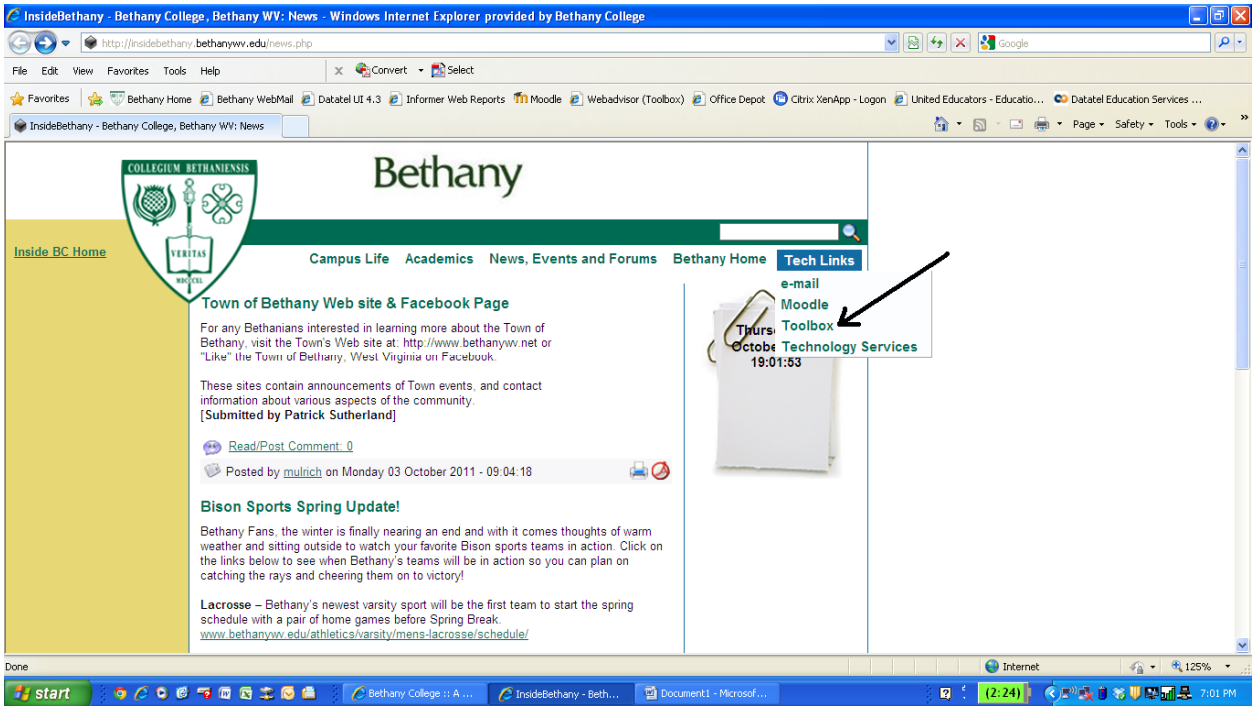
Office of Personnel Services

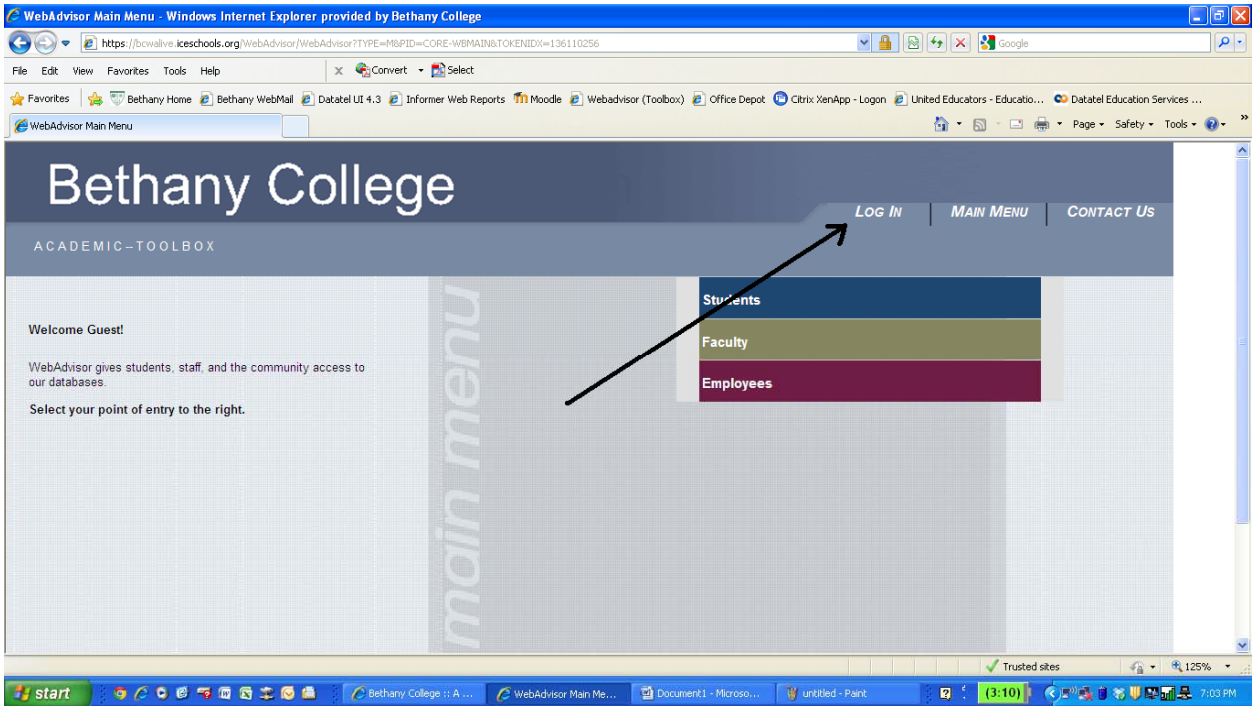
WebTime Entry: A Step-by-Step Manual for Staff Supervisors

1. To access WebTime, go to Bethany's Intranet website (http://insidebethany.bethanywv.edu).

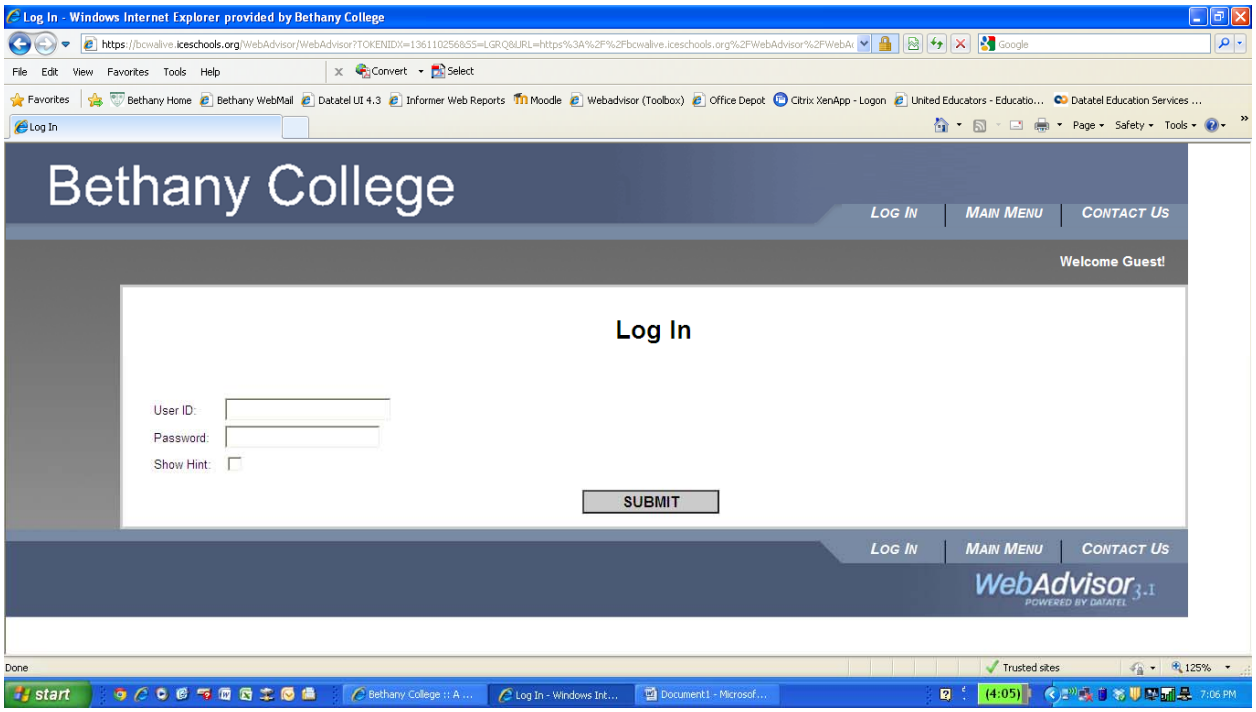
2. After logging in, select Toolbox under the Tech Links header.



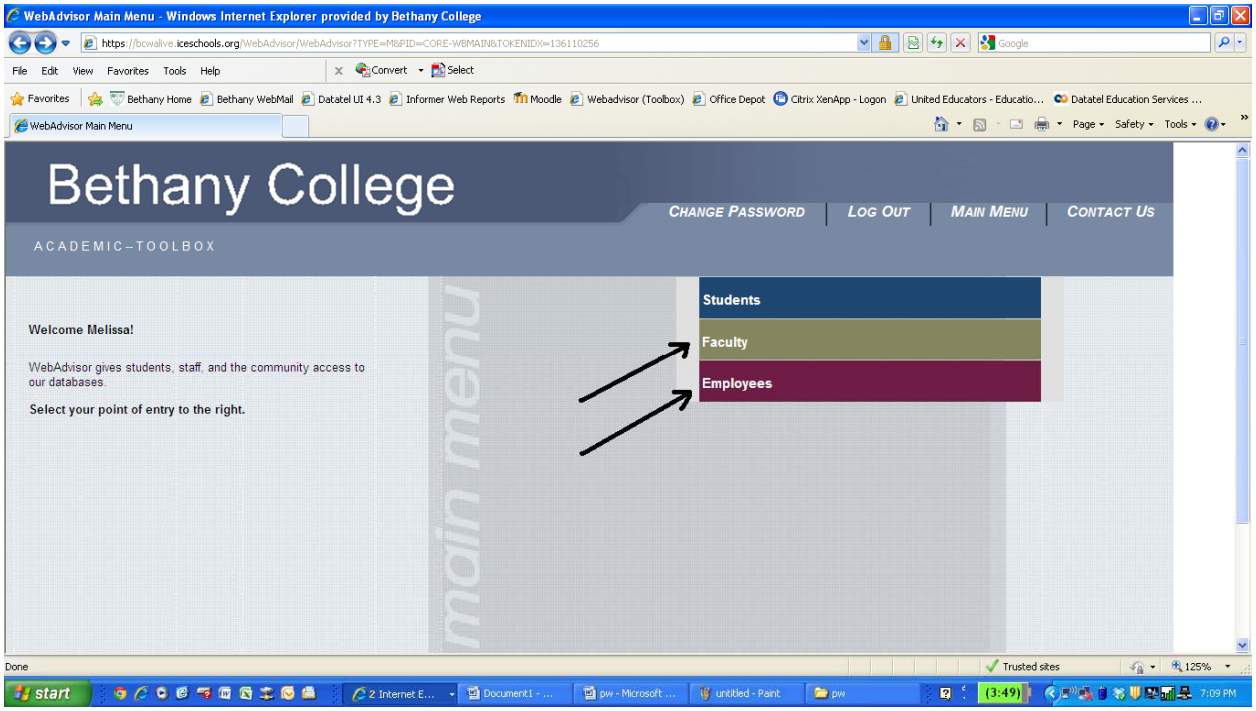
3. Once on the Toolbox webpage, click Log In.



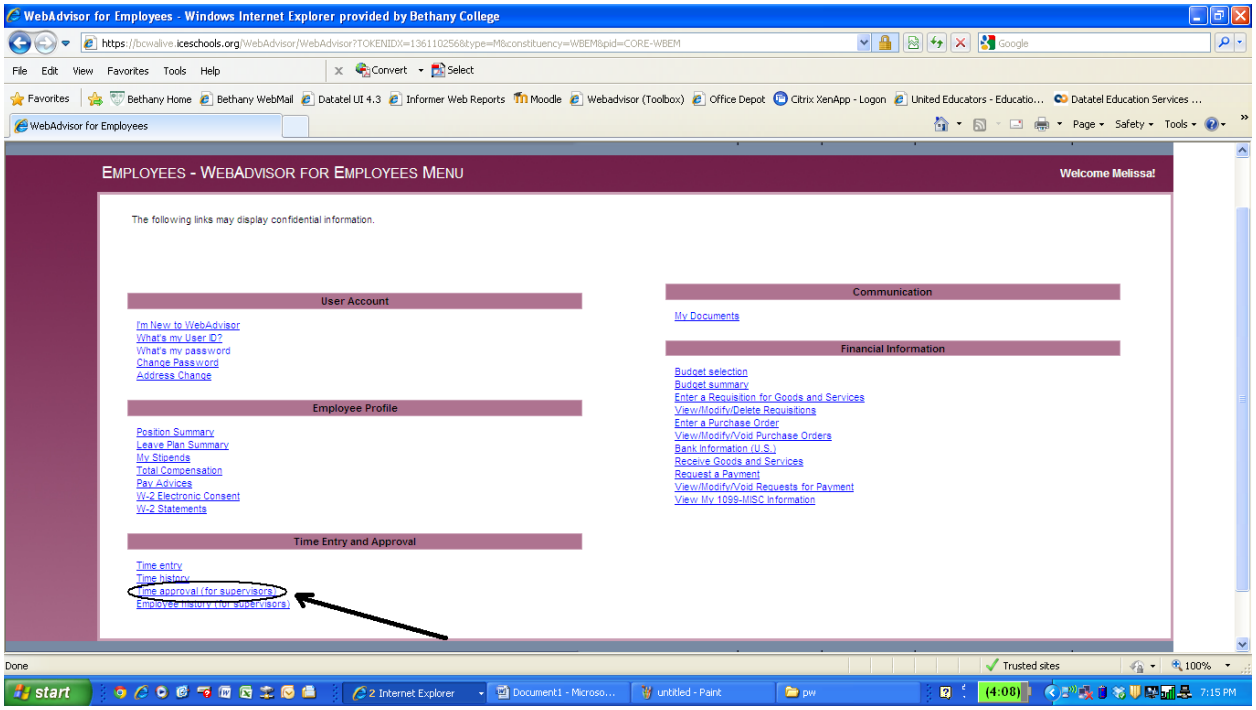
4. Use your network ID and password to enter.



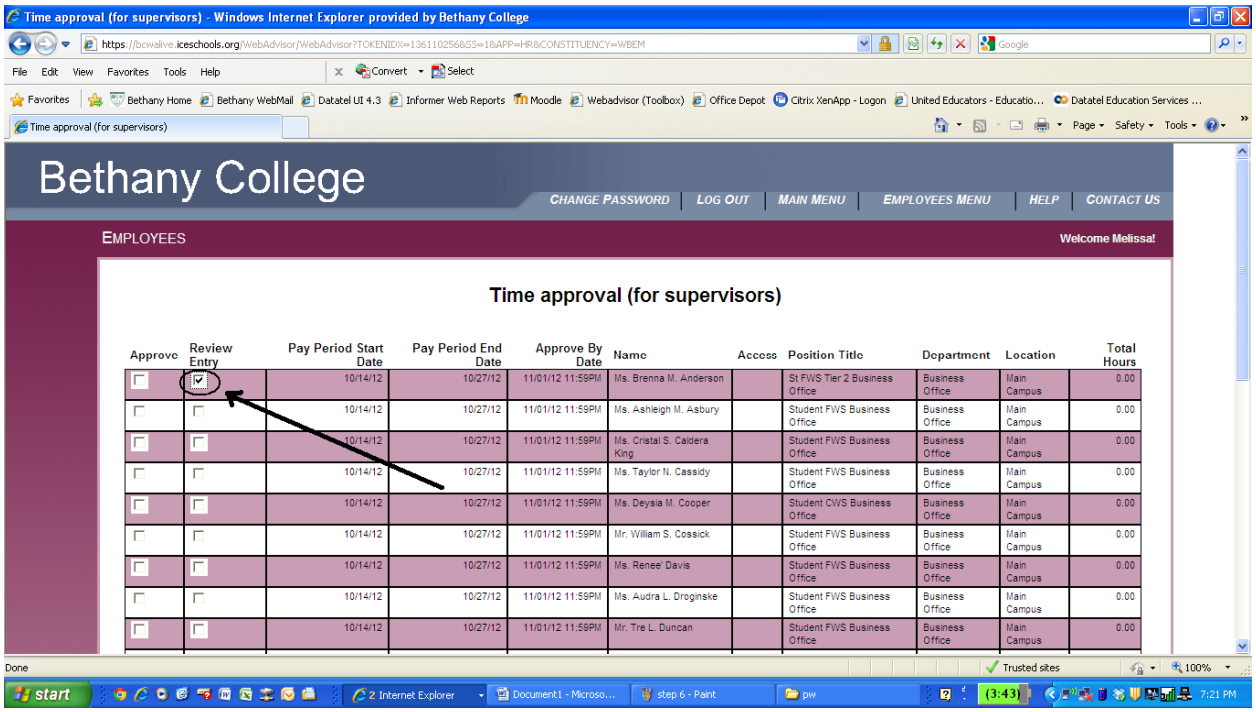
5. Select Faculty or Employee (depending on your rank) as your point of entry.



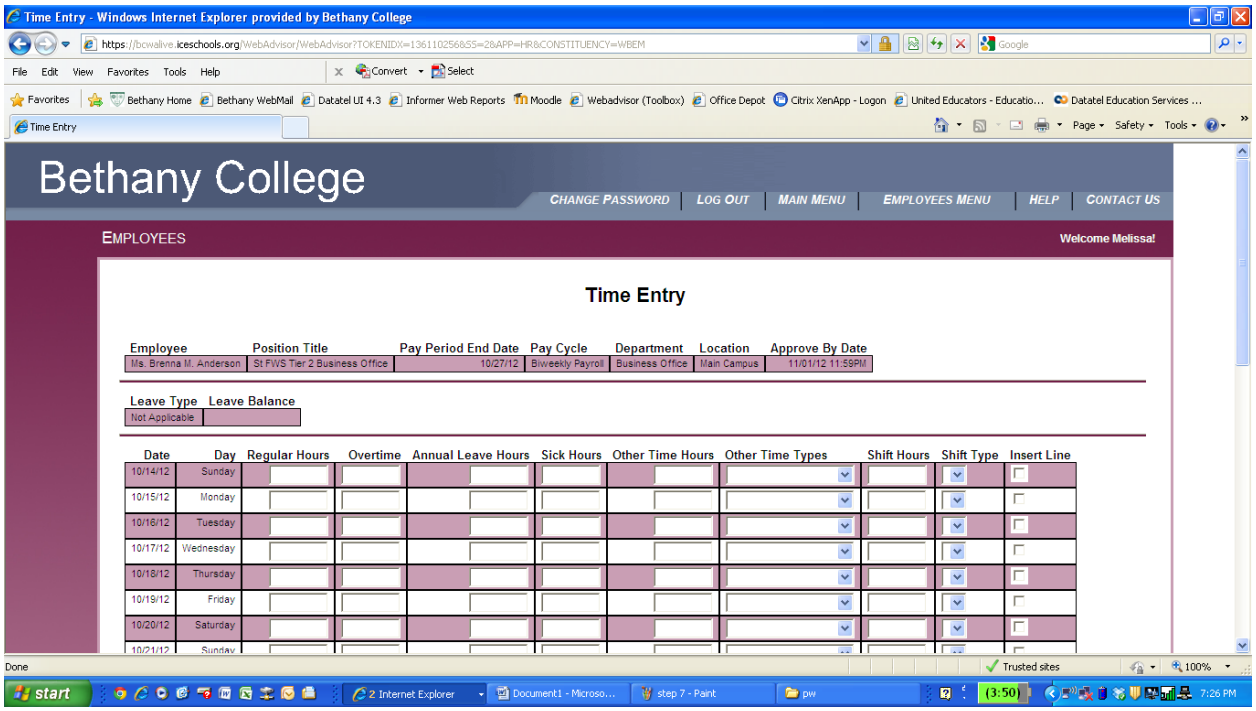
6. Under the Time Entry and Approval header, click on Time approval (for supervisors).



