

Banner Web Time Entry (WTE) for Non-Exempt Staff

Banner Web Time Entry is the new process for non-exempt staff to enter Timesheets through the Banner Employee Self-Service (ESS) portal. The bi-weekly pay cycle remains the same. Here are [Instructions](#) with screen shots, or you can jump to the [Quick Guide](#).

What's new?

- Time in and time out for each shift will be recorded. Employees will enter the start and end time for each shift. Lunch breaks will be reflected in the time in and time out entries.
- For staff compensated for 40 hours per week and scheduled for 37.5 hours per week, they will need to record "Paid Time Not Worked" on their time sheet using a new earn code, PTN. **Daily entries must total at least 8 hours for full time staff.**
- Additional leave codes have been added to account for Jury Duty, Bereavement and University Closure. These will replace the "Other" category on the old Timesheet.
- Overtime will be system calculated based on hours worked per week when payroll is processed.
- Ability to include comments with Timesheet entries.
- Ability to view the status of your Timesheet as it routes through approval to processing.
- Previous Timesheets submitted via WTE will be viewable through Employee Self Service.
- Automated routing to supervisors for review, return for correction and approval.
- Automated reminders through Banner Communication Management will remind staff and supervisors of pending deadlines if Timesheets are not complete or approved.
- Supervisors will be able to assign proxies in their absence to review and approve Timesheets.
- Staff can request to use leave time for up to 12 months in advance. Approved leave requests will automatically populate into the appropriate pay period.
- Time can be entered and approved from any web enabled device.

Roles

Non-Exempt Employees

Non-exempt staff will utilize this system to report time on a bi-weekly basis. Timesheets should be completed by 10:00 a.m. of the Monday following the end of the pay period.

Approver

The supervisor is the approver. This individual has the ability to update, change, return, or approve the Timesheet submitted by their employee. The approver is responsible for ensuring that all of their employees submit their Timesheet by 10:00 a.m. of the Monday following the end of the pay period. Each Timesheet should be reviewed in detail, making sure that the time submitted is correct. The Timesheet needs to be approved (and if necessary, corrections made and communicated) prior to the payroll deadlines. Employees cannot approve their own Timesheets.

Proxy

A proxy is an individual designated by the approver in the Employee Self Service system to act on the approver's behalf to update, change, return, or approve the Timesheet submitted

Banner Web Time Entry (WTE) for Non-Exempt Staff

by their employee. If you have been designated as a proxy for an approver, you will be able to modify, return, and approve Timesheets on behalf of that approver. An employee cannot be assigned as a proxy to approve their own Timesheet.

Responsibilities

Employee Responsibilities

1. Record accurate hours and days on your Timesheet, submitting no later than 10:00 a.m. of the Monday following the end of the pay period (allowing time for supervisor review/correction).
2. Add comments to your Timesheet to document special circumstances, changes to your normal work schedule, or any other important information.
3. Review your Timesheet for accuracy before submitting it for approval.
4. Ensure Timesheet reflects total hours due to be paid. A full time employee who worked all scheduled hours for a pay period would report 80 hours (75.0 Regular and 5.0 Paid Time Not Worked during the academic year or 70.0 regular and 10.0 Paid Time Not Worked during 4 o'clock hours). A part time employee would not utilize Paid Time Not Worked.
5. When leave balances are insufficient for the requested time, the employee should still enter the time off taken to report full hours for the entire shift/pay period. Banner will adjust hours paid to reflect available leave balances.
6. With your submission of the Timesheet by 10:00 a.m. of the Monday following the end of the pay period, there is time for your approver to make changes or return your Timesheet for corrections, and for your final Timesheet to be submitted and approved by 3:30 p.m. of the Monday following the end of the pay period.

Approver Responsibilities

1. Verify timely submission of all your employees' Timesheets.
2. Notify employees that they need to submit the Timesheet, when they have not done so.
3. Review all submitted Timesheets in detail. It is the responsibility of the approver to verify the employee has accurately entered the hours in accordance with University policy.
4. When corrections are necessary:
 - a. Prior to 3:30 p.m. of the applicable Monday, return Timesheet with errors to employee for correction. *Employees will receive an email generated by Banner Communication Manager (From IWU Payroll) notifying them you have returned their Timesheet.*
 - b. If an error is discovered after 3:30 p.m. of the applicable Monday, contact the Payroll department for instructions on correcting the error.
5. If desired, add comments on the Preview screen of an employee's Timesheet before approving.
6. Approve all Timesheets individually, prior to 3:30 p.m. of the applicable Monday.

Banner Web Time Entry (WTE) for Non-Exempt Staff

7. If you will be unable to approve the Timesheet, designate a proxy to perform your responsibility in your absence. Multiple proxies can be designated; an employee may never be designated as their own proxy.
8. Proxy functionality is dependent upon security settings. Please have the proxy confirm they can see Timesheets in ESS. If the proxy cannot see your employees' Timesheets, contact Human Resources.
9. Notify your proxy to review and approve Timesheets on your behalf when you are not going to be available to perform this responsibility.

Proxy Responsibilities

1. Understand the required steps to approving Timesheets and related policies.
2. Assume the role and responsibilities of 'acting as approver' when designated by the approver.

