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/) using your Rice ID and password (PIN). Then, click Login.

RICE Esther
Unconventional Wisdom

Please enter your User Identification Number (your employee or student ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

✉ For additional assistance, please contact:

- Undergraduate Applicants for Financial Aid: fina@rice.edu
- Student records: registrar@rice.edu
- Human resource/employee records: people@rice.edu

ℹ NOTE: If you have forgotten your PIN please use the hint feature by entering your User ID and clicking the "Forgot PIN" button. You will then be prompted for your hint.

User ID:
PIN:

Login   Forgot PIN?

Esther Privacy
RELEASE: 8.8

Click on the Employee link at the main menu.

💼 **Employee**

- 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 Sheet (for Non-Exempt Employees)**

- 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

	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

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

Title and Department	My Choice	Pay Period and Status
Payroll Specialist, 170100-00 Payroll, 695020	⦿	Oct 02, 2016 to Oct 15, 2016 Not Started ▼

Time Sheet

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 -- 695020
Time Sheet Period:	Oct 02, 2016 to Oct 15, 2016
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).

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Payroll Specialist -- 170100-00
Department and Number:	Payroll -- 695020
Time Sheet Period:	Oct 02, 2016 to Oct 15, 2016
Submit By Date:	Oct 17, 2016 by 11:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2016	Monday Oct 03, 2016	Tuesday Oct 04, 2016	Wedr Oct 0
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Benefit Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Stand By Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Event Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Total Hours:			0		0	0	0	
Total Units:				0	0	0	0	

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.

Time Sheet

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

Earning:	Regular Pay
Date:	Oct 03, 2016
Shift:	1
Hours:	8

Save   Copy   Account Distribution
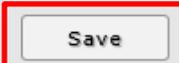
Or, click **Copy** to copy the hours entered for other days in the pay period.

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

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.**

Time Sheet	Previous Menu	Copy

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

Position Selection	Comments	Preview	Submit for Approval	Restart	Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Adjust hours as necessary.

Time Sheet

Title and Number:				Payroll Specialist -- 170100-00	
Department and Number:				Payroll -- 695020	
Time Sheet Period:				Oct 02, 2016 to Oct 15, 2016	
Submit By Date:				Oct 17, 2016 by 11:00 AM	

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 09, 2016	Monday Oct 10, 2016	Tuesday Oct 11, 2016	Wed Oct
Regular Pay	1	0	68		Enter Hours	Enter Hours	8	
Benefit Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Bereavement	1	0	8		Enter Hours	8	Enter Hours	
Jury Duty	1	0	4		Enter Hours	Enter Hours	Enter Hours	
Stand By Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Event Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Total Hours:			80		0	8	8	
Total Units:				0	0	0	0	

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

Position Selection	Comments	Preview	Submit for Approval	Restart	Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Click on Comments to communicate any pertinent information to your approver and/or Payroll staff.

Position Selection	Comments	Preview	Submit for Approval	Restart	Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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/edited up to the time the record is submitted for approval.

Made By:	You
Comment Date:	Sep 30, 2016
Enter or Edit Comment:	Left early on 10/12 and made-up hours on 10/13.

Save	Previous Menu

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.

Position Selection	Comments	Preview	Submit for Approval	Restart	Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Rice Owl
Payroll Specialist, 170100-00

Payroll, 695020

Time Sheet

Earning Code	Shift	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	Comments
Sep 30, 2016 04:49 pm	You	Left early on 10/12 and made-up hours on 10/13.

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.

Position Selection	Comments	Preview	Submit for Approval	Restart	Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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.**

Submitted for Approval By:	You on Sep 30, 2016
Approved By:	
Waiting for Approval From:	Kimberly Parr

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 <u>and</u> 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.

Position Selection	Comments	Preview	Next	**Return Time**

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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.

Position Selection	Comments	Preview	Submit for Approval	**Restart**	Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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

Position Selection	Comments	Preview	**Submit for Approval**	Restart	Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From: