RICE

Web Time Entry (WTE) for Approvers

IMPORTANT: **Web Time Entry (WTE) timesheets must be approved by 5 p.m. on the Monday following the end of the 2-week pay period.** Email reminders are sent to primary approvers and FYIs when employees submit their timesheets.

[WTE timesheets must be submitted by employees for approval 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

- **Nonexempt employees are to 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

- **Primary approvers can assign one or more proxies (back-up approvers) to approve WTE timesheets in the approver's absence.** This is done through ESTHER by clicking on Employee then Set Up Proxy (for Web Time Entry). The proxy must have appropriate HR org and employee class security to be able to approve timesheets.

- **Individuals with FYI status cannot approve WTE timesheets.** FYIs cannot approve or make corrections to timesheets; however they can view and acknowledge timesheets. The acknowledgement can serve as approval by the FYI; however, the approver must also provide his/her approval. FYIs must have appropriate HR org and employee class security.

- **Timesheets are not visible to approvers unless employees start their timesheets.** Once an employee starts his/her timesheet, the approver can view the timesheet. If an employee did not start his/her timesheet prior to the employee deadline (and it is prior to the 5 p.m. approving deadline), please contact a Payroll Specialist to request for the timesheet to be started. Approvers will be able to report the time on the employee's behalf. In other cases where it is after the approving deadline, paper timesheets will be required and will be paid on the next pay cycle.

- **Hours from a previous pay period are not to be reported on the current pay period.**
    - Corrections to an already submitted WTE timesheet require the following steps:
        - Employee prints WTE timesheet.
        - Employee makes the necessary adjustments.
        - Both the employee and approver dates/initials the WTE timesheet.
        - Department submits the revised timesheet to payroll@rice.edu, preferably with a TIMESHEET REVISION subject.
    - All other adjustments require paper timesheets.
        - 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 Timesheets

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

Click on the Employee link at the main menu.

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

At the next screen, select the radio button under My Choice for "Approve or Acknowledge Time" and then click Select.

Time Sheet or Leave Request Selection

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

If approving time as a proxy (back-up approver), select the primary approver from the "Act as Proxy" drop-down box and then click Select.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Wayne Robinson ROBINSON ▾
Act as Superuser:	☐

Select

At the next screen, all orgs that have you listed as the primary approver (or proxy) will appear under Time Sheet. Verify the department and also make sure the appropriate pay period appears. Once you have identified the correct department and selected the correct pay period, click on the radio button under My Choice to select the timesheets for the particular department. Verify the sort order. Then, click Select.

Time Sheet

Department and Description	My Choice	Pay Period
1, 695020, Payroll	⦿	B2, Oct 02, 2016 to Oct 15, 2016 ⌄

Sort Order

	My Choice
Sort employees' records by Status then by Name:	⦿
Sort employees' records by Name:	○

Select

At the summary screen, you can confirm that you have the correct department and pay period. The approving deadline is also available for quick reference.

Summary

ⓘ   Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA:	1, Rice University
Department:	695020, Payroll
Pay Period:	Oct 02, 2016 to Oct 15, 2016
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Oct 17, 2016, 05:00 PM

Change Selection   Select All, Approve or FYI   Reset   Save

The timesheets that have been submitted by employees for approval will appear under Pending. Each timesheet can be accessed individually by clicking on each employee name link. The PTO leave balance can also be accessed by clicking on the Leave Balance link under Other Information.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
E11111111	Rice Owl 170100 - 00 Payroll Specialist	Approve	80.00	.00		☐	☐		Change Time Record Comments Leave Balance

After clicking on the employee name link, the timesheet detail for that particular employee will appear and also any employee comments.

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Oct 02, 2016	Monday, Oct 03, 2016	Tuesday, Oct 04, 2016	Wednesday, Oct 05, 2016	Thursday, Oct 06, 2016	Friday, Oct 07, 2016	Saturday, Oct 08, 2016	Sunday, Oct 09, 2016	Monday, Oct 10, 2016	Tuesday, Oct 11, 2016	Wednesday, Oct 12, 2016	Thursday, Oct 13, 2016	Friday, Oct 14, 2016	Saturday, Oct 15, 2016
Regular Pay	1		68			8	8	4	8	8				8	6	10	8	
Bereavement	1		8										8					
Jury Duty	1		4					4										
Total Hours:			80			8	8	8	8	8			8	8	6	10	8	
Total Units:				0														

Comments

Date	Made by	Confidential	Comments
Sep 30, 2016 04:57 pm	Rice Owl	No	Time Sheet Returned
Sep 30, 2016 04:49 pm	Rice Owl	No	Left early on 10/12 and made-up hours on 10/13.

