Completing Time Sheets in Web4U for Hourly Student Positions

User Guide

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Western Human Resources
Knowledge Empowers Excellence

Western Washington University
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Overview

This user guide instructs employees in overtime-eligible, hourly student positions in how to complete their time sheets electronically in Web4U. There are links throughout this guide that link to other pages within the document, as well as outside websites, so the user guide is best utilized electronically. These rules/guidelines apply to all applicable student employees, however, rules are superseded by the Administering Work and Leave Time Reports policy and the Student Employment Handbook.

Employee Types

The following lists the different types of hourly student positions along with corresponding job class codes:

- Student Hourly – S1
- Student Hourly Graduate Research Assistant – S4
- Student Hourly Work Study – S5

If you are unsure of the classification of your position, refer to your employment offer letter or ask your supervisor.

Workweek

Western’s workweek starts at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.

Pay Periods

Pay periods are the 1st to the 15th and the 16th to the last day of each month.

Pay Dates

Pay dates are the 10th and 25th of each month with the exceptions listed below. Compensation for work performed from the 1st to the 15th is paid on the 25th of the same month. Compensation for work performed from the 16th to the last day of the month is paid on the 10th of the following month.

- If the 10th or 25th lands on a Saturday, pay day will be the previous Friday.
- If the 10th or 25th lands on a Sunday, pay day will be the following Monday.
- If the 10th or 25th lands on a holiday, pay day will be the previous “non-holiday” weekday.

Click here for a list of the current pay dates.

Holiday Pay

Hourly student employees are not paid for holidays unless you work on the holiday. You are paid your regular hourly rate for work performed on a holiday unless the hours worked exceed forty (40) hours in
a workweek (see Workweek above). Hours worked over forty (40) in a workweek are paid at an overtime rate (see Overtime Pay below).

Types of Hours Worked
Your time sheet allows you to report various types of hours worked. Information about each type of hours worked are detailed below. To report any of the below hours on your time sheet, see instructions below for Entering Hours on Your Time Sheet.

**Hourly Regular Pay (YR)**
- Report all hours worked in the current pay period (see Pay Periods above) up to forty (40) hours in a workweek (see Workweek above) as “Hourly Regular Pay”.
- Report “Hourly Regular Pay” on the day hours were actually worked.
- Do not report meal breaks lasting thirty (30) minutes or more.
- If you have regular hours to report from a prior pay period, see Late Hourly Time below.

**Overtime Pay (OVT)**
- Working overtime must be pre-approved by your supervisor.
- Report all hours worked in the current pay period (see Pay Periods above) over forty (40) hours in a workweek (see Workweek above) as “Overtime Pay”.
- Report “Overtime Pay” on the day overtime was actually worked.
- Overtime is paid at 1 ½ times your regular rate of pay.
- The start and end dates for each pay period may fall within the middle of a workweek, so it may be necessary to view prior time sheets in order to calculate a full workweek of hours worked to determine if overtime was earned.
- You can track all your hours worked each workweek in one or multiple positions using the Weekly Hours Tracker tool.
- *Report overtime in the “Overtime Pay” row of your time sheet ONLY; do not ALSO record these hours in the “Hourly Regular Pay” or “Late Hourly Time” rows or you will be overpaid.*
- If you have overtime to report from a prior pay period, report the hours as “Overtime Pay” on any day on the time sheet and enter comments indicating the actual date(s) and time overtime was worked (see Entering Comments on Your Time Sheet section below).

**Late Hourly Time (LHR)**
- Report “Late Hourly Time” for hours worked in a prior pay period that didn’t get reported on the correct time sheet.
- Report “Late Hourly Time” on any day on the time sheet (you can enter a maximum of 24 hours per day by entering 12:00 AM to 12:00 AM).
- Enter comments indicating the actual date(s) and time the hours were worked (see Entering Comments on Your Time Sheet section below).
Time Sheet Deadline
Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). Once you access your time sheet (see Accessing Your Time Sheet below), the top will show the Submit By Date. The Submit By Date is the date and time your time sheet must be submitted for approval.

Example:

| Time Sheet
| Title and Number: Clerk 3 -- WSIWSP-00
| Department and Number: Human Resources -- 5410
| Time Sheet Period: 03/16/2015 to 03/31/2015
| Submit By Date: 03/31/2015 by 11:59 PM

Accessing Your Time Sheet
Time sheets can be accessed electronically from any computer via Web4U. To access your time sheet, follow these instructions:

- Login to Web4U
- Select Employee tab
- Select Time Sheets
- Select appropriate Position & Pay Period
- IMPORTANT: If you hold multiple positions, be sure to select correct position

Example:

| Title and Department
| My Choice
| Pay Period and Status
| Clerk 3, WSIWSP-00
| Human Resources, 5410
| 03/16/2015 to 03/31/2015 Not Started
| Clerk 3, S99348-00
| Human Resources, 5410
| 03/16/2015 to 03/31/2015 Not Started

- Click Time Sheet

Entering Hours on Your Time Sheet
To enter hours worked on your time sheet, follow these instructions:

- If you haven’t already done so, follow instructions above on Accessing Your Time Sheet
- Under the Earning column, find the Type of Hours Worked you would like to report
• Find the date you would like to report hours under *(Click Next or Previous to view all dates within the pay period)*
• Click on **Enter Hours**

**Example:**

![Time Sheet Example]

• Enter the time you started working in the **Time In** box
• The format for entering time is **HH:MM** (2 digit hour, colon, 2 digit minutes)
• Minutes can be entered in **15 minute intervals** (valid values are :00, :15, :30 and :45)
• Select **AM** or **PM**
• Enter the time you stopped working in the **Time Out** box *(Note: do not include meal breaks lasting thirty (30) minutes or more)*

