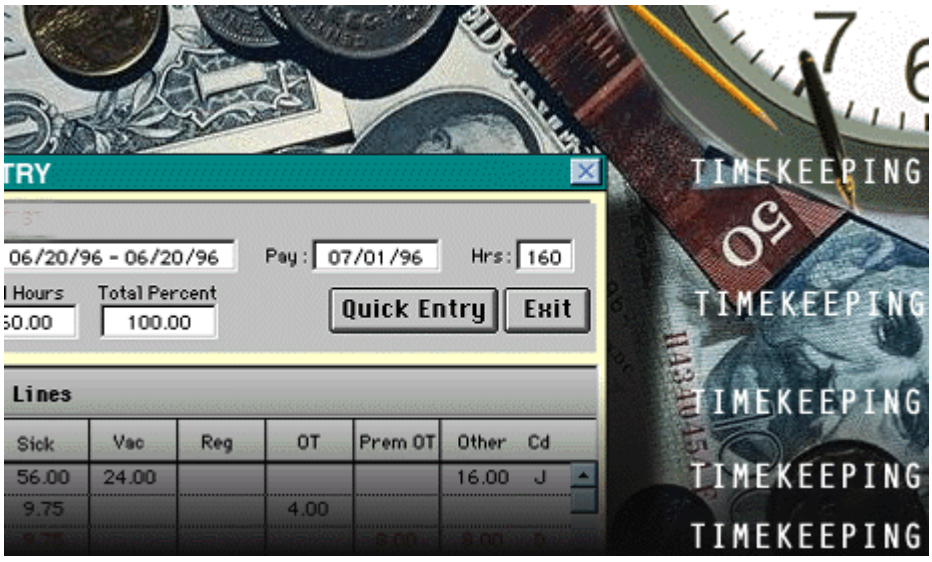
Online Timesheet System
Employee Instruction Manual



Office of Payroll and Benefits
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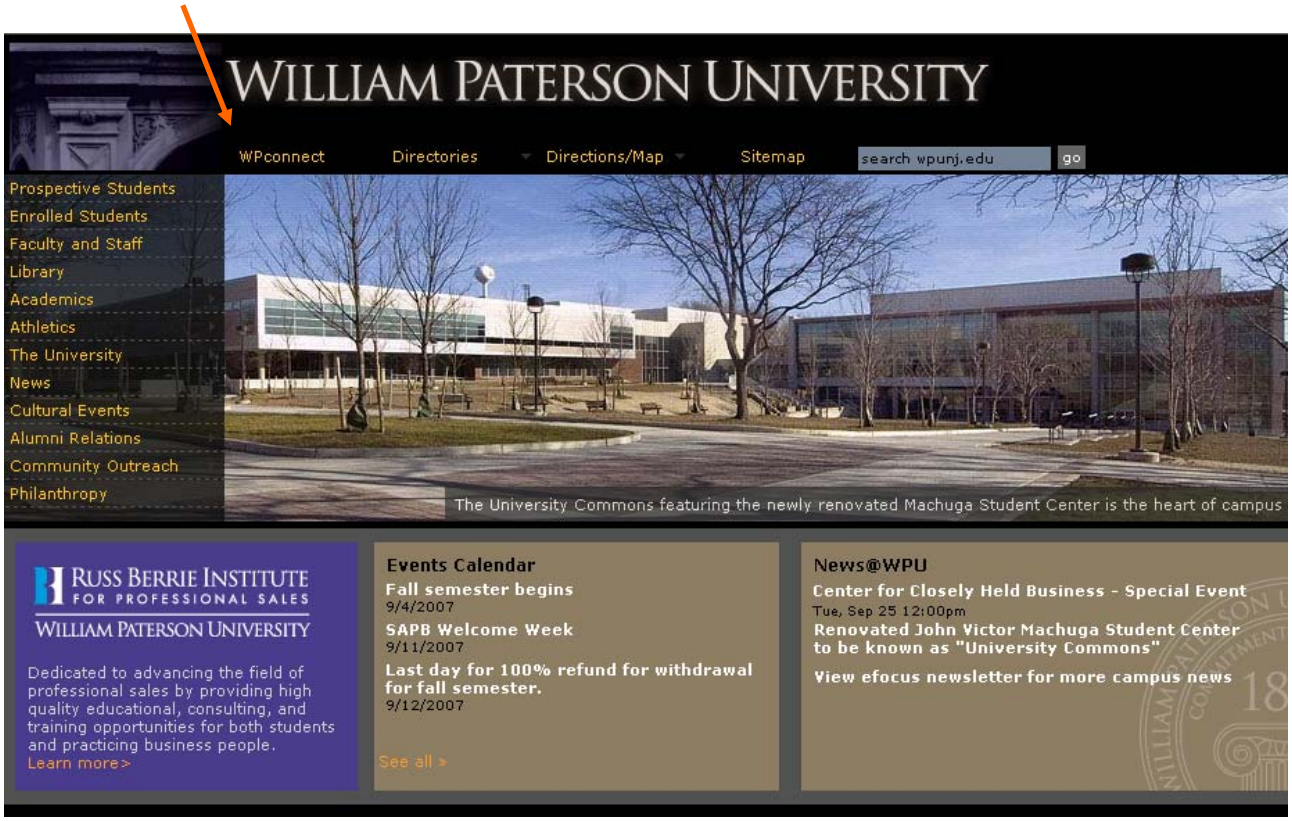
The Office of Payroll and Benefits wants to ensure that all William Paterson University employees are paid accurately and on time. The following Online Timesheet System Employee Instruction Manual will give you basic information on how to operate the system and its functions.

