



Online Timekeeping System Supervisor Timesheet Approval System Instruction Manual



Office of Payroll and Benefits
College Hall, Room 130
(973) 720 - 2885

The Office of Payroll and Benefits wants to ensure that all William Paterson University employees are paid accurately and on time. The following Supervisor Timesheet Approval System Instruction Manual will give you basic information on how to operate the system and its functions.

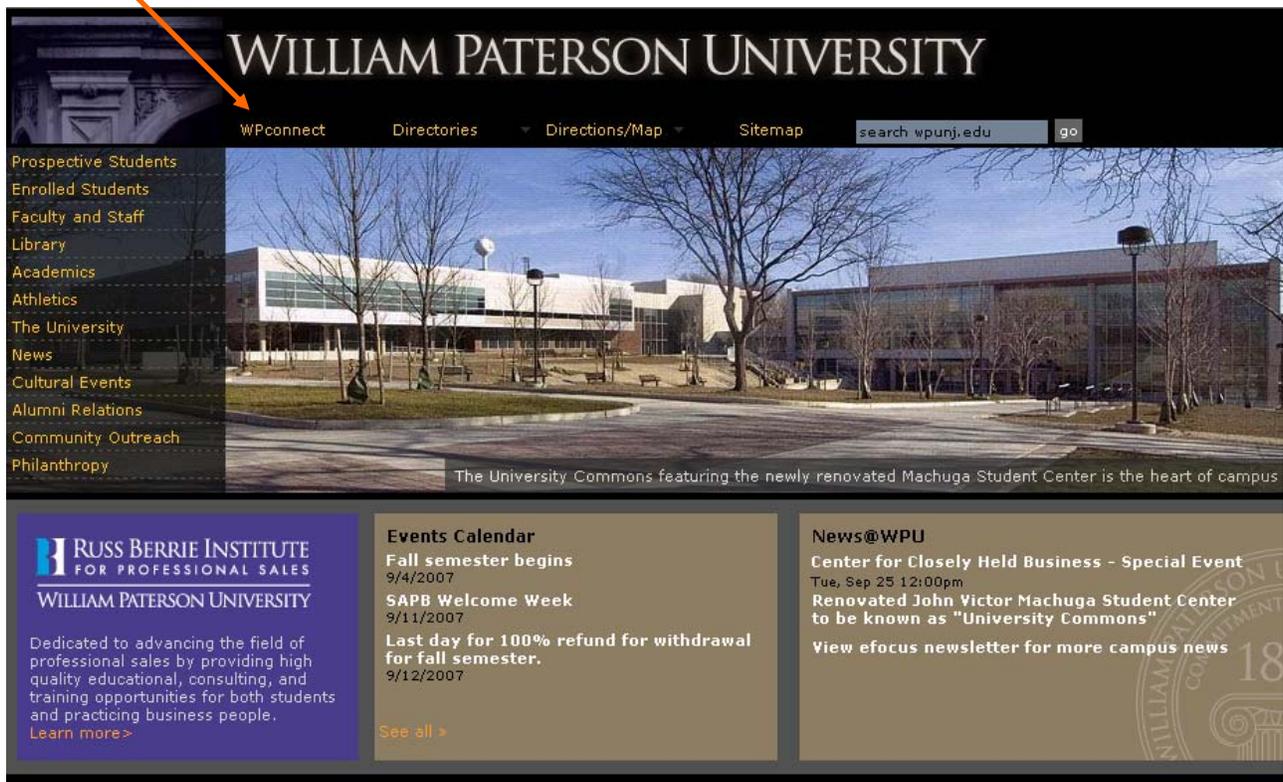
As a supervisor you have the ability to fill out and or make adjustments to your employee’s current or previous timesheet if needed. Please keep in mind that it is your responsibility to notify the employee of any changes that you have made.

If you have any questions about this manual or the timesheet system, please call the Office of Payroll and Benefits at extension 2885.

