What happens when I clock-in/out on different days in Web Time Entry (WTE)?

Tell Me

The scenario below shows the impact on a WTE user’s timesheet when they clock-in/out on different days.

**Scenario**

Employee clocked in on Tuesday, February 18, 2020 and clocked out on Wednesday, February 19, 2020.

1. Since there was not a corresponding clock-out on Tuesday, on Wednesday morning the following message will appear on the employee’s WTE timesheet: *Time record(s) not complete! Access the Correct Time Entry link, below.*

2. A pop-up screen will appear that asks if you worked continuously through midnight.

3. If you answer “Yes” that you worked continuously through midnight, WTE creates a clock-out transaction on Feb. 18 and then both clock-in and clock-out transactions on Feb. 19.
   a. WTE clocks the employee out at 12:00 am on Tuesday, February 18.
   b. WTE creates a clock time in and out for Wednesday, February 19 from 12:00 am to the time the employee clicked on the clock icon to clock out. In this scenario, the clock-in is 12:00 am and the clock out is 8:30 am.
c. The timesheet no longer shows an error for Tuesday, February 18. The total of 7.5 hours worked on February 18 are now correctly displayed on the 18th. The total of 0.5 hours worked on February 19 are now displayed on the 19th.

4. If you answer “No” that you did NOT continuously through midnight, then WTE creates a clock-in entry on February 19.

a. “Correct Time Entry” will display for February 18. You will need to add a manual clock-out entry for February 18 to indicate that you stopped working on that day.

Related FAQs

- How do I request Administrative Leave COVID-19 in Web Time Entry (WTE)?
- How do I locate a 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?
- How do I add the EPAF submission Google calendar?