William Paterson University's pay period runs for 14 days from Saturday through the second Friday of each pay period. The regular bi-weekly payroll uses the data submitted on the Electronic Attendance Reports to calculate the compensation due to the employee. *It is the employee's responsibility to make sure his/her timesheet is completed on a timely basis. Timesheets must be completed by 4:30 p.m. on the last Friday of each pay period.* If you have any questions about this manual or the timesheet system, please call the Office of Payroll and Benefits at extension 2885.

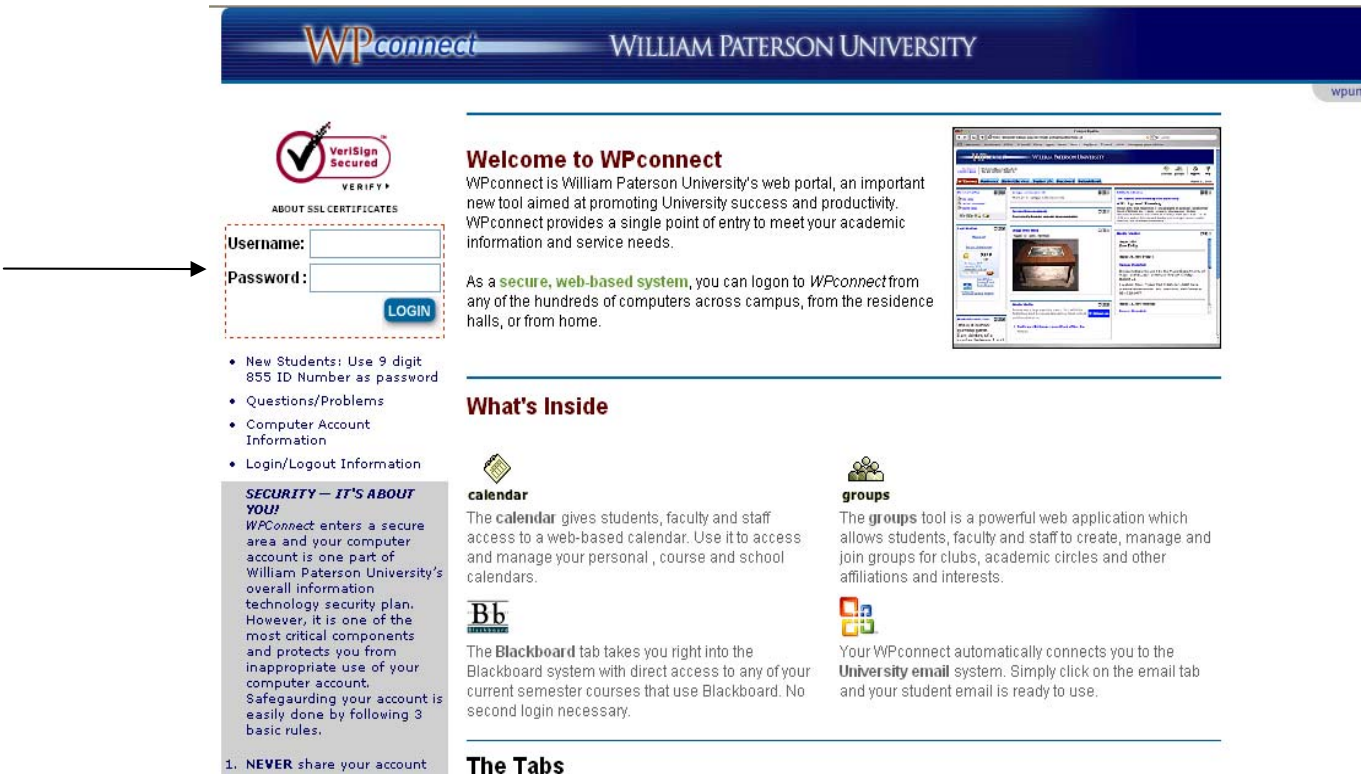
Accessing the Electronic Timesheet System

To access the William Paterson University electronic timesheet system, go to the University's home page at http://ww2.wpunj.edu/

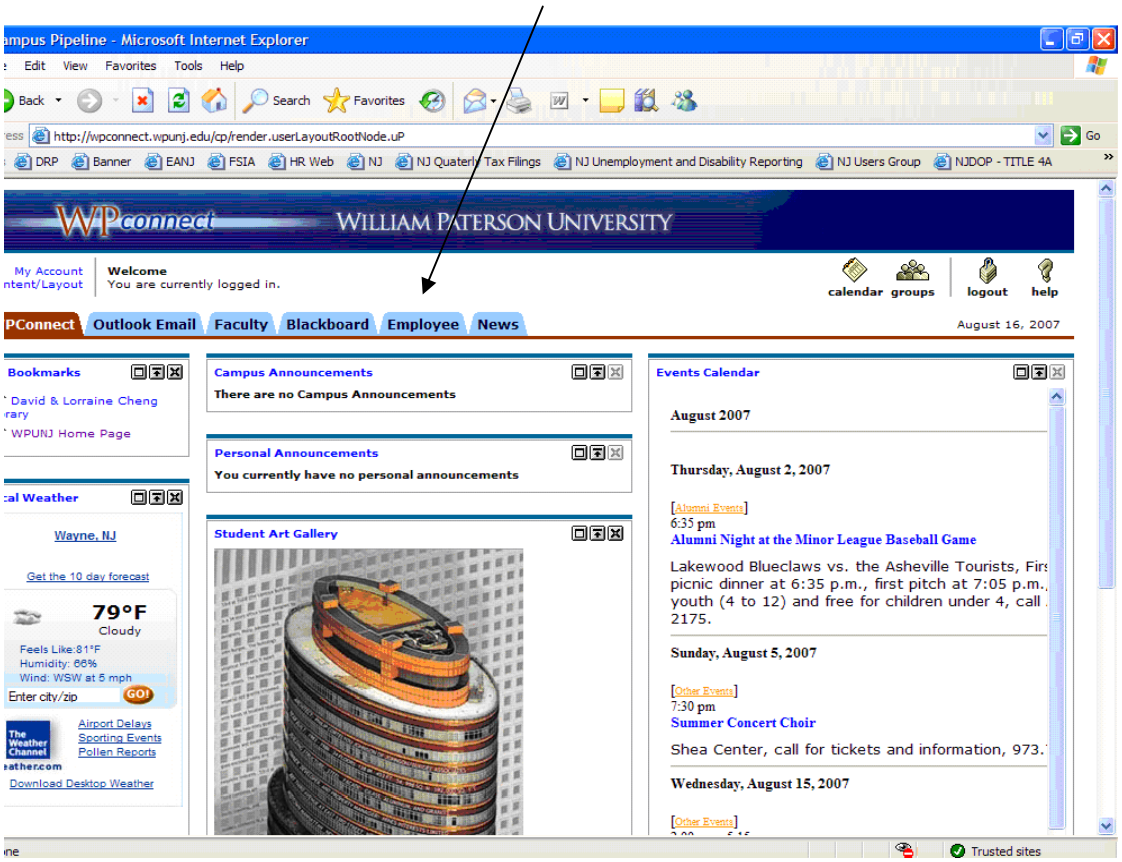
Click on "**WPConnect"**



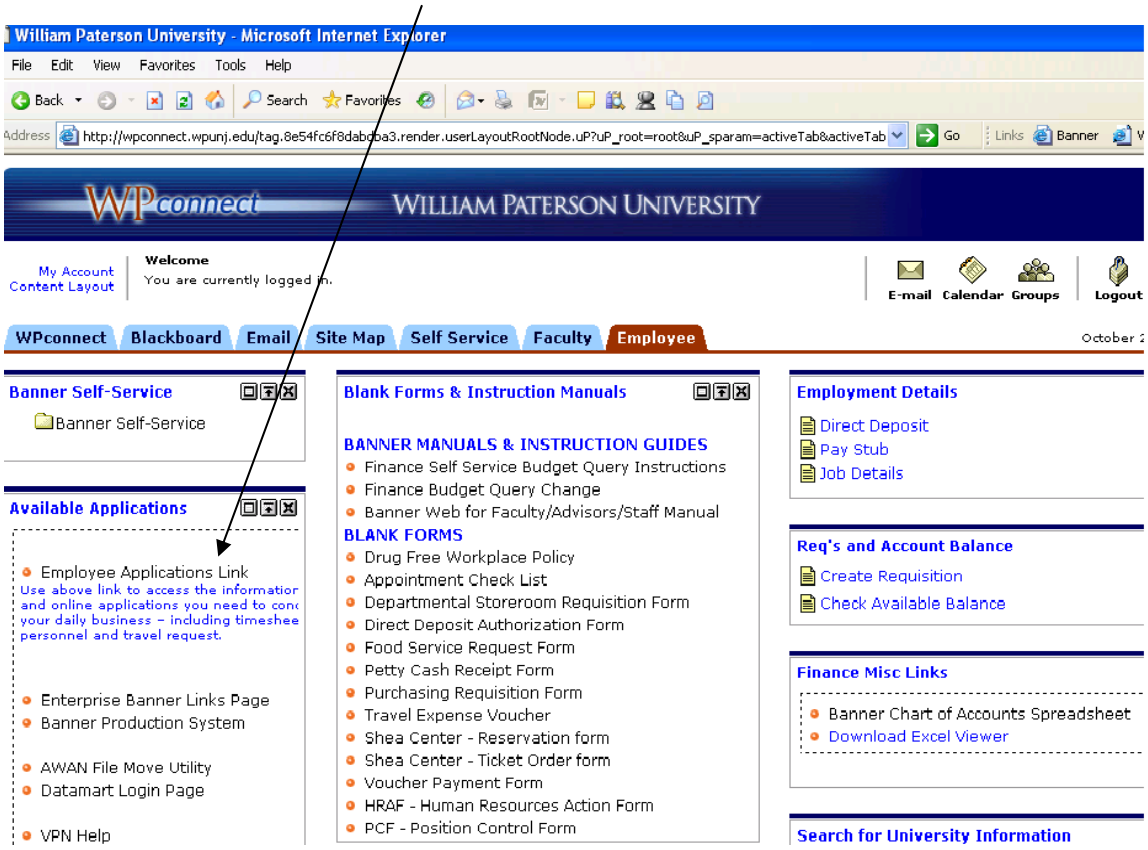
Login to the WPConnect webpage by using your network Username and Password.



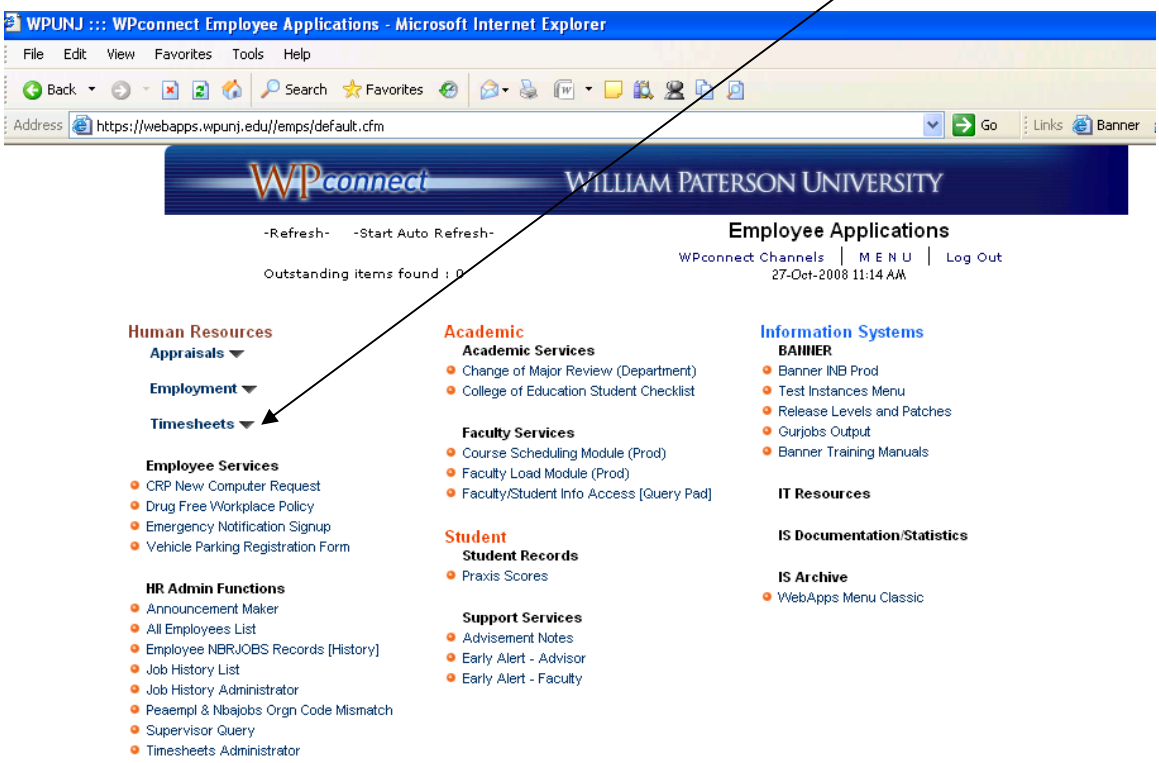
When you are logged in, click on the "**Employee**" tab.



