

BANNER

WEB TIME ENTRY



TRAINING MANUAL

Web Time Entry for Employees

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Introduction

Welcome to Southern University, “**imagine what you can do**”. This document is provided by the Office of Human Resources to assist employees with Entering Time via the Web in Banner Employee Self-Service. Banner Web is the university’s self-service system in which employees can view benefits and deductions, pay information, tax forms, current and past jobs held, leave balances and history. The information contained within this document will allow employees to enter hours worked, leave taken and to submit timesheets electronically.

Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in processing paper timesheets. The Web Time Entry system will allow employees to individually log onto a secure website and enter and submit their own time and attendance from any computer with Internet access. Full time unclassified and faculty employees are only required to **enter exception time**. Classified non-exempt employees, students (graduate assistants, undergraduate students and college work study) and part-time employees can only enter **regular hours**. Exception time is leave taken during the pay period which includes annual leave, sick leave, compensatory used, if applicable, etc. Regular hours and college holiday closures do not have to be entered by full time unclassified and faculty employees; the system will automatically post them. The time must be approved online by the designated supervisor/approver and sent electronically to the Payroll Office for processing.

In order to access Web Time Entry a Banner Web User Identification (S# ID) and Personal Identification Number (PIN) **are required**.

Timeframes and Deadlines:

In order to be paid each pay period, it is critical that electronic timesheets and approvals are submitted by the established deadline. Employees are responsible for submitting their electronic timesheets to their supervisor/approver. If time is not submitted by the designated deadline, this could cause the employee not to be paid. Without a timesheet, the supervisor/approver is unable to approve time and/or leave and without the approver or proxy’s approval an employee CANNOT be paid. Deadline dates will be adjusted as needed for holiday classes. Updates will be posted on the HR Website and sent via email blast.

NOTE: Employees may begin inputting time, online via banner web based on the enclosed schedules. Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5pm. Approvers/proxy’s must approve timesheets by 12pm on the due date and submit to the Payroll Office. Schedules will be posted on the HR website.

2012 – 2013 BI-WEEKLY PAYROLL CALENDAR FOR WEB TIME ENTRY

**Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
 Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.**

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
22	October 7, 2012	October 20, 2012	October 18, 2012	October 19, 2012	October 26, 2012
23	October 21, 2012	November 3, 2012	November 1, 2012	November 2, 2012	November 9, 2012
24	November 4, 2012	November 17, 2012	November 15, 2012	November 16, 2012	November 21, 2012
25	November 18, 2012	December 1, 2012	November 29, 2012	November 30, 2012	December 7, 2012
26	December 2, 2012	December 15, 2012	December 13, 2012	December 14, 2012	December 21, 2012
1	December 16, 2012	December 29, 2012	December 27, 2012	December 28, 2012	January 4, 2013
2	December 30, 2012	January 12, 2013	January 10, 2013	January 11, 2013	January 18, 2013
3	January 13, 2013	January 26, 2013	January 24, 2013	January 25, 2013	February 1, 2013
4	January 27, 2013	February 9, 2013	February 7, 2013	February 8, 2013	February 15, 2013
5	February 10, 2013	February 23, 2013	February 21, 2013	February 22, 2013	March 1, 2013
6	February 24, 2013	March 9, 2013	March 7, 2013	March 8, 2013	March 15, 2013
7	March 10, 2013	March 23, 2013	March 21, 2013	March 22, 2013	March 28, 2013
8	March 24, 2013	April 6, 2013	April 4, 2013	April 5, 2013	April 12, 2013
9	April 7, 2013	April 20, 2013	April 18, 2013	April 19, 2013	April 26, 2013
10	April 21, 2013	May 4, 2013	May 2, 2013	May 3, 2013	May 10, 2013
11	May 5, 2013	May 18, 2013	May 16, 2013	May 17, 2013	May 24, 2013
12	May 19, 2013	June 1, 2013	May 30, 2013	May 31, 2013	June 7, 2013
13	June 2, 2013	June 15, 2013	June 13, 2013	June 14, 2013	June 21, 2013
14	June 16, 2013	June 29, 2013	June 27, 2013	June 28, 2013	July 3, 2013
15	June 30, 2013	July 13, 2013	July 11, 2013	July 12, 2013	July 19, 2013

