How to Submit Your Weekly Work Hours
in *Web Time Entry*
from an ON or OFF Campus Location
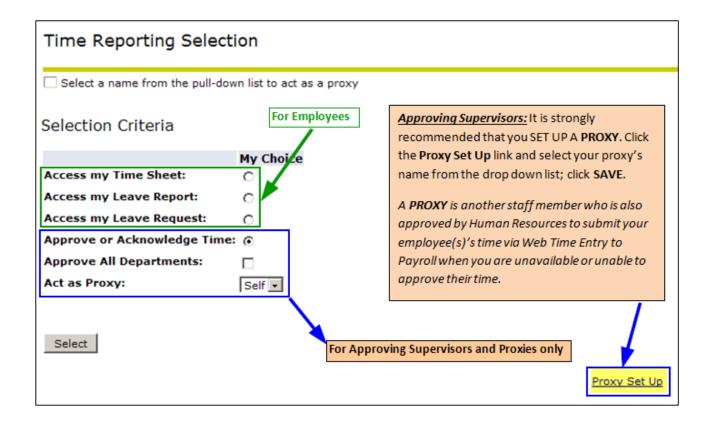
Administrative Computing

1. Prepare to enter your time via **Web Time Entry** (WTE) by getting your weekly hours (time worked, vacation, personal, sick hours [if applicable]) ready for submission! If you are submitting time from home or working on Saturday and/or Sunday, you may want to bring a copy of your time sheet with you when you leave campus so you can easily submit your hours online from another location.

   PLEASE NOTE: Time **must** be submitted for approval to your supervisor **in *WTE* by 12pm every Monday.**
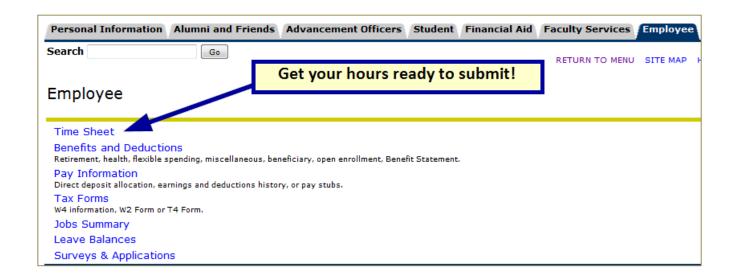
2. From any device:
   a. iPad, tablet, laptop, desktop computer, or cell phone
   b. Go to your preferred browser (Internet Explorer, Firefox [must be version 36 or lower], Chrome, Safari, etc.)
   c. Type in the address bar: *https://my.fairfield.edu.*
   d. Log in using your Net ID/password.

3. Once logged in, you will see this home page (below). Type web time entry into the search box. Click on the star icon in the bottom right of the rectangle (Task) for Web Time Entry so that it will appear in your favorites every time you log in to my.Fairfield. Now click on the Web Time Entry rectangle (Task).
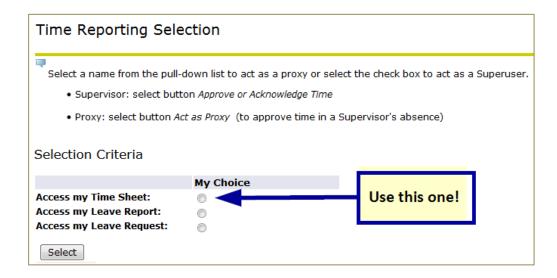
4. **Time Reporting Selection** page – it will be very important to understand these roles:
    a. **Employee**
    b. **Approving Supervisor**
    c. **Proxy**

Time Reporting Selection

☐ Select a name from the pull-down list to act as a proxy

Selection Criteria

For Employees

Approving Supervisors: It is strongly recommended that you SET UP A PROXY. Click the **Proxy Set Up** link and select your proxy's name from the drop down list; click **SAVE**.

A **PROXY** is another staff member who is also approved by Human Resources to submit your employee(s)'s time via Web Time Entry to Payroll when you are unavailable or unable to approve their time.

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ▾

Select

For Approving Supervisors and Proxies only

Proxy Set Up

5. Click on the **Time Sheet** link

| Personal Information | Alumni and Friends | Advancement Officers | Student | Financial Aid | Faculty Services | Employee |

Search [   ] Go

RETURN TO MENU   SITE MAP

Get your hours ready to submit!

Employee

Time Sheet

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form or T4 Form.

