

Banner Employee Self Service Web Time Entry (WTE)



West Valley-Mission
Community College District

May 2026

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What is Web Time Entry (WTE)

Web Time Entry (WTE) is a web-based time entry system designed to improve payroll accuracy and reduce delays associated with processing physical paper timesheets. The WTE system allows student workers and short-term employees to securely log in from any web-enabled device to enter their hours worked online. The employee's timesheet must be reviewed and approved by the department's Supervisor or Budget Administrator to ensure timely and accurate payroll processing.

Employee Responsibilities

Short-term hourly employees and student workers are responsible for accurately recording all hours worked and submitting their timesheets each pay period.

- 1.) Initiate the timesheet at the beginning of each pay period by opening the WTE timesheet, entering hours worked, and saving the time entry.
- 2.) Review hours for accuracy before submitting the timesheet for approval.
- 3.) Submit timesheet by the deadlines established on the Payroll Calendar.

WTE Timesheet Deadlines

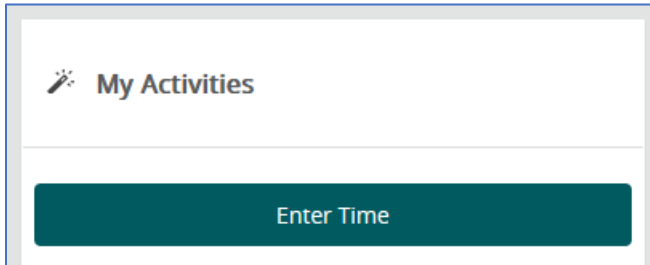
- WTE timesheets must be submitted for approval no later than the last day of the month by 11:00 pm.
- Employee will no longer have access to their timesheets after the deadline. Contact your supervisor immediately if assistance is needed.

For the full Mid-Month Payroll Deadlines Calendar, visit:

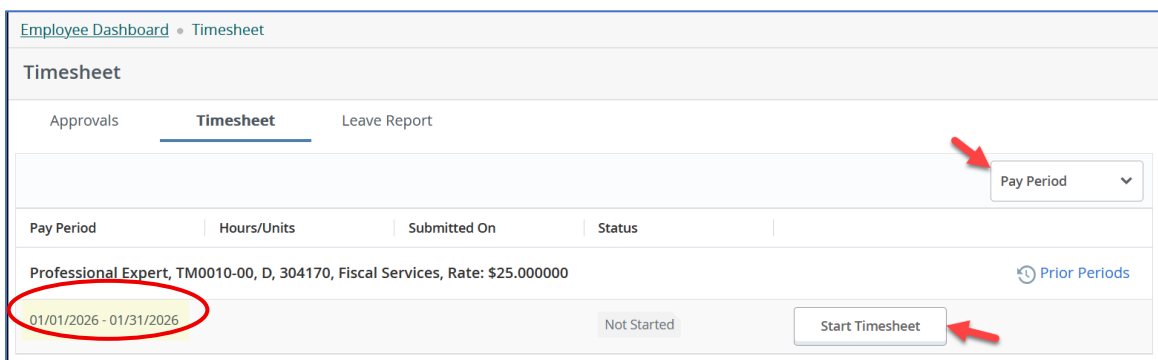
[Link To Calendar](#)

Entering Time in WTE

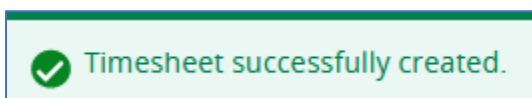
- 1.) Select **Enter Time** under the **My Activities** section to open your timecard.



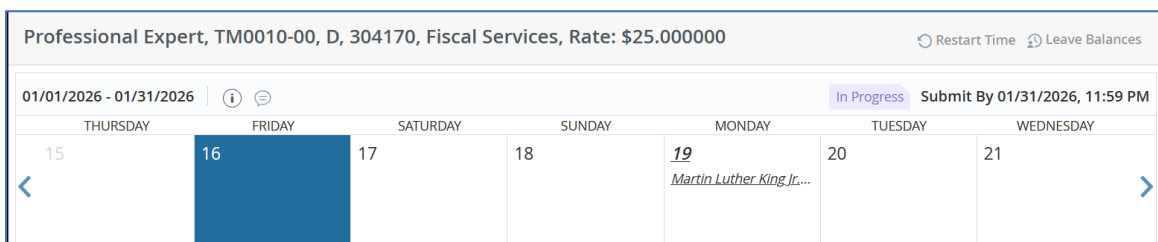
- 2.) Select **Pay Period** from the drop-down and verify the pay period date before selecting **Start Timesheet**. If you have multiple positions, ensure you select the correct job assignment. Review the information displayed at the top of the timesheet.



A confirmation message will appear.



- 3.) Select the day you want to enter hours. The selected day will appear in dark blue.



- 4.) Choose the appropriate earn code from the dropdown menu: **Hourly Pay**, **Student Worker Pay**, or **Sick PT Hourly**.

The screenshot shows a form titled '+ Add Earn Code'. It contains four input fields: 'Earn Code', 'Start Time', 'End Time', and 'Hours'. The 'Earn Code' dropdown menu is open, showing three options: 'Hourly Pay' (selected), 'Hourly Pay', and 'Sick PT Hrly'. The 'Start Time' and 'End Time' fields are empty, showing a placeholder 'hh:mm a'. The 'Hours' field contains '0.00'. Below the form is a dashed box containing a '+ Add More Time' button.

- 5.) Enter the **Start Time** and the **End Time** using 15-minute increments.

The screenshot shows the same form as above, but now the 'Start Time' field is set to '01:45 PM' and the 'End Time' field is set to '03:00 PM'. The 'Hours' field is set to '1.25'. A time selection popup is open over the 'Start Time' field, showing a grid of options: '01' (selected), '02', '15', '30', '45', 'PM', and 'AM'. The 'SET' button is highlighted in blue.

To add additional hours for the same earn code on the same day, select **Add More Time**.

The screenshot shows the form with the 'Earn Code' dropdown menu open, showing 'Student Worker Pay' (selected), 'Student Worker Pay', and 'Sick PT Hrly'. The 'Start Time' and 'End Time' fields are empty, showing a placeholder 'hh:mm a'. The 'Hours' field contains '0.00'. The '+ Add More Time' button in the dashed box below is circled in red.

6.) Select **Save** when finished.

The screenshot shows a time entry form with the following fields:

- Earn Code:** Hourly Pay (dropdown menu)
- Start Time:** 01:45 PM (clock icon)
- End Time:** 03:00 PM (clock icon)
- Hours:** 1.25 (input field with minus icon)

Below these fields, there is another set of fields:

- Start Time:** 04:45 PM (clock icon)
- End Time:** 09:00 PM (clock icon)
- Hours:** 4.25 (input field with minus icon)

At the bottom of the form, there is a dashed box with a plus icon and the text "Add More Time".

At the bottom right of the form, there are three buttons: "Exit Page", "Cancel", and "Save". The "Save" button is circled in red.

The total hours will display in the daily box.

The screenshot shows a timesheet interface for a "Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000". The interface includes a navigation bar with "Employee Dashboard", "Timesheet", and "Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000". A green notification bar at the top right says "Timesheet data successfully saved.".

The main area shows a weekly view for the period "01/01/2026 - 01/31/2026" with a total of "7.50 Hours". The days of the week are listed: THURSDAY (15), FRIDAY (16), SATURDAY (17), SUNDAY (18), MONDAY (19), TUESDAY (20), and WEDNESDAY (21). The Friday box (16) is highlighted in blue and shows "7.50 Hours". A red arrow points to this total. Below the weekly view, there is a section for "Add Earn Code" with two entries:

- Hourly Pay: 08:30 AM - 12:30 PM | 4.00 Hours
- Hourly Pay: 01:00 PM - 04:30 PM | 3.50 Hours

At the bottom right, it says "Total: 7.50 Hours" and "Account Distribution".

7.) Continue entering all hours worked during the monthly pay period.