2012 – 2013 FACULTY PAYROLL CALENDAR FOR WEB TIME ENTRY

**Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
 Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.**

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
10	October 1, 2012	October 31, 2012	October 22, 2012	October 23, 2012	October 31, 2012
11	November 1, 2012	November 30, 2012	November 19, 2012	November 20, 2012	November 30, 2012
12	December 1, 2012	December 31, 2012	December 5, 2012	December 6, 2012	December 14, 2012
1	January 1, 2013	January 31, 2013	January 23, 2013	January 24, 2013	January 31, 2013
2	February 1, 2013	February 28, 2013	February 20, 2013	February 21, 2013	February 28, 2013
3	March 1, 2013	March 31, 2013	March 23, 2013	March 24, 2013	March 28, 2013
4	April 1, 2013	April 30, 2013	April 22, 2013	April 23, 2013	April 30, 2013
5	May 1, 2013	May 31, 2013	May 9, 2013	May 10, 2013	May 17, 2013
6	June 1, 2013	June 30, 2013	June 22, 2013	June 23, 2013	June 28, 2013
7	July 1, 2013	July 31, 2013	July 23, 2013	July 24, 2013	July 26, 2013
8	August 1, 2013	August 31, 2013	August 23, 2013	August 24, 2013	August 30, 2013
9	September 1, 2013	September 30, 2013	September 22, 2013	September 23, 2013	September 30, 2013
10	October 1, 2013	October 31, 2013	October 23, 2013	October 24, 2013	October 31, 2013
11	November 1, 2013	November 30, 2013	November 22, 2013	November 23, 2013	November 27, 2013
12	December 1, 2013	December 31, 2013	December 5, 2013	December 6, 2013	December 13, 2013

2012 – 2013 MONTHLY PAYROLL CALENDAR FOR WEB TIME ENTRY

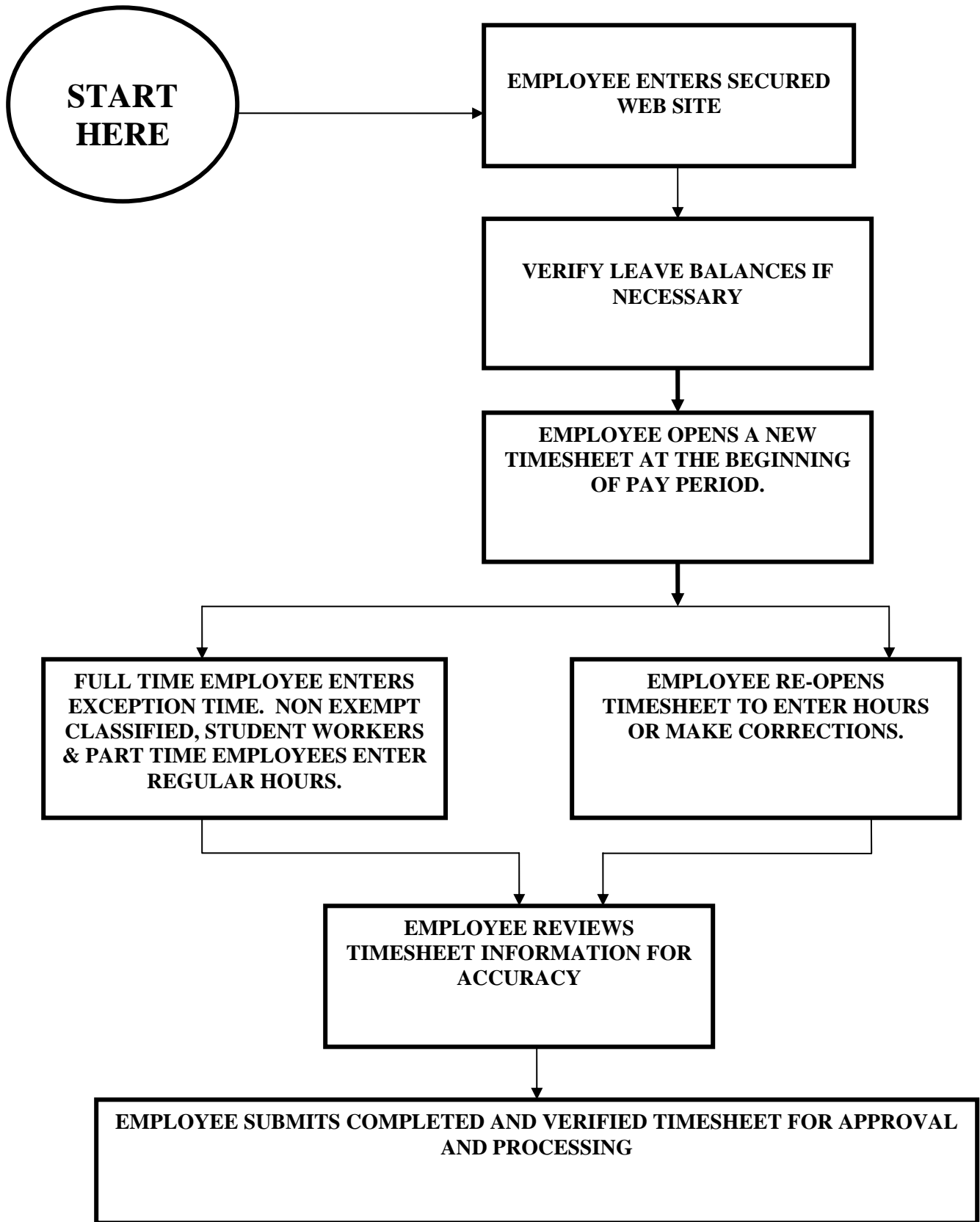
**Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
 Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.**

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
10	October 1, 2012	October 31, 2012	October 22, 2012	October 23, 2012	October 31, 2012
11	November 1, 2012	November 30, 2012	November 22, 2012	November 23, 2012	November 30, 2012
12	December 1, 2012	December 31, 2012	December 13, 2012	December 14, 2012	December 21, 2012
1	January 1, 2013	January 31, 2013	January 23, 2013	January 24, 2013	January 31, 2013
2	February 1, 2013	February 28, 2013	February 20, 2013	February 21, 2013	February 28, 2013
3	March 1, 2013	March 31, 2013	March 23, 2013	March 24, 2013	March 29, 2013
4	April 1, 2013	April 30, 2013	April 22, 2013	April 23, 2013	April 30, 2013
5	May 1, 2013	May 31, 2013	May 23, 2013	May 24, 2013	May 31, 2013
6	June 1, 2013	June 30, 2013	June 22, 2013	June 23, 2013	June 28, 2013
7	July 1, 2013	July 31, 2013	July 23, 2013	July 24, 2013	July 31, 2013
8	August 1, 2013	August 31, 2013	August 23, 2013	August 24, 2013	August 30, 2013
9	September 1, 2013	September 30, 2013	September 22, 2013	September 23, 2013	September 30, 2013
10	October 1, 2013	October 31, 2013	October 23, 2013	October 24, 2013	October 31, 2013

2012 – 2013 Holiday/ College Closure

Independence Day	July 4, 2012
Labor Day	September 3, 2012
Thanksgiving Day	November 22, 2012 – November 23, 2012
Christmas Holidays	December 24, 2012 – January 1, 2013, 2012
MLK Birthday	January 21, 2013
Mardi Gras	February 12, 2013
Good Friday	March 29, 2013
Memorial Day	May 27, 2013

Time Sheet Process Flow



PLEASE LOG-IN TO SANDBOX

1. ACCESS SU BANNER WEBSITE [BANNER.SUBR.EDU]
2. CLICK ON “SANDBOX”
3. CLICK ON “SELF-SERVICE BANNER SANDBOX [SSB]”

Southern University Production Banner Links Page



SSL Enabled Production Internet Native Banner (INB)

[SECURE Production Database \[4444\]](#)

SSL Enabled Production Self Service Banner (SSB)

[Secure Production Self Service Banner](#)

Production Argos Server

[Production Evisions Intellicheck/FormFusion/Argos](#)

Southern University Test Systems (INB)

[Training Database \[TRNG8\]](#)

[TEST \(PTEST8\) Database \[TEST8\]](#)

[FIN8 Test Database \[FIN8\]](#)

[Yr End JUL3 2012 Test Database \[A2B\]](#)

[SANDBOX](#)

CLICK HERE

(PLEASE NOTE SANDBOX IS THE TRAINING ENVIRONMENT FOR BANNER,
ANY TIME ENTERED & SUBMITTED WILL NOT BE RECORDED)

Entering Time Via the Web

Note: Idle time out on the web is 15 minutes. This means if 15 minutes pass without any input or navigation within the form, you will be locked out and lose any information not saved.

Step 1: Log into Banner Web

- Click on the link “Enter Secure Area”
- Click in the **User ID** box
- Type your **User ID (9 digit S-Number)**
- Click in the **PIN** box or *Press* the Tab key
- Type your **PIN**
- Click on “**Login**” or *Press* Enter

User ID: 00000000
PIN: *****
Login Forgot PIN?
ENTER “123456” FOR YOUR PIN IN SANDBOX ONLY

Step 2: Access the Employee Information Menu

- Click on the link “Employee” tab on the Main Menu

Main Menu

Welcome, to the Southern University Self-Service System! Last web access on Jun 12, 2012 at 02:03 pm

[Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN;

[Student](#)

Apply for Admission, Register, View your academic records.

[Financial Aid](#)

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

[Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Step 3: Access the timesheet

- Click on the link “Time Sheet”

Employee

Time Sheet
[Leave Report](#)
[Benefits and Deductions](#)
 Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
[Pay Information](#)
 Direct deposit allocation, earnings and deductions history, or pay stubs.
[Tax Forms](#)
 W4 information, W2 Form.
[Leave Balances](#)

Step 4: Selecting the Timesheet

- Click the down arrow to view all available timesheets
- Click the appropriate timesheet
- Click the **Time Sheet** button
 (This selection is shown for employees who do not approve the timesheets.)

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Hum Res Analyst II, <input type="text"/> Human Resource Office, 6401	<input checked="" type="radio"/>	Jun 03, 2012 to Jun 16, 2012 Not Started <input type="button" value="v"/>

← **CLICK HERE**

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="text" value="Self"/> <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

If you are an APPROVER, select “Access my Timesheet”, and then click the “select” button.

Step 5: Enter hours worked

- Click on the link Enter Hours for day you need to enter time worked or leave used

Note: This will take you to a screen that will allow you to enter your time in and out.

Note: If you do not see the day you need to access, *click* the next button at the bottom of the screen to access additional days for the month.

Time Sheet


Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

CLICK HERE

Hum Res Analyst II -- 
 Human Resource Office -- 6401
 Jun 03, 2012 to Jun 16, 2012
 Jun 15, 2012 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wednesday Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
Bi-Weekly Pay	1	80	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Annual Leave Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Sick Leave Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Compensatory Time Used 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Compensatory Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Funeral Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Furlough with Retirement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Furlough without Retirement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

- **NOTE:** For unclassified and faculty employees-*Report* exception time (type the number of hours for leave used such as annual, sick, educational, jury duty, etc.) University and state guidelines apply.

Unclassified EMPL Screen

Time Sheet

Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Director Of Human Resources --
 Human Resource Office -- 6401
 Aug 01, 2012 to Aug 31, 2012
 Aug 24, 2012 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Aug 01, 2012	Thursday Aug 02, 2012
Annual Leave Used	1		0	0	Enter Hours	Enter Hours
Sick Leave Used	1		0	0	Enter Hours	Enter Hours
Compensatory Time Used 1.5	1		0	0	Enter Hours	Enter Hours
Compensatory Time Used	1		0	0	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours
Funeral Leave	1		0	0	Enter Hours	Enter Hours
Furlough with Retirement	1		0	0	Enter Hours	Enter Hours
Furlough without Retirement	1		0	0	Enter Hours	Enter Hours
Educational Leave	1		0	0	Enter Hours	Enter Hours
Sabbatical Leave Part Time 100	1		0	0	Enter Hours	Enter Hours
Sabbatical Leave Part Time 75%	1		0	0	Enter Hours	Enter Hours
Sabbatical Leave Without Pay	1		0	0	Enter Hours	Enter Hours
Emergency Leave	1		0	0	Enter Hours	Enter Hours
Suspended	1		0	0	Enter Hours	Enter Hours
Total Hours:				0		0
Total Units:				0		0

NOTE: For classified employees (non-exempt): *Type* the time you sign in from lunch and the time you signed out. University and state guidelines apply. Overtime requests must be submitted and approved in advance.

➤ **Click save**

Note: You must enter the time as HH:MM rounded to the nearest 15 minutes. Example: reporting to work at 9:11 would be entered as 9:15.

Note: Ensure that you enter the correct time of day as AM or PM.

