

BIWEEKLY TRAINING:

Log into Ramlink using your windows login (not Datatel).

Once logged in, click on “Employees”



Under Time Entry and Approval, click on “Time Entry”

### Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	01/18/09	01/31/09	Payroll Specialist	09/01/04	Financial Services	Caron W. Patton	Main Campus	02/02/09 08:00AM

SUBMIT

To enter time into your timesheet, click in the box under “Choose Only One”  
Then click on SUBMIT.

## Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Payroll Specialist	01/31/09	Biweekly Payroll	Financial Services	Main Campus	Caron W. Patton	02/02/09 08:00AM

Leave Type	Leave Balance
Annual Leave	180.00
Sick	1.50

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
01/18/09	Sunday							<input type="checkbox"/>
01/18/09	Sunday							<input type="checkbox"/>
01/19/09	Monday					8.00	Holiday	<input type="checkbox"/>
01/19/09	Monday							<input type="checkbox"/>
01/20/09	Tuesday	08:00AM	02:00PM					<input type="checkbox"/>
01/20/09	Tuesday	03:00PM	05:00PM					<input type="checkbox"/>
01/21/09	Wednesday	08:00AM	11:55AM					<input type="checkbox"/>
01/21/09	Wednesday	01:05PM	05:00PM					<input type="checkbox"/>
01/22/09	Thursday	07:45AM	11:40AM					<input type="checkbox"/>
01/22/09	Thursday	12:40PM	05:00PM					<input type="checkbox"/>

Look over your Time Entry and notice how many Vacation hours and Sick hours you currently have. Then begin entering Time in and Time out.

When entering Time in/Time out, you must enter "a" for a.m. and "p" for p.m...

Please use exact start times in the Time In/Time Out boxes. Ex. Enter 8:03a for Time In and 11:57a for Time Out (at lunch), 1p for Time In (return from lunch) and 5:03p for Time Out. Do not round time up or down.

If a vacation or sick day was used, please fill in those hours under the appropriate column in the box immediately to the right of the workday. Vacation and sick hours can be entered in hourly increments, such as 8 hours. Or, if you worked from 8:00a to 12:00p, then 4 hours would go either in the vacation/sick day column.

## Time Entry

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01/20/09	Tuesday	03:00PM	05:00PM					<input type="checkbox"/>
01/21/09	Wednesday	08:00AM	11:55AM					<input type="checkbox"/>
01/21/09	Wednesday	01:05PM	05:00PM					<input type="checkbox"/>
01/22/09	Thursday	07:45AM	11:40AM					<input type="checkbox"/>
01/22/09	Thursday	12:40PM	05:00PM					<input type="checkbox"/>

If there was a holiday (HOL), break day (BRK), or funeral day (FNR), please note these hours in the column heading, Other Time Hours and Other Time Types. (Ex. 8 under Other Time Hours and under Other Time Types click on the arrow to choose holiday).

If an employee was summoned for Jury Duty, the Jury Summons **MUST BE SENT TO PAYROLL**. On the electronic timesheet, leave that day blank and send the summons to Payroll so that the summons can be manually entered. An email can also be sent to alert Payroll of the time spent in Jury Duty. [lwilks@txwes.edu](mailto:lwilks@txwes.edu)

ne Entry

01/27/09	Tuesday								
01/27/09	Tuesday								
01/28/09	Wednesday								
01/28/09	Wednesday								
01/29/09	Thursday								
01/29/09	Thursday								
01/30/09	Friday								
01/30/09	Friday								
01/31/09	Saturday								
01/31/09	Saturday								

Additional Time(Prior Period)

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

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address cpaiton@txwes.edu

**SUBMIT**

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WebAdvisor

**STOP – READ CAREFULLY:**

Once you have entered two weeks of time, click on SUBMIT. If there are errors, a message will flash up at the top of the screen in red print letting you know what must be corrected. Once your timesheet is corrected and no error messages have appeared, a CONFIRMATION screen will appear. This is where you can check your overall hours entered...vacation/sick/break/holiday/funeral hours. If any of the hours are not correct, click “OK” then start the process over to get back into your timesheet to make any corrections.

Once your timesheet is correct and ready to send to your supervisor, you must get back into your electronic timesheet and down at the bottom, click on the small box to the right that says, “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.” YOU MUST CHECK THIS BOX FOR YOUR TIMESHEET TO BE SUBMITTED SO YOU WILL BE PAID!

Then click on Submit.

NOTE: You may enter time in and time out on a daily basis. As long as you enter all of your time in by the date/hours notated at the top of your timesheet (Complete Entry By). You can click Submit and it will save your time entered on a daily/weekly basis. Once the time to enter has expired, you may not enter time in/time out.

If you click on SUBMIT without checking the box, you still have the capabilities of retrieving your timesheet to make corrections or additions. Clicking on SUBMIT simply saves your entries. Clicking on the electronic signature box finalizes any entries made to your timesheet.

*NOTE: Once you have checked the box and clicked on SUBMIT, you **cannot** retrieve your timesheet. It has now been sent to your supervisor for approval.*

Wesleyan University | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES | Welcome Lisa!

### Confirmation

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

Pay Period End Date 01/31/09  
Time Entry Status Not Complete

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Current Pay Period	Hours
Regular Hours	32.00
Annual Leave Hours	0.00
Sick Hours	0.00
Holiday	8.00
Total Hours	40.00

Calculated Overtime	Hours
Overtime 1.5	0.09

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OK

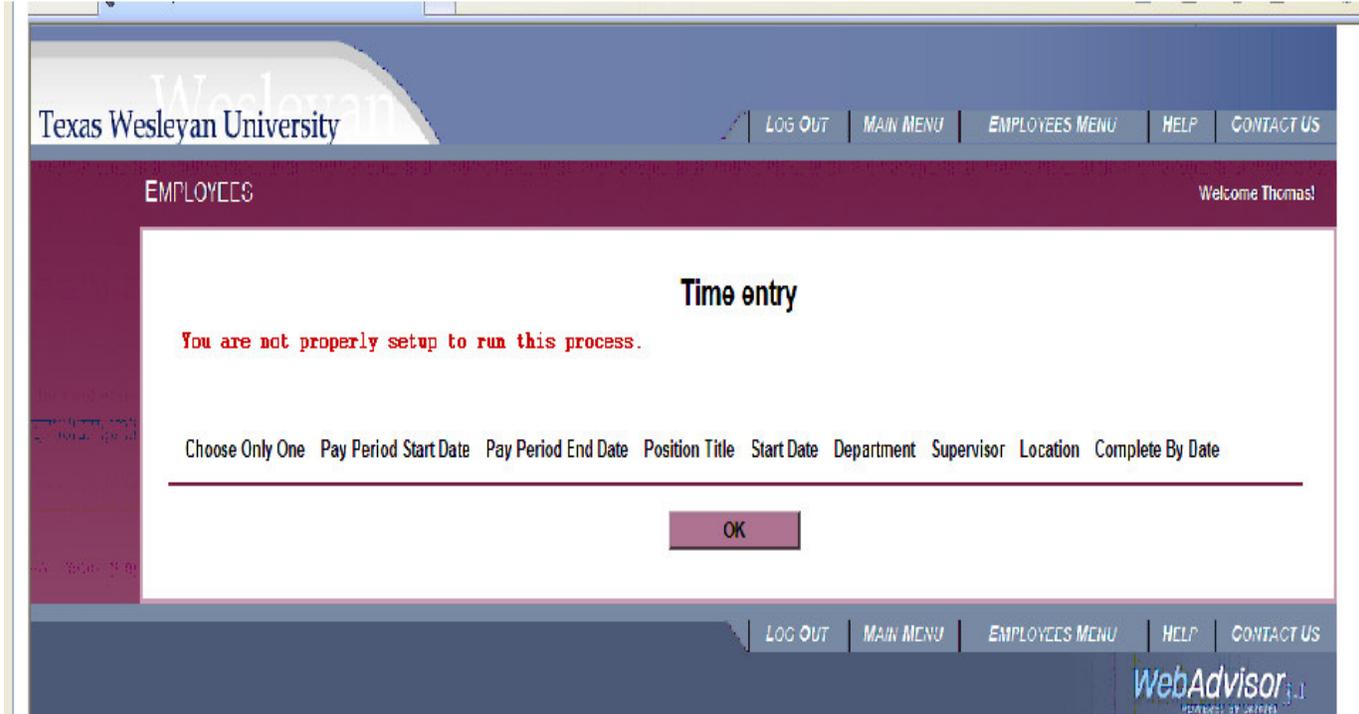
LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

Once you have entered your time and clicked on Submit, a Confirmation screen will pop up. Please verify your hours. If correct, then click on OK. If not correct, you will need to notify your supervisor that your timesheet is incorrect. Your supervisor will need to REJECT your timesheet. Once rejected by your supervisor, you may then go in and make any corrections.

NOTE: This screen will let you know if your timesheet is not complete.

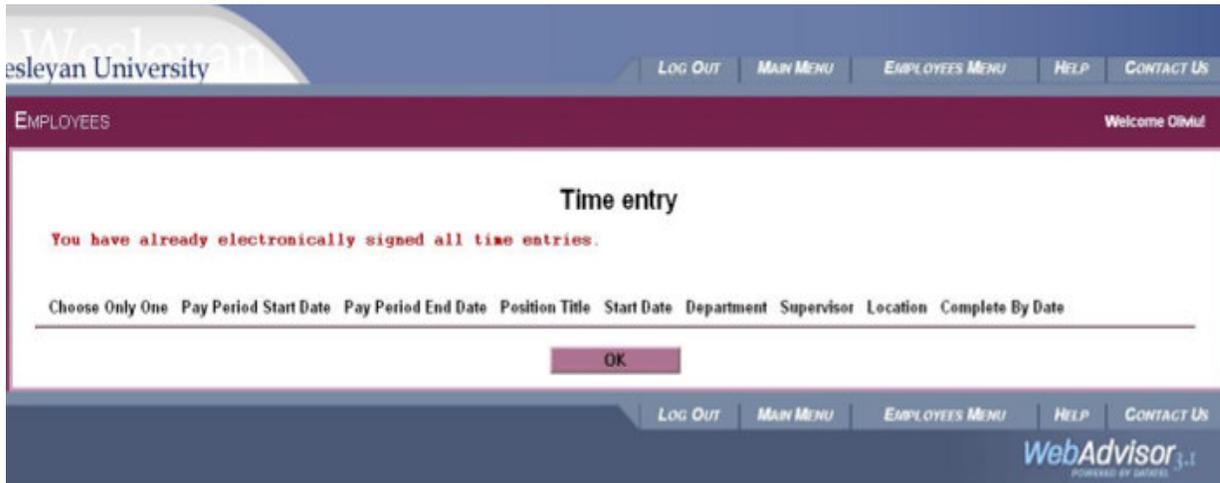
Once you have finished, remember to Log Out of Ramlink.

If you get the following error message, “You are not properly setup to run this process”



**You will need to contact Human Resources.** Please let them know the error message you received.

If you receive this error message, “You have already electronically signed all time entries.”



You have signed your timesheet and it has now gone to your supervisor. Remember, if your timesheet is incorrect, you need to add more hours, etc., you can ask your supervisor to REJECT your timesheet so that you can correct it, OR, your supervisor can correct it for you.

Error message for entering time in/time out incorrectly:

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EMPLOYEES Welcome Lisa!

### Time Entry

The start time must be earlier than the end time. Please be sure to specify either "AM" or "PM" for all times.

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Payroll Specialist	02/28/09	Biweekly Payroll	Financial Services	Main Campus	Caron W. Patton	03/02/09 10:00AM

Leave Type	Leave Balance
Annual Leave	188.00
Sick	0.00

Date	Day	Time In	Time Out	Vacation Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/15/09	Sunday							<input type="checkbox"/>
02/15/09	Sunday							<input type="checkbox"/>
02/16/09	Monday	08:00AM	11:00AM					<input type="checkbox"/>
02/16/09	Monday	12:00PM	05:00AM					<input type="checkbox"/>

Internet 100%

Error message using sick time when sick balance is at zero/not enough sick balance.

### Time Entry

**You cannot have a negative balance for Sick Leave**

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

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02/16/09	Monday	12:00PM	05:00PM					<input type="checkbox"/>
02/17/09	Tuesday			4.00	4.00			<input type="checkbox"/>
02/17/09	Tuesday							<input type="checkbox"/>
02/18/09	Wednesday							<input type="checkbox"/>
02/18/09	Wednesday							<input type="checkbox"/>
02/19/09	Thursday							<input type="checkbox"/>

If the box under timesheet for “additional time period” is checked, error message reads:  
“You cannot enter time or a prior pay period.”

03/10/09	Tuesday			8.00					
03/10/09	Tuesday								
03/11/09	Wednesday								
03/11/09	Wednesday								
03/12/09	Thursday								
03/12/09	Thursday								
03/13/09	Friday								
03/13/09	Friday								
03/14/09	Saturday								
03/14/09	Saturday								

Additional Time(Prior Period)

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EMPLOYEES Welcome Lisa!

### Time Entry

**You cannot enter time for a prior pay period.**

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

EMPLOYEES

### Time Entry

You cannot have overlapping times for the same date.

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

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02/15/09	Sunday							<input type="checkbox"/>
02/16/09	Monday	07:50AM	01:35PM					<input type="checkbox"/>
02/16/09	Monday	02:35PM	05:00PM					<input type="checkbox"/>
02/17/09	Tuesday	07:50AM	12:00PM					<input type="checkbox"/>
02/17/09	Tuesday	01:45PM	05:00PM					<input type="checkbox"/>
02/18/09	Wednesday	07:45AM	01:30PM					<input type="checkbox"/>
02/18/09	Wednesday	02:15PM	05:00PM					<input type="checkbox"/>
02/19/09	Thursday	08:10AM	02:00PM					<input type="checkbox"/>
02/19/09	Thursday	03:00PM	05:00PM					<input type="checkbox"/>

Check your "Time In and Time Out" hours for correct am/pm entries.