Web Time Entry

Online “Time Sheet” Training
Overview

- This is not a time clock system. If you can complete a paper timesheet now – you can complete time entry on the web.
- AM and PM are critically important, and there is no military time used!
- Remember to hit the “submit” button at the bottom of your timesheet to record your time appropriately. (only once)
Log on through myWitt
Enter your username and password
Select Time Entry & Approval
Select Time Entry
1. List of positions currently held will appear

2. Select which position you wish to enter hours for

3. If you have been hired in a department and it is not listed here, contact your supervisor
Enter in and out time for the day at the same time - (designate am or pm)

Note: Enter Time in and Time Out with either on 'AM' or 'PM'

Note deadline for entering all time
Clicking the Submit Button will Save your Entries-
(only click once)
After submitting time, this summary screen appears. As long as Time Entry status is Not Complete, you can continue to enter time.
Be sure to sign time card on your last working day of the month

Click Submit Button only once
After Time card is electronically signed—you will receive a completion message.

Note Time Entry Status is Complete - No further edits can be made.
After Entering Your Time

- You may print a copy of your timesheet for your records—not necessary!
- Employees must check mark for electronic signatures. This will allow the supervisor to approve/change timesheet. You may not enter hours after submitting electronic signature!
- Once it is “Signed”, the supervisor is the only one who can access the timesheet.
Supervisor will approve timesheet after review.
Email

- After supervisor approval, an email message is generated automatically and sent to the employee notifying them of the approval.
IMPORTANT

- Students have until noon on the second working day of the following month to review and electronically sign the timecard for supervisor approval
- Do not enter time for previous pay periods
- If you missed hours from a previous pay period, indicate dates and times missed in the comments section
- Must have a contract for all positions that you are working
- Tax forms and contracts must be complete before you can begin working (position will not appear on myWitt if paperwork is not complete)
- Electronically sign time card on last day you work in the pay period if possible but no later than noon on second working day of the month
Questions should be directed to your supervisor.

Further assistance is available by contacting Student Employment ext. 937-327-7319.