

Web Time Entry CatPAWS User Guide

Updated February 28, 2022

Log in to CatPAWS



Grid of navigation links:

- Login/Enter Secure Area (circled in red)
- Apply for Admissions
- Check Application Status (Graduate & International applicants)
- Apply for Housing
- Forgot Password?
- Class Schedule in Detail
- Class Openings At-a-Glance
- Online Class Openings
- Transfer Equivalencies
- Textbook Information
- Account Payment Center (for parents and authorized users)
- Accessibility Mode (Enable "Accessibility Mode" for easier navigation)

- Click Login/Enter Secure Area.



Northwest Network Account Login

Sign in to your account

Username

Password

Sign in

Forgot [Username](#) or [Password](#)?

- Enter Username and Password.

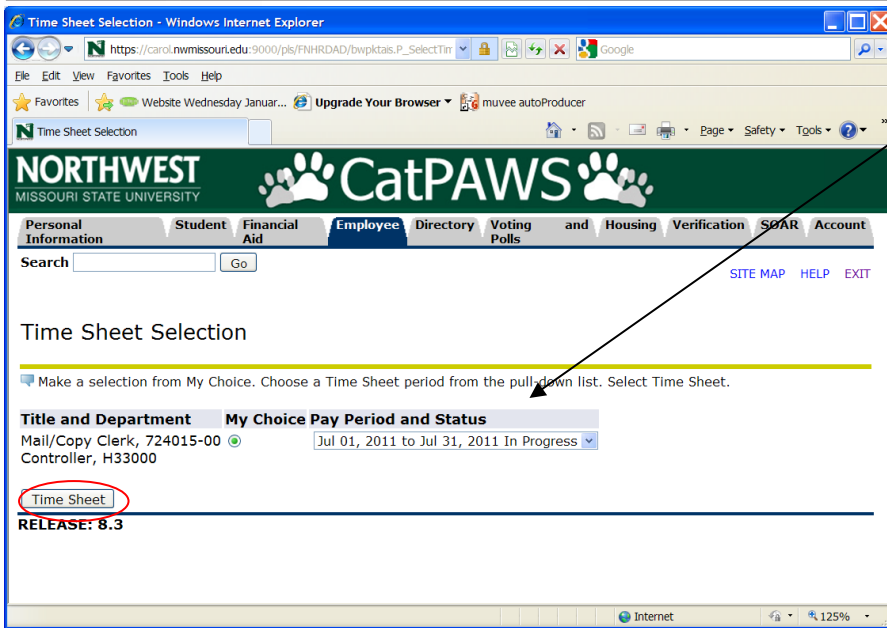
| | | | |
|--|---|---|--|
| Student | Financial Aid | Account | Employee |
| Registration Add/Drop Classes Degree Audit Grades Transcript Graduation Application Holds Verification Internship Agreement More... | Awards Status/Eligibility Standard Scholarship Application More... | Payment Center Current Installment 1098-T Tax Form More... | Payroll Information Time Sheet Tax Forms EPAF |

- Click **Employee** tab.

| | | | |
|---|--|---|---|
| Time Sheet | Payroll Information <i>Pay stub, payroll history</i> | Benefits and Deductions | Leave Balances |
| Tax Forms <i>W-2 form, 1095-C form, Electronic consent, W-4 (Federal)</i> | Jobs Summary | Spouse and Dependent Fitness Center Registration | Scholarship Manager Admin Access |
| Scholarship Manager Committee Access | Employee Fitness Center Annual Registration | | |

- Click **Time Sheet**

BEWARE: Be sure to use navigation buttons within WTE. Do NOT use browser navigations such as the Back arrow. Do NOT double click WTE navigation buttons. Failure to properly navigate within WTE can result in a time sheet error.

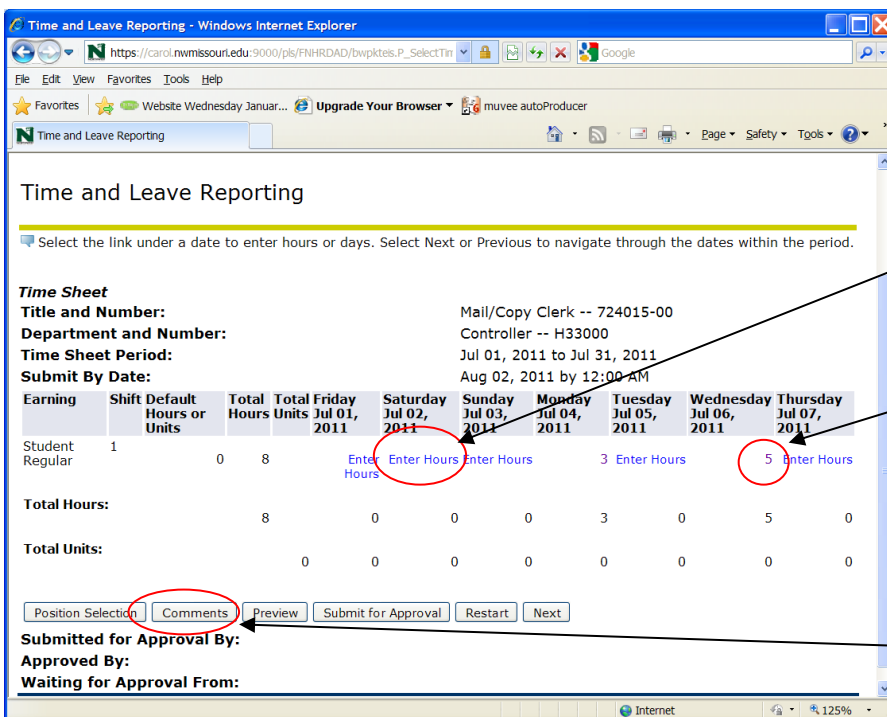


- Select appropriate **Title and Department** and **Pay Period**. If there is more than one title, contact supervisor to determine the correct one to use.
- Click **Time Sheet**.

Time Sheet Status definitions:

- **In Progress** – you have started your time sheet, but have not submitted it for approval.
- **Pending** – you have submitted your time sheet for approval.
- **Approved** – the time sheet has been approved by your supervisor and sent to payroll.
- **Completed** – the time sheet has been successfully processed through payroll.
- **Not Started** – you have not started the time sheet process.
- **Returned for Correction** – there was a problem with your time sheet and it was returned to you by the supervisor to correct.
- **Error** – Contact the Payroll Office to resolve the error.

When you start a new time sheet, click **Preview** (and scroll to right) to validate all scheduled days for the entire pay period exist. If not, contact supervisor immediately.



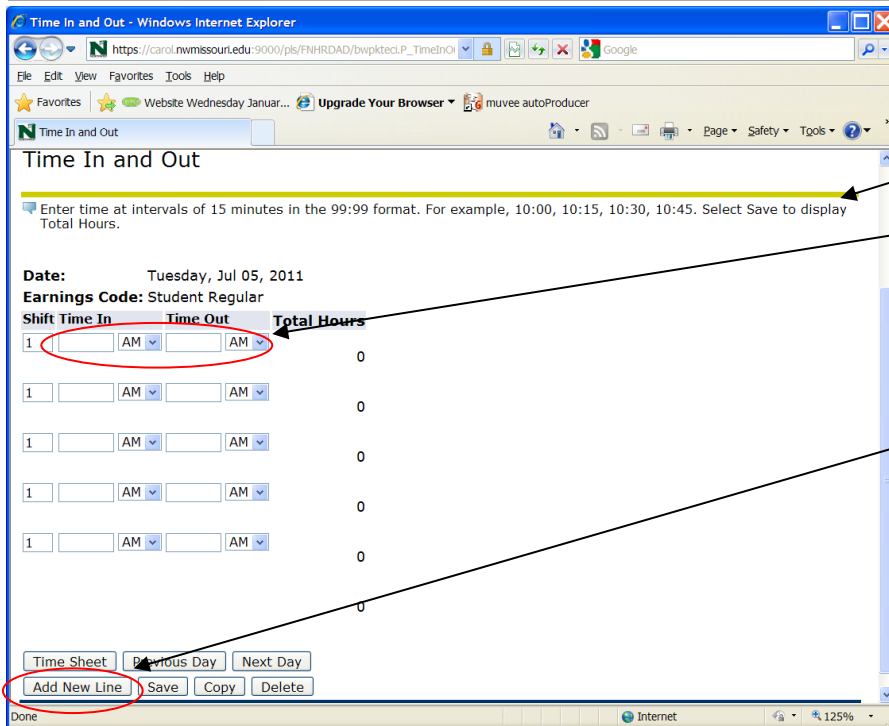
Entering Hours:

- Click Enter Hours for the day you are entering time
- OR**
- If you are entering additional time for a day where you have already entered time, click on the hours for that day.

Comments:

- Click **Comments** to document or explain variances from the schedule or any time sheet issues.

Note: Be careful to not select the **Restart** button. It will wipe out all time for the pay period.



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.

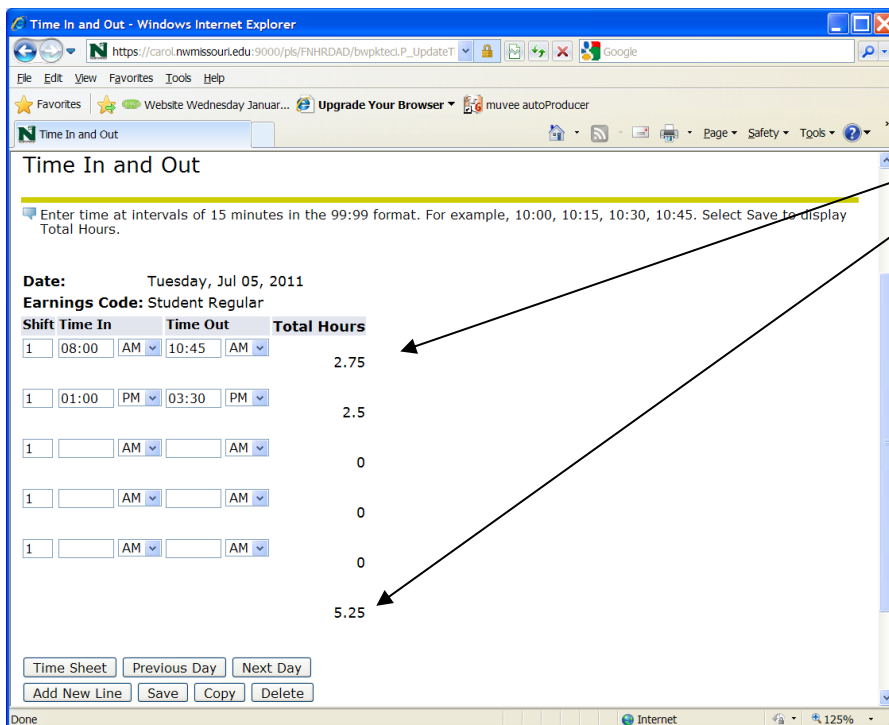
Date: Tuesday, Jul 05, 2011
Earnings Code: Student Regular

| Shift | Time In | Time Out | Total Hours |
|-------|---------|----------|-------------|
| 1 | | | 0 |
| 1 | | | 0 |
| 1 | | | 0 |
| 1 | | | 0 |
| 1 | | | 0 |

Buttons: Time Sheet, Previous Day, Next Day, Add New Line, Save, Copy, Delete

Entering Hours (cont):

- **NOTE:** Time in/out must be entered in intervals of 15 minutes.
- Enter time in/out (be sure to select AM/PM). Time in/out must be entered together.
- You can enter multiple times in/out or you can return later and enter addition times in/out for the day.
- **NOTE:** If you have more than 5 different times in/out you can click 'Add New Line' to add more
- Click **SAVE**.
- Click '**Time Sheet**' to return to the time sheet view or click '**EXIT**' to exit CatPAWS.



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: Tuesday, Jul 05, 2011
Earnings Code: Student Regular

| Shift | Time In | Time Out | Total Hours |
|-------|----------|----------|-------------|
| 1 | 08:00 AM | 10:45 AM | 2.75 |
| 1 | 01:00 PM | 03:30 PM | 2.5 |
| 1 | | | 0 |
| 1 | | | 0 |
| 1 | | | 0 |

Buttons: Time Sheet, Previous Day, Next Day, Add New Line, Save, Copy, Delete

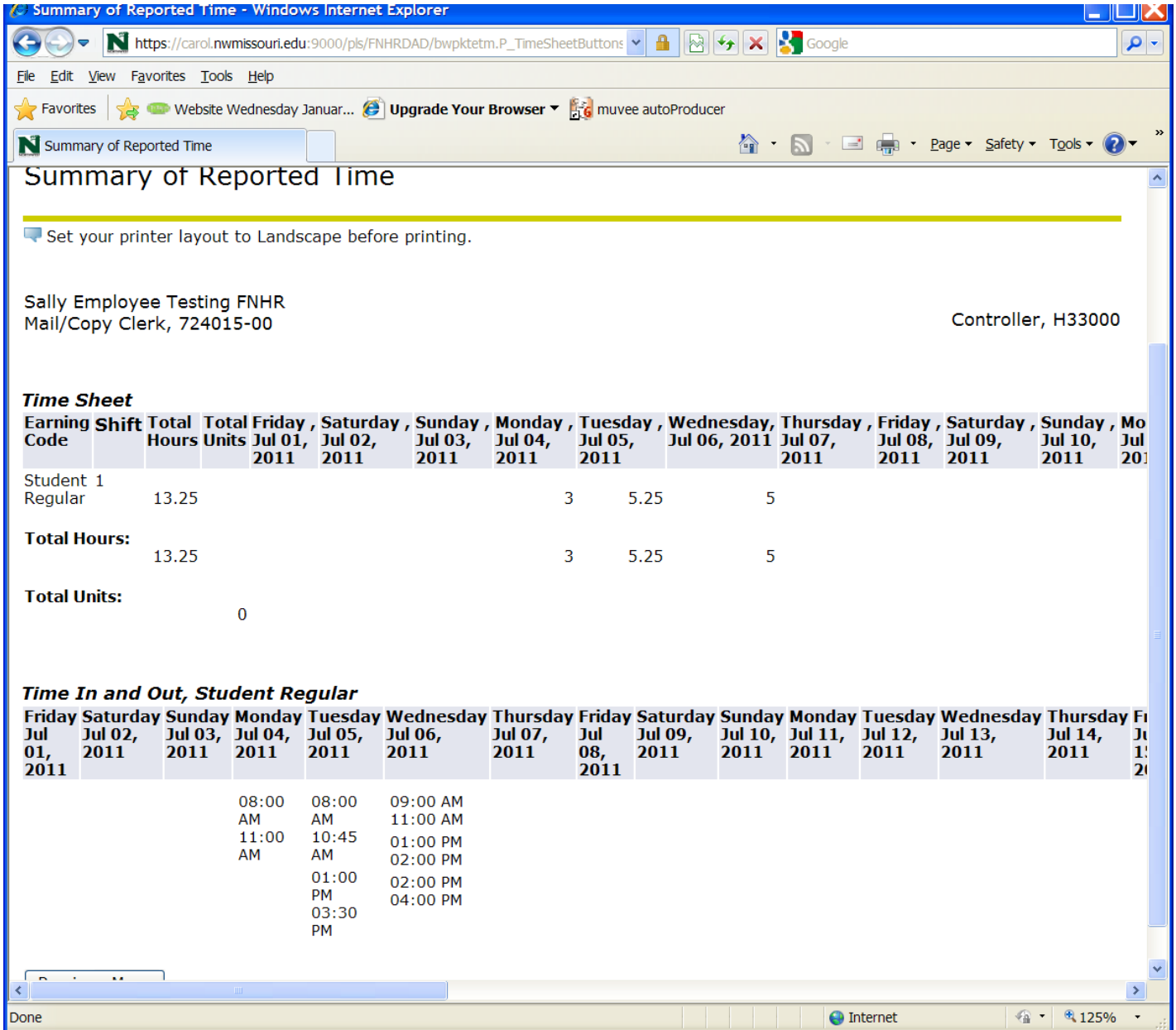
Total Hours: 5.25

Once you click SAVE your hours will be calculated and totaled for the day

After you enter your hours for the last working day of the pay period you must submit your time sheet to your supervisor for approval.

