



Business Services User Group [Central; Service Center; Payroll; Bursar]

RE: Launch of Web Time Entry (WTE) use for Classified Staff  
 Roll out for time entry: 10/01/2022 – 10-31/2022

**Current**

The University uses Banner Web-Time-Entry (WTE) baseline tool for SOU Time & Attendance tracking for most all campus. Individuals enter time using the Banner 9.0 Employee Dashboard (digital time entry and leave reporting).

Two pay types remain to be moved onto this upgraded Banner 9.0 platform:

- 1) **Classified Monthly staff (salaried positions)** - [Move to Web-Time-Entry now.](#)
- 2) **Classified Hourly staff** - With the move to WorkDay software, we can migrate this group at that time.  
 [Pay range change from 16<sup>th</sup> to 15<sup>th</sup> TO to 13-12<sup>th</sup>. (To match the pay range for the other hourly pay groups).

**Goal 1: Classified Monthly (MO) staff move to SOU Employee Dashboard (Web-Time-Entry) now**

**Benefits:**

- All Classified Salaried staff will be on the Banner 9.0 platform for ease during the conversion (with just a few exceptions in the one remaining group)
- For Classified users and approvers, WTE allows use of the Employee dashboard for immediate paperless timesheets
- Practice entering time and leave taken on a digital platform

**EVENT SCHEDULE PLANNER 2022-2023**

PROJECT/EVENT	<b>WEB TIME ENTRY - CLASSIFIED SALARY ROLL OUT</b>	Proposed Timeline to launch WTE Classified is: Final test: 8/31/22 Payroll: Superusers Trained 9/9/2022; Web ready 9/9. Training Timeline set 9/9. Cabinet Intro 9/12 & inform Div/Depts. Recording Zoom 9/19 BSVC; Approver room Training by 9/30; User Training in real time by October by 10/31 via in-person & zoom trainings. Pay period 10/1 to 10/31 paid out Nov 30, 2022.
ORGANIZER	IT & PAYROLL SERVICES	

PROJECT PHASE	STARTING	ENDING	OTHER DATES:	STARTING	ENDING
PHASE 1 - TEST/SUPERUSERS	4/1/2022	9/09/2022	SEIU (9/7) & 10/5	10/5/2022	10/5/2022
PHASE 2 - INTRO TO CABINET	9/12/2022	9/16/2022	BSVC - RECORD ZOOM 9/19	9/19/2022	9/19/2022
PHASE 3 - PRACTICE & RECORD	9/19/2022Record	9/23/2022Web	APPROVERS 10/28 & 10/29	10/28/2022	10/29/2022
PHASE 4 - APPROVERS ZOOM	9/28/2022	9/29/2022	STAFF ZOOM 10/4-5; 10/11-12	10/4/2022	10/31/2022
PHASE 5 - GROUPS TRAINED	10/5/2022	10/27/2022	ON-SITE & ZOOM 10/5 & 10/12	10/5/2022 &	10/12/2022
PHASE 6 - SUBMIT SESSIONS	11/1/2022	11/9/2022	ALL ZOOM Q&A 10/31/2022	10/31/2022	10/31/2022

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
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Training Methods:  
 1. Recorded Zoom Training on Website before 9/26/2022. Business Service Records 12-19-2022 (Approvers) (Users)  
 2. Zoom Training for Approvers: 9/27 ... 9/28 ... (time)  
 3. Zoom Training for Users: 10/4, 10/5, 10/11, 10/12 ... (time)  
 4. Group Training - On site session & zoom: 10/5/2022 SEIU: 10/12/2022 Custodian 9AM; and 10/19/2022 All  
 4. Payroll Services for Q&A (phone 541-852-8506) ([payroll-services@sou.edu](mailto:payroll-services@sou.edu))  
 5. Feedback invited (FC2 [jonesde@sou.edu](mailto:jonesde@sou.edu)) ([payroll-services@sou.edu](mailto:payroll-services@sou.edu))  
 Add: Training times for Zoom

**Communication Plan for: WTE Classified Launch 10/1/2022  
IT & PR Services Overview**

The plan: Move the remaining Classified Staff to Web Time Entry (WTE) starting with the October 2022 (10/1/2022) time sheet entry.

PROJECT PHASE

STARTING

ENDING

**Group In-person sessions (with zoom option)**, To attend employees would just respond to the invite, and they will receive an email with the link that will add it to their calendar.

**For other open zoom sessions, employees would just rsvp through [payroll-services@sou.edu](mailto:payroll-services@sou.edu).**

State which session you will attend and you will get a link (and it will go on your calendar)

**Employee can also refer to the website for Training Dates and current information:**

<https://inside.sou.edu/bus-serv/payroll/index.html#web-time-entry-9-0-classified-monthly>

We recognize staff have varying hours and we will work to accommodate all needs.