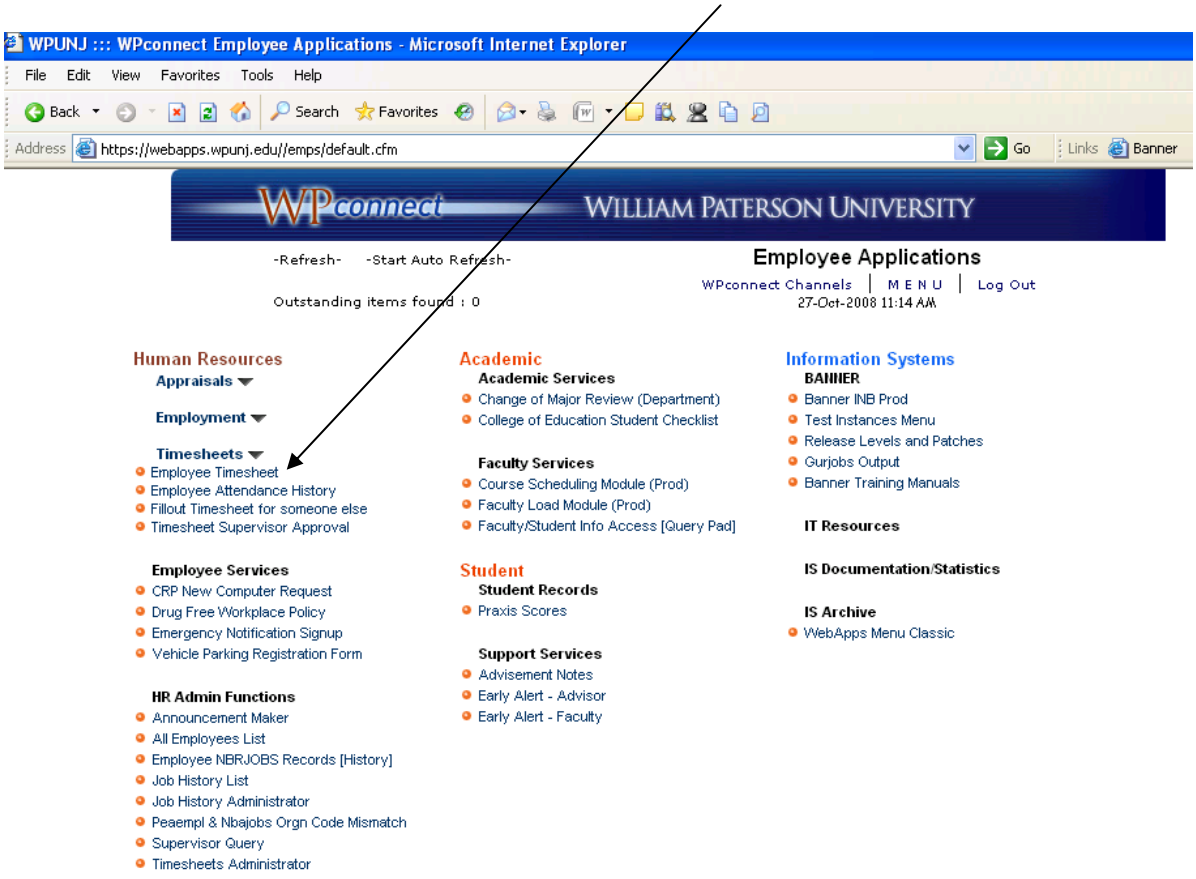
By clicking on the Employee tab, the "Available Applications" screen will be displayed. Click on the "**Employee Applications Link".**



