

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** (<u>http://www.uiw.edu/</u>)
 - 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 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



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UIW Department of Instructional Technology



et Electronic

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

Selection Criteria

Leave Balances

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

12. Click Select Select

- 13. A new page opens, locate the **Time Sheet option**
- 14. Choose a **Department**
- 15. Review the **Pay Period**, making sure that the correct time period is listed
- 16. Click **Select** to open the **Department Summary Page**

My Choice Access my Time Sheet: C Access my Leave Report: C Approve or Acknowledge Time: C Approve All Departments: C Act as Proxy: Self Select Select



Leave Request

 Department and Description My Choice Pay Period

 1, 6131, Comptroller Office
 C
 SM, Aug 16, 2011 to Aug 31, 2011

Sort Order

My Choice Sort employees' records by Status then by Name: © Sort employees' records by Name: ©



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.

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		Department S	Summary								
1.	To access and review an individiaual	Q Select the employe	e's name to access additional det	ails.							
	employee's Time Sheet in detail, click the	COA:	1, Univ. of the Incarr	nate Word	N						
	Employee's name (<u>blue link</u>)	Department: Pay Period:	6131, Comptroller O Aug 16, 2011 to Aug	ffice g 31, 2011	Ц						
2.	This will open the Time and Leave	Act as Proxy: Pay Period Time Ent	Not Applicable	011 11:59 PM							
	Reporting page		(
3.	When the Time and Leave reporting	Change Selection	Select All, Approve or F	YI Reset Save							
	Page opens, you can review the page and	Pending		Dequired Action	Total Hours	Total Units	Quana Status	Approve or EVI	Potum for Correction	Cancol	Other Information
	approve the employee's hours	Gracie	la Castro DeJesus	Approve	9.0	.0				Cancer	Change Time Record
4.	If you see an error, you can review the						-				
4.	page at a more in-depth level.	· - /		Approve	32.0	0. 0	D				Change Time Record Leave Balance
		Not Started									
		ID	Name, P	osition and Title				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 In Search	nformation Employee	Services										SI	ITE MAP HELP EXIT
1.	Review the Total Hours recorded in each section.	Time a	and Leave Re	porting	Select Next (r Previous to	navigate th	hrough the	dates within the pe	riod.					
2.	Click Previous Menu Previous Menu to Return to the Department Summary Click Preview to review the entire pay	Time Shee Name: Title and M Departme	et Number: ent and Number:					in eugit ene							
،ر	period timesheet	Time Shee Submit By Clock In	et Period: y Date: Earning		Shift De	fault	Total	l Total	Tuesday Aug 16, 2011	Wednesday	Thursday	Friday Aug 19, 2011	Saturday	Sunday Aug 21, 2011	Monday Aug 22, 2011
4. 5.	Click Approve to approve	1	Regular Vacation Sick		1 1 1		0 0 0	9 0 0	Enter Hours	Enter Hour Enter Hour Enter Hour	s Enter Hours s Enter Hours s Enter Hours	Enter Hours Enter Hours Enter Hours	Enter Hours Enter Hours Enter Hours	Enter Hours Enter Hours Enter Hours	Enter Hours Enter Hours Enter Hours
6.	Click Next to review the next employee	_	Bereavement Leave Advanced Pay-not Advanced Recovery	e used (-not used	1 1 1		0 0 0	0 0	Enter Hours Enter Hours Enter Units Enter Units	s Enter Hour s Enter Hour s Enter Unit s Enter Unit	s Enter Hours s Enter Hours s Enter Units s Enter Units	Enter Hours Enter Hours Enter Units Enter Units	Enter Hours Enter Hours Enter Units Enter Units	Enter Hours Enter Hours Enter Units	Enter Hours Enter Hours Enter Units Enter Units
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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

- 1. For Example, you notice an error on a elmployee's time sheeet. *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 (<u>blue link</u>)
- This will open the Time and Leave 3. Reporting page

