



Web-Time Entry Timesheets

How to Submit and Approve Web-Time Entry Timesheets



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How to Access Web-Time Entry Timesheets

1. Log in to your TopNet account. Click on the Employee Services option under the Main Menu or the tab at the top of the page.

A screenshot of the WKU TopNet website. At the top is a red banner with the WKU logo and "TopNet" text. Below the banner is a search bar with a "Go" button. A horizontal navigation bar contains several tabs: "Student Services", "Financial Aid", "Employee Services" (which is circled in red), "Personal Information", and "Finance Self-Service". Below this is a "Main Menu" section. Under "Main Menu", there are several links: "Student Services", "Financial Aid", "Employee Services" (circled in red), "Financial Services", "Personal Information", "Faculty/Staff Purchasing Big Red Dollars", "Faculty/Staff Purchasing Dining Dollars", "Faculty/Staff Meal Plan Registration", "Topper Orientation Program (TOP) Students", and "Early Arrival Meal Plan Reservation and Payment". Each link is followed by a brief description of the service.

WKU TopNet

Search

[Student Services](#) [Financial Aid](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Main Menu

Student Services
Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Pay Tuition and Housing Assignment; Apply for Study Away; Textbook Reservation; Opt In to Graduate Assistant Health Insurance; Ap

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications, request req

Employee Services
View Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances

Financial Services
Review financial documents

Personal Information
View or update your address(es), phone number(s), and e-mail address(es). View procedure for making a name chan

Faculty/Staff Purchasing Big Red Dollars
For Faculty/Staff to purchase Big Red Dollars with a Credit Card.

Faculty/Staff Purchasing Dining Dollars
For Faculty/Staff to purchase Dining Dollars with a Credit Card.

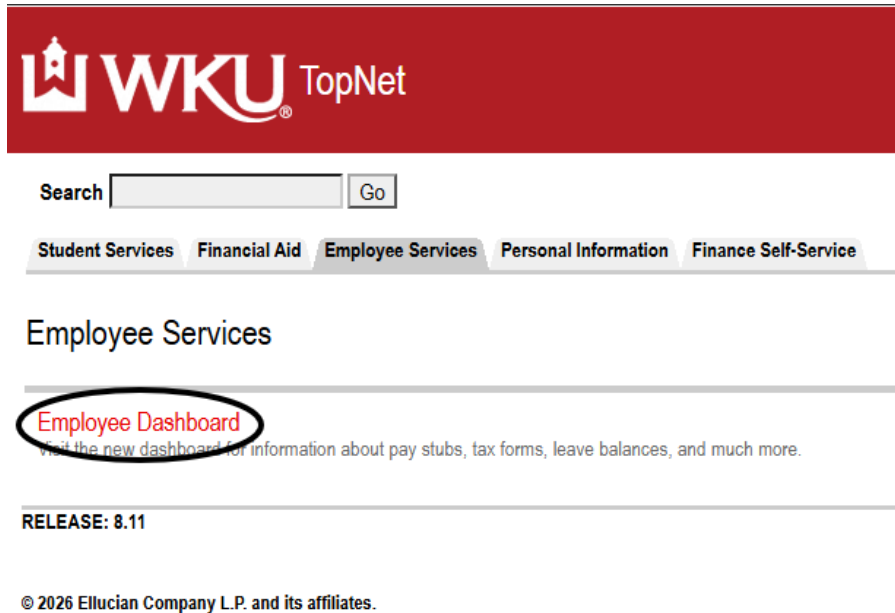
Faculty/Staff Meal Plan Registration
For Faculty/Staff to purchase a Meal Plan and pay by credit card.

Topper Orientation Program (TOP) Students

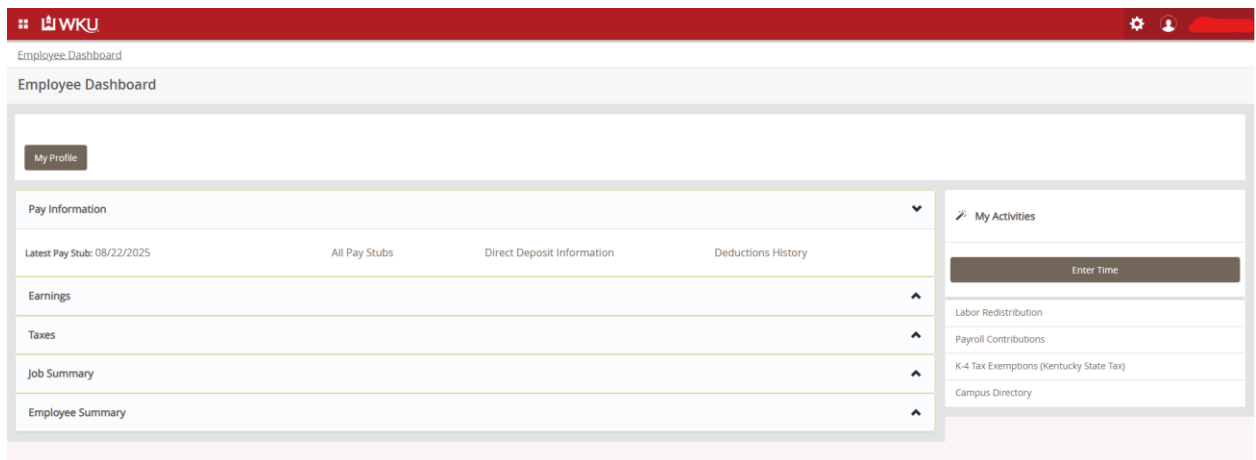
Early Arrival Meal Plan Reservation and Payment
To reserve and pay for an Early Arrival Meal Plan.