By clicking on "Employee Applications Link", the "Employee Applications Menu" will be displayed. Under the Human Resources submenu, click on the "**Timesheets"** link.



Under the Timesheets submenu, click on the "**Employee Timesheet"** link**.**



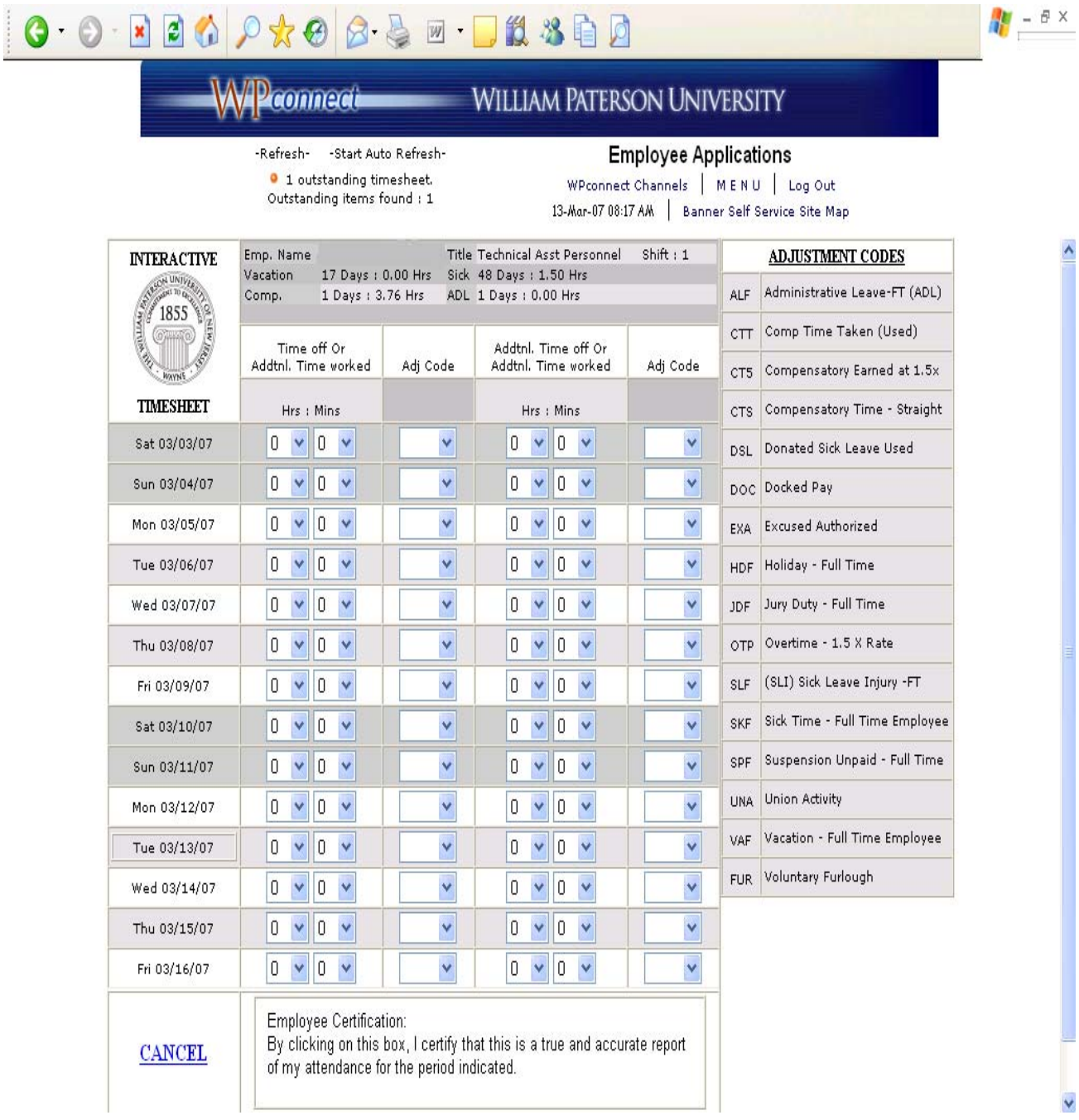
By clicking on the "**Employee Timesheet"** link. Your Interactive Timesheet screen will be displayed.

