

Web Time Entry

Classified User Guide

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

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](#)

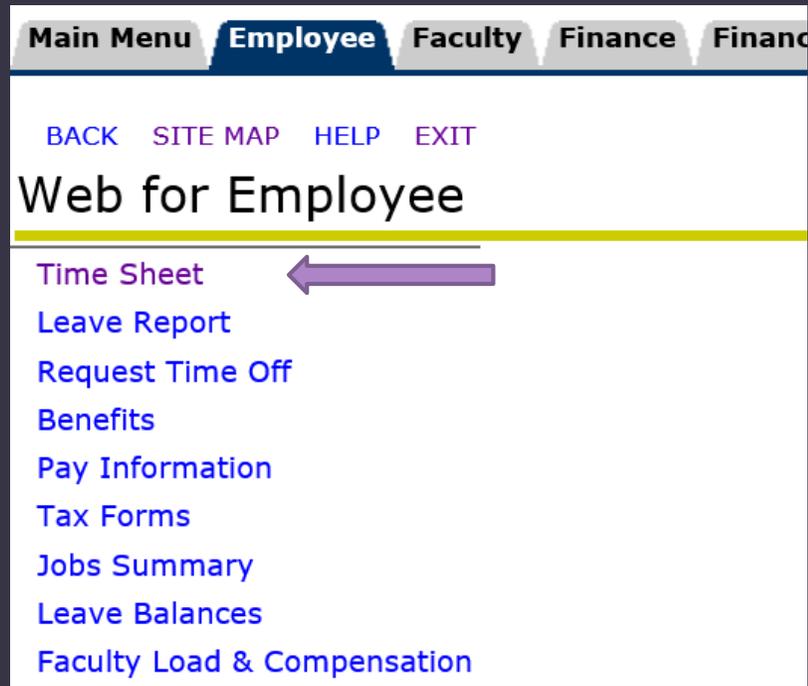
[E-mail Us](#)

Click "Time Sheet"

Click the radio button next to "Access my Time Sheet"

Click "Select"

Time Sheet



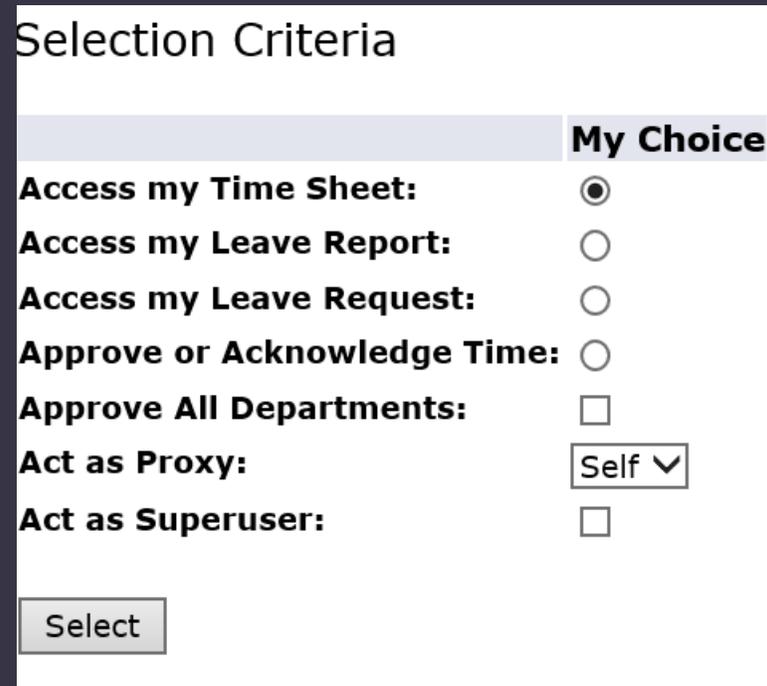
Main Menu **Employee** Faculty Finance Finance

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

Access my Time Sheet



Selection Criteria

	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 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 it 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 wish to enter

Click the "Select" 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
Warehouse Coordinator, H99807-00 <input checked="" type="radio"/> Office of Business Affairs, 005105	Feb 01, 2019 to Feb 28, 2019 Not Started <input type="button" value="v"/>

Time Sheet

- For example: If you entering leave time for the month of February, you will be selecting MO Feb 01, 2019 to Feb 28, 2019.

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

Time Sheet

Title and Number: Warehouse Coordinator -- H99807-00
Department and Number: Office of Business Affairs -- 005105
Time Sheet Period: Feb 01, 2019 to Feb 28, 2019
Submit By Date: Mar 31, 2019 by 11:59 PM

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
Hours Worked	1	0	0		Enter Hours				
Holiday	1	0	0		Enter Hours				
Leave without Pay	1	0	0		Enter Hours				
Overtime	1	0	0		Enter Hours				
Shift Differential	1	0		0	Enter Units				
Sick Leave Taken	1	0	0		Enter Hours				
Vacation Time Taken	1	0	0		Enter Hours				
Personal Leave Taken	1	0	0		Enter Hours				
Exchange Time Taken	1	0	0		Enter Hours				
Comp Time Taken, Non-exempt	1	0	0		Enter Hours				
Special Day Leave Taken	1	0	0		Enter Hours				

Classified Employees will have to fill in their time in and out each day.