2. Next, click the Employee Dashboard option.



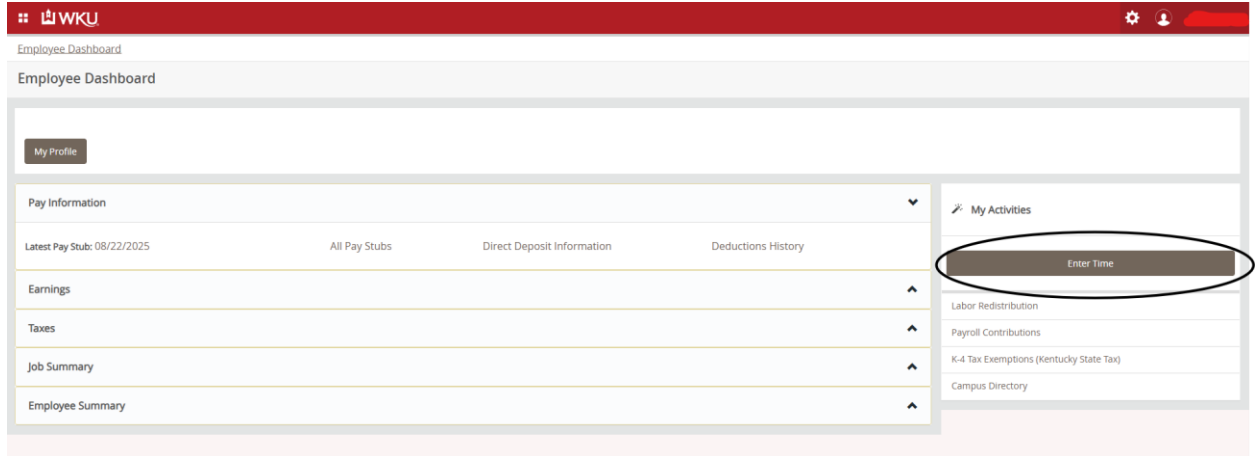
3. The new, updated Employee Dashboard will be displayed.



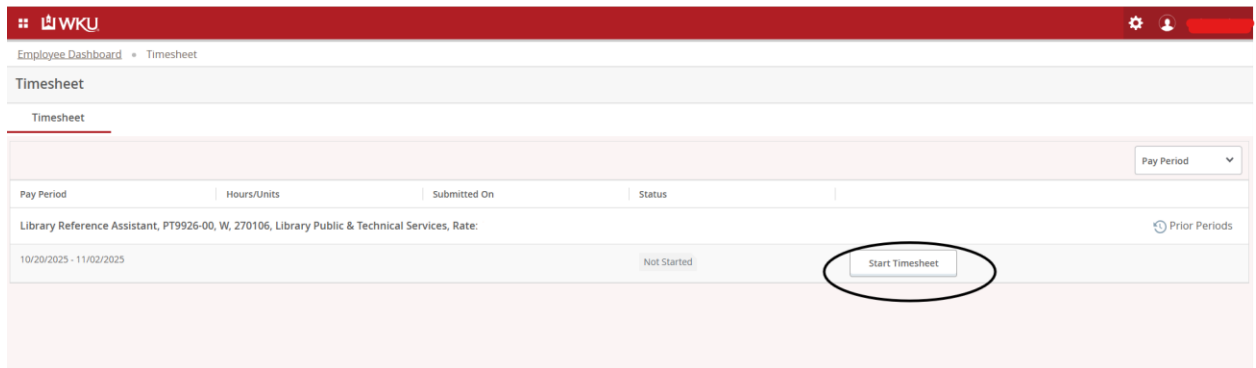


How to Start a Timesheet for the Current Pay Period

4. Click on the “Enter Time” button as circled below.



5. Your Position, Position Number, Index, Index Name, and Rate of Pay will be displayed. Click “Start Timesheet” to begin entering time.





6. A calendar for the pay period will appear. Select the date you wish to enter time. Below the calendar, a drop-down menu will show Earnings Code options. For part-time employees, Part Time Hourly will be the only option and should remain selected. For full-time employees, Regular Pay will be the option that should be selected if you are working a typical workday. If you are entering time for vacation, you will select Vacation. If you are entering time for a paid holiday, you will select Holiday, and if you are entering time for a sick day, you will select Sick.