Use the arrows on the left and right sides of the screen to navigate between weeks.

This screenshot is similar to the previous one, showing the weekly view of the timesheet. The main area shows the weekly view for the period "01/01/2026 - 01/31/2026" with a total of "7.50 Hours". The days of the week are listed: THURSDAY (15), FRIDAY (16), SATURDAY (17), SUNDAY (18), MONDAY (19), TUESDAY (20), and WEDNESDAY (21). The Friday box (16) is highlighted in blue and shows "7.50 Hours". Red arrows point to the left and right navigation arrows on the sides of the weekly view.

8.) Save your timesheet after each daily entry.

Editing Timesheet

1.) Open your timesheet to add additional hours or make corrections. Your timesheet may be in one of the following statuses:

- **In Progress**—The timesheet has not yet been submitted for approval.

Pay Period	Hours/Units	Submitted On	Status
Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000			
01/01/2026 - 01/31/2026	7.50 Hours		In Progress

- **Pending**—The timesheet has already been submitted to the supervisor for approval.

Pay Period	Hours/Units	Submitted On	Status
Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000			
01/01/2026 - 01/31/2026	7.50 Hours	01/20/2026	Pending

Note: To make changes to a **Pending** timesheet, select **Recall Timesheet**.

Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000							Leave Balances
01/01/2026 - 01/31/2026		7.50 Hours		Pending		Submitted On 01/20/2026, 02:00 PM	
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	
15	16 7.50 Hours	17	18	19 Martin Luther King Jr...	20	21	
Exit Page							Recall Timesheet

2.) Use the icons on the right side to edit or update your timesheet.

01/01/2026 - 01/31/2026 | 7.50 Hours | In Progress | Submit By 01/31/2026, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
15	16 7.50 Hours	17	18	19 Martin Luther King Jr...	20	21

⊕ Add Earn Code

Hourly Pay

- ⌚ 08:30 AM - 12:30 PM | 4.00 Hours
- ⌚ 01:00 PM - 04:30 PM | 3.50 Hours

⊕ Add More Time

Total: 7.50 Hours | [Account Distribution](#)

- **Edit:** Modify saved hours.



- **Copy:** Copy hours from one day to another.



When selecting this option, a confirmation message will appear.

✓ All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.

Copy the time entry to the end of the pay period or one day at a time. **Save.**

Copy Time Entry

Hourly Pay : 7.50 Hours (01/16/2026, FRIDAY)

Select Options

Copy to the end of pay period

Include Saturdays

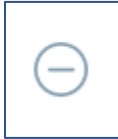
Include Sundays

Pay Period: 01/01/2026 - 01/31/2026

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 7.50 Hours	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Cancel Save

- **Delete:** Remove hours entered for a specific day.



A confirmation message will appear when deleting an entry.

⚠ Are you sure you want to delete the earning record?

No Yes

Adding Meal Break

Under California labor law:

- Employees working more than **5 hours** must take a meal period of at least **30 minutes**.
- The meal period may be waived by mutual consent between the employee and supervisor if the workday does not exceed **6 hours**.

If the employee takes a lunch break from 12:30 pm to 1:15 pm, they must enter:

- First shift end time: 12:30 pm.
- Second shift start time: 1:15 pm.

Earn Code	Start Time	End Time	Hours
Student Worker Pay	09:00 AM	12:30 PM	3.50
	01:15 PM	05:30 PM	4.25

[+ Add More Time](#)

Entering Sick Time

Employees must review their available sick leave balance before entering sick time. Review the [HR Sick Leave Memo for Hourly Employees](#) for more information about sick time eligibility.


Important

Hourly employees and student workers may use sick leave only if a sufficient balance appears in **green** on the **Employee Dashboard**.

- Maximum usage: **40 hours per fiscal year**.
- Fiscal Year: **July 1-- June 30**.

[Employee Dashboard](#)

Employee Dashboard




Last Name, First Name

[My Profile](#)

Leave Balances as of 01/20/2026

Hourly Sick Leave in hours	48.00
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DO NOT USE the **Leave Balance** link on the right side of your timesheet, as those totals may not be **accurate**.

Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000 [Restart Time](#) [Leave Balances](#)

01/01/2026 - 01/31/2026 | 52.50 Hours In Progress Submit By 01/31/2026, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
15	16 7.50 Hours	17	18	19 <i>Martin Luther King Jr...</i> 7.50 Hours	20 7.50 Hours	21

+ Add Earn Code

Hourly Pay

- ⌚ 08:30 AM - 12:30 PM | 4.00 Hours
- ⌚ 01:00 PM - 04:30 PM | 3.50 Hours

+ Add More Time

Total: 7.50 Hours | [Account Distribution](#)

Steps:

- 1.) Select **Sick PT Hrly** from the earn code dropdown menu.

Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000 Restart Time Leave Balances

01/01/2026 - 01/31/2026 | 52.50 Hours i 1 In Progress Submit By 01/31/2026, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
15	16 7.50 Hours	17	18	19 Martin Luther King Jr...	20 7.50 Hours	21 7.50 Hours

+ Add Earn Code

Earn Code: Sick PT Hrly Start Time*: 08:30 AM End Time*: 04:00 PM Hours: 7.50

+ Add More Time

Total: 7.50 Hours | [Account Distribution](#)

- 2.) If entering **both regular and sick hours** on the same day:
 - Enter your hourly or student worker pay. Select **Save**.
 - Select **Add Earn Code**.

Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000 Restart Time Leave Balances

01/01/2026 - 01/31/2026 | 49.00 Hours i 1 In Progress Submit By 01/31/2026, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
15	16 7.50 Hours	17	18	19 Martin Luther King Jr...	20 4.00 Hours	21 7.50 Hours

+ Add Earn Code

Hourly Pay 08:30 AM - 12:30 PM | 4.00 Hours

+ Add More Time

Total: 4.00 Hours | [Account Distribution](#)

- Select **Sick PT Hrly**.

Earn Code: Sick PT Hrly Start Time: hh:mm a End Time: hh:mm a Hours: 0.00

+ Add More Time

- Enter sick leave start and end times.
- Select **Save**.

After saving your entry, the total hours for the day will appear on the calendar, and the earnings types will be displayed below.

The screenshot displays a timesheet interface for a professional expert. At the top, it shows the employee's name and rate: "Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000". Below this is a calendar view for the period "01/01/2026 - 01/31/2026" with a total of "52.50 Hours". The calendar highlights the date "20" (Tuesday) with "7.50 Hours" and a comment "Martin Luther King Jr...". Below the calendar, there is a section titled "Add Earn Code" with two entries:

- Hourly Pay**: 08:30 AM - 12:30 PM | 4.00 Hours. Total: 4.00 Hours. Includes an "Add More Time" button.
- Sick PT Hrly**: 01:00 PM - 04:30 PM | 3.50 Hours. Total: 3.50 Hours. Includes an "Add More Time" button.

Adding Comments

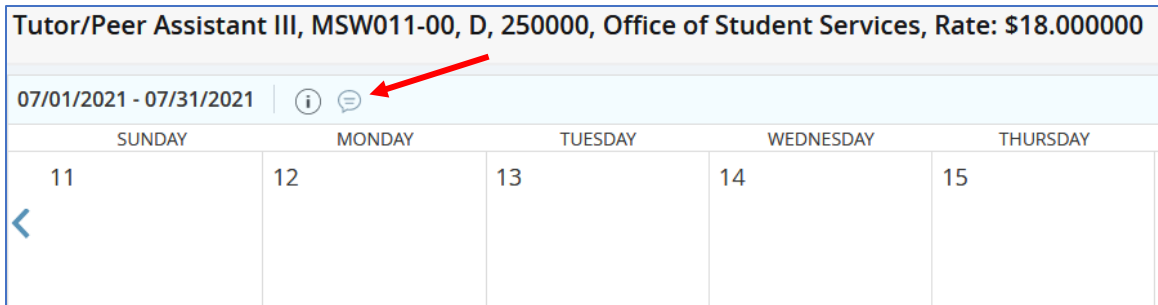
Comments are required when working during:

- Holidays
- Weekends
- Campus closures
- Overtime (more than 8 hours worked in a day)

Steps:

- 1.) Select the **Comment** icon.

