

Banner Web Time Entry



Approver & Proxy
Web Timekeeping Manual

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Introduction

Web Time Entry (WTE) is a web-based time recording system designed to improve accuracy and eliminate loss or delays in processing paper time sheets. The Banner WTE system allows employees to securely log onto the myIIT portal and submit their time sheet online from any computer with Internet access. The time is then approved online by their supervisor and sent electronically to Payroll for processing.

In January 2008 all staff and student employees of IIT will be required to submit bi-weekly electronic time sheets. This system will also be used to request and approve leave. All these employees will be paid bi-weekly, but three different types of time sheets will be used (examples on page 8 of this manual):

- **Exception Time** – used by exempt employees who are not eligible for over time. Employees do not enter hours worked, but must record any vacation, sick, personal or other exception time taken. If no time is taken during a pay period, a time sheet with no hours enter must still be submitted.
- **Hourly** – used by non-exempt employees who are eligible for over time pay. Hours worked and leave taken are entered daily.*
- **Time In and Time Out** – used by student workers to record times worked.

*Union employees will continue their current timekeeping practices.

Timeframes and Deadlines

In order to be paid each pay period, it is critical that time sheets and approvals are submitted by the established deadline.

Employees are responsible for submitting their electronic time sheets to their supervisor/approver. Without a time sheet, the supervisor is unable to approve time or leave and without the supervisor's or their proxy's approval, hourly and student employees will NOT be paid until the following pay period.

Time sheets must be submitted for approval by 10:00 a.m. on the first Monday after the pay period ends.

Supervisors must approve time sheets by 4:00 p.m. the Monday after the pay period ends.

Signing Onto MyIIT and Web Time Entry

To review timesheets and leave requests, you will access the **Time Approval** channel from the **Work** tab on the myIIT portal. Because of the sensitive nature of payroll information, you should not share your portal password with anyone. It is also important to log off the system when you have finished.

1. Log in to myIIT at: <http://my.iit.edu>
2. Click on the **Work** tab
3. Add the Time Approval Channel
 - a. Click the **Content/Layout** link

The screenshot shows the myIIT portal interface. At the top, there is a navigation bar with tabs: Welcome, Teaching, Faculty Self Service, **Work**, Faculty & Employee Info, Library, Research, My Stuff, and Portal Help. Below the navigation bar, there are several content areas. On the left, there is a 'My Account' link and a 'Content/Layout' link. In the center, there is a 'Time Approval' channel highlighted with a red box. On the right, there is a 'Time Reporting' channel. Red arrows labeled 'a', 'b', and 'c' point to the 'Content/Layout' link, the 'Work' tab, and the 'Time Approval' channel respectively.

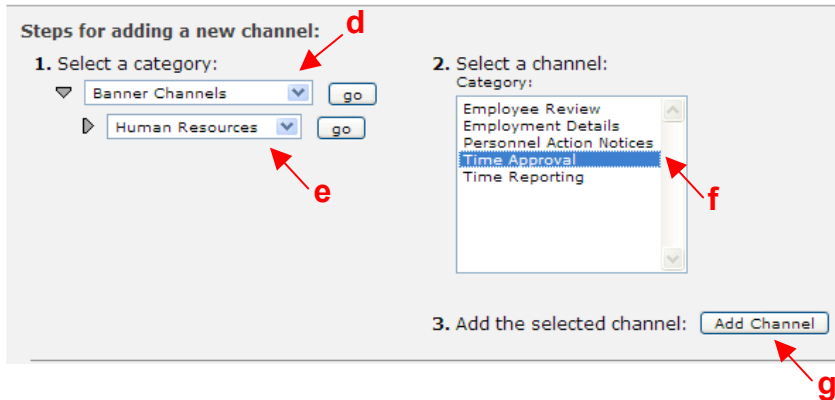
- b. Select the **Work** Tab
- c. Click **Add Channel**

Manage Content/Layout

The screenshot shows the 'Manage Content/Layout' page. At the top, there is a navigation bar with tabs: Welcome, Teaching, Faculty Self Service, **Work**, Faculty & Employee Info, Library, Research, My Stuff, Portal Help, and Add New Tab. Below the navigation bar, there is a section titled 'Options for modifying Preferences:'. This section contains instructions for adding, moving, editing, and removing tabs, channels, and columns. Below the instructions, there is a 'Work' tab selected in the navigation bar. The page shows several content areas, including 'HR - Announcements', 'Time Reporting', 'Employment Details', and 'Banner Self-Service'. Red arrows labeled 'b' and 'c' point to the 'Add Channel' button and the 'Time Reporting' channel respectively.