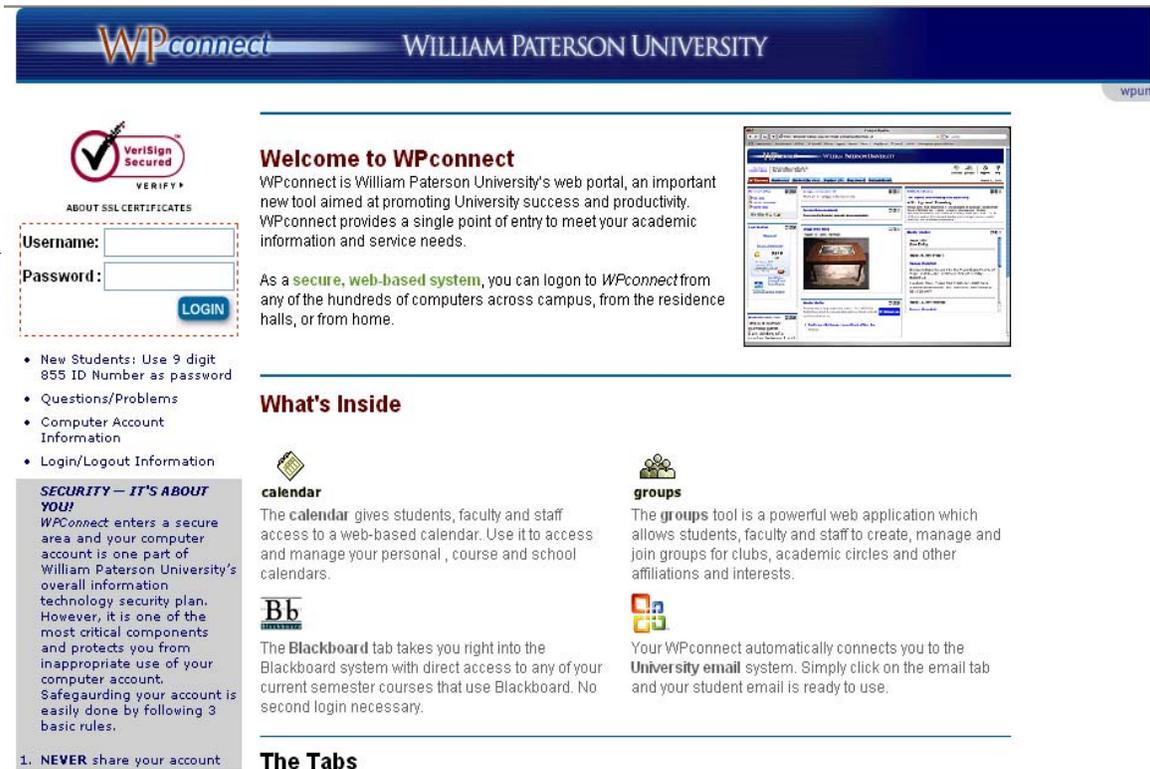
Accessing the Electronic Timesheet System

To access the William Paterson University electronic timesheet system, go to the University's home page at <http://ww2.wpunj.edu/>

Click on “WPConnect”



Login to the WPConnect webpage by using your network Username and Password.



WPconnect WILLIAM PATERSON UNIVERSITY

VeriSign Secured
VERIFY
ABOUT SSL CERTIFICATES

Username:
Password:
LOGIN

- New Students: Use 9 digit 855 ID Number as password
- Questions/Problems
- Computer Account Information
- Login/Logout Information

SECURITY — IT'S ABOUT YOU!
WPConnect enters a secure area and your computer account is one part of William Paterson University's overall information technology security plan. However, it is one of the most critical components and protects you from inappropriate use of your computer account. Safeguarding your account is easily done by following 3 basic rules.

1. NEVER share your account

Welcome to WPconnect
WPConnect is William Paterson University's web portal, an important new tool aimed at promoting University success and productivity. WPConnect provides a single point of entry to meet your academic information and service needs.

As a **secure, web-based system**, you can login to WPconnect from any of the hundreds of computers across campus, from the residence halls, or from home.

What's Inside

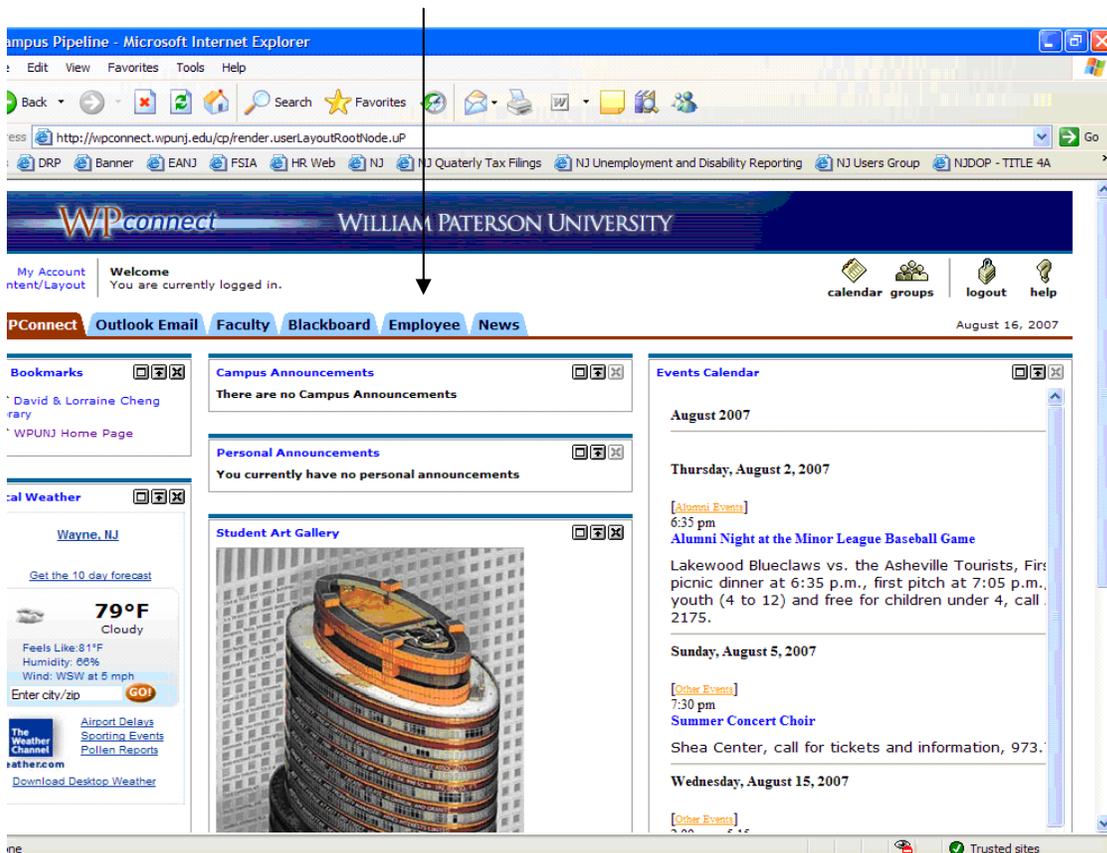
- calendar**
The calendar gives students, faculty and staff access to a web-based calendar. Use it to access and manage your personal, course and school calendars.
- groups**
The groups tool is a powerful web application which allows students, faculty and staff to create, manage and join groups for clubs, academic circles and other affiliations and interests.

The Blackboard
The Blackboard tab takes you right into the Blackboard system with direct access to any of your current semester courses that use Blackboard. No second login necessary.

University email
Your WPconnect automatically connects you to the University email system. Simply click on the email tab and your student email is ready to use.

The Tabs

When you are logged in, click on the “Employee” tab.



ampus Pipeline - Microsoft Internet Explorer

http://wpconnect.wpunj.edu/cp/render.userLayoutRootNode.up

WPconnect WILLIAM PATERSON UNIVERSITY

Welcome
You are currently logged in.

calendar groups logout help

PConnect Outlook Email Faculty Blackboard Employee News August 16, 2007

Bookmarks
David & Lorraine Cheng
WPUNJ Home Page

Local Weather
Wayne, NJ
Get the 10 day forecast
79°F Cloudy
Feels Like: 81°F
Humidity: 66%
Wind: WSW at 5 mph
Enter city/zip

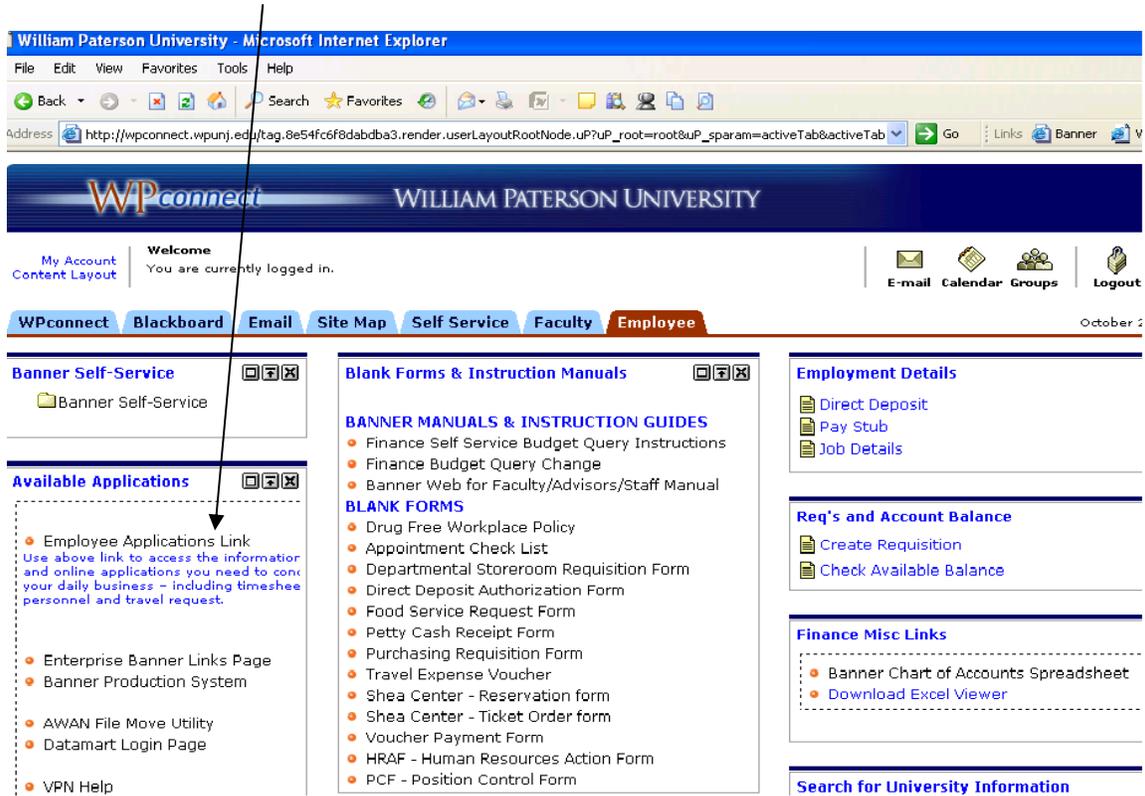
Campus Announcements
There are no Campus Announcements

