How do I locate my student's timesheet in Web Time Entry (WTE)?

Tell Me

1. When looking for a student's timesheet to approve, you need to select the correct corresponding payroll number.
2. The Temporary Payrolls (TP) are paid on the 15th of each month following the time worked and numbered 1 (January) through 12 (December).
3. During the first few days of a month, both the past month’s payroll number and the current month’s payroll number will both be displayed.

Related FAQs

- Does Web Time Entry account for lunch breaks?
- How will I know if an employee is set up in Web Time Entry (WTE)?
- How do I locate my student’s timesheet in Web Time Entry (WTE)?
- Will Web Time Entry (WTE) reminders be sent out?
- When should an Electronic Personnel Action Form (EPAF) be submitted?