Web-Time Entry – Supervisor

Information for Supervisors of Classified and Student Employees
Web-Time Entry deadline is 11:59 PM every other week, usually on Monday unless a holiday precludes it. An email will be sent out in the event of deadline or payday changes.

Supervisor Responsibilities
- Approve all of those you supervise on time.
- Notify payroll of your selection of alternate supervisor.
- Make sure your hourly employees are trained on Web-Time Entry
- Inform employees of deadline changes
- Ensure Web-Time Entries are completed on time with the electronic signature
- Review the details of entries for accuracy
- Make sure Vacation, Holidays, Jury, etc. are properly entered.

Entering Hours on Behalf of Employee
If the employee has not completed their time entry before their 10:00 am WTE deadline
1. See steps 2 – 9 in WTE Supervisor Approval
2. To insert a line which maybe needed for doctor’s appointments and such, click the box at the far right and click Submit at the bottom of the page.
3. Enter or change times as necessary.
4. If you are ready to approve see steps 11 – 12 in WTE Supervisor Approval above
5. Otherwise click Submit at the bottom of the screen

Unapproving a Time Entry
If the employee has NOT electronically signed their approved time and needs to complete their entry.
1. See steps 2 – 5 in WTE Supervisor Approval
2. Click on the box under Review Entry, make sure BOTH the Approve AND Review Entry boxes are checked.
3. Click on Submit
4. At the Supervisor Decision drop down menu at below the time entry, change “approved” to the blank field
5. Click Submit

Rejecting a Time Entry
If the employee HAS electronically signed their approved time and needs to complete their entry.
1. See steps 2 – 5 in WTE Supervisor Approval
2. See steps 2 – 5 in Unapproving a Time Entry
3. Again, click on the box under Review Entry, make sure BOTH the Approve AND Review Entry boxes are checked.
4. Click on Submit
5. At the Supervisor Decision drop down menu at below the time entry, select “Reject” Then click Submit

Additional Help
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