

Web Time Entry Frequently Asked Questions

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Web Time Entry Frequently Asked Questions

Web Time Entry Support

How do I get support for Web Time Entry?

The following details the support escalation hierarchy for Web Time Entry.

1. The first person that you should contact for Web Time Entry support is your Department Time Keeper (DTK). DTKs should be well versed in most common Web Time Entry issues. This is one reason that DTKs are encouraged to attend in-person WTE training.
2. If your DTK cannot resolve the issue, then the next level of support is the Rowan Support Desk. You can create a support case with the Rowan Support Desk by either:
 - a. emailing support@rowan.edu (please include WTE or 'Web Time Entry' in the Subject line of your email)
 - b. or calling the Support Desk at 856-256-4400
3. If the Support Desk cannot resolve the issue, then they will instruct you on how to contact Payroll Services for additional help.

Possible Technical Issues

Screen displaying things I don't understand

I clicked on a link or tab in a Web Time Entry Screen that made the screen display things I don't understand (HTML code). How do I fix this? You can simply click on the Back button in your web browser to return to the previous screen.

I used the Back button in the timesheet and my changes are not saving correctly.

Always use the 'Return to Timesheet' or 'Previous Menu' buttons when they are available to navigate within the timesheet. The Back button should only be used in instances where a navigation button is not available.

I was automatically logged out of Self Service Banner, why?

Banner only allows 30 minutes of inactivity. After 30 minutes of not entering information into the system, you will automatically be logged out. To resolve this, log back in using Rowan Network credentials.

General Web Time Entry Questions

Completing the Timesheet

Can I start the timesheet and complete it later?

If you save your time, you can go back to it to complete it another time.

Can I record my time worked all at once or do I have to do it every day (Non-Exempt and Part-time employees)?

This is a departmental decision. Some feel that every day is the best option for Non-Exempt (hourly) or Part-time employees, but this process can be modified in the department along with their methods of tracking time internally.

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Can I record leave time before I take the leave?

Yes, you can record and submit time beginning on the first day of the pay period, so you can complete this ahead of time. Your supervisor should be aware you are on vacation.

Exempt (Salaried) Employees – No Leave Time Taken

If an Exempt employee has not taken any leave time (sick time, vacation time, etc.) for the pay period, do they still need to login to WTE and submit a timesheet? Yes. Simply login to WTE and then press the “Submit for Approval” button.

Changing the timesheet – before submitting for approval

What if I want to make changes before I submit the timesheet to be approved? Follow these steps:

- Login to WTE and access the timesheet
- Exempt (Salaried) Employees:
 - Click on an entry and enter the correction.
 - To change an entry from leave time to no leave time, delete any numbers in the hours box, making them blank and then press Save. **Do not enter a zero.**
- Non-Exempt (Hourly) Employees: Click on the hours or leave entered box, select the Delete button and then press the Save button.

Changing the timesheet – after submitting for approval

What if I want to make changes after I submitted the timesheet to be approved? If your Approver has not yet approved the timesheet (i.e. it shows as a Pending status), then follow these steps:

- Login to WTE and access the timesheet.
- Press the “Return Time” button.
- Now you can make the changes to the timesheet as described in the item above.
- Submit the timesheet for approval again.

The Approver and Department Time Keeper (with and email request from you) can also make changes for you in case of an emergency.

Changing the timesheet – after the Approver has approved it

What if a change must be made to my timesheet after it has been approved?

Download and complete the “Time and Attendance Correction Form” from www.rowan.edu/payroll under the Forms link.

IN/OUT Time

Is entering the IN/OUT time required? Yes, IN/OUT time must be entered for Non-Exempt (Hourly) employees.

Using Mobile Devices

Can I complete my timesheet on a mobile device? You can complete your timesheet on any device (smart phone, iPad etc.) where you can get Internet access and open Banner Self Service in a web browser.

On Vacation or on Sick Leave

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What if I am on vacation or on leave and I can't do my timesheet? You can access your timesheet anywhere you have internet access and a web browser. In extenuating circumstances, your department's DTK (Department Time Keeper) can enter your time, with your written (or emailed) permission.