Tutor/Peer Assistant III, MSW011-00, D, 250000, Office of Student Services, Rate: \$18.000000				
07/01/2021 - 07/31/2021				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
11	12	13	14	15

A screenshot of a calendar application. At the top, it displays the employee name and rate: "Tutor/Peer Assistant III, MSW011-00, D, 250000, Office of Student Services, Rate: \$18.000000". Below this is a date range "07/01/2021 - 07/31/2021". To the right of the date range are two icons: an information icon (i) and a comment icon (speech bubble). A red arrow points to the comment icon. Below the date range is a calendar grid with columns for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, and THURSDAY. The dates 11, 12, 13, 14, and 15 are visible in their respective columns. A blue arrow points to the left in the Sunday column.

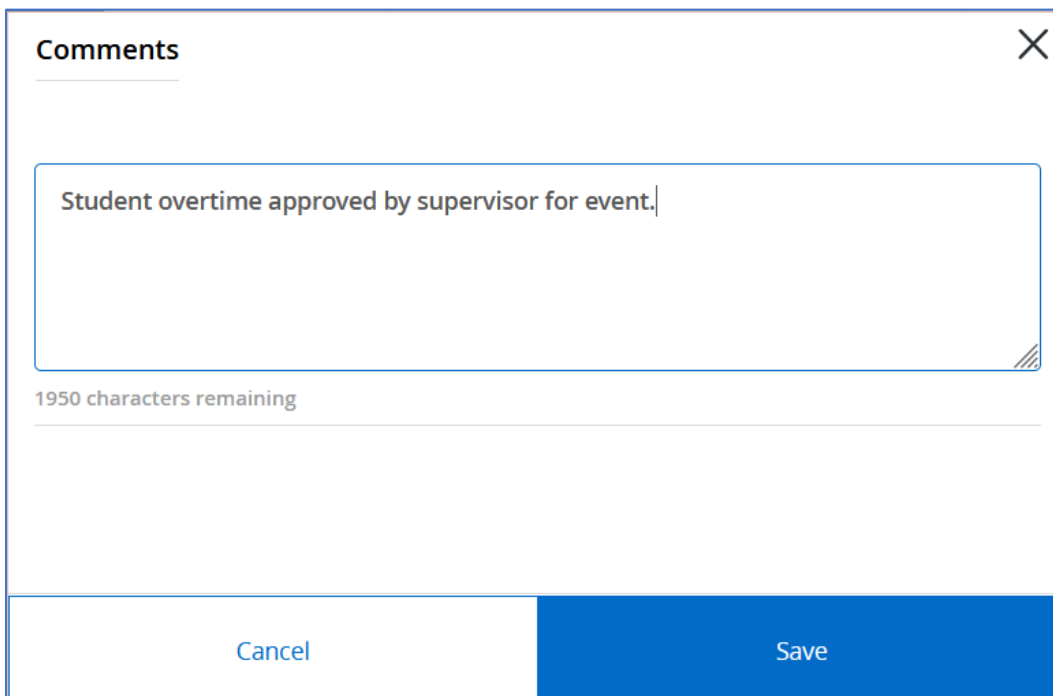
- 2.) Add a brief explanation.

Comments

Student overtime approved by supervisor for event.

1950 characters remaining

CancelSave

A screenshot of a "Comments" dialog box. The title bar says "Comments" with a close button (X) on the right. Inside the dialog, there is a text input field containing the text "Student overtime approved by supervisor for event.". Below the input field, it says "1950 characters remaining". At the bottom of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted in blue.

- 3.) Select **Save**.

Restarting Timesheet

The **Restart Time** option removes all previously entered hours and resets the timesheet.

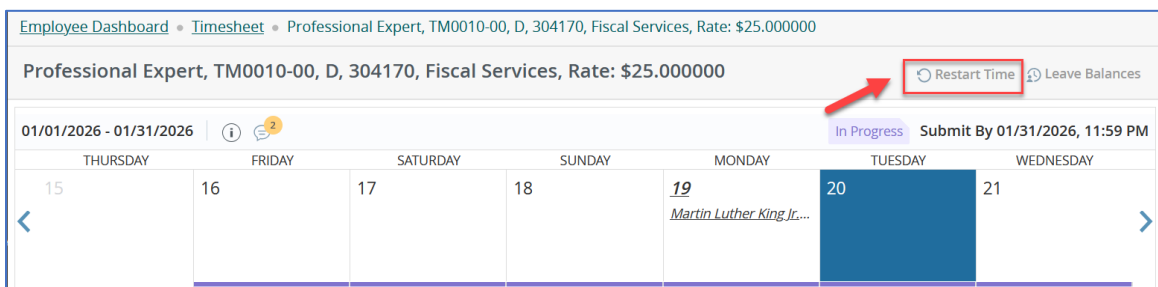
Use this option only when **all** hours need to be re-entered.

Examples:

- Hours were entered under the wrong timesheet or position.
- Human Resources updated the employee's job record after hours were entered.

Steps:

- 1.) Open your timesheet.
- 2.) Select **Restart Time**.



- 3.) Confirm the restart request.

⚠ You have requested a restart of your timesheet. Please note that all previously entered time and comments will be removed from this pay period after the restart. To proceed, select the Restart button. To return to your timesheet, select the Cancel button.

Cancel **Restart Time**

A confirmation message will appear.

✔ Timesheet successfully restarted.

Submitting Timesheet

Once all hours for the monthly pay period have been entered, the timesheet is ready for submission.

- 1.) Select **Preview** at the bottom right of the timesheet.

Professional Expert, TM0010-00, D, 304170, Fiscal Services, Rate: \$25.000000 Restart Time Leave Balances

01/01/2026 - 01/31/2026 | 67.00 Hours 2 In Progress Submit By 01/31/2026, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
15	16 7.50 Hours	17	18	19 <i>Martin Luther King Jr...</i> 4.00 Hours	20 7.50 Hours	21

[+ Add Earn Code](#)

Hourly Pay 08:30 AM - 12:30 PM | 4.00 Hours ✎ 📄 ⊖

[+ Add More Time](#)

Total: 4.00 Hours | [Account Distribution](#)

Sick PT Hrly 01:00 PM - 04:30 PM | 3.50 Hours ✎ 📄 ⊖



[+ Add More Time](#)


Total: 3.50 Hours | [Account Distribution](#)


Exit Page Cancel Save Preview

2.) Review the following sections in the **Timesheet Detail Summary** before submitting for approval.

- Time Entry Detail—Validate dates worked, including holidays, weekends, and campus closure.
- Time Information—Validate time-in/time-out and meal breaks.
- Summary—Validate weekly and total hours worked.

Timesheet Detail Summary			
Professional Expert, TM0010-00, D, 304170, Fiscal Services , Rate: \$25.000000 			
Pay Period:	67.00 Hours	In Progress	Submit By 01/31/2026, 11:59 PM
Time Entry Detail 			
Date	Earn Code	Shift	Total
01/16/2026	101, Hourly Pay	1	7.50 Hours
01/19/2026	101, Hourly Pay	1	4.00 Hours
01/20/2026	101, Hourly Pay	1	4.00 Hours
01/20/2026	510, Sick PT Hrly	1	3.50 Hours
01/22/2026	101, Hourly Pay	1	7.50 Hours
01/23/2026	101, Hourly Pay	1	10.50 Hours
01/26/2026	101, Hourly Pay	1	7.50 Hours
01/27/2026	101, Hourly Pay	1	7.50 Hours
01/29/2026	101, Hourly Pay	1	7.50 Hours
01/30/2026	101, Hourly Pay	1	7.50 Hours

Time Information 									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
01/16/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/16/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM		
01/19/2026	101, Hourly Pay	1	4.00	10:00 AM			02:00 PM		
01/20/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/20/2026	510, Sick PT Hrly	1	3.50	01:00 PM			04:30 PM		
01/22/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/22/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM		
01/23/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/23/2026	101, Hourly Pay	1	6.50	01:00 PM			07:30 PM		
01/26/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/26/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM		
01/27/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/27/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM		
01/29/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/29/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM		
01/30/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM		
01/30/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM		

Summary 							
Earn Code	Shift	Week	Week	Week	Week	Week	Total
101, Hourly Pay	1			15.50	33.00	15.00	63.50 Hours
510, Sick PT Hrly	1			3.50			3.50 Hours
Total Hours				19.00	33.00	15.00	

- 3.) Verify the total hours per week in the **Summary** section.
- 4.) You may also add comments if needed.