Timeframes and Deadlines

We ask that employees submit their Timesheet to their approver by 10:00 a.m. of the Monday following the end of the pay period, to allow time for the supervisor to review and return for correction, if necessary. Supervisors or their proxies are responsible for final approval of the Timesheet by 3:30 p.m. of the Monday following the end of the pay period.

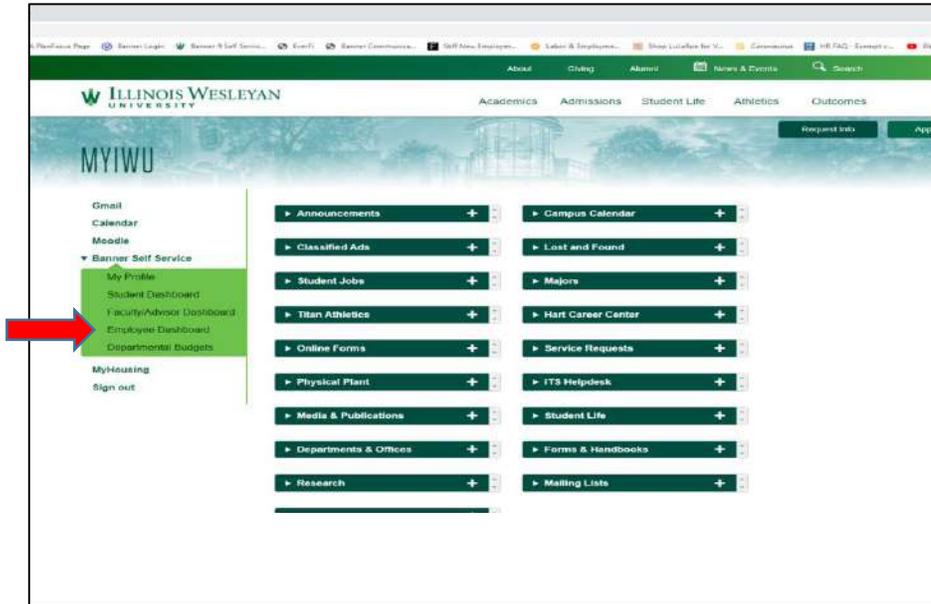
TIME ENTRY BY EMPLOYEE – BY 10:00 A.M. OF MONDAY FOLLOWING THE END OF THE PAY PERIOD

Logging on to ESS for Time Entry

Access to the Time Entry system is through the MyIWU portal, which is accessible from any computer with access to the Internet.

1. **Access the Employee Dashboard** in Banner Employee Self-Service.
 - Access the MyIWU portal at <https://my.iwu.edu>.
 - Enter your network username and password. This is the same username and password that you use to access your email.

Banner Web Time Entry (WTE) for Non-Exempt Staff



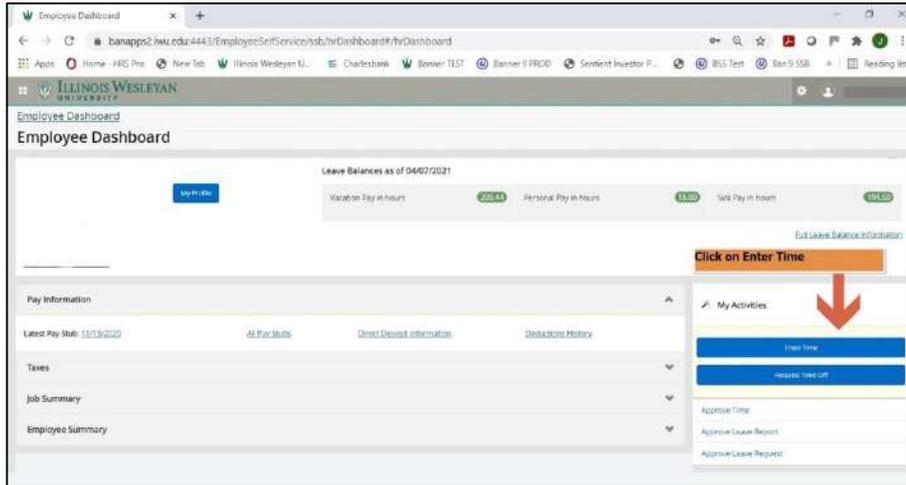
Click on **"Banner Self Service"** under MYIWU (left hand side), and then in the drop-down click on **"Employee Dashboard"**.

If you are not logged in, you will be prompted to enter your NetID and Password.

