EKU
WEB TIME ENTRY
USERS GUIDE
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INTRODUCTION

Advantages of Web Time Entry:
- Employees are able to access the electronic time sheet at their convenience, from any internet accessible computer, at any site, at any time.
- Employees are able to check the status of their time sheet throughout the payroll process by logging on to Banner Web.
- Cost savings are realized through the elimination of paper time sheets by providing the self-service approach to time entry.
- Online timesheet history
- Records if a change was made and who did it

Required role for the employee:
- Employees are responsible for entering and submitting their time on Banner Web each pay period. Time sheets are due by the “submit by” date on the time sheet.
- Instead of entering the full 2 weeks, employees MAY enter the hours each day during the payroll period, if desired. Be careful to SAVE hours entered each day. Do not submit for approval until all pay period hours have been entered.
- Employees MUST submit time by the due date on the web time entry schedule.
- Employees who fail to submit time for approval on Banner Web by the designated time and date must fill out a generic paper time sheet and send it to the Approver for signature by the deadline.
- Employees will utilize electronic time sheets on a regular basis. Paper time sheets will be processed on an exception basis only.
- Employees who fail to submit time for approval the designated dates may realize a delay in their payroll deposit.
- It is solely the responsibility of the employee to enter and maintain an accurate representation of the time reported.

Required role for the approver/supervisor:
- Approver is set up based on information provided by the hiring supervisor
- Changes to approvers must be submitted to HR on a timely basis
- Approvers will set up a Proxy Approver and provide the name to Human Resources.
- Approvers will approve the time sheets and submit to payroll by the due date on the payroll schedule. Approvers will check the status of those time sheets throughout the payroll process.
- Will communicate with employees if time sheets have not been started or need correction.

Required role for Payroll/HR/ITDS Security:
- Payroll will process all time sheets submitted via the web in a timely manner
- Payroll will notify all affected parties of errors, problems and issues
- HR/Payroll must set-up each approver/proxy/acknowledger to the following tables/forms:
  - PTRUSER - User access form
  - PSAECLS - Set up if not “Master Ecls”
  - PSAORGN - Set up if not “Master Orgn”
  - NBAJQUE - Approver override on employee job
  - NTRRQUE - Approver for position/organization
- Upon receipt of the Web Time Entry Approver/Proxy Form, ITDS security will assure that the approvers and proxies are set up in the appropriate security class, have a banner account and have been entered on the GOAEACC-Global Enterprise Access form.

AFTER THE PAY PERIOD HAS CLOSED FOR WEB TIME ENTRY, ONLY PAYROLL WOULD HAVE THE CAPABILITY OF CHANGING OR UPDATING THE HOURS!!
TERMINOLOGY AND DESCRIPTION OF TERMS REFERENCED FOR WEB TIME ENTRY

WEB TIME ENTRY:
- Utilizing employee self-service and in lieu of submitting a paper time card, the employee or department will enter the hours for the pay period on the web. Hours entered on the web will be submitted for approval.

TIMEKEEPER:
- If the Payroll office has set up your job for you to record your own time, YOU (the employee) would be the timekeeper. Most employees would fall into this category.
- If the Payroll office has set up your time to be entered by someone in your department (department time entry), then the office manager or administrative assistant would be the timekeeper. They would enter the hours on your behalf. Most student employees would fall into this category.

APPROVER:
- Your manager or supervisor would normally be the approver. They must approve your time submitted in order for the hours to be processed thru the payroll cycle.

PROXY:
- In the event that the approver is absent or unavailable, the approver must assign a Proxy: Someone that will be authorized to approve the time entry submitted in their absence.

APPROVAL / ROUTING QUEUE:
- To whom timesheets must go for approval. Timesheets entered on the web will have an area to indicate to that the time sheet was “submitted by”, “approved by”, “waiting for approval from”.

STATUS:

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The time sheet has not been initialized (started).</td>
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<td>In Progress</td>
<td>The time sheet has been initialized by the employee but is not completed or ready for submission to the approver. Hours may or may not have been entered.</td>
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<tr>
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<td>The time sheet has been submitted for approval. It will remain in pending status until all Approvers have taken action on the information.</td>
</tr>
<tr>
<td>Approved</td>
<td>A time sheet has been approved by all Approvers and is ready for process by Payroll.</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>The time sheet was returned for correction while it was in the approval process.</td>
</tr>
<tr>
<td>Error</td>
<td>The time entry record contains one or more errors.</td>
</tr>
<tr>
<td>Completed</td>
<td>The time sheet has been fully processed into Payroll.</td>
</tr>
</tbody>
</table>
PAY SCHEDULE and NOTES OF INTEREST

- Overtime will be systematically generated for hours that exceed 40 in a work WEEK. (Regular Pay hours and Holiday Hours will accrue towards overtime calculation – this is consistent with former EKU policy – no changes)
- The pay calendar below will provide you with the pay period dates and the cut-off date for which time entry will be allowed on the web.
- In the event that you do not submit your time on the web by the cut-off date, pay will not be issued for that time period.

