WEBTIME ENTRY FAQs

Introduction

Web Time Entry

Banner Self Service WebTime Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets. The WebTime Entry system will allow you to log into a secure website and enter the hours and leave online from any computer with access to the Internet. Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

Biweekly Employees (Non-exempt – hourly)

Biweekly employees will no longer record the hours worked or leave usage on paper timesheets, but instead will input them into the WebTime Entry system. Biweekly employees will daily clock in at the beginning of the work day, clock out for lunch, clock in upon returning from lunch and clock out at the end of the work day. Letters requesting overtime must be submitted and approved in advance as in the policy.

Monthly and Faculty Employees (Exempt – salaried)

Monthly and faculty employees will utilize this system for "Exception Time Reporting" where you will record any leave taken or verify that no leave was taken during the pay period. Applicable leave codes are indicated on the web timesheet.

NOTE: Employees must request leave time in accordance with University policies and procedures and submit the required documentation. In addition, all leave usage must be entered on the web timesheet prior to the submission date of the payroll and leave documentation submitted to the supervisor for approval.

NOTE: *The timesheet is a legal document and time must be recorded correctly or it is considered payroll fraud. Such infractions will result in the appropriate disciplinary action.*

FAQs

Logging into Banner Self Serve

Who uses Web time entry?
Where can I learn how to enter my time or approve employees' hours?
How do I find the online timekeeping system?
How do I find my Banner ID and Banner PIN?
The system asks me for a security question when I log in for the first time. Why?
If I've forgotten my pin number, how can I find out what it is?
On the Main Menu page, I see links to Employee Information and Personal Information. What are these?
What if I log into the Self Service system but I am not able to bring up a timesheet?

Entering Time

Am I required to enter hours each day on my timesheet?
What do *biweekly* paid employees enter on their timesheets?
What do *faculty and monthly* paid employees record on their timesheets?
What do *student* employees record on their timesheets?
What if I report to work but have to use leave (annual or sick) and return to work?
In what intervals do I record work hours, annual and sick leave usage?
I only see one week of time on my timesheet. How do I get to another week to enter time?
What does the "Copy" button do?
After I enter my hours, what should I do?
Will I have to record holiday pay?
When and how do I submit my time sheet to my Approver?
What if I click on Submit for Approval before I finished entering my hours? What if I make an error or need to make a change to the timesheet?
Do I still need to get approval from my supervisor to work overtime if I am paid bi-weekly?
How do I record time worked beyond my normal work day?
Do I still need to complete a paper timesheet?

Approving Time

What is an Approver? What if he/she is absent or on vacation and does not approve my timesheet?
One of my employees accidentally submitted their time before the end of the pay period. How can I unlock their timesheet so they can make corrections and continue entering time for the period?
What if I forget to submit my timesheet?
At the end of the pay period, I've found that one of my employees' time records is not accurate. What should I do?
What if my Approver misses the timesheet deadline? What if he/she makes an error?
What statuses will approvers and proxies see on timesheets?
How do I know if my biweekly employees are entering their time daily?
Can we change approvers at any time?
What is the procedure for adding, changing, and deleting approvers and/or proxies?
Is it mandatory to have a proxy?
What if I am sick or on annual and can't access the Web Time entry system?

Miscellaneous

What if I have more questions or need clarification on something?
What happens if I take time I don't have?
How do I know what my leave balances are?
What is the process for emergency days? Will we get paid for the hours the University is closed?
What if I hold multiple jobs?
Comments

Logging into Banner Self Serve

Who uses Web time entry?

Biweekly, faculty and monthly staff members, undergraduate assistants, graduate assistants, and college work student employees enter their time via the Web.

Where can I learn how to enter my time or approve employees' hours?

There are three options available for employees to learn how to enter time online:
- Training sessions are being offered. To find out more or to schedule time entry or approver training, e-mail kadrica_tillotson@subr.edu or 771-3407.
- A self-study training guide is available on the HR website at http://www.subr.edu/index.cfm/subhome/17 under the Training.
- Time approvers in many departments already have received training and are available to assist employees.

