Web Time Entry Job Aid
for Employees, Approvers and SuperUsers

Check Your Leave Balances

Always check your available leave time prior to completing your time sheet. Follow the steps below to review your leave balances.

Step 1: Logon to **Academica** (academica.wayne.edu) using your Access ID and password
Step 2: Under **Employee Resources>Employee Self-Service** click "Time Sheet"
Step 3: Click the **Leave Balances** link on the left side of the screen

The image below is an example of what your leave balances screen might look like. Use the numbers in the last column (available balances) to determine how much leave time you have left.

View Leave Balances

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

List of Leave Types

TYPE of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned as of Nov 08, 2011	Taken as of Nov 08, 2011	Available Balance as of Nov 08, 2011
Any Purpose Bank	Hours	.00	May 02, 2010	1.00	14.00	4.50	10.50
Floating Holiday	Hours	.00	Nov 02, 2009	.00	7.50	.00	7.50
Old Sick Bank	Hours	.00	Nov 02, 2009	.00	.00	.00	.00
Illness Hours	Hours	165.00	Jan 01, 2012	135.00	195.00	52.50	277.50
Vacation Hours	Hours	.00	Mar 02, 2010	120.60	165.10	180.00	105.70

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Access Your Time Sheet

Step 1: Logon to **Academica** (academica.wayne.edu) using your Access ID and password
Step 2: Under **Employee Resources>Employee Self-Service** click "Time Sheet"
Step 3: Click the **Time Sheet** link on the left side of the screen
Step 4: Click the **My Choice** radio button next to the Title and Department you want to enter time for.
Note: Most employees only have one title and department. See steps for Opening a Timesheet for another Job at the end of this job aid.
Step 5: From the **Pay Period and Status** dropdown box, select the current pay period if necessary.
Step 6: Click the **Time Sheet** button to open the time sheet.

Entering Hours for One Day

Step 1: Click the **Enter Hours** link under the date worked and in the row for the Earnings Code (examples: Web Regular, Illness, Vacation).
Step 2: The hours box appears at the top. In the **Hours** box, type the number of hours.
Note: If you are an hourly employee, you will enter the hours you worked. If you are a salaried exempt employee, you will only enter hours you were absent.
Step 3: Click the **Save** button.

Entering Hours For A Pay Period

If you work the same number of hours each day during a pay period, you can fill out your timesheet just once by copying those hours through to the end of the pay period. Follow the steps below to learn how.

Step 1: Click the **Enter Hours** link under the date worked and in the row for the Earnings Code (examples: Web Regular, Illness, Vacation, etc).
Step 2: The hours box appears at the top. In the **Hours** box, type the number of hours you worked each day this pay period.
Step 3: Click the **Copy** button.
Step 4: Click in the **Copy from date displayed to end of the pay period** checkbox.
Note: If your workweek includes Saturday or Sunday, click those checkboxes, too.
Step 5: Click the **Copy** button.
Step 6: A message appears indicating the hours were successfully copied. Click the **Timesheet** button.

The hours and account distribution have now been copied for all days in the pay period.

Entering Comp Time Hours

If you elect to receive comp time in lieu of overtime, follow the steps below:

Step 1: Click the **Enter Hours** link under the date worked and in the row for the Earnings Code, **CTA (comp time accrued)**
Step 2: The hours box appears at the top. In the **Hours** box, type the number of hours you worked in excess of 7.5. Example: if you worked 10 hours, enter 2.5 (10 hours worked-7.5 regular hours= 2.5 OT hours) in CTA
Step 3: Click the **Save** button.

Using Comp Time Hours

If you would like to use banked comp time hours, follow the steps below:

Step 1: Click the **Enter Hours** link, under the date you would like to use comp time, and in the row for the Earnings Code, **CTT (comp time taken)**
Step 2: The hours box appears at the top. In the **Hours** box, type the number of comp time hours you would like to use in CTT
Step 3: Click the **Save** button.

Changing Your Hours Entered

You can make changes to your hours entered by following the steps below:

Step 1: Click the hours you previously entered for the date that needs to be changed.
Step 2: The hours box appears at the top. In the **Hours** box, type the correct number.
Step 3: Click the **Save** button.