Exempt (Salaried) Employee – where are my hours worked shown?

Regular hours are not entered or displayed on the Preview for Exempt employees.

Timesheet Availability

Will the timesheets be available to fill out on the first day of the payroll period? The timesheets will be available on the first day of the payroll period. This is a Saturday for Glassboro and a Sunday for SOM.

Timesheet Reminders - Employee

Will I receive any reminders to complete my timesheet? If you have not completed your timesheet, an email reminder will be sent to you two times on the last Thursday of the pay period, then again before 9:30 of the last Friday of the pay period. See the WTE Calendar for the deadline schedule at <http://www.rowan.edu/adminfinance/controller/payroll/WTE.html>.

Timesheet Reminders – Approver and Department Time Keeper

Does the Approver get a reminder email when their employees have not updated their WTE time by the appropriate time? The Approver does not get an automated email. The Approver will get an email saying that there is time waiting to be approved. The employee will get two email reminders on the last Thursday of the time period, and Friday morning, if they have not completed their time sheet. The DTK will be copied on these emails.

Shift, Position Selection, and Account Distribution Buttons

What are the other buttons on the WTE screen - Shift, Position Selection, and Account Distribution? Shift (displays the shift you normally work), Position Selection (navigates to the Position Selection screen), Account Distribution (this is for accounting use only).

Will I still get paid if I do not submit my WTE timesheet?

Non-submission of a timesheet may cause a delay in your pay check.

Glassboro: I am Professional Staff and an Adjunct Professor? Will I have two timesheets?

You will only use web time entry for your Full-time Professional Staff position. Adjunct positions are paid with a contract.

Typical Web Time Entry Errors

The following list gives examples of when errors can occur when submitting the WTE timesheet.

“No Hours Entered” Error – Non-Exempt (Hourly) Employee

Web Time Entry Frequently Asked Questions

If a Non-Exempt employee submits their time sheet with no hours entered – then an Error message will appear on the employee’s time sheet at the top left of the page. For a Non-Exempt employee this is a true error, they must enter work and leave time.

To resolve the error, the employee must do the following:

- Login to the WTE timesheet
- Press the Restart button
- Enter their time
- Press “Submit for Approval”

The “No Hours Entered” message will also appear in the Department Summary sheet used by the Department Time Keeper (DTK) and Approver. However, neither the Approver nor the DTK can correct the time for the employee once the timesheet is in error.

“No Hours Entered” Error – Department Time Keepers

The “No Hours Entered” is generated when a Department Time Keeper submits a timesheet on behalf of a Non-Exempt (Hourly).

A DTK will not be able to submit time for a non-exempt employee who merely looked at their time sheet and did not enter any time (In Progress status).

This is because in order to complete a timesheet for someone who is “in progress”, a DTK must submit it and then change the record. The Timesheet cannot be submitted, however, because there is no time on it, and that will cause an error.

To correct it, the employee must log on to WTE and enter the appropriate hours worked and submit for approval. Only the employee can fix this error. If the employee is unavailable, a paper timesheet must be submitted for them.

“No Hours Entered” Warning – Exempt (Salaried) Employee

For an Exempt employee, this message is a warning not an error and the message can be ignored. If an Exempt employee worked every day for two weeks, and did not take any leave time, they log in to their time sheet, open their time sheet and then just submit it with no (leave) time entered.

Other Errors

- Non-Exempt (Hourly) Employees – When entering Time Out is before Time In (for example if you forget to change AM to PM).

Questions for Exempt (Salaried) Employees and Non-Exempt (Hourly) Employees

Glassboro: What if I have two positions on campus?

Your primary Full-time/Part-time assignment is the one in WTE. The only employees with 2 positions would be students or hourly employees. Adjuncts receive a contract, not a timesheet.

Web Time Entry Frequently Asked Questions

Full-time employee paid from 2 different departments

I am a Full-time employee, and I get paid from two different departments. Will I have two different timesheets? No, you will have one timesheet in your main timesheet org. The departments are charged according what is on record in human resources.

