



WESTERN
HUMAN RESOURCES
Knowledge Empowers Excellence

Completing Time Sheets in Web4U for Temporary Hourly Positions

User Guide

Payroll and Information Services
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**WESTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES**

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Overview

This user guide instructs employees in overtime-eligible, temporary hourly positions in how to complete their time sheets electronically in Web4U. There are links throughout this guide that link to other pages within the document, as well as outside websites, so the user guide is best utilized electronically. These rules/guidelines apply to all applicable employees, however, rules are superseded by the [Administering Work and Leave Time Reports](#) policy and the [Collective Bargaining Agreements](#) if you are covered by a union.

Employee Types

The following lists the different types of temporary hourly positions along with corresponding job class codes:

- Classified Temporary Hourly – C3
- Professional Temporary Hourly – E3

If you are unsure of the classification of your position, refer to your employment offer letter or ask your supervisor.

Workweek

Western's workweek starts at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.

Pay Periods

Pay periods are the 1st to the 15th and the 16th to the last day of each month.

Pay Dates

Pay dates are the 10th and 25th of each month with the exceptions listed below. Compensation for work performed from the 1st to the 15th is paid on the 25th of the same month. Compensation for work performed from the 16th to the last day of the month is paid on the 10th of the following month.

- If the 10th or 25th lands on a Saturday, pay day will be the previous Friday.
- If the 10th or 25th lands on a Sunday, pay day will be the following Monday.
- If the 10th or 25th lands on a holiday, pay day will be the previous "non-holiday" weekday.

Click [here](#) for a list of the current pay dates.

Holiday Pay

Temporary hourly employees are not paid for holidays unless you work on the holiday. You are paid your regular hourly rate for work performed on a holiday unless the hours worked exceed forty (40)

hours in a workweek (see [Workweek](#) above). Hours worked over forty (40) in a workweek are paid at an overtime rate (see [Overtime Pay](#) below).

Leave Accruals

Overtime-eligible, temporary hourly employees accrue Washington State Paid Sick Leave at the rate of one hour for every 40 hours you work. More information on the [Washington State Paid Sick Leave Program](#) can be found on Washington State Department of Labor & Industries website.

Leave Balances

Leave balances can be viewed online via Web4U by following these instructions:

- Login to [Web4U](#)
- Leave Balances are viewable in the upper right corner
- Click **Full Leave Balance Information** for more information

Leave balances can also be viewed on the bottom of the earnings statements emailed to you each pay period. If you have any questions or concerns regarding your leave balances, call 360-650-7713.

Types of Earnings & Leave

Your time sheet allows you to report various types of earnings and leave. Information about each type are detailed below. To report any of the below earnings and/or leave on your time sheet, see instructions below for [Entering Hours Worked or Sick Leave Taken on Your Time Sheet](#).

Hourly Regular Pay (YR)

- Report all hours worked in the current pay period (see [Pay Periods](#) above) up to forty (40) hours in a workweek (see [Workweek](#) above) as “Hourly Regular Pay”.
- Report “Hourly Regular Pay” on the day hours were actually worked.
- Do not report meal breaks lasting thirty (30) minutes or more.
- If you have regular hours to report from a prior pay period, see [Late Hourly Time](#) below.

Overtime Pay (OVT)

- Working overtime must be pre-approved by your supervisor. Complete a [Request for Overtime and Hours Over Appointment Approval](#) form prior to working overtime.
- Report all hours worked in the current pay period (see [Pay Periods](#) above) over forty (40) hours in a workweek (see [Workweek](#) above) as “Overtime Pay”.
- Report “Overtime Pay” on the day overtime was actually earned.
- Overtime is paid at 1 ½ times your hourly rate of pay.
- The start and end dates for each pay period may fall within the middle of a workweek, so it may be necessary to view prior time sheets in order to calculate a full workweek of hours worked to determine if overtime was earned.

- You can track all your hours worked each workweek in one or multiple positions using the [Weekly Hours Tracker](#) tool.
- *Report overtime in the “Overtime Pay” row of your time sheet ONLY; do not ALSO record these hours in the “Hourly Regular Pay” or “Late Hourly Time” rows or you will be overpaid.*
- If you have overtime to report from a prior pay period, report the hours as “Overtime Pay” on any day of your current time sheet and enter comments indicating the actual date(s) and time overtime was earned (see [Entering Comments on Your Time Sheet](#) section below).

