

Web Time Entry

Approval User Guide

All employee time entry is due to you 1 day after the end of the pay period. You will have 2 days to approve all time cards electronically routed to you.

All student, classified, and temporary workers report all time. 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 "Approve or Acknowledge Time"
3. Click "Select"

Time Sheet

Main Menu **Employee** Faculty Finance Finance

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Web for Employee

- Time Sheet** ←
- [Leave Report](#)
- [Request Time Off](#)
- [Benefits](#)
- [Pay Information](#)
- [Tax Forms](#)
- [Jobs Summary](#)
- [Leave Balances](#)
- [Faculty Load & Compensation](#)

Approve or Acknowledge Time

Selection Criteria

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

Approving Time

- ▶ You have 5 days after the end of the pay period to approve all **MO** timesheets which are routed to payroll once you click on approve.
(Employee 3 day - Approver 5 days = 8 days total)
- ▶ You have 2/3 days after the end of the pay period to approve all **HR** timesheets which are routed to payroll once you click on approve.
(Employee 2 day - Approver 1 to 2 days = 3/4 days total)

MO - Monthly employee pay period is from the 1st of the month to the last day of the month.

HR - Mid-Month employee pay period is from the 16th of the month to the 15th of the next month.

****Holiday pay defaults on the time sheet for employees that earn holiday pay.**

4. Using the drop down arrow, choose the pay period for the time you wish to approve.
5. Choose your Sort Order Preference, by clicking the corresponding radio button
6. Click the "Select" button

Time Sheet

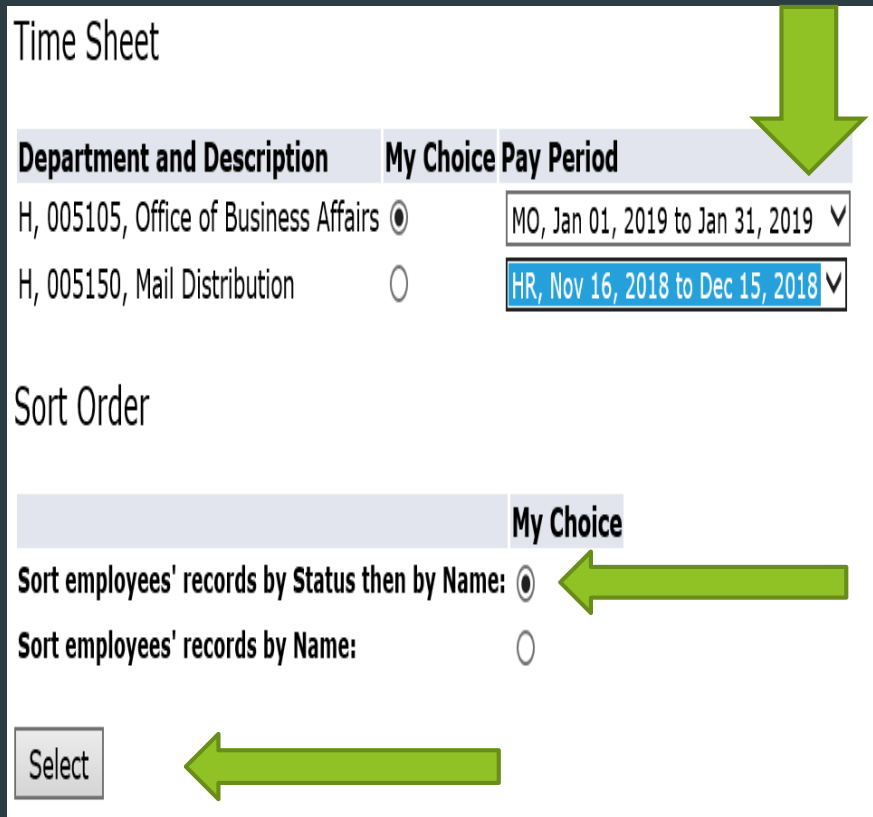
Department and Description	My Choice	Pay Period
H, 005105, Office of Business Affairs	<input checked="" type="radio"/>	MO, Jan 01, 2019 to Jan 31, 2019 ▼
H, 005150, Mail Distribution	<input type="radio"/>	HR, Nov 16, 2018 to Dec 15, 2018 ▼

Sort Order

☐ Sort employees' records by Status then by Name: **My Choice**

☐ Sort employees' records by Name:

Select



- Note: Be sure to approve all Departments for the time frame you are approving.
- For example: If it is the beginning of the month of February, you will be selecting all MO Departments for Jan 01, 2019 to Jan 31, 2019.

7. To view an employee's time sheet, click on their name
8. To view an employee's leave balance, click on Leave Balance
9. You may also change an employee's time sheet, by clicking on Change Time Record (Not recommended)
10. To approve an employee's time, click in the Approve or FYI Box
11. Click the Save Button to save the approval
12. To return the employee's time sheet back to them, click in the Return for Correction box
13. Click the Save Button to return the time sheet to the employee

COA: H, OUS OIT Chart
 Department: 001705, Registrar's Office
 Pay Period: Jul 16, 2016 to Aug 15, 2016
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Oct 30, 2016, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
918200087	Nathan David Sheppard H79991 - 01 REG Systems Analyst ITS008/RET	Approve	30.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
918099235	Michael Steven Smith H79992 - 00 FWS Office Aide REG001	Approve	48.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

After clicking on the employee's name to view their time sheet you can perform the following actions:

Return to the previous menu

Approve a time sheet

Add a comment to the employee's time sheet

Go to the next employee's time sheet.