<table>
<thead>
<tr>
<th>Year</th>
<th>Pay Date</th>
<th>Pay #</th>
<th>From</th>
<th>To</th>
<th>Timesheet Submission Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>1/13/2005</td>
<td>1</td>
<td>December 19, 2004</td>
<td>January 1, 2005</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>2/10/2005</td>
<td>3</td>
<td>January 16, 2005</td>
<td>January 29, 2005</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>2/24/2005</td>
<td>4</td>
<td>January 30, 2005</td>
<td>February 12, 2005</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>3/10/2005</td>
<td>5</td>
<td>February 13, 2005</td>
<td>February 26, 2005</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>3/24/2005</td>
<td>6</td>
<td>February 27, 2005</td>
<td>March 12, 2005</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>4/7/2005</td>
<td>7</td>
<td>March 13, 2005</td>
<td>March 26, 2005</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>4/21/2005</td>
<td>8</td>
<td>March 27, 2005</td>
<td>April 9, 2005</td>
<td>April 12, 2005</td>
</tr>
<tr>
<td>2005</td>
<td>9/22/2005</td>
<td>19</td>
<td>August 28, 2005</td>
<td>September 10, 2005</td>
<td>September 13, 2005</td>
</tr>
<tr>
<td>2005</td>
<td>10/20/2005</td>
<td>21</td>
<td>September 25, 2005</td>
<td>October 8, 2005</td>
<td>October 7, 2005 *** 3:00 PM</td>
</tr>
<tr>
<td>2005</td>
<td>12/1/2005</td>
<td>24</td>
<td>November 6, 2005</td>
<td>November 19, 2005</td>
<td>November 18, 2005 *** 3:00 PM</td>
</tr>
<tr>
<td>2005</td>
<td>12/22/2005</td>
<td>26</td>
<td>December 4, 2005</td>
<td>December 17, 2005</td>
<td>December 16, 2005 *** 12:00 Noon</td>
</tr>
</tbody>
</table>

***Early submission dates due to university closings.
**FUNCTION OF WEB TIME ENTRY BUTTONS**

The **SAVE** button should be used after a transaction is complete – will update the system with the change.

The **COPY** button will copy hours or attendance record to other days within the pay period.

The **Account Distribution** button will allow you to view the labor distribution charges for each day of the pay period. If Payroll has set up to allow changes, changes to labor organizations could also be made here.

The **Position Selection** box will provide a listing of all the jobs set up for web time entry. For example, if an employee has 2 separate jobs (different pay rates or charged to different departments), that person would view both jobs if set up by the Payroll office for web time entry. After entering time for one job, the position selection button would take them back here to choose the second job for which to enter time.
Web Time Entry Buttons Cont'd...

The Comments button will allow the time keeper to submit comments to the approver. The approver would have a message stating that comments have been submitted for the employee. The approver could then respond to the time keeper within the same comment block.

The Preview button will provide the time keeper with a snapshot of hours submitted for the entire pay period. The preview will also include daily and pay period totals. Also noticed the comments section. This preview can be printed by selecting the orientation of "Landscape" on the printer set up.

<table>
<thead>
<tr>
<th>Earning Code</th>
<th>Shift Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>72.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Sick Pay</td>
<td>2.5</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours:** 75  
**Total Units:** 0

**Comments**

Date: Apr 12, 2005 02:30 pm  
Made by: You  
Comment: I used a 2.5 hours sick on Tuesday for tests at the hospital per my doctor's instructions.
Web Time Entry Buttons Cont'd...

The Submit for Approval button is very important. After hours have been entered and verified by the time keeper, you MUST submit the hours for approval! If this is not done, then no hours will be reported for the employee. The approver also must approve your hours before they can be processed thru payroll. After re-entering your PIN and clicking on submit, you should always see the successful message below:

BE VERY CAREFUL WITH THIS BUTTON!!  RESTART will clear all hours entered and time will have to be re-entered. However, if there have been many mistakes made while entering time, this button could be used to clear all entries and start over. Use the CANCEL button if this the Restart button was selected in error.