		2							
Q Select the	e employee's name to access additional det	ails.							
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Department:	6131, Comptroller O	ffice	45						
Pay Period:	Aug 16, 2011 to Aug	31, 2011							
Act as Proxy:	Not Applicable								
Pay Period Ti	ime Entry Status: Open until Aug 30, 2	011, 11:59 PM							
Change Sel	election Select All, Approve or F	YI Reset Save							
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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	0.00)				Change Time Record Leave Balance
		Approve	32.00	0.00)				Change Time Record Leave Balance
Not Started									
ID	Name, P	osition and Title				Oth	er Information		

Personal Information Employee Service Go

Search

Time Sheet Name:

Title and Number: Department and Number:

Time Sheet Deriod

SITE MAP HELP EXIT

Time and Leave Reporting

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

- 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

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Submit By	Date:													
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesd Aug 1	ay 6. 2011	V	Vednesday ug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
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	Jury Duty Leave	1		0)		Enter H	ours	Enter Hours	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Bereavement Leave	1		0)		Enter H	ours	Enter Hours	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hou
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Previous Menu Preview Comments Approve Next

ime Out. Be sure to ente r a comment explaining the adjustment and press Save to store changes

Personal Information Employee Services			
Search Go	SITE MAP	HELP	EXIT
Clock In and Out			

Q 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 c alculated Clock Time, make changes in Clock Time In or Clock

7. Review the Employee Comments.

8. After reviewing the comments, click the

Previous Menu Previous Menu button to return to the Department Summary Sheet to return the time sheet for correction.

Date:	Т	uesday, Aug 16, 20)11									
Earning	js Code: R	legular										
Clock Ir	1					Clock Out						
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1		08:00 AM 💌	М	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		AM 💌	п	*			AM	•	*			0
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Total:		· · ·										9
Previ	ious Menu	Next Day										

- Department Summary

 Image: 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 FV1

 Required Action
 Total Hours

 Total Units
 Queue Status

 Pending
 Approve

 Sew the page and ours
 Approve
- 1. Click the **Employee's name** (<u>blue</u> <u>link</u>)
- 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 Change Record and re-submit the timesheet

5. If employee is **not available** then you may click the **Change Record**

Return for Correction button.

Many	Docition	and Title	Re	quired Actio	n Te	ntal Hours	Total Units	s Queue	Status	Approve or F	YI Return	for Correct	ion	Cancel	Other Info	rmation	
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Search Go	SITE MAP	HELP	EX
Time and Leave Reporting			

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

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

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

- 8. Click Save Save
- 9. Return to the **Time and Leave Reporting** page to ensure that the hours have been changed
- 10. Click the **Approve** Approve button at the bottom of the page

Name: Title and I Departme Time Shee Submit By	Number: nt and Number: et Period: 7 Date:											
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
0	Regular	1		0	9	9	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
	Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
	Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
	Jury Duty Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
	Bereavement Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
	Advanced Pay-not used	1		0		0 Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Unit
	Advanced Recovery-not used	1		0		0 Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Unit
	Bonus	1		0		0 Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Unit
	Total Hours:				9	9	() 0	0	0	0	1
	Total Units:					o c		0	0	0	0	1
Previou	s Menu Preview Comments	Approv	e Next									

SITE MAP HELP EXIT Search Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For exigningle, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system c alculated 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.

Clock In		eeguiui					Clock Out							
Shift	System	Clo	ck	Clock Time Adjusted	Comment	Date and Time	System Time Out	C	lock ne Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1		9:00	AM 💌	M	1	Aug 19, 2011 03:03 PM		12:00	PM 💌	M	1	Aug 19, 2011 03:03 PM	Aug 19, 2011 03:03 PM	4
1		01:00	PM 💌	M	1	Aug 19, 2011 03:03 PM		05:00	PM 💌	V	1	Aug 19, 2011 03:03 PM	Aug 19, 2011 03:03 PM	4
1			AM 💌	-	*				AM 💌	Π	*			C
1			AM 💌	-	×				AM 💌	Π	×			C
1			AM 💌		×				AM 💌	Π	×			0
Total:														8



Time Sheet

Department Summary

Not Started

Select the employee's name to access additional details.

- 11. To access and review an individiaual 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 Next

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

Change Selection Select All, Approve or FYI Reset Save

Pending									
'n	Name, Pesition 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					Change Time Record Leave Balance
		Approve	32.00	.00					Change Time Record Leave Balance

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ID	Name, Position and The	Other Ini
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