

## **Web Time Entry (WTE) Frequently Asked Questions (FAQs) for APPROVERS/PROXIES**

### **What should I do if one of my employees does not have a time sheet?**

Please contact Payroll (x5304) or the Office of Human Resources (x5470) to determine if the employee's paperwork has been submitted. It is also possible that the EPAF (Electronic Personnel Action Form) has not yet been applied to Banner.

### **How will I know when to approve time sheets?**

The student payroll [calendar](#) shows the payroll periods.

### **How will my employees get paid if I am out and unable to approve timesheets for a pay period?**

You may start approving timesheets once your employee has submitted the hours on WTE. All timesheets should be approved by Monday at 10:00 AM prior to the pay date. The student payroll [calendar](#) shows the payroll periods.

### **What happens if I don't notice that an employee's time is wrong?**

If the time goes through and is paid incorrectly, contact the Payroll Office for resolution.

### **What should I do if one of my students submitted a time sheet but needs to enter more hours for the pay period, or they made a mistake that needs correcting?**

If the payroll deadline has not passed, you can go to the student's time sheet and click on "Return Time". This will return the time sheet to the employee who can update hours and resubmit. If time does not allow you to return the time sheet, you as an approver can change the record. In either case, be sure to add a comment to document what you have done. \*\*The comment should be entered prior to returning time or changing the record.

However, time may not allow for the return of a timesheet to an employee. In this case, approvers can correct timesheets. Be sure to document the change by adding a comment.

### **How does the Comments function work?**

When you click on Add Comment, a box will appear for you to type in your comment. You need to enter the dates your comment applies to as all comments for the pay period will appear in the same box and if you have more than one comment, you want to be clear about which comment refers to which day. Initialing the comment is a good idea as well.

**Can I print a copy of an employee's time sheet?**

Yes, you can print a summary page of the time sheet for a specific pay period from the preview page.

**Can I view previous time sheets that I approved?**

Yes, you can view any pay period in the current academic year (effective with your first date of web time entry).

**If the Banner web goes down, what happens?**

Banner web is internet dependent so in the rare occasions when it is down employees, approvers and proxies will be notified of any necessary changes.

**Can a proxy do exactly the same things that an approver can do? Who should I appoint as a proxy and how do I do that?**

Yes, proxies can do the same things as approvers. Keep in mind that your proxy is acting on your behalf, should understand the payroll process within your department and would be able to review and approve time sheets whenever necessary.

To set up a proxy, go to Banner Self Service under the Employee tab, select "Time Sheet", then Click on "Proxy Set Up" at the bottom of the page. You'll see a list—scroll through alphabetically, select your proxy, and hit "Save". There is also a remove button if you need to change proxies.

Be sure to alert the Office of Human Resources at x5470 so we can ensure that your designated proxy has the proper security authorization.

Approvers and proxies should check their approvers queue more than once in case of a later submission from the employee.