Staff Web Time Entry
Approver's Handbook

Office of Human Resources

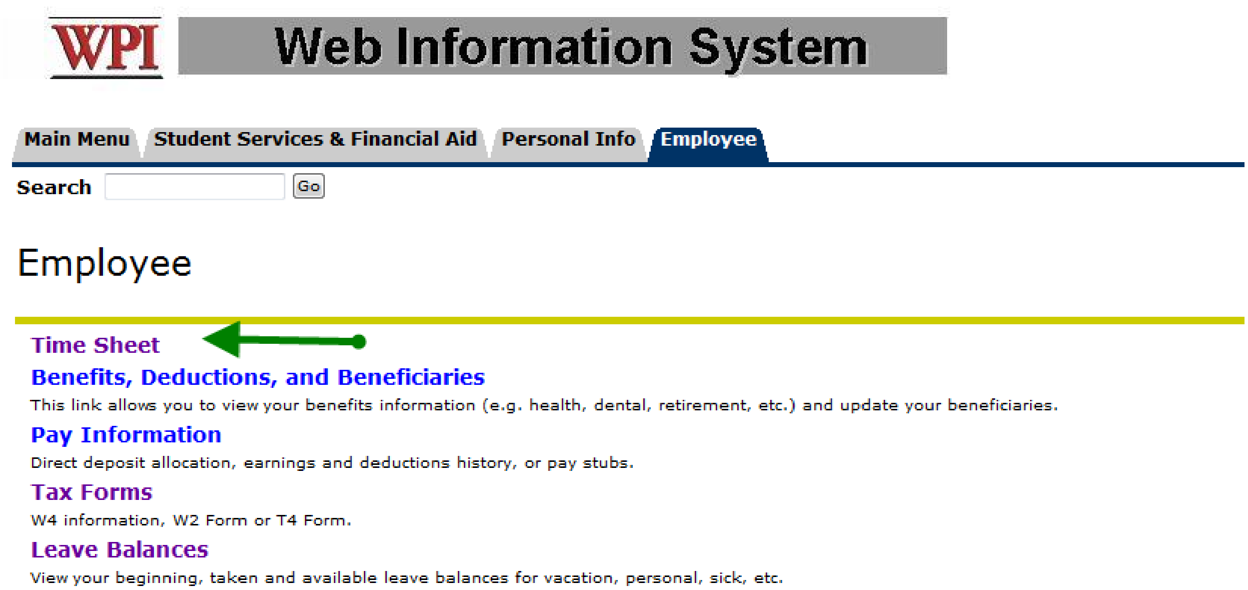
Go Live Date: July 8, 2012

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.

