



WESTERN
HUMAN RESOURCES
Knowledge Empowers Excellence

Completing Time Sheets in Web4U for Hourly Student Positions

User Guide

Payroll Services
hr.payroll@wwu.edu



**WESTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES**

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Overview

This user guide instructs employees in overtime-eligible, hourly student positions in how to complete their time sheets electronically in Web4U. There are links throughout this guide that link to other pages within the document, as well as outside websites, so the user guide is best utilized electronically. These rules/guidelines apply to all applicable student employees, however, rules are superseded by the [Administering Work and Leave Time Reports](#) policy and the [Student Employment Handbook](#).

Employee Types

The following lists the different types of hourly student positions along with corresponding job class codes:

- Student Hourly – S1
- Student Hourly Graduate Research Assistant – S4
- Student Hourly Work Study – S5

If you are unsure of the classification of your position, refer to your employment offer letter or ask your supervisor.

Workweek

Western's workweek starts at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.

Pay Periods

Pay periods are the 1st to the 15th and the 16th to the last day of each month.

Pay Dates

Pay dates are the 10th and 25th of each month with the exceptions listed below. Compensation for work performed from the 1st to the 15th is paid on the 25th of the same month. Compensation for work performed from the 16th to the last day of the month is paid on the 10th of the following month.

- If the 10th or 25th lands on a Saturday, pay day will be the previous Friday.
- If the 10th or 25th lands on a Sunday, pay day will be the following Monday.
- If the 10th or 25th lands on a holiday, pay day will be the previous "non-holiday" weekday.

Click [here](#) for a list of the current pay dates.

Holiday Pay

Hourly student employees are not paid for holidays unless you work on the holiday. You are paid your regular hourly rate for work performed on a holiday unless the hours worked exceed forty (40) hours in

a workweek (see [Workweek](#) above). Hours worked over forty (40) in a workweek are paid at an overtime rate (see [Overtime Pay](#) below).

Leave Balances

Leave balances can be viewed online via Web4U by following these instructions:

- Login to [Web4U](#)
- Select **Employee** tab
- Select **View Leave Balances**

Leave balances can also be viewed on the bottom of the earnings statements emailed to you each pay period. If you have any questions or concerns regarding your leave balances, call 360-650-7713.

Types of Earnings & Leave

Your time sheet allows you to report various types of earnings and leave. Information about each type are detailed below. To report any of the below earnings and/or leave on your time sheet, see instructions below for [Entering Hours Worked on Your Time Sheet](#) and [Entering Sick Leave Taken on Your Time Sheet](#).

Hourly Regular Pay (YR)

- Report all hours worked in the current pay period (see [Pay Periods](#) above) up to forty (40) hours in a workweek (see [Workweek](#) above) as “Hourly Regular Pay”. *Note: [institutional policy](#) limits students to working 19 hours per week during periods of enrollment.*
- Report “Hourly Regular Pay” on the day hours were actually worked.
- Do not report meal breaks lasting thirty (30) minutes or more.
- If you have regular hours to report from a prior pay period, see [Late Hourly Time](#) below.

Late Hourly Time (LHR)

- Report “Late Hourly Time” for hours worked in a prior pay period that didn’t get reported on the correct time sheet.
- Report “Late Hourly Time” on any day on the time sheet (you can enter a maximum of 24 hours per day by entering 12:00 AM to 12:00 AM).
- Enter comments indicating the actual date(s) and time the hours were worked (see [Entering Comments on Your Time Sheet](#) section below).

Overtime Pay (OVT)

- Working overtime must be pre-approved by your supervisor.
- Report all hours worked in the current pay period (see [Pay Periods](#) above) over forty (40) hours in a workweek (see [Workweek](#) above) as “Overtime Pay”.
- Report “Overtime Pay” on the day overtime was actually earned.

- Overtime is paid at 1 ½ times your hourly rate of pay.
- The start and end dates for each pay period may fall within the middle of a workweek, so it may be necessary to view prior time sheets in order to calculate a full workweek of hours worked to determine if overtime was earned.
- You can track all your hours worked each workweek in one or multiple positions using the [Weekly Hours Tracker](#) tool.
- *Report overtime in the “Overtime Pay” row of your time sheet ONLY; do not ALSO record these hours in the “Hourly Regular Pay” or “Late Hourly Time” rows or you will be overpaid.*
- If you have overtime to report from a prior pay period, report the hours as “Overtime Pay” on any day of your current time sheet and enter comments indicating the actual date(s) and time overtime was worked (see [Entering Comments on Your Time Sheet](#) section below).

WA State Sick Leave (WSL)

- Overtime-eligible, hourly student employees accrue one (1) hour of sick leave for every forty (40) hours worked.
- There is a ninety (90) day waiting period after the start of your employment to take sick leave.
- You must notify your supervisor if you know ahead of time that you plan on taking sick leave (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Sick leave reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have sick leave to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to the [Employee Paid Sick Leave Notification](#) or the [Student Employment Center](#) website for appropriate usage and other information.

