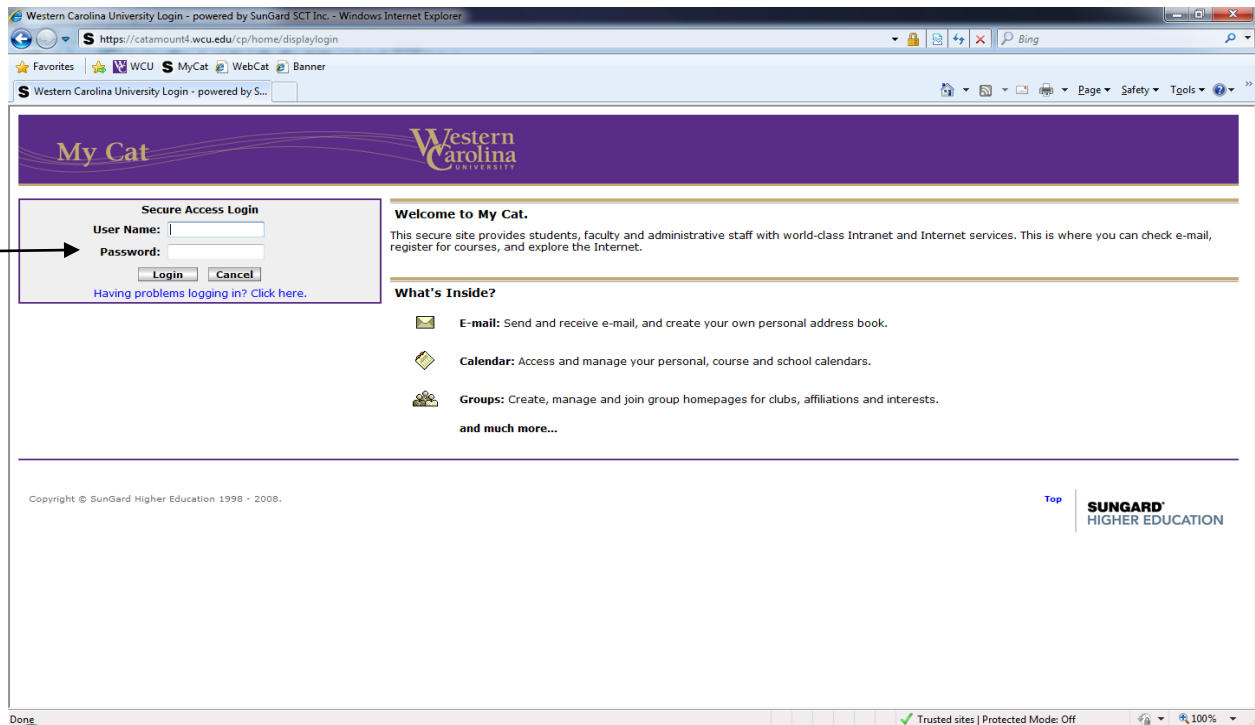


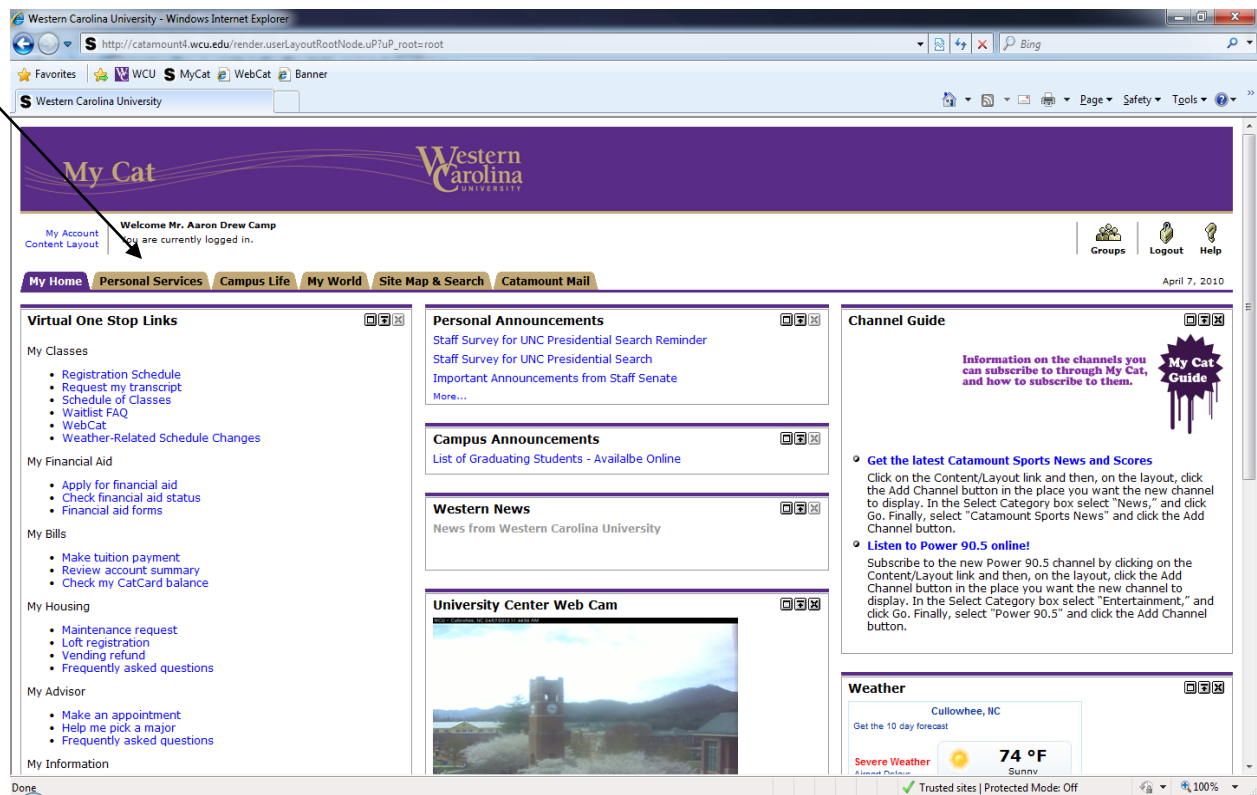
## Employee Web Time Entry Overview