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
101, Hourly Pay	1			15.50	33.00	15.00	63.50 Hours
510, Sick PT Hrly	1			3.50			3.50 Hours
Total Hours				19.00	33.00	15.00	

Routing and Status

Name	Action
	Originated On 01/20/2026, 12:57 PM
	Submit By 01/31/2026, 11:59 PM
Chim, Ngoc B.	In the Queue

Comment (Optional):

MLK Holiday hours on 1/19 valid and overtime approved on 1/23 for event.

1928 characters remaining

- 5.) Select **Submit** to route the timesheet to your supervisor for approval.
Note: Select **Return** if corrections are needed.

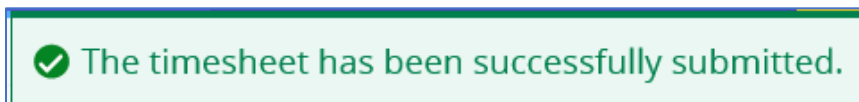
Comment (Optional):

MLK Holiday hours on 1/19 valid and overtime approved on 1/23 for event.

1928 characters remaining

Employee Name
 Added on
 Timesheet recalled (System Generated)

A confirmation message will appear.



- 6.) The timesheet status will change from **In Progress** to **Pending**.

Employees are strongly encouraged to notify their supervisor (approver) when their timesheet is ready for review and approval.

*******END OF INSTRUCTIONS FOR STUDENTS AND HOURLY EMPLOYEES*******

****Instructions for Supervisors, Approvers, and Proxies only****

What is Web Time Entry (WTE)?

Web Time Entry (WTE) is a web-based time entry system designed to improve payroll accuracy and reduce delays associated with processing physical paper timesheets. The WTE system allows student workers and short-term employees to securely log in from any web-enabled device to enter their hours worked online. The employee's timesheet must be reviewed and approved by the department's Supervisor or Budget Administrator to ensure timely and accurate payroll processing.

Supervisors and Managers (Approvers)

An Approver is an individual authorized to review, update, correct, return, and approve employee timesheets submitted through Web Time Entry (WTE).

Approvers are responsible for ensuring that all department employees accurately record and submit their total hours worked for the current pay period by the established payroll deadline.

Approvers must carefully review each timesheet to confirm that all hours and days worked are entered accurately. Any necessary corrections must be completed before the Approver's deadline to ensure employees are paid accurately and on time.

Approver Responsibilities

1. **Designate** at least **two Proxies** to perform timesheet correction and approval responsibilities during your absence.
2. **Ensure** employees have access to a computer to regularly enter their time in WTE.
3. **Train** hourly employees on how to use Web Time Entry in SSB.
4. **Verify** employees have initiated their timesheets at the beginning of each pay period.
5. **Ensure** all employees submit their timesheets for approval by the employee [WTE deadline](#). Notify the employees **immediately** if they have not submitted their timesheets.
6. **Review** and **approve** timesheets by the approver deadline to ensure timely payroll processing.

Approver Checklist

Before approving timesheets, confirm the following:

- The employee has accurately entered the correct work dates and all hours worked.
- Any errors or missing entries have been corrected.
- All timesheets are approved by the Approver's deadline.
- Notify the designated Proxy to review and approve timesheets if you will be unavailable.

WTE Timesheet Approval Deadlines – Mid-Month (MM) Payroll

For the complete Mid-Month Payroll Deadlines Calendar, visit:

[Link to Calendars](#)

Payroll Deadlines – Academic Year 2026-2027

WTE Pay Period	Employee Submission Deadline	Approvers Deadline	Mid-Month Payroll Pay Date	
Jul 01 – Jul 31	07/31/2026	08/04/2026	Friday	08/14/2026
Aug 01 – Aug 31	08/31/2026	09/02/2026	Tuesday	09/15/2026
Sep 01 – Sep 30	09/30/2026	10/02/2026	Thursday	10/15/2026
Oct 01 – Oct 31	10/31/2026	11/03/2026	Friday	11/13/2026
Nov 01 – Nov 30	11/30/2026	12/02/2026	Tuesday	12/15/2026
Dec 01 – Dec 31	12/31/2026	01/05/2027	Friday	01/15/2027
Jan 01 – Jan 31	01/31/2027	02/02/2027	Thursday	02/11/2027
Feb 01 – Feb 28	02/28/2027	03/02/2027	Monday	03/15/2027
Mar 01 – Mar 31	03/31/2027	04/02/2027	Thursday	04/15/2027
Apr 01 – Apr 30	04/30/2027	05/04/2027	Friday	05/14/2027
May 01 – May 31	05/31/2027	06/02/2027	Tuesday	06/15/2027
Jun 01 – Jun 30	06/30/2027	07/02/2027	Thursday	07/15/2027

Assigning a Proxy (Backup Approver)

Approvers are responsible for setting up and maintaining at least **two Proxies** in Banner Employee Self Service (ESS) - Web Time Entry.

A Proxy can approve, update, or correct timesheets on the Approver's behalf.

Review your assigned Proxies throughout the year to ensure adequate coverage and avoid last-minute issues during payroll deadlines.

Always communicate with your Proxies so they understand their responsibilities and are available to assist employees when needed.

Proxy requirements

A proxy must:

- Be a full-time Employee.
- Be at the same level as or higher than the Approver's position.
- Be able to verify and approve employee timesheets.

Approval Deadline

- WTE timesheets must be approved no later than 11:00 pm on the second business day of the month following the pay period.
Example: August timesheets must be approved by the second business day of September.
- Late approvals may result in delayed pay for student workers and hourly employees.

What is a Proxy?

A **Proxy** is an employee designated by the Approver in ESS to act on their behalf.

If you are assigned as a Proxy, you assume the responsibilities of an acting approver and may:

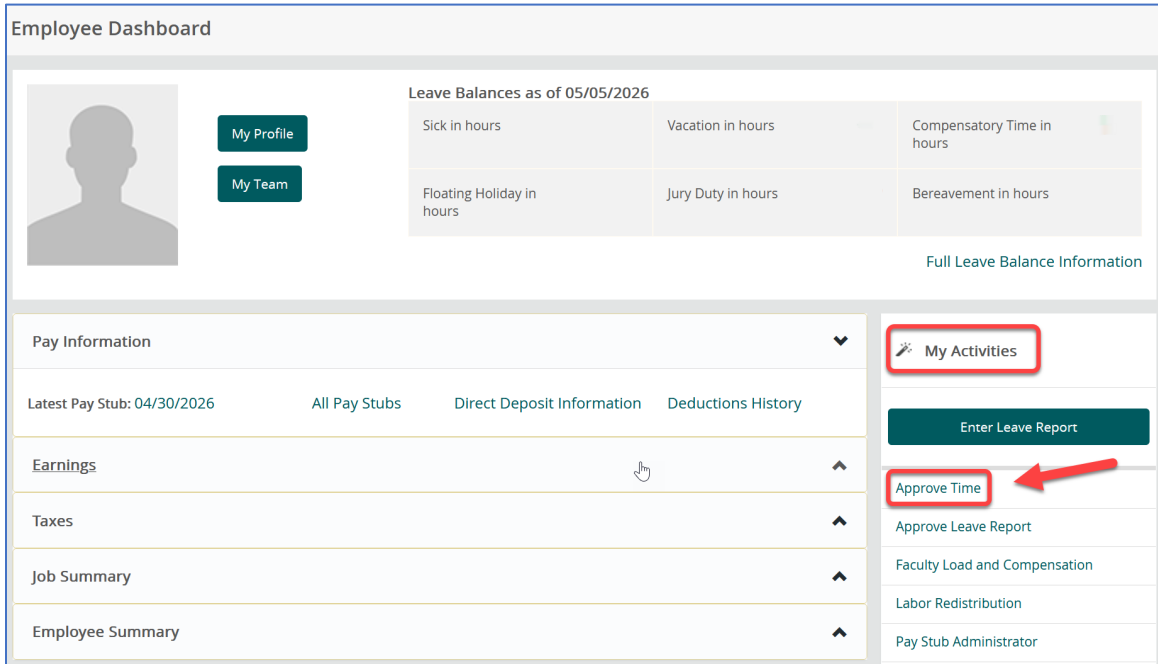
- Approve timesheets.
- Return timesheets for corrections.
- Update or correct timesheet entries.

