



# Staff Web Time Entry

Office of Human Resources

July 2012

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Getting Started	2
Before You Open Your Time Sheet	2
Entering Time	3
Time Categories	5
Special Features	6
Submitting Time	9
Buttons Explained	9
Mistakes Happen!	11
FAQs	11

# Getting Started

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

## Before You Open Your Time Sheet

If you are going to enter time other than regular, check your leave balances.



# Web Information System

[Main Menu](#) [Student Services & Financial Aid](#) [Personal Info](#) **[Employee](#)**

Search   [RETURN](#)

## Employee

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**Time Sheet**

**Benefits, Deductions, and Beneficiaries**

This link allows you to view your benefits information (e.g. health, dental, retirement, etc.) and update your beneficiaries.

**Pay Information**

Direct deposit allocation, earnings and deductions history, or pay stubs.

**Tax Forms**

W4 information, W2 Form or T4 Form.

**Leave Balances**

View your beginning, taken and available leave balances for vacation, personal, sick, etc.

**Salary Request Menu**

Enter annual salary requests.

**WPI Security Menu**

Check status of user access roles and abilities granted by those roles.

**Course Populations**


Check the current populations of any course, listed by subject code.

**Lock Control Menu**

Check the status of your lock control.

Click on "Leave Balances" to check your remaining time.

## View Leave Balances

 To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

### List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Apr 23, 2012	Taken as of Apr 23, 2012	Available Balance as of Apr 23, 2012
Personal	Hours	.00	16.00	16.00	.00
<u>Personal Exchange</u>	Hours	.00	.00	.00	.00
<u>Sick</u>	Hours	.00	96.00	69.50	26.50
<u>Vacation</u>	Hours	.00	160.00	109.00	51.00
<u>Vacation (unused and accrued)</u>	Hours	.00	.00	.00	.00

A quick glance at your balances will show you where you stand. After checking your leave balances, arrow back to the Employee screen.

## Entering Time

Click "Time Sheet"

**WPI** Web Information System

Main Menu Student Services & Financial Aid Personal Info **Employee**

Search  Go

### Employee

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**Time Sheet** ←

**Benefits, Deductions, and Beneficiaries**  
This link allows you to view your benefits information (e.g. health, dental, retirement, etc.) and update your beneficiaries.

**Pay Information**  
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**Tax Forms**  
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Main Menu Personal Info **Employee** Finance

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

### Time Sheet/Leave Request/Proxy

Determine 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

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="checkbox"/> Self
Act as Superuser:	<input type="checkbox"/>

←

"Click on "Access My Time Sheet"

## Position Selection



To select a position, click under Position, choose the Time Sheet Period and click Select.

### Title and Department

Lead Payroll Specialist, S09488-00  
Human Resources, 430

### My Choice Pay Period and Status

Apr 15, 2012 to Apr 28, 2012 Not Started

Time Sheet

RELEASE: 8.3

Time Sheet

Click the Button. Next you'll see your title and position number, department name and org code number, the pay period for which you are entering time, and your "Submit By Date" or deadline. Note the vast number of earn codes to choose from—choose carefully! In our example 8 hours of holiday time was prefilled as a total for that day. You'll still need to enter in-and-out hours.

## Time Sheet



To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

### Time Sheet

Title and Number:

Lead Payroll Specialist -- S09488-00

Department and Number:

Human Resources -- 430

Time Sheet Period:

Apr 15, 2012 to Apr 28, 2012

Submit By Date:

Apr 27, 2012 by

Earning	Shift Default Hours or Units	Total Hours	Total Sunday Units 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
Regular Pay	1	72	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime @ Straight time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Exchange	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doctor Visit	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		8		0	8	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

# Time Categories

## Earning

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

**Overtime @ Straight time** - Any hours worked over your 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.

For the following categories, enter time in and out with a lunch break according to your normal schedule:

Vacation

Sick Time

Personal

Unpaid Time

Personal Exchange

**Doctor Visit** - You will likely have three entries of time in and out for the actual hours out of office.

**Bereavement** - Click “Add Comment” to note the relationship of the relative.

**Jury Duty** – As with paper time sheets, send the court documentation to the Payroll office.

You have complete flexibility to enter your time daily, weekly or bi-weekly. Don't submit for approval until you are completely finished; then you can make changes as needed.

Earning	Shift Default Hours or Units	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
Regular Pay	1	72	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime @ Straight time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Time										
Personal Exchange										
Doctor Visit										
Bereavement										
Jury Duty										
Total									0	0
Total									0	0

Beginning with Monday, Click "Enter Hours" on the Holiday line.

Position SelectionCommentsPreviewSubmit for ApprovalRestartNext

## Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Monday, Apr 16, 2012  
Earnings Code: Holiday

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	05:00 PM	4
1			0
1			0
1			0
			8

The system does **not** account for breaks so you need to enter actual hours worked. "Clock" out for lunch, then back in when you return.

Because this is the Patriots' Day holiday, you see the Holiday Earnings code.

Time Sheet Previous Day Next Day  
Add New Line Save Copy Delete

### Account Distribution

Earnings Code Shift Hours  
Holiday 1 8 Account Distribution

Once you've entered the holiday time, click "Time Sheet" to get back to the pay period.

Earning	Shift	Default Hours or Units	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
Regular Pay	1	72	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime @ Straight time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal									Enter Hours	Enter Hours	Enter Hours
Unpaid time									Enter Hours	Enter Hours	Enter Hours
Personal Excha									Enter Hours	Enter Hours	Enter Hours
Doctor Visit									Enter Hours	Enter Hours	Enter Hours
Bereavement									Enter Hours	Enter Hours	Enter Hours
Jury Duty									Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>									0	0	0
<b>Total Units:</b>					0	0	0	0	0	0	0

Next, enter time for the regular pay hours. Move on to Tuesday.

The "Copy" button is a great feature. If you work the same hours you can copy them to all the hours in the pay period. The steps are illustrated below. If you need to make a change, you can do that before submitting your time at the end of the pay period. For example, you planned to be here each day but had an unexpected sick day.



## Web Information System

[Main Menu](#) [Personal Info](#) [Employee](#) [Finance](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

### Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date:

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	800 AM	1200 PM	0
1	100 PM	230 PM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0

Enter Time in and Time Out for the morning and then after lunch break. If you worked the same hours for some or all of the other days in the pay period, you can copy to the other days.

Click on "Copy"...

RELEASE: 8.5

### Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Holiday

Apr 17, 2012, 8 Hours

☐☐☐

Click here for the entire pay period.

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check the individual days you wish to copy, then click "Copy".

## Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday (s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

**Your hours have been copied successfully.**

Look for this message!

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Holiday

Apr 17, 2012, 8 Hours

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet

Previous Menu

Copy

Then go back to the Time Sheet.

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

### Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Lead Payroll Specialist -- S09488-00

Human Resources -- 430

Apr 15, 2012 to Apr 28, 2012

Apr 27, 2012 by

Earning	Shift	Default Hours or Units	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
Regular Pay	1	0	61		Enter Hours	Enter Hours	8	8	5.5	8	Enter Hours
Overtime @ Straight time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	2.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	2.5	Enter Hours	Enter Hours
Personal	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Exchange	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doctor Visit	1	0	.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	8	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

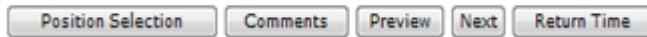
Next

Return Time

Click the "Next" button to enter time for the second week in the pay period.



So many buttons along the bottom...



Position Selection – This will take you back to the list of your jobs. Most people have only one position

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you’ve entered

Next – Takes you to week two of the time period

Return Time - Takes a submitted time sheet and puts it back in your queue for editing, provided the deadline has not occurred.

Once you’ve entered time for both weeks, you will see more options:



You may also click:

Position Selection – This will take you back to the list of your jobs. Most people have only one position

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you’ve entered

Submit for Approval – Sends your completed time sheet to your approver’s queue

Preview - Preview – Get a visual of the time you’ve entered

Restart – Clears the hours you entered so you may start again

Next – Second week of time period

**Time Sheet**

Earning Code	Shift	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	61					8	8	5.5	8				8	8	8	7.5
Holiday	1	8				8											
Sick Time	1	2.5							2.5								
Doctor Visit	1	.5															.5
Bereavement	1	8															
<b>Total Hours:</b>		<b>80</b>				<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>				<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Total Units:</b>			<b>0</b>														

**Time In and Out, Regular Pay**

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
		08:00 AM	08:00 AM	08:00 AM	08:00 AM			08:00 AM	08:00 AM	08:00 AM	08:00 AM		
		12:00 PM	12:00 PM	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM		
		01:00 PM	01:00 PM	01:00 PM	01:00 PM			01:00 PM	01:00 PM	01:00 PM	01:30 PM		
		05:00 PM	05:00 PM	02:30 PM	05:00 PM			05:00 PM	05:00 PM	05:00 PM	05:00 PM		

**Time In and Out, Holiday**

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

**Time In and Out, Sick Time**

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
				02:30 PM									
				05:00 PM									

**Time In and Out, Doctor Visit**

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
											01:00 PM		
											01:30 PM		

**Time In and Out, Bereavement**

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
												08:00 AM	
												12:00 PM	
												01:00 PM	
												05:00 PM	

Previous Menu

The preview button shows all hours and times entered and the different earn codes used.

If the preview looks correct, click:

Submit for Approval

🚩 Your time sheet was submitted successfully.

This is the message you want to see...

It also gives a time and date stamp and shows the routing:

Action and Date	
Your name	Originated Apr 24, 2012 11:07 am
Your name	Submitted Apr 24, 2012 11:16 am
Approver	Pending

You are finished!



## Mistakes Happen!

If you have already submitted your time and realize there was an error,

**Before your office's deadline:**

You may click on your time sheet, Return Time, edit, and resubmit

**After your office's deadline but before Payroll's deadline:**

Ask your approver to return your time sheet to you.

**If Payroll's deadline has passed:**

You will need to submit a paper time sheet. You may print your original and make corrections. It is best to give the Payroll Office a call at x5304.