How do I find the online timekeeping system?

Timekeeping is done through the SU Banner Self-Service system. You may go directly to the site at Self Service Banner [PROD-SSB], click on Enter Secure Area or click the Banner Self Service link under Faculty & Staff on the right side of the SUBR Web site at http://www.subr.edu/.

How do I find my Banner ID and Banner PIN?

Your Banner Id (S number) is located on the check stub or the current paper timesheet. The default PIN is 111111. When you log in for the first time, you will be prompted to change your PIN. You must enter a capital "S".

The system asks me for a security question when I log in for the first time. Why?

The system will ask you this question if you ever forget your BANNER pin. You can either choose a question or create your own. If you create your own question, make the question something only you would know, such as "What is my mother's maiden name?" Then provide the answer. If you ever forget your pin, you can reset it by correctly answering the security question.

If I've forgotten my pin number, how can I find out what it is?

Enter your Banner Id number (remember the S is always a capital letter). Click on the "Forgot Pin?" button. You will be asked to answer your security question. If you answer the question correctly, you can create or reset your PIN.

On the Main Menu page, I see links to Employee Information and Personal Information. What are these?

The Employee Information section contains your timesheet, benefit and payroll deduction information, earnings history, leave balances, job, ax form information.

The Personal Information section contains your personal address and phone numbers, SU email address, emergency contacts, marital status, name change information, Banner PIN change information and Banner security question information.

What if I log into the Self Service system but I am not able to bring up a timesheet?
Contact the HR office for assistance.

**Am I required to enter hours each day on my timesheet? **

Yes, at this time all biweekly employees are required to enter hours each day.

**What do *biweekly* paid employees enter on their timesheets? **

Biweekly employees must enter their times in and times out on a daily basis for regular paid time. For example, an hourly employee who arrives at 8 a.m. and goes to lunch at 11:30 a.m. must enter the Web system before they leave for lunch and put the time in (08:00 AM) and time out (11:30 AM). After entering time, that employee may hit the "save" button until the next log-in. at the end of the day, the employee will enter the time returned from lunch and the time the work day ends. For example, if returned from lunch at 12:30 p.m. and the work day ends at 5:00 p.m., the employee will enter 12:30 PM and 05:00 PM, respectively.

In addition to regular work time, all paid leave time (such as annual, sick, holiday, jury duty, etc.) must be entered into the proper categories as the leave is used. If you work on a holiday when you are not regularly scheduled to do so, enter those hours on that day.

**What do *faculty and monthly* paid employees record on their timesheets? **

Faculty and monthly paid employees enter exception time only, such as annual (if applicable), sick, leave, jury duty, etc. Holiday time automatically is calculated by the Banner system and should not be entered.

**What do graduate/undergraduate/college work *students* and other temporary employees record on their timesheets? **

Graduate/undergraduate/college work students and other temporary employees will enter hours worked each day.

**What if I report to work but have to use leave (annual or sick) and return to work? **

Biweekly employees will enter the time reported to work and the time he/she left on leave; (i.e. report at 08:00 AM, leave at 10:00 AM). When the employee returns to work, he/she will enter the amount of time used for leave in the appropriate leave category. For example, if the employee has a 10:00 doctor's appointment and return to work at 2:30, he/she would enter in the Sick leave category: 10:00 AM and 01:30 PM. Although the employee returned to work at 2:30 p.m., the employee must exclude his/her lunch break, therefore a return time of 1:30 p.m. to account for an hour lunch break would be entered. Under regular Biweekly pay, the employee would enter a return time of 02:30 PM and a work day end time of 05:00 PM.

**In what intervals do I record work hours, annual and sick leave usage? **

Work hours, annual and sick leave will be entered in 15 minutes intervals in the 00.00 format, ex: 9:00, entered as 09:00; 9:15 entered as 09:15.