WA State Sick Leave (WSL)

- Overtime-eligible, temporary hourly employees accrue one (1) hour of sick leave for every forty (40) hours worked.
- There is a ninety (90) day waiting period after the start of your employment to take sick leave.
- You must notify your supervisor if you know ahead of time that you plan on taking sick leave (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Sick leave reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have sick leave to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to the [Employee Paid Sick Leave Notification](#) for appropriate usage and other information.

Late Hourly Time (LHR)

- Report “Late Hourly Time” for hours worked in a prior pay period that didn’t get reported on the correct time sheet.
- Report “Late Hourly Time” on any day of your current time sheet (you can enter a maximum of 24 hours per day by entering 12:00 AM to 12:00 AM).
- Enter comments indicating the actual date(s) and time the hours were worked (see [Entering Comments on Your Time Sheet](#) section below).

Requesting Leave

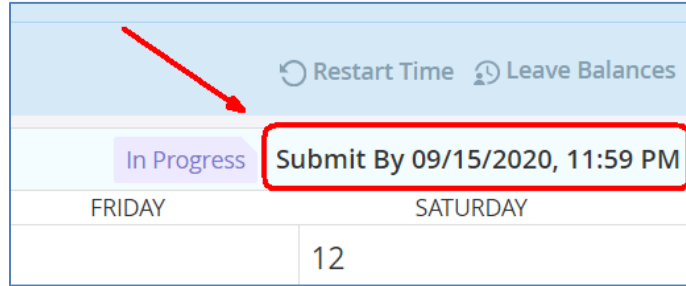
You must notify your supervisor if you know ahead of time that you plan on taking sick leave. To request leave, it’s recommended you complete the [Leave Request Form](#) and submit to your supervisor.

Time Sheet Deadlines

Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). Once you access your time sheet (see [Accessing Your Time Sheet](#) below),

the top right will show the **Submit By Date & Time**. The **Submit By Date & Time** is the date and time your time sheet must be submitted for approval.

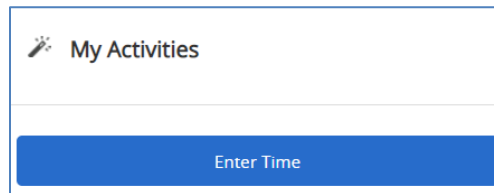
Example:



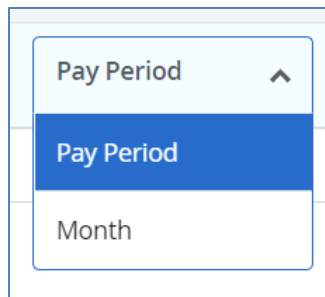
Accessing Your Time Sheet

Time sheets can be accessed electronically from any computer via Web4U. To access your time sheet, follow these instructions:

- Login to [Web4U](#)
- Click **Enter Time**



- *Note:* **Pay Period** view will be the default but you can select **Month** view in upper right corner



- If you selected **Pay Period** view, locate appropriate **Position & Pay Period**
- Click **Start Timesheet**

09/16/2020 - 09/30/2020 Not Started → Start Timesheet

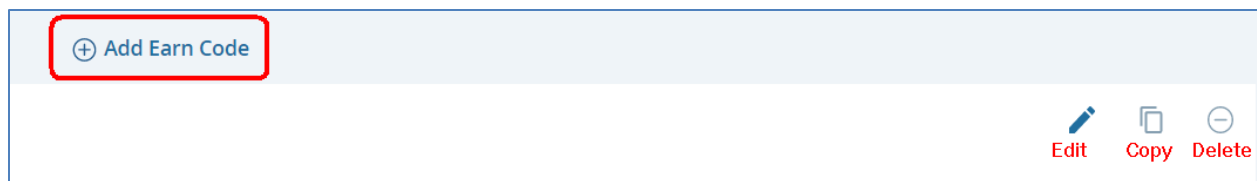
Entering Hours Worked or Sick Leave Taken on Your Time Sheet