Why assign a Proxy?

- Ensure WTE timesheets are reviewed and approved on time when the Approver is unavailable.
- Provides coverage for timesheet corrections before Payroll deadlines.
- Ensure employees and Payroll staff know who to contact regarding timesheet issues.
- Confirm that your designated Proxy is aware of their responsibilities and available to act on your behalf when needed.

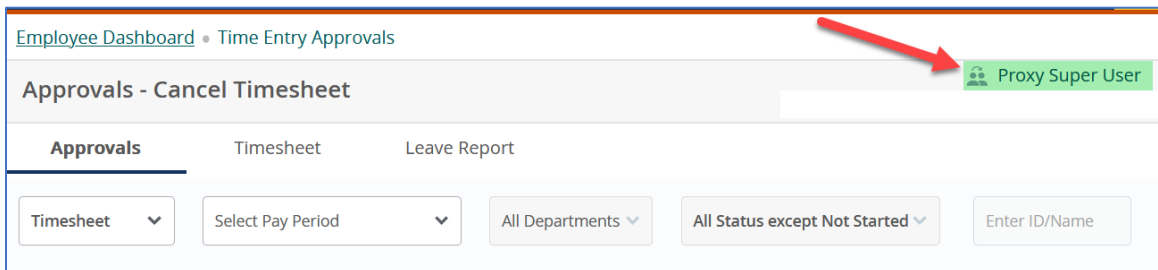
How to Assign a Proxy

- 1.) Access the **Employee Dashboard** through the employee portal.
- 2.) Select **Approve Time** under **My Activities** in the Employee Dashboard.



The screenshot shows the 'Employee Dashboard' interface. At the top left, there is a profile picture placeholder and two buttons: 'My Profile' and 'My Team'. To the right, a section titled 'Leave Balances as of 05/05/2026' contains a table with six categories: Sick in hours, Vacation in hours, Compensatory Time in hours, Floating Holiday in hours, Jury Duty in hours, and Bereavement in hours. Below this is a link for 'Full Leave Balance Information'. The main content area is divided into two columns. The left column contains a list of menu items: 'Pay Information' (with a dropdown arrow), 'Latest Pay Stub: 04/30/2026', 'All Pay Stubs', 'Direct Deposit Information', 'Deductions History', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column contains a 'My Activities' menu with a red box around it and a red arrow pointing to the 'Approve Time' option. Other options in the 'My Activities' menu include 'Enter Leave Report', 'Approve Leave Report', 'Faculty Load and Compensation', 'Labor Redistribution', and 'Pay Stub Administrator'.

- 3.) Select the **Proxy Super User** link located in the top-right corner of the screen.



The screenshot shows the 'Approvals - Cancel Timesheet' page. At the top, there is a breadcrumb trail: 'Employee Dashboard > Time Entry Approvals'. Below this is the page title 'Approvals - Cancel Timesheet'. In the top right corner, there is a green button labeled 'Proxy Super User' with a red arrow pointing to it. Below the title, there are three tabs: 'Approvals' (selected), 'Timesheet', and 'Leave Report'. At the bottom, there is a search and filter section with several dropdown menus: 'Timesheet', 'Select Pay Period', 'All Departments', and 'All Status except Not Started', followed by an 'Enter ID/Name' input field.

4.) Under the **Existing Proxies** section, click **Add a New Proxy**.

[Employee Dashboard](#) • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾


Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Alanis, Lindsey N. - [Fiscal Services] ▾

Existing Proxies

Add a new proxy  Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

- 5.) Enter the employee's name in the search box to add them as a Proxy.
- The Proxy must be a full-time employee at the same level or higher than the Approver.

If the Proxy's name is not available, contact [IS help.desk@wvm.edu](mailto:IS_help.desk@wvm.edu)

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser

Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Alanis, Lindsey N. - [Fiscal Services]

Existing Proxies

Add a new proxy

Select Employee to add as Proxy

Betty

Inoue, Betty K., Counseling - [Counseling]

Pap, Betty D., Fiscal Services - [Fiscal Services]

Employee Name - [Home Organization]

Timesheet

Save

- 6.) Select the employee who will serve as your proxy and click **Save**.

Existing Proxies

Add a new proxy

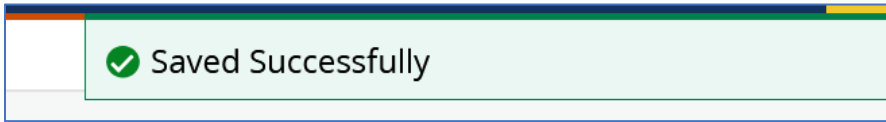
Pap, Betty D., Fiscal Services

Timesheet

Save

Employee Name - [Home Organization]

A confirmation message will appear in the top-right corner of the screen indicating your selection has been saved successfully.



- 7.) Verify that your Proxy can see your employees' timesheets in the approval queue
- 8.) To assign additional Proxies, repeat Steps 4 through 7.

The screenshot shows the "Act as a Proxy for" interface. At the top, there is a dropdown menu with "Self -Alanis, Lindsey N. - [Fiscal Services]" selected. Below this is the "Existing Proxies" section, which contains an "Add a new proxy" button and a list of proxies. The list has two entries: "Chim, Ngoc B., Finance & Administration, Time" and "Pap, Betty D., Fiscal Services, Time". Red arrows point to the checkboxes next to each of these entries.

