Web-Time Entry – Student

Information for Students
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. Then click Submit
6. Enter hours worked for each day.
7. To insert a line which maybe needed if you work two different time in one day, click the box at the far right under Insert Line then click Submit.
8. If you have NOT completed your entries for the pay period, save your entries by clicking Submit.
9. 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.
10. Click Submit
11. A confirmation appears, click OK to close.
12. An email is automatically sent to your supervisor to approve your time.
13. You will receive an email when your time is approved or rejected by your supervisor.

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

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

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 did not enter my hours and now the 10am deadline is past. Will I get paid? On the deadline day, your supervisor will have to enter your hours for you. 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 hours) to payroll@trinity.edu.
I received an email telling me that I need to sign a time entry from a previous pay period. How do I do that? Access the Time History link, select the pay period specified by Payroll and click the Employee Signature box. Then click “Submit”.
I don’t want to enter my hours each pay period so that I can get one big paycheck at the end of the semester. Using WTE does not allow for entering hours from a previous pay period. It is up to you and your supervisor to ensure you are paid for each pay period as it occurs and not after-the-fact.

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

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