

## MONTHLY EMPLOYEES/SUPERVISORS TRAINING

Log into Ramlink using your windows login (not Datatel).  
Once logged in, click on “Employees”

Texas Wesleyan University

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Changes to the main page are coming soon. The main page will have GUESTS menu only. Please LOGIN first, and then select your point of entry.

Welcome Lisa!

Welcome to Texas Wesleyan's Ramlink home page. Ramlink is a web interface that allows you to securely access the University's Administrative database. Ramlink provides direct web access to select portions of student's academic and financial records. The faculty component provides course rosters, grading and advisee information. Ramlink gives students, staff, and the community access to our databases.

**LOGIN first then select your point of entry to the right.**

main menu

- Guests
- Undergraduate Applicants
- Students
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- Employees**

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WebAdvisor<sup>3.1</sup>  
POWERED BY DATATEL

Wesleyan University

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EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Lisa!

Be aware that the links below may display confidential information.

<b>User Account</b>	<b>Communication</b>
<a href="#">What's my User ID?</a> <a href="#">What's My Password</a> <a href="#">Change Password</a> <a href="#">Address Change</a>	<a href="#">My Documents</a>
<b>Employee Profile</b>	<b>Financial Information</b>
<a href="#">Leave Plan Summary</a> <a href="#">My Stipends</a>	<a href="#">Budget selection</a> <a href="#">Budget summary</a>
<b>Time Entry and Approval</b>	
<a href="#">Time entry</a> <a href="#">Time history</a> <a href="#">Time approval (for supervisors)</a> <a href="#">Employee history (for supervisors)</a>	

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**WebAdvisor** 3.1  
POWERED BY DATATEL

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

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Director Center for Excellence in Teaching & Learning	02/28/09	Monthly Payroll	Academic Technology	Main Campus	Marcus C. Kerr	02/22/09 11:59AM

Leave Type	Leave Balance
Annual Leave	48.00
Sick	24.00

Date	Day	Hours Worked	Vacation Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
02/01/09	Sunday								<input type="checkbox"/>
02/02/09	Monday	8.00							<input type="checkbox"/>
02/03/09	Tuesday	8.00							<input type="checkbox"/>
02/04/09	Wednesday	8.00							<input type="checkbox"/>
02/05/09	Thursday	8.00							<input type="checkbox"/>
02/06/09	Friday	8.00							<input type="checkbox"/>
02/07/09	Saturday								<input type="checkbox"/>
02/08/09	Sunday								<input type="checkbox"/>
02/09/09	Monday	8.00							<input type="checkbox"/>
02/10/09	Tuesday	8.00							<input type="checkbox"/>
02/11/09	Wednesday	8.00							<input type="checkbox"/>

Look over your Time Entry and notice how many Vacation hours and Sick hours you currently have available.

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 for monthly employees are entered as 8 hours only. **Monthly employees cannot enter in hourly increments.** Monthly employees are considered at work all day if they come in for one hour.

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).

02/13/09	Friday	8 00								
02/14/09	Saturday									
02/15/09	Sunday									
02/16/09	Monday	8 00								
02/17/09	Tuesday	8 00								
02/18/09	Wednesday	8 00								
02/19/09	Thursday	8 00								
02/20/09	Friday	8 00								
02/21/09	Saturday									
02/22/09	Sunday									
02/23/09	Monday	8 00								
02/24/09	Tuesday	8 00								
02/25/09	Wednesday	8 00								
02/26/09	Thursday	8 00								
02/27/09	Friday	8 00								
02/28/09	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    mkerr@bxwes.edu

**SUBMIT**

Once you have entered four 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.

**NOTE: If you enter vacation/sick/break/holiday/funeral hours, please remember to delete the "8" hours out of the "Hours Worked" column.**

02/13/09	Friday	8.00								
02/14/09	Saturday									
02/15/09	Sunday									
02/16/09	Monday	8.00								
02/17/09	Tuesday	8.00								
02/18/09	Wednesday	8.00								
02/19/09	Thursday	8.00								
02/20/09	Friday	8.00								
02/21/09	Saturday									
02/22/09	Sunday									
02/23/09	Monday	8.00								
02/24/09	Tuesday	8.00								
02/25/09	Wednesday	8.00								
02/26/09	Thursday	8.00								
02/27/09	Friday	8.00								
02/28/09	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 mkerr@txwes.edu

**SUBMIT**

If 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.

If you click on SUBMIT without checking the box, you still have the capabilities of retrieving your timesheet to make corrections or additions.

**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.**

## Confirmation

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

Pay Period End Date 02/28/09

Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	160.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	160.00

OK

A Confirmation screen will pop up next. 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.

