MONTHLY EMPLOYEES/SUPERVISORS TRAINING

Log into Ramlink using your windows login (not Datatel). Once logged in, click on “Employees”
Under Time Entry and Approval, click on “Time Entry”
To enter time into your timesheet, click in the box under “Choose Only One”
Then click on SUBMIT.
Look over your Time Entry and notice how many Vacation hours and Sick hours you currently have available.

If a vacation or sick day was used, please fill in those hours under the appropriate column in the box immediately to the right of the workday. Vacation and sick hours for monthly employees are entered as 8 hours only. **Monthly employees cannot enter in hourly increments.** Monthly employees are considered at work all day if they come in for one hour.

If there was a holiday (HOL), break day (BRK), or funeral day (FNR), please note these hours in the column heading, Other Time Hours and Other Time Types. (Ex. 8 under Other Time Hours and under Other Time Types click on the arrow to choose holiday).

If an employee was summoned for Jury Duty, the Jury Summons **MUST BE SENT TO PAYROLL.** On the electronic timesheet, leave that day blank and send the summons to Payroll so that the summons can be manually entered. An email can also be sent to alert Payroll of the time spent in Jury Duty. lwilks@txwes.edu.
Once you have entered four weeks of time, click on SUBMIT. If there are errors, a message will flash up at the top of the screen in red print letting you know what must be corrected. Once your timesheet is corrected and no error messages have appeared, a CONFIRMATION screen will appear. This is where you can check your overall hours entered…vacation/sick/break/holiday/funeral hours. If any of the hours are not correct, click “OK” then start the process over to get back into your timesheet to make any corrections.

**NOTE:** If you enter vacation/sick/break/holiday/funeral hours, please remember to delete the “8” hours out of the “Hours Worked” column.
If your timesheet is correct and ready to send to your supervisor, you must get back into your electronic timesheet and down at the bottom, click on the small box to the right that says, "Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval." YOU MUST CHECK THIS BOX FOR YOUR TIMESHEET TO BE SUBMITTED SO YOU WILL BE PAID!

Then click on Submit.

If you click on SUBMIT without checking the box, you still have the capabilities of retrieving your timesheet to make corrections or additions.

**NOTE: Once you have checked the box and clicked on SUBMIT, you cannot retrieve your timesheet. It has now been sent to your supervisor for approval.**
A Confirmation screen will pop up next. Please verify your hours. If correct, then click on OK. If not correct, you will need to notify your supervisor that your timesheet is incorrect. Your supervisor will need to REJECT your timesheet. Once rejected by your supervisor, you may then go in and make any corrections.

NOTE: This screen will let you know if your timesheet is not complete.

When you have finished, remember to Log Out of Ramlink.
Monthly Hours Checklist (Confirmation Screen):

These are the monthly hours each employee works that should come across on your confirmation screen. If you have either more/less hours on this screen, please return to your timesheet and check for double hours for one day, or missing hours for a day.

March 2009  22 days = 176 hours
April 2009  22 days = 176 hours
May 2009  21 days = 168 hours
June 2009  22 days = 176 hours
July 2009  23 days = 184 hours
August 2009  21 days = 168 hours
September 2009  22 days = 176 hours
October 2009  22 days = 176 hours
November 2009  21 days = 168 hours
December 2009  23 days = 184 hours
January 2010  21 days = 168 hours
February 2010  20 days = 160 hours
March 2010  23 days = 184 hours
April 2010  22 days = 176 hours
May 2010  21 days = 168 hours
June 2010  22 days = 176 hours
August 2010  22 days = 176 hours
September 2010  22 days = 176 hours
October 2010  21 days = 168 hours
November 2010  22 days = 176 hours
December 2010  23 days = 184 hours
If you get the following error message, “You are not properly setup to run this process”

You will need to contact Human Resources. Please let them know the error message you received.
If you receive this error message, “You have already electronically signed all time entries.”

You have signed your timesheet and it has now gone to your supervisor. Remember, if your timesheet is incorrect, you can ask your supervisor to REJECT your timesheet so that you can correct it, OR, your supervisor can correct it for you.
When approving a biweekly or monthly timesheet, the supervisor must click on the box that reads “Review Entry” for each employee. Click Submit.
After reviewing the employees’ timesheet, the supervisor must click on the drop-down box and select “Approve.” If the supervisor does not agree with the employee’s timesheet, the supervisor may click on the drop-down box and select “Reject.” In the Supervisor’s Comments box, let the employee know why the timesheet is being rejected so the employee can go in and correct the timesheet.

Once correct, then the supervisor can select “Approve.” Once approved, the employee will receive an email letting them know the supervisor has approved their electronic timesheet.