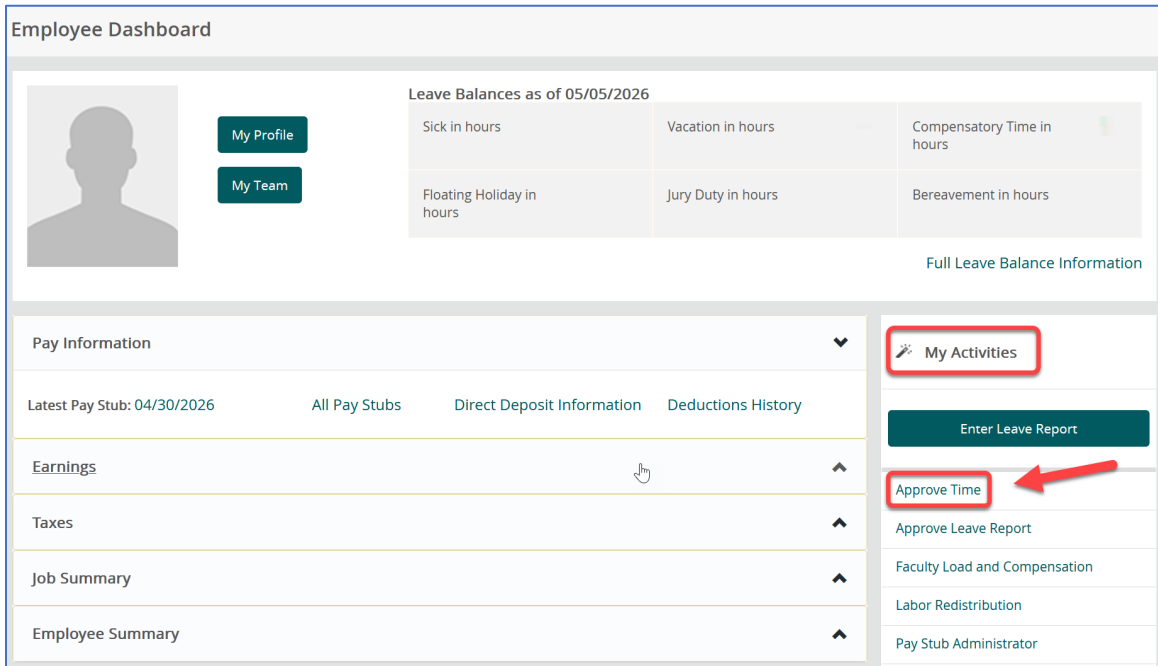
How to Delete a Proxy

- 1.) Go to **Existing Proxies**
- 2.) Select the checkbox next to the Proxy's name
- 3.) Click **Delete Proxies**

This screenshot shows the same "Act as a Proxy for" interface as the previous one. The "Existing Proxies" section is circled in red. The checkbox next to "Chim, Ngoc B., Finance & Administration, Time" is checked. A red arrow points to this checkbox. In the top right corner of the proxy list area, there is a green "Delete proxies" button. Below the list, there is a small instruction: "Select single/multiple names and click on Delete Proxies to remove from list".

Approving Timesheets

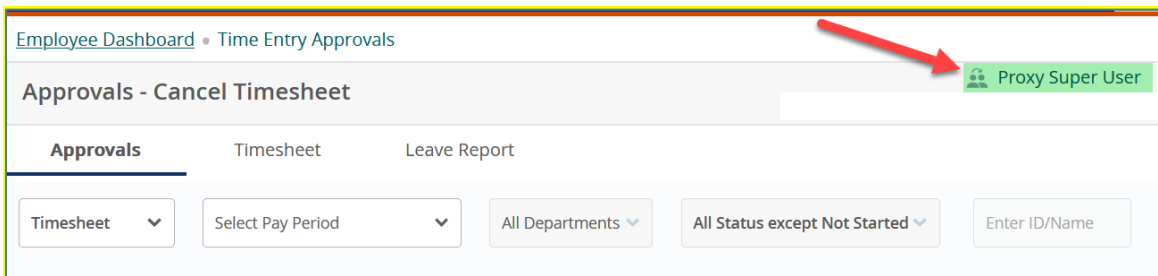
- 1.) Select **Approve Time** under **My Activities** to access the employee's timesheets for approval.



If you are acting as a **Proxy**, complete **Steps 2-4**.

If you are the assigned **Approver**, skip to **Step 5**.

- 2.) Select the **Proxy Super User** link located in the top right corner of the screen.



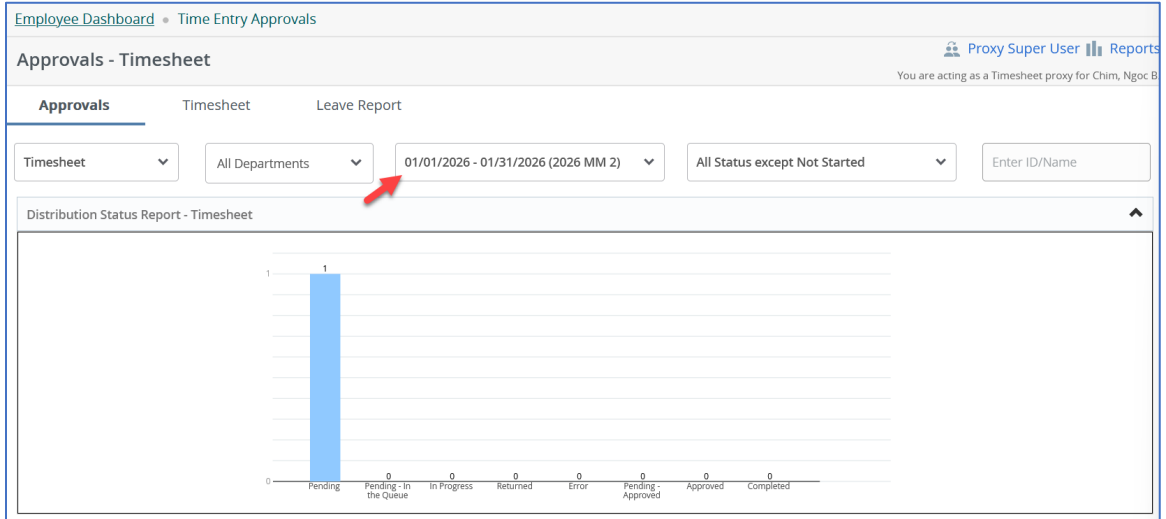
3.) Under **Act as a Proxy For**, select the approver's name.

The screenshot shows the 'Proxy or Superuser' configuration page. At the top, there is a breadcrumb trail: 'Employee Dashboard • Proxy or Super User'. Below this is the section title 'Proxy or Superuser'. Underneath is the 'Application Selection' section with a dropdown menu set to 'Time & Leave Approvals'. The next section is 'Act as a Superuser', which contains two unchecked checkboxes: 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'. The 'Act as a Proxy for' section is highlighted in green and contains a dropdown menu. The dropdown is open, showing three options: 'Self -Pap, Betty D., Fiscal Services', 'Self -Pap, Betty D., Fiscal Services', and 'Chim, Ngoc B., Finance & Administration, Time'. A red arrow points to the third option.

4.) Select **Navigate to Time & Leave Approvals Application** to review, correct, and approve timesheets on behalf of the assigned approver.

The screenshot shows the 'Act as a Proxy for' configuration page. The 'Act as a Proxy for' dropdown menu is set to 'Chim, Ngoc B., Finance & Administration, Time'. Below this is the 'Existing Proxies' section, which contains an 'Add a new proxy' button, a 'Delete proxies' button, and a text input field labeled 'Employee Name - [Home Organization]'. Below the input field, it says 'No records found'. At the bottom right of the page, there is a dark green button labeled 'Navigate to Time & Leave Approvals application', with a red arrow pointing to it.

- 5.) Confirm that you are reviewing the correct pay period.
- 6.) The **Time Entry Approvals** page will display a **Distribution Status Report** for the department (ORG) assigned to you.



- 7.) **Scroll** down to view employees listed by timesheet status.

Pending 2				
Employee Name	ID	Organization	Hours/Units	
Employee Name 1 Tutor/Peer Assistant III, MSW011-00	G01833191	D-252001, Financial Aid	43.75 Hours	i 4 ⋮
Employee Name 2 Peer Assistant III, MSW091-00	G08105800	D-252001, Financial Aid	38.00 Hours	i 1 ⋮
Pending - In the Queue 0				
In Progress 5				
Employee Name	ID	Organization	Hours/Units	
Employee Name 3 Peer Assistant III, MSW091-00	G01814293	D-252001, Financial Aid	13.00 Hours	i ⋮
Employee Name 4 Peer Assistant II, MSW055-00	G08138902	D-252001, Financial Aid	14.00 Hours	i ⋮

- 8.) To review timesheets ready for approval, either:
 - Select the **Pending** bar on the graph, or
 - Scroll to the **Pending** section to view employees with timesheets awaiting approval.

9.) Select the employee's name to open their timesheet.

10.) The **Timesheet Detail Summary** will display: G#, employee name, position title, and position code, assigned organization code, hourly rate, total hours, and status.

11.) Audit employee entries and review the following sections:

- **Time Entry Detail**—Validate dates worked, including holidays, weekends, campus closure, and overtime.