Part-time employee paid from 2 different departments

I am a Part-time (hourly) employee, and I get paid from two different departments. Will I have two different timesheets? Yes. When you log in to WTE, you will have two different timesheets to choose from and enter time into.

Time and Attendance Correction Form and Timesheet History

If I have to do a Time and Attendance Correction Form after my timesheet has been approved and submitted to payroll, will the corrections show up on my timesheet history? No. You should keep a copy of any Time and Attendance Correction forms that you submitted.

Am I an Exempt (Salaried) Employee or a Non-Exempt (Hourly) Employee?

Look on your current paper timesheet or ask your Department Time Keeper.

Glassboro: Entered Too Many Hours on Timesheet

What if I made a mistake and entered too many hours on my timesheet for the pay period. Will the extra hours be given to me as comp time? No. First the Departmental Time Keeper will check it, and may correct the time for you, with your permission in an email. The Approver will also check it and can correct the time.

Once it goes to payroll, you will only get paid for your regular hours. The extra hours you entered by mistake will be deleted. If you meant for them to be comp hours, you will have to do a time and attendance correction form (find on www.rowan.edu/payroll under Forms) to correct it after it has been processed by payroll.

Glassboro: Part-time Hourly Employee – No Hours Worked in Pay Period

I am a part time hourly employee, but I didn't work any hours for the last pay period. Do I still need to fill out a timesheet? Yes, H1 Part Time Employees must enter time in and out hours worked. Use if NO work hours in that pay period. Go to the Earnings called "No Hours Worked." Enter 1 unit on the Monday at beginning of pay period. The code will say UNITS not HOURS. Submit time sheet for approval. Part time employees must enter their own timesheet.

Glassboro: 10 month employee – Who does my timesheet in the 2 months I am not working?

10 month employees do not need to submit a timesheet between the dates of July 1st through Aug 31. If this changes, the Department Time Keeper will be notified.

Proxies

Who can be a Proxy for an Approver?

In general, the answer is that a person who is at a managerial level can be a Proxy for an Approver. The Proxy cannot be at a level under the employee(s) they are approving.

Web Time Entry Frequently Asked Questions

Please see the Rowan University Policy for Web Time Entry (WTE) Approvers and Proxies for further details: <https://confluence.rowan.edu/display/POLICY/WTE+Policy+for+Approvers+and+Proxies>.

SOM

There are 2 employee classes for supervisors at SOM (WS and WD).

However if a person is performing as a supervisor in a department they can be Proxy regardless of their employee class.

Glassboro Academic Departments:

- Chairs can use other Chairs or Associate Deans as Proxies.
- The Associate Deans can be the Dean's Proxies to approve the Chairs.
- Another Dean or the Provost would have to be a Proxy for the Dean's Approver duties for their actual office staff (like the Associate Dean, etc.).

My Proxy is not on the Drop Down List

- I am trying to set up a Proxy, but they are not on the drop down list. If they are not on the drop down list, then the person needs to be set up with specific system access (an INB Oracle account) to resolve this.
- Email support@rowan.edu with the person's name and Banner ID and state that the person is not in the drop down list for Proxies.

Can Department Time Keepers (DTK) create Proxies?

- Yes, Department Time Keepers can set up a Proxy to handle tasks when they are on vacation or out on leave, etc. The DTK would set up a Proxy the same way that an Approver sets up their Proxy.
- Please see the WTE Training Manual on the Payroll Services Web Time Entry Web Site for details about setting up a Proxy - <http://www.rowan.edu/adminfinance/controller/payroll/WTE.html>.
- In addition, a department can also have multiple DTKs, if that is needed. Please contact payrollservices@rowan.edu in order to set this up.

Can a Proxy approve their own timesheet?

No.

Can an Approver set up a Proxy the day before they need them to approve time sheets?

- No. A Proxy must be set up at least 3 days before the end of the pay period so the necessary (org) permissions can be created.
- If an Approver approves multiple organizations, they must send the list of organizations they wish the Proxy to approve to payrollservices@rowan.edu.

SOM - Can Practice Administrators be set up to automatically be the Proxy for Site Managers?

