How do I locate a timesheet in Web Time Entry (WTE)?

Tell Me

1. When looking for a student or temporary employee's timesheet to approve, you need to select the current pay period for the employee's position.

   The Temporary Payroll (TP) runs on two-week pay periods.

2. The current pay period will display as the first dropdown option for that employee’s position. Past pay period(s) will display as “Approved” or “In Progress.” See the example below.

   Refer to the WTE Approver’s Guide for detailed instructions on how to approve timesheets.

Related FAQs

- How do I request Administrative Leave COVID-19 in Web Time Entry (WTE)?
- How do I locate a timesheet in Web Time Entry (WTE)?
- Will Web Time Entry (WTE) reminders be sent out?
- When should an Electronic Personnel Action Form (EP AF) be submitted?
- How do I add the EPAF submission Google calendar?