Limited Term Employee (LTE) Time Entry and Earnings Statements

HOW TO LOGIN & ENTER TIME

- From the UW-Superior homepage, click the A-Z Index, then click the My UW System icon at the right
- Login using your UW-Superior Username and Password (same as accessing your UW-Superior email)
- In the My UW System portal, go to the “TIME AND ABSENCE” box in the left column and click on ‘Timesheet’

- You will be prompted to log in to Oracle at this point (same username and password as UW-Superior email).
  - If a timesheet does not automatically generate, select ‘Day’ from the ‘View By’ drop box. Enter the date for which you wish to enter time and click ‘Refresh’.
- Time can be entered using standard time or 24-hour military time. See examples below:

<table>
<thead>
<tr>
<th>Standard Time Entry Examples</th>
<th>24 Hour Clock Entry Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15A</td>
<td>0715</td>
</tr>
<tr>
<td>3:00P</td>
<td>1500</td>
</tr>
<tr>
<td>4:45PM</td>
<td>1645</td>
</tr>
<tr>
<td>11:45AM</td>
<td>1145</td>
</tr>
</tbody>
</table>

- You will enter your actual arrival and departure times on your timesheet. HRS will calculate hours worked based on the schedule you enter. HRS rounds to the nearest quarter hour based on the total hours and minutes reported per time entry.

<table>
<thead>
<tr>
<th>Rounding of Hours</th>
<th>Minutes</th>
<th>Hundredths</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.0</td>
<td>0.25</td>
</tr>
<tr>
<td></td>
<td>0.50</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

Non-exempt employees must record all hours worked and must also “punch lunch.” Arrival time should be entered in the left-most “IN” box. The time you leave for lunch should be recorded in the first “OUT” box. The time you return from lunch should be recorded in the next “IN” box, and the time you depart for the day should be recorded in the right-most “OUT” box. If you do not take a lunch break, you should enter your arrival time in the “IN” box at the left margin, and your departure time should be entered in the second “OUT” box. (If you work on a holiday, contact Payroll for additional instructions.)
What are Exceptions?

- After timesheets are entered by employees, Time Administration processes several times per day to analyze the entered time according to UW System rules. Exceptions are created for time which meets specific criteria, such as a missed punch or if a shift is longer than twelve hours.
- Exceptions appear and can be viewed on the timesheet after Time Administration runs.
- Exceptions need to be corrected or allowed and run through Time Administration again before time can be approved by supervisor and sent to payroll.
- View Your Timesheet Exceptions by Going Directly to Your Timesheet -

You can see if there are any exceptions that need to be reviewed, corrected, and/or allowed by viewing your timesheet. Employees can view and correct exceptions on their own timesheet. Supervisors are the only ones that can “allow” an exception.

NOTE: When viewing these pages, be aware of when employee or supervisor may have made changes to timesheet. These changes will not clear out the exception “time bomb” until after the time administration process has run.

After you have submitted your timesheet, your supervisor will review, allow/correct exceptions, and approve by Tuesday following end of pay period. If all steps are not completed in a timely manner, you will not receive a paycheck on payday!

TO VIEW YOUR EARNINGS STATEMENTS AND W-2 TAX STATEMENTS:

Earnings statements are available in the My UW System Portal on or before each payday. They appear in the section labeled PAYROLL INFORMATION. Bi-weekly check stubs will appear in the Earnings Statements tab, and your annual W-2 tax statement will appear in the Tax Statements tab.

Best Practice for Logging Out of Systems:

- Be sure to “sign out” in the upper right hand corner of the HRS and close the browser via the red X.
- **NOTE:** If you do not see the sign out in HRS, click on Self Service
- Be sure to “log out” in the upper right hand corner of the My UW System portal and close the browser via the red X.
- Not practicing these steps can cause the next person to login to pull up your personal information and timesheet.

Questions: Contact Julie Lund, Classified Payroll Coordinator, Ext. 8367, Human Resources, Old Main 201.