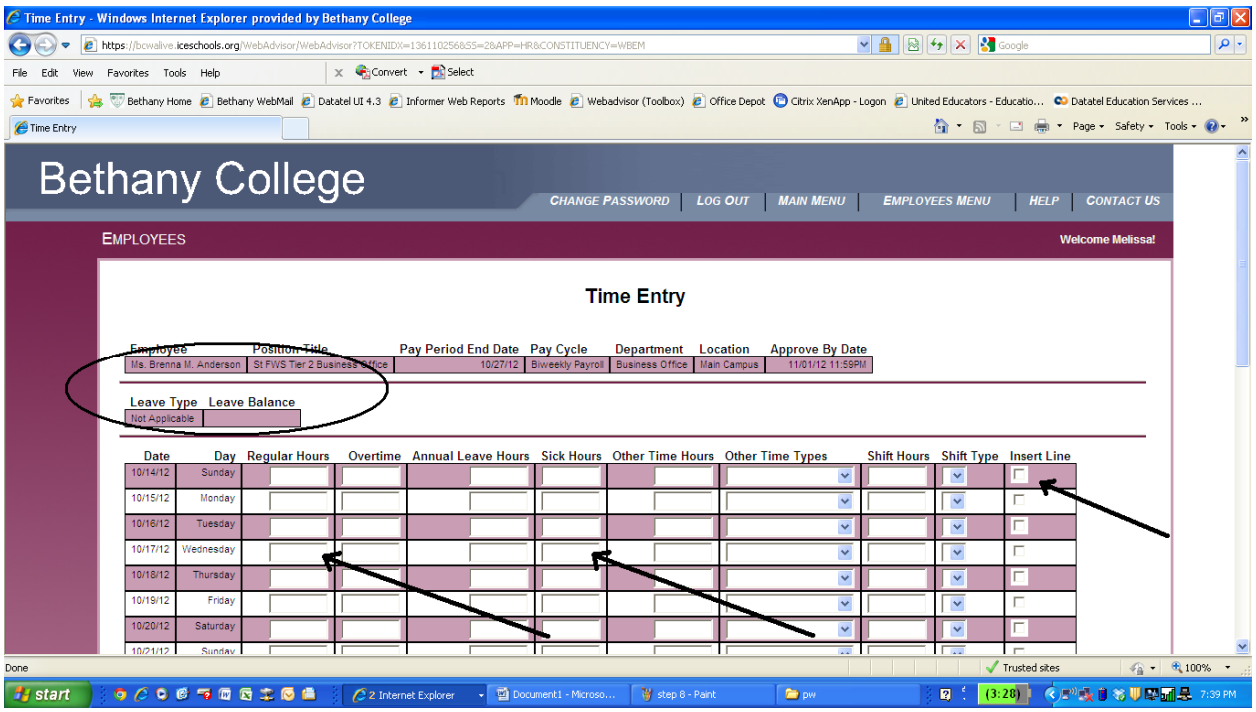
7. Check the Review Entry box of the time entry you'd like to review and click Submit. If your employee has signed his/her time entry, the Review Entry box will be automatically checked. You may review your employee's time and leave entry at any time during the pay period.



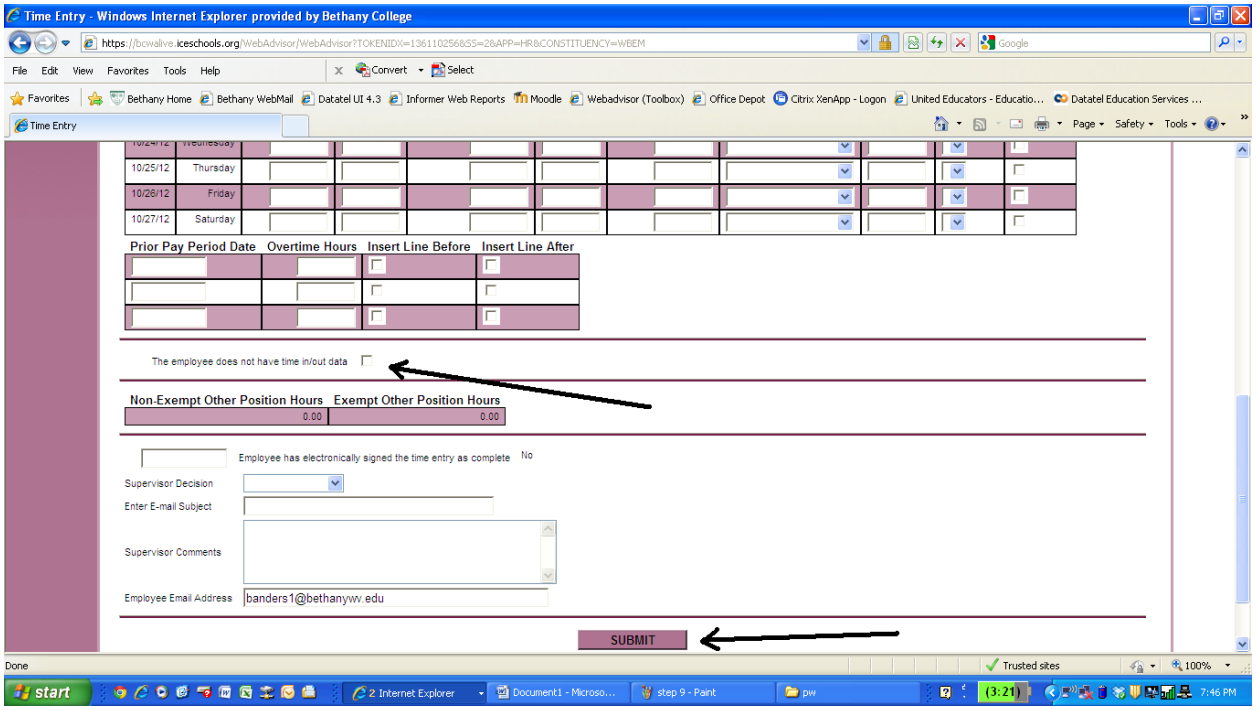
8. The time entry screen will be a summary of your employee's hours for the pay period. The Other Time Hours column is used to report leave other than vacation or sick. (This does not apply to student workers.)