RESTART Confirmation

Restart will delete all changes that you have made to your time record. Select Submit to restart.
### Web Time Entry Buttons Cont’d...

#### The Next button will take you to the last week of the pay period. In the example: 4/17 thru 4/23/05:

**Time Sheet**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>0</td>
<td>75</td>
<td>72.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Sick</td>
<td>1</td>
<td>0</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>Vacation</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holiday</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### The Previous button will take you back to the first week of the pay period.

**Time Sheet**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1</td>
<td>75</td>
<td>72.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Sick</td>
<td>1</td>
<td>0</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>Vacation</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holiday</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### The Previous Menu button will take you back to the previous screen accessed.

- **Error**: The button represents Error. Normally the error will be listed beside of the error button.

- **Instruction or Information**: This button indicates that there are instructions or information for the employee. Make sure that you pay attention to this text.

- **Success**: This button represents that your transaction has been completed. Will follow with a message stating the result of your transaction. For example: “Your Time Sheet Has Been Submitted Successfully”
INSTRUCTIONS

A. Logging on Banner Web / EKU Direct

If you are using Internet Explorer, you may want to reduce the size of the font for better viewing of your time sheet:

- Click View on the menu bar
- Pull down to Text Size
- Select Smallest

Go to Internet Explorer, IT Home Page (www.it.eku.edu)
Select “>EKU Direct”

If you are a first-time user, you may want to access...
1. Login Directions
Click the button: “Login Now”
B. User Log-In to EKU Direct

If you need help logging in, please contact Information Systems Support at 622-3000, extension 1.

After multiple attempts to log in and after failing on the third try, employees should contact the HR department at 622-5094 for PIN reset.

User Login

Please enter your user identification Number (ID) and your Personal Identification Number (PIN). This password PIN is not your RAC Number given to you by your advisor. If you do not know your password PIN, please see the instructor.

When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

Need Instruction?

-Your EKU ID number or Social Security Number (enter the 9 digit number with no dashes)
-Your EKU Direct PIN number (for first time log-in, this would be your 6 digit birthdate: MMDDYY)
c. Employee Menu

Select “Employee Menu”:

Employee Menu List of Options:

Select “Time Sheet”:
D. Position and Time Sheet Selection:

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
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<tr>
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</tr>
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<td>Completed</td>
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</tr>
</tbody>
</table>

Title and Department:
Current Job Title & Home Organization
My Choice:
If multiple jobs, could select by clicking in the box
Pay Period and Status:
- If more than one pay period is available from the drop-down box, make sure that you select the Current Pay Period.

Employees can enter their time...
From third day of pay period begin date
To three days after pay period end:
Example Pay Period: 4/10 thru 4/23/05:
- Can enter time beginning 4/13/05
- Last day to enter time 4/26/05

Click on the "Time Sheet" button.
E. Timesheet Overview/Breakdown:

Your job title, department & orgn.

Verify "Time Sheet Period"

Note the "Submit By Date"

This view is the First Week of the pay period.

Totals: Hours by the day and the Pay period.

Selection Buttons
Click "Next" to view Second Week of pay period

Routing/Approval Queue

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Sick Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
<td>22:00</td>
</tr>
</tbody>
</table>

Total Hours: 75
Total Hours: 75

Submitted for Approval By:
Approved By:
Waiting for Approval From:
F. Entering Daily Hours

Pay special attention to the column headers:

- Each day is listed with the day of the week and date.
- Make sure you select the appropriate earnings code when entering hours.

If on Monday, April 11 - You worked 5 hours and took 2.5 hours sick...

Select “Enter Hours” on the Regular Pay line

Pay Careful Attention to the earnings and the day of the week that you have selected.

Enter the regular hours for Monday, April 11 in the “Hours” box.

Enter hours at quarter hour intervals:
- 7 hrs 15 min = 7.25 hours
- 7 hrs 30 min = 7.5 hours
- 7 hrs 45 min = 7.75 hours
After entering 5 hours, press SAVE or hit the ENTER key on your keyboard.
6. Verifying and Completing Entered Hours:

After Saving your transaction, you can see that the hours have been entered for Monday, April 11....

Regular Pay: 5 hours
Sick Pay: 2.5 hours
Total for the day: 7.5 hours

If entering hours each day:
- Always SAVE your transaction.
- DO NOT "SUBMIT FOR APPROVAL" until all hours are entered for each day of the pay period!!

