Tell Me

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

1. Monthly system generated reminders will be sent out to both students and approvers.
2. In the case of missed emails or spam, supervisors should create monthly calendar reminders as listed below.

**Calendar reminders**
- Last business day of each month: Remind students to submit their electronic timesheets.
- 2nd reminder: Ensure you have received all electronic timesheets before the end of the second business day of each month (students are running out of time at this point).
- 3rd reminder: Approve the timesheet(s) by no later than 9 a.m. on the fourth business day of each month.

**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?