

Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets and leave requests. The Web Time Entry system will allow you to log into a secure website and enter the hours and leave online from any computer, tablet, or phone with access to the Internet. Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

Hourly employees will enter time in and time out for each day worked in a pay period.

It is critical that you submit your timesheet by the required deadline. You are responsible for submitting your electronic timesheets to your supervisor. Without a timesheet, the supervisor is unable to approve your time and/or leave and could cause a delay in our payroll processing time.

---

---

Payroll vouchers should only be used for the following instances: