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.

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.”
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.
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)

Now, press “Save.”

(Repeat this step for each individual date)
• [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.
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".

Enter the necessary comments. Then click “Save”
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”.

Once you submit for Approval, you will need to use your pin (my cat password) to authorize the submission.

Then, click “Submit”
[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.)
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.