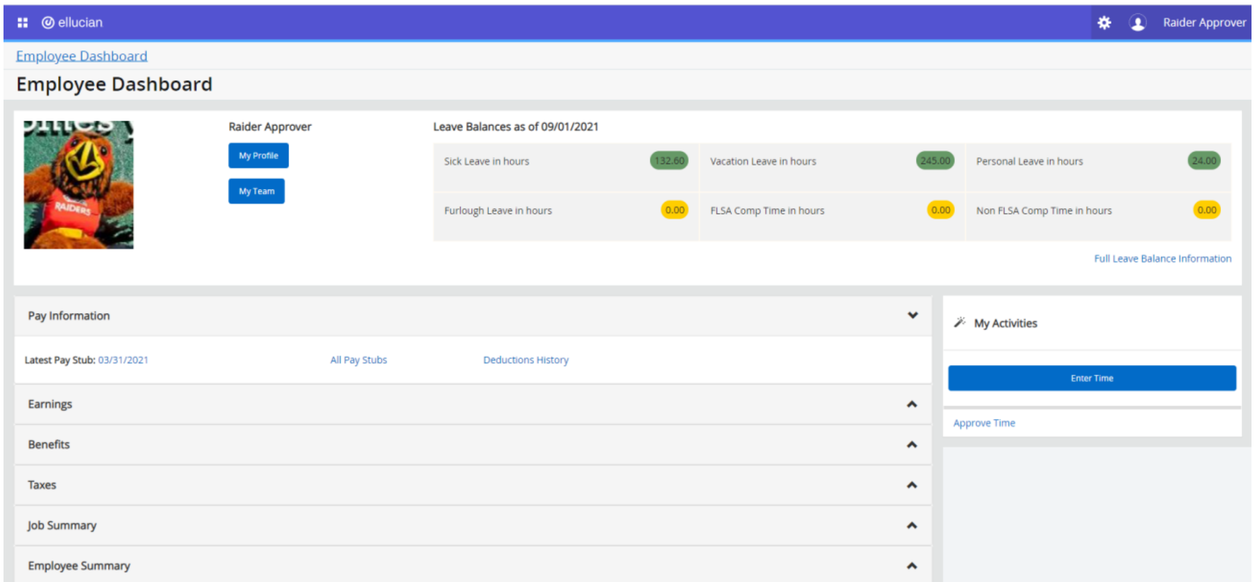
Web Time Entry 9 Overview – Approvers of Classified Monthly REG

Employee Dashboard

To Approve Timesheets, in Banner 9 Self Service you will first start out at your Employee Dashboard. You will need to log into Inside.sou before you can get into the Employee Dashboard.

- Banner Self-Service
  - Employee Dashboard

When you log in you will see a page that looks like the following. It may be slow the first time it comes up, but responds quickly after that.



The employee can see from the Employee Dashboard, leave balances, pay stubs, earnings, benefits, tax withholdings and job summaries. Supervisors can see who their team is under My Team. My Team contains contact information.

From the *My Activities* section, employees can “Enter” in time and attendance; and supervisors can “Review and Approve” timesheets.

Click on the **Approve Time** link to go to the Approvals – “Timesheet” tab on this page.

Due dates: The employee has 2 business days after the month ends to submit the time. The Approver has 5 days to Submit approved time.

Common Approver Mistakes:

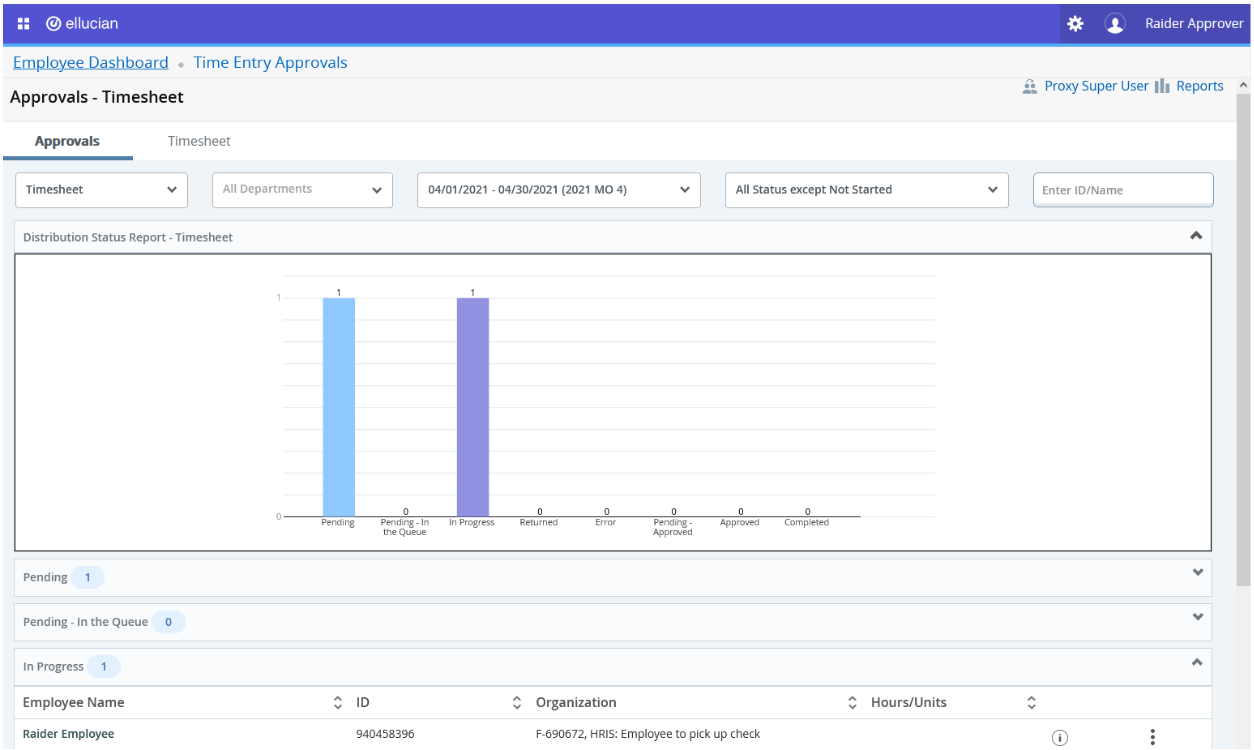
1. The employee enters time from 8:00 am to noon, but instead of entering 12:00 pm (for noon) or 4 hours pay, the employee enters 12:00 am (error) and WTE puts out 16 hours of pay … and it’ Approved.

2. Earn Code usage. Employee has to “+ Add Earn code” for each pay type line.

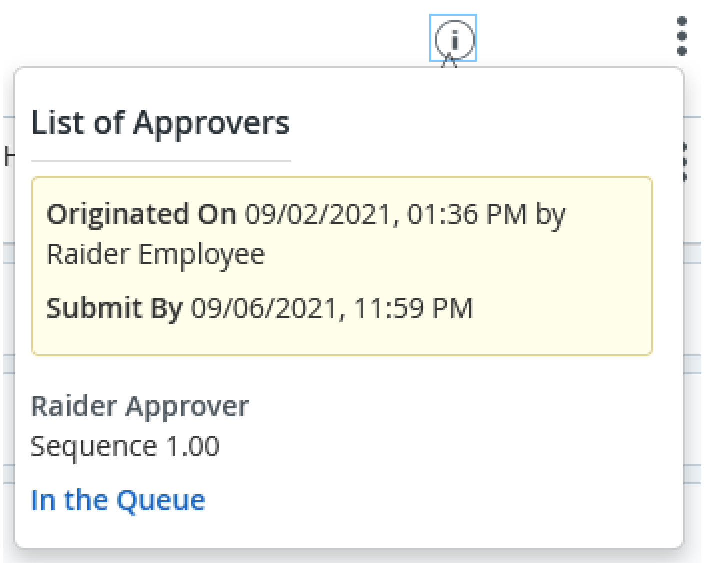
3. Overtime approval is to be verified. The staff member enters this; the Approver verifies or returns time for correction and then Re-submit (before due date passes and locked out)

Approvals – Timesheet

When you first go into the Approvals – Timesheet page you will see All statuses except Not Started. The pay period will be the most recent one that has been started by one of your employees. You will not be able to see a pay period until at least one of your employees has started their timesheet.



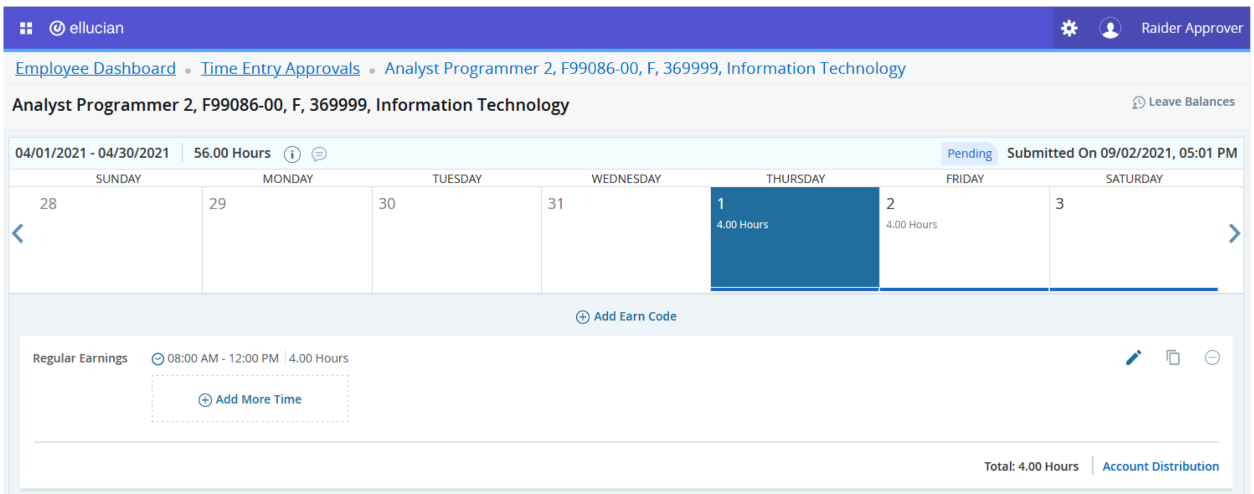
On the Approvals tab if you click on the little I icon, you can see when the timesheet was started; when it is due; and who it is going to when Submitted.



Click on the Employees name or select Preview from the action menu on the right of the Employee record ⋮ to take you to the employee's timesheet in Preview mode (the report). From Preview Mode, you can Return the Timesheet to the employee to make changes, you can click on the Details button to go directly into the timesheet to adjust (if it has been submitted), if the timesheet hasn't been submitted yet, you can Submit it or you can Approve it (as long as it has already been submitted).

Update Time on Timesheet (Details button from the Preview)

If it is still within time for the employee to update their timesheet you can return it to them to make the updated. You will need to enter a comment before returning it to them.



To update, you click on the day you want to update.

To delete hours, click on the Delete icon on the right of the hours.

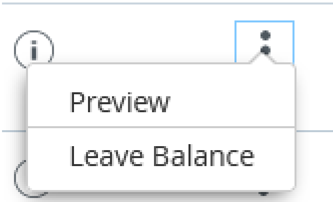
To edit hours, click on the pencil icon (Edit). Click on Add More Time to add more time slots for this same earn code.

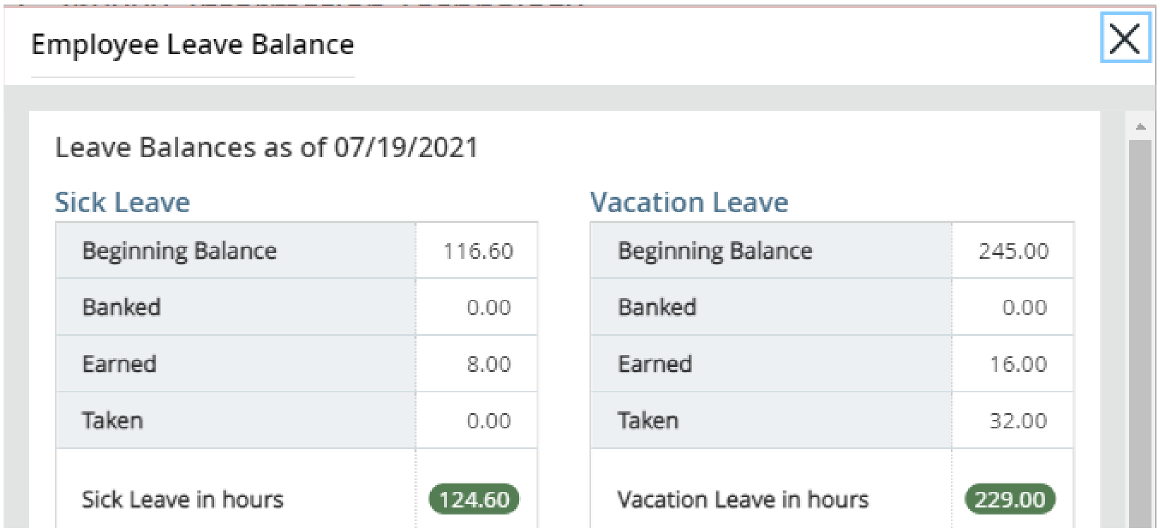
If you need to put in time for a different earn code click on Add Earn Code that is between the calendar and the time listings.

After adjustments have been made, click on the save button at the bottom. If you try to leave this page before saving you will get a warning message asking if you want to leave before saving. You have to put the time in the format of HH:MM AM (or PM). The am / pm can be uppercase or lower case. If you click on the clock icon with the mouse you can use the arrow keys to scroll through the values. The minutes have to be on the quarter hour (08:00, 08:15, 08:30, 08:45). You can't currently use any keystroke shortcuts for the time entered.

Seeing Leave for an Employee

While you are reviewing a timesheet, you can click on the Leave Balances link Leave Balances (in the upper right corner) to see what the employee's current leave balances are. It opens up a pop-up box with leave information. You can also get to the employee's Leave from the action menu on the employee's record on the Approvals – Timesheet Page.



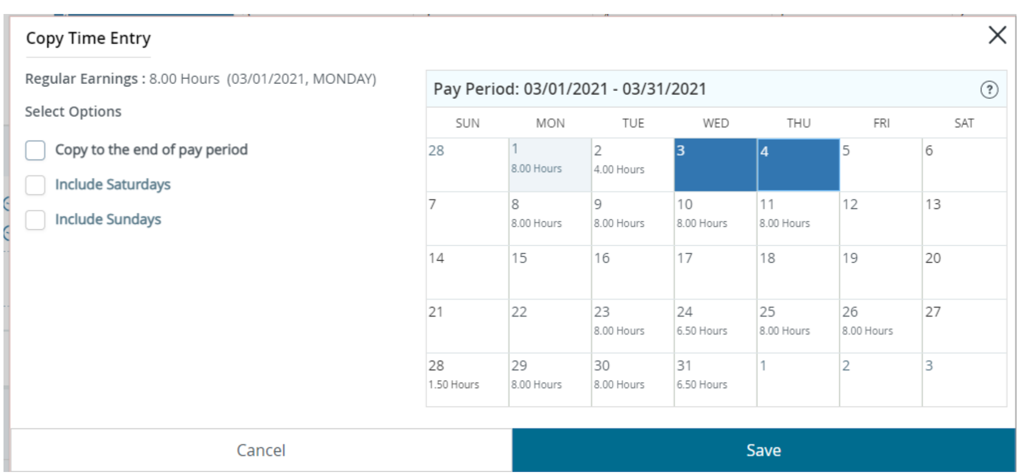


Copying Time from one Day to Another

Staff is able to have hours in a day that can be copied to other days (like 8AM-12PM, 1PM-5PM). To do this:

Click on the day you want to copy. In this example, the 1st is being copied.

Click on the  icon (on the right side of the section that shows the hours). This will bring up a calendar that can be selected for specific days to copy to by clicking on those days; or check copy to the end of pay period, but don't check include Saturdays or include Sundays. This example is copying to the 3rd and 4th. Click on Save to do the copy. Cancel if you change your mind.



Preview report

At the bottom of the Timesheet is the Preview button. Also, in the Action Menu for each employee record is Preview. This will create a report that will shows the employee's timesheet in a variety of detail.

- First total hours for each day and earn code.
- Then the time in and out.
- Then weekly totals for each earn code.
- There is also a spot at the bottom that you can put in notes if you need to communicate something to your supervisor/approver. You can see who that is in the routing list.

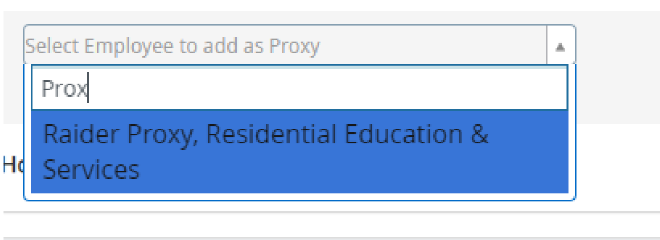
If the time sheet is done but it is past the time the employee can submit, as an Approver you can submit it from here. Click on the Submit button.

If the timesheet has been submitted but not approved yet, an Approve button will show at the bottom of the Preview report.

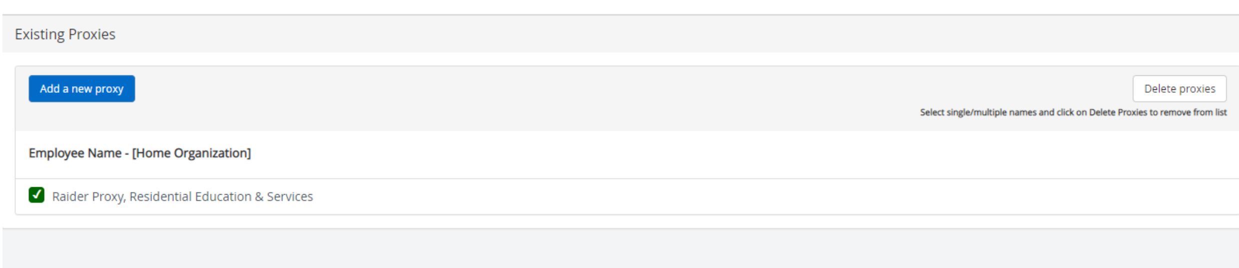
Proxies

Adding someone as a Proxy will allow them to act as an approver to the people you are assigned as an approver for, from the Approvals – Timesheet page, click on Proxy Super User. Proxy Super User in the upper right corner.

Under Existing proxies, click on Add a new proxy. It will bring up a search box for you to type in a name to select.



Once Selected it will be listed in the Existing Proxies section. There is a checkbox next to the name that can be selected if a proxy needs to be deleted. Select the checkbox in that case and click Delete proxies on the right side.



Approving as a Proxy

Acting as someone else's Proxy will allow you to approve the people they are assigned as an approver for. From the Approvals – Timesheet page, click on Proxy Super User. Proxy Super User in the upper right corner. Under Act as a Proxy for, change the drop-down box from you to the person you are being proxy for.

Act as a Proxy for

Raider Proxy, Residential Education & Services

Once that has been selected, click on Navigate to Time & Leave Approvals application in the lower right-hand corner to go to the Approval – Timesheet page. In the upper right corner, you will see a message that you are acting as proxy for the person you selected. You are acting as proxy for Raider Proxy

Getting Back to Employee Dashboard

If you want to get back to the Employee Dashboard you can click on the Employee Dashboard link at the top. Clicking on Timesheet will take you back to the timesheet selection page.

Employee Dashboard • Timesheet • Analyst Programmer 2, F99086-00, F, 369999, Information Technology

Clicking Exit Page (at the bottom left of the page) will also take you back to the timesheet selection page (Approvals – Timesheet).