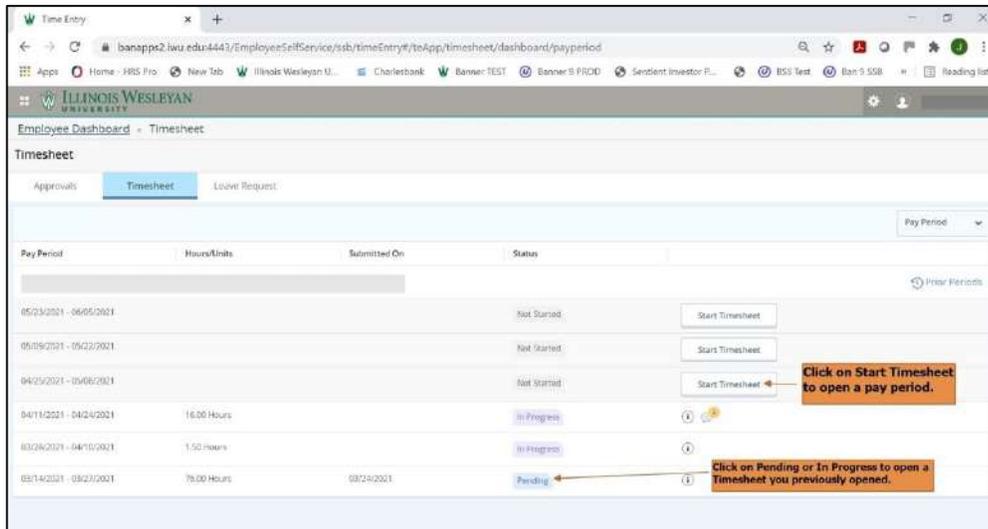


Banner Web Time Entry (WTE) for Non-Exempt Staff

Under “My Activities”, click “**Enter Time**” to access Timesheets. Time must be entered on a daily basis.



2. After you've clicked "Enter Time", the pay periods that are open are displayed. Prior Periods can be accessed by clicking on the "**Prior Periods**" icon. To begin a new pay period, select "**Start Timesheet**". To re-open an active Timesheet, select either "**Pending**" or "**In Progress**" under the Status column. Pending means the Timesheet has been submitted to the Supervisor for approval and In-Progress means you have not yet submitted the Timesheet.



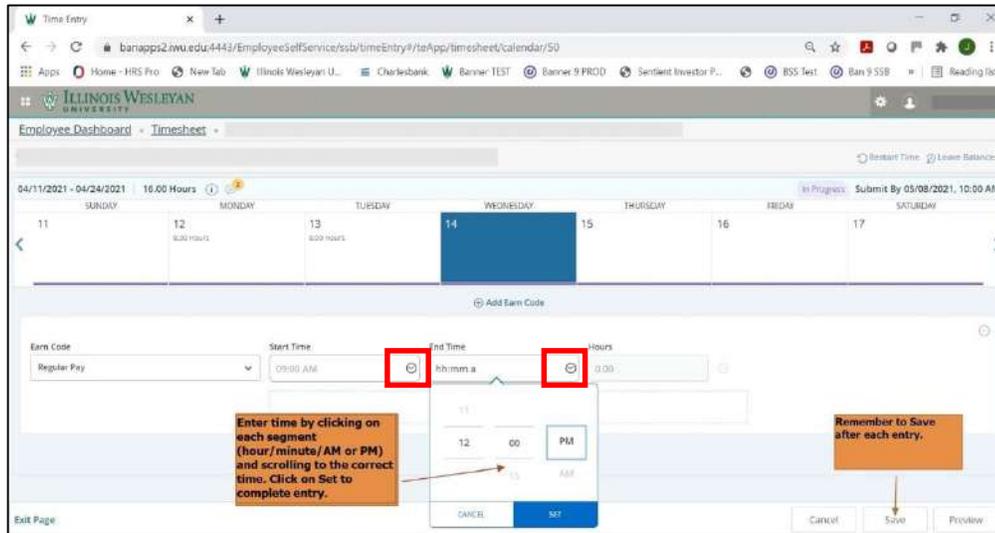
3. Approved leave requests will automatically populate into your Timesheet when it is opened.
4. To enter your time,
 - Click on the day on the calendar for the day you wish to enter time.
 - Then select the appropriate Earn Code from the drop-down box.

Banner Web Time Entry (WTE) for Non-Exempt Staff

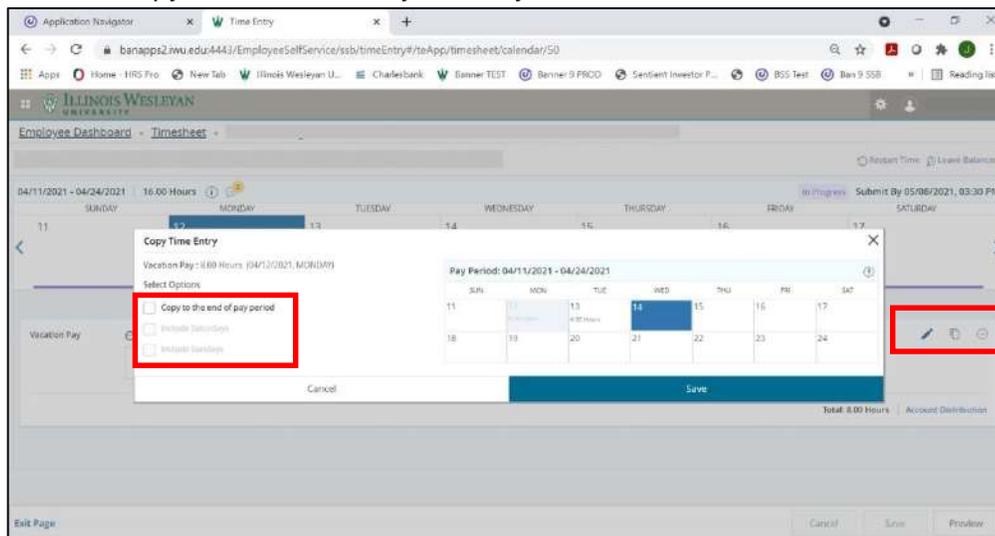
- For “Regular Pay”, you will need to make two sets of entries to reflect time worked before and after your lunch break and an additional entry set for “Paid Time Not Worked” for time not worked between end of shift and 5:00 p.m.
- Click “Add More Time” to enter the second set for a different earn code.
- When taking a full day of leave time, enter your scheduled Start Time and the appropriate End time to get to 8 hours for full time employees.
 - Part time employees will enter the appropriate Start and End time to get to total hours scheduled for the day.
 - Example - start time of 8:00 a.m. and end time of 4:00 p.m. for 8 hours. Only one entry is needed.

5. Select the Start and End times for each entry by clicking on the clock icon, scrolling to the appropriate hour, minute, AM/PM selection and click on “**Set**”.
 - Time can also be entered manually and must be in the exact format of **hh:mm am**.
 - Time is recorded in 15-minute increments.
 - The system will automatically calculate the hours.
 - **You must “Save” after each entry.**

Banner Web Time Entry (WTE) for Non-Exempt Staff



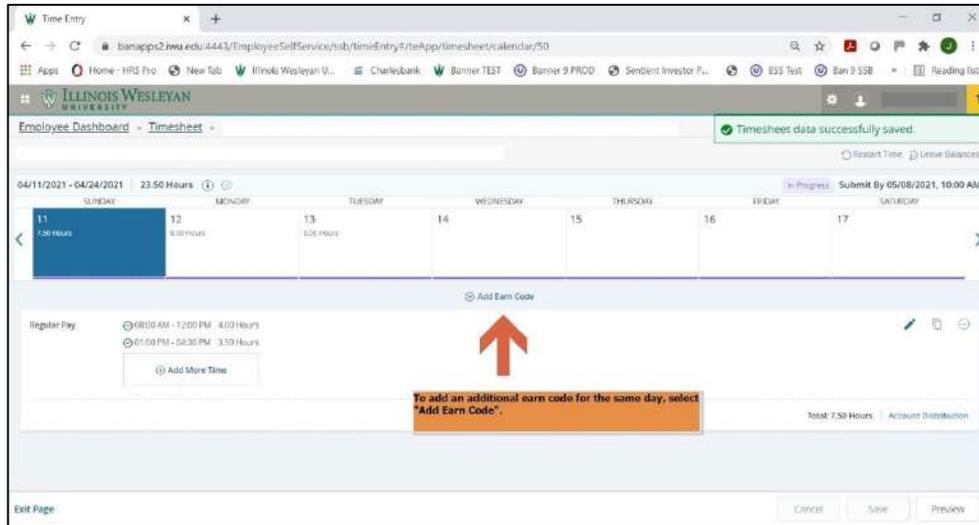
6. You can copy, delete, or modify an entry as described below.



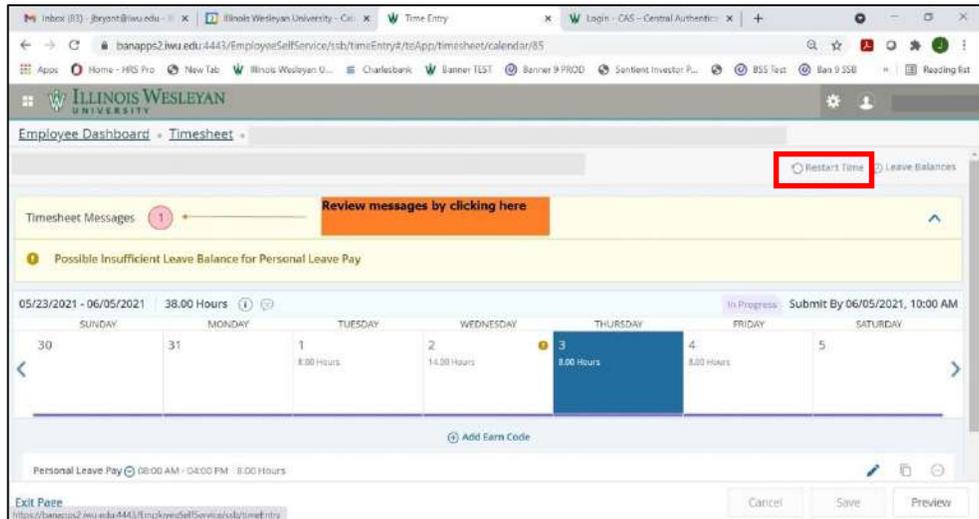
- To **copy**, click on the entry you are copying from. If multiple earn codes are entered on a given day, each earn code will need to be copied separately.
 - Click the **"pages"** icon  (found on the right side of the screen, near the middle) to copy.
 - A new window will open displaying the full pay period.
 - Click the **box** for each of the days you want to copy to, and then click **"Save"**.
 - Time can also be copied by selecting Copy to the end of pay period.
- If you need to edit your Timesheet after you've saved, click the **"pencil"** icon  to **edit** your Timesheet, and then click **"Save"**.
- If you need to delete any entries after you've saved, click the **"remove"** icon  to **delete** any entries, and then click **"Save"**.
 - Click (or select/confirm) the prompt, "Are you sure you want to delete the earning record?"

Banner Web Time Entry (WTE) for Non-Exempt Staff

- Multiple earn codes can be used in a day. To use another earn code, click on **“Add Earn Code”**.
 - Full time employees must report 8 hours each day.
 - Part time employees must report hours scheduled each day (if eligible for leave time).