Now to complete entering hours for Monday, April 11....

Select "Enter Hours" on the earnings line 'Sick Pay' and proceed with the same procedure as listed above.
H. Copying Daily Hours

As you can see from the instructions...

You can copy forward to each day of the pay period by clicking in this box.

OR

Simply select the days that you worked the hours entered above by clicking in the box.

After making your selection, press the "Copy" button.

If you are entering hours for multiple days in the pay period at one time, you can copy the hours for one day to other days within the pay period.

After entering the hours for the day on your time sheet, press the "COPY" button.
Copy Daily Hours Cont’d…

After selecting the “Copy” function…

Make sure you receive this message.

Now, return to your “Time Sheet” by clicking button below.
I. Entering Hours When They Exceed Normal Working Day (Extra & Overtime)...

If hours exceed your normal work day... (i.e., normal 7.5 - worked 15)
Select “Enter Hours” on the Regular Pay earnings code.

NOTE for Payroll:
Extra (ET) and Overtime (OT) hours will no longer be used when entering hours. Overtime will be systematically generated with earnings code (OTW).

Enter total number of hours for that day here.

Save transaction.

The system will automatically compute overtime hours for any WEEKLY total that exceeds 40 hours.
J. How to Report a Non-Work Day (Docked Pay)...

When you take a day that is "leave without pay (docked), simply do not enter any hours for that day.

Normal work schedule:
7.5 hours per day x 10 days = 75.00 per pay period

No hours were entered for Monday, March 28th.

Total hours for pay period = 67.50

Prior to web time entry set-up, "DOC" pay was reported when hours were less than the normal work period.

This record would previously have shown 7.5 hours Doc.

Docked hours will not be tracked for web time entry.
K. Leave Accruals When Total Hours Per Pay Period Are Less Than Normally Assigned...

<table>
<thead>
<tr>
<th>Leave Code</th>
<th>Description</th>
<th>Current Accrued</th>
<th>Current Taken</th>
<th>Bank Indicate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1VAC</td>
<td>Vacation</td>
<td>2.89</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2SIC</td>
<td>Sick Leave</td>
<td>3.47</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>CT</td>
<td>Court Leave</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>FMLA</td>
<td>FMLA - Intermittent Leave</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Normal leave accrual based on 10 days/75 hours per pay period.

Total work hours submitted for this pay period 67.50 (only 9 days). Leave accruals would be reduced if a full pay period hours/days were not submitted.

- Vacation: 2.89 hours / 10 days * 9 reported = 2.6 hours accrued
- Sick: 3.47 hours / 10 days * 9 reported = 3.12 hours accrued
L. When Time In / Time Out is Required:

1. Select Enter Hours for the appropriate date and earnings code.

BEFORE ENTERING TIME...
Pay close attention to the format of the time entry instructions.

Verify Date: Monday, April 11, 2005
Verify Earnings: Regular Pay
When Time In / Time Out is Required Cont’d..

When Time In / Time Out is Required Cont’d..

2. Enter Time In and Time Out:
   - Arrived at work at 8:00 AM - enter as 08:00, select AM
   - Left for lunch at 12:00 PM - enter as 12:00, select PM
   - Back from lunch at 1:00 PM - enter as 01:00, select PM
   - Left for the day at 4:30 PM - enter as 04:30, select PM

   “SAVED” the transaction and this is what you will see.

   Can select these buttons:
   - “Timesheet” - will take you back to enter hours or preview
   - “Next Day” - next day in pay period: Tuesday, April 12
   - “Previous Day” - will revert back: Sunday, April 10
   - “Delete” - will clear the time entry for this day
M. Copying Time In/Time Out Hours.

Enter time in intervals of 15 minutes in the 24:00 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, April 11, 2005
Earnings Code: Regular Pay

To copy this time record, Press the “COPY” Button.

Information Text

Select this/these options

OR

Can copy the time in/time out record entered on Monday, April 11 to these other days

After pressing the “COPY” button, you should get this message on this page...

⚠️ Your hours have been copied successfully.
Copying time in/time out hours cont’d…

After saving…

If time entered has an error, an error message will appear.

Overlap-refers to Time out of 4:15 and Time out of 4:45 on the same day.

Correct and Save Again

Review / Preview Timesheet after all hours have been entered.

Follow the steps for Submitting for Approval.
N. Restarting

The **Restart Confirmation Page** is presented when the employee clicks the **Restart** button from the Time Sheet Page. All previously made entries will be removed and the record re-initialized with the most current information.