To enter hours worked or sick leave taken on your time sheet, follow these instructions:

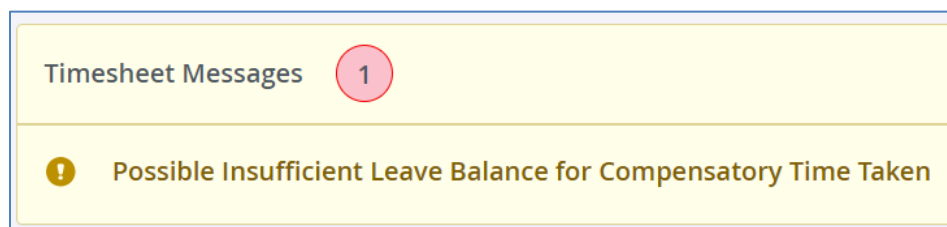
- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click on date you would like to report earnings and/or leave under (*Click left or right arrow to view all dates within the pay period*)
- Click **Select Earn Code** to select type of earning and/or leave you want to enter
- Enter the time you started working or started leave in the **Start Time** box
- The format for entering time is **HH:MM** (2 digit hour, colon, 2 digit minutes)
- Minutes can be entered in **15 minute intervals** (valid values are :00, :15, :30 and :45)
- Select **AM** or **PM**
- Enter the time you stopped working or stopped leave in the **End Time** box (*Note: do not include meal breaks lasting thirty (30) minutes or more*)

Example:

- Click **Add More Time** to enter more hours
- Click **Save**
 1. To add additional earn codes on the same day, click **Add Earn Code** (see below graphic)
 2. To edit number of hours, click **Edit** (see below graphic)
 3. To copy earnings and hours to other dates, click **Copy** (see below graphic)
 4. To delete earnings and hours, click **Delete** (see below graphic)



- *Note: if you receive a Timesheet Message “Possible Insufficient Leave Balance” review your available [Leave Balances](#)*



Entering Comments on Your Time Sheet

You can enter text comments on your time sheet for a variety of reasons. For example, entering comments indicating when late hours were actually worked is required if you’re reporting late hours from a prior pay period. To enter comments on your time sheet, follow these instructions:

- If you haven’t already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Enter earnings and/or leave on your time sheet and click **Preview**
- Scroll to the bottom and enter comments in **Comment** box

Example:

Preview ✕

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	8.00
Week 3	

Comment (Optional):

3 late hours reported on 11/27/20 was actually for work performed on 11/2/20.

1923 characters remaining

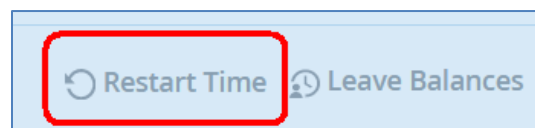
Confidential Comment

Delete
Submit

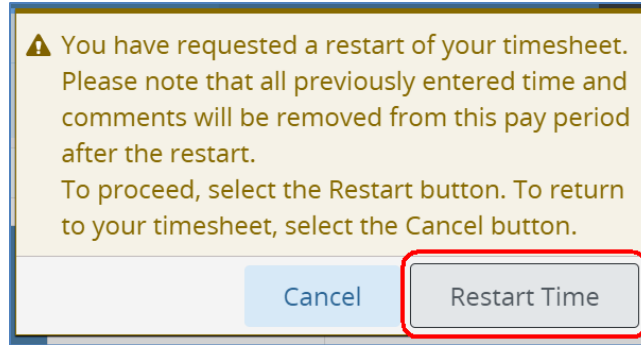
Restarting Your Time Sheet

The **Restart Time** feature on your time sheet will clear your un-submitted time sheet of all hours entered. This is helpful if you made several errors and would like to start over with a blank time sheet or you entered hours on an incorrect position. To restart your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Restart Time** in upper right corner



- Click **Restart Time** again to confirm you'd like to restart your time sheet



- You can now re-enter hours on your time sheet or enter hours on the time sheet for another position (see [Entering Hours Worked or Sick Leave Taken on Your Time Sheet](#) above)

Submitting Your Time Sheet for Approval

Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). To submit your time sheet for approval, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Once all entries have been entered and saved, click **Preview**

