

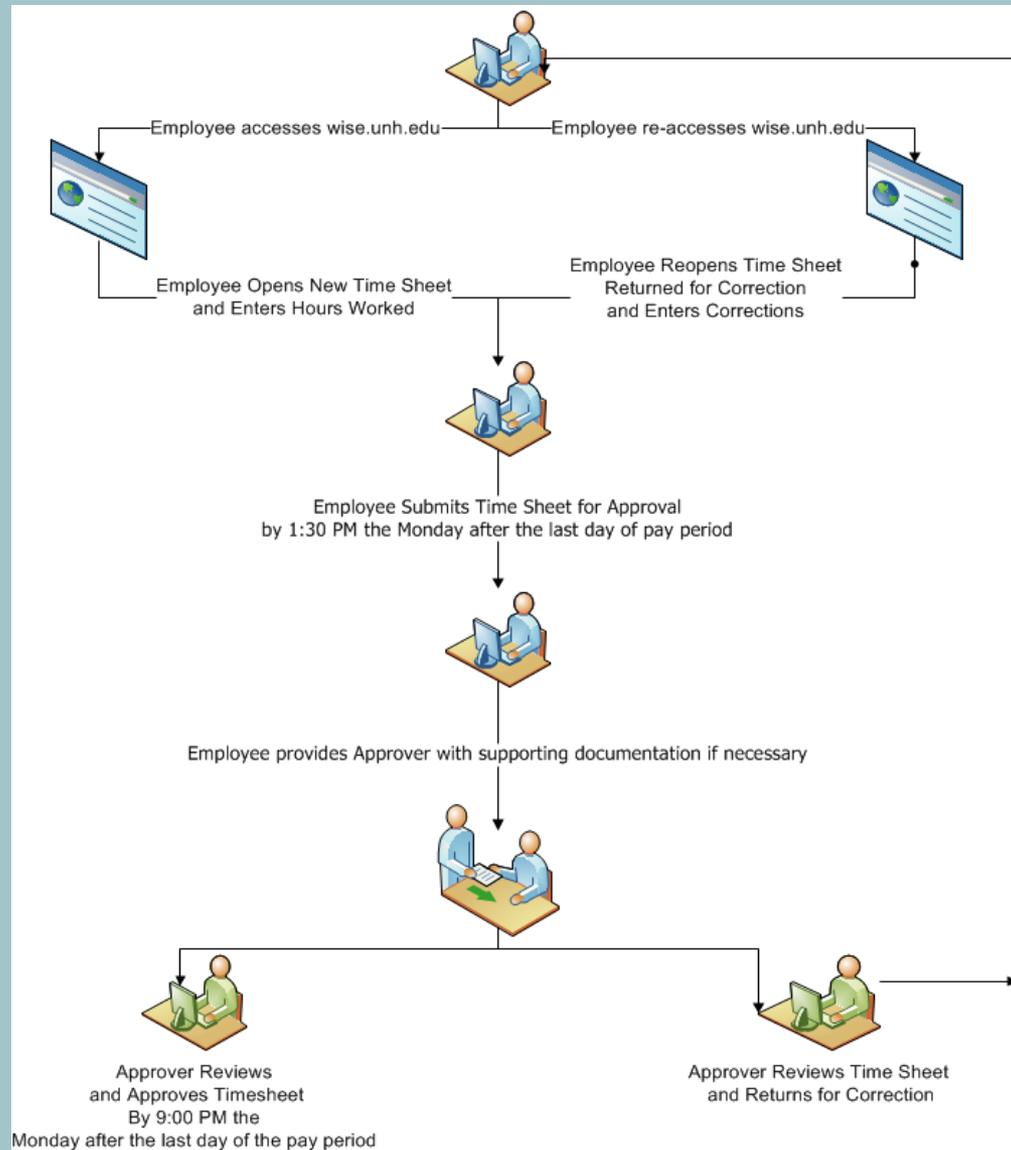
Employee Web Time Entry (WTE)

INTRODUCTION:

- **Working together, Banner Web Time Entry and the Banner HR systems enable employees to enter their time via the Web and submit the time transactions to their supervisor who will review and approve the transaction.**
- **Once approved, the Web transaction will follow the normal payroll process flow and be processed in the normal Banner payroll cycle.**

Web Time Entry (WTE)

Process Flow



Web Time Entry (WTE)

- **Web Time Entry – Must enter “Time In” & “Time Out”**
 - Time must be entered and approved in order for employee to be paid
 - No Default Work Schedules
- **Deadlines**
 - Employee Submission - Normally 2:30pm on Monday following Pay Period end date
 - Approval - Normally 9:00pm on Monday following Pay Period end date
- **Email Notifications to Employees, Approvers, & Proxies**
 - Pre-Deadline
 - Outstanding Timesheets
 - Return for Correction
 - Special Notices

Web Time Entry (WTE) Time Entry

1. Go to the WISE website – <https://wise.unh.edu>

University System of New Hampshire - Web Information System for Employees (WISE) - Windows Internet Explorer

https://wise.unh.edu/

File Edit View Favorites Tools Help

Search

University System of New Hampshire - Web Information System for Employees

University System of New Hampshire

Web Information System for Employees

WISE
Web Information System for Employees

Secure Access PIN Required

To access information about your employment, pay and benefits

LOGIN HERE

Click to Login

Logging on for the First Time?

If this is your first time logging into WISE, enter your USNH ID (9-digit number) and your PIN. *Your initial PIN is your date of birth in MMDDYY format.* You will be required to change your PIN upon your first visit to the system. PINs are case-sensitive and must be exactly 6 characters, which may be letters, numbers, and punctuation.

Need Assistance?

If you need assistance logging into the system with your PIN, contact the IT Help Desk at (603) 862-4242. If you have a question regarding the information you see, contact your [Campus Human Resource Office](#) or your [Campus Payroll Office](#).

Notices

WISE Brochure

WISE Tips

PIN FAQ List

System Availability

Granite State College Computer & Network Acceptable Use Policy

Keene Computer and Network Use Policy

Plymouth Acceptable Use of Computing Resources Policy

UNH Acceptable Use Policy

USNH Enterprise Systems Gateway

- **Benefits and Deductions** View Medical, Dental, Life Insurance, and Disability Benefits, as well as Voluntary and Involuntary Deductions.
[MyUSNHBenefits.net](#)
- **Pay Information** View Paycheck Stubs, Earnings History, Direct Deposit Allocations, W-4 Tax Exemptions, and W-2 Tax Forms (available for Calendar Year 2003 and later).
- **Current and Past Jobs** View information on Jobs held at USNH (since July 1, 2003 only).
- **Leave Information** View accrued and take leave

Web Time Entry (WTE)

User Login - Windows Internet Explorer
https://wise.test.unh.edu:8878/uts/twbkvbis.P_WWW0.asp

University System of New Hampshire Web Information System for Employees

HELP EXIT

User Login

WISE Tips

- Your **User ID** is your USNH ID, the unique 9-digit number used to track you within the USNH Human Resources system.
- PINs** are **case-sensitive** and **must be exactly 6 characters** (letters, numbers, or punctuation).
- Be careful when entering your PIN as **your account will be locked after three (3) attempts**. Use the **Forgot PIN?** button below to avoid having your account locked. If your account is locked, or you need assistance, call the UNH IT Help Desk at (603) 862-4242.
- To edit your **Security Question** choose Personal Information after logging into WISE.
- When you are finished using WISE, please **Exit** and close your browser to protect your privacy.

Logging in for the First Time?

- Your **initial PIN** is your **date of birth in MMDDYY format**.
- You will be prompted to change your PIN upon your first visit to the system.
- You will be required to enter your new PIN twice, before selecting Login, to access your WISE account.

Forgot Your PIN?
If you have previously logged in and have forgotten your PIN, enter your **User ID**: below and then click on **Forgot PIN?** Make sure you enter your User ID before clicking on Forgot PIN? so the system will recognize your account.

User ID:
PIN:

Login Forgot PIN?

RELEASE: 8.3

Enter User ID (full 9 of USNH ID) & PIN
Click Login

Web Time Entry (WTE)

Main Menu - Windows Internet Explorer

https://wise.unh.edu/bprd/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+cb>Welcome,+Ge

File Edit View Favorites Tools Help

bing News Entertainment Video Sports 34°F Sign in

Search Watch TV Radio Games E-mail Weather CNN Facebook

Favorites Suggested Sites Free Hotmail Web Slice Gallery

Main Menu

University System of New Hampshire Web Information System for Employees

Personal Information Employee

Search Go

SITE MAP HELP EXIT

Click on the appropriate file cabinet to access your information.

Welcome, Gerard P. Lamoureux, to WISE, Web Information System for Employees! Last web access on Oct 18, 2010 at 01:41 pm

Employee Services
Benefits, Leave balances, Job data, Paystubs, W2 and W4 data.
Update of Direct Deposit Allocations is now available to all USNH employees.

Personal Information
Address(es), Phone number(s), E-mail address(es), Emergency contact information, Name change & social security number information, PIN and security question information.

RELEASE: 8.3

Done Internet 100%

Select Employee Tab
or Employee Services

Web Time Entry (WTE)

The screenshot shows a Windows Internet Explorer browser window displaying the 'Employee Services' website. The address bar shows the URL: https://wise.test.unh.edu:8878/utst/twbknbis.P_GenMenu?name=pmenu.P_MainMnu. The page header includes the University System of New Hampshire logo and the text 'Web Information System for Employees'. Below the header, there are tabs for 'Personal Information' and 'Employee'. A search bar is present with a 'Go' button. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Employee Services' and features a list of service options, each with a blue circular icon. The 'Time Sheet' option is highlighted with a yellow horizontal line. A callout box with the text 'Select Time Sheet' and an arrow points to this option. The list of options includes: 'Time Sheet' (Available for employees approved to participate in the Web Time Entry Pilot), 'Leave Reporting' (Available for employees approved to participate in the Leave Reporting Pilot), 'Benefits and Deductions' (Core Benefits, Retirement, Flexible Spending Accounts, Voluntary Benefits, Voluntary/Involuntary Payroll Deductions), 'Pay Information' (Direct Deposit Allocation, Earnings and Deductions history, Pay Stubs. Update of Direct Deposit Allocations is now available to all USNH employees.), 'Tax Forms' (W4 information, W2 Form), 'Jobs Summary', 'Leave Balances', 'Electronic Personnel Action Forms [EPAF]', and 'Effort Certification' (T Gov activated this as a test). At the bottom of the page, it says 'RELEASE: 8.3'. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

Employee Services - Windows Internet Explorer

https://wise.test.unh.edu:8878/utst/twbknbis.P_GenMenu?name=pmenu.P_MainMnu

File Edit View Favorites Tools Help

X

Search Watch TV Radio Games E-mail Weather CNN Facebook

Employee Services

University System of New Hampshire Web Information System for Employees

Personal Information **Employee**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Services

Employee Services

- Time Sheet**
Available for employees approved to participate in the Web Time Entry Pilot
- Leave Reporting**
Available for employees approved to participate in the Leave Reporting Pilot.
- Benefits and Deductions**
Core Benefits, Retirement, Flexible Spending Accounts, Voluntary Benefits, Voluntary/Involuntary Payroll Deductions.
- Pay Information**
Direct Deposit Allocation, Earnings and Deductions history, Pay Stubs.
Update of Direct Deposit Allocations is now available to all USNH employees.
- Tax Forms**
W4 information, W2 Form.
- Jobs Summary**
- Leave Balances**
- Electronic Personnel Action Forms [EPAF]**
- Effort Certification**
T Gov activated this as a test

RELEASE: 8.3

Internet 100%

Select Time Sheet

Web Time Entry (WTE)

The screenshot shows a web browser window titled "Time Sheet Selection - Windows Internet Explorer". The address bar shows the URL: https://wisetest.unh.edu:8878/utst/bwpktais.P_SelectTimeSheetRoll. The page header includes the University System of New Hampshire logo and the text "Web Information System for Employees". Below the header, there are tabs for "Personal Information" and "Employee", and a search bar. The main content area is titled "Time Sheet Selection" and contains instructions: "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." Below this, there is a table with two columns: "Title and Department" and "My Choice Pay Period and Status". The table contains the following data:

Title and Department	My Choice Pay Period and Status
SR BUSINESS SERVICES ASSISTANT, YB0147-00	Sep 18, 2010 to Oct 01, 2010 Not Started
AVC Finance Office, YCFS10	Sep 18, 2010 to Oct 01, 2010 Not Started
	May 15, 2010 to May 28, 2010 Completed
	May 01, 2010 to May 14, 2010 Completed
	Apr 17, 2010 to Apr 30, 2010 Completed
	Apr 03, 2010 to Apr 16, 2010 Completed
	Mar 20, 2010 to Apr 02, 2010 Completed

Below the table, there is a "Time Sheet" button and the text "RELEASE: 8.3". A callout box with the text "Select Pay Period from Dropdown List" and an arrow points to the dropdown menu in the table.

Web Time Entry (WTE)

Time and Leave Reporting - Windows Internet Explorer

https://wisetest.unh.edu:8878/tutst/bwpkteis.P_SelectTimeSheetDriver

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: SR BUSINESS SERVICES ASSISTANT -- YB0147-00
Department and Number: AVC Finance Office -- YCFS10
Time Sheet Period: Sep 18, 2010 to Oct 01, 2010
Submit By Date: Dec 31, 2010 by 09:00 P.M.

Earning	Shift Default	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or Units	Hours	Units	Sep 18, 2010	Sep 19, 2010	Sep 20, 2010	Sep 21, 2010	Sep 22, 2010	Sep 23, 2010	Sep 24, 2010
120-Hourly Earnings (OS)	1	0	0	Enter Hours						
310-Add'lHrsWorkedOverRegular	1	0	0	Enter Hours						
420-Earned Time Usage Pay	1	0	0	Enter Hours						
442-Sick Pool Usage	1	0	0	Enter Hours						
443-Sick PoolUsage-FamilyLeave	1	0	0	Enter Hours						
911-Comp Time Accrual - 1:1	1	0	0	Enter Hours						
912-Comp Time Accrual - 1:1.5	1	0	0	Enter Hours						
914-Comp Time Usage - 3P & WTE	1	0	0	Enter Hours						
312-CallBackPay(1.5*base,3 hr)	1	0	0	Enter Hours						
313-Call Back Holiday	1	0	0	Enter Hours						
314-Holiday Pay (not worked)	1	0	0	Enter Hours						

Click intersection of day and desired earn code

Web Time Entry (WTE)

University System of New Hampshire
Web Information System for Employees

Personal Information Employee

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Sep 20, 2010
Earnings Code: 120-Hourly Earnings (OS)

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	04:30 PM	3.5
1			0
1			0
1			0
1			0
1			7.5

Verify Date and Earn Code Selected

Enter Time In and Time Out for hours worked that day

- Leave gap for unpaid periods like Lunch or split shifts

Click "Save" to total hours entered per shift and day

"Time Sheet" will enable you to select different Earn Code or Day the from Time Sheet

"Next Day" will retain the same Earn Code and proceed to next day

"Copy" allows you to copy hours to selected day in pay period

Web Time Entry (WTE) Timesheet Example: OS Hourly Earnings (Regular)

Time and Leave Reporting - Windows Internet Explorer

https://wisetest.unh.edu:8876/utst/bwpktcd_P_UpdateTimeInOut

USMC Birthday

University System of New Hampshire Web Information System for Employees

Personal Information Employee

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: SR BUSINESS SERVICES ASST-SYS -- YB0213-02
Department and Number: AVC Finance Office -- YCFS10
Time Sheet Period: Sep 18, 2010 to Oct 01, 2010
Submit By Date: Dec 31, 2010 by 09:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010	Wednesday Sep 22, 2010	Thursday Sep 23, 2010	Friday Sep 24, 2010
120-Hourly Earnings (OS)	1	0	80		Enter Hours	Enter Hours	8	8	8	8	8
310-Add'lHrsWorkedOverRegular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
420-Earned Time Usage Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
442-Sick Pool Usage	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
443-Sick PoolUsage-FamilyLeave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
911-Comp Time Accrual - 1:1	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
912-Comp Time Accrual - 1:1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.3

Click to submit Time for Approval

Display of Hours Entered for Week

Comments – To add comments to time Sheet
 Restart – Deletes all Time entered
 Next – Displays 2nd week of Time Sheet

Web Time Entry (WTE)

Example: OS Regular Earnings (Hourly) & Comp Time Usage

Time and Leave Reporting - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwplktdci.P_UpdateTimeInOut

File Edit View Favorites Tools Help

bing News Entertainment Video Sports Money Autos Lifestyle 39°F Sign in

Search Watch TV Radio Games E-mail Weather CNN Facebook Options

Time and Leave Reporting

SR BUSINESS SERVICES ASST-SYS -- YB0213-02
 AVC Finance Office -- YCFS10
 Time Sheet Period: Sep 18, 2010 to Oct 01, 2010
 Submit By Date: Dec 31, 2010 by 09:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010	Wednesday Sep 22, 2010	Thursday Sep 23, 2010	Friday Sep 24, 2010
120-Hourly Earnings (OS)	1	0	78		Enter Hours	Enter Hours	6	8	8	8	8
310-Add'lHrsWorkedOverRegular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
420-Earned Time Usage Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
442-Sick Pool Usage	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
443-Sick PoolUsage-FamilyLeave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
911-Comp Time Accrual - 1:1	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
912-Comp Time Accrual - 1:1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
913-Comp Time Usage	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
914-Comp Time Usage - 3P & WTE	1	0	2		Enter Hours	Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours
311-Additional duties - Temp	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
312-CallBackPay(1.5*base,3 hr)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
313-Call Back Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
314-Holiday Pay (not worked)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
315-Holiday - Not Eligible OT	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Done Internet 100%

Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular) & Earn Time Usage

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: SR BUSINESS SERVICES ASST-SYS -- YB0213-02
Department and Number: AVC Finance Office -- YCFS10
Time Sheet Period: Sep 18, 2010 to Oct 01, 2010
Submit By Date: Dec 31, 2010 by 09:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010	Wednesday Sep 22, 2010	Thursday Sep 23, 2010	Friday Sep 24, 2010
120-Hourly Earnings (OS)	1		0	40	Enter Hours						
310-Add'lHrsWorkedOverRegular	1		0	0	Enter Hours						
420-Earned Time Usage Pay	1		0	40	Enter Hours	Enter Hours		8	8	8	8
442-Sick Pool Usage	1		0	0	Enter Hours						
443-Sick PoolUsage-FamilyLeave	1		0	0	Enter Hours						
911-Comp Time Accrual - 1:1	1		0	0	Enter Hours						
912-Comp Time Accrual - 1:1.5	1		0	0	Enter Hours						
913-Comp Time Usage	1		0	0	Enter Hours						
914-Comp Time Usage - 3P & WTE	1		0	0	Enter Hours						
311-Additional duties - Temp	1		0	0	Enter Units						
312-CallBackPay(1.5*base,3 hr)	1		0	0	Enter Hours						
313-Call Back Holiday	1		0	0	Enter Hours						

Note: Hourly Earning entered for second week of Pay Period

Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular), Earned Time Usage, Sick Pool Usage, & Holiday Leave

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: SR BUSINESS SERVICES ASSISTANT -- YB0147-00
Department and Number: AVC Finance Office -- YCFS10
Time Sheet Period: Sep 18, 2010 to Oct 01, 2010
Submit By Date: Dec 31, 2010 by 09:00 P.M.

Earning	Shift Default	Total	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or Units	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
			Sep 18, 2010	Sep 19, 2010	Sep 20, 2010	Sep 21, 2010	Sep 22, 2010	Sep 23, 2010	Sep 24, 2010
120-Hourly Earnings (OS)	1	0 56.5	Enter Hours	Enter Hours	7.5	Enter Hours	7.5	Enter Hours	4
310-Add'lHrsWorkedOverRegular	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
420-Earned Time Usage Pay	1	0 7.5	Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
442-Sick Pool Usage	1	0 3.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3.5
443-Sick PoolUsage-FamilyLeave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
911-Comp Time Accrual - 1:1	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
912-Comp Time Accrual - 1:1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
914-Comp Time Usage - 3P & WTE	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
312-CallBackPay(1.5*base,3 hr)	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
313-Call Back Holiday	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
314-Holiday Pay (not worked)	1	0 7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours
315-Holiday - Not Eligible OT	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