**NOTE:** If changes are made to your job mid pay period, you may be asked by Payroll to restart your timesheet to capture those changes.

Clicking the **Restart** button will clear any and all changes made to the time sheet prior to submitting for approval.

After pressing the Restart button, you will be asked for **CONFIRMATION** of your transaction:

- **Submit button:** Will clear all time sheet entries and time will have to be re-entered.

  - **Cancel button:** Press this if your restart was pressed in error. All time entries will be kept.
O. Adding Comments to Your Time Sheet

The Comments Page is used by Employees and/or Approvers to enter and view free form comments about the hours reported. These comments can be viewed by the employee, approver and Payroll.

To enter Comments for your approver and/or Payroll to view, select the Comments button from your Time Sheet.

Enter your comments here. Normally, comments would refer to hours submitted during the pay period.

(i.e., 2.5 hours sick on 4/15/05 was due to tests at the hospital by doctor's orders)

After entering comments, press Save. These comments can be edited at any time prior to submitting your time sheet.

To view comments from the web, select Time Sheet, PREVIEW.

Comment sent to you by your Approver

Your original comment.
**P. View of Comments by Approver/Payroll and Confidential Indicator**

In Banner, form PHADSUM will indicate to the APPROVER or PAYROLL that Comments Exist on an employee's timesheet record.

To view the comment, from the "Options" menu on PHADSUM, select "View/Enter Comments".

The employee had entered this comment on the web.

The slider bar will indicate that more comments exist.

The Approver or Payroll can enter a comment that the employee can view.

If only the Payroll Office should see a comment by the approver, then the approver should check the **Comments Confidential** indicator.
Q. Submitting Time

**CAUTION:** Do not submit hours until Time Entry has been completed for the entire pay period. Once the time sheet has been submitted for approval, you cannot make changes to it!

If the time sheet has been *approved*, only Payroll can make changes to your time record.

If the time sheet has *not been approved*, the Approver can make changes or return for correction.

Check the *status* of your time sheet on the Position Selection Page. This can be accessed from your Time Sheet by pressing the Position Selection button. It is the responsibility of the employee to verify that the time sheet status has changed from *Pending* to *Approved* prior to the “Submit By” deadline date. Employees who fail to submit time for approval by the deadline may realize a delay in their payroll direct deposit or check.

1. The status is set to *Pending* when the time sheet is submitted. The status will remain as Pending until the Approver takes action.
2. The status if *Return for Correction*, this serves as notification to the employee that the approver will be making a correction to the time sheet OR YOU MUST CHANGE AND RE-SUBMIT FOR APPROVAL. The approver should send you a comment stating what needs to be done.
3. The status is set to *Awaiting Approval* if the time entry record is returned to the employee for correction.
4. The status is set to *Error* if the time entry record contains an error.
5. The status is set to *Approved* after the Approver sends it to Payroll for processing.
6. The status is set to *Completed* when Payroll has processed the time sheet.
Submitting Time Cont'd...

Review the hours for each work day to assure that you entered or copied the hours as intended.

This view is the first week of the pay period.

To view the second week of the pay period, click the “Next” button.

This is the second week of the pay period reflecting the hours copied.

Notice the total hours for each earnings code, each day and total for the entire pay period.

After verifying that the correct hours have been entered for each day of the pay period, click the “Submit for Approval” button.
R. Certifying Time After Submitting for Approval

After clicking the “Submit for Approval” button, you will be asked to certify your transaction by entering your PIN number again.

Enter PIN number here and click “Submit”

Your time sheet was submitted successfully.

After you click the “Submit” button, make sure that you receive this message!
S. Preview Approval Queue and Printing Time Sheet

ROUTING / APPROVAL QUEUE:

After time has been Submitted for Approval, you should also see the following information:

"Submitted for Approval By:"

and

"Waiting for Approval From:"

At any time after entering or submitting hours for approval, you can select the "Preview" button to get a snapshot of the your time record.

From your Time Sheet, if you select the Preview button, you will see a snapshot of your time record:

To Print:
- Select File, Page Set-up:
- Orientation: Landscape
- View:
  - Home Organization Name, Position Number, Job Title
  - Total Hours per Day and Total Hours per Pay Period

Click the button “Previous Menu” to return to your time sheet.
T. Logging Out

After completing time entry, verifying and submitting your hours, exit the form by clicking on this option.

After exiting, you will be returned to the User Logout page.

You can then, click the \[\text{X}\] to log completely out of Internet Explorer.