**Example:**

![Time In and Time Out Example]

• Click **Save**
• Click **Next Day** to repeat for multiple days
• You can also click **Copy** if you would like to copy the same number of hours to multiple days
  • To **Copy from date displayed to end of the pay period**, click the check box
If you want to include weekend dates, check **Include Saturdays** and/or **Include Sundays**

To copy individual dates, click the check boxes under the dates

**Example:**

<table>
<thead>
<tr>
<th>Earnings Code:</th>
<th>Hourly Regular Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Hours to Copy:</td>
<td></td>
</tr>
<tr>
<td>Copy from date displayed to end of the pay period:</td>
<td></td>
</tr>
<tr>
<td>Include Saturdays:</td>
<td>04/01/2016, 24 Hours</td>
</tr>
<tr>
<td>Include Sundays:</td>
<td></td>
</tr>
<tr>
<td>Copy by date:</td>
<td></td>
</tr>
<tr>
<td>Friday 04/01/2016</td>
<td>Saturday 04/02/2016</td>
</tr>
<tr>
<td>Sunday 04/03/2016</td>
<td>Monday 04/04/2016</td>
</tr>
<tr>
<td>Tuesday 04/05/2016</td>
<td></td>
</tr>
<tr>
<td>Friday 04/08/2016</td>
<td>Saturday 04/09/2016</td>
</tr>
<tr>
<td>Sunday 04/10/2016</td>
<td>Monday 04/11/2016</td>
</tr>
<tr>
<td>Tuesday 04/12/2016</td>
<td></td>
</tr>
<tr>
<td>Friday 04/15/2016</td>
<td></td>
</tr>
</tbody>
</table>

*Click Copy*

If successful, you will receive the below message

⚠️ **Your hours have been copied successfully.**

*Click Previous Menu to return to your time sheet*

**Entering Comments on Your Time Sheet**

You can enter text comments on your time sheet for a variety of reasons. Entering comments indicating the date(s) and time hours were actually worked is required if you’re reporting late hours from a previous pay period. To enter comments on your time sheet, follow these instructions:

- If you haven’t already done so, follow instructions above on Accessing Your Time Sheet
- **Click Comments**

  ![Position Selection Comments Preview Submit for Approval Restart Next](image)

- Enter comments in the **Enter or Edit Comment** box:
Example:

<table>
<thead>
<tr>
<th>Made By:</th>
<th>You</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment Date:</td>
<td>04/20/2016</td>
</tr>
<tr>
<td>Enter or Edit Comment:</td>
<td>1.5 hours entered on 4/16/16 were actually for hours worked from 10:00 a.m. to 11:30 a.m. on 4/3/16.</td>
</tr>
</tbody>
</table>

- Click **Save**
- Click **Previous Menu** and then **Preview** to view comments entered at the bottom of your time sheet

**Restarting Your Time Sheet**

The **Restart** feature on your time sheet will clear your un-submitted time sheet of all hours entered. This is helpful if you made several errors and would like to start over with a blank time sheet or you entered hours on an incorrect position. To restart your time sheet, follow these instructions:

- If you haven’t already done so, follow instructions above on **Accessing Your Time Sheet**
- Click **Restart**
- Click **Submit** to confirm you’d like to restart your time sheet

**Restart Confirmation**

Restarting will delete all changes that you have made to your time record. Do you want to Restart?

- Submit
- Cancel

- You can now re-enter hours on your time sheet or enter hours on the time sheet for another position (see **Entering Hours on Your Time Sheet** above)

**Submitting Your Time Sheet for Approval**

Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). To submit your time sheet for approval, follow these instructions:
• If you haven’t already done so, follow instructions above on Accessing Your Time Sheet
• Verify time sheet is correct and click on Submit for Approval*

*By submitting your time sheet, you certify that you are submitting a true and accurate record of your hours worked.

![Submit for Approval button](image)

• If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve

   ![Your time sheet was submitted successfully.](image)

• Your Payroll Approver will be listed at the bottom of your time sheet in the Waiting for Approval From section

Example:

![User Interface Screenshot](image)

### Correcting Your Time Sheet Before the Deadline
You can return your time sheet to yourself to correct even if you’ve already submitted it for approval, as long as it’s prior to the Time Sheet Deadline. Instructions for returning your time sheet are as follows:

• If you haven’t already done so, follow instructions above on Accessing Your Time Sheet
• Click Return Time at bottom of time sheet

![Return Time button](image)

• If successful, you will receive the below message and your time sheet will be ready for you to make any adjustments

   ![Time transaction successfully returned.](image)

• Make appropriate corrections and click on Submit for Approval*

*By submitting your time sheet, you certify that you are submitting a true and accurate record of your hours worked.
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- If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve

![Your time sheet was submitted successfully.]

**Correcting Your Time Sheet After the Deadline**

Options for correcting your time sheet after the Time Sheet Deadline are as follows:

- If it’s before the Time Sheet Approval Deadline (see current Payroll Schedule), ask your Supervisor to return your time sheet to you for correction, make any corrections and resubmit it for approval, OR
- If it’s after the Time Sheet Approval Deadline (see current Payroll Schedule), complete a Time Sheet Adjustment Request form and submit it to your Supervisor for approval.

**Training**

You can email Payroll at hr.payroll@wwu.edu to schedule one-on-one training.

**Questions/Suggestions**

Payroll can be reached at hr.payroll@wwu.edu or 360-650-2991 with any questions or suggestions.