

Change to Payroll Web Time Entry Deadline for Employee Hours Submission

Effective the first payroll in 2013, the employee WTE submission deadline will be extended to 1:30 pm. This allows employees additional time to enter and submit their time for approval. The 1:30 pm deadline is a “hard” deadline, which means that employees will NOT be able to update or submit their time record afterward as they could with the previous 9:30 am “soft” deadline.

One area impacted by this change is WTE submissions returned to employees for correction after 1:30 PM. Any submissions returned to an employee for correction after 1:30 pm CANNOT be resubmitted by the employee. Instead, assistance will be required for resubmission from the unit’s Superuser.

If an approver changes an employee’s time submission after the 1:30 pm deadline, the approver is required to communicate the change to the employee and that the employee acknowledge acceptance of the change. This communication must be retained in the employee’s file for at least 4 years to ensure compliance with the state’s payroll and record keeping requirements (NH State regulation Lab 803.03.f.2) for automated time keeping systems, like Banner WTE. An email communication and acknowledgment are acceptable as an electronic signature provided the email contain sufficient detail to itemize the original submission and the change made to it.

WTE submissions, original or changes that have been authorized by the employee and the approver comply with the NH State regulation for payroll and recordkeeping requirements. The on-line transaction, including approvals will be retained for the required time frame.

The approver’s deadline will remain at 9:00 pm.

Feel free to contact USNH Payroll if you have questions about the WTE process or your Campus HR Office if you have questions about employee record keeping requirements.

Note: The first week of January, Payroll will send a notice to WTE employees, approvers and their proxies via the WTE Special Notice.