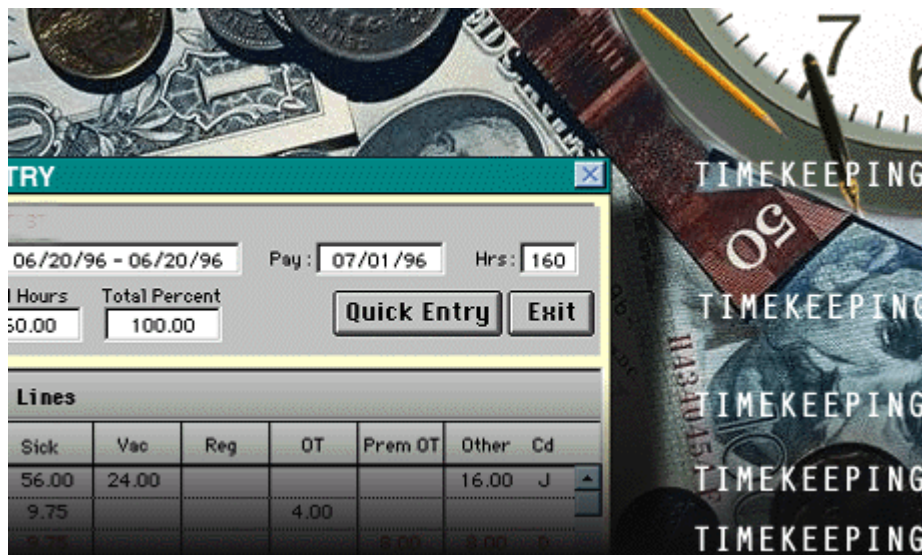




Online Timesheet System Employee Instruction Manual



Office of Payroll and Benefits
College Hall, Room 130
(973) 720 - 2885

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 “WPCConnect”

The screenshot shows the William Paterson University website. At the top, the university name is displayed in a large, serif font. Below the name is a navigation menu with links for 'WPCconnect', 'Directories', 'Directions/Map', and 'Sitemap'. A search bar is also present. The main content area features a large banner image of the University Commons building. To the left of the banner is a sidebar with a list of links: 'Prospective Students', 'Enrolled Students', 'Faculty and Staff', 'Library', 'Academics', 'Athletics', 'The University', 'News', 'Cultural Events', 'Alumni Relations', 'Community Outreach', and 'Philanthropy'. Below the banner is a section titled 'The University Commons featuring the newly renovated Machuga Student Center is the heart of campus'. The footer contains three columns: 'RUSS BERRIE INSTITUTE FOR PROFESSIONAL SALES WILLIAM PATERSON UNIVERSITY' with a description and a 'Learn more >' link; 'Events Calendar' with a list of dates and events: 'Fall semester begins 9/4/2007', 'SAPB Welcome Week 9/11/2007', and 'Last day for 100% refund for withdrawal for fall semester. 9/12/2007', with a 'See all >' link; and 'News@WPU' with a 'Center for Closely Held Business - Special Event' on 'Tue, Sep 25 12:00pm' and a note that the 'Renovated John Victor Machuga Student Center to be known as "University Commons"', with a 'View efocus newsletter for more campus news' link.

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

Welcome to WPconnect
WPconnect is William Paterson University's web portal, an important new tool aimed at promoting University success and productivity. WPconnect provides a single point of entry to meet your academic information and service needs.

As a **secure, web-based system**, you can login to WPconnect from any of the hundreds of computers across campus, from the residence halls, or from home.

What's Inside

- calendar**
The **calendar** gives students, faculty and staff access to a web-based calendar. Use it to access and manage your personal, course and school calendars.
- groups**
The **groups** tool is a powerful web application which allows students, faculty and staff to create, manage and join groups for clubs, academic circles and other affiliations and interests.
- Blackboard**
The **Blackboard** tab takes you right into the Blackboard system with direct access to any of your current semester courses that use Blackboard. No second login necessary.

The Tabs

SECURITY — IT'S ABOUT YOU!
WPconnect enters a secure area and your computer account is one part of William Paterson University's overall information technology security plan. However, it is one of the most critical components and protects you from inappropriate use of your computer account. Safeguarding your account is easily done by following 3 basic rules.