The WTE Approver Policy

(<https://confluence.rowan.edu/display/POLICY/WTE+Policy+for+Approvers+and+Proxies>) states that Approvers must approve the timesheets unless extreme circumstances exist. Once set up, the Proxy will stay in

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effect until the Approver deletes them. However, an Approver cannot have a Proxy do timesheets on a regular basis. The use of Proxies is monitored.

Timesheet Approvals

Timesheet Entry and Approval Deadlines

Glassboro and SOM employees who work Monday through Friday must submit their timesheets by 9:30AM on the last Friday of the payroll period; these timesheets must be approved by Friday at 2:00PM.

SOM employees who work on Saturdays will have through 9:30AM of the last Saturday of the payroll period to submit their WTE timesheets. Approvers must approve these timesheets on Saturday or Sunday. In dire cases these timesheets can be approved no later than Monday morning at 9:00AM. Approvers should not repeatedly wait until Monday morning to approve these timesheets due to the negative impact on completing the payroll cycle.

Timesheet approval deadlines can also be found on Payroll's WTE web site at <http://www.rowan.edu/adminfinance/controller/payroll/WTE.html>.

SOM Timesheet Approvals – O1 versus O2 Payroll Period

I am an Approver and I have 2 employees – one whose is in the O2 payroll period and whose timesheet ends a week prior to my employee in the O1 payroll period. When do I have to approve each employee's timesheet? You will approve all timesheets by the same deadline, at the end of the O1 pay period. Both employees will have same payday dates. See the WTE payroll calendar -

<http://www.rowan.edu/adminfinance/controller/payroll/WTE.html>.

Approver and Department Time Keeper Questions

Access my Leave Request

On the Approver menu what is "Access my Leave Request?" Rowan is not using the Leave Request or the Leave report functions.

Approve All Departments

What happens if I select "Approve All Departments?" It brings you to the department summary screen.

Return for Correction

Can an Approver or Department Time Keeper send a timesheet back to an employee using "Return for Correction?" Rowan is not using the return for correction function. An error will be generated if this option is chosen. Please call Support for help in this case.

Who approves an Approver's timesheet?

The Approver's manager (the person they report to) approves their time sheet.

Wrong Approver on timesheet

What if the Approver is wrong on my timesheet? Contact the Rowan Support Desk at support@rowan.edu and they will route the issue to the correct party for resolution.

Web Time Entry Frequently Asked Questions

“No Timesheets to See”

I am an Approver and when I log in to see my department’s timesheets, I get a message that I don’t have any time to see. This means that no one in your department has submitted time yet. When one person submits time, then you will be able to see your whole department.

Mistake Made when Approving Time

I am an Approver and I made a mistake and approved a timesheet before I should have. To correct this, select the employee’s name in the department summary sheet, and then select the Return Time button. The employee’s timesheet will then be returned to Pending.

Can a Department Time Keeper extract and enter time for the Approver’s own employee timesheet?

Yes, with written permission or an email from the employee.

Are Department Time Keepers allowed to approve timesheets?

The Department Time Keeper seems to have the ability to approve timesheets. Is it OK if they approve all the timesheets in their department (including their own)? No, the Approver needs to approve the timesheets. If the Approver cannot approve them, they need to set up a Proxy (not the Department Time Keeper) to do it for them. See www.rowan.edu/payroll for the Approver, Proxy and Department Time Keeper guidelines.

Comp Time or Overtime Approval

Does the Department Time Keeper still need to submit a paper form for prior approval for comp or overtime for employees? Yes. The form can be found on www.rowan.edu/payroll. Look for Forms on the left side of the page.

Incorrect Timesheets

Currently someone from Payroll calls the Department Time Keeper if a timesheet is filled out incorrectly or if a vacation day was used, but the person doesn’t have any leave time left. If a mistake slips by the Approver and DTK, will Payroll continue this type of customer service with WTE?

Yes, Payroll will work with DTK for corrections. The Approver and Department Time Keeper have access to employees’ leave balances to verify they have enough leave time. Payroll will notify if it comes through and is docked because of overused time as well.

