

Web Time Entry Quick User Guide

This quick guide provides quick instructions needed to create your Timesheet, make corrections, review and submit for approval using Web Time Entry. For more detailed instructions on how to use WTE, FAQs or other questions – please see www.ufv.ca/finance/payroll.

| | | Instructions | | | | | | | | | | | | | | |
|---------------------------|---|---|-----------|-------|--------------------|---|---------------------------|--|---------------------|--|---------------------|--|--------------------------|---|--------------------|--|
| 1 | Web Time Entry Reminder Email | It is your responsibility to submit your timesheet by the submission deadline (typically at 11:59 P.M. on the second last day of the pay period, unless there is a statutory holiday in which the deadline would be the third last day). Sign in using the link provided in the email. You may also save this link to your Favourites. | | | | | | | | | | | | | | |
| 2 | Online Self-Service Login | Please log into my.ufv.ca using your Employee ID number. If you are logging in for the first time, go to password.ufv.ca and follow the on-screen instruction to create your password. | | | | | | | | | | | | | | |
| 3 | Select Menu | Click on Employee Centre . | | | | | | | | | | | | | | |
| 4 | Select Timesheet | Click Enter Time . | | | | | | | | | | | | | | |
| 5 | Select Job / Pay Period | Select the appropriate job and Pay Period you will be submitting. Click on Start Timesheet . | | | | | | | | | | | | | | |
| 6 | Enter Hours/Units | Select the appropriate Earn Code and then click on the Enter Hours or Enter Units field to begin entering hours: <table border="1" data-bbox="451 926 1536 1299"> <thead> <tr> <th>Earn Code</th> <th>Usage</th> </tr> </thead> <tbody> <tr> <td>Regular Pay</td> <td>Normal work hours in accordance with the Work Week/Workday.</td> </tr> <tr> <td>Shift Differential</td> <td>Hours worked outside the standard working period of 8:00 AM to 4:30 PM. The pay rate is \$1.50 per additional hour worked.</td> </tr> <tr> <td>Overtime 1.5</td> <td>Overtime hours worked, in accordance with the collective agreement or employment standards, where the pay rate is 1.5 times the standard pay rate.</td> </tr> <tr> <td>Overtime 2.0</td> <td>Overtime hours worked, in accordance with the collective agreement or employment standards, where the pay rate is 2.0 times the standard pay rate.</td> </tr> <tr> <td>Sick Leave - Hrly</td> <td>Time noted as being sick on a scheduled workday, for employees who meet the eligibility requirements. May be taken up to 5 times in a calendar year, unless an authorized exception exists.</td> </tr> <tr> <td>Stat Worked</td> <td>Hours worked on a stat holiday, as defined in the official UFV holiday schedule.</td> </tr> </tbody> </table> <p>Verify the Earn Code and Date are correct before entering the hours in the Hours field.</p> | Earn Code | Usage | Regular Pay | Normal work hours in accordance with the Work Week/Workday. | Shift Differential | Hours worked outside the standard working period of 8:00 AM to 4:30 PM. The pay rate is \$1.50 per additional hour worked. | Overtime 1.5 | Overtime hours worked, in accordance with the collective agreement or employment standards, where the pay rate is 1.5 times the standard pay rate. | Overtime 2.0 | Overtime hours worked, in accordance with the collective agreement or employment standards, where the pay rate is 2.0 times the standard pay rate. | Sick Leave - Hrly | Time noted as being sick on a scheduled workday, for employees who meet the eligibility requirements. May be taken up to 5 times in a calendar year, unless an authorized exception exists. | Stat Worked | Hours worked on a stat holiday, as defined in the official UFV holiday schedule. |
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| 7 | Save or Copy | Click Save if hours entered are applicable to the selected date. Click Copy if you want to copy the same number of hours to other dates. <ul style="list-style-type: none"> On the Copy by Date page, click the box(es) underneath the day(s) you want the hours to copy to. Click the Copy button to perform the copy. Click Previous Menu button to return to the Timesheet and verify the hours are correct. Repeat steps 7 & 8 if you have other earnings to report. | | | | | | | | | | | | | | |
| 8 | Next / Previous / Restart / Comments buttons | Click the Next button to scroll to the second week Click the Previous button to scroll to the first week. Click the Restart button to erase all hours entered to start the time entry again. Click the Comments button to view comments or to add comments for the approver. | | | | | | | | | | | | | | |
| 9 | Preview Timesheet | Click Preview button to review your hours before submitting for approval. Hours must be previewed before being able to submit. Click Previous Menu button to return to the Timesheet. | | | | | | | | | | | | | | |