Note: For students: by law, you are not allowed to work during your scheduled class time. Any time entered that conflicts with your class schedule may result in non-payment of those hours and suspension from the work-study program or undergraduate assistantship.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to displa

Date: Monday, Jun 04, 2012

Earnings Code: Bi-Weekly Pay

Shift	Time In	Time Out	Total Hours
1	8:00 AM	12:00 PM	0
1	1:00 PM	5:00 PM	0
1			0
1			0
1			0
			0

CLICK HERE

Step 6: Submitting your timesheet for approval

- Once you have entered all hours worked for the pay period, do the following:
 - Click **the submit for approval** button at the bottom of the screen
 - **Note:** This will take you to a certification screen.
 - Type your **pin** to certify that all information entered is accurate and correct.
 - Press **Enter**

Note: Your timesheet has now been submitted to your supervisor for approval. You can review your time after submission, but no changes can be made on the timesheet. If you entered time incorrectly, please contact your supervisor and request your timesheet is returned for correction.

Title and Number: Hum Res Analyst II -- ~~XXXXXXXXXX~~
Department and Number: Human Resource Office -- 6401
Time Sheet Period: Jun 03, 2012 to Jun 16, 2012
Submit By Date: Jun 15, 2012 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wednesday Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
Bi-Weekly Pay	1		0	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Used 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Used	1		0	0	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
Funeral Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough with Retirement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough without Retirement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				8		0	8	0	0	0	0
Total Units:					0	0	0	0	0	0	0

CLICK HERE



Submit for Approval

- Position Selection
- Comments
- Preview
- Submit for Approval
- Restart
- Next

Definitions of Timesheet Period Status

Not Started	The employee has not viewed or entered hours/leave for this pay period.
In Progress	The employee has viewed or entered hours/leave, but has not submitted the hours/leave.
Pending	The employee has viewed or entered hours/leaves and the timesheet is awaiting approval from the approver.
Approved	Approver has approved the hours/leave.
Completed	The hours/leaves have been extracted into the payroll process.
Return for Correction	The approver found an error/incorrect hours entered on the timesheet. Employee needs to make changes and submit again.
Error	The timesheet contains one or more errors. Contact Payroll.

Approving the Timesheet

Note: Idle time out on the web is 15 minutes. This means that no activity within 15 minutes will cause you to lose any information entered.

Step 1: Log into Banner Web

- Go to **SU BANNER** website (ssbprd1.subr.edu)
- Click on the link **“Enter Secure Area”**
- Click in the **User ID** box
- Type your **User ID (9 digit S-Number)**
- Click in the **PIN** box or *Press* the Tab key
- Type your **PIN**
- Click on **“Login”** or *Press* Enter

The screenshot shows a login form with two input fields: 'User ID' containing 'C0000000' and 'PIN' containing '*****'. Below the fields are two buttons: 'Login' and 'Forgot PIN?'. A large rectangular box surrounds the form, with arrows pointing from the list of steps to the corresponding fields and buttons.

Step 2: Access the Employee Information Menu

- Click on the link **“Employee”** tab on the Main Menu

Main Menu

Welcome, to the Southern University Self-Service System! Last web access on Jun 12, 2012 at 02:03 pm

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN;

Student

Apply for Admission, Register, View your academic records.

Financial Aid

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Step 3: Access the timesheet

- Click on the link **“Time Sheet”**

Employee

Time Sheet

[Leave Report](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

[Pay Information](#)

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

[Tax Forms](#)

W4 information, W2 Form.

[Leave Balances](#)

- Click the **Approve or Acknowledge Time sheet** box
- Click the **Select** Button

Selection Criteria

Selection Criteria

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

Select

- Click the correct **payroll number**
- Click the **Select** button

Approver Selection

Time Sheet

Department and Description **My Choice** **Pay Period**

2, 6401, Human Resource Office

02, Jun 01, 2012 to Jun 30, 2012

CLICK HERE

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

Note: This will bring up all employees timesheets for which you are the approver and the status of each timesheet.

- **Select** a timesheet from the Pending category
- **Review** the time entered
- If no changes are needed, *click* the **approve button** at the bottom of the screen.
- If changes are needed, do the following:

- *Click* the **return for correction button**, or

Note: This will return the timesheet to the employee/student to be corrected. Approver must indicate the reason the timesheet is being returned for correction.

- *Click* on the **day that needs correcting** and adjust the times entered by the employee/student.

- *Click* the **Approve button** when finished

Note: The timesheet is now ready to be processed by payroll.