Personal Announcements
You currently have no personal announcements

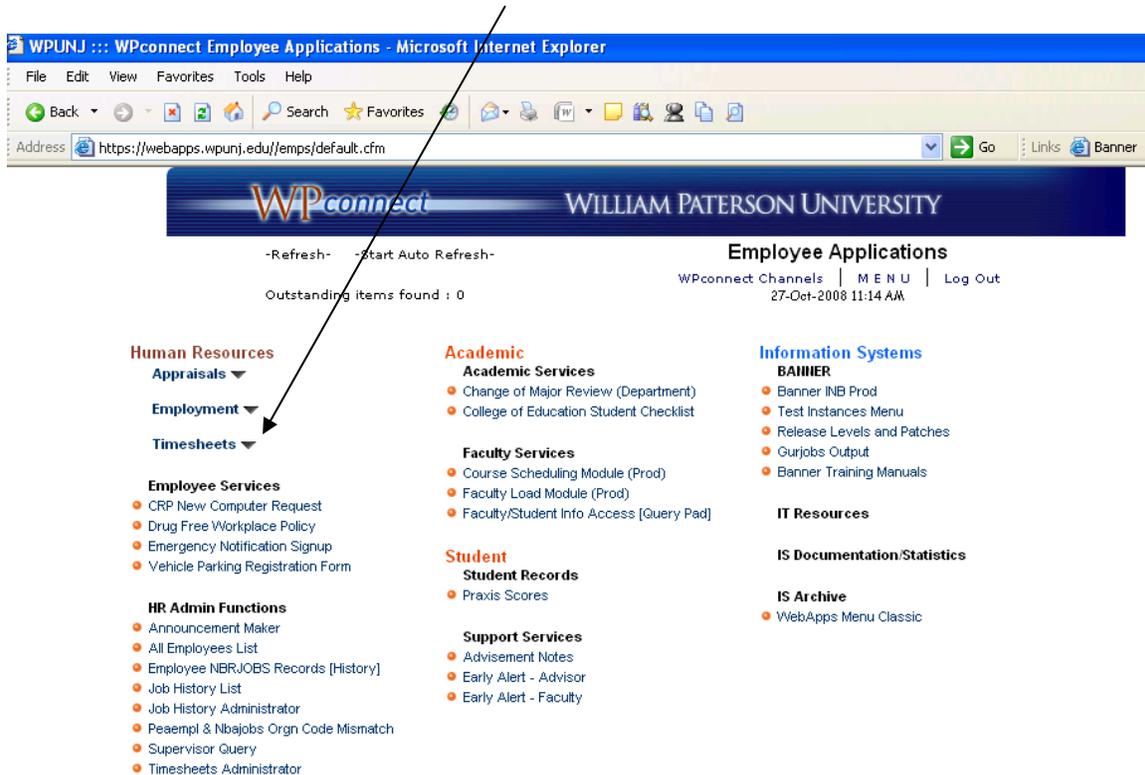
Student Art Gallery

Events Calendar
August 2007
Thursday, August 2, 2007
[Absenti Events]
6:35 pm
Alumni Night at the Minor League Baseball Game
Lakewood Blueclaws vs. the Asheville Tourists, First picnic dinner at 6:35 p.m., first pitch at 7:05 p.m., youth (4 to 12) and free for children under 4, call 2175.
Sunday, August 5, 2007
[Other Events]
7:30 pm
Summer Concert Choir
Shea Center, call for tickets and information, 973.
Wednesday, August 15, 2007
[Other Events]

