

REQUIREMENTS for Web Time Entry (WTE) Access to Function Properly

Web Time Entry (WTE) Access	Employee Class Security Student	Employee Class Security Staff	Org Security (Timesheet Orgs)	AESS Security Agreement Requirement https://oit.rice.edu/administrative-systems/administrative-forms	Additional Request to payroll@rice.edu
Approver Student Timesheets	✓		✓	Complete one of the security agreements. Web Time Entry (WTE) & Online Labor Redistribution (OLR) Only - check WTE access type Security Agreement – complete the Human Resources & Payroll Data Access, Option C section <u>if requested access is not limited to WTE access</u>)	Request WTE approver access and provide name, ID, and timesheet org(s) for new approver. *request needs approved by individual with appropriate signature authority.
FYI (view/acknowledge) Student Timesheets	✓		✓	Complete one of the security agreements. Web Time Entry (WTE) & Online Labor Redistribution (OLR) Only - check WTE access type Security Agreement – complete the Human Resources & Payroll Data Access, Option C section <u>if requested access is not limited to WTE access</u>)	Request FYI access and provide name, ID, and timesheet org(s) for new FYI. *request needs approved by individual with appropriate signature authority.
Proxy (back-up approver) Student Timesheets	✓		✓	Complete one of the security agreements. Web Time Entry (WTE) & Online Labor Redistribution (OLR) Only - check WTE access type Security Agreement – complete the Human Resources & Payroll Data Access, Option C section <u>if requested access is not limited to WTE access</u>)	WTE approver for specific org(s) assigns proxy access through Esther in Employee > Set Up Proxy (for Web Time Entry).
Approver Nonexempt Staff Timesheets		✓	✓	Complete one of the security agreements. Web Time Entry (WTE) & Online Labor Redistribution (OLR) Only - check WTE access type Security Agreement – complete the Human Resources & Payroll Data Access, Option C section <u>if requested access is not limited to WTE access</u>)	Request WTE approver access and provide name, ID, and timesheet org(s) for new approver. *request needs approved by individual with appropriate signature authority.
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