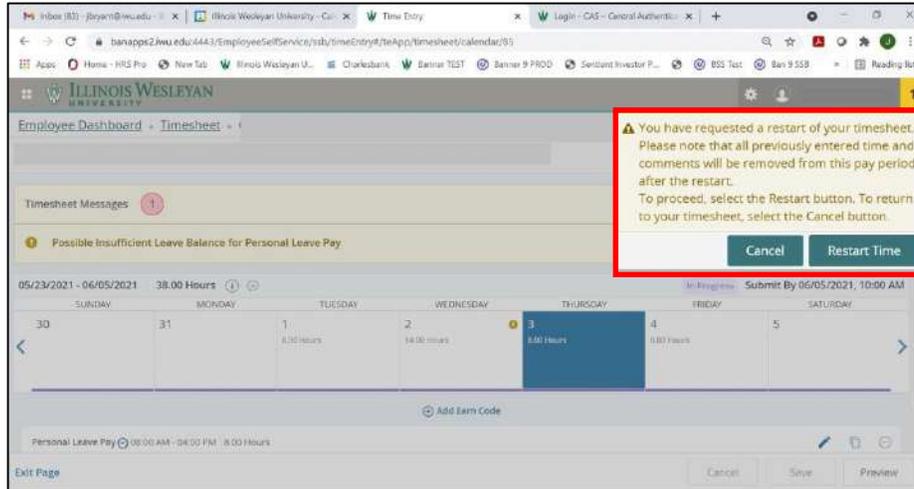


- Review warning dialog boxes when present and address, as needed.

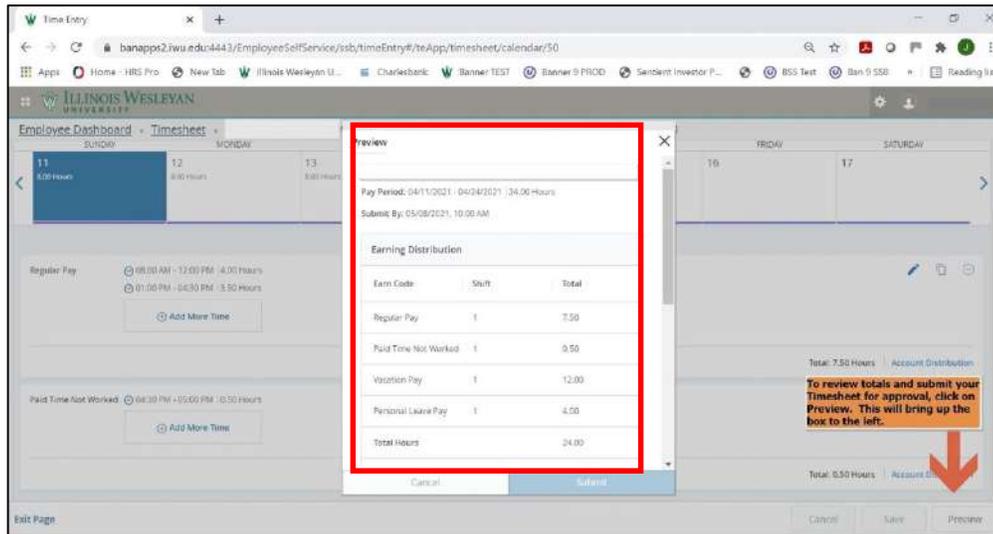


- Timesheets can be started over by clicking on **“Restart Timesheet”**.
 - Note that all current Timesheet entries will be deleted, and the Timesheet will be set back to the beginning.
 - You are prompted to either click on **“Restart Time”** to delete your entries or **“Cancel”** to continue with the current entries.

Banner Web Time Entry (WTE) for Non-Exempt Staff

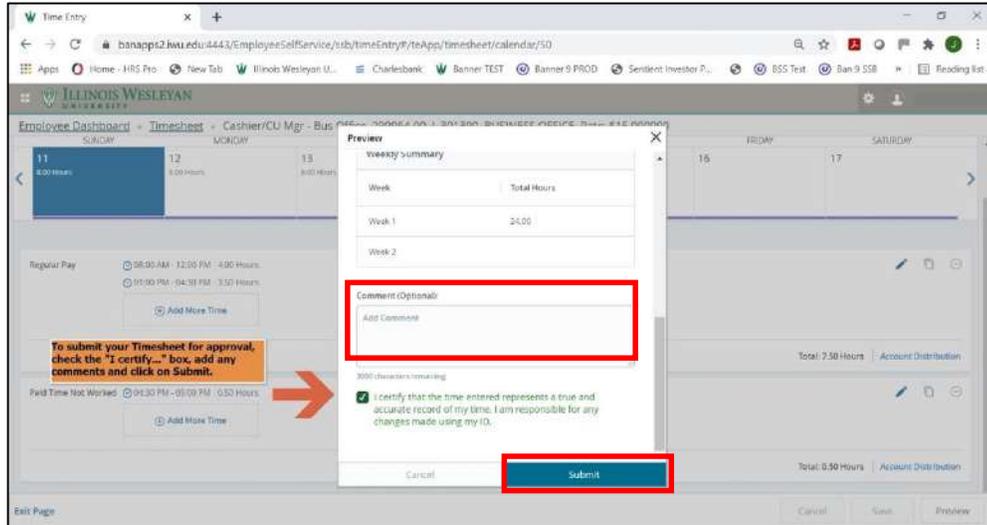


10. To review your Timesheet and prepare to submit it for approval, click on **“Preview”**. Confirm total hours by earn code and total hours per week are accurate.

