Web Time Entry (WTE) Guidelines
Faculty

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.

Suggested Procedures

Faculty Time Entry

- Faculty should complete timesheets in Self Service Banner for the duration of their contract from September 1 through June 30 of the current academic year.

- Faculty will need to enter *exception time* (only) i.e., sick time, emergency close time, etc., in order to submit a complete timesheet for the pay period worked.

- Department Time Keepers will track and enter sabbatical timesheets for faculty members on sabbatical leave.

- July and August the system will default to a 099 earnings code that is used for pension reporting by Payroll. No timesheet submission will be needed for faculty during this time.