Jobs Summary

Leave Balances

Surveys & Applications

6. Click the **Access my Time Sheet** button, then use the **Select** button.

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

- Supervisor: select button *Approve or Acknowledge Time*
- Proxy: select button *Act as Proxy* (to approve time in a Supervisor's absence)

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○

Use this one!

Select

7. Proceed with entering your hours just as you would from your office or work station on campus.
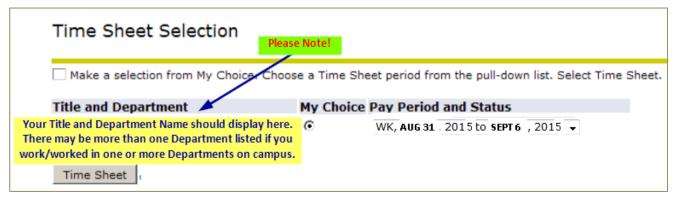
Your current *Title and Department* name should display for current employment set up for Web Time Entry. *If your current or recently changed employment information is not listed accurately here, please contact the Office of Human Resources as soon as possible to resolve:*
Phone (203) 254-4000 ext. 2277   Email hr@fairfield.edu

SAMPLE:

Title and Department	My Choice	Pay Period and Status
Accounting Asst III - Payable, Payroll,	●	Oct 20, 2014 to Oct 26, 2014 Not Started Oct 13, 2014 to Oct 19, 2014 Completed
Language Laboratory Asst, Payroll,	○	Oct 20, 2014 to Oct 26, 2014 Not Started ∨

Time Sheet

a. Select the current and "Not Started" time sheet week from the drop down menu to enter your hours. The default week IS the current pay period week.
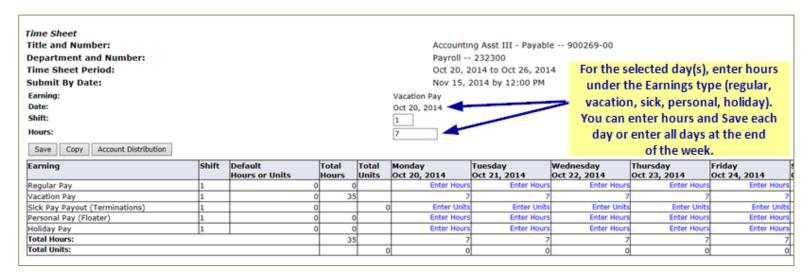
Time Sheet Selection

Please Note!

☐ Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Your Title and Department Name should display here. There may be more than one Department listed if you work/worked in one or more Departments on campus.	●	WK, AUG 31 , 2015 to SEPT 6 , 2015 ▾

Time Sheet

b. If you are submitting hours for the first time in the current week, you MUST select the "Not Started" time sheet.

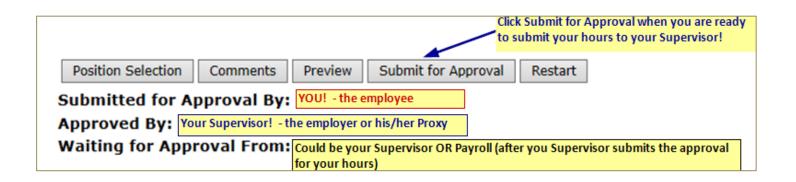c. You may also see that your time sheet(s) could be in one of the following statuses:

PENDING	Waiting on Supervisor Approval in Web Time Entry
IN PROGRESS	Employee has not submitted the time sheet for approval
PAY PERIOD CLOSED	No additional hours can be entered. If you missed submitted hours in a previous week, the hours can be added to the current week, but you are required to include a comment, explaining the additional hours (use Comments button under the Time Sheet box)
INSUFFICIENT HOURS	If you begin to enter/submit hours by pay type (vacation, sick, personal, holiday, overtime, etc.) AND you DO NOT have *available hours by such pay type*, you will receive a message regarding "insufficient hours." It is STRONGLY recommended that you NOT submit hours by pay type of which you do not have available. Consult with your approving supervisor regarding any insufficient hours message PRIOR to submitting your time sheet.

d. Click **Time Sheet** button on the bottom of this page.   This will open to the **Time and Leave Reporting** page.

8. Please reference the instructions in the yellow box below. Any **Enter Hours** text colored **blue** is open for you to enter hours (*regular, vacation, sick, personal, holiday*).
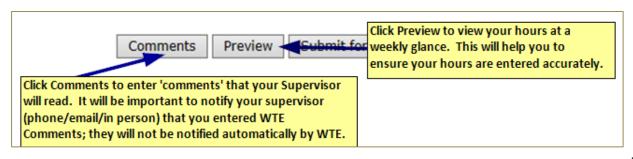
Example: If you used vacation hours on Monday (or on multiple days), click on the **Enter Units** on the *Vacation Earnings* line and enter the hours.