You have until 5 PM of the first business day after the end of the pay period to submit your time sheet for approval.

You must review your time sheet by clicking **Next** or **Previous**. By clicking **Preview** you can see the entire pay period on one page (you must scroll to the right to see all days for the pay period).



Summary of Reported Time

Set your printer layout to Landscape before printing.

Sally Employee Testing FNHR
Mail/Copy Clerk, 724015-00

Controller, H33000

Time Sheet

| Earning Shift Code | Total Hours | Total Units | Friday, Jul 01, 2011 | Saturday, Jul 02, 2011 | Sunday, Jul 03, 2011 | Monday, Jul 04, 2011 | Tuesday, Jul 05, 2011 | Wednesday, Jul 06, 2011 | Thursday, Jul 07, 2011 | Friday, Jul 08, 2011 | Saturday, Jul 09, 2011 | Sunday, Jul 10, 2011 | Monday, Jul 11, 2011 |
|---------------------|-------------|-------------|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|
| Student 1 Regular | 13.25 | | | | | 3 | 5.25 | | 5 | | | | |
| Total Hours: | 13.25 | | | | | 3 | 5.25 | | 5 | | | | |
| Total Units: | | 0 | | | | | | | | | | | |

Time In and Out, Student Regular

| Friday, Jul 01, 2011 | Saturday, Jul 02, 2011 | Sunday, Jul 03, 2011 | Monday, Jul 04, 2011 | Tuesday, Jul 05, 2011 | Wednesday, Jul 06, 2011 | Thursday, Jul 07, 2011 | Friday, Jul 08, 2011 | Saturday, Jul 09, 2011 | Sunday, Jul 10, 2011 | Monday, Jul 11, 2011 | Tuesday, Jul 12, 2011 | Wednesday, Jul 13, 2011 | Thursday, Jul 14, 2011 | Friday, Jul 15, 2011 |
|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|
| | | | 08:00 AM | 08:00 AM | 09:00 AM | | | | | | | | | |
| | | | 11:00 AM | 10:45 AM | 11:00 AM | | | | | | | | | |
| | | | | | 02:00 PM | | | | | | | | | |
| | | | | | 02:00 PM | | | | | | | | | |
| | | | | | 04:00 PM | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Time and Leave Reporting - Windows Internet Explorer

https://carol.nwmissouri.edu:9000/pls/FNHRDAD/bwpkttetm.P_TimeSheet

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: Mail/Copy Clerk -- 724015-00
Department and Number: Controller -- H33000
Time Sheet Period: Jul 01, 2011 to Jul 31, 2011
Submit By Date: Aug 02, 2011 by 12:00 AM

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Friday Jul 01, 2011 | Saturday Jul 02, 2011 | Sunday Jul 03, 2011 | Monday Jul 04, 2011 | Tuesday Jul 05, 2011 | Wednesday Jul 06, 2011 | Thursday Jul 07, 2011 |
|---------------------|-------|------------------------|-------------|-------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|
| Student Regular | 1 | 0 | 13.25 | | Enter Hours | Enter Hours | Enter Hours | | 3 | 5.25 | 5 Enter Hours |
| Total Hours: | | | 13.25 | | 0 | 0 | 0 | | 3 | 5.25 | 5 |
| Total Units: | | | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |

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

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

- When you are ready to submit your time sheet, click ‘**Submit for Approval**’.

Time and Leave Reporting - Windows Internet Explorer

https://carol.nwmissouri.edu:9000/pls/FNHRDAD/bwpkttetm.P_Certification

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.

