**Web Time Entry (WTE) for Nonexempt Employees**

**IMPORTANT:** Web Time Entry (WTE) timesheets must be submitted by 11 a.m. on the Monday following the end of the 2-week pay period. If an employee misses the reporting deadline, the employee should contact his/her approver immediately and request for the approver to submit the time on his/her behalf before the approving deadline of 5 p.m. that same day.

**HELPFUL HINTS**

- **Report all hours worked as Regular Pay on the actual date worked.** This will ensure the accurate reporting of hours and calculating of overtime in accordance to Department of Labor regulations and Rice University policies.

- **All hours should be rounded to the nearest quarter hour.** Example: 7:30 a.m. – 3:50 p.m. = 8.25 hours

- **New positions should appear in WTE by the last Friday of the pay period.** Contact Payroll at payroll@rice.edu if the timesheet is not available by the submission deadline.

- **Do not add hours from a previous pay period to the current timesheet.**
  - Corrections to an already submitted WTE timesheet require the following steps:
    - Print your WTE timesheet
    - Make the necessary adjustments
    - Date/initial WTE timesheet (both employee and approver)
    - Department submits the revised timesheet to payroll@rice.edu, preferably with a TIMESHEET REVISION subject
  - All other adjustments require a paper timesheet.
    - The paper timesheet can be found at the following link – https://controller.rice.edu/payroll-time-entry
    - Timesheets should be submitted to payroll@rice.edu by departments, preferably with a TIMESHEET subject.

[NOTE: All revised WTE timesheets and paper timesheets will be paid on the next pay cycle after Payroll receives the timesheet.]
Accessing your Timesheet

Log into ESTHER ([https://esther.rice.edu/](https://esther.rice.edu/)) using your Rice ID and password (PIN). Then, click Login.

Click on the Employee link at the main menu.

- View benefit information
- View paystubs
- Suppress Direct Deposit Stubs
- View W2 forms
- View W4 data
- View employee account information
- Enter an online payment on employee account
- View employee reimbursements
- Enter time sheet (non-exempt)
- View leave balances (non-exempt)
- Proxy Setup (Time sheet approvers)
- Labor Redistributions
- Security Dashboard

Click on the Web Time Sheet (for Non-Exempt Employees) link at the Employee menu.

- Web Time Entry - currently being rolled out for non-exempts, by department
At the next screen, select the radio button under My Choice for “Access my Time Sheet” and then click Select.

**NOTE:** If this screen does not appear, move to the next step and select the applicable timesheet.

**Time Sheet or Leave Request Selection**

At the next screen, all current positions will appear under Position Selection. Verify your position title/department and also make sure the appropriate pay period appears. Once you have identified the correct position and selected the correct pay period, click on the radio button under My Choice to select that particular position. Then, click Time Sheet.

**IMPORTANT:** Current pay periods appear as the default pay period. If you are submitting time on the Sunday or Monday after the end of the pay period, please be sure to select the correct pay period from the drop-down box under Pay Period and Status.

**Position Selection**

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**IMPORTANT:** Current pay periods appear as the default pay period. If you are submitting time on the Sunday or Monday after the end of the pay period, please be sure to select the correct pay period from the drop-down box under Pay Period and Status.
Once the timesheet appears, you can confirm that you have the correct position and pay period. The reporting deadline is also available within the timesheet for quick reference.

**Time Sheet**

Title and Number: Payroll Specialist – 170100-00  
Department and Number: Payroll – 690520  
Submit By Date: Oct 17, 2016 by 11:00 AM

The timesheet will initially appear with the first week of the pay period.

**IMPORTANT:** All “physically worked” time must be reported as Regular Pay so overtime can be calculated according to Department of Labor regulations and Rice policies. [Event overtime should only be used by the Police Department.] All hours should be rounded to the nearest quarter hour (example: 7:45 a.m. – 3:35 p.m. is reported as 7.75 hours).

Click on the Enter Hours link within the appropriate date and enter the hours for the applicable earning type in the Hours field. Then, click Save to save the hours entered and repeat as necessary.
Or, click **Copy** to copy the hours entered for other days in the pay period.

**Time Sheet**

<table>
<thead>
<tr>
<th>Title and Number:</th>
<th>Department and Number:</th>
<th>Time Sheet Period:</th>
<th>Submit By Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Regular Pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oct 03, 2016</td>
</tr>
<tr>
<td>Earnings:</td>
<td>Date:</td>
<td>Shift:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hours:</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check any applicable boxes for copying hours: include the entire pay period, include Saturdays, and/or include Sundays.

<table>
<thead>
<tr>
<th>Earnings Code:</th>
<th>Date and Hours to Copy:</th>
<th>Copy from date displayed to end of the pay period:</th>
<th>Include Saturdays:</th>
<th>Include Sundays:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regular Pay, Shift 1</td>
<td>Oct 03, 2016, 8 Hours</td>
<td></td>
</tr>
<tr>
<td>Date: 1 Hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the entire pay period is not to be copied, then make sure “Copy from date displayed to end of the pay period” is not checked and select the applicable dates under Copy by Date.

Then, click **Copy**.
When you receive the “your hours have been copied successfully” confirmation, click on Timesheet or Previous Menu to return to your timesheet.

⚠️ Your hours have been copied successfully.

Click on Previous to return to the first week of the pay period.

When all hours are reported for the first week, click on Next to access the second week of the pay period.

Adjust hours as necessary.

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

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Oct 09, 2016</th>
<th>Monday Oct 10, 2016</th>
<th>Tuesday Oct 11, 2016</th>
<th>Wed Oct 12, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1</td>
<td>0</td>
<td>60</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Benefit</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Bereavement</td>
<td>1</td>
<td>0</td>
<td>8</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Jury Duty</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Stand By</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Event Overtime</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 80
Total Units: 0

Submit for Approval By:
Approved By:
Waiting for Approval From:

Payroll Specialist – 170100-00
Payroll – 065020
Oct 02, 2018 to Oct 15, 2018
Oct 17, 2018 by 11:00 AM
Click on Comments to communicate any pertinent information to your approver and/or Payroll staff.

Enter comment in the “Enter or Edit Comment” box and click Save. Then, click Previous Menu to return to the timesheet.

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/editied up to the time the record is submitted for approval.

After all time has been entered for the entire pay period, click on Preview and review the accuracy of the timesheet. When finished reviewing the timesheet, click on Previous Menu.

If any changes are needed, make the necessary changes to the timesheet. Then, when your timesheet is complete and accurate, click on Submit for Approval.
Once the timesheet is submitted, the “your time sheet was submitted successfully” confirmation will appear and the bottom of your timesheet will be updated to reflect that your timesheet was submitted by “you” on a particular date.

⚠️ **Your time sheet was submitted successfully.**

A confirmation email will also be sent to employees after timesheets have successfully been submitted for approval.

If you need to correct your timesheet **before the Monday 11 a.m. deadline and your approver has not approved your timesheet**, click on Return Time to access your timesheet.

**IMPORTANT:** Click on Return Time only if you can make the necessary changes and submit your timesheet for approval by the Monday 11 a.m. reporting deadline. Otherwise, request your approver to make the necessary changes.

Once the timesheet has been returned, the “time transaction successfully returned” confirmation will appear.

⚠️ **Time transaction successfully returned.**

Click on Restart to review and update timesheet.

Make the necessary changes to your timesheet and then **resubmit your timesheet to your approver by the Monday 11 a.m. deadline.**