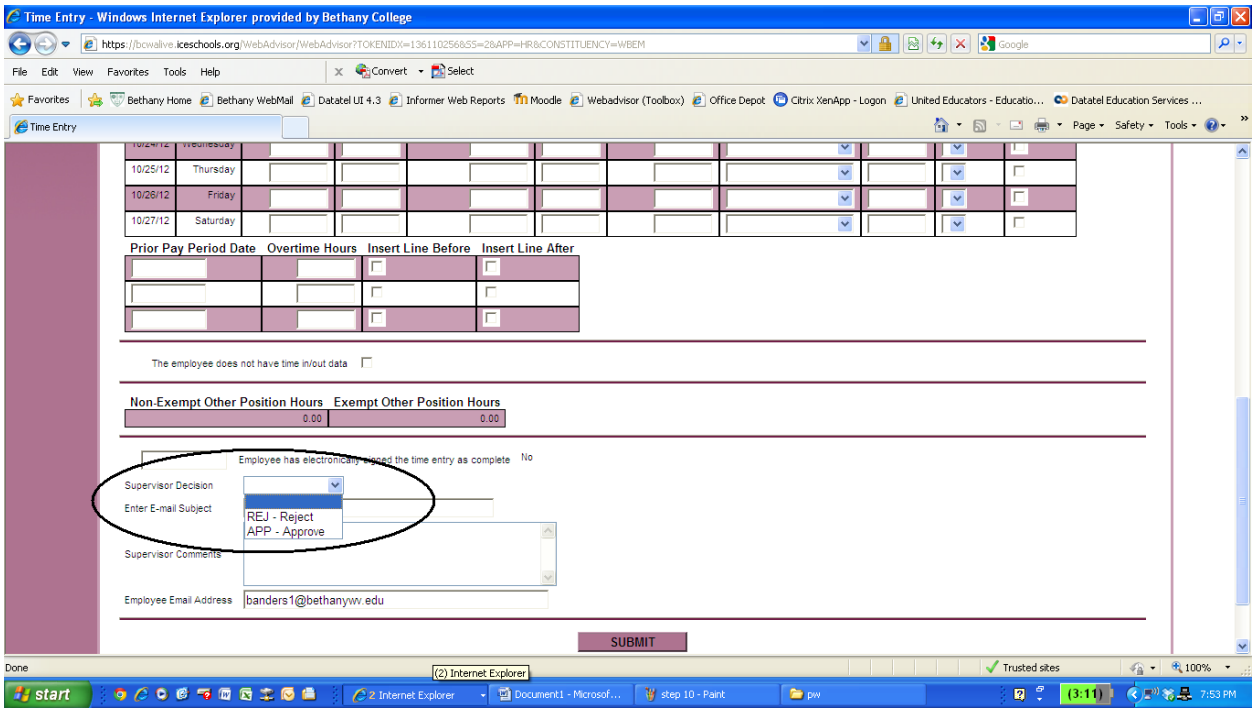
9. To make changes to the summary time entry, enter the new number of daily hours worked in the Regular or Overtime fields and click the Submit button.
    a. Hourly Staff are required by law to report actual time worked.
        i. Overtime occurs when an employee has worked over 40 hours in a week.
        ii. Overtime will be automatically calculated.
        iii. Overtime must be pre-approved in accordance with Bethany's Overtime Policy.
    b. Salaried Staff are only required to report leave time used; they do not need to maintain timecard hours. However, we are asking salaried staff to adjust the hours worked as needed for any leave used.
    c. The due date for salaried staff leave entry is prior to the last day of the pay period. Any unplanned sick time not reported for the pay period will have to be reported on a paper exception report and submitted to the Office of Personnel Services.
    d. Your employee(s) can only use leave time if he/she has accrued it and has an available balance as indicated on the time entry form.
    e. If additional lines per day are needed, check the Insert Line and click the Submit button at the bottom of the page.



