**Web Time Entry Employee Hints:**

* AM times are default times so you do **not** have to enter A for AM, but when you work noon or after, you do have to enter P for PM.
* You do **not** have to enter colons.
* You do **not** have to enter zeros when you enter time at the top of the hour (ie: 8 for 8AM).
* You **do** have to enter a preceding zero when you come in at a time that includes minutes (ie: 15 minutes after 8 AM should be entered as 0815.)
* Students should leave all of the other columns alone (the leave columns.)
* Exempt staff entering leave hours need to delete or subtract the corresponding amount of regular hours.
* Non-exempt staff entering leave hours should **not** enter in and out times during the leave hours or the time off will be doubled.
* Vacation is called “annual leave” in WTE and has its own column as does sick leave.
* Other types of leave such as holiday, bereavement, and jury duty are found in the dropdown in the far right column called “other time types.” Select the type of leave and enter the number of hours in the column just to the left called “other time hours.”
* Do **not** check the column to insert a line if you do did not work more than two times in one day.
* Hit **submit** to save your hours entered **(submit = save).**
* Do **not** enter an entire month worked at one time – that is too much for the system to handle – it is best to enter a day or a week at a time and hit submit and go back in again to enter the next week. *WTE will “time out” and you will lose everything you have entered if you are in your timecard too long without submitting.*
* Check the box to send your timecard to your supervisor for approval at the end of the pay period only after you have all hours entered and only after you have hit submit to save one last time.

**Time Entry Examples:**

**You Want:                                           You Enter:**

8:00AM – 10:00AM                          8 – 10

12:00PM – 2:00PM                         12P – 2P

2:15PM – 3:30PM                             0215P – 0330P

11:30AM – 2:45PM                          1130 – 0245P

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