Routing Queue

Name	Action and Date
Rice Owl	Originated Sep 30, 2016 04:06 pm
Rice Owl	Submitted Sep 30, 2016 04:59 pm
Kimberly A Parr	Pending

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).

If the timesheet is accurate, click Approve.

Employee ID and Name:	E11111111 Rice Owl	Department and Description:
Title:	170100-00 Payroll Specialist	Transaction Status:

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment |

Once the timesheet is approved, the "time transaction successfully approved" confirmation will appear and the transaction status will change from "pending" to "approved".

⚠ Time transaction successfully approved.

Employee ID and Name:	E11111111 Rice Owl	Department and Description:	1 695020 Payroll
Title:	170100-00 Payroll Specialist	Transaction Status:	Approved

If there are additional employees to review/approve in the department, click on Next to view the next employee's timesheet.

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name:	E11111111 Rice Owl	Department and Description:
Title:	170100-00 Payroll Specialist	Transaction Status:

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Previous | Next |

For other actions:

Return for Correction – Click on Return for Correction only when **both the employee can make the necessary corrections and the approver can submit approval prior to the Monday 5 p.m. approving deadline**. Please be sure to click on Add Comment and submit a comment to provide instruction for the employee before clicking on Return for Correction.

Employee ID and Name:	E11111111 Rice Owl	Department and Description:
Title:	170100-00 Payroll Specialist	Transaction Status:

| Previous Menu | Approve | **Return for Correction** | Change Record | Delete | Add Comment |

Change Record – Click on Change Record when the employee is unable to make the necessary corrections before the Monday 5 p.m. approving deadline. This action allows approvers to update and report time for employees. Please be sure to click on Add Comment and submit a comment to document the changes made to the timesheet. This will inform the employee of the changes and also document the reasons for the change.
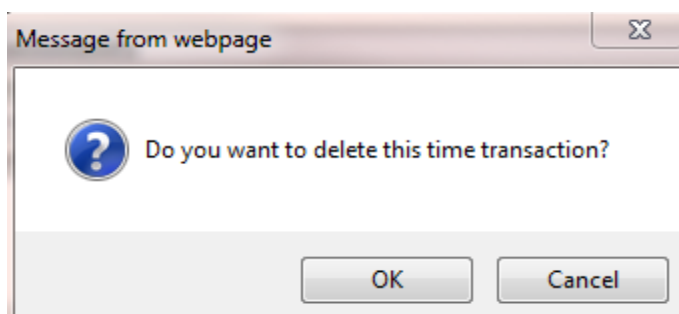
> **IMPORTANT:** This action must only be done to ensure accurate time is reported for the employee. If the employee worked the hours, the employee must be paid for the hours even if the employee was not supposed to work the hours.

Employee ID and Name:	E11111111 Rice Owl	Department and Description:
Title:	170100-00 Payroll Specialist	Transaction Status:

| Previous Menu | Approve | Return for Correction | **Change Record** | Delete | Add Comment |

Delete – This action is only to be used when an employee did not work at all during the pay period.

Employee ID and Name:	E11111111 Rice Owl	Department and Description:
Title:	170100-00 Payroll Specialist	Transaction Status:

| Previous Menu | Approve | Return for Correction | Change Record | **Delete** | Add Comment |

By clicking on Delete, the following alert will appear.

Message from webpage

Do you want to delete this time transaction?

OK   Cancel

> **IMPORTANT:** This action must only be done if the employee did not work during the pay period. If the employee worked any of the hours, the employee must be paid for the hours worked even if the employee was not supposed to work the hours.

Add Comment – Click on Add Comment to communicate any pertinent information with the employee and/or Payroll staff. Enter comment in the "Enter or Edit Comment" box and click Save. Then, click Previous Menu to return to department listing of timesheets.

Employee ID and Name:	E11111111 Rice Owl	Department and Description:
Title:	170100-00 Payroll Specialist	Transaction Status:

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment |

Employee: Rice Owl, E11111111
Pay Period: Oct 02, 2016 to Oct 15, 2016

Made By:	Kimberly A Parr
Comment Date:	Sep 30, 2016
Confidential Indicator:	☐
Enter or Edit Comment:	Updated hours on 10/7 because you worked later than you originally reported.

| Save | Previous Menu |

Repeat steps as necessary until actions have been taken for all timesheets in the department.

After all timesheets for the department have been approved, all timesheets will move from Pending to Approved.

Approved

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status
E11111111	Rice Owl 170100 - 00 Payroll Specialist		81.00	.00	Approved

Lastly, approvers can confirm whether any further action is needed by scrolling down to Pay Event Transactions.

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	1
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	1
Total Hours:	81.00
Total Units:	.00