- d. Select **Banner Channels** and click **go**
- e. Select **Human Resources** and click **go**
- f. Select **Time Approval**
- g. Click **Add Channel**

Manage Content/Layout



- h. Click **back to Work Tab** link on the upper left side of your screen

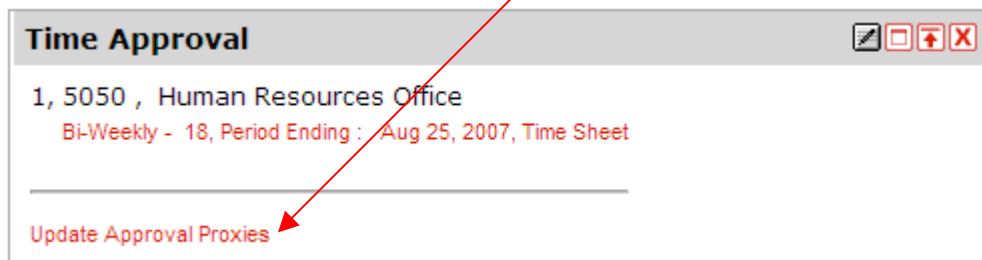


Setting Up an Approval Proxy

Approvers must be set up in the Banner system by Payroll. However, approvers are responsible for setting up their own proxies within Banner Web Time Entry. Each supervisor must have one or more proxies who can approve time sheets in his/her absence. A proxy cannot be a non-supervisory employee. The proxy should be able to verify that the employee has worked the hours submitted.

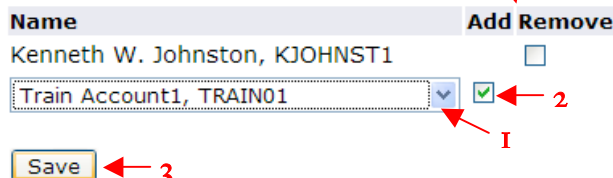
It is important that your proxy(s) know they have been authorized to be your proxy in the event you are absent the day that timesheets must be approved. It would also be good to advise your employees of who your proxy is to assure them that their timesheets will be approved in timely manner even in your absence.

From the myIIT Work Tab, click the **Update Approval Proxies** link found in the Time Approval Channel.



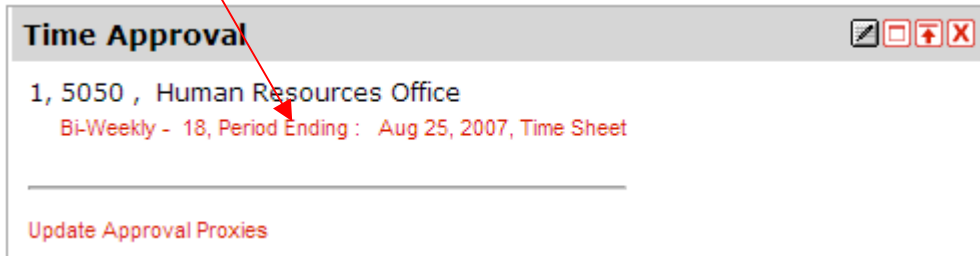
1. On the *Proxy Set Up* screen, use the drop down menu to choose the name of the person who will be your proxy. If you do not see the person listed, contact Payroll.
2. Click the **Add** check box
3. Click the **Save** button
4. Repeat these steps to add an additional proxy
5. To remove a proxy click the **Remove** check box and then **Save**

Proxy Set Up



Reviewing and Approving Timesheets

If you are primary approver in the **Time Approval** channel click the link for the appropriate pay cycle. (Proxy's skip to page 13 of this manual)



If you have more than one department to approve, they will be listed separately.

Past pay cycles that have been processed in Banner Web Time Entry will remain viewable for one year, however it will not possible to make any changes once the payroll has been run.

Department Summary Page

The *Department Summary* page shows the status of timesheets in the selected department.

Department Summary

Select the employee's name to access additional details.

COA: 1, Illinois Institute of Technology
Department: 5050, Human Resources Office
Pay Period: Aug 12, 2007 to Aug 25, 2007
Act as Proxy: Not Applicable
Pay Period Time Entry Status:

Select New Department

ID	Name and Position	Transaction Status	Required Action	Total Hours	Total Units	Queue Status
A20196767	Hillary Clinton 999983 - 00	Not Started				
A20006494	Shirley E. Joseph 999986 - 00	Approved		7.75	.00	Overridden
A20008173	Laura D Juergens 999999 - 00	Pending		7.75	.00	Pending
A20006733	Julie A. Maddox 999985 - 00	Not Started				
A20195461	Steven John Merlau 999998 - 00	Returned for Correction		8.00	.00	

Pay Event Transactions

Action required by all approvers: 1
Time or Leave Transactions Approved or FYI: 1
Time or Leave Transactions Awaiting Approval or FYI: 1
Total: 3
Total Hours: 23.50
Total Units: .00

Employees who have not submitted their time sheet for approval will either appear as 'Pending' (time sheet has been started) or 'Not Started' (time sheet has not been initiated).

