

Web Time Entry – Time Approver

In this training session, Banner users will learn to approve time through the Web

Approve Time through the Web

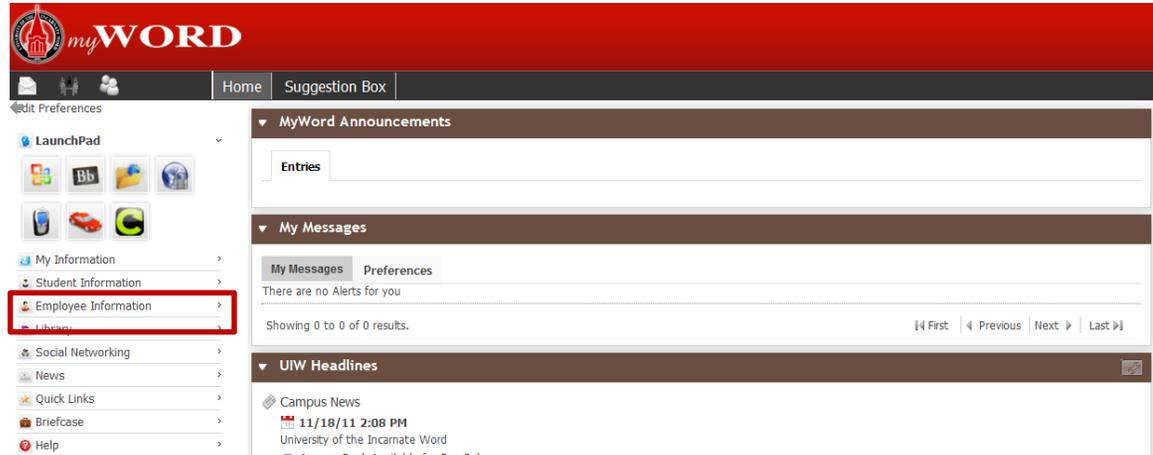
1. Open Internet Explorer
2. Go to the **UIW Website** (<http://www.uiw.edu/>)
3. Click **My Word** at the top right of the webpage



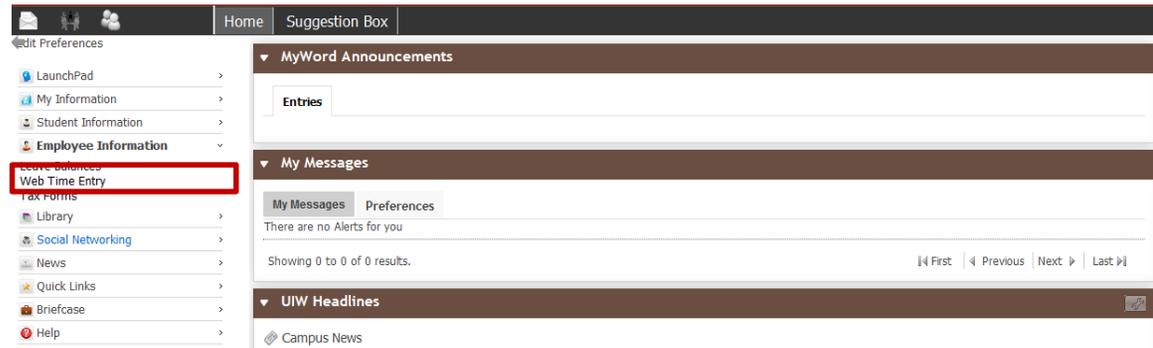
4. In the **Login window**, your **UIW Username and Password** (*this is the same username and password used for Blackboard and Cardinal Mail*)
5. Click **Login**



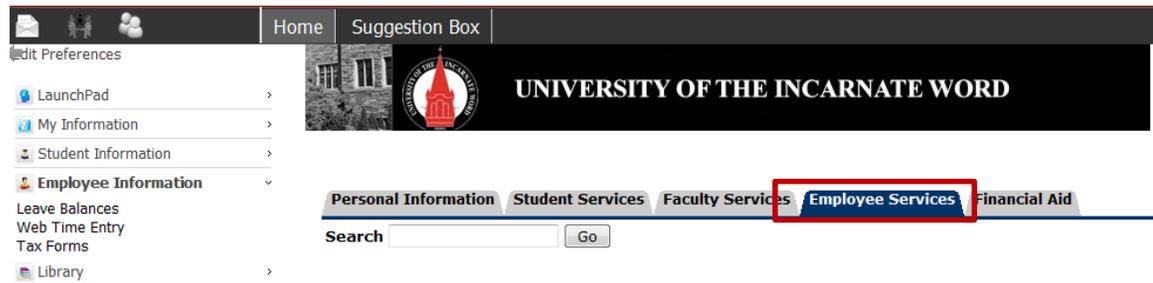
- 6. The **My Word Homepage** opens
- 7. On the menu, click **Employee information**



