WebTimeEntry@UNB

My UNB e-Services

EMPLOYEE OVERVIEW

The following instructions will walk you through how to use *WebTimeEntry@UNB*. If you have any questions or encounter problems with the software, please email *WebTimeEntry@UNB.ca*

Note: You will not be able to use *WebTimeEntry@UNB* until the required employee hire forms have been signed by your supervisor and processed by Human Resources. Please contact your supervisor if you are unable to access *WebTimeEntry@UNB* to confirm your paperwork has been processed.

If you have regular hours for prior pay periods you will be required to fill out a Late Timesheet Payment Request form found in e-services on the UNB website under the Financial Forms or by clicking the link below.

http://www.unb.ca/financialservices/_resources/pdf/payroll/late_timesheet_payment_request.pdf

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WebTimeEntry@UNB Login

Step 1

Login to

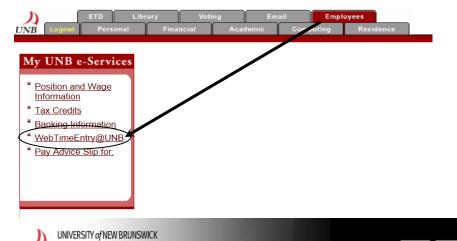My UNB e-Services

For non-students, timesheet entry is an option under the "Personal tab"

For students, timesheet entry is an option under the "Employees" tab.

Step 2
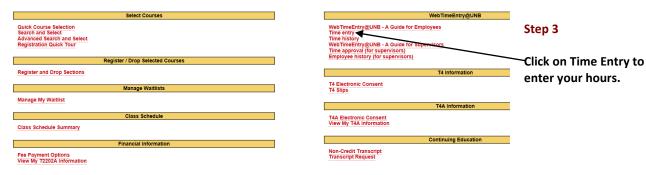Login to the *WebTimeEntry@UNB* system using your UNB user login and UNB PIN.

If you do not have a UNB user login or PIN or have never activated it, please access https://eservices.unb.ca/ to activate your account.
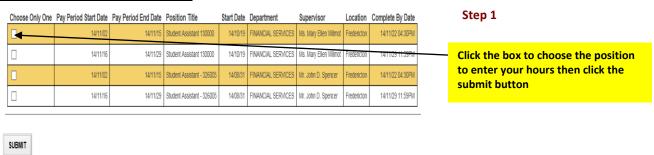
WebTimeEntry@UNB

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Step 3

Click on Time Entry to enter your hours.

Entering Regular Work Hours

Step 1

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
☑	14/11/02	14/11/15	Student Assistant 130000	14/10/19	FINANCIAL SERVICES	Ms. Mary Ellen Wilmot	Fredericton	14/11/22 04:30PM
☐	14/11/16	14/11/29	Student Assistant 130000	14/10/19	FINANCIAL SERVICES	Ms. Mary Ellen Wilmot	Fredericton	14/11/29 11:59PM
☐	14/11/02	14/11/15	Student Assistant - 326005	14/08/31	FINANCIAL SERVICES	Mr. John D. Spencer	Fredericton	14/11/22 04:30PM
☐	14/11/16	14/11/29	Student Assistant - 326005	14/08/31	FINANCIAL SERVICES	Mr. John D. Spencer	Fredericton	14/11/29 11:59PM

Click the box to choose the position to enter your hours then click the submit button

SUBMIT
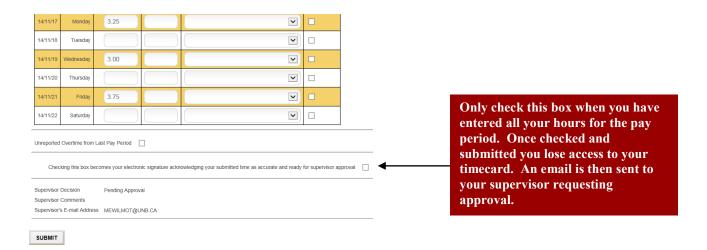
You may have one position or several. You can choose only one at a time to enter hours worked. **Be very careful to enter your hours worked on the correct position and for the correct pay period.**
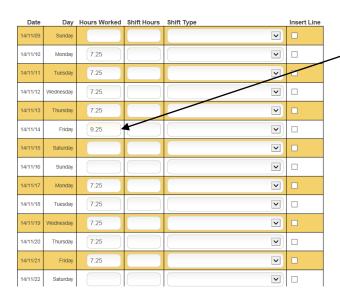
Time Entry

Step 2

You can enter your hours each day or all at once at the end of the pay period. Your supervisor may have a preference, so please verify with them if they prefer you to enter your hours after each shift or at the end of the pay period.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Assist Payroll Supervisor	14/11/22	Biweekly	FINANCIAL SERVICES	Fredericton	Ms. Mary Ellen Wilmot	14/11/18 11:59PM

Complete your timesheet by the date and time found in this box

Date	Day	Hours Worked	Shift Hours	Shift Type	Insert Line
14/11/09	Sunday				
14/11/10	Monday	4.25			
14/11/11	Tuesday			▼	☐
14/11/12	Wednesday	2.50		▼	☐
14/11/13	Thursday			▼	☐
14/11/14	Friday	3.25		▼	☐
14/11/15	Saturday			▼	☐
14/11/16	Sunday			▼	☐

To enter hours, enter your total hours worked in the "Hours Worked" column that corresponds to your work date. In the example at the left, a total of 4.00 hours were worked on Wednesday.
Increments can be entered as .25, .50 or .75 for 15, 30 and 45 minutes respectively.

Do not enter hours under shift hours unless eligible
See page 6 below for additional information.

14/11/17	Monday	3.25			☐
14/11/18	Tuesday				☐
14/11/19	Wednesday	3.00			☐
14/11/20	Thursday				☐
14/11/21	Friday	3.75			☐
14/11/22	Saturday				☐

Unreported Overtime from Last Pay Period ☐

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval ☐

Only check this box when you have entered all your hours for the pay period. Once checked and submitted you lose access to your timecard. An email is then sent to your supervisor requesting approval.

Supervisor Decision   Pending Approval
Supervisor Comments
Supervisor's E-mail Address   MEWILMOT@UNB.CA

[SUBMIT]

If you are entering your hours at the end of each shift, enter the hours next to the day worked and click the submit button. This will provide you with a summary of your time to date. DO NOT put a check mark in the "electronic signature" box until you have entered all your hours for the two week period and you are prepared to send your final timesheet to your supervisor for approval.
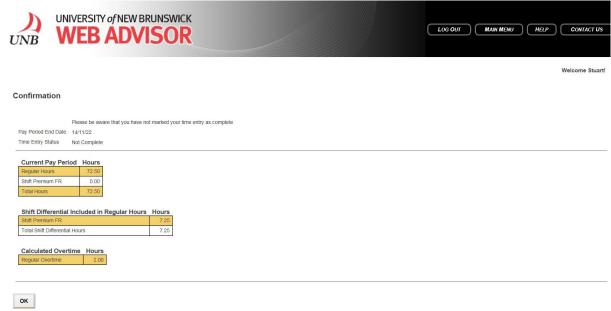
Entering Overtime Hours for the Current Pay Period

The *WebTimeEntry@UNB* system will automatically calculate the amount of overtime you are eligible for based on the terms of your employment contract. Therefore, enter your total hours worked per day and *WebTimeEntry@UNB* will calculate your overtime entitlement. For example, you normally work a 7.25 hour work day, however on Friday you worked 2.00 hours of overtime. Enter 9.25 as your total hours worked for Friday as illustrated below.

Date	Day	Hours Worked	Shift Hours	Shift Type	Insert Line
14/11/09	Sunday				☐
14/11/10	Monday	7.25			☐
14/11/11	Tuesday	7.25			☐
14/11/12	Wednesday	7.25			☐
14/11/13	Thursday	7.25			☐
14/11/14	Friday	9.25			☐
14/11/15	Saturday				☐
14/11/16	Sunday				☐
14/11/17	Monday	7.25			☐
14/11/18	Tuesday	7.25			☐
14/11/19	Wednesday	7.25			☐
14/11/20	Thursday	7.25			☐
14/11/21	Friday	7.25			☐
14/11/22	Saturday				☐

When you click the submit button, a summary report is provided showing your total hours entered to-date. Your calculated overtime hours will be displayed.
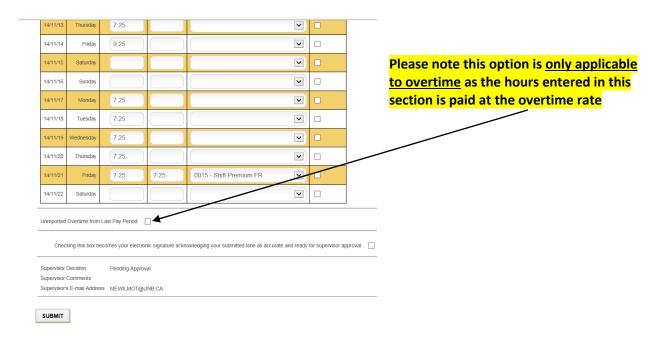

The summary report displays the total for regular, overtime, and any shift hours you work (i.e. shift premium or on-call premium where applicable).

In order for overtime to calculate correctly, you can enter <u>only current</u> overtime in the current pay period. To enter overtime from the last pay period refer to the section on "Entering Unreported Overtime for the Last Pay Period".

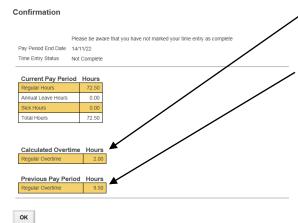## Entering Unreported Overtime Hours for the Last Pay Period

To enter overtime for the last pay period, click on the "Additional Time (Prior Period) button and click Submit.

Please note this option is <u>only applicable to overtime</u> as the hours entered in this section is paid at the overtime rate

Date	Overtime Hours	Insert Line
14/11/06	3.00	☐
14/11/07	2.00	☐
14/11/08	4.50	☑

SUBMIT

Enter the date you worked the overtime in YY/MM/DD format and record your overtime hours. You will receive an error message if the dates are outside the eligible range.

If you need to add additional overtime hours, place a check mark in the bottom "Insert Line" box and click Submit.

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date   14/11/22
Time Entry Status   Not Complete

Current Pay Period	Hours
Regular Hours	72.50
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	72.50

Calculated Overtime	Hours
Regular Overtime	2.00

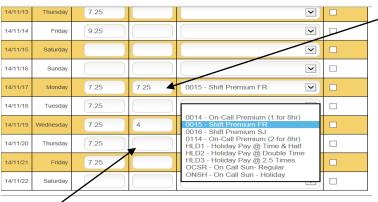| Previous Pay Period	Hours
Regular Overtime	9.50

OK

Note: total overtime to be paid in this period is reported in the Calculated Overtime section.

Your 9.5 hours of unreported overtime entered above will show as "Previous Pay Period Hours".

***All overtime hours prior to the previous pay period must be entered on a Late Timesheet Payment Request Form found in e-services under Financial Forms. ***

Entering Shift Premium Hours

14/11/13	Thursday	7.25			☐
14/11/14	Friday	9.25			☐
14/11/15	Saturday				☐
14/11/16	Sunday				☐
14/11/17	Monday	7.25	7.25	0015 - Shift Premium FR	☐
14/11/18	Tuesday	7.25			☐
14/11/19	Wednesday	7.25	4		☐
14/11/20	Thursday	7.25			☐
14/11/21	Friday	7.25			☐
14/11/22	Saturday				☐

0014 - On-Call Premium (1 for 8hr)
0015 - Shift Premium FR
0016 - Shift Premium SJ
0114 - On-Call Premium (2 for 8hr)
HLD1 - Holiday Pay @ Time & Half
HLD2 - Holiday Pay @ Double Time
HLD3 - Holiday Pay @ 2.5 Times
OCSR - On Call Sun- Regular
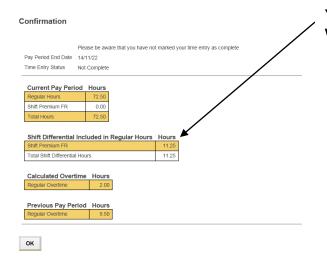ONSH - On Call Sun - Holiday

If you are eligible for shift premium pay, enter the hours eligible for premium pay under the "Shift Hours" column. Only certain employees are eligible. Confirm with your supervisor. In the example to the left, 7.25 hours of regular work was eligible for shift premium pay, therefore 7.25 hours was entered as shift hours and the premium type was selected**.**

If only some of your regular hours are eligible for premium pay, enter the total eligible hours and select the appropriate premium pay code. In the example above, only 4 hours are eligible for shift premium pay.
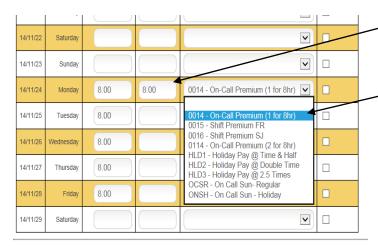
If you **add shift hours** you are not entitled to, simply click the empty box at the top of the drop down and then remove hours from the 'shift hours' box.

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 14/11/22
Time Entry Status   Not Complete

Your total shift hours to be paid this period will be with your Pay Period Confirmation.

Current Pay Period	Hours
Regular Hours	72.50
Shift Premium FR	0.00
Total Hours	72.50

Shift Differential Included in Regular Hours	Hours
Shift Premium FR	11.25
Total Shift Differential Hours	11.25

Calculated Overtime	Hours
Regular Overtime	2.00

Previous Pay Period	Hours
Regular Overtime	9.50

OK

Entering On-Call Premium Hours

14/11/22	Saturday			⌄	☐
14/11/23	Sunday			⌄	☐
14/11/24	Monday	8.00	8.00	0014 - On-Call Premium (1 for 8hr) ⌄	☐
14/11/25	Tuesday	8.00		0014 - On-Call Premium (1 for 8hr)	☐
14/11/26	Wednesday	8.00		0015 - Shift Premium FR	☐
14/11/27	Thursday	8.00		0016 - Shift Premium SJ	☐
14/11/28	Friday	8.00		0114 - On-Call Premium (2 for 8hr)	☐
14/11/29	Saturday			HLD1 - Holiday Pay @ Time & Half	☐

0014 - On-Call Premium (1 for 8hr)
0015 - Shift Premium FR
0016 - Shift Premium SJ
0114 - On-Call Premium (2 for 8hr)
HLD1 - Holiday Pay @ Time & Half
HLD2 - Holiday Pay @ Double Time
HLD3 - Holiday Pay @ 2.5 Times
OCSR - On Call Sun- Regular
ONSH - On Call Sun - Holiday

If you are eligible for On-Call Premium pay, enter the hours eligible for premium pay under "Shift Hours".

Select the appropriate premium pay type from the drop down menu.

In the example to the left, the employee worked 8 hours on call, and 1 hour of pay will be compensated. If the 8 hours entered were eligible for the 2 hours on call pay, the "On Call Premium (2 for 8 hrs) would have been selected.

If only some of your regular hours are eligible for premium pay, enter the total eligible hours and select the appropriate premium pay code.

If you are on call for 8 hours on Saturday or Sunday, enter the 8 hours of on call in the Shift Hours column and select the appropriate on-call premium code. Regular hours in this case will be blank.

If you receive a call entitling you to overtime compensation, enter the number of overtime hours in the Regular Hours column. For example, on Friday during your on call shift, you received a call that required 30 minutes to resolve entitling you to one (1) hour of overtime. In the Friday column, change the 7.25 hours to 8.25 hours to reflect the additional hour of work. This extra overtime hour will be compensated at time & a half.
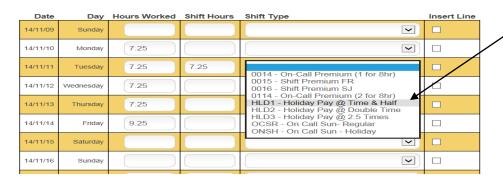
Entering Holiday Pay Hours

Enter Holiday Hours in *WebTimeEntry@UNB* if you meet the following criteria:
- **You worked during the holiday and;**
- **You are eligible for holiday pay compensation at either time and a half or double time;**

If you work the holiday and are only eligible to receive regular time, enter the hours worked in the regular hour's column.
If you are uncertain as to whether you are eligible to receive holiday pay, please confirm with your supervisor.

In the example below, the employee worked the November 11th holiday and is eligible to receive compensation at time and a half. The 7.25 hours are entered (or default) into the Hours Worked column. To receive the time and half compensation, the total number of hours worked on the holiday is entered in "Shift Hours" and the appropriate pay code is selected from the drop down list.

Date	Day	Hours Worked	Shift Hours	Shift Type	Insert Line
14/11/09	Sunday				☐
14/11/10	Monday	7.25			☐
14/11/11	Tuesday	7.25	7.25	0014 – On-Call Premium (1 for 8hr)	☐
14/11/12	Wednesday	7.25		0015 – Shift Premium FR	☐
				0016 – Shift Premium SJ	
				0114 – On-Call Premium (2 for 8hr)	
14/11/13	Thursday	7.25		HLD1 – Holiday Pay @ Time & Half	☐
				HLD2 – Holiday Pay @ Double Time	
				HLD3 – Holiday Pay @ 2.5 Times	
14/11/14	Friday	9.25		OCSR – On Call Sun- Regular	☐
				ONSH – On Call Sun – Holiday	
14/11/15	Saturday				☐
14/11/16	Sunday				☐

Viewing Prior Hours Worked and Paid

WebTimeEntry Employees can view hours submitted and paid from prior periods through e-services. Follow the links in e-services until you reach the 'UNB Web Advisor Main Menu'. Click the link called 'Time History'. To access your prior hours choose the year and pay you wish to view.

UNIVERSITY *of* NEW BRUNSWICK
WEB ADVISOR

[LOG OUT] [MAIN MENU] [HELP] [CONTACT US]

Welcome Brooke!

Time history

* = Required

Choose time history with pay period end date in*   2014 – 2014 ▼

[SUBMIT]