Time Sheet
Title and Number: Accounting Asst III - Payable -- 900269-00
Department and Number: Payroll -- 232300
Time Sheet Period: Oct 20, 2014 to Oct 26, 2014
Submit By Date: Nov 15, 2014 by 12:00 PM
Earning: Vacation Pay
Date: Oct 20, 2014
Shift: 1
Hours: 7

For the selected day(s), enter hours under the Earnings type (regular, vacation, sick, personal, holiday). You can enter hours and Save each day or enter all days at the end of the week.

Save | Copy | Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 20, 2014	Tuesday Oct 21, 2014	Wednesday Oct 22, 2014	Thursday Oct 23, 2014	Friday Oct 24, 2014
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	35		7	7	7	7	7
Sick Pay Payout (Terminations)	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Personal Pay (Floater)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			35		7	7	7	7	7
Total Units:				0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart

Click Submit for Approval when you are ready to submit your hours to your Supervisor!

Submitted for Approval By: YOU! - the employee

Approved By: Your Supervisor! - the employer or his/her Proxy

Waiting for Approval From: Could be your Supervisor OR Payroll (after you Supervisor submits the approval for your hours)

*You will not need to use the "Position Selection" button at any time.

8. Once you click the **Submit for Approval** button, your WTE Time Sheet will be entered into your Supervisor's WTE Approval Queue. From here, they will be able to review your hours and either **Approve** (for Payroll processing) OR **Return for Correction** your Time Sheet/hours.
    a. If your Supervisor uses the **Return for Correction** feature, they will have to notify you (in person, email or phone) of this as WTE does not have an automatic notification process.
    b. This feature allows you and the Supervisor to make changes to your Time Sheet before the final Payroll submission. In this situation, after changes are made by you, you will have to **Submit for Approval** (again) to your Supervisor.

Comments | Preview | Submit for

Click Preview to view your hours at a weekly glance. This will help you to ensure your hours are entered accurately.

Click Comments to enter 'comments' that your Supervisor will read. It will be important to notify your supervisor (phone/email/in person) that you entered WTE Comments; they will not be notified automatically by WTE.

Important Notes when Submitting Hours via *Web Time Entry*:

- ✓ **YOU are responsible for managing your time accurately.**

- ✓ **The work week is MONDAY to SUNDAY**.

- ✓ **You MUST submit your *Web Time Entry Time Sheet* (weekly work hours) for your supervisor's approval by the end of the business day, weekly on Fridays -- *UNLESS* you are scheduled to work Saturday and/or Sunday.**

- ✓ **If you work on Saturday and/or Sunday, you MUST submit hours for your supervisor's approval (to Payroll) *by 12:00pm EVERY MONDAY*…*so you can get $ PAID $ every FRIDAY!***

- ✓ **If you work OVERTIME:**

    - o **Hours worked between 35:01 and 40:00 are paid at Straight Time. These hours would be entered under the WTE Earnings Code: "OVT" (straight time overtime).**

    - o **Work in EXCESS of 40:01 hours (as approved by your Supervisor) are entered under the WTE Earnings Code: "OT1" (time and one half).**

- ✓ **Remember to submit your hours to your approving Supervisor!** You will not be paid if your hours are not submitted to your Supervisor for the final approval.

- ✓ **Hours submitted to the Payroll Office on a paper time sheet will be processed at the discretion of the Payroll Manager.** Please check with the Payroll Manager before submitting hours manually by paper, interoffice mail, fax, email, etc. Call (203) 254-2549 or email payroll@fairfield.edu.

- ✓ **"Supplemental Pay" cannot be submitted in Web Time Entry.** Please use the "Faculty and Staff Stipend Form" on Interview Exchange. For instructions visit https://my.fairfield.edu/group/mycampus/services/human-resources.

Questions about WTE?	*Questions about your employment?*
Contact the Payroll Office	**Contact the Office of Human Resources**
McAuliffe Hall, 3rd floor	**Dolan Commons, Lower Level**
p: 203.254.4000 exts 2756, 2548, 2939	**p: 203-254-4000 ext 2277**
e: payroll@fairfield.edu	**e: hr@fairfield.edu**