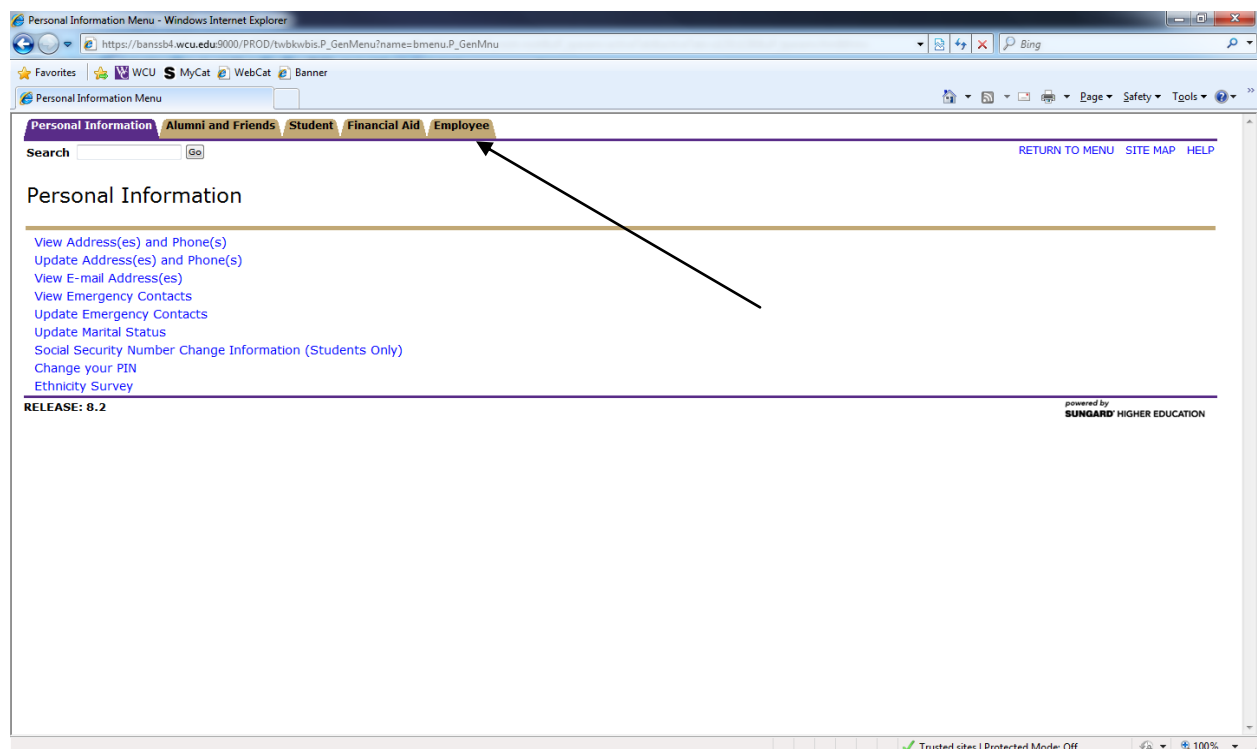
Employees will access timesheets by accessing [www.wcu.edu](http://www.wcu.edu) and selecting **My Cat**