**I only see one week of time on my timesheet. How do I get to another week to enter time? **

Click the "Next" button at the bottom of the page.

**What does the "Copy" button do? **

If you will be using the same type of leave for more than one day (such as annual/sick leave) and need to enter it several times, you can copy your most recent entry into other days. When done selecting the days, click "Copy" at the bottom of the calendar.

After I enter my hours, what should I do?

Click the "Save" button near the middle of the page.

Will I have to record holiday pay?

No, you will not have to record holiday hours in order to be paid for the day. The holiday will default during the pay cycle.

When and how do I submit my timesheet to my Approver?

Payroll deadlines are posted on the HR website at http://www.subr.edu/index.cfm/page/656/n/404. There are deadlines for employee time entry as well as for the Approver to approve the timesheets for payroll. Clicking "Submit for Approval" will send your timesheet to your Approver. You will be prompted to enter your PIN. Once the deadline date and time has expired, you will not be able to submit your timesheet.

What if I click on Submit for Approval before I finished entering my hours? What if I make an error or need to make a change to the timesheet?

Employees can make changes until the timesheet is submitted to the Approver. If you submit it prematurely or if you find an error, your Approver can make the change for you or send it back to you for correction. If the Approver has already approved the incorrect timesheet, a Change in Payroll form must be completed indicating the date/hour for the required correction and stating the timesheet was submitted for approval before this correction could be made.

Do I still need to get approval from my supervisor to work overtime if I am paid bi-weekly?

Yes, you need to review with your supervisor and receive approval if overtime work is required in your department. However, if you are planning to work overtime, or want to work overtime and your supervisor does not know that, don't do it. If you like to come to your desk half an hour before your official starting time, you should not be working during that time without the permission of your supervisor. If being at your desk early means that you cannot help working (the phone is ringing, visitors coming in, etc.) then you should not be sitting at your desk during non-working hours. You should not be working overtime without the specific approval of your department. If you are non-exempt, you are not allowed to "volunteer" your time.

How do I record time worked beyond my normal work day?

In Banner, you record the number of hours that you worked in any given day. Banner automatically calculates any straight time or overtime pay. Applicable University, state and federal guidelines apply.

Do I still need to complete a paper timesheet?

No. It is no longer necessary to complete a paper timesheet. As you complete the Webtime Entry Training, you will begin immediately to enter your time via the web.. Although your name will remain on the paper timesheet until webtime entry is fully implemented (paper timesheets will cease to be printed at that time), please indicate, "Web" by your name.

Approving Time

What is an Approver? What if he/she is absent or on vacation and does not approve my timesheet?

An Approver is your supervisor or other person designated to approve the hours you have worked during the pay period. A Proxy has been assigned for each Approver to approve timesheets in the Approver's absence.

One of my employees accidentally submitted their time before the end of the pay period. How can I unlock their timesheet so they can make corrections and continue entering time for the period?

Select the employee from your list of employees. Click "Return for Correction." Be sure your employee knows you've unlocked their timecard and that they must again click "Submit for Approval" once they've reached the end of the pay period.

What if I forget to submit my timesheet?

We recommend that all employees start a timesheet each pay period. Approvers are responsible for following up with employees, (including students, if they know they are working and have not submitted their timesheets). Human Resources or Payroll may contact you if your timesheet is not by the deadline date.

At the end of the pay period, I've found that one of my employees' time records is not accurate. What should I do?

It is recommended that you "Return for Correction" with Comments indicating why the timesheet was returned. Be sure your employee knows you've returned the timesheet and that they must again click "Submit for Approval" once they've made the required corrections.

If it is the end of the pay period and the timesheet is due, it is recommended you talk with the employee regarding the error, enter the appropriate comments (and save) and then enter the correction yourself.

What if my Approver misses the timesheet deadline? What if he/she makes an error?