Transaction Status

A time sheet is assigned a status as it progresses through the WTE process. Possible statuses are:

- **Pending:** The time sheet has been submitted for approval.
- **Approved:** The time sheet has been approved by the approver. Upon approval, time sheets will continue through the payroll process.
- **In Progress:** The time sheet has been opened for the pay period.
- **Not Started:** The time sheet has not been opened for the pay period
- **Completed:** The time sheet has been received and processed by the Payroll office.
- **Returned For Correction:** The time sheet has been returned to the employee for correction. The necessary corrections must be made and the time sheet must be resubmitted before the pay period deadline.

To view the detail of hours worked by day and the earnings type for each employee, click on an **employee's name** listed on the *Department Summary* page. This will take you to the *Employee Detail* page.

Employee Details Page

On the **Employee Details** page, time will be listed by each earnings code (Regular Pay, Vacation Pay, Unpaid, etc.) for each day.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: A20192019 Amy Mitchell
Title: Administrative Assistant
Department and Description: 5202, Campus Co
Transaction Status: Pending ← 6

2
3
4
5

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Jan 27, 2008	Monday Jan 28, 2008	Tuesday Jan 29, 2008	Wednesday, Jan 30, 2008	Thursday Jan 31, 2008	Friday Feb 01, 2008	Saturday Feb 02, 2008	Sunday Feb 03, 2008	Monday Feb 04, 2008	Tuesday Feb 05, 2008	Wednes Feb 06, 2008
Vacation	1		77.5			7.75	7.75	7.75	7.75	7.75			7.75	7.75	
Pay															
Total Hours:			77.5			7.75	7.75	7.75	7.75	7.75			7.75	7.75	
Total Units:				0											

Routing Queue

Name	Action and Date
Amy Mitchell	Originated Nov 29, 2007 10:15 am
Amy Mitchell	Submitted Nov 29, 2007 10:17 am
Calvin Klein	Pending

1. **Approve:** Approves the time.
2. **Return for Correction:** Return to employee to be make corrections.
 - a. If you return a time sheet for corrections make sure you enter a comment notifying the employee of the correction they need to make.
 - b. Notify the employee (via email or in person) that their time sheet has not been signed and they need to make corrections and submit for approval.
3. **Change Record:** If necessary, you as the approver can change the time that has been entered by the employee, before approving it. You must notify the employee if you do this.
4. **Add Comment:** The approver can add a comment to the record that can be viewed by the employee.
5. **Delete:** Pressing this button will irretrievable delete the time sheet. If you accidentally press this button, a box will pop up asking you to confirm you want to delete the transaction.
6. Before exiting, verify that the status of the employee you approved has been changed from **Pending** to **Approved**.

Entering Time

If you need to complete an employee's time sheet for them it must have been submitted for approval by the employee or your area superuser. On the employee Details page select **Change Record**. To enter hours for a specific day and earning code, select the appropriate **Enter Hours** hyperlink for those hours.

Exception Time Sheet for Exempt Employees

Click link to enter hours on appropriate day

Earning Codes	Shift	Default Hours or Units	Total Hours	Total Units	Sunday	Monday	Tuesday	Wednesday
					Jan 27, 2008	Jan 28, 2008	Jan 29, 2008	Jan 30, 2008
Vacation Pay	1		0	38.75	Enter Hours	7.75	7.75	7.75
Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Day	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				38.75		0	7.75	7.75
Total Units:					0	0	0	0

← Click here to go to next week

Hourly Time Sheet for non-Exempt Employees

Earning Codes	Shift	Default Hours or Units	Total Hours	Total Units	Sunday	Monday	Tuesday	Wednesday
					Jan 27, 2008	Jan 28, 2008	Jan 29, 2008	Jan 30, 2008
Regular Pay	1		0	23.25	Enter Hours	7.75	7.75	7.75
Overtime 1.0	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 2.0	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1		0	15.4	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Day	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				38.65		0	7.75	7.75
Total Units:					0	0	0	0

On hourly staff time sheets enter total hours taken or worked that day the **Hours** field. Use decimals as needed to record parts of hours.

