

Subject: It's time for Web Time Entry! (UA,UC)

Greetings Faculty and Deans,

We're excited to announce that we'll soon complete the transition from paper leave reports to the Web Time Entry system across the entire WOU community. There are 7 different groups at WOU impacted by this system implementation. Below are the specifics that apply to your group.

What is changing: You will switch from paper leave reports to the new Web Time Entry system. All groups will report time on the 16th to 15th of the month cycle. You will continue your Sick Leave reporting, but you'll use Web Time Entry and enter data monthly.

What does this mean for me: Web Time Entry will replace term-to-term leave reports. Rather than reporting Sick Leave used by term, you will report your Sick Leave each month. Web Time Entry must be completed each month, even if you do not take any leave. The system will automatically route to your dean for approval.

When does this happen: From now until no later than 09/15/25 take the training on the HR website (<https://wou.edu/hr/payroll/web-time-entry/>). On 09/16/25, on a monthly basis, begin entering leave used in Web Time Entry. If you took no leave in that month you will still need to enter that for the month.

Note: If you are instructional or adjunct faculty, and/or you are on deferred pay, you will not access Web Time Entry until 10/01/25.

What do I need to do:

Employees:

- Review HR website for trainings. (<https://wou.edu/hr/payroll/web-time-entry/>)
- Send any questions to payroll@wou.edu.

Deans:

- Verify that your "My Teams" on Employee Dashboard is up to date. If not, alert payroll@wou.edu. If you have already alerted Julie McMurry of needed changes, you do not need to send a second notice.
- Review HR website for trainings. (<https://wou.edu/hr/payroll/web-time-entry/>)
- Send any questions to payroll@wou.edu.

Thank you all for your patience and support for this three-year journey of optimizing Banner and the Banner experience for the WOU Community. As always, please tell us what's on your mind regarding Banner via this [feedback form](#).

Sincerely,

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Pronouns: She, Her, Hers

If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, complete the [online request form](#) at least three (3) business days in advance. If you have questions, please contact Disability Access Services (DAS) at 503-838-8250 or das@wou.edu.