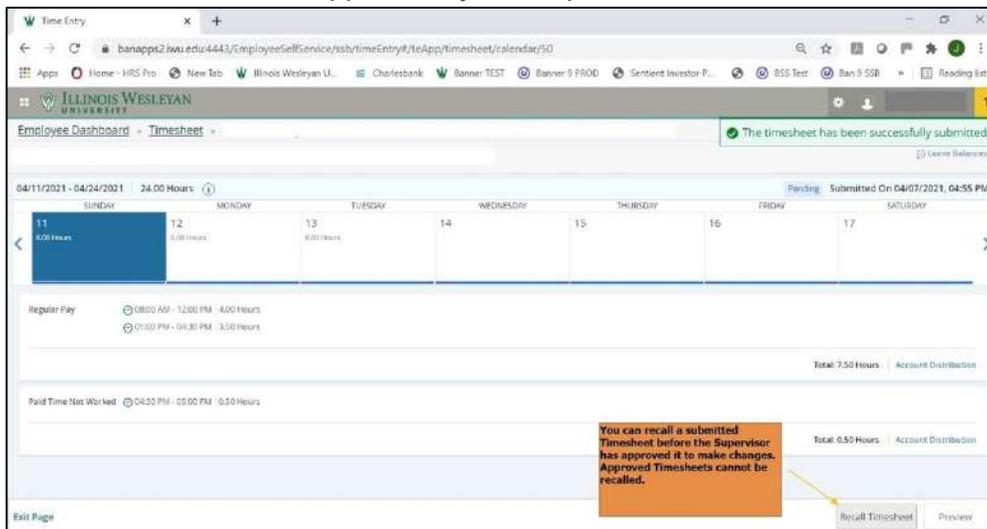


11. After reviewing your hours, you may add an optional comment to share with your supervisor.
- You must check the box acknowledging **“I certify....”** before you can Submit your Timesheet for approval.
 - Click **“Submit”** to submit your Timesheet to your supervisor for approval.

Banner Web Time Entry (WTE) for Non-Exempt Staff



12. An employee can recall a submitted Timesheet prior to the Supervisor approving the Timesheet, by clicking on “**Recall Timesheet**”. A recalled Timesheet can be adjusted **AND** resubmitted using the same steps from above. A Timesheet cannot be recalled, once it’s been approved by the Supervisor.



SUPERVISOR APPROVAL – BY 3:30 P.M. OF MONDAY FOLLOWING THE END OF THE PAY PERIOD

Logging on to ESS for Time Approval

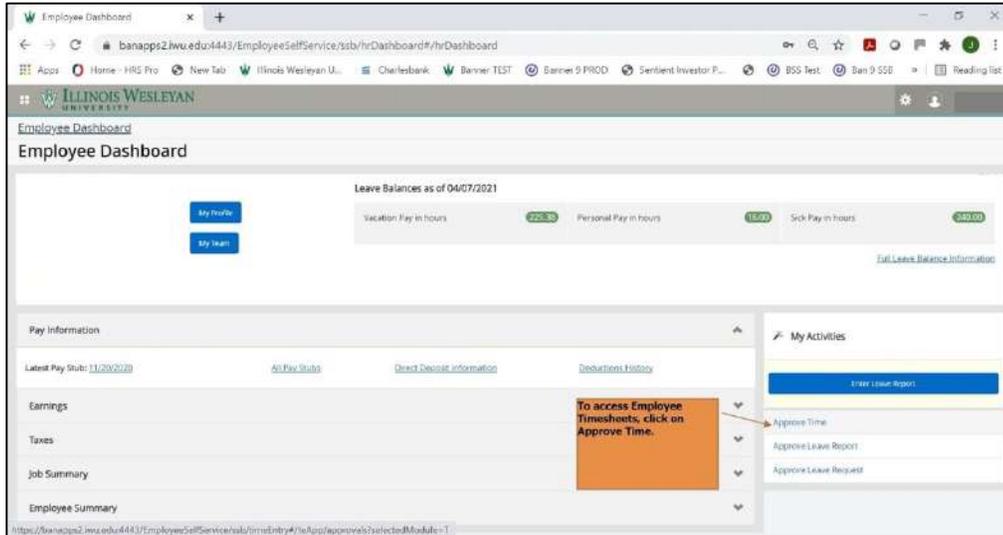
Access to the Web Time Entry system is through the MyIWU portal, which is accessible from any computer with access to the Internet.

