Welcome to Phase II of Web Time Entry. Effective July 8, 2012, Bi-Weekly non-exempt staff will enter their hours worked in Banner Self Service, then submit to supervisors for approval. You have been invited to training because a non-exempt staff employee is your direct report or because you are an Operations or Office Manager.

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Getting Started

Sign in to the Banner Web for Employees. Click on the “Employee Tab”.

Click “Time Sheet”

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Click “Approve or Acknowledge Time”
Next, you’ll see the Selection Page. All Org codes you are authorized to approve will appear, along with the current pay period:

**Selection**

**Time Sheet**

<table>
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<th>Department and Description</th>
<th>My Choice Pay Period</th>
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<td>1, 430, Human Resources</td>
<td>BW, Apr 15, 2012 to Apr 28, 2012</td>
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**Sort Order**

- Sort employees' records by Status then by Name
- Sort employees' records by Name

**Summary Page**

Select your Department and Sort Order. Choose “Sort employees’ records by Status then by Name”, as this option gives a quick view of who has submitted their time for approval and who has not.

The Summary page shows the status of employee timesheets in the selected department.

**Transaction Statuses**

- **NOT STARTED** – Employee has not opened the time sheet.
- **IN PROGRESS** – The time sheet has been opened and entries have begun, but it has not been submitted.
- **ERROR** – Time entry must be corrected. Possibly, no hours were entered; or insufficient leave balances available.
- **PENDING** – Time sheet has been submitted; and is awaiting approval.
- **RETURNED FOR CORRECTION** – Approver has returned the time sheet to Originator for correction and resubmittance.
- **APPROVED** – Time sheet has been approved and will continue through the payroll process

**Important:** You can only approve **Pending** records. Employees who have not submitted their time sheets for approval will either appear as **In Progress** (time sheet has been started) or **Not Started** (time sheet has not been initiated).
It is possible to approve hours on the Summary Page. If you do this you will not see the actual hours entered into the time sheet. To approve an employee’s time from this page, click on the check box under **Approve or FYI** and then press the **Save** button. A message will appear indicating that the time was successfully approved, and the employee(s) will move into the Approved status. If you have approved hours from this page, you are now finished and you may now exit the system. The **Reset** button only serves to clear a checkmark you have put in a checkbox, before you press the **Save** button.

To view detail of hours worked by day and type for each employee, click on their name. This will take you to the **Employee Detailed Information** page. You are strongly encouraged to approve hours from the Employee Detailed Information Page, which shows the hours entered by day. You are certifying, by your approval, that the employee actually worked the hours indicated.
Here, at a glance, you can see the employee’s entries for the entire pay period, total hours worked and time in-and-out status.

**Time Categories**

There are many options for time for your employees to enter. The employee must enter time in and out in 15-minute increments with a lunch break according to normal schedule:

Earning codes:

- **Regular pay** – Straight time - These are normal work hours in a day.

- **Overtime @ Straight time** - Any hours worked over normal hours per day that are fewer than 40 hours physically worked; paid at hourly rate.

- **Overtime** - For any hours physically worked in excess of 40 per week; paid at time and one-half.
Time categories, continued

Vacation
Sick Time
Personal
Unpaid Time
Personal Exchange

Doctor Visit – There will likely be three entries of time in and out for the actual hours out of office.
Bereavement – Employee should “Add Comment” to note the relationship of the relative.
Jury Duty – As with paper time sheets, court documentation should be sent to the Payroll office.

Buttons Explained

The buttons along the top and bottom allow you to do the following:

Previous Menu: Returns to the list of all employees for the Org code
Approve: Approve the time it has been entered.
Return for Correction: Add a comment, then return to the employee so he/she can make adjustments.
Change Record: You may physically change the record. Be sure to add a comment. This is the best option if you are close to the payroll deadline.
Delete: This will completely erase the time sheet. Not recommended!
Add Comment: Make notes that your employee, Payroll, and other approvers will see.
Next: Takes you to the next employee record.

Let’s say all the entries look good. Click Approve and you will see this message at the top of the screen:

Employee Detailed Information

Confirmation that the approval was successful.
Employee ID and Name: S651521243 Melissa J. Koprowski
Title: S09419-09 Accounting - Payroll Clerk
Department and Description: 1 430 Human Resources
Transaction Status: Approved

To select the next or previous employee (if applicable), click either Next or Previous.
Click “Next” until you have approved all pending records. If you approve hours ahead of time, be sure to check your queue just before the deadline (every other Friday at Noon) to see if anyone else submitted time.

If you disagree with any time entered, see Page 6 for how to handle the situation. If the deadline is looming, add a comment and change the record to reflect the hours you believe the employee worked. If there is time before the deadline, you may add a comment and return for correction.

If you opt to return for correction, please notify your employee by email or a quick phone call. There is no mechanism for notifying an employee of a returned record.
Proxies

The beauty of self service is that you can go online anywhere to approve your employees’ time sheets. In the event that you will not be available, you should elect a Proxy to act on your behalf. After you have clicked “Time Sheet” from the Employee Tab, click on Proxy Set up.

Time Sheet/Leave Request/Proxy

Determines the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click Select. To act as a Superuser, click the check box and then click Select.

Selection Criteria

Access my Time Sheet: 
Access my Leave Report: 
Access my Leave Request: 
Approve of Acknowledge Time: 
Approve All Departments: 
Act as Proxy: 
Act as Superuser:

Select

Proxy Set Up

Click the down arrow and go through the list to find the person who will act as your proxy. Check the box and you may select more than one person to act as your proxy.

Name
David A. Abraham, DAABRAHAM
Add Remove
Save

When your proxy acts on your behalf, he/she will sign in and select “Act As Proxy”, then using the down arrow, pick your name. They can then approve for you.
Mistakes Happen!

If you have already approved time for your employees and realize there was an error:

**If your employee has submitted time to you and you have approved it before your office’s deadline:**
You may click on your employee’s time sheet and Return Time. He/she can edit, and resubmit.

**After your office’s deadline but before Payroll’s deadline:**
You may return the time sheet to your queue. Depending on the time remaining, add a comment and make the change per the employee’s request, or return to your employee to make the change.

**If Payroll’s deadline has passed:**
You will need to contact the Payroll Office at x5304. Depending on the timeline, Payroll may be able to return the time sheet to your employee or they may need to submit a paper time sheet.