Timesheet Detail Summary			
Professional Expert, TM0010-00, D, 304170, Fiscal Services , Rate: \$25.000000			
Pay Period:	67.00 Hours	In Progress	Submit By 01/31/2026, 11:59 PM
Time Entry Detail			
Date	Earn Code	Shift	Total
01/16/2026	101, Hourly Pay	1	7.50 Hours
01/19/2026	101, Hourly Pay	1	4.00 Hours
01/20/2026	101, Hourly Pay	1	4.00 Hours
01/20/2026	510, Sick PT Hrly	1	3.50 Hours
01/22/2026	101, Hourly Pay	1	7.50 Hours
01/23/2026	101, Hourly Pay	1	10.50 Hours
01/26/2026	101, Hourly Pay	1	7.50 Hours

- **Time Information**—Validate time-in/time-out entries and meal breaks.

Time Information								
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	Syst
01/16/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM	
01/16/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM	
01/19/2026	101, Hourly Pay	1	4.00	10:00 AM			02:00 PM	
01/20/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM	
01/20/2026	510, Sick PT Hrly	1	3.50	01:00 PM			04:30 PM	
01/22/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM	
01/22/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM	
01/23/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM	
01/23/2026	101, Hourly Pay	1	6.50	01:00 PM			07:30 PM	
01/26/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM	
01/26/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM	
01/27/2026	101, Hourly Pay	1	4.00	08:30 AM			12:30 PM	
01/27/2026	101, Hourly Pay	1	3.50	01:00 PM			04:30 PM	

- **Summary**—Validate weekly and total hours worked.

Summary							
Earn Code	Shift	Week	Week	Week	Week	Week	Total
101, Hourly Pay	1			15.50	33.00	15.00	63.50 Hours
510, Sick PT Hrly	1			3.50			3.50 Hours
Total Hours				19.00	33.00	15.00	

- **The Routing and Status**—Review the audit trail showing when the timesheet was initiated, submitted, and approved, including the user responsible for each action.

Routing and Status	
Name	Action
	Originated On 05/11/2026, 04:01 PM by
	Submitted On 05/11/2026, 04:07 PM by
	Approve by 06/02/2026, 11:59 PM
Approver 1	Pending Approval
Approver 2	In the Queue

12.) Add **Comments** when clarification is needed for:

- Holidays
- Weekends
- Campus closures
- Overtime(more than 8 hours worked in a day)

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Confidential Comment Indicator: If this checkbox is selected, comments will only be visible to Approvers and Payroll. Employees will not be able to view confidential comments.

13.) Select **Approve** after completing your review.


Routing and Status	
Name	Action
	Originated On 01/20/2026, 12:57 PM by Alanis, Lindsey N.
	Submitted On 01/20/2026, 02:45 PM by Alanis, Lindsey N.
	Approve by 02/03/2026, 11:59 PM
Chim, Ngoc B.	Pending Approval

Comment (Optional):

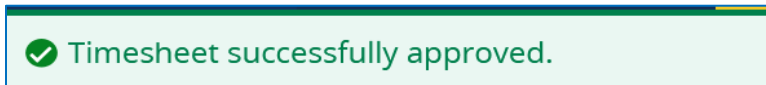
Add Comment

2000 characters remaining

Confidential Comment



A confirmation message will appear indicating the timesheet was approved successfully. The timesheet status will change to **Approved**, and it will be submitted to Payroll for processing.




Editing Timesheets

Available Actions

From the **Timesheet Detail Summary**, an approver may select any of the following actions:

- Return—Returns to the previous page.
- Detail—Opens the time entry calendar view.
- Return for Correction—Return the timesheet to the employee for corrections.

<input type="button" value="Return"/>	<input type="button" value="Details"/>	<input type="button" value="Return for correction"/>	<input type="button" value="Approve"/>
---------------------------------------	--	--	--

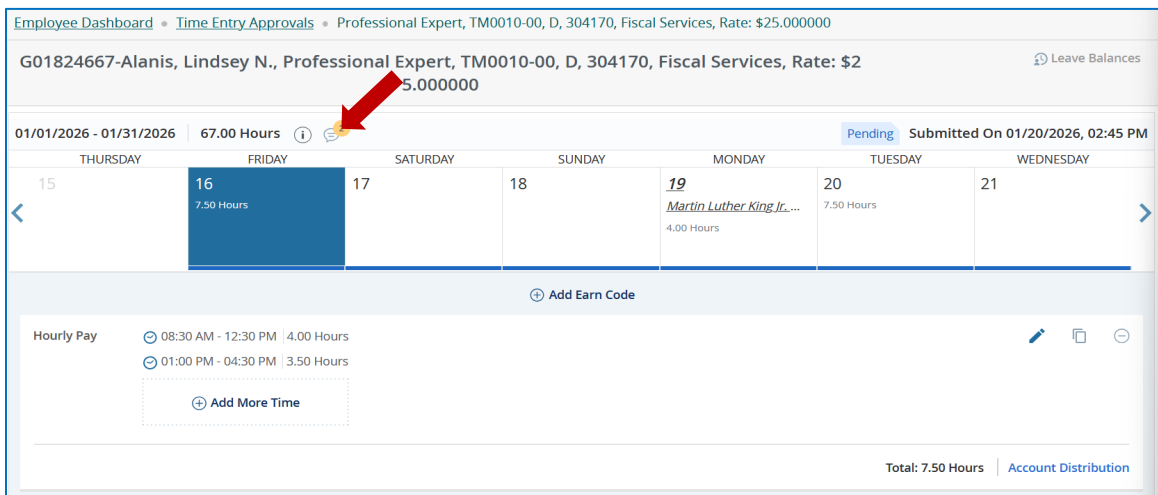


1. From the Timesheet Detail Summary, select **Details** to open the calendar view.

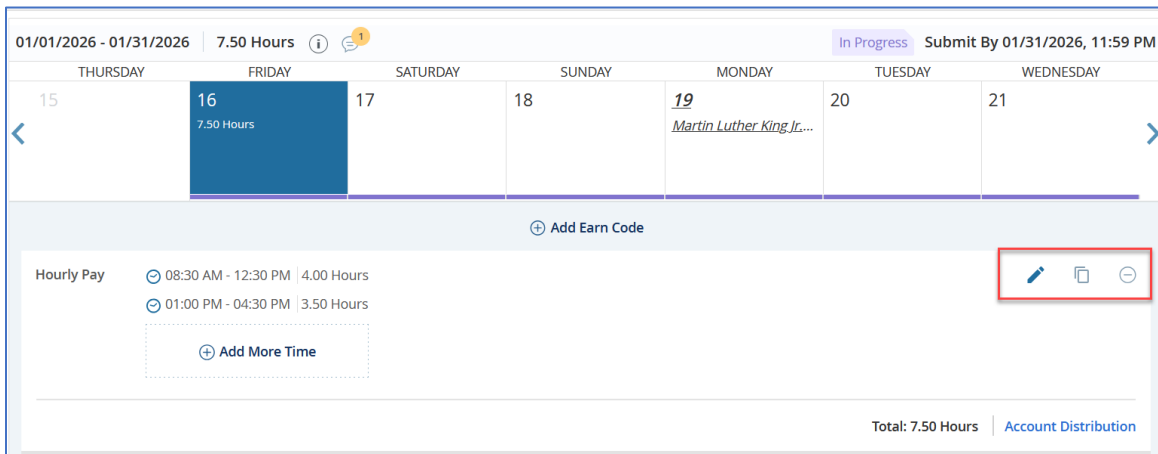


- Verify if the timesheet needs to be edited or deleted.
- Use the arrows on the left and right to navigate between weeks.
- Select a specific day to review entries.
- The selected day will turn dark blue and display the employee's time-in and time-out entries.

2. Select the **Comments** icon to review employee notes or messages.



3. Using the icons on the right side to make changes to employee entries.



- **Edit:** Modify saved hours.