Department Time Keeper – Getting Permission to Enter Time

The Department Time Keeper is supposed to enter the time for anyone who would be out on FMLA leave, workers comp, or extended leave of absence, military tour of duty. Who will send the email, stating permission? HR, Payroll Services, or the Employee?

The employee is to email the Department Time Keeper at the beginning of their leave to request that the DTK does their time sheet for them. One email will suffice. If the leave is extended, then the employee needs to send the department time keeper another email to extend them doing the timesheet for them.

Web Time Entry Frequently Asked Questions

Can my Department Time Keeper Approve Timesheets

Department Time Keepers are NOT authorized to approve employee time sheets. The exception is if the DTK is also an Approver, example, a director level in the department is also their DTK. If the approver misses the Friday payroll deadline of 2:00 pm, then they will not be able to approve their employee's time sheets and should not expect or ask the DTK to approve them. Payroll will then contact the approver directly on Friday or Monday to address the issue.

SOM Go Live Questions

Web Time Entry Go Live Notifications

How do I know when I will start using Web Time Entry?

Your department will be notified about Web Time Entry via email several times before you go live.

Departmental Notification

- First, your department will be emailed a Go Live Spreadsheet to complete several weeks prior to your go live date. This spreadsheet will be completed by the management team in your department.

Training Notification

- Next, each employee in the department will be notified via email about classroom training for Web Time Entry after the Go Live Spreadsheet is completed and returned to Payroll.
- In-person training will begin approximately two weeks before your Go Live date. Note that you may attend more than 1 Web Time Entry classroom training session if you want to do so.
- You can also learn about WTE at any time via videos found in Banner Self-Service under the Employee tab instead of attending classroom training.

Go Live Notification

- Finally, each employee will be emailed on Monday of the first Web Time entry payroll period for your department.

Filling Out Your Final SOM Paper Timesheet

As an employee paid on the O1 pay cycle, how do I complete my final paper timesheet?

The final paper timesheet for employees paid in the O1 pay cycle reflects dates from 2 payroll periods, one week from the prior pay period and a second week from the new or current pay period. (If you are unsure about what pay cycle you are in, you can find that information at the top of your paper timesheet after where the year, 2016, is printed.)

When you begin using the electronic Web Time Entry timesheets, they will be in sync with the payroll period. That is, both weeks reflected on the Web Time Entry timesheet will be within the current pay period.

The synchronization between the paper timesheet and the Web Time Entry timesheet will occur during the first pay cycle when your department or group goes live on the Web Time Entry system.

This will not affect your pay date nor the amount that you are paid. Employees will still be paid on the same schedule and will be paid for a 2-week period.

Web Time Entry Frequently Asked Questions

- **On your last paper timesheet** – fill out your time for the week from the *prior* payroll period. This timesheet will be turned in to Payroll as usual. Payroll will use the information to bring leave balances up to date.
- **Web Time Entry** – enter your time for both weeks in the *current* payroll period.

Faculty Leave Time Balances

Will Faculty have access to their leave balances (Vacation, Sick, etc.) when we go live? Yes in Faculty Leave Time will start to accrue in July 2016. Updated leave time balances will be requested from the SOM departments as each department goes live. Each employee has access to leave records and all of their timesheets in Self Service Banner.

Rowan SOM Questions

Partial Year Per Diem Faculty

If Per Diem faculty only work, say 3 months out of the year, will the Department Time Keeper have to enter 1 unit in “No Hours Worked” for the other 9 months out of the year for the per diem faculty? Yes unless they stop and restart their jobs.

Exempt (Salaried) Graduate Students

Salaried Graduate Students at SOM do not accrue leave time. Since their time off is tracked in the departments, someone in the their department would need to enter hours in docked pay if the Graduate Student took time off and should not have full salary.

What is Straight Overtime?

Employee that are 70 or 75 full time hours (WA and WB employee classes) need to enter all time between 35 or 37.5 hours and up to 40 hours in STRAIGHT OVERTIME LINE on the timesheet.

Weekend On-Call Hours

Some SOM employees work weekend on-call hours. How will this be handled with WTE? Any hours worked on Saturday can be entered on Saturday; these hours would be approved by the Approver no later than Monday morning. Hours worked on Sunday will be processed in the next pay period.

