WAYNE STATE UNIVERSITY
HUMAN RESOURCES

WEB TIME ENTRY

ELEARNING PROGRAM DESCRIPTION

This learning program is intended for Human Resources personnel to become familiar with using the online Web Time Entry (WTE) system to complete time sheets and assist S/C/D as needed with WTE issues and concerns.

COURSE LENGTH

Self-paced (approximately 1 hour)

COURSE STRUCTURE

This course is a self-paced learning program and is completely online. Completing this learning program consists of reviewing and/or completing electronic learning resources provided by Accelerate Employee Development Tools (AEDT). To access your eLearning follow these steps:

Step 1: Logon to **Pipeline** with your Access ID and password
Step 2: Click the **Employee** tab if necessary
Step 3: Click the **Accelerate** icon on the right side of the screen
Step 4: Click the **My Plan** tab on the left side of the screen

COURSE SCHEDULE

Although this is a self-paced learning program we recommend the eLearning events be completed in the order they are listed below.

Learning Event	Topic(s)
Course 1	Web Time Entry for General Users (20 minutes) ✓ Access your leave balances ✓ Access your time sheet ✓ Enter hours into your time sheet ✓ Correct a time sheet ✓ Submit a time sheet ✓ Monitor your time sheet status and act accordingly

ELEARNING TIPS

If you are new to Accelerate please refer to the [Quick Start Guide](#) as needed. The contents of the eLearning courses can be reviewed again as needed. Each eLearning lesson includes a posttest that must be completed. These tests may be repeated as much as needed but the system will record the last grade earned. Grades/Completions may be forwarded to you and your hiring manager upon request.

The eLearning courses need not to be completed in one sitting; however, you should avoid closing the course window by clicking the red [x] and use the course's [× Exit] button to close the course. Using the [× Exit] button will ensure the system saves your progress and you can begin where you left off when you exited the course.

TECHNICAL ASSISTANCE

For Accelerate Employee Development Tools logon issues please contact the office of Organization & Employee Development at (313) 577-2111. For computer issues please contact your local IT. You may wish to test your browser for eLearning readiness by visiting http://browser.skillport.com/

SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. Please refer to Accelerate resources listed with the WTE course.