- 8. Click **Web Time Entry**



- 9. Select the **Employee Services** tab





10. A new page opens, select **Electronic Time Keeping**

[Electronic Time Keeping](#)

[Request Time Off](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, I

[Pay Information](#)

Direct deposit allocation, earnings and deductions histo

[Tax Forms](#)

W4 information, W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

11. A new page opens. In the Selection Criteria area, select the button **Approve or Acknowledge Time**

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

12. Click **Select**

13. A new page opens, locate the **Time Sheet option**

Time Sheet

Department and Description	My Choice	Pay Period
1, 6131, Comptroller Office	<input checked="" type="radio"/>	SM, Aug 16, 2011 to Aug 31, 2011

14. Choose a **Department**

15. Review the **Pay Period**, making sure that the correct time period is listed

Leave Request

Department and Description	My Choice	Pay Period
1, 6131, Comptroller Office	<input checked="" type="radio"/>	SM, Aug 16, 2011 to Aug 31, 2011

16. Click **Select** to open the **Department Summary Page**

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Department Summary Page

The **Department Summary** page summarizes employee hours (timesheet activity) for a single pay period, through a **Time Sheet Status Identifier**. This identifier changes depending upon the Time Sheet Status. There are **7 status options**:

- A. **Not Started** - The employee has not clocked in during the pay period
- B. **In Progress** - The pay period has not ended, but the employee has clocked in and out at some point during the pay period.
- C. **Pending** - The employees' timesheet is ready for the supervisor/approver to review and approve timesheet status.
- D. **Approved** - Status changes to approved when the supervisor/approver has reviewed the timesheet. The required action column changes to *Approved*.
- E. **Completed** - Once the supervisor/approver has approved the timesheet, the status changes to *Completed*
- F. **Error** - When this status appears, supervisor/approver must contact the Payroll Department
- G. **Return for Correction** - supervisor/approver must contact the employee who will correct their timesheet.

1. To access and review an individual employee's Time Sheet in detail, click the **Employee's name (blue link)**
2. This will open the **Time and Leave Reporting page**
3. When the **Time and Leave reporting Page** opens, you can review the page and approve the employee's hours
4. If you see an error, you can review the page at a more in-depth level.

Department Summary

Select the employee's name to access additional details.

COA: 1, Univ. of the Incarnate Word
 Department: 6131, Comptroller Office
 Pay Period: Aug 16, 2011 to Aug 31, 2011
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Aug 30, 2011, 11:59 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information	
Graciela Castro DeJesus	Approve	9.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance	
	Approve	32.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance	

Not Started	
ID	Other Information

Time and Leave Reporting Page

The Time and Leave reporting page consists of a pay period timesheet, which allows you to review the entire pay period for an employee. You can review their time sheet (**regular work hours**) or review one of the following categories; **Regular work hours, Vacation, Sick Leave, Jury Duty Leave Bereavement Leave**

Review Hours on the Time and Leave Reporting Page

Personal Information Employee Services

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Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet
 Name:
 Title and Number:
 Department and Number:
 Time Sheet Period:
 Submit By Date:

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
						Aug 16, 2011	Aug 17, 2011	Aug 18, 2011	Aug 19, 2011	Aug 20, 2011	Aug 21, 2011	Aug 22, 2011
1	Regular	1		0	9		9	Enter Hours				
	Vacation	1		0	0	Enter Hours						
	Sick	1		0	0	Enter Hours						
	Jury Duty Leave	1		0	0	Enter Hours						
	Bereavement Leave	1		0	0	Enter Hours						
	Advanced Pay-not used	1		0	0	Enter Units						
	Advanced Recovery-not used	1		0	0	Enter Units						
				0	9	9	0	0	0	0	0	0
2						0	0	0	0	0	0	0
3												
4												
5												
6												

Previous Menu Preview Comments Approve Next

1. Review the **Total Hours** recorded in each section.
2. Click **Previous Menu** to Return to the Department Summary
3. Click **Preview** to review the entire pay period timesheet
4. Click **Comments** to post a comment
5. Click **Approve** to approve
6. Click **Next** to review the next employee

Employee Errors/ Comments

In reviewing the Department Summary, you may need to review an individual's time sheet if you notice an error in their time reporting

Department Summary

Select the employee's name to access additional details.