A screenshot of the WKU Timesheet application interface. The top navigation bar is red with the WKU logo and user profile information. Below it, a breadcrumb trail shows the user's path: Employee Dashboard > Timesheet > Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: [redacted]. The main content area displays a calendar for the period 10/20/2025 to 11/02/2025. The calendar shows days from Monday to Sunday, with the 20th of October highlighted in blue. Below the calendar, there is a section for adding time. It includes a dropdown menu for "Earnings Code" with "Part Time Hourly" selected and circled in black. To the right of the dropdown are input fields for "Start Time*" (hh:mm a), "End Time*" (hh:mm a), and "Hours" (0.00). There are also buttons for "Add Earn Code", "Add More Time", "Cancel", "Save", and "Preview". The bottom of the page has an "Exit Page" link on the left and the "Cancel", "Save", and "Preview" buttons on the right.



- Once you have selected the date you would like to enter time for, you may enter your “Start Time” and “End Time” for the day.

The screenshot shows the WKU Timesheet interface. At the top, there is a red header with the WKU logo and navigation links. Below the header, the user's role and department are listed: "Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate:". The main area displays a calendar for the week of 10/20/2025 to 11/02/2025. The date 10/20/2025 is selected. Below the calendar, there is a section for "Add Earn Code". The "Earn Code" dropdown is set to "Part Time Hourly". The "Start Time" and "End Time" fields are both set to "hh:mm a". The "Hours" field is set to "0.00". A red box highlights the "Start Time" and "End Time" fields. At the bottom, there are buttons for "Exit Page", "Cancel", "Save", and "Preview".

- Manually entering time in the box is tricky so we highly recommend clicking the clock on the right-hand side of the box.

This screenshot is similar to the previous one, but it shows the time selection dropdown menu that appears when the clock icon on the right-hand side of the "Start Time" field is clicked. The dropdown menu displays a grid with the time "01:00 AM" selected. Other options include "02:15 PM". At the bottom of the dropdown, there are "CANCEL" and "SET" buttons. A red circle highlights the dropdown menu. The rest of the interface remains the same as in the previous screenshot.



9. A drop-down list will appear. You must scroll through the list and select the time you are looking for. You can also change the “AM” and “PM” selection, if needed. Please note that the minutes are in 15-minute increments, so be sure to round accordingly. Once you have entered the desired time, you will click “Set”.

A screenshot of the WKU Timesheet application interface. The top navigation bar is red with the WKU logo and user profile information. Below it, a breadcrumb trail shows the user's role: "Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: [redacted]". The main area displays a calendar for the week of 10/20/2025 to 11/02/2025. The current date, 10/20/2025 (Monday), is highlighted in blue. Below the calendar, there is a form to add a new time entry. The form includes a dropdown for "Earn Code" (currently set to "Part Time Hourly"), input fields for "Start Time*", "End Time*", and "Hours". A modal window is open over the "Start Time*" field, showing a time selection interface with a 15-minute increment (00, 15, 30, 45) and AM/PM selection. The "SET" button in the modal is circled in black. At the bottom of the form, there are "Cancel", "Save", and "Preview" buttons.



10. Repeat steps 8 and 9 for the “End Time” box. You will notice that the “Hours” box automatically entered the calculated time worked.

The screenshot shows the WKU Timesheet interface. At the top, there's a red header with the WKU logo and navigation links. Below the header, the user is logged in as 'Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate:'. The main area displays a calendar for the week of 10/20/2025 to 11/02/2025. Below the calendar, there's a section for adding time. It includes a dropdown for 'Earn Code' (set to 'Part Time Hourly'), a 'Start Time*' field (08:00 AM), an 'End Time*' field (12:00 PM), and a 'Hours' field (4.00). The 'Hours' field is circled in black. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Preview'.

11. To save your progress, click “Save” in the bottom right-hand corner of the page.

This screenshot is identical to the previous one, showing the WKU Timesheet interface. The 'Hours' field is still circled. In this version, the 'Save' button at the bottom right is circled in black, indicating the next step in the process.



12. A green box will appear in the top right-hand corner indicating the Timesheet data successfully saved. You may exit and return later to complete and submit your timesheet.

WKU

Employee Dashboard • Timesheet • Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: [REDACTED]

Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: [REDACTED]

10/20/2025 - 11/02/2025 | 4.00 Hours | In Progress | Submit By 11/03/2025, 12:00 PM

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

20 4.00 Hours 21 22 23 24 25 26

Part Time Hourly | 08:00 AM - 12:00 PM | 4.00 Hours

Add More Time

Total: 4.00 Hours | Account Distribution

Exit Page Cancel Save Preview

****Important Note: If you take a lunch break during your shift, you must enter your end time as the time you left for your lunch break. Select “Add More Time” and enter the start time as the time you returned from your lunch break and the end time as the time your shift ended for the day. It is very important that start and end times match your entire workday and account for lunch breaks taken.**



How to Submit your Timesheet for Approval

13. To submit your timesheet, click “Preview” in the bottom right-hand corner of the page.

A screenshot of the WKU Timesheet submission interface. The interface has a red header bar with the WKU logo and navigation icons. Below the header, there's a breadcrumb trail: "Employee Dashboard > Timesheet > Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: ". The main content area shows a calendar for the week of 10/20/2025 to 11/02/2025. The calendar is currently showing Monday, October 20th, with 4.00 hours logged. Below the calendar, there's a section for "Part Time Hourly" with a time range of "08:00 AM - 12:00 PM" and a total of "4.00 Hours". There's an "Add More Time" button. At the bottom right, there are three buttons: "Cancel", "Save", and "Preview". The "Preview" button is circled in red. The "Exit Page" link is visible in the bottom left corner.



