Employee Instructions for Entering and Submitting Web Time Cards for Approval

Overview

What is Web Time Entry?
- Web Time Entry (WTE) is the ability to enter, submit, approve and/or reject Bi-weekly Time Cards for Non-Exempt Employees through a Web Interface.
- Antioch University will be using the Web Time Entry Functions available in AUDirect and in AUView as a replacement to paper based processes.
- Implementing Web Time Entry will reduce paper usage as well as expedite Time Sheet Submission and Approval.

How does Web Time Entry Work?
- Employees enter their hours worked and leave time used in a Web Time Card, then submit the completed Web Time Card to their Supervisor for approval.
- Supervisors are notified by email when an Employee submits their completed Web Time Card for approval.
- Supervisors review submitted Web Time Cards for each employee.
- Employees are notified by email when their Supervisors have completed their review.
- Hours entered on Web Time Cards pass directly into Colleague for payroll processing.

What is the responsibility of the Employee?
- Employees are responsible for recording their hours worked using Web Time Cards in AUView.
- The Time Cards must be electronically signed and submitted to their supervisors for approval.
- The employee has until Monday at 3PM, EST (NOON PST) following the end of the pay period to submit their Time Card for Approval. For example, if the employee is submitting a time card for the period worked from Feb. 18 – March 3rd, the employee has until Monday March 4th to submit their time card for approval! Important! Time cards will not be processed if the electronic signature box is not checked.

Where do I access my Web Time Card?
- Employees will log into AUDirect and go to AUView to access their Web Time Card.
- Menu options are available to view the Web Time Card for the current pay period as well as the history of any Web Time Cards that have submitted.

What happens if my Supervisor rejects my Time Card?
- You will be required to log into AUDirect and go to AUView, correct your Web Time Card and resubmit it for Supervisor approval.
  - The corrections, resubmittal and approval must be completed by Monday at 3 PM, EST (NOON PST) following the end of the pay period.

What happens if I do not submit my Time Card before the deadline?
- You will not be paid until an approved Time Card is submitted.
- In order to be paid, you will be required to submit a paper Time Card for approval. Once approved your time sheet will be processed during the next payroll period. See your HR office for the approved paper time form.

What happens if my Supervisor does not approve my Time Card before the deadline?
- If your Supervisor is not available to approve your time, an alternate Supervisor will be responsible for approving your time.
- If your time is not approved by the primary Supervisor or the alternate Supervisor, you will be paid and Human Resources will follow-up with your Supervisor.

Who do I contact if I have questions about my Web Time Card?
- Contact your Supervisor directly. If your Supervisor is unable to answer your question they will direct you to the appropriate staff in our HR Office.
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1. Log into AUDirect using your AUeID username and password and go to AUView

2. Click on the Employees Menu

3. Click on the Time Entry Link
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4. Open your Time Card for the current Pay Period

**IMPORTANT NOTE! If you have two Positions, you will have a separate Time Card for each Position. Make sure you have the correct Time Card open.**

a. Click in the check box next to the Time Card you wish to edit and then click the submit button

![Time Entry Screen](image)

5. Enter the time in and time out for each day worked

**IMPORTANT NOTES!**

b. You must enter the time you leave/return for your lunch break or your time card may be rejected by your Supervisor!

   i. You may enter the hours either in Military Time, or, by using AM/PM characters

   ii. IF YOU ENTER HOURS USING “AM” & “PM” you must enter 4 digits to define HOURS:MINUTES.

   See example below:

   iii. Time In: 08:00AM, Time Out: 12:00PM, Time In: 01:00PM, Time Out: 05:00PM

c. You must enter your total Leave Hours used in the appropriate column(s) for each day

d. If you are using “Other Leave” (Holiday, Jury Duty, Bereavement, etc.) you must also select the appropriate “Other Time Type” from the drop down menu

e. You may open this Time Card and record time worked at any point during the current Pay Period.

**f. Best practice is to enter your hours at the end of each day worked.**
6. To save the time you have entered, click the "Submit" button at the bottom of the page.

**IMPORTANT NOTE! DO NOT check the “Electronic Signature Box” until your Time Card is complete and ready to submit for approval**
7. When your time card is complete and ready to submit for approval:
   a. Review the time entered for accuracy

   b. Click in the box beside the below statement:

   I understand that under Antioch University policy 4.401, and applicable collective bargaining contracts for union employees, I am entitled to certain duty time breaks and unpaid meal periods. I further understand that it is my responsibility to take the required breaks on a daily basis. I hereby attest that I have reviewed the policy or any applicable union contract, and that I have taken all of the required breaks and meal periods during the current pay period. I further attest that I have not been required by my supervisor to work during my breaks or lunch periods.

   Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.

   c. Click the “Submit” button at the bottom of the page.
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8. An email will be automatically generated to your Supervisor alerting them that your time sheet is ready for approval.

9. After you have submitted your Web Time Card for approval, you will be shown a summary of the hours you submitted for the pay period.

10. If you earned Overtime in this pay period it will be displayed on the Summary screen.

11. When you reach the confirmation screen, click ok. You have now completed your web time entry.