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 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Aug 30, 2011, 11:59 PM

Pending								
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel
	Graciela Castro DeJesus	Approve	9.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Change Time Record Leave Balance"/>
		Approve	32.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Change Time Record Leave Balance"/>

Not Started	
ID	Name, Position and Title

1. For Example, you notice an error on a employee's time sheet. *For example, the employee usually works an 8- hour day, but you notice that they have posted 9 hours for their workday.*
2. Your first task is to access the individuals timesheet. click the **Change Time Record (blue link)**
3. This will open the **Time and Leave Reporting page**

4. Locate the **reporting date** and **category** (i.e. Tuesday, August 16, 2011)
5. Click the link that shows the erroneous hours **(in the case of our example- 9)**
6. This will open the **Clock-in Clock-out** page

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name:

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
<input checked="" type="radio"/>	Regular	1	0	9		9	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Advanced Pay-not used	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Advanced Recovery-not used	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Bonus	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:				9		9	0	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0	0

Previous Menu Preview Comments Approve Next

Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

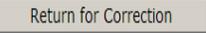
Date: Tuesday, Aug 16, 2011

Earnings Code: Regular

Shift	Clock In			Comment	Date and Time	Clock Out			Comment	Date and Time	Activity Date and Time	Total Hours
	System Time In	Clock Time In	Clock Time Adjusted			System Time Out	Clock Time Out	Clock Time Adjusted				
1		08:00 AM		Forgot to Clock In	Aug 23, 2011 02:57 PM		05:00 PM		Forgot to Clock Out	Aug 23, 2011 02:57 PM	Aug 23, 2011 02:57 PM	9
1												0
1												0
1												0
1												0
Total:												9

Previous Menu Next Day

7. Review the **Employee Comments**.
8. After reviewing the comments, click the **Previous Menu** button to return to the Department Summary Sheet to return the time sheet for correction.

1. Click the **Employee's name (blue link)**
2. This will open the **Employee Details** page opens, you can review the page and approve the employee's hours
3. Once the employee is selected; the **Employee Details Screen** will appear
4. As a supervisor you have two options available for correcting a timesheet; **Return for Correction** or **Change Record**. If employee is **available**, have the employee click **Return for Correction**  and re-submit the timesheet
5. If employee is **not available** then you may click the **Change Record**  button.

Department Summary

Select the employee's name to access additional details.

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 Department: 6131, Comptroller Office
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 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Aug 30, 2011, 11:59 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Graciela Castro DeJesus 613117-00	Approve	9.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
		Approve	32.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Not Started

Name, Position and Title	Other Information

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Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: **5** Michelle De La G **6**
 Title: Payroll Specialist
 Department and Description: 1 6131 Comptroller Office
 Transaction Status: Pending

Previous Menu Approve **Return for Correction** **Change Record** Delete Add Comment Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings Shift Special	Total Hours	Total Units	Tuesday, Aug 16, 2011	Wednesday, Aug 17, 2011	Thursday, Aug 18, 2011	Friday, Aug 19, 2011	Saturday, Aug 20, 2011	Sunday, Aug 21, 2011	Monday, Aug 22, 2011	Tuesday, Aug 23, 2011	Wednesday, Aug 24, 2011	Thursday, Aug 25, 2011	Friday, Aug 26, 2011	Saturday, Aug 27, 2011	Sunday, Aug 28, 2011	Monday, Aug 29, 2011	Tuesday, Aug 30, 2011	Wednesday, Aug 31, 2011
Regular 1	32		8	8	8	8												
Total Hours:	32		8	8	8	8												
Total Units:		0																

6. Click the **reported hours** that you want too modify

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Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name:
 Title and Number:
 Department and Number:
 Time Sheet Period:
 Submit By Date:

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
<input checked="" type="radio"/>	Regular	1	0	9	9	9	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Advanced Pay-not used	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Advanced Recovery-not used	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Bonus	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			9	9	9	0	0	0	0	0	0
	Total Units:				0	0	0	0	0	0	0	0

Previous Menu Preview Comments Approve Next

7. **Change the hours** on the Clock In and Clock Out page

8. Click **Save**

9. Return to the **Time and Leave Reporting** page to ensure that the hours have been changed

10. Click the **Approve** button at the bottom of the page

Personal Information Employee Services

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Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Aug 16, 2011
 Earnings Code: Regular

Clock In				Clock Out				Total Hours
Shift	System Time In	Clock Time In	Clock Time Adjusted	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	
1		9:00 AM		Aug 19, 2011 03:03 PM		12:00 PM		4
1		01:00 PM		Aug 19, 2011 03:03 PM		05:00 PM		4
1								0
1								0
1								0
Total:								8

Previous Menu

11. To access and review an individual employee's Time Sheet in detail, click the **Employee's name (blue link)**
12. This will open the **Time and Leave Reporting page**
13. When the **Time and Leave reporting Page** opens, you can review the page and approve the employee's hours.
14. The **Time and Leave Reporting, the comment sheet opens The time sheet payroll was approved successfully**  The time sheet was approved successfully. message appears.
15. The time sheet is finished and the payroll office is ready to extract the time
16. Continue to review the next employee by clicking **Next** 

Department Summary

Select the employee's name to access additional details.

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Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Graciela Castro DeJesus	Approve	9.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
		Approve	32.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Not Started	
ID	Other Information

Pay Event Transactions

Action required by all approvers:	1
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	2
Total:	3
Total Hours:	41.00