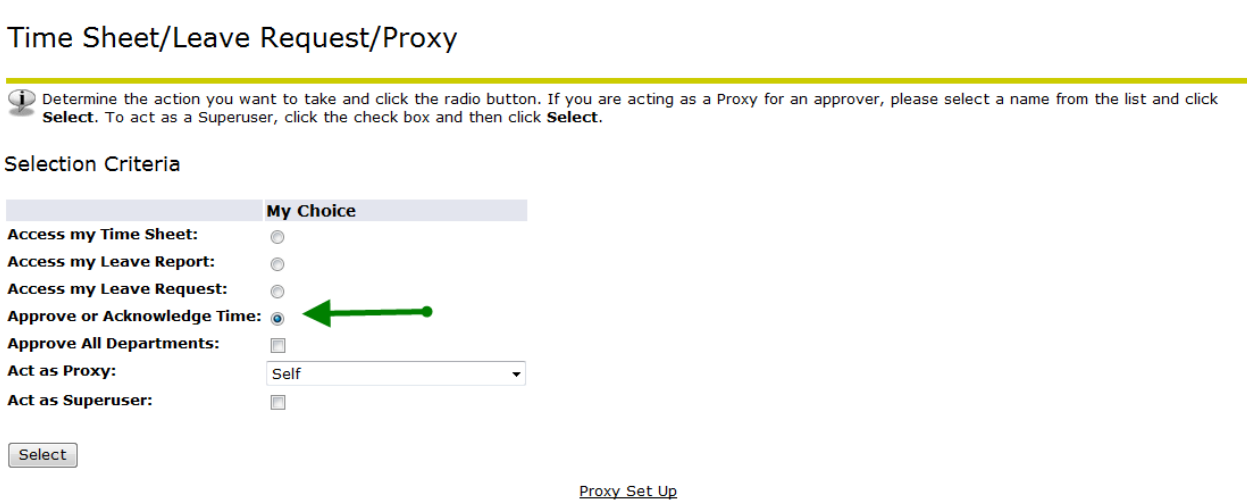
Getting Started

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

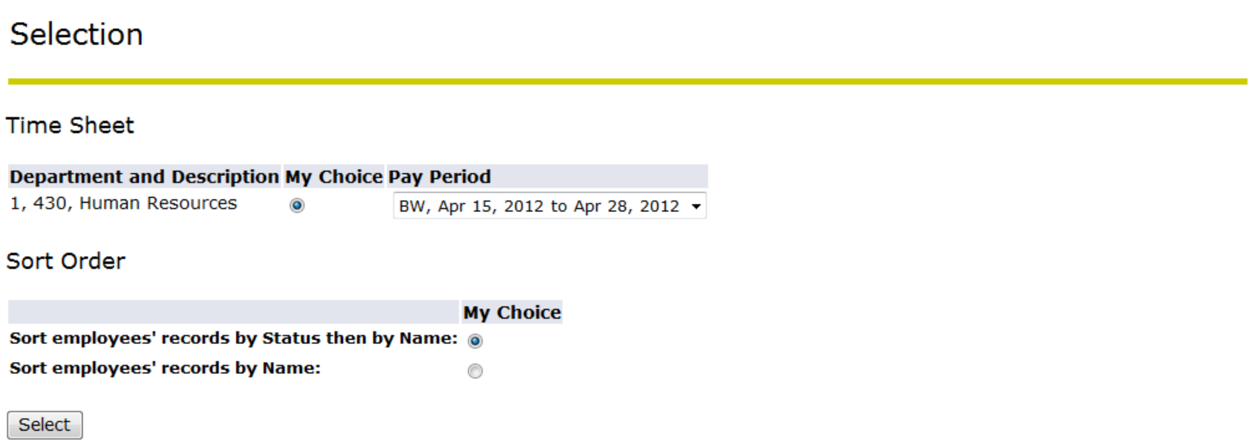
Click “Time Sheet”



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:



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).

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: 1, Worcester Polytechnic Institute
Department: 430, Human Resources
Pay Period: Apr 15, 2012 to Apr 28, 2012
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Closed as of Apr 27, 2012,

You will see a list of your employees. Click on name to see time sheet detail.

Change Selection | Select All, Approve or FYI | Reset | Save

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
565151243	Melissa J. Kozerski S09615 - 00 Accounting - Payroll Clerk	Approve	75.00	.00		☐	☐		Change Time Record Leave Balance
349768965	Jane L. Lapierre S09488 - 00 Lead Payroll Specialist	Approve	80.00	.00		☐	☐		Change Time Record Comments Leave Balance

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	2
Total:	2
Total Hours:	155.00
Total Units:	.00

Change Selection | Select All, Approve or FYI | Reset | Save

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.

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name:	565151243 Melissa J. Kozerski	**Department and Description:**	1 430 Human Resources
Title:	S09615-00 Accounting - Payroll Clerk	**Transaction Status:**	Pending

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Apr 15, 2012	Monday, Apr 16, 2012	Tuesday, Apr 17, 2012	Wednesday, Apr 18, 2012	Thursday, Apr 19, 2012	Friday, Apr 20, 2012	Saturday, Apr 21, 2012	Sunday, Apr 22, 2012	Monday, Apr 23, 2012	Tuesday, Apr 24, 2012	Wednesday, Apr 25, 2012	Thursday, Apr 26, 2012	Friday, Apr 27, 2012	Saturday, Apr 28, 2012
Regular Pay	1		60				7.5	7.5	7.5				7.5	7.5	7.5	7.5	7.5	
Vacation	1		7.5							7.5								
Holiday	1		7.5			7.5												
Total Hours:			75			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5	
Total Units:				0														

Time In and Out

Earnings	Sunday, Apr 15, 2012	Monday, Apr 16, 2012	Tuesday, Apr 17, 2012	Wednesday, Apr 18, 2012	Thursday, Apr 19, 2012	Friday, Apr 20, 2012	Saturday, Apr 21, 2012	Sunday, Apr 22, 2012	Monday, Apr 23, 2012	Tuesday, Apr 24, 2012	Wednesday, Apr 25, 2012	Thursday, Apr 26, 2012	Friday, Apr 27, 2012	Saturday, Apr 28, 2012
Regular Pay			08:00 AM 01:00 PM 02:00 PM 04:30 PM	08:00 AM 01:00 PM 02:00 PM 04:30 PM	08:00 AM 01:00 PM 02:00 PM 04:30 PM				08:00 AM 01:00 PM 02:00 PM 04:30 PM	08:00 AM 01:00 PM 02:00 PM 04:30 PM	08:00 AM 01:00 PM 02:00 PM 04:30 PM	08:00 AM 01:00 PM 02:00 PM 04:30 PM	08:00 AM 01:00 PM 02:00 PM 04:30 PM	
Vacation						08:00 AM 01:00 PM 02:00 PM 04:30 PM								
Holiday		08:00 AM 01:00 PM 02:00 PM 04:30 PM												

Routing Queue

Name	Action and Date
Melissa J. Kozerski	Originated Apr 24, 2012 11:07 am
Melissa J. Kozerski	Submitted Apr 24, 2012 11:16 am
Lori A. Costello	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 15, 2012	100.00		11001	430	6141	710				