14. A detail summary of your timesheet will be displayed. You will notice your approver's name shown in the box highlighted in yellow below.

[Employee Dashboard](#) • [Timesheet](#) • [Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate, _____](#) • [Preview](#)

Timesheet Detail Summary

Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: _____

Pay Period: 4.00 Hours [In Progress](#) Submit By 11/03/2025, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
10/20/2025	PTH, Part Time Hourly	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/20/2025	PTH, Part Time Hourly	1	4.00	08:00 AM			12:00 PM		

Summary

Earn Code	Shift	Week	Week	Total
PTH, Part Time Hourly	1	4.00		4.00 Hours
Total Hours		4.00		

Routing and Status

Name	Action
	Originated On 10/29/2025, 09:21 AM by _____
	Submit By 11/03/2025, 12:00 PM
	In the Queue

Return

Submit



15. You may make comments in the “Comment (Optional)” box at the bottom of the page. Comments are highly recommended for any additional information including time worked on a holiday, etc.

The screenshot shows the WKU Timesheet form for a Library Reference Assistant. The form includes a header with the WKU logo and navigation links. Below the header is a table with columns for Date, Earn Code, Shift, Hours/Units, Time In, System In, Comment In, Time Out, System Out, and Comment Out. The table contains one row for 10/20/2025, PTH, Part Time Hourly, Shift 1, 4.00 hours, 08:00 AM, and 12:00 PM. Below the table is a Summary section with a table showing Earn Code, Shift, Week, and Total. The Summary table has one row for PTH, Part Time Hourly, Shift 1, 4.00 hours, and 4.00 Hours. Below the Summary is a Routing and Status section with a table showing Name, Action, and In the Queue. The table has one row for Originated On 10/29/2025, 09:21 AM by, Submit By 11/03/2025, 12:00 PM, and In the Queue. Below the Routing and Status section is a Comment (Optional) box, which is circled in the screenshot. The box contains a text area for adding comments and a 2000 characters remaining indicator. Below the comment box is a checkbox for certifying the time entered represents a true and accurate record of my time. At the bottom right of the form are two buttons: Return and Submit.

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/20/2025	PTH, Part Time Hourly	1	4.00	08:00 AM			12:00 PM		

Summary

Earn Code	Shift	Week	Week	Total
PTH, Part Time Hourly	1	4.00		4.00 Hours
Total Hours		4.00		

Routing and Status

Name	Action
	Originated On 10/29/2025, 09:21 AM by
	Submit By 11/03/2025, 12:00 PM
	In the Queue

Comment (Optional)

Add Comment

2000 characters remaining

☐ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return Submit

16. If you need to make changes before submitting, click “Return” in the bottom right-hand corner of the screen.

This screenshot is identical to the one above, showing the WKU Timesheet form. The only difference is that the 'Return' button at the bottom right of the form is circled in the screenshot.



17. If your timesheet is correct and ready for approval, check the box that says “I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.” Then click “Submit”.

WKU

Employee Dashboard • Timesheet • Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: : • Preview

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/20/2025	PTH, Part Time Hourly	1	4.00	08:00 AM			12:00 PM		

Summary

Earn Code	Shift	Week	Week	Total
PTH, Part Time Hourly	1	4.00		4.00 Hours
Total Hours		4.00		

Routing and Status

Name	Action
	Originated On 10/29/2025, 09:21 AM by
	Submit By 11/03/2025, 12:00 PM
	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

☒ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return Submit



18. A green box will appear in the top right-hand corner of the screen that says “Timesheet successfully submitted”. You will also notice the “Routing and Status” box will indicate the date and time you submitted the timesheet and will show your timesheet is now pending approval with your approver’s name (in the box highlighted in yellow below).

