period is from the 1st of the month to the last day of the month.
- ▶ If you do not have any leave to report, just hit the submit for approval button.
- ▶ If you are out of paid leave time you will need to enter hours under the earn code LWOP (Leave without pay)
- ▶ If you use leave time that has accrued but is not available to use yet, the payroll process will automatically deduct LWOP from your paid time.

- Using the drop down arrow, choose the pay period for the time you need to enter
- Click the "Time Sheet" button

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Assoc Dir Payroll Services, H99534-00 Office of Business Affairs, 005105	<input checked="" type="radio"/>	Jan 01, 2019 to Jan 31, 2019 In Progress ▼

Time Sheet

- For example: If you entering leave time for the month of January, you will be selecting Jan 01, 2019 to Jan 31, 2019.

6. Click "Enter Hours" in the box that corresponds to the date and type of time you want to enter

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Payroll Manager -- H99534-00
Department and Number: Office of Business Affairs -- 005105
Time Sheet Period: May 01, 2016 to May 31, 2016
Submit By Date: Jun 02, 2016 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 01, 2016	Monday May 02, 2016	Tuesday May 03, 2016	Wednesday May 04, 2016	Thursday May 05, 2016
Sick Leave Taken	1	0	0		Enter Hours				
Vacation Time Taken	1	0	0		Enter Hours				
Special Day Leave Taken	1	0	0		Enter Hours				
Leave Without Pay	1	0	0		Enter Hours				
Total Hours:			0		0	0	0	0	0
Total Units:				0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

7. Enter the number of hours in the hours box
8. Click the Save Button

Time Sheet

Title and Number:

Registrar -- H99460-00

Department and Number:

Registrar's Office -- 001705

Time Sheet Period:

Oct 01, 2016 to Oct 31, 2016

Submit By Date:

Nov 02, 2016 by 05:00 PM

Earning:

Sick Leave Taken

Date:

Oct 03, 2016

Shift:

1

Hours:

8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2016	Sunday Oct 02, 2016	Monday Oct 03, 2016	Tuesday Oct 04, 2016	Wednesday Oct 05, 2016
Sick Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Special Day Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Leave Without Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			0		0	0	0	0	0
Total Units:				0	0	0	0	0	0

If you have multiple days to enter, you can repeat the process for each day or use the copy function.

To use the copy function:

9. Click the Copy Button and the below screen will appear
10. Put a check mark in each date box you want to copy the time to, except the date box you are copying or it will not copy the hours to the other days you selected. (Returns blank)
11. Click the Copy Button at the bottom of the page
12. To return to your time sheet, click the Time Sheet Button. You will see the hours on each date you copied to

 To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular Earnings, Shift 1
Date and Hours to Copy: May 03, 2016, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday May 01, 2016 <input type="checkbox"/>	Monday May 02, 2016 <input type="checkbox"/>	Tuesday May 03, 2016 <input checked="" type="checkbox"/>	Wednesday May 04, 2016 <input type="checkbox"/>	Thursday May 05, 2016 <input type="checkbox"/>	Friday May 06, 2016 <input type="checkbox"/>	Saturday May 07, 2016 <input type="checkbox"/>
Sunday May 08, 2016 <input type="checkbox"/>	Monday May 09, 2016 <input type="checkbox"/>	Tuesday May 10, 2016 <input type="checkbox"/>	Wednesday May 11, 2016 <input type="checkbox"/>	Thursday May 12, 2016 <input type="checkbox"/>	Friday May 13, 2016 <input type="checkbox"/>	Saturday May 14, 2016 <input type="checkbox"/>
Sunday May 15, 2016 <input type="checkbox"/>	Monday May 16, 2016 <input type="checkbox"/>	Tuesday May 17, 2016 <input type="checkbox"/>	Wednesday May 18, 2016 <input type="checkbox"/>	Thursday May 19, 2016 <input type="checkbox"/>	Friday May 20, 2016 <input type="checkbox"/>	Saturday May 21, 2016 <input type="checkbox"/>
Sunday May 22, 2016 <input type="checkbox"/>	Monday May 23, 2016 <input type="checkbox"/>	Tuesday May 24, 2016 <input type="checkbox"/>	Wednesday May 25, 2016 <input type="checkbox"/>	Thursday May 26, 2016 <input type="checkbox"/>	Friday May 27, 2016 <input type="checkbox"/>	Saturday May 28, 2016 <input type="checkbox"/>
Sunday May 29, 2016 <input type="checkbox"/>	Monday May 30, 2016 <input type="checkbox"/>	Tuesday May 31, 2016 <input type="checkbox"/>				

At the end of the pay period, you will need to submit your time sheet for approval. You do this by clicking the "Submit for Approval" Button.

Earning: Sick Leave Taken
Date: Feb 01, 2019
Shift: 1
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 01, 2019	Saturday Feb 02, 2019	Sunday Feb 03, 2019	Monday Feb 04, 2019	Tuesday Feb 05, 2019	Wednesday Feb 06, 2019	Thursday Feb 07, 2019
Leave without Pay	1	0	0		Enter Hours						
Sick Leave Taken	1	0	8		8	Enter Hours					
Vacation Time Taken	1	0	0		Enter Hours						
Special Day Leave Taken	1	0	0		Enter Hours						
Total Hours:			8		8	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:



You can view the routing and status of your time sheet at the bottom of the page

Position Selection	Comments	Preview	Next	Return Time
Submitted for Approval By:	You on Feb 14, 2019			
Approved By:				
Waiting for Approval From:	Karen Blevins			

Summary Cheatsheet

- ▶ Log into TechWeb
- ▶ Click on Web for Student/Staff
- ▶ Click on the Employee Menu
- ▶ Click "Time Sheet"
- ▶ Click the radio button next to "Access my Time Sheet"
- ▶ Click "Select"
- ▶ Using the drop down arrow, choose the pay period for the time you need to enter
- ▶ Click the "Time Sheet" button
- ▶ Click "Enter Hours" in the box that corresponds to the date and type of time you want to enter
- ▶ Enter the number of hours in the hours box
- ▶ Click the Save Button
- ▶
- ▶ If you have multiple days to enter, you can repeat the process for each day or use the copy function.
To use the copy function:
 1. Click the Copy Button
 2. Put a check mark in each date box you want to copy the time to, except the date box you are copying or it will not copy the hours to the other days you selected. (returns blank)
 3. Click the Copy Button at the bottom of the page
 4. To return to your time sheet, click the Time Sheet Button. You will see the hours on each date you copied to
- ▶ At the end of the pay period, you will need to submit your time sheet for approval. You do this by clicking the "Submit for Approval" Button.

Who do I contact for help?

Payroll Services Department

Karen Blevins karen.blevins@oit.edu 541-885-1210

Mary Chivers mary.chivers@oit.edu 541-885-1211

Write down the error message and email or call us so we can research and resolve the error for you.