How will second shift compensation be handled?

Employees working night shift on full time basis have been set up with a shift code to automatically populate. Split shift hours must be entered the Special Rate form that can be scanned and sent to payrollservices@rowan.edu. The form must be used because WTE does not take special rates.

If the employee works less than 10 days of shift time in a pay period, then they will need to complete the form. The form is located at <http://www.rowan.edu/adminfinance/controller/payroll/forms.html> and is called [RowanSOM Special Rate](#).

Shift Crosses Pay Periods

Web Time Entry Frequently Asked Questions

How will the following scenario be handled using WTE: Boiler Operators who work through the night across a pay period end date? For instance, working Saturday into Sunday for SOM crosses the end of the pay period on Saturday.

Currently SOM puts all of the hours on either Saturday or Sunday. The following solution is recommended with WTE:

1. Record the hours on the day on which the bulk of the work time occurred.
2. Enter the remaining hours in the Comments section of WTE.
3. Approve the WTE timesheet.

HR will process both the hours entered and the hours in the Comments section. HR currently follows a similar practice for Public Safety in Glassboro.

Pre-Hire Vacation Approvals

How will the following scenario be handled using WTE: A new provider begins work on July 1st. The provider had a previously planned vacation at the end of July, and it was approved for the provider to take this vacation during the hiring process. Providers accrue vacation time, so the provider will not have sufficient vacation time to cover the vacation period.

The practice should email Payroll about the exception. The provider should enter the Exception Time for the vacation period in WTE. Payroll will force the system to pay the provider for the vacation time based on the email sent by the practice.

Shared Employee Overtime

A shared employee (split between 2 departments) works overtime, which of the 2 departments pays for the overtime using WTE? The employee will have 1 Approver in WTE. Employees are set up associated with a labor distribution for each of their jobs. Payroll doesn't change labor allocation. So the overtime would be charged to the employee department as it is set up in their labor distribution.

SOM Students

Will SOM Students be paid under the department and Banner org that they currently work in? Yes.

Emergency Closing Hours

How will WTE handle Emergency Closing hours for essential employees? There is an earnings code that will display on the SOM employee's timesheet – Emergency Closing.

View Employee Time

Can Approvers see if overtime has been used without clicking on each individual employee? Can Approvers see what an individual employee has entered (types of time) without clicking down into each individual employee? No – for both questions.

Questions Regarding Leave Time (Vacation, Sick, etc.)

Glassboro – What is Administrative Leave?

Web Time Entry Frequently Asked Questions

Administration leave is 3 days of personal leave granted to certain employee under collective bargaining units.

Glassboro – How do I know if I can take Comp Time Worked at 1.0 or 1.5 rate?

This is determined by the comp time guidelines and employee class.

Glassboro or SOM - How is Holiday Time entered on a timesheet?

Holidays are automatically entered by payroll.

If you did not work the holiday

Non-Exempt employees – put nothing for that day. Do not enter time for Time Worked. Your total hours for the two weeks will equal 63, but it will be correct after payroll enters the holiday.

Exempt employees – enter nothing for that day.

If you worked on an optional holiday

Non-Exempt employees – enter your hours in the Comp Time Worked earnings category.

Exempt employees – enter your hours in the Comp Time Worked earnings category.

SOM – Part-time employees (WG Employee Class)

If you take off on a holiday, enter the time you took off in the earning category “Holiday Pay”.

Glassboro – Out of Leave Time

What if I am out of leave time but still need to take time off (for example, during the mandatory closing during Winter Break)? You would enter the hours in Docked Pay Unauthorized earnings category.

Glassboro – Extra Hours – Exempt (Salaried) Employee

What if I am an Exempt employee, but I worked extra hours? Overtime is not paid for Exempt employees. The only extra time is working on a holiday, which would need appropriate Comp Time code entered.

See: http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf.

Glassboro - What if I accidentally enter regular time worked on a timesheet for a holiday?