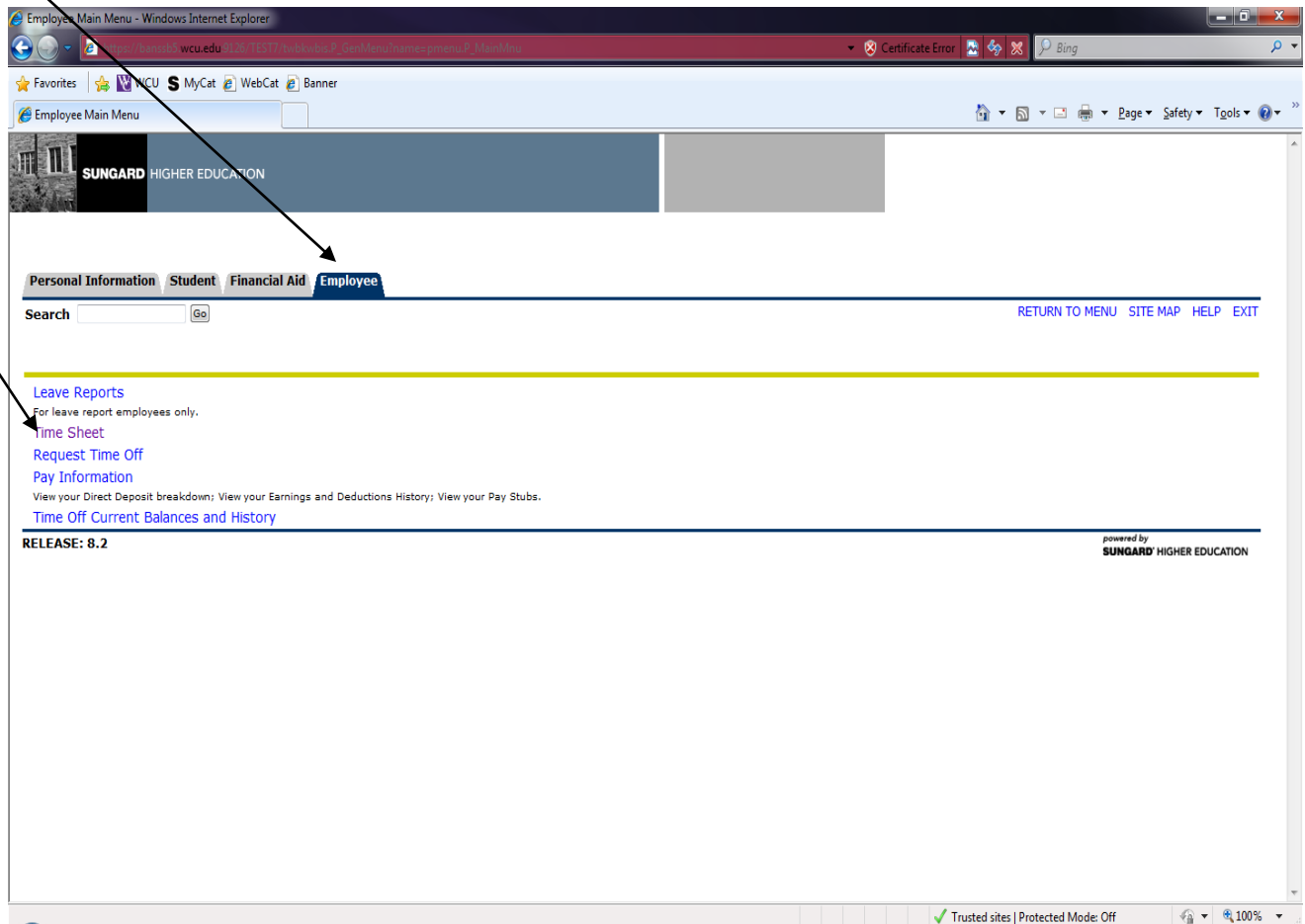
Using your 92# and password, log into My Cat



Once reaching your (My Cat homepage) select the tab titled **“Personal Services”**



Now under the Personal Services, select the tab titled **“Employee”**



Located under the tab Employee, you will find a link titled **Timesheet**

Description 1.

https://banssb5.wcu.edu/9126/TEST7/bwpktais.P\_SelectTimeSheetRoll - Windows Internet Explorer

banssb5.wcu.edu 9126/TEST7/bwpktais.P\_SelectTimeSheetRoll

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https://banssb5.wcu.edu/9126/TEST7/bwpktais.P...