Employee Dashboard • Timesheet • Library Reference Assistant, PT9526-00, IN 270106, Department of Public Service, Rate: _____ • Preview

Pay Period: 4.00 Hours **Pending** Submitted On 10/29/2025, 09:50 AM

Time Entry Detail

Date	Earn Code	Shift	Total
10/29/2025	PTH, Part Time Hourly	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/29/2025	PTH, Part Time Hourly	1	4.00	08:00 AM			12:00 PM		

Summary

Earn Code	Shift	Week	Week	Total
PTH, Part Time Hourly	1	4.00		4.00 Hours
Total Hours		4.00		

Routing and Status

Name	Action
	Originated On 10/29/2025, 09:51 AM by
	Submitted On 10/29/2025, 09:50 AM by
	Approved By 11/01/2025, 09:50 AM
	Pending Approval

Return

19. Your timesheet has been submitted and is now awaiting approval. You may exit Web-Time Entry.

****Important: The timesheet submission deadline is always Noon the Monday after the pay period ends unless a holiday impacts the payroll deadline. Timesheet approval deadlines are always posted on the Payroll Office website for the year.**



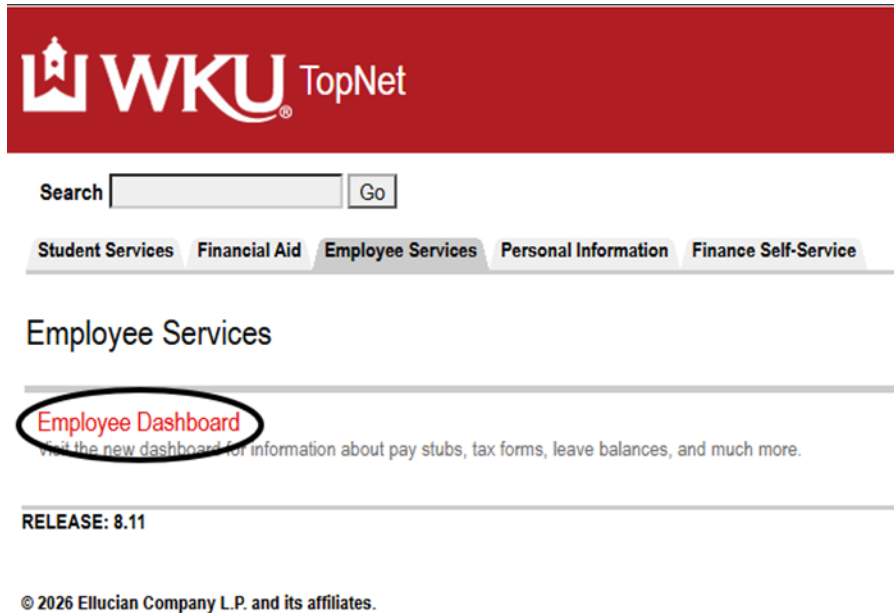
How to Approve Timesheets in Web-Time Entry

1. Log in to your TopNet account. Click on the Employee Services option under the Main Menu or the tab at the top of the page.

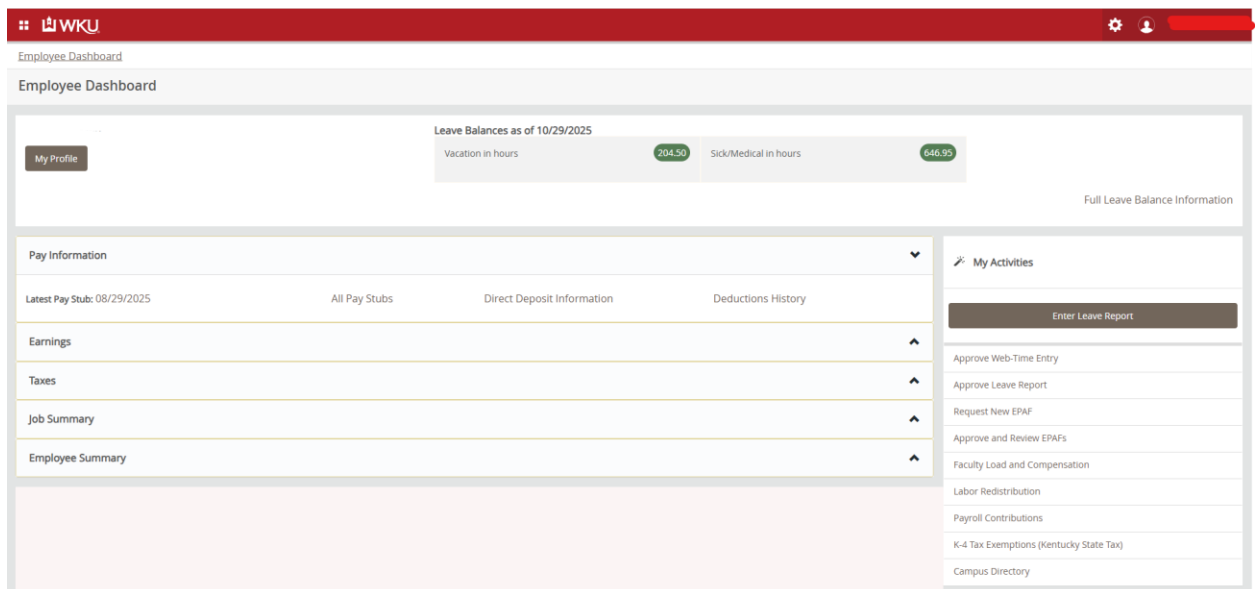
A screenshot of the WKU TopNet website interface. At the top is a red header bar with the WKU logo and the text "TopNet". Below the header is a search bar with a "Go" button. A navigation bar contains several tabs: "Student Services", "Financial Aid", "Employee Services" (which is circled in red), "Personal Information", and "Finance Self-Service". Below the navigation bar is a section titled "Main Menu". Under this section, there are several links and descriptions: "Student Services" (Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Pay Tuition and Housing Assignment; Apply for Study Away; Textbook Reservation; Opt In to Graduate Assistant Health Insurance; Ap), "Financial Aid" (Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications, request req), "Employee Services" (circled in red; View Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances), "Financial Services" (Review financial documents), "Personal Information" (View or update your address(es), phone number(s), and e-mail address(es). View procedure for making a name chan), "Faculty/Staff Purchasing Big Red Dollars" (For Faculty/Staff to purchase Big Red Dollars with a Credit Card.), "Faculty/Staff Purchasing Dining Dollars" (For Faculty/Staff to purchase Dining Dollars with a Credit Card.), "Faculty/Staff Meal Plan Registration" (For Faculty/Staff to purchase a Meal Plan and pay by credit card.), "Topper Orientation Program (TOP) Students", and "Early Arrival Meal Plan Reservation and Payment" (To reserve and pay for an Early Arrival Meal Plan).



