

Web Time Entry (WTE) Guidelines

Departmental Timekeeper

Purpose

The main purpose of the WTE system is to eliminate paper time sheets. Electronic time sheets will be entered by employees and will be approved by their management time sheet approver.

Department Time Keepers

Each Rowan Department (Timesheet Organization) will need a Department Time Keeper (DTK) to oversee that all timesheets are approved by the specified deadlines (refer to WTE Payroll Calendar).

Suggested Procedures

Internal Controls

- Complete timesheets for employees only if the employee is unable to complete their timesheet due to extenuating circumstances. The DTK must have prior written approval or email from the employee.
- Submit timesheets on behalf of employees who are on Leave of Absence, such as medical leave or sabbatical, FMLA, Workmans Compensation, etc.
- Act as liaison between payroll and employees regarding timesheet submissions, corrections etc.
- Ensure all timesheets have been submitted by the payroll deadline and follow up with employees who have not met the deadline.
- Review timesheets that have been submitted for approval.
- If the employee is unable to make a correction to their own timesheet, then a department time keeper, with written approval from the employee, can make corrections.
- Track employees in department days of absence and ensure all time is entered correctly.
- Train their department's new hires in WTE.
- Provide first level of support for their department's employees in WTE.

Department Time Keepers are NOT authorized to approve time sheets.