



WTE

Web Time Entry

Your guide to entering and submitting
your time card on the Web


Web Time Entry (Entering Time via the Web)

You can enter your time starting from the beginning of the Pay period to the "Submit Date". You must submit your time for approval by noon of the "Time Sheet Period." **Your Dept may have an earlier submission day. Be sure your time is submitted by their due date!**

Department and Number:
Time Sheet Period:
Submit By Date:

Department:
May 01, 2008 to May 15, 2008
May 21, 2008 by 12:00 P.M.

DO NOT submit your time sheet until all your hours have been entered for that Pay Period. If you do and need to correct the Time sheet you will need to call Payroll or your supervisor to return your Time sheet for correction.

1. Log into URSA : <https://ursa.unco.edu/cp/home/displaylogin>
2. Click the Employee tab
 - a. If you are a student click on Student tab
Then registration status
Then your employee tab will appear at the top of the page
3. Select the pay period you are currently entering time for
4. Click Time Sheet
5. Click the blue "Enter Hours" for the day you need to enter time.
Do NOT change the Shift. It needs to remain as 1
6. Time must be in quarter hours ; entered in this format 4.25 for 15 minute intervals. (Samples for rounding are found on your Time sheet page)
7. Click Save and proceed to the next day (Click N EXT to see the next week)
You can click Copy if you have the same number hours for most of your days.
Click on all the days that have those same number of hours and then Time sheet.
8. Click Preview and make sure that you see the hours you entered and the total is correct.
9. Click Submit for Approval. Once you've submitted your time sheet you cannot change the record. If a change is needed call Payroll or your supervisor.
NOTE: If you do not enter your time and submit it by your Dept submission's due date, you will NOT get paid for these hours. You will have to enter them as Retro hours on the next pay period.
12. Make sure it says your time card was submitted successfully (Yellow triangle will appear) 

1. Sign into URSA

- Faculty/Staff use Firstname.Lastname
- Students use your Student login – (smit1234)

University Of Northern Colorado Login - Windows Internet Explorer

https://ursa.unco.edu/cp/home/displaylogin

File Edit View Favorites Tools Help

SunGard Higher Education University Of Northern Color...

UNIVERSITY OF NORTHERN COLORADO

URSA

UNC WEB CONNECTION Need Help? Call 970- 351- 4357

Secure Access Login

User Name:

Faculty/Staff example: Joe.Smith
Student example: smit1234

Password:

Login Cancel

[I am having problems logging in.](#)
[I forgot my Bear Number.](#)

Forgot Password: [Student](#) | [Faculty/Staff](#)

Welcome to Ursa – University Resource for Systems Access

Ursa is the secure, electronic gateway to real-time information and tool Colorado faculty, staff, and students. Ursa makes UNC's day-to-day op more efficient and more effective.

Ursa Security

Numerous security precautions, including **SSL encryption**, have been your personal information. Technologies such as **SSL encryption** help personal data. However, it is also your responsibility to help keep you following these simple steps below you can help keep this informatior

- Never share your Password with anyone

Password Help: Click on “Forgot Password” or call 351-HELP

2. Click on Employee Tab

- Banner Self Service Folder
- Employee folder
- Time Sheet
 - To view your pay stub click on Pay Information
 - To view your W2 click on Tax Information

URSA
UNC WEB CONNECTION
Need Help? Call 970-351-4357

Welcome [REDACTED]
You are currently logged in.

My Account
[Content Layout](#)

Home MyTab Resources Safety Help **Employee** Banner E-Mail Payroll Deduct

Results Independent Review

[Findings and observations from review of environment in UNC's School of Theatre Arts and Dance](#)

Banner Self-Service

- Banner Self-Service
- Personal Information
- Employee
- Time Sheet
- Leave Report
- Benefits and Deductions
- Pay Information

Important Links

- [Course repeat and grade forgiveness](#)

Students: (to find Employee Tab)


- Click on Student Tab
- Click on Registration Status (in Registration Tool box)
 - Employee tab will be there now
- Banner Self Service Folder
- Employee folder
- Time Sheet
 - To view your pay stub click on Pay Information
 - To view your W2 click on Tax Information

3. Time Sheet Selection


- If you have several jobs make sure you check the circle by the job you want to enter time on
- Then choose the pay period in which you need to enter your time.
- Click "Time Sheet" box

Search


Time Sheet Selection

 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department

Student Wages Non-Work Study, SH9999-01 
Human Resources Office 54010

My Choice Pay Period and Status

May 01, 2008 to May 15, 2008 In Progress 

How to enter your time:

- You will only enter time on only these lines: (additional lines appear **DO NOT ENTER** on any other lines!)
 - “Reg Student Earnings”
 - “Reg Classified Hourly Earnings”
 - “Retro Current Year” - used only if there are hours you haven’t been paid for.
- Click on the blue “Enter hours” under the day you worked
- You will then enter total hours for the day or use Time In and Out .
 - Total hours : Shift will default as “1” **Do not change!**
Hours – put total hours work in the empty box and **SAVE**
- Time In and Out:
 - See sample

Time Sheet
Title and Number: Student Wages Non-Work Study -- SH9999-01
Department and Number: Department
Time Sheet Period: May 01, 2008 to May 15, 2008
Submit By Date: May 21, 2008 by 12:00 P.M.

Earning	Shift Default	Total	Total Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	Hours or Units	Hours Units	May 08, 2008	May 09, 2008	May 10, 2008	May 11, 2008	May 12, 2008	May 13, 2008	May 14, 2008
Reg Student Earnings 1		0 6	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Student Salary Earnings 1		0 0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Retro Current Year 1		0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Tips	1	0 0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:		6 0	0	0	0	0	0	0	0
Total Units:		0 0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Previous | Next

Submitted for Approval By: You
 Approved By: Your Supervisor
 Waiting for Approval From:

Time In
and Out

Date: Monday, Jan 07, 2008
 Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	12:30 PM	04:30 PM	4
1			0
1			0
1			0
			8

Timesheet | Previous Day | Next Day
 Add New Line | Save | Cancel

Time entered in 00:00 format;
rounding to the quarter hour

Click “Save” or “copy” if you
have days with the same time.

**YOU MUST SUBMIT YOUR TIME FOR
APPROVAL
OR YOU WILL NOT GET PAID FOR THIS TIME
ENTERED!**



What each Selection tab does:

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

Next

Position Selection:

Takes you back to the first screen where you select what job you want to enter under.

Comments:

Generally, comments are used to explain Retro Hours or for the Supervisor to tell the employee what needs to be corrected. Payroll will comment in this screen also. This is a free form page. All comments ,unless marked “confidential” are displayed for all viewers.

Preview:

This allows you to view all your entries on your Time and Leave Reporting screen and any comments that are not “confidential”.

Submit for Approval:



After all time has been entered for the pay period – this tab is clicked to submit your time to your department for approval. Once you submit your time, you cannot touch this time sheet again unless you ask Payroll or your Dept to Return it for Correction.

Restart:

This will re-initialize the Time Sheet, which erases all previously saved data and allows you to start over entering your time. A Restart Confirmation page is displayed so that the employee can confirm this action.

Previous / Next:

Select to navigate through the dates within the period. (Changes to the next week).

Copy:  

When entering your time you can choose “COPY” and all the weeks within that pay period will be shown. You can click on a box by each day that has the same hours. This can be time saving if your hours are the same for most of the days you work. Then click “Time Sheet” to review house.

Questions

Contact your Dept

Or

Payroll 351-2700