2. Next, click the Employee Dashboard option.



3. The new Employee Dashboard will be displayed.





4. Click on “Approve Web-Time Entry” as circled below.

The screenshot shows the WKU Employee Dashboard. At the top, there's a red header with the WKU logo and navigation icons. Below the header, the 'Employee Dashboard' section displays 'Leave Balances as of 10/29/2025' with two cards: 'Vacation in hours' (204.50) and 'Sick/Medical in hours' (646.95). A 'My Profile' button is on the left. The main content area is divided into 'Pay Information' (with links for Latest Pay Stub, All Pay Stubs, Direct Deposit Information, and Deductions History) and 'My Activities'. The 'My Activities' list includes 'Enter Leave Report', 'Approve Web-Time Entry' (circled in black), 'Approve Leave Report', 'Request New EPAF', 'Approve and Review EPAFs', 'Faculty Load and Compensation', 'Labor Redistribution', 'Payroll Contributions', 'K-4 Tax Exemptions (Kentucky State Tax)', and 'Campus Directory'.

5. All employee timesheets awaiting your approval will be listed under “Pending”. You will see the employee’s name and WKU ID in the highlighted areas below. The hours reported for the pay period are listed, as well.

The screenshot shows the 'Approvals - Timesheet' page. At the top, there's a red header with the WKU logo and navigation icons. Below the header, the 'Approvals - Timesheet' section has tabs for 'Approvals' and 'Leave Report'. The 'Approvals' tab is active. It features a filter section with 'Timesheet' (dropdown), 'All Departments' (dropdown), '10/20/2025 - 11/02/2025 (2025 BW 23)' (dropdown), 'All Status except Not Started' (dropdown), and 'Enter ID/Name' (text input). Below the filters is a 'Distribution Status Report - Timesheet' bar chart. The chart shows a single blue bar for 'Pending' with a value of 1. Below the chart is a table with columns: 'Employee Name', 'ID', 'Organization', and 'Hours/Units'. The table has one row with the following data: 'Library Reference Assistant, PT9928-00', 'ID', 'W-270106, Department of Public Service', and '4.00 Hours'. The 'Pending' status is highlighted in blue.



- To see a Detail Summary of the employee's timesheet, click on their name. The Timesheet Detail Summary will appear.

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: _____](#) • [Preview](#)

Timesheet Detail Summary

Library Reference Assistant, PT9926-00, W, 270106, Department of Public Service, Rate: _____

Pay Period: 4.00 Hours Pending Submitted On 10/29/2025, 09:50 AM

Time Entry Detail

Date	Earn Code	Shift	Total
10/20/2025	PTH, Part Time Hourly	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/20/2025	PTH, Part Time Hourly	1	4.00	08:00 AM			12:00 PM		

Summary

Earn Code	Shift	Week	Week	Total
PTH, Part Time Hourly	1	4.00		4.00 Hours
Total Hours		4.00		

Routing and Status

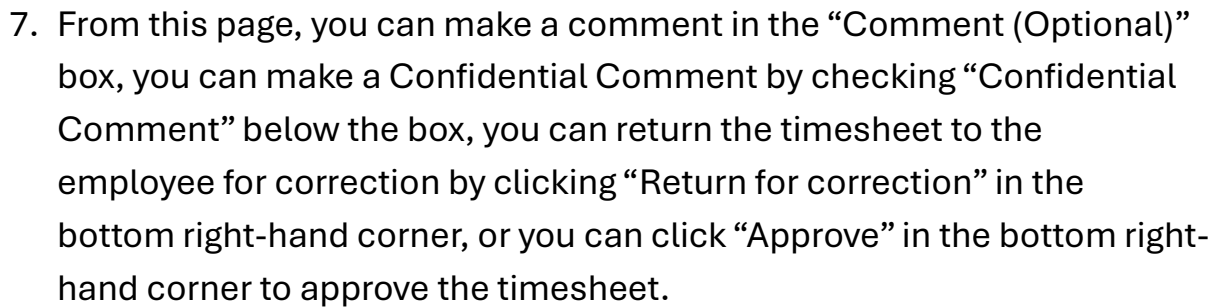
Name	Action
	Originated On 10/29/2025, 09:21 AM by _____
	Submitted On 10/29/2025, 09:50 AM by _____