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

Time Sheet | Routing Queue | Account Distribution

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

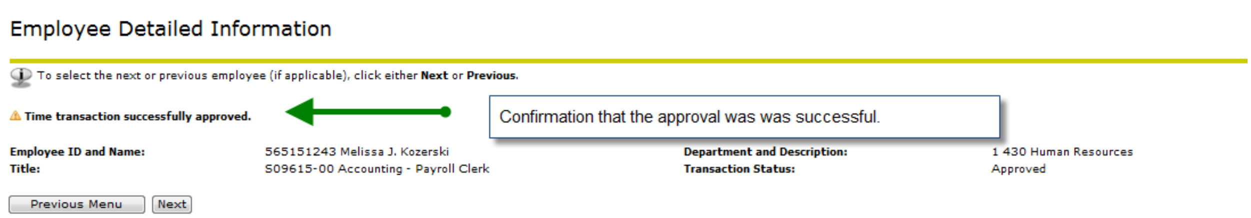
Doctor Visit – There will likely be three entries of time in and out for the actual hours out of office.
Bereavement – Employee should "Add Comment" to note the relationship of the relative.
Jury Duty – As with paper time sheets, court documentation should be sent to the Payroll office.

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 has 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:



Routing Queue | Account Distribution

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Status: Approved

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 15, 2012	100.00		11001	430	6141	710				

Previous Menu | Next

Click "Next" to get to the next employee record.

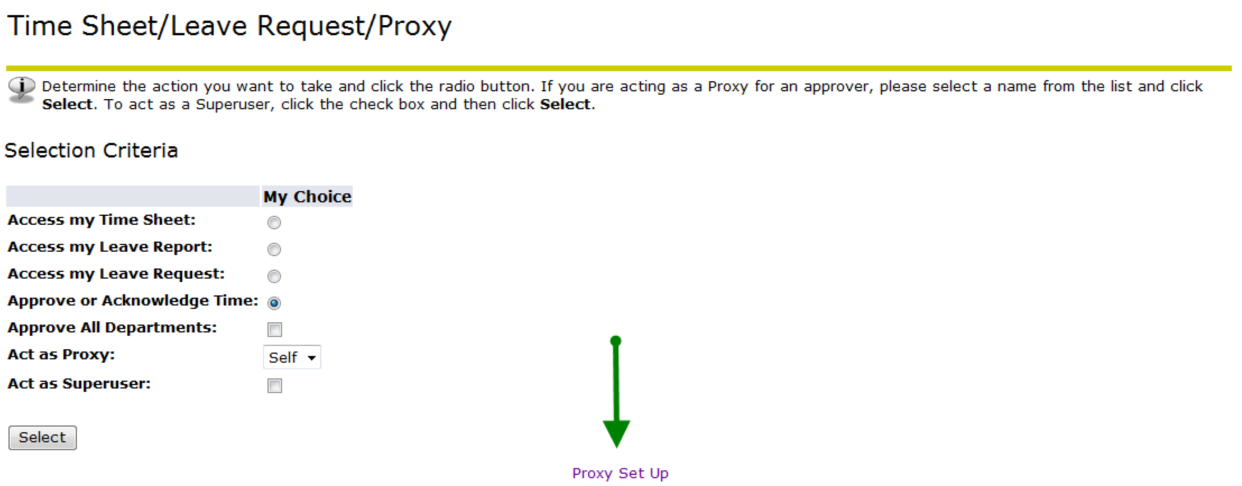
Click “Next” until you have approved all pending records. If you approve hours ahead of time, be sure to check your queue just before the deadline (every other Friday at Noon) to see if anyone else submitted time.

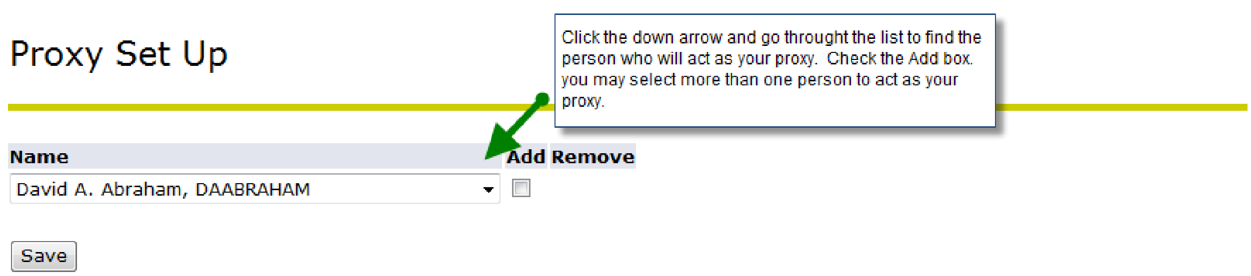
If you disagree with any time entered, see Page 6 for how to handle the situation. If the deadline is looming, add a comment and change the record to reflect the hours you believe the employee worked. If there is time before the deadline, you may add a comment and return for correction.

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.





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.