

## Web Time Entry

Financial Services, Human Resources and Information Technology is pleased to announce that Web Time Entry for timesheets will be implemented this October for timesheeted employees. Web Time Entry is an electronic web-based time entry system designed to give KPU employees a better way to report, track, and review their hours. WTE improves accuracy and eliminates loss or delays in processing paper timesheets. This initiative supports the University's sustainability initiative by greatly reducing or eliminating the amount of paper used.

The Web Time Entry system will allow employees to individually log into Banner Self Service and enter hours worked, leave taken and submit their time and attendance electronically. The time must be approved online by their designated supervisor/approver and sent electronically to Payroll Services for processing.

*Who will be using online time sheets?*

- S1 - Full time and part time Regular BCGEU
- S3 – Repeating Term BCGEU
- S5 – Posted Auxiliaries with benefits
- S6 - Posted Auxiliaries without benefits
- S7 – On Call Auxiliaries
- ST – Student Assistants and Co-op Students
- F5/F6 – Timesheeted (NR1) Faculty
- CP – Timesheeted Casual Service Contract employees.

*What are the benefits of moving to WTE?*

- Employees can make changes to timesheets before submitting for approval.
- Due to the self-service nature of the system, employees have more accessibility and control over their timesheet.
- Approvers can review and approve timesheets by logging in to Banner Self-Service.
- There is 24/7 access to current timesheets from anywhere with Internet access.
- Timesheets cannot be accessed by unauthorized employees, making them more secure.
- Timesheets cannot get lost in intercampus mail.

Sessions to demonstrate this system and train staff and approvers on how to use its functionality have been scheduled throughout September and October at all four campuses. **Please ensure that staff and approvers who are affected by this initiative sign up for one of these sessions.** The dates and times for these sessions are as follows:

<b>Date</b>	<b>Time</b>	<b>Campus</b>	<b>Room</b>
Thursday, Sept. 14	1:30 pm - 3:30 pm	Cloverdale	C1853
Friday, Sept. 15	10:30 am - 12:30 pm	Richmond	R2550 B
Monday, Sept. 18	9:30 am - 11:30 am	Langley	L1010
Monday, Sept. 18	1:30 pm - 3:30 pm	Cloverdale	C1853
Tuesday, Sept. 19	10:30 am - 12:30 pm	Surrey	Cedar 1205 A and B
Thursday, Sept. 28	1:30 pm - 3:30 pm	Richmond	R1420
Friday, Sept. 29	1:30 pm - 3:30 pm	Surrey	Cedar 2110
Monday, Oct. 2	9:30 am - 11:30 am	Surrey	Cedar 2110
Wednesday, Oct. 4	9:30 am - 11:30 am	Langley	L1010
Friday, Oct. 13	10:30 am - 12:30 pm	Surrey	Cedar 1205 A and B

**The target date of completion is with pay period 23, October 22 to November 4, 2017. Timesheets are to be submitted to approvers by November 3<sup>rd</sup> and approvers need to authorize and submit by November 6<sup>th</sup>.**

Please contact Vivian Lee at vlee@kpu.ca should you have any questions or concerns.

Thank you in advance for your support and cooperation in making this a successful transition.