Return

Details

Return for correction

Approve

20



8. To approve multiple timesheets at once, from the Approvals Page you can click the checkbox next to each employee's name and then click "Approve/Acknowledge" or you can select the checkbox next to "Pending" and then click "Approve/Acknowledge" to approve all employee timesheets at the same time.

Employee Dashboard • Time Entry Approvals

Approvals Leave Report

Timesheet All Departments 10/20/2025 - 11/02/2025 (2025 BW 23) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

1

0 Pending Pending - In the Queue In Progress Returned Error Pending - Approved Approved Completed

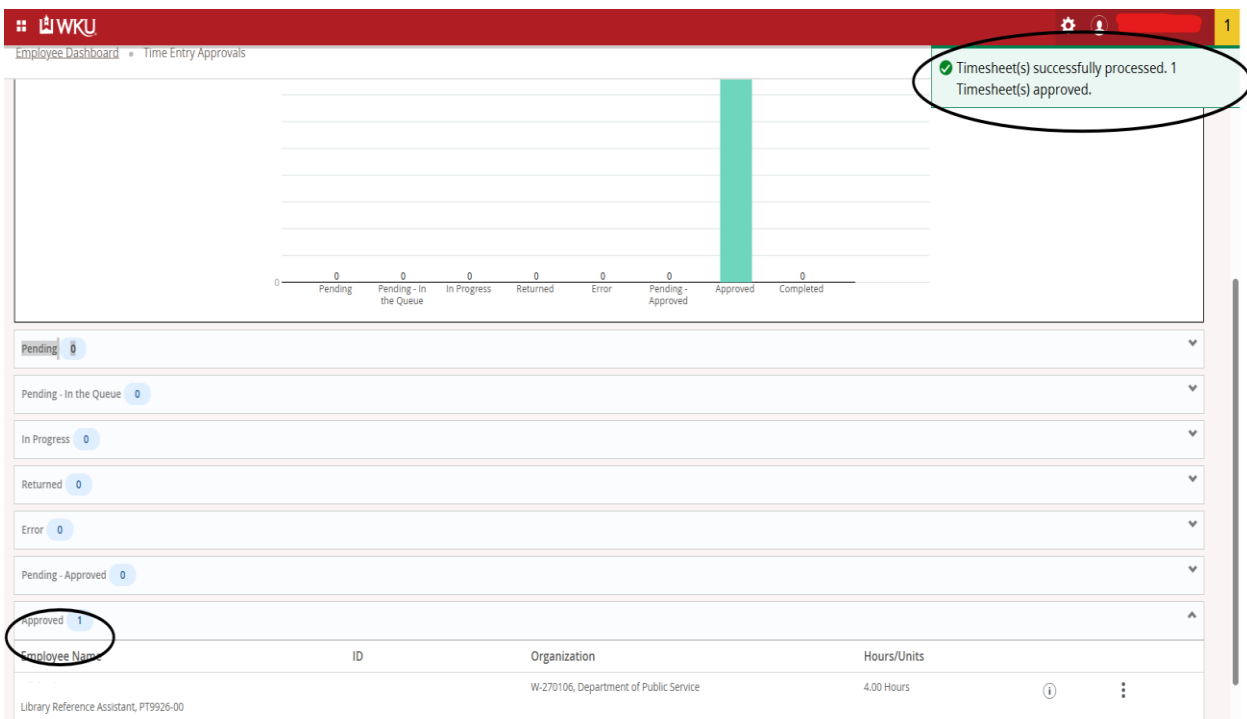
1 Pending

Approve/Acknowledge

Employee Name	ID	Organization	Hours/Units
Library Reference Assistant, PT9926-00		W-270106, Department of Public Service	4.00 Hours



9. Once approved, a green box will appear in the top right-hand corner of the screen that says “Timesheet(s) successfully processed. (#) Timesheet(s) approved.” You will also notice that the employee’s timesheet moves to the “Approved” category.



10. Once all timesheets are approved, you may exit Web-Time Entry.

****Important:** The timesheet approval deadline is always 6pm the Monday after the pay period ends unless a holiday impacts the payroll deadline. Timesheet approval deadlines are always posted on the Payroll Office website for the year.