Note: You will not be able to make changes after you have submitted your time sheet. Please contact your Approver for assistance. Do not call the Payroll Office.

Correcting Hours Entered Under an Incorrect Earning Code

If you entered hours under an incorrect earning code you can make changes by following the steps below.

Step 1: Click the hours you previously entered for the date and earning code that needs to be corrected.
Step 2: The hours box appears at the top. In the Hours box, delete the hours entered.
Step 3: Click the **Save** button.
Step 4: Click the Enter Hours link under the date worked, and in the row for the correct Earnings Code.
Step 5: The hours box appears at the top. In the Hours box, type the number of hours.
Step 6: Click the **Save** button.

Note: You will not be able to make changes after you have submitted your time sheet. Please contact your Approver for assistance. Do not call the Payroll Office.

Leaving a Comment on Your Time Sheet

Sometimes there are special circumstances you will want your time sheet Approver to know about. You can leave a comment on your timesheet that the Approver will see when he or she opens it up for approval.

Step 1: Click the **Comments** button at the bottom of the Time sheet page.
Step 2: In the Comments box, type your message.
Step 3: Click the **Save** button.
Step 4: Click the **Previous Menu** button to return to your time sheet.

Note: Comments on your timesheet are only visible to you in Preview mode. Your Approver will check for comments.

Submitting Your Time Sheet

When your time sheet is ready to submit for approval, it's important for you to preview it first. Check your hours to make sure the days, numbers, and Earnings Codes are all correct. Then, submit as follows:

Step 1: Click the **Submit for Approval** button at the bottom of your timesheet.
Step 2: Click the **Submit** button.

Note: Check the status of your time sheet until it has been approved by your Approver. If your time sheet is returned to you for corrections, check your leave balances again then follow the steps for correcting hours or earning codes and resubmit your time sheet.

Sample Month – WSU Payroll Schedule and Deadlines

On the next page, is an illustration of a typical WSU payroll cycle. Review the points that follow to further understand the critical deadlines that must be met to ensure you are paid on time.

The blue area represents the typical pay period for most bi-weekly employees (the work week is Monday – Sunday). Some employees may have a slightly different pay period and should refer to the Payroll Schedule as needed. Please contact your manager for details about your unit's pay period and timesheet deadlines.

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 ②	19
20	21 ① Timesheet submission deadline (5 pm)	22 ③ Timesheet approved by 6 pm	23	24	25	26 ④ Checks processed by Payroll Office
27	28	29	30 ⑤ Pay Day			

1) Timesheets must be submitted by employees no later than 5:00 pm on Monday following the pay period.
2) Though not required, many departments have established a timesheet submittal deadline of 12:00 noon on the second Friday of the pay period. This allows Approvers more time to review timesheets.
3) Timesheets MUST be reviewed and approved by the Approver no later than 6:00 pm on the Tuesday following the pay period to ensure that employees are paid on time.
4) Once approved, timesheets are processed by Payroll on the Saturday following the pay period.
5) Checks are distributed or direct deposited on the following Wednesday.

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Entering an Account Distribution

Some WSU employees need to charge some of their hours to one account, and some to another. Each account has its own "index" number. Follow the steps below if you need to distribute your hours to more than one account.

Step 1: Click the **Enter Hours** link for the Earnings Code and Date.
Step 2: In the Hours box, type the total number of hours worked.
Step 3: Click the **Account Distribution** button.
Step 4: Click the **Update** link.
Step 5: In the **Enter hours to be changed** box, type the number of hours for this date that you want charged to another index.
Step 6: In the **Index** box, type the additional index number.
Step 7: Click the **Default from Index** button.
Step 8: In the Account box, type the account code.
Step 9: Click the **Save** button.
Step 10: Click the **Previous Menu** button.
Step 11: Click the **Timesheet** button.

Opening a Timesheet for another Job

Some WSU employees have more than one job at the university, or do work under more than one job or position title. If this is you, you'll need to submit separate timesheets, one for each job or position.

Step 1: Click the **Position Selection** button at the bottom of your timesheet.
Step 2: Click the **circle** for the job or position you want to select.
Step 3: From the **Pay Period and Status** dropdown box, select the current time period.
Step 4: Click the **Timesheet** button.