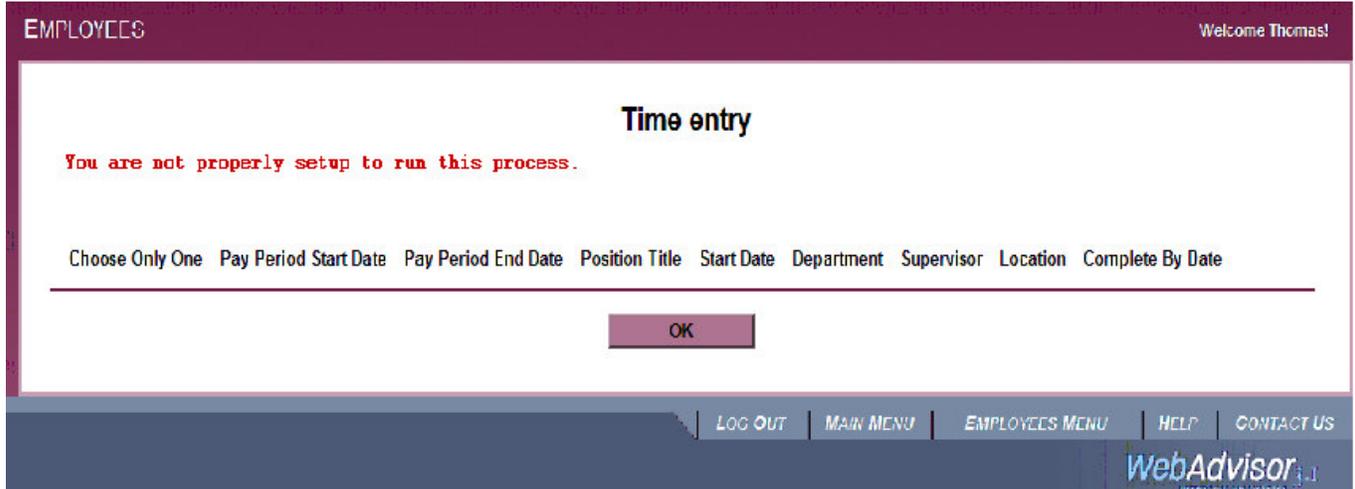
When you have finished, remember to Log Out of Ramlink.

## Monthly Hours Checklist (Confirmation Screen):

These are the monthly hours each employee works that should come across on your confirmation screen. If you have either more/less hours on this screen, please return to your timesheet and check for double hours for one day, or missing hours for a day.

March 2009	22 days = 176 hours
April 2009	22 days = 176 hours
May 2009	21 days = 168 hours
June 2009	22 days = 176 hours
July 2009	23 days = 184 hours
August 2009	21 days = 168 hours
September 2009	22 days = 176 hours
October 2009	22 days = 176 hours
November 2009	21 days = 168 hours
December 2009	23 days = 184 hours
January 2010	21 days = 168 hours
February 2010	20 days = 160 hours
March 2010	23 days = 184 hours
April 2010	22 days = 176 hours
May 2010	21 days = 168 hours
June 2010	22 days = 176 hours
August 2010	22 days = 176 hours
September 2010	22 days = 176 hours
October 2010	21 days = 168 hours
November 2010	22 days = 176 hours
December 2010	23 days = 184 hours

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 can ask your supervisor to REJECT your timesheet so that you can correct it, OR, your supervisor can correct it for you.

SUPERVISORS APPROVAL TRAINING:

# Time Approval (for supervisors)

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	02/15/09	02/28/09	03/02/09 11:59AM	Randal L. Boone		Systems Administrator	ICT	Main Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	02/15/09	02/28/09	03/02/09 11:59AM	Gary D. Brunner		Lan Specialist	ICT	Main Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	02/15/09	02/28/09	03/02/09 11:59AM	Barry Simpson		Technology Services Coordinator	Law Technology	Downtown Campus	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/01/09	02/28/09	02/23/09 11:59AM	Glen R. Goodspeed		Senior Systems Administrator	ICT	Main Campus	160.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/01/09	02/28/09	02/23/09 11:59AM	Wesley R. Senter		Network Engineer	ICT	Main Campus	120.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/01/09	02/28/09	02/23/09 11:59AM	David Sweatt		Web Developer LMS Specialist	Academic Technology	Main Campus	120.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/01/09	02/28/09	02/23/09 11:59AM	Richard P. Webb		Senior Network Engineer	ICT	Main Campus	160.00

Security Access Messages  
None

Approve the entries on behalf of

**SUBMIT**

When approving a biweekly or monthly timesheet, the supervisor must click on the box that reads “Review Entry” for each employee. Click Submit.

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	BRH Hours	Shift Type	Insert Line
12-10-09	Sunday									
12-11-09	Monday									
12-12-09	Tuesday									
12-13-09	Wednesday									
12-14-09	Thursday									
12-15-09	Friday									
12-16-09	Saturday									
12-17-09	Sunday									
12-18-09	Monday									
12-19-09	Tuesday									
12-20-09	Wednesday									
12-21-09	Thursday									
12-22-09	Friday									
12-23-09	Saturday									

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After

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The employee does not have other job data

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Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

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I, \_\_\_\_\_, hereby agree that the time entry is complete.

Supervisor Decision:

Supervisor Comments:

Employee Email Address:

After reviewing the employees' timesheet, the supervisor must click on the drop-down box and select "Approve." If the supervisor does not agree with the employee's timesheet, the supervisor may click on the drop-down box and select "Reject." In the Supervisor's Comments box, let the employee know why the timesheet is being rejected so the employee can go in and correct the timesheet.

Once correct, then the supervisor can select "Approve." Once approved, the employee will receive an email letting them know the supervisor has approved their electronic timesheet.