Frequently Asked Questions

1. What do I do if I miss the deadline to submit my timesheet?

You will need to complete a paper timesheet as soon as possible. Send to your supervisor for approval and then submit to payroll.info@wku.edu (Student Employees) or payroll.bwpay@wku.edu (Biweekly Employees). The pay will be processed on the following payroll. Failure to submit hours worked in an accurate and timely manner may result in delayed pay.

2. How do I get paid for a previous pay period missed (Backpay)?

You will need to complete a paper timesheet and follow the same steps as previously mentioned in Question #1. The pay will be processed on the following payroll.

3. Where do I find the Payroll Schedule?

Payroll Schedules can be found on the WKU Payroll Office's website in the middle of the page.

4. What do I put on my timesheet to receive Holiday Pay?

For full-time employees who receive Holiday Pay, you will need to select the "Holiday Pay" earn code from the dropdown menu on the designated holiday. If you do not enter Holiday Pay information on your timesheet, you will not be paid for the holiday.

5. What do I put on my timesheet if I worked on a holiday?

WKU Policy 4.4001 states that there are two options available in instances where employees are required to work on a holiday: a) Employee is paid at the straight time rate for all hours worked plus the designated holiday pay OR b) The department/unit has the authority to pay the employee at the straight time rate for all hours worked and no holiday pay and allows the employee to reschedule the holiday at a later time not to exceed 90 calendar days. If you are receiving holiday pay plus the pay for hours worked, you will need to enter the time worked as "Regular Pay" for the day and enter Holiday Pay for the day – please be sure that holiday hours total your normal workday hours (7.5 or 8.0 depending on your department's normal daily schedule).



6. What do I put on my timesheet if I worked on a snow day (University is closed and you are an “Essential Worker”)?

You will need to enter your normal workday hours as “Snow Day” and enter any hours worked for the day as “Essential Pay”. This will ensure you receive your normal pay for the day plus time and one-half for any hours worked.

7. How do I complete my timesheet during accelerated Payroll deadlines?

You will complete your timesheet as you normally do and estimate hours for days of the pay period that fall after the deadline day. Please make any catch-up adjustments on a paper timesheet at the end of the pay period and submit to payroll.info@wku.edu (Student Employees) or payroll.bwpay@wku.edu (Biweekly Employees).

8. I am an approver, and I will be out of office during the upcoming deadline. How do I get the timesheets approved?

It is very important that all approvers designate a Proxy to approve timesheets on their behalf. Please notify your proxy of any deadline days that you will be out of the office and will need them to approve timesheets. It is the responsibility of the employee to submit timesheets, but it is the responsibility of the approver to ensure they are approved. Failure to approve timesheets may result in delay of pay.

9. Do I need to turn in a paper timesheet to my approver in addition to my electronic timesheet?

No. Effective November 2nd, 2026, all student and biweekly paid employees will not be required to complete both a paper timesheet and an electronic timesheet. The electronic timesheet now meets the FLSA and Kentucky labor law requirements for recordkeeping, eliminating the need for additional paper timesheets. Paper timesheets are only necessary if the employee has missed the deadline to submit an electronic timesheet.

10. Do I need to complete a separate leave report? How do I report my leave time?

No. Effective November 2nd, 2026, biweekly paid employees will no longer need to complete a separate leave report. Vacation and sick time to be paid should be reported under the appropriate earn code for the designated day. Leave balances reflected in TopNet are updated based on the earn codes reported on your timesheet.



11. What if I made a mistake on a timesheet I already submitted?

If the timesheet approval deadline has not passed, you may be able to “recall” your timesheet. An employee in the Payroll Office or your approver should be able to “recall” or “return for correction”. If the approval deadline has passed, you will need to submit a paper timesheet for any changes to the submission.

12. How do I handle time reporting if I have multiple job positions on campus?

Each hourly position that you have on campus, will have a separate timesheet to complete. Please double check the position number and title to ensure that you are reporting time under the correct position.

13. How do I input my overtime?

Overtime is automatically calculated during the payroll process. It is no longer necessary to enter overtime separately on the timesheets.

14. How do I report hours for my “Summer Day”?

During the summer work period, full-time employees work a total of 34 hours, with a “Summer Day” off. To account for the remaining 3.5 hours of the normal 37.5-hour workweek, employees should report 3.5 hours as “Summer Day” on their timesheet. If you are required to work additional hours during a summer week: Summer Day hours are only used to bring your total reported hours up to 37.5 for the week. If your actual hours worked total 37.5 hours or more, do not report any hours as “Summer Day”. If you work more than 34 hours but fewer than 37.5 hours, report enough Summer Day hours to bring your total reported hours to 37.5, up to a maximum of 3.5 hours.



Contact Us

For questions regarding Web-Time Entry Timesheets, please contact us via email or telephone.

Student Employee Timesheet Questions:

(270) 745-2609

payroll.info@wku.edu

Biweekly Employee Timesheet Questions:

(270) 745-5365

Payroll.bwpay@wku.edu

Western Kentucky University
Payroll Office
1906 College Heights Blvd.
Wetherby Administration Bldg., G-10
Bowling Green, KY 42101

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