

Acknowledgement of Electronic Time & Leave Submission for Salary Payment

It is important for all timekeepers, staff, and student workers to understand their role in the Web Time Entry (WTE) process and adhere to published reporting deadlines. Below is information you need to know about time reporting.

9-Month Faculty: Leave reporting via Web Time Entry does not apply to these employees. However, 9-Month Faculty may be approvers of time.

Bi-weekly: All bi-weekly paid employees will submit time and/or leave usage via an electronic time sheet every other Friday.

Monthly: All monthly paid employees who report leave will submit leave usage via an electronic leave report no later than the fifth workday of the following month.

WTE Approvers: Any faculty or monthly paid employee designated to approve time and/or leave must do so electronically.

Your signed acknowledgement is requested, indicating that you understand the importance of your role within this system.

I acknowledge that I must electronically submit my time sheet (for bi-weekly paid employees) or leave report (for monthly paid employees), during the appropriate pay period in order to receive salary payment from the University of Memphis. I acknowledge that failure to do so will result in a delay in payment.

In addition, should my University role involve the approval of time sheets and/or leave reports, I acknowledge that I must electronically approve such during the appropriate pay period. Failure on my part to do so will result in a delay in salary payment to my employees.

Employee Name (Print or Type) _____

Employee Signature _____ **Date** _____

Please return this form to the appropriate area:

HR Records (Administration Building, Room 178, 678-2900)

Student Employment (Wilder Tower, Room 104, 678-3708)