

Web Time Entry Frequently Asked Questions: (FAQ's)

1. In the unlikely event that an Employee's leave usage/hour worked is not accurately recorded or missed in the Electronic WTE system?

If an Employee's leave usage/hour worked was not accurately recorded or missed, the Manual submission process must be followed.

Manual submission process:

The Department Approver/Proxy will need to submit a completed and signed Manual Timesheet/Leave report to the Payroll Office via payroll@njit.edu for the requested changes.

Manual Timesheet/Leave report can be accessed on Payroll Website via:

<https://www.njit.edu/finance/payroll-forms>

2. What if my timesheet is not listed or my Position (Title and Department) is not listed on the Timesheet screen?

Student employees should contact the Student Employment office. All other employees, please contact the Department of Human resources at Hr@njit.edu.

3. What if I have more than one position/ More than one Approver?

If you have two positions with two different departments, you will have two timesheets. Each timesheet will be routed to the designated Approvers.

4. What is the deadline for entering the hours worked/ Leave report for each pay period?

The deadline to enter hours worked/leave report on Wednesday at 9 pm following the week after the pay date for Timekeepers. Approvers must approve time on Thursday before 9 pm. Any changes to the schedule are communicated by the Payroll department.

5. What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period.

If the Timesheet/Leave report is still on '*Pending Status*', It can be recalled by you to make the changes (Web time entry window must be open for employees).

If the Timesheet/Leave report is '*already Approved*' then Approver will have to follow the Manual Timesheet/Leave report submission process. Please refer to the '*Manual submission process*' under Question#1.

6. What if I did not receive a paycheck but I submitted hours?

Please check the timesheet status. If the timesheet is *still pending* or approved after the approvers' deadline then contact your approver.

7. What if I missed the submission deadline?

For Student/Hourly Employees: If you missed a submission deadline and payroll has already been processed, please submit the missed hours the under '*Back hours*' section of the timesheet along with the explanation in the comment field for the following pay period.

For exception times such as Vacation, Sick, etc., Approver will have to have to follow the Manual Timesheet/Leave report submission process. Please refer to the '*Manual submission process*' under Question#1.

8. There was a Holiday during this pay period. How do I report that on my timesheet/leave report?

Please do not make any entry for holiday unless you physically worked on that day.

9. I left a comment on my employee's timesheet/leave report and I sent it back for return for correction. Will the employee be notified?

Employees can view the comments left on their timesheet/leave report but there is no email notification or pop-up to alert them. You will have to communicate to the employee that placed a comment on the Timesheet/Leave report and have them re-submit it.

10. Can I view previous time records that I have approved?

Yes, you can view any pay period approved through Banner web time entry for the past twelve months.