

Updated February 22, 2019

Web Time Entry Quick Reference for Graduate Assistants

Time Sheets must be submitted on-line to your supervisor by 5 PM on the 10th of each month. If the tenth falls on a Saturday or Sunday, the deadline will be the prior Friday.

1. Log in to **CatPAWS**.
2. Click on the **Employee Tab**.
3. Select the appropriate **Position and Pay Period**.
4. Click **Time Sheet**.
5. Entering Unit:
 - a. Click **'Enter Hours'** on the first day you worked in the month
 - b. In the hours box, enter **1**
***Note-only enter one hour on one day each month worked. Do NOT enter one hour on each day.*
 - c. Click **Save**
6. Confirm that the total number of hours for the month is one.
7. Click on **Submit for Approval**.
8. 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.
9. You may log in 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 first business day after the employee submission deadline.

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.

For complete user guide: <http://www.nwmissouri.edu/hr/PDF/BannerWebTimeEntry.pdf>