1. **NEVER** share your account

When you are logged in, click on the “Employee” tab.

ampus Pipeline - Microsoft Internet Explorer

http://wpconnect.wpunj.edu/cp/render.userLayoutRootNode.up

WPconnect WILLIAM PATERSON UNIVERSITY

Welcome
You are currently logged in.

calendar groups logout help

PConnect Outlook Email Faculty Blackboard **Employee** News August 16, 2007

Bookmarks
David & Lorraine Cheng
WPUNJ Home Page

Campus Announcements
There are no Campus Announcements

Personal Announcements
You currently have no personal announcements

Student Art Gallery

Events Calendar

August 2007

Thursday, August 2, 2007

[Alumni Events]
6:35 pm
Alumni Night at the Minor League Baseball Game
Lakewood Blueclaws vs. the Asheville Tourists, First picnic dinner at 6:35 p.m., first pitch at 7:05 p.m., youth (4 to 12) and free for children under 4, call 2175.

Sunday, August 5, 2007

[Other Events]
7:30 pm
Summer Concert Choir
Shea Center, call for tickets and information, 973.

Wednesday, August 15, 2007

[Other Events]

Wayne, NJ
79°F
Cloudy
Feels Like: 81°F
Humidity: 66%
Wind: WSW at 5 mph
Enter city/zip

Airport Delays
Sporting Events
Pollen Reports

Download Desktop Weather

Trusted sites

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

The screenshot shows the Wconnect portal interface. At the top, there is a navigation bar with tabs for 'WPconnect', 'Blackboard', 'Email', 'Site Map', 'Self Service', 'Faculty', and 'Employee' (which is highlighted). Below the navigation bar, there are several content areas:

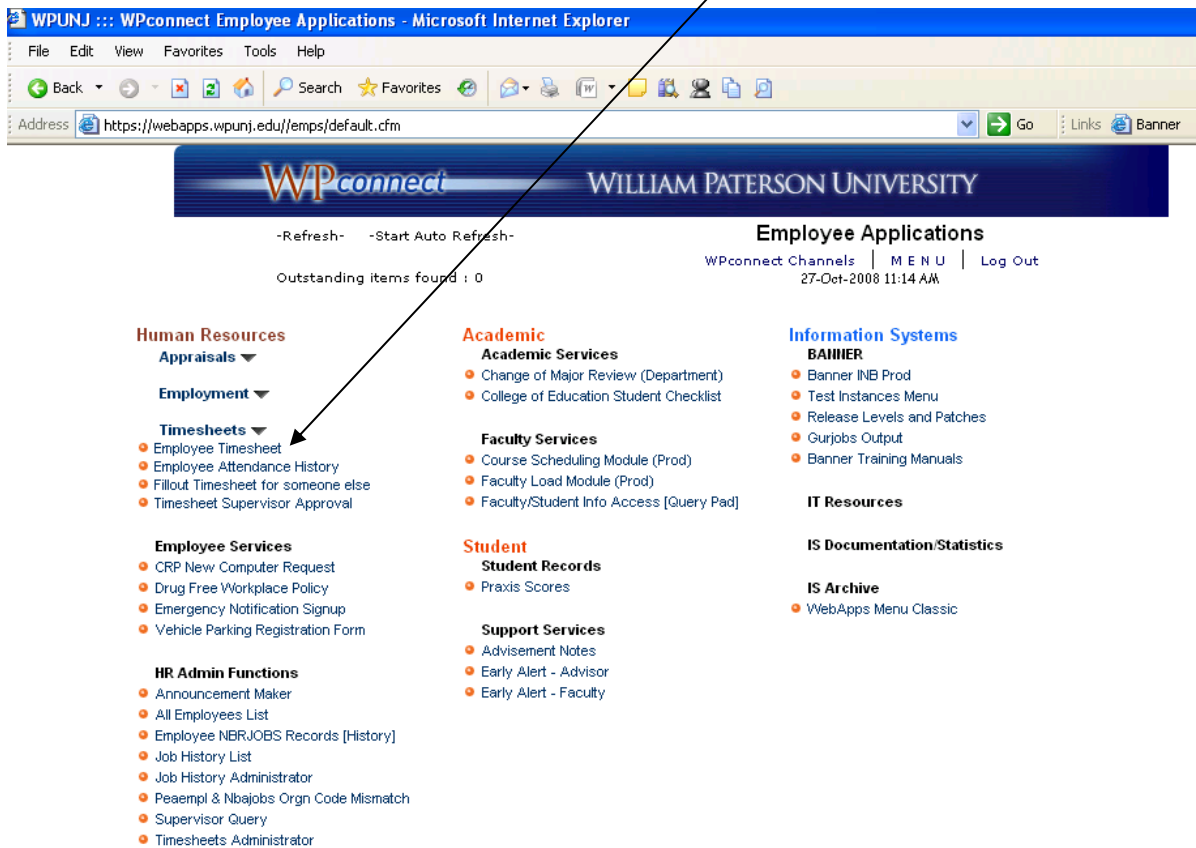
- Banner Self-Service:** Contains a link to 'Banner Self-Service'.
- Available Applications:** This section is expanded and contains a list of links:
 - Employee Applications Link (highlighted with a red circle and an arrow pointing to it)
 - Enterprise Banner Links Page
 - Banner Production System
 - AWAN File Move Utility
 - Datamart Login Page
 - VPN Help
- Blank Forms & Instruction Manuals:** Contains sub-sections for 'BANNER MANUALS & INSTRUCTION GUIDES' (with links to Finance Self Service Budget Query Instructions, Finance Budget Query Change, and Banner Web for Faculty/Advisors/Staff Manual) and 'BLANK FORMS' (with links to Drug Free Workplace Policy, Appointment Check List, Departmental Storeroom Requisition Form, Direct Deposit Authorization Form, Food Service Request Form, Petty Cash Receipt Form, Purchasing Requisition Form, Travel Expense Voucher, Shea Center - Reservation form, Shea Center - Ticket Order form, Voucher Payment Form, HRAF - Human Resources Action Form, and PCF - Position Control Form).
- Employment Details:** Contains links for Direct Deposit, Pay Stub, and Job Details.
- Req's and Account Balance:** Contains links for Create Requisition and Check Available Balance.
- Finance Misc Links:** Contains links for Banner Chart of Accounts Spreadsheet and Download Excel Viewer.
- Search for University Information:** A section at the bottom right.

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

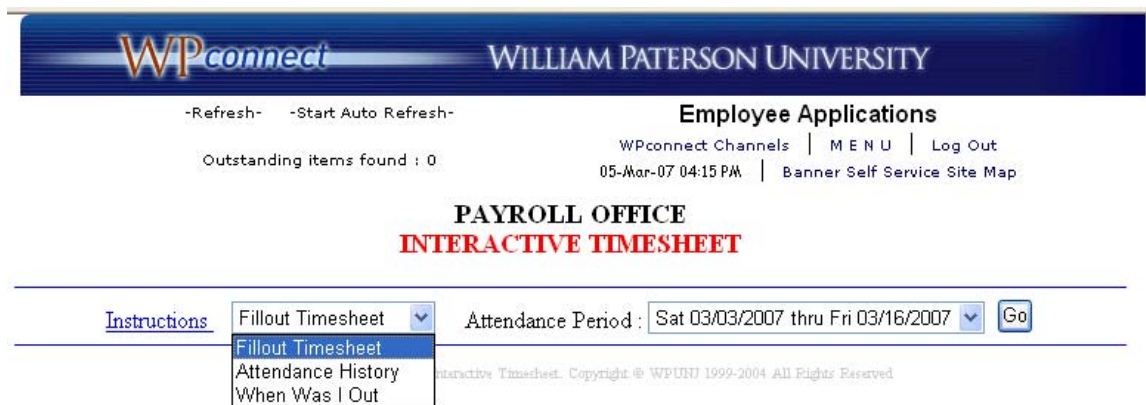
The screenshot shows the 'Employee Applications' menu page. The page title is 'Employee Applications' and the URL is 'https://webapps.wpunj.edu/emps/default.cfm'. The page is organized into several columns of links:

- Human Resources:**
 - Appraisals
 - Employment
 - Timesheets** (highlighted with a red circle and an arrow pointing to it)
- Employee Services:**
 - CRP New Computer Request
 - Drug Free Workplace Policy
 - Emergency Notification Signup
 - Vehicle Parking Registration Form
- HR Admin Functions:**
 - Announcement Maker
 - All Employees List
 - Employee NBRJOBS Records [History]
 - Job History List
 - Job History Administrator
 - Peaempl & Nbjobs Orgn Code Mismatch
 - Supervisor Query
 - Timesheets Administrator
- Academic:**
 - Academic Services:**
 - Change of Major Review (Department)
 - College of Education Student Checklist
 - Faculty Services:**
 - Course Scheduling Module (Prod)
 - Faculty Load Module (Prod)
 - Faculty/Student Info Access [Query Pad]
 - Student:**
 - Student Records:**
 - Praxis Scores
 - Support Services:**
 - Advisement Notes
 - Early Alert - Advisor
 - Early Alert - Faculty
- Information Systems:**
 - BANNER:**
 - Banner INB Prod
 - Test Instances Menu
 - Release Levels and Patches
 - Gurjobs Output
 - Banner Training Manuals
 - IT Resources:**
 - IS Documentation/Statistics:**
 - IS Archive:**
 - WebApps Menu Classic

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:

Employee Applications

WPconnect Channels | M E N U | Log Out
13-Mar-07 08:17 AM | Banner Self Service Site Map

1 outstanding timesheet.
Outstanding items found : 1

INTERACTIVE 	Emp. Name		Title Technical Asst Personnel		Shift : 1		ADJUSTMENT CODES	
	Vacation 17 Days : 0.00 Hrs		Sick 48 Days : 1.50 Hrs				ALF	Administrative Leave-FT (ADL)
	Comp. 1 Days : 3.76 Hrs		ADL 1 Days : 0.00 Hrs				CTT	Comp Time Taken (Used)
	Time off Or Addnl. Time worked	Adj Code	Addnl. Time off Or Addnl. Time worked	Adj Code				
	Hrs : Mins		Hrs : Mins					
Sat 03/03/07	0 0		0 0				DSL	Donated Sick Leave Used
Sun 03/04/07	0 0		0 0				DOC	Docked Pay
Mon 03/05/07	0 0		0 0				EXA	Excused Authorized
Tue 03/06/07	0 0		0 0				HDF	Holiday - Full Time
Wed 03/07/07	0 0		0 0				JDF	Jury Duty - Full Time
Thu 03/08/07	0 0		0 0				OTP	Overtime - 1.5 X Rate
Fri 03/09/07	0 0		0 0				SLF	(SLI) Sick Leave Injury -FT
Sat 03/10/07	0 0		0 0				SKF	Sick Time - Full Time Employee
Sun 03/11/07	0 0		0 0				SPF	Suspension Unpaid - Full Time
Mon 03/12/07	0 0		0 0				UNA	Union Activity
Tue 03/13/07	0 0		0 0				VAF	Vacation - Full Time Employee
Wed 03/14/07	0 0		0 0				FUR	Voluntary Furlough
Thu 03/15/07	0 0		0 0					
Fri 03/16/07	0 0		0 0					

[CANCEL](#)

Employee Certification:
By clicking on this box, I certify that this is a true and accurate report of my attendance for the period indicated.

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:

<u>ADJUSTMENT CODES</u>	
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:

<u>ADJUSTMENT CODES</u>	
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.

**PAYROLL OFFICE
EMPLOYEE TIMESHEET FILLOUT**

REQUIRED :: Type Reason for Overtime/Compensatory Time

DATE WORKED OR DATE OFF	HOURS OFF ADDITIONAL HOURS WORKED	ADDITIONAL HOURS OFF ADDITIONAL HOURS WORKED
Wed 03/07/07	4 hrs 0 mins. OTP Type reason for Overtime: <input type="text" value="Manager assigned a special project."/>	
Fri 03/09/07	7 hrs 0 mins. CT5 Type reason for Overtime: <input type="text" value="Worked on optional holiday."/>	
<p>If reason for overtime is same for all the overtime work, then enter a reason for overtime/compensatory work here and click populate link to populate the boxes. ▶ ▶ ▶ Populate all</p>		<input type="text"/>
		<input type="button" value="SUBMIT TIMESHEET"/>

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