*Time will be entered accounting for your lunch break in 15 minute intervals:

*For example: If you leave at the end of your work shift at 5:07 pm, you would list 5:00 pm. If you leave at 5:08 pm, you would list 5:15 pm. Round to the nearest ¼ hour.

See example below

Time In and Out



Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45).

Date: Friday, Feb 01, 2019

Earnings Code: Hours Worked

Shift	Time In		Time Out		Total Hours
1	8:00	AM ▾	12:15	PM ▾	0
1	1:15	PM ▾	5:00	PM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

Time Sheet

Next Day

Add New Line

Save

Copy

Delete

When you are finished entering your time:

Click the Save Button

*Your total hours worked will appear to the right for you to review. Note: if you do not change am and pm, your hours will be off. This is your opportunity to fix and save again for review.

Click on Time Sheet to return to the main timesheet screen and click on next date to enter time

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45).

Date: Friday, Feb 01, 2019
Earnings Code: Hours Worked

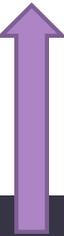
Shift	Time In	Time Out	Total Hours
1	8:00 AM	12:15 PM	0
1	1:15 PM	5:00 PM	0
1			0
1			0
1			0
1			0
1			0

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45).

Date: Friday, Feb 01, 2019
Earnings Code: Hours Worked

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:15 PM	4.25
1	01:15 PM	05:00 PM	3.75
1			0
1			0
1			0
1			0
1			8



When entering leave time you do not have to account for a lunch. Just type in an 8 hour period or less if you are part time.

Click save **notice the hours are 8 in total for that date

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00)

Date: Monday, Feb 04, 2019

Earnings Code: Vacation Time Taken

Shift	Time In	Time Out	Total Hours
1	8:00 AM	4:00 PM	0
1			0
1			0
1			0
1			0
1			0
1			0

Time Sheet Previous Day Next Day
 Add New Line Save Copy Delete

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00)

Date: Monday, Feb 04, 2019

Earnings Code: Vacation Time Taken

Shift	Time In	Time Out	Total Hours
1	08:00 AM	04:00 PM	8
1			0
1			0
1			0
1			0
1			0
1			0
1			8

Time Sheet Previous Day Next Day
 Add New Line Save Copy Delete

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:

Click the Copy Button and the below screen will appear

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)

Click the Copy Button at the bottom of the page

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

Overtime: List the time in and out for the hours that are considered overtime. Click save

Shift Differential: Shift differential will be in units. List 1 for 1 hour, 1.25 for 1 and ¼ hour, 2 for 2 hours, etc. Click save

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00:00)

Date: Friday, Feb 01, 2019

Earnings Code: Overtime

Shift	Time In	Time Out	Total Hours
1	05:00 PM	07:00 PM	2
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
			2

Time Sheet Next Day
 Add New Line Save Copy Delete

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Shift Differential

Date:

Feb 01, 2019

Shift:

1

Units:

1 x

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 01, 2019
Hours Worked	1	0	8		8
Holiday	1	0	0		Enter Hours
Leave without Pay	1	0	0		Enter Hours
Overtime	1	0	2		2
Shift Differential	1	0		0	Enter Units
Sick Leave Taken	1	0	0		Enter Hours

Click copy if you have multiple days to list for, such as: shift differential.

Remember not to select the date you are copying or the dates will return blank and you will have to start over again.

Click copy then Timesheet to review your input

Earnings Code: Shift Differential, Shift 1
Date and Units to Copy: Feb 01, 2019, 1 Units
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

Friday Feb 01, 2019	Saturday Feb 02, 2019	Sunday Feb 03, 2019	Monday Feb 04, 2019	Tuesday Feb 05, 2019	Wednesday Feb 06, 2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Feb 08, 2019	Saturday Feb 09, 2019	Sunday Feb 10, 2019	Monday Feb 11, 2019	Tuesday Feb 12, 2019	Wednesday Feb 13, 2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Feb 15, 2019	Saturday Feb 16, 2019	Sunday Feb 17, 2019	Monday Feb 18, 2019	Tuesday Feb 19, 2019	Wednesday Feb 20, 2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Feb 22, 2019	Saturday Feb 23, 2019	Sunday Feb 24, 2019	Monday Feb 25, 2019	Tuesday Feb 26, 2019	Wednesday Feb 27, 2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Time Sheet](#) [Previous Menu](#) [Copy](#)

Note: The main time sheet screen only shows a week at a time.