Step 4: Printing the Timesheet (optional)

- If you wish to print a timesheet, after you have approved the employee's/student's timesheet, do the following:
 - *Click* **File** --> **Page Setup** and select **Landscape**
 - *Click* the **print button** on the tool bar
 - *Review* the timesheet as all days may not have printed
 - Using the mouse, *highlight* the days that did not print
 - *Click* **File** --> **Print** and select **Selection**

Note: The entire timesheet should now be printed.

Once an Employee timesheet has been submitted, APPROVERS are able to perform the following actions:

- a. **Approve:** Approve the time
- b. **Return for Correction:** Return if you want corrections to be made.
- c. **Change Record:** If necessary, you as the approver can change the time that has been entered by the employee, before approving it. You must notify the employee if you do this.
- d. **Add Comment:** The approver can add a comment to the record. This comment can be viewed by you and the employee. It will not be viewed by Human Resources/Payroll
- e. **Delete:** Pressing this button will irretrievable delete the timesheet and it cannot be recreated. If you accidentally press this button, a box will pop up asking you to confirm you want to delete the transaction.
- f. **Routing Queue:** shows dates originated, submitted and approved.
- g. **Account Distribution:** shows general account information.
- h. **Next:** Goes to next employee whose time is awaiting approval.
- i. **Previous:** Goes to the previous employee in the sort order.

Reminders for APPROVERS

- The Approver **must notify** the employee when a timesheet is returned for corrections. The Approver must indicate in the comment section why the timesheet is being returned. Speak directly with the employee and send him/her a brief e-mail.
- The Approver **must verify all hours** entered and ensure any necessary corrections are made prior to approving time. Approver **must have all required University documentation** such as leave applications, medical statements, etc. for leave requested.

PLEASE NOTE: ONCE ALL TIMESHEETS ARE APPROVED, THE TIMESHEETS ARE READY FOR PAYROLL.

Designating a Proxy

This section explains how to setup or remove a proxy to approve timesheets on behalf of the approver. It would also be good to advise your employees who your proxy is to assure them that their timesheet will be approved in a timely manner in the event of your absence.

Proxy Setup

1. Login to your account.
2. Click the **Employee** Icon.
3. Click **Timesheet**.
4. At the bottom of Time Reporting Selection Screen Click **Proxy Set Up**.

Search

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

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

CLICK HERE

[Proxy Set Up](#)

5. **Select** a Proxy from the drop down list of users.

The screenshot shows a web interface with two tabs: 'Personal Information' and 'Employee'. Below the tabs is a search bar with a 'Go' button. The main section is titled 'Proxy Set Up'. It features a table with a header row containing 'Name' and 'Add Remove'. The table has one row with the name 'Ethel R. Washington, EWASHIN' and a checked checkbox. Below the table is a 'Save' button. To the right of the 'Save' button is a link labeled 'Time Reporting Selection'.

6. Click the **Add** check box.
7. Click **Save**.

NOTE:

- A proxy remains active until the approver removes them from the proxy list
- A proxy can **ONLY** see the employee's timesheet and reported hours. Neither your proxy nor the approver can see any other information about the employee.
- A proxy must never approve his/her own timesheet.
- An employee can be made a proxy for more than one approver.
- A proxy should **ONLY** approve time when requested to do so by the Primary Approver.

Acting as a Proxy

As a designated proxy the approver must inform you which pay period you will approve in his/her absence.

1. Login to your account.
2. Click the **Employee** Icon.
3. Click **Timesheet** from the Main Menu. The **Selection Criteria** screen displays.

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

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

Select

CLICK IN THE DROP DOWN BOX & SELECT THE PERSON YOU ARE ACTING AS A PROXY FOR

4. Select **Approve or Acknowledge Time**.
5. Using the drop down arrow, **select who you are acting as a proxy for**, (i.e., who is the Approver) in the **Act as Proxy** field.
6. Click **Select**. The Selection screen displays

Reminders

- The Approver/Proxy **must notify** the employee when a timesheet is returned for corrections. Speak directly with the employee and send him/her a brief e-mail.

- The Approver/Proxy **must notify** the employee when he or she makes a change to the employee's timesheet and the change must be documented in the comment section of the timesheet.
- The Approver/Proxy **must verify all hours** entered and ensure any necessary corrections are made **prior** to approving time.