- **Copy:** Copy hours from one day to another



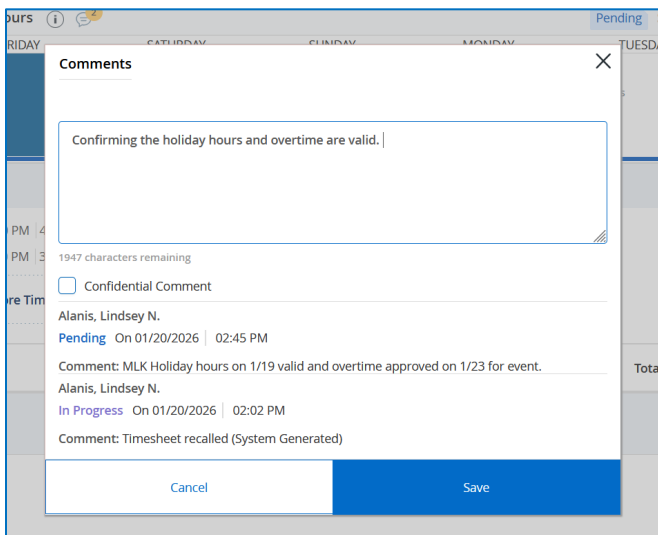
You can copy the entry to the end of the pay period or one day at a time.

- **Delete:** Remove hours entered for a specific day.



4. Add **Comments** when clarification is needed for:

- Holidays
- Weekends
- Campus closures
- Overtime(more than 8 hours worked in a day)



5. Select **Return for Correction** if errors are identified after the employee submits the timesheet for approval.

Important: Do not return the timesheet after the employee deadline.



Before returning the timesheet:

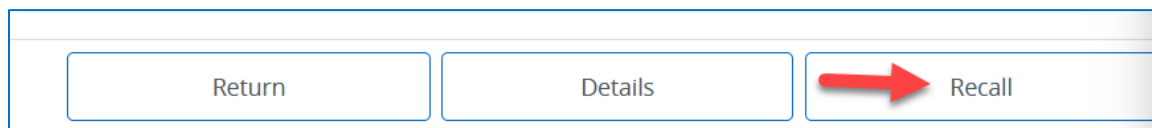
- Enter a comment explaining what needs to be corrected.
- Do **not** select the Confidential Comment box.
- Notify the employee that the timesheet was returned for correction.

Employee Resubmission

- The Employee may correct and resubmit the timesheet before the deadline, which is **11:59 pm on the last day of the month**.
- If the employee does not make corrections before the approver deadline, the Approver must correct the entries on behalf of the employee.

Editing an Approved Timesheet

If a timesheet needs to be edited after it has already been approved, select **Recall** and follow the same steps above.



WTE Common Issues and Solutions

“There are errors on the timesheet that were not corrected before submitting for approval.”

- If it is within the employee deadline, select the option “Return for Correction” and add a comment for why the time is being returned, i.e., no break, holiday hours, overtime, etc.
- If it is after the employee deadline, do not return the time for correction. The approver is responsible for making corrections on the employee's behalf. See [Editing Timesheets](#)

“I can see that my employee entered hours, but I cannot approve them.”

- The timesheet has a status of In-Progress. If it is before the employee deadline, you will not be able to approve in-progress time. See [Timesheet Statuses](#)
- or-
- After the employee deadline, timesheets with an In-Progress status have missed the submission date. The approver will need to push the hours to Pending status by submitting the timesheet on the employee's behalf. Then the time can be edited (if necessary) and approved.

“I am not the employee’s supervisor, and I’m not comfortable with approving the hours.”

- The approver is not necessarily the supervisor. The approver is approving the budget, not the hours. Please connect with the employee’s supervisor to confirm the hours are correct before approving.

“I am unable to approve the hours right now. Can payroll approve them for me?”

- Payroll should not approve WTE. Please contact your proxy to approve if you are unavailable. See [Assigning a Proxy](#)

“My employee worked, but I don’t see any hours to approve.”

- Verify you are looking at the correct pay period.
- or-
- Your employee did not start their WTE. If it is before the employee deadline (last day of the month), request your employee to start their timesheet, enter hours, and submit it for approval.
- If the employee deadline has passed, contact Payroll to request that the timesheet be started on behalf of the employee. The approver is responsible for entering hours and approving after the employee deadline.
- or-
- Human Resources has not created a position in the system.

Timesheet Statuses

In Progress:

The employee has started the timesheet but has not submitted it for approval.

Pending:

The employee has submitted the timesheet for approval. The timesheet is awaiting approval from the Approver (or Proxy). The Approver may send the timesheet back for correction before the employee deadline, not after.

Pending – In the Queue:

The timesheet is in the first approver's queue awaiting approval. Once the first approver completes the approval, the timesheet will change its status to Pending.

Returned:

The Timesheet has been returned by the Approver (or Proxy) to the employee for correction.

Pending – Approved:

The timesheet is in the second approver's queue awaiting approval.

Approved:

The timesheet has been reviewed, approved electronically, and sent to the Payroll Department for processing.

If discrepancies are found on timesheets after approval, the Payroll Department will return the timesheet to the approver for correction. The approver is responsible for making corrections for final payroll processing as soon as possible.

Completed:

The Payroll Department has processed the timesheet.

Not Started:

The employee has not started to enter hours on the timesheet. Change the status to Not Started in the Approvals dashboard to view the list of employees who have not opened their timesheets.

The screenshot displays the 'Employee Dashboard' for 'Time Entry Approvals'. The main heading is 'Approvals - Timesheet'. Below this, there are navigation tabs for 'Approvals', 'Timesheet', and 'Leave Report'. The 'Approvals' tab is active. The interface includes several filters: 'Timesheet' (set to 'Timesheet'), 'All Departments', and a date range '01/01/2026 - 01/31/2026 (2026 MM 2)'. A dropdown menu is open, showing options: 'All Status except Not Started', 'Error', 'Pending - Approved', 'Approved', 'Not Started' (highlighted with a red arrow), and 'Completed'. Below the filters is a 'Distribution Status Report - Timesheet' bar chart. The chart shows a single bar for 'Pending' with a value of 1. Below the chart is a table with columns: 'Employee Name', 'ID', 'Organization', and 'Hours/Units'. The table contains one entry for 'Alanis, Lindsey N.' with ID 'G01824667', Organization 'D-304170, Fiscal Services', and '67.00 Hours'. The user is identified as 'Proxy Super User' and is acting as a proxy for 'Chim, Ngoc B.'.

Human Resources Sick Leave Memo - Hourly Employees

TO: Part Time/Seasonal/Temporary/Hourly Employees

FROM: Human Resources

SUBJECT: Paid Sick Leave

This memo is to notify you about the Healthy Workplaces, Healthy Families Act. The law provides employees (including part-time, hourly, seasonal and temporary employees) paid sick leave.

Employees who work for 30 days or more in a fiscal year (July 1 – June 30) from the commencement of employment qualify for the sick leave. Employees must be employed for 90 days before they can begin using their sick leave.

Employees accrue at least one hour of paid sick leave for every 30 hours worked. Accrual is capped at six days or 48 hours, and **the use of sick leave is limited to 40 hours in one fiscal year.**

An employee may use sick leave for the treatment of a health condition or for preventative care related to the employee or an employee's family member (which includes a child, parent, spouse or registered domestic partner, grandparent, grandchild, or sibling). Such sick leave can also be used if an employee was a victim of domestic violence, sexual assault, or stalking.

The employee will be paid an amount equal to the employee's regular hourly wage for each hour of sick leave used, which will be paid out on the next regular payroll after the leave was taken. Employees must have a current contract/assignment in order to use the sick leave.

In order to record and gain approval for the sick leave, an employee will need enter their sick hours through Web Time Entry (WTE). Sick leave balances will be displayed on the pay stub and in SSB (Self Service Banner).

The sick leave cannot be "cashed out," nor transferred to someone else, either during employment or at termination of employment.