*Web Time Entry Employee Training*

Thank you for your support as we move to a College-wide Web Time Entry. Outlined below is the procedure for entering an online timesheet as well as additional FAQs to help with the transition into this new process.

## Submitting a Timesheet using Web Time Entry

* Go to www.lethbridgecollege.ca
* Navigate to the Lethbridge College Portal and log in using your s# and password
* Click on the Webadvisor tab
* Scroll down to Employee Profile on the left side of the screen
* Click on Web Time Entry
* This page shows your current position and the pay period start and end dates
* **Remember: always project up to and including the 15th or 30/31st of the month**



* Click on the position for which you are recording your hours
* Click submit
* Filling out your timesheet:
	1. In the third column from the left, under Hours Worked, enter your total hours worked for each day
	2. Enter your hours – either daily or when you are ready to submit your hours
	3. **Leave Requests (applies only to employees with leaves)**:

Enter all leaves online through the leave request online form. Do not enter these hours on your timesheet – they will automatically fill in from the leave request online once they are approved by your supervisor and processed by Payroll.

* 1. **Shift Differential (applies only to AUPE employees)**:
* If you work any hours on Saturday or Sunday, enter the total hours for those days under Shift Hours, then choose weekend shift from the drop down menu under Shift Type.
* If you work a minimum of 4 hours after 3:00 p.m., enter the total hours for that day under Shift Hours, then choose evening shift from the drop down menu under Shift Type.
* If you work a minimum of 4 hours after 3:00 p.m. on a Saturday or Sunday, enter the total hours for that day under Shift Hours, then choose weekend/evening shift from the drop down menu under Shift Type.
* Note: for shift differential, be sure that you have included your shift hours in the Hours Worked column as well



* 1. Click submit to save your hours
	2. Once you have completed the timesheet for the month, click the electronic signature box at the bottom of the form; this sends your timesheet to your supervisor for approval
	3. Click submit
* **Your timesheet must be submitted to your supervisor by the timesheet deadline,** which can be found on the initial web time entry screen
* As soon as your timesheet is submitted, you will receive an email stating that your supervisor has been advised of your timesheet
* Once your supervisor has reviewed your timesheet, you will receive one of the following replies
	+ Approved
	+ Rejected
* If you do not receive one of the above emails from your supervisor by the day after the timesheet cutoff date, contact your supervisor immediately
* If you receive the rejection email, be sure to check for the reason, which will be stated in the email
	+ If something needs to be changed/corrected, you will need to go back into your timesheet and make those changes **immediately**
	+ Once you’ve made the necessary changes, resubmit your timesheet to your supervisor
	+ Please note that your supervisor cannot amend your timesheet
* If you have any changes after you have submitted your timesheet, you must contact your supervisor advising them of the changes; your supervisor will then contact Payroll to make the requested changes
* If you have missed the timesheet deadline, you must submit a Web Time Entry (Paper Timesheet) Form which will be paid on the following pay day
* Time History
	+ All timesheets entered online will be saved under your time history
	+ To view previous timesheets, click on Time History under Employee Profile and choose the year and month you would like to view

## FAQs

**Question**: How do I access Web Time Entry (WTE)?

**Answer**: Web Time Entry can be accessed through the Lethbridge College Portal, located at [www.lethbridgecollege.ab.ca](http://www.lethbridgecollege.ab.ca) and click on Portal Login at the top. Once you log into the portal with your s# and password, you will need to click on the WebAdvisor tab at the top of the screen. Scroll down to Employee Profile on the left side of the screen and click on Web Time Entry.

**Question**: Can we access WTE anywhere since it is a web-based program?

**Answer**: Yes, you can access WTE from any computer with internet access.

**Question**: How will employees with no access to computers validate their time?

**Answer**: We are evaluating current locations of computers to ensure that there are enough for employees to have access.

**Question**: Can we offer training to those employees who will need to learn how to use a computer?

**Answer**: We are scheduling training to help employees acquire the necessary computer knowledge to utilize WTE.

**Question**: If an employee enters incorrect information (i.e. number of hours worked) and the supervisor approves the timesheet without making any changes, will the employee be paid the wrong amount?

**Answer**: The employee should contact their supervisor if there are any changes to be made to their timesheet after it has been submitted. Depending on when the change request is received by Payroll, the adjustment may need to be made on the next pay day.

**Question**: When do we stop using paper timesheets?

**Answer**: The paper timesheet process will remain the same until your department has been trained on how to complete WTE. Once you have received the training, you will be able to enter timesheets electronically instead of using paper.

**Question**: When should employees submit their timesheets for approval?

**Answer**: Employees can submit their timesheet on their last work day for the pay period; however, it **must be submitted for approval by noon on the timesheet due date** as outline on the Payroll Calendar.

**Question**: As an employee, can I submit my timesheet before the end of the due date?

**Answer**: Yes, you can approve your timesheet as soon as you know that it will be accurate.

**Question**: When is the timeframe for Supervisors to approve timesheets?

**Answer**: Supervisors should approve time by the supervisor due date each pay period.

**Question**: Are there automatic reminders for Staff and Supervisors to approve timesheets?

**Answer**: Yes, there will be reminders emailed to employees and supervisors regarding due dates.

**Question**: What do I enter if I work different hours than my regular schedule?

**Answer**: You will enter the actual hours that you worked on each day, even if it’s different from your regular schedule.

**Question**: How far back can an employee view their WTE timesheet?

**Answer**: An employee can view all timesheets that have been processed in WTE through the Time History link.

**Question**: What if I need to enter hours for days prior to the beginning of the current pay period?

**Answer**: If there are hours from a previous pay period that you are submitting late, you will need to fill out a Web Time Entry Form (Paper Timesheet).

**If you have any questions, please contact Payroll at** **payroll@lethbridgecollege.ca**

**Or call Kathy 403-329-7249, Stacey 403-382-6962, or Ann 403-320-3251**

### *The Payroll Department Thanks You for Going Green!*