



**WTE**

**Web Time Entry**

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

# General Overview

## Detailed screens follow

1. Log into URSA
  - Login using a Firstname.Lastname will give you an “Employee” Tab
  - Login using a Student Login will give you a “Student” tab
  - Both Logins default to the “My Account” tab
2. **Using the “Employee” tab**
  - To Enter Hours; View Pay Stubs or W2’s
  - a. In the middle column, under “General Information”, click on Self Service Banner (SSB) proceed to step #4

**SHORT CUT TO ENTER HOURS ONLY:**

  - \*. In the 3<sup>rd</sup> column, under “Employee Information”, click on Timesheet

This takes you directly to your timesheet with no option to view paystubs or W2’s.

Skip to number 5 if you use short cut
3. **Using the “Student tab”**
  3. Under “Useful Links” column scroll down to the section called “Student Employees”
  4. Click on “Enter Your Time Here
  5. Proceed to #5
4. Under Main Menu; Click on Employee and then Timesheet
5. **TIMESHEET SELECTION:**
  - a. Select the Pay Period you are entering time for- that period must be OPEN
  - b. Click on Timesheet
    - a. Click on the Blue words “ “Enter Hours under the day you want to enter your time

If you enter straight time then a box will populate above the days with a SHIFT 1 above it.

Enter your hours in that box and Save.

If you use time in and out; enter your hours using 4 digit numbers. (0800 for 8am)
  - b. DO NOT CHANGE THE SHIFT
  - c. ROUND HOURS TO THE QUARTER HOUR (there are samples on your timesheet how to round)
  - d. Save the hours and go to the next day

To see the next week – click NEXT

  - e. If you have hours worked outside these dates enter them on the 2<sup>nd</sup> line called “Retro Current Year”. Put all hours on the first day on the 2<sup>nd</sup> line. Click on COMMENTS and note what these retro hours are for.
  - f. When all your hours are entered click SUBMIT. A yellow triangle will appear with a notice that it was submitted.

If you need to correct your timesheet and its been submitted (and the timeperiod is open)

Open your timesheet and click on Return Time.

You are paid SEMI Monthly: Hours worked 1-15<sup>th</sup> are paid on the last working day of the month  
Hours worked 16-the end of the month are paid on the 15<sup>th</sup> of the following month  
If the payday falls on a weekend you will be paid on the Friday before.

# 1. Sign into URSA

University Aid use Firstname.Lastname

Student use your Student login – (smit1234)

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**Username**

**Password**

☐ Warn me before logging in to other sites.

## Using the EMPLOYEE Tab

Once you Login you will see this screen (defaults to "My Account" tab) - Click on "Employee" tab



Then in the middle column, under "General Information", click on Self Service Banner (SSB)



Short Cut

**NOTE:** you can take a short cut and Click on "Timesheet" under the 3<sup>rd</sup> column "Employee Information" – this takes you directly to your Timesheet.

You will not have the option to view your Paystub or W2 taking the shortcut.

When the Main Menu comes up, click on "Employee"

Search  Go

## Main Menu

### Personal Information

Update addresses, contact information or marital status; review name or social security ni

### Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

### Finance

Create or review financial documents, budget information, approvals.

RELEASE: 8.7

Then under Employee, click on "Timesheet"

## Employee

### Time Sheet

### Leave Report

### Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement

### Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

### Tax Forms

W4 information, W2 Form or T4 Form.

### Jobs Summary

(Note: To view and/or print your pay stub, click on "Pay Information", then click on "Pay Stub", and select the year. To view and/or print your W2 Earnings Statement, click on "Tax Forms", then click on "W2 Form")

## Using Student login

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**NORTHERN  
COLORADO**

UNIVERSITY

Canvas LMS

My Account

Student

Useful Links

- Student Applications
  - Backboard
  - Blackboard
  - Logrove Works
  - Transfer Equivalency Report
  - Clearinghouse Enrollment Verification
  - Order Official Transcript
  - Veteran's Certification Request
  - My Textbooks
- General Information
  - Online Dining Contract
  - Heat Mail E-AC
  - Tutoring Services
  - Career Services
  - Academic Advising Guides & Forms
  - Important Dates
- Student Employees
  - Enter Your Time Here
  - Health Insurance Notice
  - Student Employment Information
  - Get Up Direct Deposit