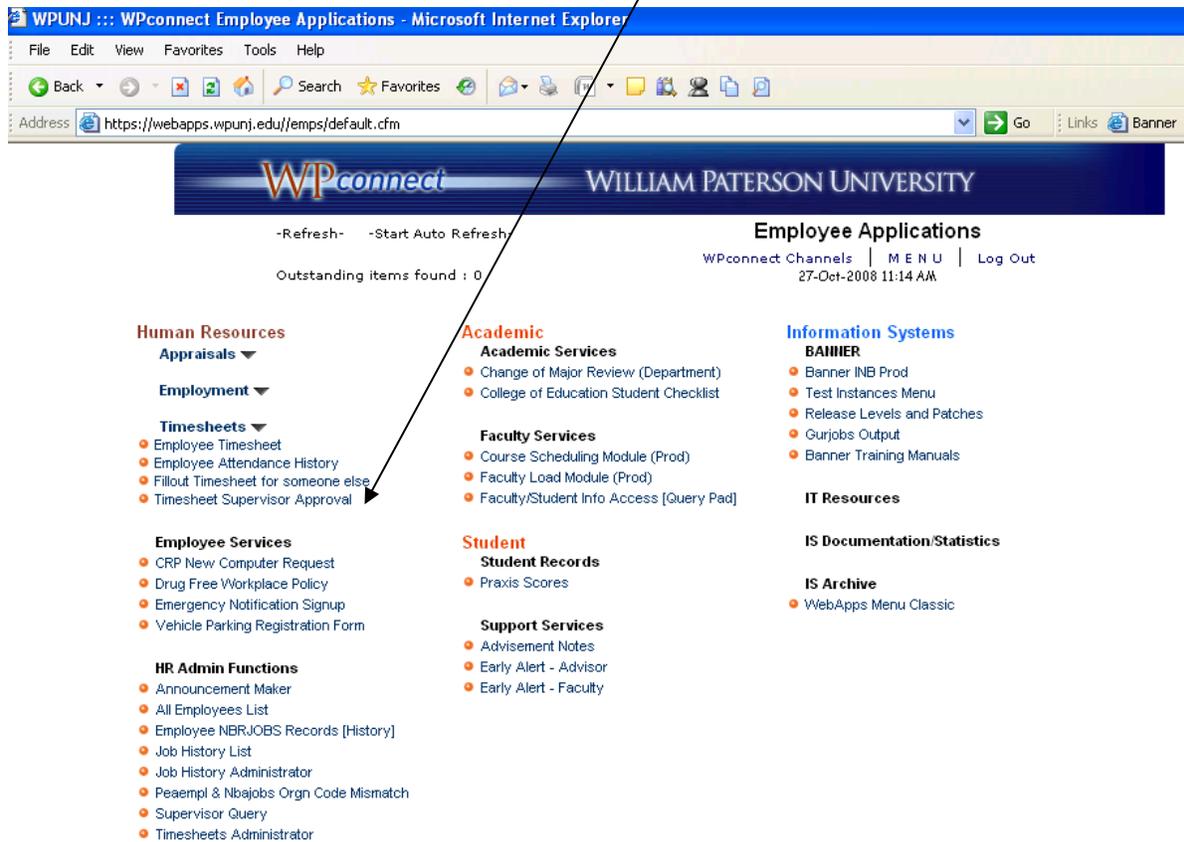
By clicking on the Employee tab, the “Available Applications” screen will be displayed. Click on the “Employee Applications Link”.



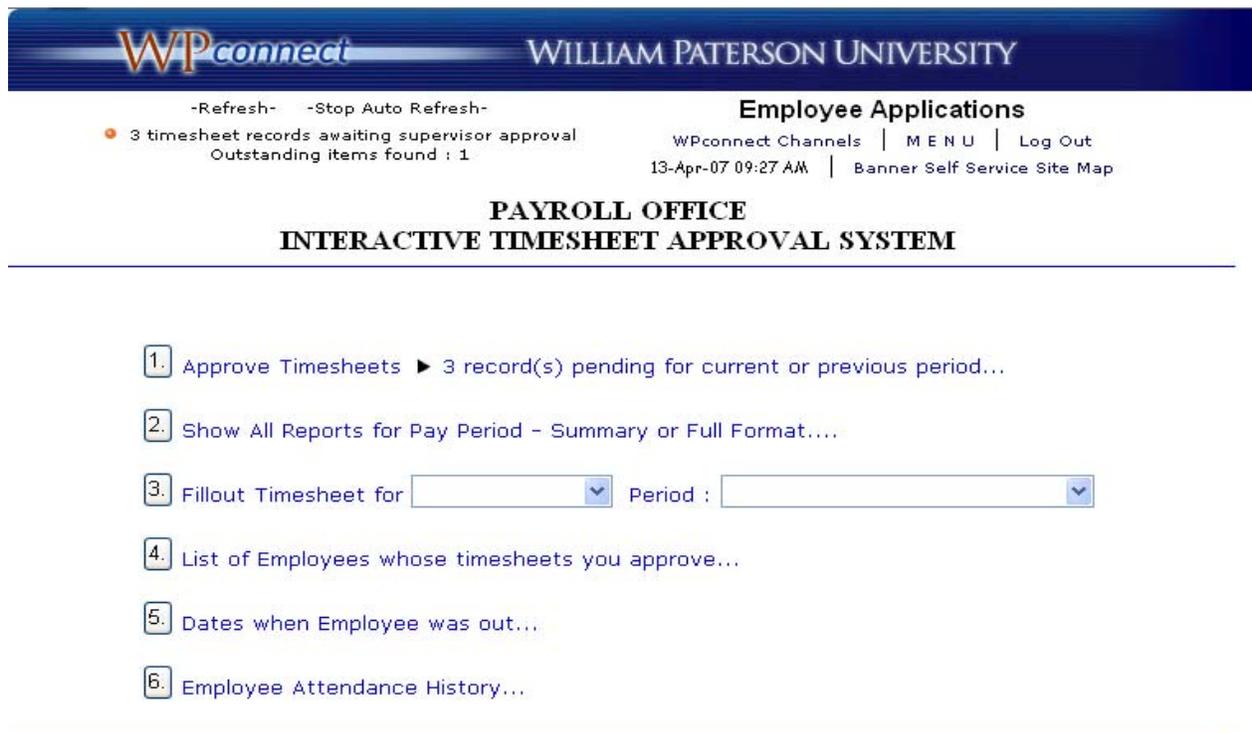
By clicking on “Employee Applications Link”, the “Employee Applications Menu” will be displayed. Under Human Resources submenu, click on the “Timesheets” link.