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### Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice Pay Period and Status
America Reads America Counts, WS0001-01 Time Sheet Organization, TS0302	Mar 29, 2010 to Apr 11, 2010 Not Started

Time Sheet

RELEASE: 8.1.1.1

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Description  
2.

Description  
3

Description After selecting the “**Timesheet Link**” employees will then see the above page with details of their position(s)

For employees currently working two or more jobs, these titles will show and you will need to enter and submit time separately for both or all of your positions. Pay close attention to the timesheet that you are completing. (Description 1)

- [Description 2]-To the right of the listed position, you will then select from the drop down box the period for which you are entering time.
- [Description 3]-Now that you have selected the appropriate date for Time Entry you may now click on the box titled “**Time Sheet.**”

https://banssb5.wcu.edu/9126/TEST7/bwpkteis\_P\_SelectTimeSheetDriver - Windows Internet Explorer

https://banssb5.wcu.edu/9126/TEST7/bwpkteis\_P\_SelectTimeSheetDriver

WCU MyCat WebCat Banner

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## 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.

**Time Sheet**

**Title and Number:** America Reads America Counts -- WS0001-01

**Department and Number:** Time Sheet Organization -- TS0302

**Time Sheet Period:** Mar 29, 2010 to Apr 11, 2010

**Submit By Date:** Apr 14, 2010 by 12:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 29, 2010	Tuesday Mar 30, 2010	Wednesday Mar 31, 2010	Thursday Apr 01, 2010	Friday Apr 02, 2010	Saturday Apr 03, 2010	Sunday Apr 04, 2010
Regular Student	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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Once entering the Time Sheet page, you are now able to select the blue link labeled “**Enter Hours**” for the time worked on specific dates.

https://banssb5.wcu.edu/9126/TEST7/bwptetm\_P\_EnterTimeSheet?JobsSeqNo=2795&TypeEntry=D&LastDat - Windows Internet Explorer

https://banssb5.wcu.edu/9126/TEST7/bwptetm\_P\_EnterTimeSheet?JobsSeqNo=2795&TypeEntry=D&LastDate=0&par\_restart=Y&par\_update=Y&par\_subrr Certificate Error Bing

WCU MyCat WebCat Banner

https://banssb5.wcu.edu... X Home - Banner

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## 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.

**Time Sheet**

**Title and Number:** America Reads America Counts -- WS0001-01

**Department and Number:** Time Sheet Organization -- TS0302

**Time Sheet Period:** Mar 29, 2010 to Apr 11, 2010

**Submit By Date:** Apr 14, 2010 by 12:00 P.M.

**Earning:** Regular Student

**Date:** Mar 29, 2010

**Shift:**

**Hours:**

**Description 1.**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 29, 2010	Tuesday Mar 30, 2010	Wednesday Mar 31, 2010	Thursday Apr 01, 2010	Friday Apr 02, 2010	Saturday Apr 03, 2010	Sunday Apr 04, 2010
Regular Student	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Done Trusted sites | Protected Mode: Off 100%

- [Description 1]- To enter your hours worked, you may then log them in the Box for the date worked. ( Please note, the Shift is 1 for all employees, do not change this number)
- [Description 2]- Now, press “**Save.**”

(Repeat this step for each individual date)

https://banssb5.wcu.edu/9126/TEST7/bwpktetm\_P\_UpdateTimeSheet - Windows Internet Explorer

https://banssb5.wcu.edu/9126/TEST7/bwpktetm\_P\_UpdateTimeSheet

Personal Information Student Financial Aid Employee

Search  Go

SITE MAP HELP EXIT

## 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.

**Time Sheet**

**Title and Number:** America Reads America Counts -- WS0001-01

**Department and Number:** Time Sheet Organization -- TS0302

**Time Sheet Period:** Mar 29, 2010 to Apr 11, 2010

**Submit By Date:** Apr 14, 2010 by 12:00 P.M.

**Earning:** Regular Student

**Date:** Mar 29, 2010

**Shift:** 1

**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 29, 2010	Tuesday Mar 30, 2010	Wednesday Mar 31, 2010	Thursday Apr 01, 2010	Friday Apr 02, 2010	Saturday Apr 03, 2010	Sunday Apr 04, 2010
Regular Student	1		0	8		8 Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			8			8	0	0	0	0	0
<b>Total Units:</b>				0		0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

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Approved By:

Waiting for Approval From:

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Description  
2.

Description  
1.