A Superuser will review and approve as needed. Employees will be able to view the status of their timesheet, i.e. whether or not their Approvers have submitted their timesheets to Payroll.

What statuses will approvers and proxies see on timesheets?

NOT STARTED – This is where we begin. You have not opened the timesheet or leave report.
IN PROGRESS – The timesheet has been opened and entries have begun.
ERROR – Time entry must be corrected. Possibly, no hours were entered; or insufficient leave balances available.
PENDING – Timesheet has been submitted; and is awaiting approval.
RETURNED FOR CORRECTION – Approver has returned the timesheet to Originator for correction and re-submittal.
APPROVED – Timesheet has been approved and will continue through the payroll process.
COMPLETED - Timesheet has been received and processed by the Payroll office.

How do I know if my biweekly employees are entering their time daily?

On your "Approve or Acknowledge Time" screen, you will see "Not Started" if an employee has not opened their timesheet in the current pay period. Check this regularly and notify your employees to enter time as needed.

Can we change approvers at any time?

Approvers need to be in place at the beginning of a pay period. If the approver needs to be changed and it's in the middle of the pay period, the new approver would be set up as a proxy for that pay period only. He would then have access and could approve the timesheets. An updated Webtime Entry Approval Chain form must be sent to HR to effect this change. For the following pay period, he would be set up as the approver. Proxies, however, can be set up or changed or deleted at any time, but HR must be notified of this change.

What is the procedure for adding, changing, and deleting approvers and/or proxies?

To add, change or delete an approver, an updated Webtime Entry Approval must be sent to HR prior to the effective date of the pay period of the change. To add, change or delete an approver, please view the training video on the HR website.

Is it mandatory to have a proxy?

Yes.

What if I am sick or on annual and can't access the Web Time entry system?

The system will not produce a paycheck for if your Web timesheet is not submitted or approved before the system deadline*.* If you are not at work to complete your timesheet, it can be accessed and submitted through the internet from any computer or smartphone. If you are unable to begin or complete your timesheet prior to the submission deadline due to illness or injury, for example, your Approver should contact Human Resources.

Miscellaneous

What if I have more questions or need clarification on something?

If you have difficulty entering or approving time, contact HR at 771-3045 or hr@subr.edu. If your question is not time-sensitive, e-mail HR @ hr@subr.edu. Please include a phone number where you can be reached.

What happens if I take time I don't have?

Current annual and sick leave balances are available for you to see any time through Banner self-service, and balances should be checked prior to taking leave. If you do not have enough sick or annual time and you report usage, it will result in a dock in pay.

How do I know what my leave balances are?

You can check leave balances under the Employee tab on Banner Self Serve. Clicking on the type of leave will show a summary of the accrual rate and leave used for past pay periods. The leave balances reflected are as of the last day of the previous payroll and is based on documentation received in Human Resources. Undocumented/unreported leave requests are not reflected in this balance. Change in payroll forms/leave applications must be submitted no later than the begin date of next payroll period.

What is the process for emergency days? Will we get paid for the hours the University is closed?

An earn code has been established called, "Emergency Leave." In the event of a University closing, employees will be instructed to use that earn code for entering their time. University officials establish when emergency leave is necessary.

What if I hold multiple jobs?

If you have two positions with two different supervisors, you will have two timesheet, and each timesheet will be routed to the Approver identified for that position. You will submit a separate timesheet for hours charged to each job. However, if you have one position with two supervisors, both supervisors will/can be designated as Approvers. Human Resources sets up Approvers based on the Webtime Entry Approval Chain form received from the department

Comments

Employees can add comments as needed to explain leave usage or other issues regarding time entry. Supervisors must add comments when returning a timesheet for correction, changing a timesheet due to an employee absence on the deadline day for submission (for example, if the employee call in to use sick or annual leave after the employee has submitted their timesheet) to payroll. When adding comments, please ensure that the comments are professional in nature.