1. Access the Employee Dashboard in Banner Employee Self-Serve.

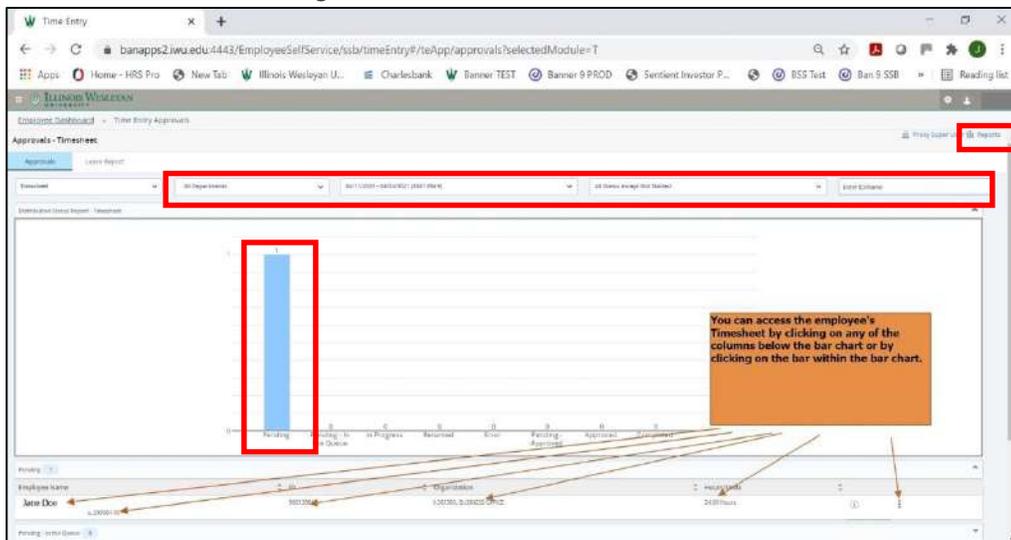
- Access the MyIWU portal at <https://my.iwu.edu>.
- Enter your network username and password. This is the same username and password that you use to access your email.

Banner Web Time Entry (WTE) for Non-Exempt Staff

- Click on “**Banner Self Service**” under MYIWU (left hand side), and then in the drop-down click “**Employee Dashboard**”.
2. Under “My Activities”, click “**Approve Time**” to access the Timesheets that you need to act on.



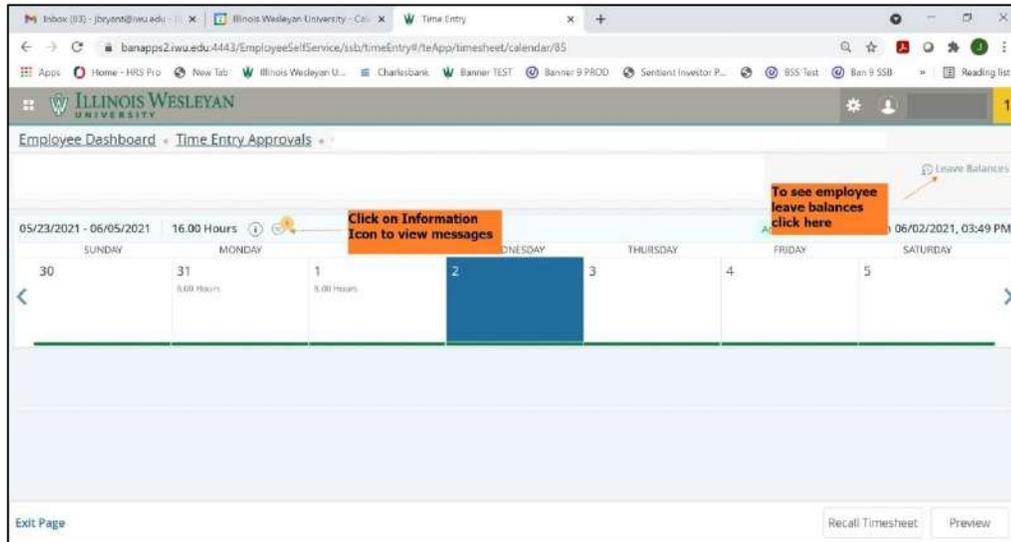
3. This screen will show the status of Timesheets for your team.
- There are drop-downs that allow you to filter results.
 - An entered earnings report is also available by clicking on “**Reports**” in the upper right-hand corner.
 - You can either click on the bar graph to pull up the list of Timesheets ready for you to approve or scroll down until you see the name(s) of employees who have Timesheets “Pending”.



4. After selecting an employee, a summary box will display.

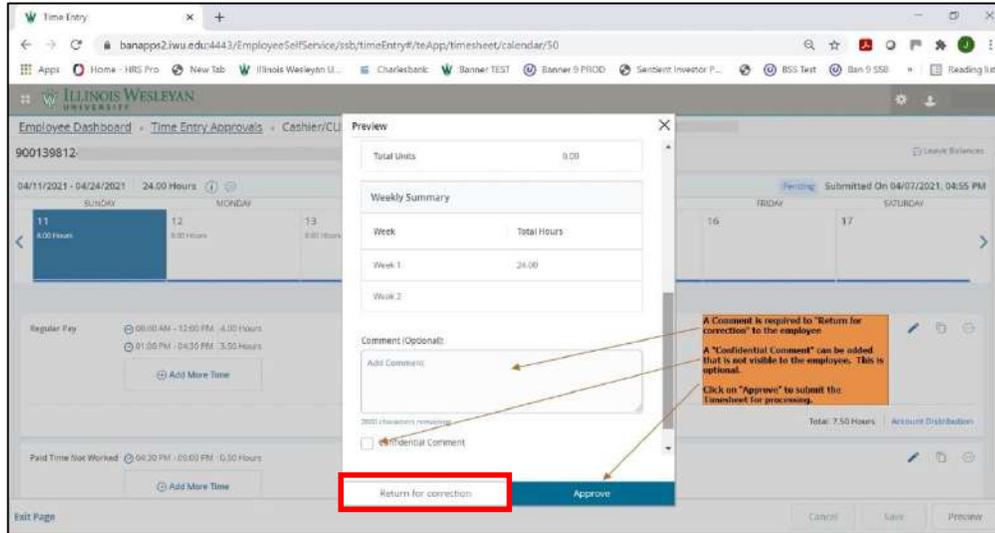
Banner Web Time Entry (WTE) for Non-Exempt Staff