[SITE MAP](#)
[HELP](#)
[EXIT](#)

Employee Detailed Information

To select the next or previous employee (if applicable), click either 'Next' or 'Previous'.

Employee ID and Name:
Title:

918200087 Nathan David Sheppard
 H79991-01 REG Systems Analyst ITS008/RET

Department and Description:
Transaction Status:

H 001705 Registrar's Office
 Pending

[Previous Menu](#)
[Approve](#)
[Return for Correction](#)
[Change Record](#)
[Delete](#)
[Add Comment](#)
[Next](#)

[Routing Queue](#) | [Account Distribution](#)

Change Record:

- Click on Change Time
- Click on date that has incorrect time
- Remove the hours in the Hours box and click save
- Click on date again and/or another date or type of leave (if applicable)
- Enter hours and click save

Note: If you change an employees record, after you save the changes, return the timesheet back to the employee to review and re-submit for approval.

Earning:	Sick Leave Taken					
Date:	Feb 01, 2019					
Shift:	1					
Hours:	<input type="text" value="8"/> x					
<div><input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Account Distribution"/></div>						
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 01, 2019	Saturday Feb 02, 2019
Leave without Pay	1	0	0		Enter Hours	Enter Hours
Sick Leave Taken	1	0	0		Enter Hours	Enter Hours
Vacation Time Taken	1	0	0		Enter Hours	Enter Hours
Special Day Leave Taken	1	0	0		Enter Hours	Enter Hours
Total Hours:			0		0	
Total Units:				0	0	
<div><input type="button" value="Previous Menu"/> <input type="button" value="Preview"/> <input type="button" value="Comments"/> <input type="button" value="Approve"/> <input type="button" value="Next"/></div>						

Summary (Cheat Sheet)

- ▶ Log into TechWeb
- ▶ Click on Web for Student/Staff
- ▶ Click on the Employee Menu
- ▶ Click "Time Sheet"
- ▶ Click the radio button next to "Approve or Acknowledge Time", Click "Select"
- ▶ Using the drop down arrow, choose the pay period for the time you wish to approve. Choose your Sort Order Preference radio button. Click the "Select" button
- ▶ To view an employee's time sheet, click on their name
 - To view an employee's leave balance, click on Leave Balance
 - You may also change an employee's time sheet, by clicking on Change Time Record
 - To approve an employee's time, click in the Approve or FYI Box
 - Click the Save Button to save the approval
 - To return the employee's time sheet back to them, click in the Return for Correction Box
 - Click the Save Button to return the time sheet to the employee
- ▶ After clicking on the employee's name to view their time sheet you can perform the following actions:
 - ▶ Return to the previous menu
 - ▶ Approve a time sheet
 - ▶ Return the time sheet to the employee for correction
 - ▶ Change the employee's time sheet
 - ▶ Add a comment to the employee's time sheet
 - ▶ Go to the next employee's time sheet.

Earn Codes and Descriptions

- ▶ **Shift Differential** All employees shall be paid a differential of \$1.00 for each hour or major portion thereof (thirty minutes (30) or more), worked between 6:00 p.m. and 6:00 a.m. and for each hour or major portion thereof worked on Saturday or Sunday, except where the employee has requested to be on a flexible work schedule, and has been granted the requested change.

Note: "In order to qualify for the shift differential, an employee must be in a job classification in which is allocated to Salary Range 24 or below."
- ▶ **Shift Differential on Overtime** If the hours worked are overtime and fall within the regular shift differential times above, then the employee shall receive \$1.50 for each hour.
- ▶ **High Work Differential** When an employee is required to perform work more than chairs or other similar safety devices are required for support, the employee shall receive a high work differential. Rate: Effective October, 1, 2017, one dollar and fifty cents (\$1.50) per hour.
- ▶ **Hazardous Materials Differential** Employees shall be paid a differential of one dollar and seventy-five cents (\$1.75) per hour for all time spent performing work with hazardous materials which requires a certificate or a license and shall be paid a differential of two dollars and twenty-five cents (\$2.25) per hour for all time spent performing work with hazardous materials which requires a supervisory certificate or license. This differential will apply only when Haz Mat duties are not included in the employee's classification specifications.
- ▶ **Comp Time Earned and Comp Time Taken (used)** Employees can elect to receive compensatory time off in lieu of overtime paid in cash. Once banked the employee can then take time off and use those hours as paid leave.
- ▶ **Exchange Time Earned and Exchange Time taken (used)** Employees in positions which have been determined to be executive, administrative or professional as defined by the FLSA shall receive exchange time off for authorized time worked in excess of forty (40) hours per week at the rate of one (1) hour off for one (1) hour of overtime worked up to a maximum of one hundred twenty(120) hours.

Extra Side Notes

Classified Employee full time: Base pay hours should add up to the available hours in the month. For example: March has 21 days at 8 hours a day = 168hrs

Base pay earnings include: Hours Worked, Holiday Leave without Pay, Sick, Vacation, Personal Leave, Comp Time taken, Special Day, Military Training, Pre-Retirement, and Other Time Taken.

Student Employees: Sick Leave is accrued at a rate of 1 hour for every 30 hours worked up to a maximum of 40 hours a fiscal year.

Students may NOT use sick leave for vacation, studying, etc. It must be a reason that complies with the OR Sick Leave Act SB 454.

<https://olis.leg.state.or.us/liz/2015R1/Downloads/MeasureDocument/SB454/Introduced>

Students can only list the hours that were scheduled for their shift for that day.

Oregon Department of Labor

Meal and Rest Periods Schedule

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
Break and Meal Periods length	Breaks paid 10 minutes	Meal periods unpaid 30 minutes minimum

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.