| 10 | <u>Submit for Approval</u> | <p>Click the Submit button to submit your Timesheet.</p> <ul style="list-style-type: none"> • Check for the acknowledgement message (at the top of the screen). It should say “Your Timesheet was submitted successfully”. • Review Routing Queue information – if incorrect approver name is displayed, contact HR or Payroll. | | | | | | | | | | | | | | | | |
|-----------------------|--|--|--------------------|-------------|-------------|-----------------------------------|-------------|---|---------|--|----------|--|-----------------------|--|-----------|---|-------|---|
| 11 | | Click the Return button to return to Timesheet Selection page to select another position or pay period. | | | | | | | | | | | | | | | | |
| 12 | <u>Retrieve and Edit Timesheet</u> | If Timesheet has not been approved, i.e. still in Pending status, and you need to make changes, click the Recall Timesheet button to recall the Timesheet. After making changes, click the Submit for Approval button again. Note: The Recall Timesheet button appears <u>after</u> you have already submitted your Timesheet and <u>before</u> submission deadline. | | | | | | | | | | | | | | | | |
| 13 | <u>Timesheet Transaction Status</u> | <p>Timesheet statuses will be either Not Started, In Progress, Pending, Approved, Return for Correction, Completed, or Error:</p> <table border="1" data-bbox="461 705 1537 1241"> <thead> <tr> <th>Transaction Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Not Started</td> <td>Timesheet has not been initiated.</td> </tr> <tr> <td>In Progress</td> <td>You have started the Timesheet with or without hours entered.</td> </tr> <tr> <td>Pending</td> <td>Timesheet has been submitted for approval, but approver has not approved the Timesheet yet. (Note: Employee can click Recall Timesheet to recall the Timesheet, make further changes and re-submit for approval.)</td> </tr> <tr> <td>Approved</td> <td>Timesheet has been approved. (Note: Approver can return the Timesheet to the employee for correction, if desired.)</td> </tr> <tr> <td>Return for Correction</td> <td>Timesheet has been returned to employee for correction, employee can make changes to the Timesheet and re-submit it for approval before the submission deadline. (Note: Email will be sent to employee notifying Timesheet has been returned. Employee should login to check comment, if exists, and take appropriate action.)</td> </tr> <tr> <td>Completed</td> <td>Timesheet has been approved and payroll processing has started - no additional changes or return time is allowed.</td> </tr> <tr> <td>Error</td> <td>Error is detected, no further payroll processing will take place. Employee or approver should contact the Payroll Department.</td> </tr> </tbody> </table> | Transaction Status | Description | Not Started | Timesheet has not been initiated. | In Progress | You have started the Timesheet with or without hours entered. | Pending | Timesheet has been submitted for approval, but approver has not approved the Timesheet yet. (Note: Employee can click Recall Timesheet to recall the Timesheet, make further changes and re-submit for approval.) | Approved | Timesheet has been approved. (Note: Approver can return the Timesheet to the employee for correction, if desired.) | Return for Correction | Timesheet has been returned to employee for correction, employee can make changes to the Timesheet and re-submit it for approval before the submission deadline. (Note: Email will be sent to employee notifying Timesheet has been returned. Employee should login to check comment, if exists, and take appropriate action.) | Completed | Timesheet has been approved and payroll processing has started - no additional changes or return time is allowed. | Error | Error is detected, no further payroll processing will take place. Employee or approver should contact the Payroll Department. |
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| 14 | <u>Submit Late, Revised or Unapproved Timesheet</u> | <p>A) If Timesheet already exists in WTE (in-progress or pending) where hours are correct: - print the Preview page of the Timesheet via the “Preview” button, get approver’s signature, and send to Payroll</p> <p>B) If Timesheet already exists in WTE where new or modified earnings are needed: - print the Preview page of the Timesheet, make the corrections or additions in writing, get approver’s signature, and send to Payroll</p> <p>C) If Timesheet does not exist in WTE, submit to Payroll a paper Timesheet using the pre-printed Timesheet form, found on the Payroll website.</p> | | | | | | | | | | | | | | | | |

If you have any questions or issues, please contact:

| Problems/Questions | Department | Contact Person |
|---|------------|---|
| Missing or incorrect position | Payroll | payroll@ufv.ca Marie Betker, Associate Director, Payroll |
| Incorrect approver | | |
| Errors encountered during submission or other questions | | |