How do I locate a timesheet in Web Time Entry (WTE)?

Tell Me

1. When looking for a student or temporary employee's timesheet to approve, you need to select the current pay period for the employee's position.

   The Temporary Payroll (TP) runs on two-week pay periods.

2. The current pay period will display as the first dropdown option for that employee's position. Past pay period(s) will display as “Approved” or “In Progress.” See the example below.

Refer to the WTE Approver’s Guide for detailed instructions on how to approve timesheets.

Related FAQs

- What happens when I clock-in/out on different days in Web Time Entry (WTE)?
- How will I know if an employee is set up in Web Time Entry (WTE)?
- Will Web Time Entry (WTE) reminders be sent out?
- When should an Electronic Personnel Action Form (EPAF) be submitted?
- How do I set up a proxy in Web Time Entry (WTE)?