First the Departmental Time Keeper will check it, and may correct with email permission from you. The Approver can also correct your timesheet. If it goes through to Payroll, you will receive holiday pay, not comp time for that day. You will have to do a time and attendance correction form (find on www.rowan.edu/payroll under Forms) to correct it after it has been processed by Payroll.

How do I record a Snow Day?

Emergency Closing will show as a leave earning on the timesheet during times that it is needed. For a full day of closed operations then employees can use Emergency Closing to record the time. Delayed opening will warrant use of Emergency Closing only if employee reports to work; otherwise a full day of leave needs to be taken.

When do we use the earnings Sick FMLA, Vacation FMLA or Unpaid Leave of Abs FMLA?

FMLA would be used for those on an approved family medical leave by HR. The employee would have to go through HR to get approval and then HR will notify payroll of what time they would like to use (**Sick FMLA**,

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Vacation FMLA or Unpaid Leave of Absence FMLA). HR would also inform the employee that they were approved for the leave.

Sick is used for bereavement once a death notice is given to HR.

Sick is used when you are home with a sick child.

Sick and vacation are what used when you take a sick day or vacation. For more information see <http://www.rowan.edu/hr/benefits/leaves.html>

If you are on maternity leave, for example, after you have used your sick time, you would use Unpaid Leave of Absence FMLA while on NJ Disability pay. Please check with HR for more information about FMLA.

Glassboro - What is the difference between Comp Time and Overtime?

Overtime is extra pay for extra time worked.

Comp Time is time off for extra time worked.

Glassboro Faculty Specific Timesheet Questions

Leave for 10-month and 12-month Faculty

What type of leave do 10-month and 12-month faculty have? 10-month and 12-month faculty enter Sick Leave, FMLA, Sabbatical or Emergency Closing. These faculty members do NOT get holiday, vacation or comp time.

July and August

Do faculty have to enter a time sheet in July and August? 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. No timesheet submission will be needed for faculty in July or August.

Sabbatical

Who enters the faculty time sheet if they are on sabbatical leave? Department Time Keepers will track and enter sabbatical timesheets for faculty members on sabbatical leave.

The leave time will be entered on the timesheet as follows: *Sabbatical Lv Full Year-3/4 pay* or *Sabbatical Lv 1/2Year-Full Pay* will be entered 7 hours for full time faculty, and 5.25 hours for 3/4 time faculty.

Timesheets during Winter and Spring Breaks

Do faculty have to enter timesheets during Winter\Break, Spring Break and May to June? Yes.

Service Hours and Research Time

Do faculty have to enter service hours or research time on their time sheet? No, faculty only enters leave time on their time sheet.

Adjunct Professors

Do Adjunct Professors have to do Web Time Entry? What about overload? No, Adjunct Professors and overload time for faculty are paid on contracts.

Sick Time

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If a faculty member is sick and gets coverage for their classes, do they still have to put in Sick Leave? The Faculty Member has to put in for sick leave even if they arrange for coverage.

Emergency Closings (Snow Days etc.)

If there is an emergency closing (like a Snow Day), will faculty have to enter that on their timesheet? If so, where? Yes, faculty will have to enter emergency closing days. If there is an emergency closing, then the Emergency Closing category will display on the timesheet. For a full day, enter 7 hours for full time faculty and 5.25 hours for $\frac{3}{4}$ time faculty.

Glassboro, Camden, and CMSRU Work Study Students and Graduate Assistants

If I am a student worker, what should I do if I didn't work any hours for the entire two week pay period?

Undergraduate student employees must enter time in and out hours worked. If NO work hours were in that pay period, go to the Earnings called "No Hours Worked." Enter 1 unit on the Monday at beginning of pay period. The code will say UNITS not HOURS. Submit time sheet for approval.

Graduate Assistants do not enter time in and time out. If you worked the hours that you are contracted for, just submit the time sheet for approval. If NO work hours were in that pay period, go to the Earnings called "No Hours Worked." Enter 1 unit on the Monday at beginning of pay period. The code will say UNITS not HOURS. Submit time sheet for approval. If you didn't work one week of the time period, put that information in comments and then submit for approval with no time entered.