Under Timesheets submenu, click on “Timesheet Supervisor Approval” link.



By clicking on the “Timesheet Supervisor Approval” link, your Interactive Timesheet Approval System screen will be displayed.



From the Interactive Timesheet Approval System screen you have access to 6 different functions.

Function 1 – Approve Timesheets

Allows you to approve the outstanding timesheets of all employees for whom you have authority.

Click on option 1 button and the following screen will be displayed:

WPconnect WILLIAM PATERSON UNIVERSITY

-Refresh- -Stop Auto Refresh-

3 timesheet records awaiting supervisor approval
Outstanding items found : 1

Employee Applications
WPconnect Channels | MENU | Log Out
13-Apr-07 09:27 AM | Banner Self Service Site Map

PAYROLL OFFICE - SUPERVISOR APPROVAL -- MENU Show only records missing employee certification?

Pay Period: Sat 03/31/2007 thru Fri 04/13/2007 Go

Click on Adjustment Codes for translation
ALF CT5 CTS CTT DOC DSL EXA FUR HDF JDF MLN MLP OTP S75 SKF SLF SPF UNA VAF

Approve Employee's Timesheet:

	Days Avail.	Hrs Avail.	Days Taken	Emp. Name	ECLS : 29	Time loc. : 720100	Timeloc: 237	Title : Technical Asst Personnel		
Comp.	4	0.63	0.00	Sat 03/31 0:0	Sun 04/01 0:0	Mon 04/02 0:0	Tue 04/03 0:0	Wed 04/04 0:0	Thu 04/05 0:0	Fri 04/06 7:0 HDF 0:0
Personal	1	0.00	0.00							
Sick	24	3.00	0.00	Sat 04/07 4:0 OTP 0:0	Sun 04/08 0:0	Mon 04/09 0:0	Tue 04/10 0:0	Wed 04/11 7:0 CT5 0:0	Thu 04/12 0:0	Fri 04/13 0:0
Vacation	29	4.64	0.00							

Time Earned OTP : 4 CTS : 7 [Approve Overtime/Compensatory Time Earned?](#)
Pending Overtime approval request...

	Days Avail.	Hrs Avail.	Days Taken	Emp. Name	ECLS : 29	Time loc. : 720100	Timeloc: 237	Title : Technical Asst Personnel		
Comp.	1	1.01	0.14	Sat 03/31 0:0	Sun 04/01 0:0	Mon 04/02 0:0	Tue 04/03 1:0 CTT 0:0	Wed 04/04 0:0	Thu 04/05 0:0	Fri 04/06 7:0 HDF 0:0
Personal	1	0.00	0.00							
Sick	47	6.00	1.00	Sat 04/07 0:0	Sun 04/08 0:0	Mon 04/09 0:0	Tue 04/10 0:0	Wed 04/11 0:0	Thu 04/12 7:0 SKF 0:0	Fri 04/13 0:0
Vacation	17	0.00	0.00							

Approve Employee's Timesheet?

By clicking on the Approve Check Box, the supervisor certifies that he/she has reviewed respective Employee's Attendance Report and that it is a true and accurate record of attendance for the period indicated. - CHABAYTAR - 149.151.168.112

APPROVE ALL CHECKED ATTENDANCE RECORDS

A list of all employees for whom you have the responsibility of time sheet approval will appear, if they have approved their timesheets.

The [Approve Overtime/Compensatory Time Earned?](#) link will appear if a classified employee has worked extra hours and requested overtime or comptime. Before you can approve the timesheet, the overtime or comptime must be approved.

