What happens if EPAF and WTE deadlines aren't met?

Tell Me

Supplemental to PIM 63, Process Deadlines and Requirements for Hiring and Paying Temporary Employees.

1. If the Web Time Entry (WTE) timesheet approval deadline is not met, the employee will not be paid on time.
2. If the hiring process has not been completed, complete any outstanding actions needed until the employee is fully set up and has access to a WTE timesheet.
3. Contact your departmental business officer to determine how hours from a previously closed pay period will be submitted to Payroll.

Contact Info.

- Electronic Personnel Action Form (EPAF) questions: Email employment@charlotte.edu
- WTE questions: Email webtimeentry@charlotte.edu

Related FAQs

- How do I set up a proxy in Web Time Entry (WTE)?
- What happens if EPAF and WTE deadlines aren't met?
- What happens when I clock-in/out on different days in Web Time Entry (WTE)?
- How do I locate a timesheet in Web Time Entry (WTE)?
- Can I use my mobile device to clock-in/out of Web Time Entry (WTE)?