



**WEBTIME
MANAGER OF SALARIED EMPLOYEES
EARNED TIME APPROVAL
GUIDE**

2012

The purpose of the new WebTime electronic time reporting system is to improve the accuracy and timeliness of our time reporting for both salaried and hourly NBER employees. Once everyone is comfortable using the new system we think it will also prove to be a convenience for both employees and their supervisors. **Please note: WebTime works only in Internet Explorer and Firefox.**

How WebTime Works

Instead of using a (monthly) paper timesheet, every two weeks your salaried employees will enter their earned time hours into the WebTime system using an interactive web page. You will need to check and approve those hours electronically.

If you are one of multiple co-investigators on a grant that pays employees you have a choice about how your employees' timesheets will be approved. We can set up the system either with:

1. Shared supervision: any PI on the shared grant has permission to sign any employee's timesheet, or
2. Sole supervision: each employee is assigned to a particular PI, so one supervisor has sole responsibility for signing that employee's timesheets.

Please keep in mind when deciding which method you prefer that grant regulations specify that the person who signs the timesheets must have direct personal knowledge of the work the employee does and the hours they work.

1. Go to: <http://resnavweb.com:81/nbnet/login.aspx> (from either **Internet Explorer** or **Firefox**).
2. Login in: (Username = "LastName_FirstName"; Password = Last 4 digits of your SSN) (Please note, if you are a staff member who is also a supervisor, when you are entering your own earned time hours into WebTime your Username will be your LastName only, not Last_First.)

You should see the "Timecard Approval" screen for your first employee (if you are approving hours for more than one grant/project, the employee records for your first account/grant will appear first). In the upper right part of the screen is an "Approve" button that will approve all hours filed by this employee in this pay period (for the displayed account/grant). Before you click on the button to approve your employees' earned time hours, you should review those hours. You will need to use the scroll bar on the right of the screen to see all the days in the two-week pay period.

3. Review the hours worked by your employee(s).

Note that if an employee enters a "Z" code (with zero hours) on the first work day of the pay period, that signifies that no earned hours were taken during those two weeks (the "Z" simply shows you that the employee has logged in and filled out the form for the pay period).

- a. Earned time hours taken will appear in the Earned Time column.
- b. Coded earned time categories are:
 - B (bereavement)
 - F (floating holiday)
 - J (jury duty)
 - U (unpaid leave)
 - H (official NBER holiday)
- c. Coded hours corresponding to the codes above will appear in the Hours column.

d. Totals for the current week and the current pay period appear at the bottom of the page. A regular full time worker will show 35 hours total per week, and 70 hours per pay period in the “Total Hours” boxes. (Please note that the total earned time hours currently appear in a box labeled “Overtime Hours” - a holdover from using the same system for hourly and salaried workers).

Assuming that you’re satisfied with the hours for this employee, click the “Approve” button. If you don’t approve the earned time hours for your salaried workers, those hours won’t get transmitted to ADP (and will remain in the system for the next pay period). After you approve the hours, you should see a green check mark in the box to the left of each day on which earned time was taken.

If necessary, you can make corrections to the hours that appear on your workers’ timecards. After changing those hours, you should “Save” those changes before you “Approve” them.

4. You can move from record to record of workers paid from the same account/grant by clicking on the “Next Employee” button in the timecard view.

Timecard View – Workers paid from a Single Account/Grant

2 Week Period
01/01/2012 - 01/14/2012

| | |
|---|--|
| Timecard Type : Salaried Employees | Co Code: QS3 |
| Company Code : QS3 | File #: 292 |
| Grant : 0110070000100300 - GRANT DEVEI | <input type="button" value="Approve"/> <input type="button" value="Unapprove"/> |
| Employee : Oaxaca, Alison L. | 'Approve' certifies that the employee has worked the hours reported for this pay period. |
| <input type="button" value=" << Previous Employee"/> <input type="button" value=" Next Employee >>"/> | |
| <input type="button" value="Jump To Timecard"/> | |
| No allowed/taken found. | |

| Approved | Date | Hours Worked | Earned Time | Coded Hours | Grant | Additional Rows | Total Hours | User Id |
|--------------------------|--------------|--------------|-------------|-------------|------------------|-------------------------------------|-------------|------------------|
| <input type="checkbox"/> | Sun 1/1/2012 | | | | | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> | Mon 1/2/2012 | | | H 7.00 | 0110070000100300 | <input checked="" type="checkbox"/> | 7 | Alison L. Oaxaca |
| <input type="checkbox"/> | Tue 1/3/2012 | 7.00 | | | 0110070000100300 | <input checked="" type="checkbox"/> | 7 | Alison L. Oaxaca |
| <input type="checkbox"/> | Wed 1/4/2012 | 7.00 | | | 0110070000100300 | <input checked="" type="checkbox"/> | 7 | Alison L. Oaxaca |
| <input type="checkbox"/> | Thu 1/5/2012 | 7.00 | | | 0110070000100300 | <input checked="" type="checkbox"/> | 7 | Alison L. Oaxaca |
| <input type="checkbox"/> | Fri 1/6/2012 | 7.00 | | | 0110070000100300 | <input checked="" type="checkbox"/> | 7 | Alison L. Oaxaca |
| <input type="checkbox"/> | Sat 1/7/2012 | | | | | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> | Sun 1/8/2012 | | | | | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> | Mon 1/9/2012 | 7.00 | | | 0110070000100300 | <input checked="" type="checkbox"/> | 7 | Alison L. Oaxaca |

5. If you supervise workers on various accounts/grants, you can view all employees by moving through the grants by using the Grants drop-down menu. Each selected grant number will bring up the timecards of the workers associated with that grant.

6. Workers who are being paid from multiple accounts/grants do not enter earned time on the main timecard screen. For any day on which they used leave time, they click on the “Additional Rows” box (which should be highlighted in yellow – see screenshot below). A separate screen will pop up, showing each account/grant on its own line. Check the hours taken for each account/grant line. The total for each day

should add up to the number of hours that worker is scheduled to work in a normal day. Clicking on the “Approve” button will approve all hours on all grants for the employee in view.

Timecard View – Workers paid from Multiple Accounts/Grants

WEEK
12/18/2011-12/24/2011

| | |
|--|-------------------------------------|
| Timecard Type | Salaried Employees |
| Company Code | QS3 |
| Grant | 4050500002429400 - 4050500002429400 |
| Employee | Stein, Janet B |
| <input checked="" type="checkbox"/> Show All Employees | |
| <input style="float: left;" type="button" value=" << Previous Employee "/> <input style="float: right;" type="button" value=" Next Employee >> "/> | |

No allowed/taken found.

| Approved | Date | Hours Worked | Earned Time | Coded Hours | Grant | Additional Rows | Total Hours | User Id |
|--------------------------|----------------|--------------|-------------|-------------|------------------|-----------------|-------------|---------------|
| <input type="checkbox"/> | Sun 12/18/2011 | | | | | X | | |
| <input type="checkbox"/> | Mon 12/19/2011 | 1.05 | | | 8340290088053792 | X | 1.05 | Janet B Stein |
| <input type="checkbox"/> | Tue 12/20/2011 | 1.05 | | | 8340290088053792 | X | 1.05 | Janet B Stein |
| <input type="checkbox"/> | Wed 12/21/2011 | 1.05 | | | 8340290088053792 | X | 1.05 | Janet B Stein |
| <input type="checkbox"/> | Thu 12/22/2011 | 1.05 | | | 8340290088053792 | X | 1.05 | Janet B Stein |
| <input type="checkbox"/> | Fri 12/23/2011 | 1.05 | | | 8340290088053792 | X | 1.05 | Janet B Stein |
| <input type="checkbox"/> | Sat 12/24/2011 | | | | | X | | |

| Week Totals | | | | Pay Period Totals | | | |
|---------------|----------------|-------------|-------------|-------------------|----------------|-------------|-------------|
| 35 | | 0 | | 56 | 14.00 | 0 | 70.00 |
| Regular Hours | Overtime Hours | Coded Hours | Total Hours | Regular Hours | Overtime Hours | Coded Hours | Total Hours |

Pop-up Window for Workers paid from Multiple Accounts/Grants

Webtime.NET Timecard -- Webpage Dialog

| Approved | Hours Worked | Earned Time | Coded Hours | Grant | Total Hours | User Id |
|--------------------------|--------------|-------------|-------------|------------------|-------------|---------------|
| <input type="checkbox"/> | 1.05 | | | 8340290088053792 | 1.05 | Janet B Stein |
| <input type="checkbox"/> | 2.31 | | | 3350430141553792 | 2.31 | admin |
| <input type="checkbox"/> | 1.05 | | | 8440080668019492 | 1.05 | admin |
| <input type="checkbox"/> | 0.70 | | | 0110070000100392 | 0.7 | admin |
| <input type="checkbox"/> | 1.54 | | | 3341350058053792 | 1.54 | admin |
| <input type="checkbox"/> | 0.35 | | | 4040760018512792 | 0.35 | admin |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |

7. When you’ve finished the approval process, Press the “Exit” button (or “Log Out” on the top menu) to leave WebTime, or simply close your browser.

Appendix

WEBTIME SCHEDULE 2012 (T=transition period)

| PAYROLL DATE | | HOURS DUE | | MANAGER APPROVAL |
|---------------------|------------|------------------|-----|-------------------------|
| | 01/13/2012 | | --- | --- |
| | 01/27/2012 | | --- | --- |
| | 02/10/2012 | | --- | --- |
| | 02/24/2012 | | --- | --- |
| | 03/09/2012 | 3/21 - 3/26 | T | 3/26 - 3/27 |
| | 03/23/2012 | 3/28 - 4/2 | T | 4/2 - 4/3 |
| | 04/06/2012 | 4/4 - 4/9 | T | 4/9 - 4/11 |
| | 04/20/2012 | 4/13 - 4/23 | | 4/23 - 4/25 |
| | 05/04/2012 | 4/27 - 5/7 | | 5/7 - 5/9 |
| | 05/18/2012 | 5/11 - 5/21 | | 5/21 - 5/23 |
| | 06/01/2012 | 5/25 - 6/4 | | 6/4 - 6/6 |
| | 06/15/2012 | 6/8 - 6/18 | | 6/18 - 6/20 |
| | 06/29/2012 | 6/22 - 6/29 | | 6/29 - 7/2 |
| | 07/13/2012 | 7/6 - 7/16 | | 7/16 - 7/18 |
| | 07/27/2012 | 7/20 - 7/30 | | 7/30 - 8/1 |
| | 08/10/2012 | 8/3 - 8/13 | | 8/13 - 8/15 |
| | 08/24/2012 | 8/17 - 8/27 | | 8/27 - 8/29 |
| | 09/07/2012 | 8/31 - 9/10 | | 9/10 - 9/12 |
| | 09/21/2012 | 9/14 - 9/24 | | 9/24 - 9/26 |
| | 10/05/2012 | 9/28 - 10/8 | | 10/8 - 10/10 |
| | 10/19/2012 | 10/12 - 10/22 | | 10/22 - 10/24 |
| | 11/02/2012 | 10/26 - 11/5 | | 11/5 - 11/7 |
| | 11/16/2012 | 11/9 - 11/16 | | 11/16 - 11/19 |
| | 11/30/2012 | 11/23 - 12/3 | | 12/3 - 12/5 |
| | 12/14/2012 | 12/7 - 12/17 | | 12/17 - 12/19 |
| | 12/28/2012 | 12/21 - 12/31 | | 12/31 - 1/2 |