When you click on the [Approve Overtime/Compensatory Time Earned?](#) link, you will view the following screen:

WPU TIMESHEETS - Microsoft Internet Explorer

WPconnect WILLIAM PATERSON UNIVERSITY

PAYROLL OFFICE - COMPTIME/OVERTIME APPROVAL

	Days Avail.	Hrs Avail.	Days Taken	Emp. Name :	ECLS : 29	Time loc. : 720100	Title : Technical Asst Personnel
Comp.	4	0.63	0.00	Pay Year : 2007	Pict Code 12	Pay No. 8	
Personal	1	0.00	0.00	Sat 03/31	Sun 04/01	Mon 04/02	Tue 04/03
Sick	24	3.00	0.00	0:0	0:0	0:0	0:0
Vacation	29	4.64	0.00	0:0	0:0	0:0	0:0
				Sat 04/07	Sun 04/08	Mon 04/09	Tue 04/10
				4:0 OTP	0:0	0:0	0:0
				0:0	0:0	0:0	0:0
				Wed 04/11	Thu 04/12	Fri 04/13	
				7:0 CT5	0:0	0:0	0:0
				0:0	0:0	0:0	0:0

Compensatory Time/Overtime Earned : OTP : 4 CT5 : 7

Supervisor Certification:
By clicking on the Approve link, the supervisor certifies that he/she has reviewed the respective Employee's Attendance Report and that it is a true and accurate record of attendance for the period indicated

[CANCEL](#) [Approve Overtime/comptime?](#)

Reason for Overtime/Compensatory time Earned

Sat 04/07/07	4 hrs 0 mins. OTP Manager Assigned a special project	
Wed 04/11/07	7 hrs 0 mins. CT5 Worked on optional holiday	

Review the overtime or compensatory time for accuracy and if it is accurate, click on the blue [Approve Overtime/Comptime?](#) line to approve it.

If a correction needs to be made, you must exit out of this screen and have the employee make the change to his/her timesheet before you can approve it.

Once the overtime or comp time is approved, the system will automatically return to the original screen so you can now approve the entire timesheet for the employee.

Review the employee's hours for accuracy and click on the box next to where it says "[Approve Employee's Timesheet?](#)"

	Days Avail.	Hrs Avail.	Days Taken	Emp. Name :	ECLS : 29	Time loc. : 720100	Timeloc: 237	Title : Technical Asst Personnel
Comp.	4	0.63	0.00	Pay Year : 2007	Pict Code 12	Pay No. 8		
Personal	1	0.00	0.00	Sat 03/31	Sun 04/01	Mon 04/02	Tue 04/03	
Sick	24	3.00	0.00	0:0	0:0	0:0	0:0	
Vacation	29	4.64	0.00	0:0	0:0	0:0	0:0	
				Sat 04/07	Sun 04/08	Mon 04/09	Tue 04/10	
				4:0 OTP	0:0	0:0	0:0	
				0:0	0:0	0:0	0:0	
				Wed 04/11	Thu 04/12	Fri 04/13		
				7:0 CT5	0:0	0:0	0:0	
				0:0	0:0	0:0	0:0	

Time Earned OTP : 4 CT5 : 7 **OT/Comp. Approved by** CHABAYTAR -149.151.168.112 on 13-Apr-07 09:55 AM

[Approve Employee's Timesheet?](#)

-Refresh- -Stop Auto Refresh-

3 timesheet records awaiting supervisor approval
Outstanding items found : 1

Employee Applications

WPconnect Channels | M E N U | Log Out
13-Apr-07 09:27 AM | Banner Self Service Site Map

PAYROLL OFFICE - SUPERVISOR APPROVAL -- [MENU](#) Show only records missing employee certification.?

Pay Period: Sat 03/31/2007 thru Fri 04/13/2007

Click on Adjustment Codes for translation

ALF CT5 CTS CTT DOC DSL EXA FUR HDF JDF MLN MLP OTP S75 SKF SLF SPF UNA VAF

	Days Avail.	Hrs Avail.	Days Taken	Emp. Name :	ECLS : 29	Time loc. : 720100	Timeloc: 237	Title : Technical Asst Personnel					
Comp.	4	0.63	0.00	Pay Year : 2007	Pict Code 12	Pay No. 8	Sat 03/31 0:0	Sun 04/01 0:0	Mon 04/02 0:0	Tue 04/03 0:0	Wed 04/04 0:0	Thu 04/05 0:0	Fri 04/06 7:0 HDF
Personal	1	0.00	0.00	Sat 04/07 4:0 OTP	Sun 04/08 0:0	Mon 04/09 0:0	Tue 04/10 0:0	Wed 04/11 7:0 CT5	Thu 04/12 0:0	Fri 04/13 0:0			
Sick	24	3.00	0.00										
Vacation	29	4.64	0.00										
Time Earned OTP : 4 CT5 : 7 OT/Comp. Approved by CHABAYTAR -149.151.168.112 on 13-Apr-07 09:55 AM Approve Employee's Timesheet? <input type="checkbox"/>													

