

Web Time Entry Guidelines

Approvers Of Hourly Temporary and Student Workers

TIPS & REMINDERS

- Be on the lookout for **misapplication of Earning Codes and Shifts**.
- **Monitor the calendar for approval deadlines. Employee cut-off time for entering time is Monday at Midnight. The Supervisor's deadline for approving timesheets is Tuesday at Noon.**
- The **Return for correction** function should only be used when sufficient time exists to meet the deadline. Be sure to leave a comment before you return the employee timesheet.

THE TIMESHEET SUMMARY: APPROVERS

1. Log into **Banner Rams Online** using your Admin User Name and Password.
2. **Enter Secure Area** using your Admin User Name and Password
3. Click the **Employee** tab.
4. Click the **Time Sheet** link on the left side of the window.
5. Under *My Choice*, click **Approve or Acknowledge Time**.
Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box.
6. Click the **Select** button.
7. From the **Pay Period and Status** dropdown box, select the pay period.
8. Select the **Sort Order** type.
9. Click the **Select** button.

REVIEWING & APPROVING A TIMESHEET

1. In the **Other Information** column, look for the links like Comments or Labor Overrides.
2. In the **Name and Position** column, click the employee's name.
3. Review the submitted timesheet in detail. Be sure to scroll down to view all information.
4. Click the **Approve** button. (Or Return Timesheet for Correction.) Note: The page will refresh and display a message that the timesheet was approved.
5. Click the **Previous Menu** button to return to the Approvers Summary Page.

TURNING A TIMESHEET FOR CORRECTIONS

If you find problems on a timesheet that the employee must correct, return the timesheet for correction as follows:

1. Click the **Add Comment** button.
2. Type a **message** to the employee explaining what corrections are needed for their timesheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employees timesheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary Page.

OVERRIDING A TIMESHEET

You may need to make a correction to an employee timesheet.

1. Click the **Change Time Record** link in the Other Information column.
2. Click the **hyperlink** for the hours or entry to be changed.
3. **Type** the correct hours or entry.
4. Click the **Save** button.
5. Click the **Comments** button.
6. **Type** a message indicating the corrections you've made.
7. Click the **Previous Menu** button to return to timesheet.
8. Click the **Approve** button. The page will refresh and display a message that the timesheet was approved. Also, the *approved by* section will be populated with your name.
9. Click the **Previous Menu** button to return to Approvers Summary Page.

DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you are unavailable.

1. On the *Section Criteria Page*, click the **Proxy Set Up** hyperlink located at the bottom of the page.
2. From the **Name** dropdown box, select the person you want designated as a proxy.
3. Click the dot under **Add**.
4. Click the **Save** button.

Web Time Entry Tips and Reminders

- Employee's time must be submitted by **Monday at Midnight**. Supervisor's deadline for approving timesheets is **Tuesday at Noon**.
- There are no email notifications with Web Time Entry at this time. Employees should email their supervisors when their timesheets have been submitted for approval, and supervisors should email or call their employees if you are returning their timesheet for approval.
- If a timesheet is approved by mistake, contact the Payroll Office at 2payroll@wssu.edu to have the timesheet returned to you.
- Temporary Action Forms **MUST** be completed and sent to the Budget Office and Human Resources before the employee's first day of employment. Forms sent two weeks prior to the start date will ensure the job is set up in the system when the employee begins working.
- If the approver has changed, please notify Human Resources immediately so that a new approver can be assigned.
- If the approver receives the message "You have not records available at this time." Check with your employees to see if they have entered time. Sometimes records will not display until the time has been sent.
- If overtime is worked, an overtime approval form must be turned into the Payroll Office.
- Timesheets not entered via Web Time Entry by the due date, must be submitted to the Payroll Office for processing. Timesheets turned in late will not be paid until the next pay period. To avoid submission of late timesheets, please enter hours worked in Web Time Entry daily.