- Click on “**Details**” to see the daily entries and comments.
- Messages may display as Warnings when multiple earn codes are used for the same time on a given day, more than 12 hours are entered in a day, etc. Please review all messages by clicking on each day and click on “**Timesheet Messages**” displayed above the calendar.
- Leave balances can be viewed by clicking on the “**Leave Balance**” link

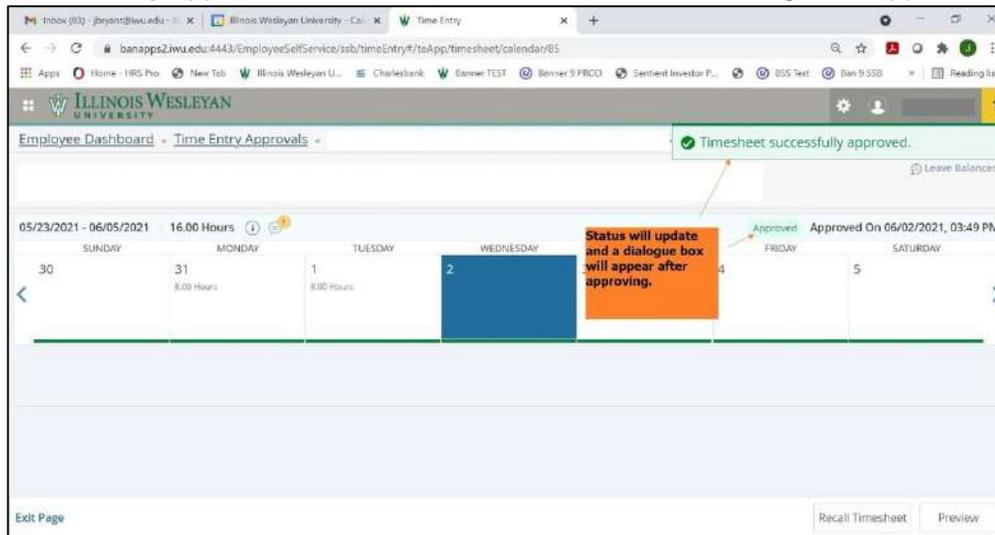


5. The supervisor can either return the Timesheet for correction or approve it. A comment is required to “return for correction”.
 - Prior to approving a Timesheet, a confidential comment can be added that will not be visible to the employee. This is optional.
 - If you noticed an error in the Timesheet, enter a Comment indicating what needs to be corrected, and click “**Return for Correction**” (the Confidential Comment box should not be selected, otherwise an error will be generated that the comment should not be marked as confidential).
 - The Timesheet status will change to Returned for Correction and it will then be returned to the employee to correct.
 - The employee will receive an email notification and your comments will be viewable to the employee.
 - To approve the Timesheet, click on “**Approve**”.

Banner Web Time Entry (WTE) for Non-Exempt Staff



6. Once the Timesheet is approved, a message will display indicating it was successfully approved and the status of the Timesheet changes to Approved.



Banner Web Time Entry (WTE) for Non-Exempt Staff

Quick Guide

Non-Exempt Employees

Enter & Submit Timesheet (by 10:00 a.m. Monday following end of pay period)

1. Access Employee Self Service
2. Click “**Enter Time**”
3. Select the appropriate pay period
4. Complete Timesheet to report hours worked, paid time not worked and leave used:
 - a) Navigate to and click on date to report hours
 - b) Select earn code from drop-down
 - c) Record start time and end time
 - I. Two entries are needed to reflect a lunch break
 - II. For full time employees, hours for each day should total at least 8 hours
 - III. Time is recorded in ¼ hour increments
 - d) Click “**Save**”
 - e) Once all time has been entered for the pay period:
 - i. Click “**Preview**”
 - ii. Scroll to bottom of Preview window
 - iii. (Optional) Add comments you want your supervisor to read
 - iv. Review your hours being submitted
 - v. Check the “**I certify....**” Statement
 - vi. Click “**Submit**”

Timesheet Approver

Return for Correction (allow time for correction before due) / Approve Timesheet (by 3:30 p.m. Monday following end of pay period)

1. Access Employee Self Service
2. Click “**Approve Time**”
3. Navigate to the employee to be reviewed
4. Click “**Details**” to review the time reported by the employee
5. Review for accuracy
 - a. If you find errors on the employee submission:
 - i. Scroll to bottom of “Preview” window
 - ii. Add comments (i.e., you forgot to record leave time on “X” date)
 - iii. Click “**Return for correction**”
 - b. To approve the time as submitted:
 - i. Scroll to bottom of “Preview” window
 - ii. Add comments, if desired
 - iii. Click “**Approve**”

Timesheets cannot be recalled once the Supervisor has approved