- [Description 1]-Take note, in order to submit time for the second week in the bi-weekly calendar, you must click “Next.”
- [Description 2]-Once you have logged and saved your hours, you will notice your total Hours will calculate to the amount of hours you have logged.

## 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.

### Time Sheet

**Title and Number:** America Reads America Counts -- WS0001-01  
**Department and Number:** Time Sheet Organization -- TS0302  
**Time Sheet Period:** Mar 29, 2010 to Apr 11, 2010  
**Submit By Date:** Apr 14, 2010 by 12:00 P.M.

**Earning:** Regular Student

**Date:** Apr 04, 2010

**Shift:**

**Hours:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 29, 2010	Tuesday Mar 30, 2010	Wednesday Mar 31, 2010	Thursday Apr 01, 2010	Friday Apr 02, 2010	Saturday Apr 03, 2010	Sunday Apr 04, 2010
Regular Student	1	0	25			8	4	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	8	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			25			8	4	0	0	8	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

Description  
1.

- [Description 1] After you have logged all of your hours, perhaps you would like to provide your supervisor with a comment to either validate your hours or your work for a day on which you were not originally scheduled. To do this, select the box titled “Comments”

## 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:** Mar 31, 2010

**Enter or Edit Comment:**

RELEASE: 8.1

- [Description 2] Enter the necessary comments. Then click “Save”



## 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.

### Time Sheet

**Title and Number:** America Reads America Counts -- WS0001-01  
**Department and Number:** Time Sheet Organization -- TS0302  
**Time Sheet Period:** Mar 29, 2010 to Apr 11, 2010  
**Submit By Date:** Apr 14, 2010 by 12:00 P.M.

**Earning:** Regular Student  
**Date:** Apr 04, 2010  
**Shift:**   
**Hours:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 29, 2010	Tuesday Mar 30, 2010	Wednesday Mar 31, 2010	Thursday Apr 01, 2010	Friday Apr 02, 2010	Saturday Apr 03, 2010	Sunday Apr 04, 2010
Regular Student	1	0	25			8	4 <a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>		8	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			25			8	4	0	0	8	0
<b>Total Units:</b>				0		0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

Description  
1.

[Description 1] Now, your hours and comments (if needed) have been saved and calculated, you are ready to submit your timesheet via the Web. Check this page for any errors. If there are no errors, then proceed and click the box titled “**Submit for Approval**”

## Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

**PIN:**

Description  
1.

Description  
2.

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- [Description 1] Once you submit for Approval, you will need to use your pin (my cat password) to authorize the submission.
- [Description 2] Then, click “**Submit**”

https://bansb5.wcu.edu/9126/TEST7/bwpktesb.P\_CertificationDriver - Windows Internet Explorer

https://bansb5.wcu.edu/9126/TEST7/bwpktesb.P\_CertificationDriver

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Module Navigation Links

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## 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.

**Your time sheet was submitted successfully.**

**Time Sheet**

**Title and Number:** America Reads America Counts -- WS0001-01

**Department and Number:** Time Sheet Organization -- TS0302

**Time Sheet Period:** Mar 29, 2010 to Apr 11, 2010

**Submit By Date:** Apr 14, 2010 by 12:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 29, 2010	Tuesday Mar 30, 2010	Wednesday Mar 31, 2010	Thursday Apr 01, 2010	Friday Apr 02, 2010	Saturday Apr 03, 2010	Sunday Apr 04, 2010
Regular Student	1	0	25			8	4	Enter Hours	Enter Hours	8	Enter Hours
<b>Total Hours:</b>			25			8	4	0	0	8	0
<b>Total Units:</b>				0		0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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- [Description 1] If the submission is successful, a notification will provide detail on this page.
- [Description 2] Now, you may **EXIT** (Repeat this process as necessary for Web Time Entry).

Transaction Status
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There are several transaction stages of Web Time Entry, below are descriptions of each.

A time sheet is assigned a status as it progresses through the WTE process. Possible statuses are:

**Not Started:** The time sheet has not been opened for the pay period.

**In Progress:** The time sheet has been opened for the pay period.

**Pending:** The time sheet has been submitted for approval.

**Error:** The time sheet may have been submitted with no hours entered or hours listed under earnings codes that do not accrue leave (i.e. military leave, voting leave, etc.). Records can also appear in error status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error status should be carefully reviewed to ensure that time has been entered correctly, if at all.

**Returned For Correction:** The time sheet has been returned for correction by the approver to the originator. The necessary corrections must be made and the time sheet must be resubmitted before the pay period deadline.

**Approved:** The time sheet has been approved by the approver. Upon approval, time sheets will continue through the payroll process.

**Completed:** The time sheet has been received and processed by the Payroll office.