How will I know if an employee is set up in Web Time Entry (WTE)?

Tell Me

Supplemental to PIM 63, Process Deadlines and Requirements for Hiring and Paying Temporary Employees.

1. An automated email will be sent to the employee and supervisor once the employee is set up in WTE. Any hours logged on paper timesheets must be transferred to WTE.

   ![Important Information]
   
   Any hours logged on paper timesheets must be transferred to WTE. **Paper timesheets will no longer be accepted.**

2. If your employee is not able to log hours electronically, then they are not set up to be paid, and you must take immediate action.
3. Take these actions **no later than five business days** before the end of the month during which your employee has worked.

   ![Note]
   
   Late actions may cause delayed payment.

4. Positions processed after the cut-off date of five business days before the end of the month will not be guaranteed payment for that month’s assigned payroll.
5. Paper timesheets **WILL NOT** be accepted when this deadline has been missed.
6. For information regarding what happens if deadlines aren’t met [read this FAQ](#).

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**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?