Web Time Entry (Non-Exempt Employees)

Employee Tab on Wingspan

Employee Detail and Personal Information Tabs (Self-Service Banner)
**Time Sheet Status:**

- **Not Started**: Time sheet not opened yet
- **In Progress**: Time sheet open, may or may not have time entered. Status for when employee returns their own time.
- **Pending**: Submitted for approval
- **Approved**: Approved by supervisor
- **Complete**: Run through payroll
- **Returned for Correction**: Returned by approver for corrections, needs to be changed and resubmitted

**Expectations**

- Open time sheet on first day of pay period. This establishes the routing of your time sheet to your supervisor.
- Enter time and leave on a daily basis on time sheet
- Submit time sheet by deadline, as close to last day of pay period as possible (a payroll calendar will be available on the Payroll website)
- Verify name of approver after submitting time sheet. If it is incorrect, contact the correct approver/supervisor immediately.