Web Time Entry, Supervisor Overview

To begin, locate the WCU homepage at [www.wcu.edu](http://www.wcu.edu) and select My Cat.
Login to My Cat using your 92 number and password
Select the Personal Services Tab.
Now, select the Employee Tab
After selecting the Employee Tab, the screen above will appear, Select **Time Sheet**
Now, you are ready to select “Approve or Acknowledge Time” and click Select.
Now, select the **Department Description** and the accurate **Pay Period** for which you are approving time. (Be sure to select the appropriate Pay Period)

You can sort the order of your timesheets by status (which sorts sheets by their current opened, unopened, pending, or approved status) or you can sort records by name: Then click **Select**
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/leave report has been submitted for approval and awaits your action.

**Error:** The time sheet may have been submitted with no hours entered, or if the employee enters time for dates not yet passed. 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 (or Superuser) to the originator. The necessary corrections must be made and the time sheet must be resubmitted before the pay period deadline.

**Approved:** A time sheet in Approved status indicates that the record has been successfully approved by the approver. Upon approval, time sheets will continue through the payroll process.

**Completed:** A time sheet in Completed status indicates that the record was successfully received and processed by the Payroll Office.

*Please Note: If none of your employees have started their timesheets, you will not be able to view any information regarding Time Sheet Approving.*

*For Timesheets that have been submitted for approval, the employee Name is Hyperlinked. To access the actual timesheet, click on the employee’s name*

*If the pay period is closing and your employee has still not completed and submitted a timesheet, please notify them of their needed action to complete the payroll process.*
The **ID** column displays the employee’s Banner UID.
The **Name and Position** column lists the employee’s name, which you select to view the Employee Details screen and review the time sheet/leave report details. Also listed is the employee’s position number. Use this number to ensure that your employees with multiple positions are entering their time on the correct time sheet. This scenario is more common with student workers working in multiple positions under one organization or grant.

The **Required Action** column identifies what the system believes is the next step in the WTE process, which could be to approve, or return for correction.

**Total Hours** are the total hours entered on the time sheet.

**Queue Status** displays the approval status of the record, if available.

The **Approve or FYI** column contains a checkbox for the required action. Selecting the approve checkbox for a record is one of three methods of approving time.

The **Return for Correction** column contains a checkbox that allows you to return a record to an employee for correction. This feature sends the time sheet/leave report back to the employee. The employee is not electronically or automatically notified when a time sheet or leave report is returned for correction, therefore be sure to notify the employee should you do this as using this feature could delay record submission to the Payroll Office. **Keep the payroll calendar in mind!** Employees can only access their time sheets for a short time after the end of a pay period. Be sure not to return a record that the employee would no longer be able to access.

As an approver, you have the ability to make changes to an employee’s time sheet or after the records are in **Pending** status. Changing the time record is a very powerful function and is never to be used without notifying the employee of the changes. By clicking on the **Change Time Record** hyperlink you open the employee’s actual time sheet. Once the record is accessed, the approver is taken to a time entry screen in which he/she will act as the employee and make the necessary corrections to the record. Save any changes to the record, submit the record, and once it is again in a **Pending** status, you may then approve the record. You are not encouraged to ever change a time record, but if you must, be sure to notify the employee. If you make changes, leave a comment in the Comments field indicating what you changed and for what reason.

**Comments** indicate that comments were placed on the record. Comments may be left by the employee or by the approver.
Before approving time sheets, click on the employee’s

Employee Details Screen

Being the approver, you are responsible for ensuring that the time your employees enter on their time sheet is accurate. Before approving time sheets, click on the employee’s
hyperlinked name on the Department Summary screen to open the Employee Details screen. This screen is divided into various sections spread vertically down the page. Here we have an Error and comments. You will need to notify the employee that his or her timesheet has errors that must be fixed before time can be approved.

This screen above is divided into various sections spread vertically down the page. If comments have been left by the employee, they are now viewable.
In this screen above, the Transaction status is set at Pending and is awaiting approval (Description 1)

- If the hours submitted by the employee are correct, you may then approve the timesheet, to do this, select **Approve**.
- To return the timesheet, select **Return for Correction**, (if you send the timesheet back, you must notify the employee of this, there is no system notification of this action).
• If you would like to make changes to the time sheet, select **Change Record**

(if you do this, please be sure to add comments and notify the employee that you have made changes)

Here is an example of a time-sheet with the Transaction Status of Returned for Correction

Why was this time-sheet returned for correction?

If you don’t indicate why, then your employee won’t know what changes to make. Be sure to include comments with all returned time-sheets.