Web Time Entry procedures

What is Web Time entry?
This is a Datatel process for submitting payroll and leave hours. This method will replace Lotus Notes and allow departmental payroll coordinators to submit hours worked and hours absent (vacation, sick, etc.) via a web screen accessed through WebAdvisor.

Why Web Time Entry?
1. The current method for submitting payroll is via Lotus Notes for hours worked and Datatel for Leave time. Under this process, hours worked are being entered twice, once by departmental payroll coordinators and a second time by payroll. This extra step will be eliminated. In addition, the payroll coordinators will be able to enter leave time and hours worked in the same screen (not 2 separate areas).

2. A second reason for making the change is an organizational effort to fully utilize all of the Datatel features without having to support separate 3rd party systems such as Lotus Notes.
Web Time Entry procedures

Items to Note

1. When you access your list of employees it may not include every employee, or it may include employees that have moved. This can be fixed by sending an e-mail to Brenda Phillips in Human Resources.

2. Paid time off can now be entered at the same time that hours worked are entered. You do not need to go separately into LDTS. However, when you look at the hours in LDTS after leave time has posted, it will show the hours in 1 lump sum. For example, Mary has used 1 week of vacation so you enter 8 hours for 5 days. It shows up in LDTS as 40 hours for payending 8/1/08.

A custom report has been created. This report will give detailed leave time information. The report resides in Cognos under Public Folders/Datatel/Datatel HR.

3. The system will “Time Out” after 60 minutes of inactivity and all data entry will be lost.

4. Contact the following with Problems or Questions:

   Darilyn Milostan  x20521
   Phyllis Holbrook  x20524
Web Time Entry Procedures for Payroll Coordinators

- Go into College web page and click on WebAdvisor
Web Time Entry Procedures for Payroll Coordinators

- Click on Log In on top tab
- User ID is lower case ‘mott’ and your seven digit Employee ID number (e.g, mott0000001)
- Your default password is your month, date and year of birth (e.g, July 4, 1972 = 070472) After you login the first time, WebAdvisor will require you to change your password.
- Click Submit
Web Time Entry Procedures for Payroll Coordinators

- Click Employees option
- Select Time approval for Supervisors
  (This will allow the Payroll Coordinators (alternate supervisors) to enter time worked and leave time).
Web Time Entry Procedures for Payroll Coordinators

- Click on the drop down box for Approve time entries on behalf of (select Supervisor name)

- This will allow the Payroll Coordinators (alternate supervisor) to enter time on behalf of the supervisor.

- Under Review Entry column, select all employees that are being paid in the current pay period (including salaried employees). For employees that have multiple positions, select all of the positions that are being paid from, once everyone in the department has been selected, Submit. For employees that have multiple positions, select all positions being paid for.

- This will bring up all employees selected in previous step so that hours or leave time can be entered.

- For Salaried employees, enter leave time used, docking time, and overtime, if any.

- Click Submit after time for each employee is entered.

- Continue this process for all employees.

- *Please note that comp time earned will have to be entered in Datatel.
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- This screen print continued from previous page

- Regular Hours = time worked
- Overtime = straight time hours worked (overtime is calculated by system)
- Annual Leave Hours = vacation hours used
- Sick Hours = sick time used
- Other Time Types = personal business, comp time used (select appropriate type from drop down menu)
- Shift Hours = 2nd shift, 3rd shift (select appropriate shift type from drop down menu)

- NOTE = for prior period unreported pay hours can’t be entered through web time entry you will need to email Payroll with the dates and hours.
Web Time Entry Procedures for Payroll Coordinators

- Same screen as previous page, continued
- Drop down menu options for Shift Hours & Other Time Hours
Web Time Entry Procedures for Payroll Coordinators

- Skip all fields and click on Submit (pertains to Phase II)

- You will get a confirmation once all employees have been submitted then click OK
Web Time Entry Procedures for Supervisors

- The supervisor will follow steps 1 thru 3 of the payroll coordinator procedures to get into Web Time entry.

- Select **Time approval (for supervisors)**

- Select Approve time entries on behalf of (select supervisor name from drop down box)

- Click **Submit** this will bring up employees to approve
Web Time Entry Procedures for Supervisors

- Go under Approve column and select each employee that is being paid and click on Submit.
Web Time Entry Procedures for Supervisors

- This will bring up each person that was submitted. The supervisor will review and than he will Approve or Reject.

- The supervisor will do this for every paid employee.

- If the supervisor rejects the entry then there is an area to leave a comment explaining why.

- *Please note that the email field should have the payroll coordinator’s email address. This will allow the supervisor to send rejected time entries to the coordinator. This email field can be overridden if it needs to be changed.

- The approval process is completed and all hours are submitted to payroll.
Web Time Entry Procedures for Supervisors

• The supervisor can lookup history on an employee.

• The supervisor will follow steps 1 thru 3 of the payroll coordinator procedures to get into Web Time entry.

• Select Employee History (for supervisors)

• This will bring up the selected employee.