**Self-Paced: Provide online recorded video training sessions that can be revisited by employees (Users), and supervisors (Approvers) at any time.**

Will be made available on the Business Services Payroll Website (available by 9/26/2022):

<https://inside.sou.edu/bus-serv/payroll/index.html#web-time-entry-9-0-classified-monthly>

Will also include Guidelines, Pay-Day Calendar Due Dates; Training Dates

**Training Schedule:**

Session Focus	On-site Training w/Zoom Option	Zoom option	Time	Invite
Business Services Group	Monday 9/19/2022 <i>PC West Computer Science Room</i>	Monday 9/19/2022	2-3PM+	BSV Zoom link invite
Approvers	n/a	Wed 9/28/2022	2-3:00 PM	IT Zoom link
Approvers	n/a	Thurs 9/29/2022	11:30AM -12:30	IT Zoom link
Classified MO	n/a	Tues 10/4/022	2-3:00 PM	IT Zoom link
Classified MO	Wed 10/5/2022 <i>Taylor Hall Room 203</i>	Wed 10/5/2022	2-3:00 PM	IT Zoom link
Classified MO & Approvers	n/a	Tues 10/11/22	2-3:00 PM	IT Zoom link
Classified MO & Approvers	Wed 10/12/22 <i>PC West Computer Science Room</i>	Wed 10/12/22	9-10:00 AM	IT Zoom link
Classified MO & Approvers		Monday 10/31/22 Q&A Zoom open session	11:30-12:30 PM	BSV Zoom link invite

## Potential Issues to Avoid Approvers

The Approvers are key to the success of this digital time & attendance platform. They should attend training to raise their vigilance level in particularly these areas when classified staff is introduced.

A few common errors that may occur:

Potential Issue	Internal Controls to Address the Issue																																																		
<p>Users enter time worked (excluding lunch periods)</p> <p>User enters 8:00AM – 12:00AM instead of 12:00PM (unless corrected, this will result in overtime being calculated)</p>	<ol style="list-style-type: none"> <li>1. Clear training for both the employee and the supervisor.</li> <li>2. "Audit" report generated to allow Payroll Staff will reach back out to departments to correct it prior to completing the payroll process.</li> </ol>																																																		
<p>User is either late starting timesheet, or the Approver returns the time record for correction, resulting in the User getting to a point where it is too late to submit the document...they will get "locked out" from being able to submit the document (The Payroll process has to move forward with clear timeline cutoffs, in order to ensure that payroll gets successfully process for all employees by the end of the month)</p>	<ol style="list-style-type: none"> <li>1. Clear training for both the employee and the supervisor, to be aware of due dates.</li> <li>2. Automated system reminder emails going out to both the employee and the supervisor.</li> <li>3. "Audit" reports generated that will provide the ability for payroll staff to identify these situations, and work with the department to override the system to pull in documents at a point that will not interfere with the payroll process moving forward.</li> </ol>																																																		
<p>No entry is required for Holiday Pay (HOL) as it's automatically calculated into the employee's pay. However, the WTE doesn't prevent an employee from entering time on a holiday, since there will be some situations where an employee may work the holiday. If an employee doesn't work a holiday, but enters time, thinking they need to place something there, it will record it as if they did work on the holiday.</p>	<ol style="list-style-type: none"> <li>1. Clear training for both the employee and the supervisor, to be aware of how holiday time reporting works.</li> <li>2. "Audit" reports generated that that will provide the ability for payroll staff to identify these situations, and work with the department to correct the situations early.</li> </ol>																																																		
<p>Overtime is calculated on time exceeding 40 hours in a week (Sunday through Saturday). If the days a person works float around from one week to another, it could result in overtime, even though they are really only putting in an average of 40 hours a week:</p> <p>Example: Employee normal shift from Monday - Friday, but they miss a Friday, and the supervisor agrees to let them come in and work a Sunday to make up the day.</p> <table border="1"> <thead> <tr> <th></th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thr</th> <th>Fri</th> <th>Sat</th> <th>Weekly Total</th> <th>Overtime</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td>40</td> <td>0</td> </tr> <tr> <td>Week 2</td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>32</td> <td>0</td> </tr> <tr> <td>Week 3</td> <td>8</td> <td>8</td> <td></td> <td>8</td> <td></td> <td>8</td> <td></td> <td>48</td> <td>8</td> </tr> <tr> <td colspan="8" style="text-align: center;">Average Worked Per Week:</td> <td>40</td> <td></td> </tr> </tbody> </table>		Sun	Mon	Tue	Wed	Thr	Fri	Sat	Weekly Total	Overtime	Week 1		8	8	8	8	8		40	0	Week 2		8	8	8	8			32	0	Week 3	8	8		8		8		48	8	Average Worked Per Week:								40		<ol style="list-style-type: none"> <li>1. Clear training for the supervisor, to make them aware of how overtime is calculated.</li> <li>2. "Audit" reports generated to allow Payroll staff to be able to see overtime, verify that it was approved, and reiterate overtime rules to the supervisor so they are aware of options (in example to the left, if the employee made up the time on the preceding Saturday, rather than on the following Sunday, there would have been no overtime calculation, and the supervisor would still have the ability to provide the employee flexibility with their schedules).</li> </ol>
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Week 1		8	8	8	8	8		40	0																																										
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<p>User takes leave when they have no leave, and it's approved by the supervisor (i.e., records a vacation day when they don't have any vacation time on the books).</p> <p>*PREVIEW the time before Submit</p> <p>*Fix errors immediately to meet Due Dates for Time submittal For employee 2 days and then 5 days For Supervisor to Submit to PR</p>	<ol style="list-style-type: none"> <li>1. Clear training for both the employee and the supervisor, to be aware of the leave balances that are available when time off is being recorded.</li> <li>2. The employee will get a system "warning", but it won't stop them from submitting it their supervisor.</li> <li>3. Supervisor will be able to see the leave, and can address it.</li> <li>4. "Audit" reports generated to allow Payroll staff to see these situations, and reach back out to the employee and supervisor. If correct (employee didn't work the day) it will result in Leave Without Pay being recorded.</li> </ol>																																																		

Maximum Vacation Hours  
(insert chart)