Registration and Grades

- Register for Classes
  - Registration status
  - Look Up Classes
  - Register, Add or Drop Classes
  - Week at a Glance
  - Detail Schedule
  - Change Class Options
  - Registration History
  - View student information
- Registration Information
  - Determine Your Note to Register
  - Automated Waitlisting Information
  - Liberal Arts Core Information
- Grades
  - View Grades
  - Unofficial Transcript
  - Grade Replacement

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# Time Sheet Selection

- If you have several jobs make sure you click on the circle by the job you want to enter time on
- Then choose the pay period in which you want to enter hours on. Use the Drop down arrow to find the pay period.  
**NOTE:** there could be two pay periods open for a brief time.
- Then Click the “Time Sheet” Box

The screenshot shows a web interface for 'Time Sheet Selection'. At the top is a search bar with a 'Go' button. Below the title is a yellow bar with an information icon and the text: 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' The main content area has two columns. The left column is titled 'Title and Department' and contains the text 'Student Wages Non-Work Study, SH9999-01' and 'Human Resources Office 54010'. To the right of this text is a small green circle with a white dot inside. The right column is titled 'My Choice Pay Period and Status' and contains a dropdown menu showing 'May 01, 2008 to May 15, 2008 In Progress'. At the bottom left is a button labeled 'Time Sheet'. Three red arrows point to the green circle, the dropdown menu, and the 'Time Sheet' button respectively.

Title and Department	My Choice Pay Period and Status
Student Wages Non-Work Study, SH9999-01 Human Resources Office 54010	May 01, 2008 to May 15, 2008 In Progress

Time Sheet

# How to Enter your Hours

- If you use Straight Time your Timesheet will look like this:

Time Sheet Period: Oct 01, 2015 to Oct 15, 2015  
Submit By Date: Oct 26, 2015 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Oct 01, 2015	Friday Oct 02, 2015	Saturday Oct 03, 2015	Sunday Oct 04, 2015	Monday Oct 05, 2015	Tuesday Oct 06, 2015	Wednesday Oct 07, 2015
Reg Workstudy Earnings	1	0	27		Enter Hours	4	Enter Hours	Enter Hours	3	Enter Hours	2
Retro Current Year	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			27		0	4	0	0	3	0	2

Current hours go directly under the day in which you worked on the First Line called Reg Workstudy Earnings or Reg Student Earnings.

- Click on the Blue “Enter Hours” under the day you worked and then enter the total number of hours for that day in the box

Time Sheet Period: Oct 01, 2015 to Oct 15, 2015  
Submit By Date: Oct 26, 2015 by 05:00 PM

Reg Student Earnings  
Oct 01, 2015

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Copy Account Distribution

Shift	Default Hours or Units	Total Hours	Total Units	Thursday Oct 01, 2015	Friday Oct 02, 2015	Saturday Oct 03, 2015	Sun Oct 04, 2015
Student Earnings	1	0	2	Enter Hours	Enter Hours	Enter Hours	
Current Year	1	0	0	Enter Hours	Enter Hours	Enter Hours	

If you worked hours outside these dates then add all the hours and put them on the first day on the 2<sup>nd</sup> line. (Example: You worked 12 hours prior to these dates and forgot to submit those hours – you would put 12 hours on Oct 1<sup>st</sup> on the 2<sup>nd</sup> line called Retro Current Year. These will pay on the same payday as the rest of the current hours.)



# If You Use “Time In and Out” Your Timesheet will look like this:

## Time In and Out

Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

**Date:** Friday , Oct 02, 2015

**Earnings Code:** Reg Student Earnings

Shift	Time In		Time Out		Total Hours
1	08:30	AM ▾	10:00	AM ▾	1.5
1	01:00	PM ▾	03:00	PM ▾	2
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					3.5

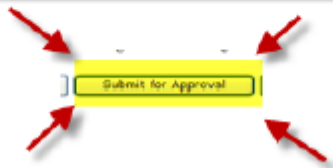
[Previous Menu](#) [Previous Day](#) [Next Day](#)  
[Add New Line](#) [Save](#) [Copy](#) [Delete](#)

Time is entered in 00:00 format – meaning you need to enter 4 numbers each time and round to the quarter hour.

Click Save

Do NOT change the Shift! All hours need to be entered in Shift 1!!

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



### **Need To Correct your TIMESHEET?**

If you have submitted your timesheet and you need to correct it -  
If the Time period is still open for entry you can open the Timesheet  
and click on "Return Time"; this puts it back in your queue to  
correct and then Submit again.

## What each Selection tab does:



### 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 Payroll 351-2700  
Or  
Your Supervisor