Web Time Entry Quick Reference

Time Sheets must be submitted on-line 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.