	Days Avail.	Hrs Avail.	Days Taken	Emp. Name :	ECLS : 29	Time loc. : 720100	Timeloc: 237	Title : Technical Asst Personnel					
Comp.	1	1.01	0.14	Pay Year : 2007	Pict Code 12	Pay No. 8	Sat 03/31 0:0	Sun 04/01 0:0	Mon 04/02 0:0	Tue 04/03 1:0 CTT	Wed 04/04 0:0	Thu 04/05 0:0	Fri 04/06 7:0 HDF
Personal	1	0.00	0.00	Sat 04/07 0:0	Sun 04/08 0:0	Mon 04/09 0:0	Tue 04/10 0:0	Wed 04/11 0:0	Thu 04/12 7:0 SKF	Fri 04/13 0:0			
Sick	47	6.00	1.00										
Vacation	17	0.00	0.00										
Approve Employee's Timesheet? <input type="checkbox"/>													

By clicking on the Approve Check Box, the supervisor certifies that he/she has reviewed respective Employee's Attendance Report and that it is a true and accurate record of attendance for the period indicated. - CHABAYTAR - 149.151.168.112

When you have reviewed and approved all of your employees' records and have checked all of the approval boxes, click the **Approve All Checked Attendance Records** button at the bottom of the screen. The system will update the approval.

Please note that if you have records to be approved from a previous pay period, the system will prompt you to approve those records first.

Please remember that if an employee makes a change or certifies their timesheet again after you have approved their timesheet, you will be required to approve it again.

Function 2 – Show All Reports for Pay Period

Allows you to view at one time all the completed timesheets for a specific pay period for all employees that you are responsible for approving. To view a previous pay period, select it from the drop down menu and click on **Go** button to view the timesheets.

Function 3 – Fillout Timesheet for an Employee

Allows you to fill out or adjust an employee’s timesheet. This option is helpful if an employee is out and you need to fill out or adjust his/her timesheet for him/her.

To use this function, select the employee's name from the first drop down menu and the pay period you would like to adjust from the second drop down menu. Then click on the option 3 button. *Please note that if you make a change to an employee’s timesheet, it is your responsibility to notify them that a change has been made.*

Please note: if you fill out or adjust a timesheet on behalf of an employee, you need to return to Option 1 to give the timesheet supervisory approval.

Function 4 – List of Employees whose Timesheets you Approve

Allows you to view the name, position number, and title of all employees for whom you have authority to approve their timesheet.

Function 5 – Dates when Employee was out

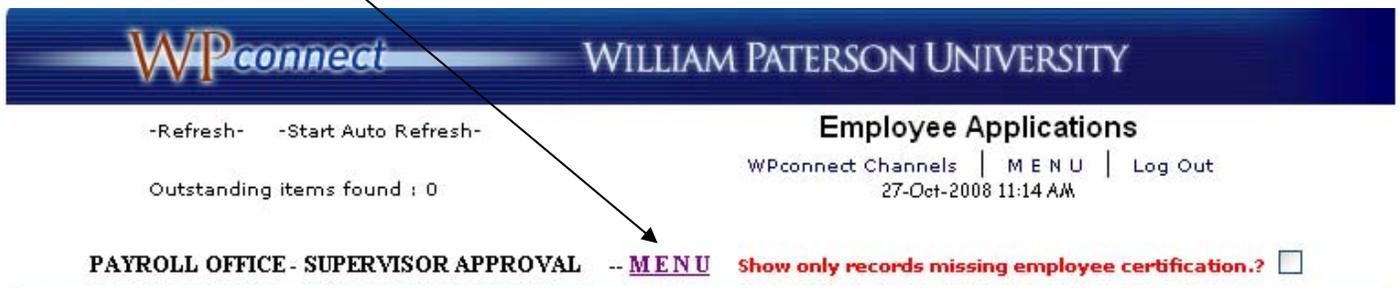
This option will show you the timesheets of the selected employee for the last 400 days. Each timesheet will highlight the days when the employee was out in blue color for ease of recognition. Please note that you can override the number of days according to your needs.

Function 6 – Employee Attendance History

This option will show you the attendance history of the selected employee for the last 400 days. However, you can override the number of days according to your needs.

System Navigation

When you are in any of the options, you can always return to the Interactive Timesheet Approval System Main Menu by clicking on the **MENU** link next to the option you are in.



If you need to go back to the Employee Applications Menu, click on the MENU link located under “Employee Applications”. Clicking on Wpconnect Channels will take you to the WpConnect main menu. For added security, always remember to **Log out** when you are done using the system.

If you any question, please call the Office of Payroll and Benefits at extension 2885.