Time Sheet Example

Preview ✕

Pay Period: 11/16/2020 - 11/30/2020 | 8.00 Hours

Submit By: 11/30/2020, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Hourly Regular Pay	1	5.00
Late Hourly Time	1	3.00
Total Hours		8.00
Total Units		0.00

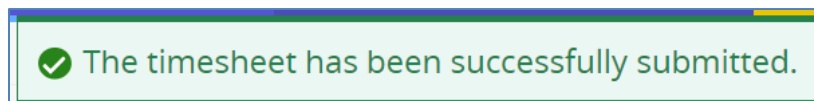
Weekly Summary	
Week	Total Hours

Delete Submit

- Verify the accuracy of time sheet then click **Submit***

**By submitting your time sheet, you certify that you are submitting a true and accurate record of your hours worked.*

- If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve



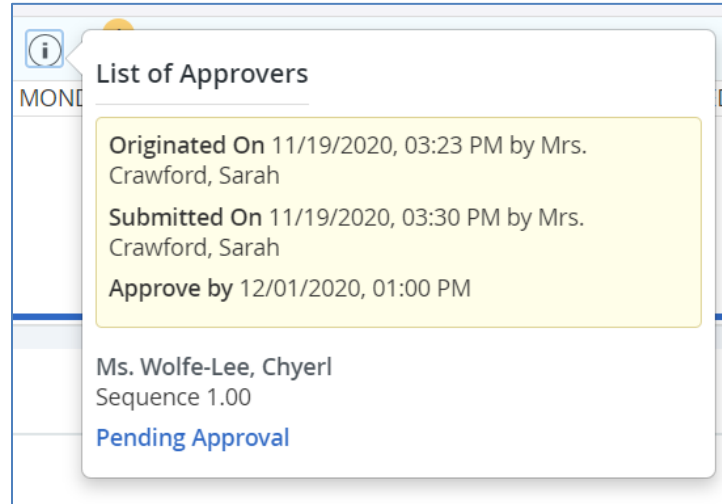
- To see who is set up to approve your time sheet, click icon next to total hours

Senior HR Analytics Manager, 996172-00, 1, 5410, Human Resources

11/16/2020 - 11/30/2020 | 8.00 Hours i 1

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
15	16	17	18

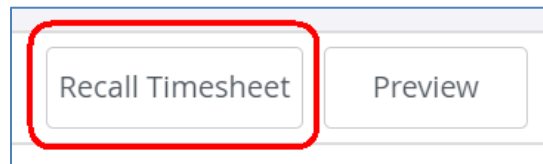
Example:



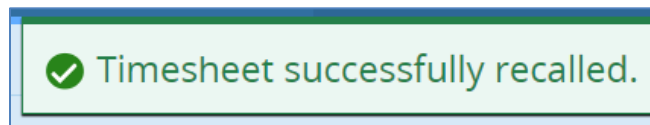
Correcting Your Time Sheet Before the Deadline

You can return your time sheet to yourself to correct even if you've already submitted it for approval, as long as it's prior to the [Time Sheet Deadline](#). Instructions for returning your time sheet are as follows:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Recall Timesheet** at bottom right of time sheet



- If successful, you will receive the below message and your time sheet will be ready for you to make any adjustments



- Make appropriate corrections, Save, Preview, then click on **Submit***

**By submitting your time sheet, you certify that you are submitting a true and accurate record of your time.*

- If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve

✔ The timesheet has been successfully submitted.

Correcting Your Time Sheet After the Deadline

Options for correcting your time sheet after the [Time Sheet Deadline](#) are as follows:

- If it's before the Time Sheet Approval Deadline (see current [Payroll Schedule](#)), ask your Payroll Approver to return your time sheet to you for correction, make any corrections and resubmit it for approval, OR
- If it's after the Time Sheet Approval Deadline, complete a [Time Sheet Adjustment Request](#) form and submit it to your Supervisor for approval.

Training

You can email Payroll at hr.payroll@wwu.edu to schedule one-on-one training.

Questions/Suggestions

Payroll can be reached at hr.payroll@wwu.edu or 360-650-2991 with any questions or suggestions.