From the Interactive Timesheet Screen you have access to 3 different functions. You can fill out or adjust attendance report, check your attendance history, or access information about your absences.

Function 1 – Fillout Timesheet

Choose the **"Fillout Timesheet"** option from the first drop down menu. The system will default to the current pay period, but if you need to make adjustments to a prior pay period, you may choose it from the Attendance Period drop down menu.

After selecting the pay period click on Go button. The interactive timesheet screen will appear:



You can obtain the following information from the top section of the attendance report.

- Your job title
- Your time balances at the beginning of the pay period including sick, vacation, personal and compensatory time (if applicable)

Please note that if you have not completed a timesheet for a previous pay period, the system will automatically bring up the previous pay period(s) attendance report to complete. All previous pay periods must be completed before you can complete a current pay period's attendance report.

You are only required to record exceptions on your attendance report. If you have worked your regular work hours during the entire period, have not taken any time off and have not worked any overtime (if you are eligible to be compensated for overtime) during the pay period, you can simply click on the **"Employee Certification**" box at the bottom of the attendance report. This will certify that you have worked your regular work hours during the pay period and give your attendance report your electronic signature.

Recording Absences or Additional Time Worked on your Attendance Report

Step 1: Under the column "**Time off or Additional Time Worked"** record the number of hours you have taken off or hours of additional time you have worked (if applicable) by selecting the hours from the first drop down menu. Record the number of minutes off or minutes of additional time you have worked (if applicable) by selecting the minutes from the second drop down menu. Record the appropriate time off or additional time worked code from the third drop down menu. Below is an explanation of those codes:

Time Off Codes:

ADJUSTMENT CODES	
ALF	Administrative Leave Time Used - FT (ADL)- (Classified Employees Only)
CTT	Compensatory Time Taken (Used)
DOC	Docked Pay – Used to record time for which the employee is to be docked. This includes unexcused absences and cases when the employee has exhausted all earned time
EXA	Excused Authorized Time – used to record time when an employee is off campus at an approved work related event
HDF	Holiday Pay - Full Time – This will be recorded automatically for all employees that are eligible to receive Holiday Pay
JDF	Jury Duty Pay – Full Time– Must be supported by proof that the employee has served as a juror
SLF	Sick Leave Injury – Full Time – Work related leave injury must be supported by medical documentation
SKF	Sick Time Used - Full Time Employee
SPF	Suspension Unpaid - Full Time
UNA	Union Activity
VAF	Vacation Time Used - Full Time Employee
FUR	Voluntary Furlough

Additional Time Worked Codes:

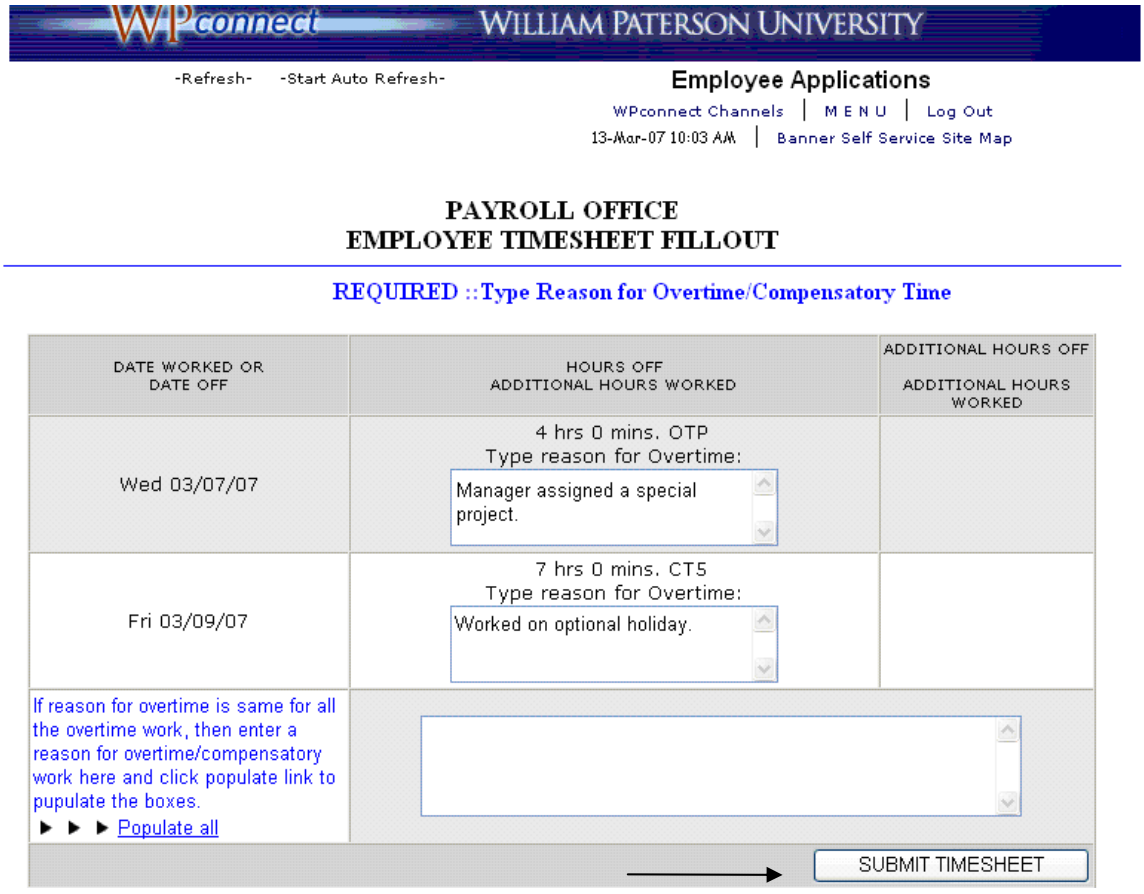
ADJUSTMENT CODES	
CT5	Compensatory Earned at one and a half times normal work hour(s). (Classified Employees Only)
CTS	Compensatory Time - Straight - No Limit Comp Time (to record compensatory time for NL employee if he/she works on a holiday or to record the first 5 hours of straight compensatory time for a 40-plus employee)
OTP	Overtime for Pay - 1.5 X Rate (Not Available for No Limit (NL) employees)

If you wish to record more than one type of time on the same day, use the second group of drop down boxes to record that time. (i.e. if you wish to charge half the time off to vacation and the other half to compensatory time)

Once all of your absences and additional time worked (if applicable) have been updated for the entire 14 day pay period, click the "**Employee Certification**" box on the bottom right of the timesheet. This will update the changes made to your attendance record and record your electronic signature on the timesheet.

Certifying Additional Time Worked

Classified employees who have recorded any additional time worked for the pay period will be prompted to complete an Overtime/Compensatory Time Request Form.



You will be provided with the dates of the pay period, indicating Overtime/Comptime that you have recorded on your attendance report. You are required to enter an explanation for the Overtime or Comptime worked. If there are multiple reasons please provide specifics about each date (ex: Wednesday, March 7, worked overtime due to project assigned by manager and March 9, worked on optional holiday).

If the overtime needs to be charged to an account other than your department's FOAP, the supervisor of the department for which you are working overtime needs to notify Faith Mutch of the Payroll and Benefits Department via a faxed memo or an email, stating the FOAP number, amount of hours worked, and the reason.

When you have completed the Overtime/Comptime Request Form, click the SUBMIT TIMESHEET button on the bottom right of the screen and you will get a message confirming that your timesheet has been updated successfully.

Your timesheet will be electronically submitted to your immediate supervisor for approval. *If you make any changes to your timesheet after it has been approved by your supervisor it has to be reapproved by him/her again*.

Helpful Hint: If you wish to go into your timesheet after you have approved it and you only need to view the report and have no further changes to be made, click cancel instead of the employee certification box to exit from the timesheet.

Function 2 – Attendance History

Choose "**Attendance History**" from the first drop down menu and click on the Go button.

A report showing your attendance history for the last 400 days will be displayed. However, you can override the number of days according to your needs.

Function 3 – When Was I Out

Choose "**When Was I Out"** from the first drop down menu and click on the Go button.

A report showing the pay periods when you took time off for the last 400 days will be displayed. However, you can override the number of days according to your needs.

If you have any questions about using the Electronic Timekeeping System, please call the Office of Payroll and Benefits at extension 2885.

Updated on 10/30/08