Click **Save** when done.

Time Sheet

Name: Amy Mitchell

Title and Number: Administrative Assistant

Department and Number: Campus Conference Ctr Operations -- 5202

Time Sheet Period: Jan 27, 2008 to Feb 09, 2008

Submit By Date: Dec 04, 2007 by 09:00 P.M.

Earning: Regular Pay

Date: Jan 28, 2008

Shift:

Hours:

Student Worker Time Sheet

Earning Codes

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 27, 2008	Monday Jan 28, 2008	Tuesday Jan 29, 2008	Wednesday Jan 30, 2008
Student Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

On student time sheets enter **Time In** and **Time Out**. Enter time in hour and minutes format.

Click **Save** when done.

Date: Monday , Jan 28, 2008

Earnings Code: Student Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00	10:30	2.5
1			0
1			0
1			0
1			0
			2.5

Account Distribution

Earnings Code	Shift	Hours
Student Regular Pay	1	2.5

Copying Time

The copy feature of Web Time Entry is useful when you wish to enter the same number of hours for multiple days.

Once you have entered hours in the **Hours** or **Time In/Time Out** field, click on the **Copy** button. The system opens a page displaying a checkbox for each day of the pay period.

Earnings Code:	Regular Pay, Shift 1					
Date and Hours to Copy:	Jan 28, 2008, 7.75 Hours					
Copy from date displayed to end of the pay period:	<input checked="" type="checkbox"/> ← Check this box to copy time from the selected date to the end of the pay period.					
Include Saturdays:	<input type="checkbox"/>					
Include Sundays:	<input type="checkbox"/>					
Copy by date:						
Sunday Jan 27, 2008	Monday Jan 28, 2008	Tuesday Jan 29, 2008	Wednesday Jan 30, 2008	Thursday Jan 31, 2008	Friday Feb 01, 2008	Saturday Feb 02, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Feb 03, 2008	Monday Feb 04, 2008	Tuesday Feb 05, 2008	Wednesday Feb 06, 2008	Thursday Feb 07, 2008	Friday Feb 08, 2008	Saturday Feb 09, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Time Sheet"/>	<input type="button" value="Previous Menu"/>	<input type="button" value="Copy"/>	Check individual boxes for days of the pay period			

Select the **Time Sheet** button to return to the **Time and Leave Reporting** page

When you have completed changes to the employee's time sheet, select **Approve**.

Approving Leave Requests

When an employee submits a request for leave, you will see a link in the **Time Approval** channel on the **myIIT Work Tab**. Click on the **leave request link**.

[Welcome](#)
[Academics](#)
[Student Life](#)
[My Finances](#)
[Work](#)
[Library](#)
[My Stuff](#)
[Research](#)
[Portal Help](#)
[Student Self Service](#)
[Faculty & Employee Inf](#)

HR - Announcements

For announcements about training & development opportunities, please add the Training & Development channel to myIIT!

4/23/2007 Knowing Your Benefits - What is a Flexible Spending Account?

Based on our recent benefits satisfaction survey, many of you asked for more information about Flexible Spending Accounts (FSA). An FSA allows you to deduct pre-tax dollars from your paycheck and place these funds in a special account. This money is reserved for eligible health care (often out-of-pocket co-pays and coinsurance not covered by insurance) and/or dependent care expenses incurred by you, your spouse, and your dependents. These FSA accounts are exempt from federal, Social Security (FICA), and state income taxes. Depending on your employer, you may also be able to...

Time Approval

1, 2060 , Office of Technology Services
▲ Bi-Weekly - 15, Period Ending : Jul 14, 2007, Time Sheet
▲ Bi-Weekly - 15, Period Ending : Jul 14, 2007, Time Sheet
▲ Bi-Weekly - 15, Period Ending : Jul 14, 2007, Time Sheet

1, 2060 , Office of Technology Services
▲ Bi-Weekly - 1, Period Ending : Dec 29, 2007, Leave Request

[Update Approval Proxies](#) [Act as Superuser](#)

1. Click on the **employee's name** to access additional details on the leave request.
2. **Approve, Return for Correction or Change Record.**

ID	Name and Position	Transaction Status	Required Action	Total Days	Total Hours	Total Units
A20196602	Jane Doe 999984 - 00	Not Started				
A20008431	Keren L. Fiorenza WETIMT - 00	Not Started				
A20196604	Robert Jones 999985 - 00	Not Started				
A20196605	Amy Mitchell 999998 - 00	Pending	Approve	.00	7.75	.00