▲ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Mail/Copy Clerk -- 724015-00
Department and Number: Controller -- H33000
Time Sheet Period: Jul 01, 2011 to Jul 31, 2011
Submit By Date: Aug 02, 2011 by 12:00 AM

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Friday Jul 01, 2011 | Saturday Jul 02, 2011 | Sunday Jul 03, 2011 | Monday Jul 04, 2011 | Tuesday Jul 05, 2011 | Wednesday Jul 06, 2011 | Thursday Jul 07, 2011 |
|---------------------|-------|------------------------|-------------|-------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|
| Student Regular | 1 | 0 | 13.25 | | Enter Hours | Enter Hours | Enter Hours | | 3 | 5.25 | 5 Enter Hours |
| Total Hours: | | | 13.25 | | 0 | 0 | 0 | | 3 | 5.25 | 5 |
| Total Units: | | | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |

Position Selection | Comments | Preview | Next | **Return Time**

Submitted for Approval By: You on Jul 28, 2011
Approved By:
Waiting for Approval From: Suzy Supervisor Testing FNHR

You should see a message at the top of your time sheet stating it has been successfully submitted.

At the bottom of the page, the date your time sheet was submitted will be displayed. It also indicates that the time sheet is waiting for approval by your supervisor. When your supervisor has approved the time, it will be noted on the ‘Approved By’ line.

- If you realize you need to make corrections to your time sheet, you can simply click **Return Time** and make the changes if your supervisor has not approved your time sheet and it is prior to your submission deadline. You must then resubmit your time sheet by clicking **Submit for Approval**.

Attention: It is your responsibility to submit your time sheet by the submission deadline - 5 PM on the first business day following the end of the pay period.

Frequently Asked Questions (FAQs):

1. What if my time sheet is not listed or my Position (Title and Department) is not listed on the Position Selection page?

Please contact your supervisor and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been submitted.

2. What if all the days I am scheduled to work in the pay period do not show on the time sheet?

Please contact your supervisor immediately.

3. What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period?

If you have clicked **Submit for Approval** and your time sheet has not yet been approved by your supervisor and it is prior to your submission deadline, you can click **Return Time** on the Time and Leave Reporting page. You should enter corrections and resubmit the time sheet to your supervisor for approval. If your supervisor has already approved your time sheet or your submission deadline has passed, contact your supervisor immediately.

4. What if I submitted my hours, but I made a mistake?

If you have clicked **Submit for Approval** and your time sheet has not yet been approved by your supervisor and it is prior to your submission deadline, you can click **Return Time** on the Time and Leave Reporting page. You should enter corrections and resubmit the time sheet to your supervisor for approval. If your supervisor has already approved your time sheet or your submission deadline has passed, contact your supervisor immediately.

5. Can anyone else access my hours?

Only your supervisor, their proxy and the Payroll Office can access your hours.

6. Should employees share their username and password with a proxy, approver, other staff or friends/parents?

Due to the confidential and sensitive nature of information that can be accessed through the entire CatPAWS system, employees should never share their username and password with anyone.

7. What is the work week at Northwest?

Monday to Sunday is the work week.

Web Time Entry Quick Reference

Time Sheets must be submitted online to your supervisor by 5 PM of the first business day after the end of the pay period.

1. Log in to **CatPAWS**.
2. Click on the **Employee Tab**.
3. Select the appropriate **Position and Pay Period**.
4. Click **Time Sheet**.
5. Preview to validate all scheduled days of work exist for the pay period.
6. Entering Time:
 - Click **'Enter Hours'** for the day you are entering time
 - If you are entering additional time for a day where you have already entered time, click on the hours for that day
 - Enter time in/out (be sure to select **AM/PM**) Time must be entered in 15 min intervals
 - Click **SAVE**
 - Click **EXIT**
7. Please enter hours daily.
8. Preview entire time sheet on last working day of pay period to validate accuracy and completeness.
9. Click on **Submit for Approval** *only after* you have completed entering all hours worked for the entire pay period.
10. Verify that the time sheet has been submitted by reviewing the bottom of the screen. The *Submitted for Approval By...* line should display the date.
11. You may login again before the payroll due date to verify that your supervisor has approved your time sheet. Your supervisor is required to approve time sheets by 5 PM of the second business day after the end of the pay period.

BEWARE: Be sure to use navigation buttons within WTE. Do NOT use browser navigations such as the Back arrow. Do NOT double click WTE navigation buttons. Failure to properly navigate within WTE can result in a time sheet error.