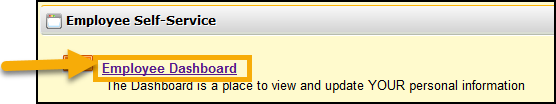
Web Time Entry Guide

Web time entry if for those employees who enter hourly time using the self-service application in *myWSU* and is accessed through the Employee Dashboard

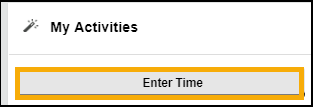
How to Enter Web Time Entry

To enter hourly time:

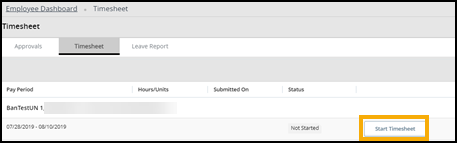
1. In myWSU, select Employee Dashboard, located:
   * On the myFinances page for student employees, or
   * On the Faculty/Staff page for staff



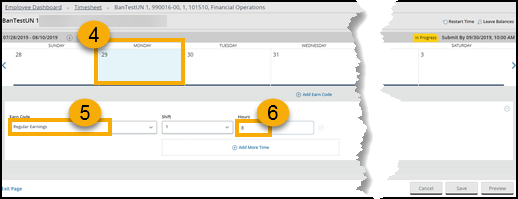
1. Click Enter Time under My Activities on the Employee Dashboard



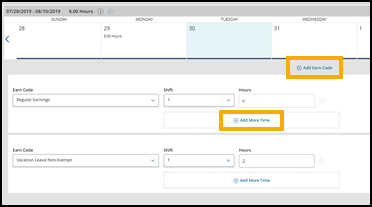
1. Click Start Timesheet on the position to enter time



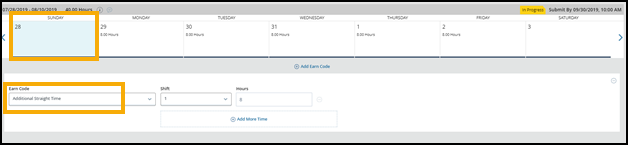
1. Select the date for time entry
2. Select the earn code from the drop down list
3. Enter the number of hours for that date



1. Select the next date for time entry and repeat the process.
   * Time can be split per day by adding an earn code



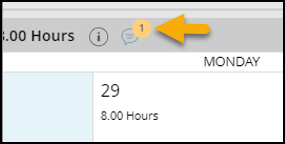
1. To add additional hours from previous time periods, enter hours on the first Sunday of the pay period. Entering comments are required.
   * Use the Earn Code ‘Additional Straight Time’



1. Enter comments then click save



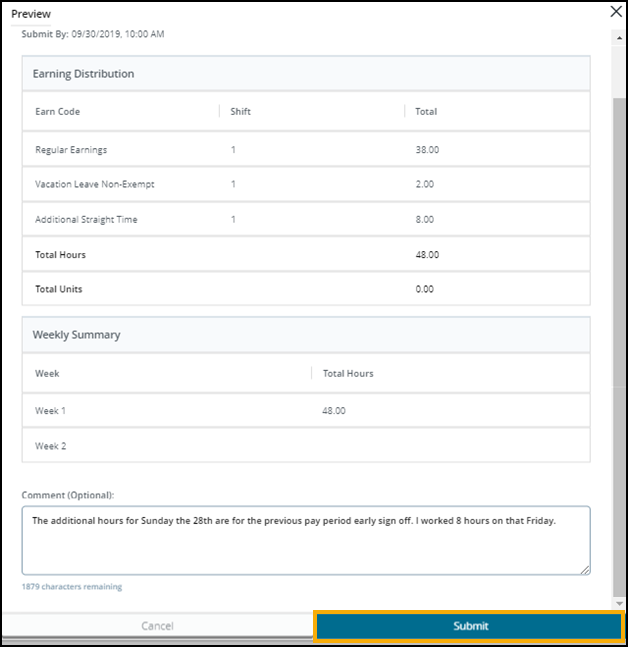
* + Comment indicator will show once comments are entered



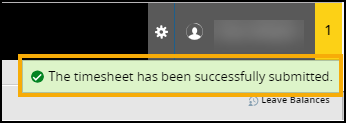
1. Click **Preview** to view to finalize time entry



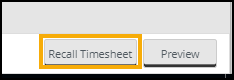
1. Review time entry, Click **Submit** to complete time entry



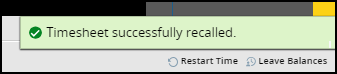
1. Notification Message will indicate that timesheet has been submitted



1. To make corrections to timesheet or enter additional time after submitting:
   * Click Recall Timesheet

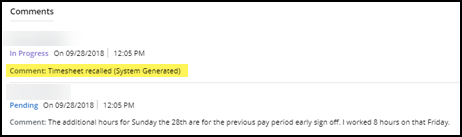


* + - Notification will indicate that the timesheet has been recalled



* + - Comments will automatically be added to indicate recalled timesheet





* + Make corrections or enter additional time
  + Click Preview and Submit to complete timesheet after correction are completed

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Contact Information

* Web Time Entry Questions: Timekeeping: (316) 978-3074 or timkeeping@wichita.edu
* Application Training: ITS Applications Training: (316) 978-5800 or [training@wichita.edu](mailto:training@wichita.edu)
* Password Assistance: Technology Help Desk: (316) 978-HELP or [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu)

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