Requesting Leave

You must notify your supervisor if you know ahead of time that you plan on taking sick leave. To request leave, it’s recommended you complete the [Leave Request Form](#) and submit to your supervisor.

Time Sheet Deadline

Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). Once you access your time sheet (see [Accessing Your Time Sheet](#) below), the top will show the **Submit By Date**. The **Submit By Date** is the date and time your time sheet must be submitted for approval.

Example:

Time Sheet	
Title and Number:	Clerk 3 -- WSIWSP-00
Department and Number:	Human Resources -- 5410
Time Sheet Period:	03/16/2015 to 03/31/2015
Submit By Date:	03/31/2015 by 11:59 PM

Accessing Your Time Sheet

Time sheets can be accessed electronically from any computer via Web4U. To access your time sheet, follow these instructions:

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- Select appropriate **Position & Pay Period**
- *IMPORTANT: If you hold multiple positions, be sure to select correct position*

Example:

Title and Department	My Choice	Pay Period and Status
Clerk 3, WSIWSP-00 Human Resources, 5410	<input checked="" type="radio"/>	03/16/2015 to 03/31/2015 Not Started ▼
Clerk 3, S99348-00 Human Resources, 5410	<input type="radio"/>	03/16/2015 to 03/31/2015 Not Started ▼

RELEASE: 8.8

- Click **Time Sheet**

Entering Hours Worked on Your Time Sheet

To enter hours worked on your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Under the **Earning** column, find the [Type of Earnings](#) you would like to report
- Find the date you would like to report hours under (*Click **Next** or **Previous** to view all dates within the pay period*)
- Click on **Enter Hours**

Example:

Time Sheet
Title and Number: Program Support Staff 1 -- S99602-00
Department and Number: Disability Resources -- 7540
Time Sheet Period: 01/01/2018 to 01/15/2018
Submit By Date: 01/15/2018 by 11:59 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 01/01/2018	Tuesday 01/02/2018	Wednesday 01/03/2018
	Hourly Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter H
	Late Hourly Time	1		0	0	Enter Hours	Enter Hours	Enter H
	Hourly Non Uniform Pay	1		0	0	Enter Hours	Enter Hours	Enter H
	Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter H
	WA State Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter H
	Total Hours:			0		0	0	0
	Total Units:				0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

- Enter the time you started working in the **Time In** box
- The format for entering time is **HH:MM** (2 digit hour, colon, 2 digit minutes)
- Minutes can be entered in **15 minute intervals** (valid values are :00, :15, :30 and :45)
- Select **AM** or **PM**
- Enter the time you stopped working in the **Time Out** box *(Note: do not include meal breaks lasting thirty (30) minutes or more)*

Example:

Date: Tuesday, 03/17/2015
Earnings Code: Hourly Regular Pay

Time In	Time Out	Total Hours
09:00 AM	10:30 AM	1.5
		0
		0
		0
		0
		1.5

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

- Click **Save**
- Click **Next Day** to repeat for multiple days
- You can also click **Copy** if you would like to copy the same number of hours to multiple days
 - To **Copy from date displayed to end of the pay period**, click the check box
 - If you want to include weekend dates, check **Include Saturdays** and/or **Include Sundays**
 - To copy individual dates, click the check boxes under the dates

Example:

Earnings Code: _____ Hourly Regular Pay 04/01/2016, 24 Hours

Date and Hours to Copy: _____

Copy from date displayed to end of the pay period: _____

Include Saturdays:


Include Sundays:

Copy by date:

Friday 04/01/2016	Saturday 04/02/2016	Sunday 04/03/2016	Monday 04/04/2016	Tuesday 04/05/2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday 04/08/2016	Saturday 04/09/2016	Sunday 04/10/2016	Monday 04/11/2016	Tuesday 04/12/2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday 04/15/2016				
<input type="checkbox"/>				

Time Sheet Previous Menu **Copy**

- Click **Copy**
- If successful, you will receive the below message

 **Your hours have been copied successfully.**

- Click **Previous Menu** to return to your time sheet

Entering Sick Leave Taken on Your Time Sheet

To enter sick leave taken on your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Under the **Earning** column, find "WA State Sick Leave"
- Find the date you would like to report the leave under (*Click **Next** or **Previous** to view all dates within the pay period*)
- Click on **Enter Hours**

Example:

Time Sheet

Title and Number: _____ Program Support Staff 1 -- S99602-00

Department and Number: _____ Disability Resources -- 7540

Time Sheet Period: _____ 01/01/2018 to 01/15/2018

Submit By Date: _____ 01/15/2018 by 11:59 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 01/01/2018	Tuesday 01/02/2018	Wednesday 01/03/2018
	Hourly Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter H
	Late Hourly Time	1	0	0		Enter Hours	Enter Hours	Enter H
	Hourly Non Uniform Pay	1	0	0		Enter Hours	Enter Hours	Enter H
	Overtime Pay	1	0	0		Enter Hours	Enter Hours	Enter H
	WA State Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter H
	Total Hours:			0		0	0	0
	Total Units:				0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