Frequently Asked Questions

- 1. Why are we implementing Web Time Entry?** The implementation of Web Time Entry will result in increased accuracy, accountability, accessibility, efficiency, and cost savings.
- 2. Who uses Web time entry?** All full-time and part-time unclassified, faculty, classified and student employees will enter their time via the Web.
- 3. What information do I need to enter my time via the Web?** You need to know your Banner identification number (S# ID) and your PIN number. *Please note the initial PIN for 1st time users is the number 1, six times (111111).* When you log in for the first time, you will be prompt to change your PIN for your protection. **IMPORTANT: THE “S” IN YOUR USER ID MUST ALWAYS BE CAPITALIZED)**
- 4. Can I change my Banner PIN to something I’ll remember better?** Yes, once you’ve logged into the system, click on the Personal Information link and then click on Change PIN.
- 5. I forgot my Banner PIN. What should I do?** On the Banner Self-Service login page, enter your Banner ID number and then click the “Forgot PIN” button. If you correctly answer your security question, you can create or reset your PIN (Please Note: You can setup your Security Question by clicking on the “Personal Information” menu). You must enter your Banner ID number before clicking the “forgot PIN” button. If you do not know your security question you will need to have your pin reset. All students must contact the Registrars Office to have their PIN reset; Employees should contact the Office of Human Resources to have their PIN reset.
- 6. Am I required to enter hours each day?** Non-exempt classified employees are required to clock in, clock out at lunch, clock in from lunch and clock out at the end of the work day. Unclassified and faculty, entering hours each day is not required. However, it is strongly recommended that employees enter exception time on a daily basis. By doing so, the time reporting procedure will not be overlooked or forgotten. The timesheet must be submitted by the employee as shown in the schedule, even if the employee has no exception time to report for the period.
- 7. I don’t have a place to report my Regular or holiday hours – how do I enter them?** For exception employees only, Regular hours and holidays

- closures do not have to be reported, the system will automatically post them for all unclassified and faculty employees.
- 8. What do employees record on their timesheets?** Unclassified and faculty employees enter exception time only. Exception time is leave, taken, or during the pay period; this includes annual leave, sick leave, compensatory time earned (if applicable), jury duty, funeral leave (according to state guidelines), etc. Non-exempt classified employees enter hours worked for each day.
 - 9. What if I need to make a change to the timesheet?** Employees can make changes until the timesheet is submitted to the Approver. If you have already submitted your timesheet, your Approver can make the change for you or the approver can return it to you for corrections. If the Approver has already approved the incorrect timesheet, Payroll must be contacted.
 - 10. What if I have more than one position? More than one supervisor?** Employees must submit a separate timesheet for each position held. If you have two positions with two different supervisors, you will have two timesheets, and each timesheet will be routed to the Approver identified for that position.
 - 11. What if an employee will be on vacation or out sick at the end of a period?** If you know in advance that you will not be available on the day the timesheet is due, submit it early. Timesheets can be submitted at any time within the pay period. It must be submitted. If you are out on approved sick leave (contacted your department) and have submitted the required documentation, your supervisor/approver can complete and submit your timesheet.
 - 12. What happens if an employee is sick on the last day of the period and the timesheet has been submitted?** The Approver will need to submit a Change in Payroll form immediately for processing to Human Resources.
 - 13. 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.
 - 14. What does the “Copy” button do?** The “Copy” button is used if you are using the same amount of hours each day 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 timesheet.
 - 15. What is the “Comments” button for?** This area is used by the employee and/or approver to enter information regarding hours entered or corrections, if necessary.
 - 16. After I enter my hours, what should I do?** Click the “Save” button.

- 17. What if I enter the wrong information on the timesheet?** If the timesheet has not been submitted, click on the incorrect hours within the calendar. In the hour's entry box, delete the old hours and enter the correct ones. Click the "Save" button. If the timesheet has been submitted for approval, contact the approver who will return the timesheet to you for correction. If the Approver has already approved the incorrect timesheet, Payroll must be contacted.
- 18. When and how do I submit my time to my approver?** The non-exempt classified employees should submit the timesheet one day before the due date of the timesheet by 5pm. The unclassified and faculty should submit the timesheet according to the schedule provided. Once you submit your timesheet it is locked and you cannot make further changes.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING BANNER WEB TIME ENTRY PLEASE SEND THEM TO HR@SUBR.EDU & INCLUDE **WEB TIME ENTRY INQUIRY** IN THE SUBJECT HEADING.