Web-Time Entry – Employee

Information for Classified Employees
Web-Time Entry deadline is 10:00 AM every other week, usually on Monday; pay days are usually on the following Friday. An email will be sent out in the event of deadline or payday changes. An email will be sent when your pay advice is available for viewing, usually on the day before pay day.

Entering Hours into WTE
1. Log into TigerPAWS at https://tigerpaws.trinity.edu
2. Click on TigerPAWS for Employees
3. Click on Time Entry and Approval
4. Click on Time entry
5. Click on the box under Choose Only One to select the position and pay period for which you will be entering hours. You may have only one option or multiple.
6. Click Submit
7. For hours worked enter times under Time In and Time Out for the appropriate dates. Indicate a.m. or p.m. by entering “a” or “p” after the time. Two lines are provided for each day so you can enter time worked before and after lunch separately. If you do not take a lunch, you can enter a straight 8 a.m. to 5 p.m.
8. To insert a line which maybe needed for doctor’s appointments and such, click the box at the far right under Insert Line then click Submit.
9. Enter Vacation/Annual Leave and Sick Leave hours under the appropriate columns.
10. Enter the hours for Holiday, Jury, Funeral or Admin under the Other Time Hours column. Then select type of leave from the Other Time Type drop down menu.
11. If you have NOT completed your entries for the pay period, save your entries by clicking Submit.
12. When all hours for the pay period have been entered, electronically sign your time entry by clicking on the box below your time entry that is labeled Checking this box becomes your electronic supervisor approval. Note: After signing you will no longer have access to your time entry
13. Click Submit
14. A confirmation appears, click OK to close.
15. An email is automatically sent to your supervisor to approve your time.
16. You will receive an email when your time is approved or rejected by your supervisor.

View Pay Advices
1. See steps 1 – 2 in Entering Hours into WTE
2. Click on Employee Profile
3. Click on Pay Advices
4. To view a pay advice from a prior year, click on pull down menu
5. Click on any pay period
6. Click on Submit
7. To print advice right click mouse and choose Print
8. Click on Close Window

W-2 Online Consent or Revoke Consent
To access your W-2 online instead of receiving a paper copy through the mail, you must give your consent. This will allow your to view and print your W-2 statement through Tiger’s Lair.
1. See steps 1 – 2 in Entering Hours into WTE
2. Click on Employee Profile
3. Click on W-2 Electronic Consent
4. Click on the top choice to consent to electronic W-2 or the second choice to revoke your consent.
5. Click Submit

FAQ
My supervisor approved my time before I completed my entry. If you have NOT electronically signed your WTE then your supervisor simply un-approves your time then you can complete your time entry.
I completed my time but I need to change or add to it. If you HAVE electronically signed your time then your supervisor must reject your time in order for you to make changes or additions.
I need to enter hours into WTE but the pay period is not available. If it is after the 10:00 AM WTE deadline on the due date, your supervisor will have make your changes or additions. If it is after the due date your time will have to be added to the following pay period. Have your supervisor email your hours (include dates and times) to payroll@trinity.edu.

* Enter your time daily to ensure accuracy and completeness in case of absence on deadline day.

Additional Help
Phone: 7302
Email: payroll@trinity.edu