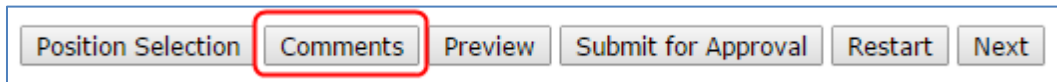
- Enter the time you started your sick leave in the **Time In** box

- Click **Previous Menu** to return to your time sheet

Entering Comments on Your Time Sheet

You can enter text comments on your time sheet for a variety of reasons. Entering comments indicating the date(s) and time hours were actually worked or sick leave was actually taken is required if you're reporting late hours from a previous pay period. To enter comments on your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Comments**



- Enter comments in the **Enter or Edit Comment** box:

Example:

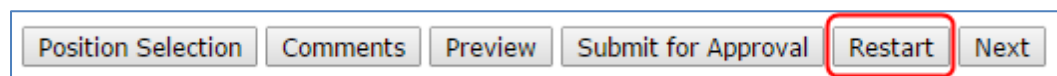
Made By:	You
Comment Date:	04/20/2016
Enter or Edit Comment:	1.5 hours entered on 4/16/16 were actually for hours worked from 10:00 a.m. to 11:30 a.m. on 4/3/16.
Save	Previous Menu

- Click **Save**
- Click **Previous Menu** and then **Preview** to view comments entered at the bottom of your time sheet

Restarting Your Time Sheet


The **Restart** feature on your time sheet will clear your un-submitted time sheet of all hours entered. This is helpful if you made several errors and would like to start over with a blank time sheet or you entered hours on an incorrect position. To restart your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Restart**



- Click **Submit** to confirm you'd like to restart your time sheet

Restart Confirmation

 Restarting will delete all changes that you have made to your time record. Do you want to Restart?

- You can now re-enter hours on your time sheet or enter hours on the time sheet for another position (see [Entering Hours Worked on Your Time Sheet](#) and [Entering Sick Leave Taken on Your Time Sheet](#) above)

Submitting Your Time Sheet for Approval


Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). To submit your time sheet for approval, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Verify time sheet is correct and click on **Submit for Approval***

**By submitting your time sheet, you certify that you are submitting a true and accurate record of your hours worked.*

Position Selection
Comments
Preview
Submit for Approval
Restart
Next

- If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve

 **Your time sheet was submitted successfully.**

- Your Payroll Approver will be listed at the bottom of your time sheet in the **Waiting for Approval From** section

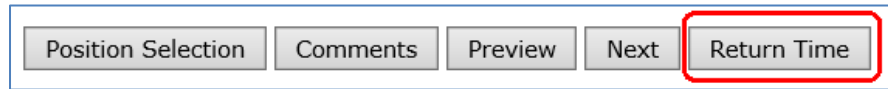
Example:

Submitted for Approval By:	You on 03/30/2015
Approved By:	
Waiting for Approval From:	Constance Swigart-Harris

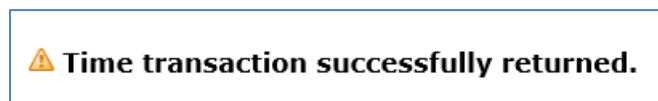
Correcting Your Time Sheet Before the Deadline

You can return your time sheet to yourself to correct even if you've already submitted it for approval, as long as it's prior to the [Time Sheet Deadline](#). Instructions for returning your time sheet are as follows:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Return Time** at bottom of time sheet

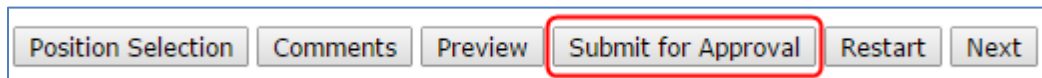


- If successful, you will receive the below message and your time sheet will be ready for you to make any adjustments

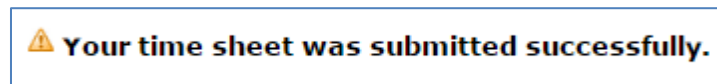


- Make appropriate corrections and click on **Submit for Approval***

**By submitting your time sheet, you certify that you are submitting a true and accurate record of your hours worked.*



- If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve



Correcting Your Time Sheet After the Deadline

Options for correcting your time sheet after the [Time Sheet Deadline](#) are as follows:

- If it's before the Time Sheet Approval Deadline (see current [Payroll Schedule](#)), ask your Payroll Approver to return your time sheet to you for correction, make any corrections and resubmit it for approval, OR
- If it's after the Time Sheet Approval Deadline, complete a [Time Sheet Adjustment Request](#) form and submit it to your Supervisor for approval.

Training

You can email Payroll at hr.payroll@wwu.edu to schedule one-on-one training.

Questions/Suggestions

Payroll can be reached at hr.payroll@wwu.edu or 360-650-2991 with any questions or suggestions.