To see the following weeks click on the Next button, to see a previous week click Previous

Note: Restart will clear everything you have entered and allow you to start over

		Hours or Units	Hours	Units	Feb 01, 2019	Feb 02, 2019	Feb 03, 2019	Feb 04, 2019	Feb 05, 2019	Feb 06, 2019	Feb 07, 2019
Hours Worked	1	0	8		8	Enter Hours					
Holiday	1	0	0		Enter Hours						
Leave without Pay	1	0	0		Enter Hours						
Overtime	1	0	2		2	Enter Hours					
Shift Differential	1	0		4	1	Enter Units					
Sick Leave Taken	1	0	0		Enter Hours						
Vacation Time Taken	1	0	32		Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	8	
Personal Leave Taken	1	0	0		Enter Hours						
Exchange Time Taken	1	0	0		Enter Hours						
Comp Time Taken, Non-exempt	1	0	0		Enter Hours						
Special Day Leave Taken	1	0	0		Enter Hours						
Overtime on Differential Pay	1	0	0	0	Enter Units						
Exchange Time Earned	1	0	0		Enter Hours						
Comp Time Earned, Non-exempt	1	0	0		Enter Hours						
Military Training Leave Taken	1	0	0		Enter Hours						
Other Time Taken	1	0	0		Enter Hours						
Differential, Hazard Material	1	0		0	Enter Units						
Differential, High Work	1	0		0	Enter Units						
Total Hours:			42		10	0	0	8	0	8	
Total Units:				4	1	0	0	0	0	0	



https://ssb-dev.ec.it.edu/DEVL/bwptec/P_TimelnOut?jobsSeqNo=127&LastDate=0&EarnCode=HOL&DateSelected=01-FEB-2019&LineNumbers=5

Upon completion of entering all your time worked, leave time, etc., your total hours should add up to the available hours in the month.

For example: February has 20 days. 20 days times 8 hours = 160 hours * March has 21 days: 21 times 8 = 168 hrs
 Hours worked/paid time below are 152 + 8 vacation hours = 160

Note: The total at the bottom includes the 2 hours overtime. That is okay, but your total worked/paid leave must add up to the available total in the month.

If you are out of leave, you must list hours under leave without pay to meet that total.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 08, 2019
Hours Worked	1	0	152		8
Holiday	1	0	0		Enter Hours
Leave without Pay	1	0	0		Enter Hours
Overtime	1	0	2		2
Shift Differential	1	0		1	1
Sick Leave Taken	1	0	0		Enter Hours
Vacation Time Taken	1	0	8		8
Personal Leave Taken	1	0	0		Enter Hours
Exchange Time Taken	1	0	0		Enter Hours
Comp Time Taken, Non-exempt	1	0	0		Enter Hours
Special Day Leave Taken	1	0	0		Enter Hours
Overtime on Differential Pay	1	0		0	Enter Units
Exchange Time Earned	1	0	0		Enter Hours
Comp Time Earned, Non-exempt	1	0	0		Enter Hours
Military Training Leave Taken	1	0	0		Enter Hours
Other Time Taken	1	0	0		Enter Hours
Differential, Hazard Material	1	0		0	Enter Units
Differential, High Work	1	0		0	Enter Units
Total Hours:			162		10
Total Units:				1	1

The Preview button at the bottom of the screen will allow you to view everything you have input. You can use the scroll bar to maneuver back and forth.

Time Sheet												
Earning Code	Shift	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	Friday , Feb 08, 2019	Saturday Feb 09, 2019
Hours Worked	1	152		8			8	8	8	8	8	
Overtime	1	2										2
Shift Differential	1		1									1
Vacation Time Taken	1	8										
Total Hours:		162		8			8	8	8	8		10
Total Units:			1									1

Time In and Out, Hours Worked												
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	Friday Feb 08, 2019	Saturday Feb 09, 2019	Sunday Feb 10, 2019	Monday Feb 11, 2019	Tuesday Feb 12, 2019	Wednesday Feb 13, 2019
08:00 AM			08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM				08:00 AM	08:00 AM
01:00 PM			01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM				01:00 PM	01:00 PM
02:00 PM			02:00 PM	02:00 PM			02:00 PM				02:00 PM	
05:00 PM			05:00 PM	05:00 PM			05:00 PM				05:00 PM	

Click on the Submit for Approval button at the bottom of the screen

You can now see the timesheet has been moved to your supervisors approval que

Earning: Sick Leave Taken
 Date: Feb 01, 2019
 Shift: 1
 Hours: 8

Save Copy Account Distribution

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	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	8	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Day Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8	8	8	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

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

Exchange Time Earned	1	0	0	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned, Non-exempt	1	0	0	Enter Hours	Enter Hours	Enter Hours
Military Training Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours
Other Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours
Differential, Hazard Material	1	0	0	Enter Units	Enter Units	Enter Units
Differential, High Work	1	0	0	Enter Units	Enter Units	Enter Units
Total Hours:		162	8	0	0	0
Total Units:		1	0	0	0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Feb 15, 2019
Approved By:
Waiting for Approval From: Diane Haskins

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"
- ▶ Using the drop down arrow, choose the pay period for the time you wish 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 time in and time out (accounting for your lunch hour)
- ▶ Click "Save"
- ▶ Click on "Time Sheet" to return to main timesheet screen
- ▶ Repeat this process until all hours have been reported for the month
- ▶ 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.