1
Employee ID and Name: A20196605 Amy Mitchell
Department and Description: 999998-00 Benefits Specialist

2
Title: 999998-00 Benefits Specialist
Transaction Status:

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

Leave Request

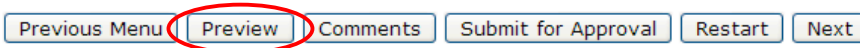
Earnings Shift	Special Rate	Total Hours	Total Units	Sunday Dec 16, 2007	Monday Dec 17, 2007	Tuesday Dec 18, 2007	Wednesday Dec 19, 2007	Thursday Dec 20, 2007	Friday Dec 21, 2007	Saturday Dec 22, 2007
Vacation 1		7.75			7.75					
Pay										
Total Hours:		7.75			7.75					
Total Units:			0							

Routing Queue

Name	Action and Date
Amy Mitchell	Originated Dec 12, 2007 03:48 pm
Amy Mitchell	Submitted Dec 12, 2007 03:48 pm
Keren L. Fiorenza	Pending

Previewing and Printing Time Sheets

Time sheets will remain viewable online for one year. You may preview your time sheet by clicking on the Preview button. The preview feature displays the pay period horizontally across the Web page. Web Time Entry is designed as a "paperless" system. If you must print a copy of your electronic time sheet, the Preview screen is the recommend screen for printing. Ensure your print setting is set for landscape printing. You will need to adjust your printer settings for your time sheet to print on one page.



Logging Off the System

It is important that you log off of your portal session, especially if using a public machine. Clicking the **Logout** link at the top right hand corner will log you out of both the Web Time Entry system and the myIIT portal.

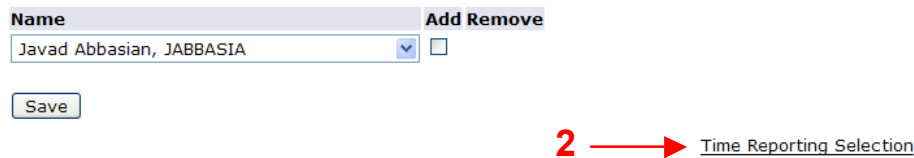
Approving Time Sheets as a Proxy

If you will be approving time sheets as a proxy (back up) for another approver you must sign in as a proxy for that person.

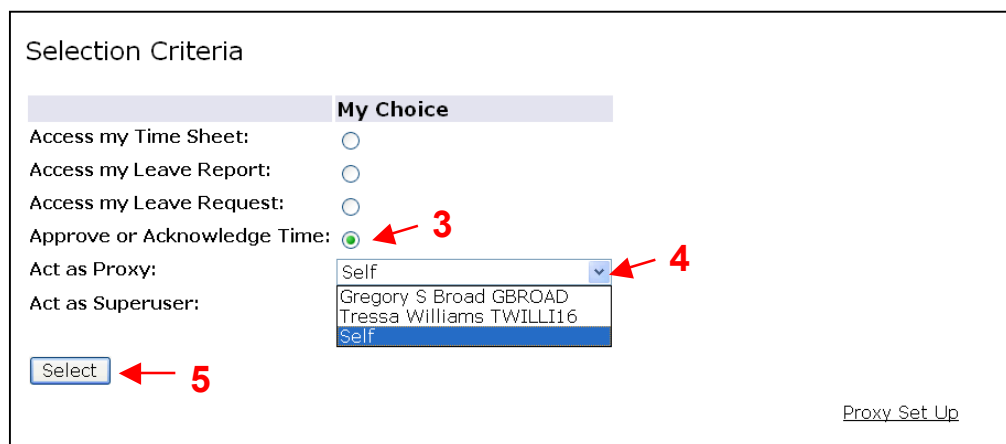


1. In the Time Approval channel, select the **Update Approval Proxies** link
2. Click the **Time Reporting Selection** link at the bottom of the screen

Proxy Set Up



3. Select **Approve or Acknowledge Time**
4. Next to **Act as Proxy** click on the pull-down list to select who you will be acting as a proxy for.
5. After you have selected the person's name, click **Select**



Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine t

Time Sheet

Department and Description	My Choice	My Choice Pay Period
1, 2061, Systems and Technology Services	<input checked="" type="radio"/>	BW, Dec 30, 2007 to Jan 12, 2008
1, 2069, B at IIT	<input type="radio"/>	BW, Dec 30, 2007 to Jan 12, 2008

Sort Order

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

6. If you are a proxy for more than one person or department, under **My Choice** you will need to select which department you wish to view.
7. Then select the current pay period from the pull-down list.
8. Click **Select** to view the time sheets
9. Review and approve time sheets as described in the approver section of this manual (page 5).