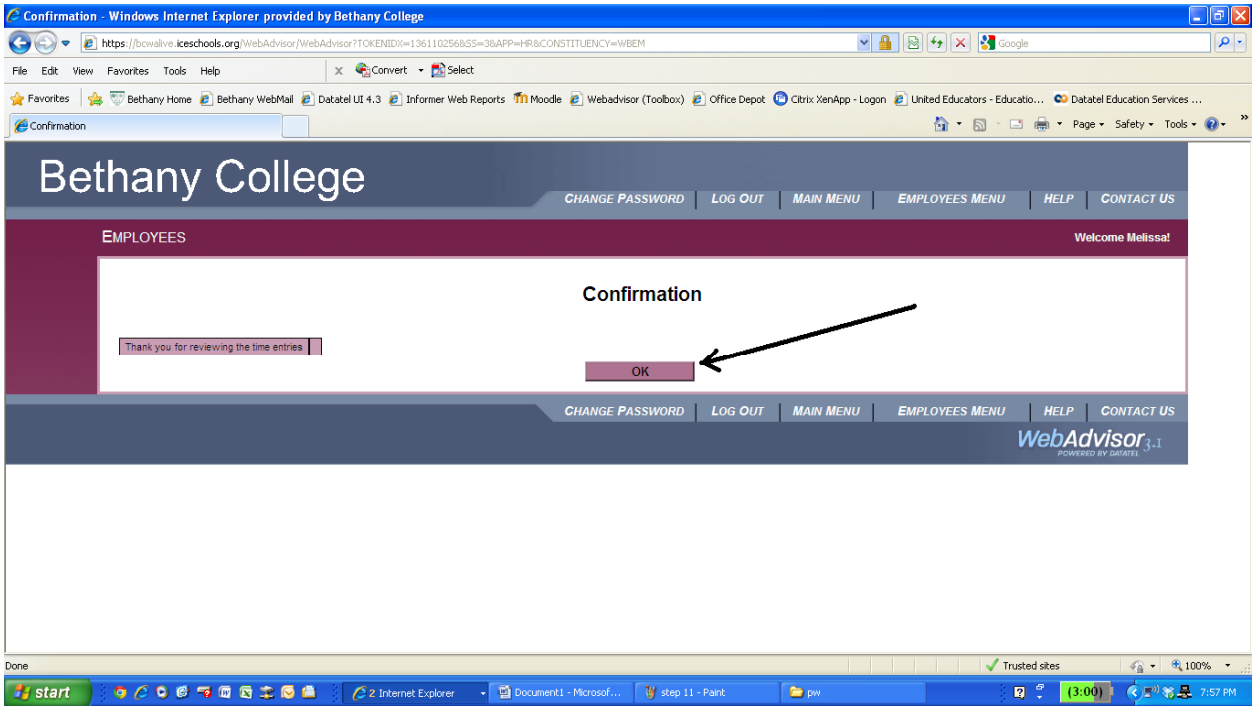
10. Depending on your employee's position, he/she may enter times in and out. To view these times, click the box below the time entry that says "The employee has time in/out data. To review it, check box" and click the Submit button.



11. Approve or reject your employee's time entry by using the Supervisor Decision drop-down box, add any comments, and click Submit. An email will be automatically sent to your employee letting him/her know you have approved or rejected the time entry.
    a. Any comments indicated in the comment box will be automatically emailed to your employee.
    b. Once you have approved the time entry, it can be modified only by the Director of Personnel Services.
    c. It is you and your employee's responsibility to ensure time and leave entry is reported accurately according to the law and that the entry is signed and approved by the due date established by the Office of Personnel Services. Manual checks will not be issued for late timecards.



12. On the Confirmation screen, click the OK button to confirm your action.



13. Please log out of Toolbox when finished.

Congratulation, your approval for the pay period is complete!

NOTE: If you are the alternate supervisor, you may approve time on behalf of the designated supervisor. In addition to steps indicated above, you will need to populate the drop-down box on the Time Approval (for supervisors) screen to indicate the supervisor for which you are approving time on behalf of.