

# **Banner Web Time Entry**



## **Employee** 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.

All staff and student employees of IIT are required to submit bi-weekly electronic time sheets. This system is also used to request and approve leave. All employees will be paid bi-weekly, but three different types of time sheets will be used:

- **Exception Time** used by exempt employees who are not eligible for over time. Exempt 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 and temporary employees 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 complete time sheets and leave requests, access the *Time Reporting* 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

| My Account<br>Content/Layout You are currently logged in.   | e-ma<br>My Stuff Research Portal Help Student Self Service F   | iil calendar groups blav |
|---|--|--------------------------|
| HR - Announcements  | Time Reporting   |                          |
| For announcements about training & development opportunities,<br>please add the Training & Development channel to myIIT!<br>4/23/2007 Knowing Your Benefits - What is a Flexible<br>Spending Account?<br>Based on our recent benefits satisfaction survey, many of<br>you asked for more information about Flexible Spending<br>accounte (FSA) An FSA allows you to deduct next ax  | Time Sheet<br>Web Time Entry Training, WETIMT- 00 - Office of<br>Services, 2060<br>BI-Weekly - 26, Due Date : Dec 15, 2007   | Technology               |
| Accounts (Convertex and place these funds in a<br>dollars from your paycheck and place these funds in a<br>special account. This money is reserved for eligible health<br>care (often out-of-pocket co-pays and coinsurance not<br>covered by insurance) and/or dependent care expenses<br>incurred by you, your spouse, and your dependents.<br>These FSA accounts are exempt from federal, Social<br>Security (FICA), and state income taxes. Depending on<br>usery by backet, you may cause up to 20% or more in | Leave Request<br>Web Time Entry Training, WETIMT- 00 - Office of<br>Services, 2060<br>Bi-Weeky - 2, Due Date : Jan 12, 2008<br>Bi-Weeky - 3, Due Date : Jan 26, 2008<br>More | Technology               |

3. In the Time Reporting channel, click on **the pay period** link located under your title to access the timesheet for the pay period listed. <u>If you have</u> multiple positions, they will be listed separately and you will need to record your hours and/or leave separately for each position.

Verify that all your active positions are listed here; if they are not, notify your supervisor and/or human resources.

The **More** links will show additional pay periods. The Leave Request **More** link will allow you to access future pay cycles.



Hours should *not* be entered before they are worked, nor is it advised to wait until the end of the pay period to record your hours. It is recommended you enter your hours on at least a weekly basis.

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.

#### **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 completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the time. The approver may return the time sheet for corrections and therefore, could be in the queue pending further action from the employee.
- **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.
- Completed: The time sheet has been received and processed by Payroll.
- **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.

## **Entering Time**

Please proceed to the section specific to your employee classification for further direction on how to use the Web Time Entry system to ensure your payroll is processed each pay period.

- Exempt employees turn to Exception Time Sheets on page 4
- Non-exempt employees turn to Hourly Time Sheets on page 7
- Student and Temporary Employees turn to page 8

#### **Exception Time Sheets**

As overtime exempt employees you will not record your hours worked, however in order for your payroll to be processed correctly, you will need to report if any leave was taken– this is referred to as **exception time reporting**.

As previously outlined, you will access the web time entry system from the **Time Reporting** channel in myIIT.

1. To begin, click an **Enter Hours** link under the <u>date</u> and the <u>type</u> of leave you need to report. <u>If no leave was taken, skip steps 1, 2 & 3 and submit</u> your time sheet for approval.

To see additional dates within the pay period, click the **Next** or **Previous** button at the bottom of the screen.

|           | Time Sheet Per<br>Submit By Dat<br>Earning:<br>Date:<br>Shift:<br>Hours:<br>Save Copy | eriod:<br>te: | count Distribution      |       |             | טע<br>ע<br>סע<br>סע<br>סע<br>סע | II 12, 2009 to Jul<br>II 27, 2009 by 11<br>acation Pay<br>II 14, 2009<br>.75<br>Click<br>ON | 25, 2009<br>:00 A.M.<br>link to ente<br>appropriate | er hours<br>e day |
|-----------|---|---------------|-------------------------|-------|-------------|---------------------------------|---|---|-------------------|
|           | Earning   | Shift         | Default                 | Total | Total       | Sunday                          | Monday  | Tuesday   | Wednesday         |
|           | Verentine Devi  |               | Hours or Units          | Hours | Units       | Jul 12, 2009                    | Jul 13, 2009  | Jul 14, 2009  | Jul 15, 2009      |
| Earning   | Vacation Pay  | 1             | 0                       |       |             | Enter Hour                      | s Enter Hours   | Enter Hours   | Enter Hours       |
| Codes -   | Borsonal Day  | 1             | 0                       | 1.75  |             | Enter Hour                      | s Cotor Hours   | Enter Hours   | Enter Hours       |
| 00000     | Jury Duty   | 1             | 0                       |       |             | Enter Hour                      | s Enter Hours   | Enter Hours   | Enter Hours       |
|           | Bereavement   | 1             | 0                       | 0     |             | Enter Hour                      | s Enter Hours   | Enter Hours   | Enter Hours       |
|           | Unpaid  | 1             | 0                       | 0     |             | Enter Hour                      | s Enter Hours   | Enter Hours   | Enter Hours       |
|           | Overtime 1.0  | 1             | 0                       | 0     |             | Enter Hour                      | s Enter Hours   | Enter Hours   | Enter Hours       |
|           | Total Hours:  |               |                         | 7.75  |             |                                 | 0 7.75  | 0   | (                 |
|           | Total Units:  |               |                         |       | C           | )                               | 0 0   | 0   | (                 |
| 2. E<br>s | Enter the I<br>save. <u>Do</u>  | num           | ber of leaventer zero h | ve ho | urs<br>. If | in the bo                       | •x that app<br>was taken  | bears and<br>leave this                             | click<br>field    |
| 3. (      | Click the S   | Save          | button.                 |       |             |                                 | Jul 12, 2   | 009 to Jul 25,                                      | 2009              |
| E         | arning:   | lei           |                         |       |             |                                 | Vacation  | Pay   | А.м.              |
| C         | Date:   |               |                         |       |             |                                 | Jul 14, 2   | 009   |                   |
| 5         | Shift:  | 3             |                         |       |             |                                 | 1   |   |                   |
| H         | lours:  |               |                         |       |             | 2 —                             | 7.75  |   |                   |
| ĺ         | Save Copy   |               | ccount Distributio      | n     |             |                                 |   |   |                   |

If you do not want to submit the exception time sheet for approval at this time, your record will remain "In Progress" allowing you to record additional leave during the pay period.

#### Submitting Your Exception Time Sheet for Approval

In order for your payroll to be processed correctly each pay period you must submit a time sheet, even if you did not take any leave. If you have entered your leave hours (or are reporting no leave was taken during the pay period) and are ready to submit your time sheet for approval, click the **Submit for Approval** button at the bottom of the screen. Once the record has been submitted, no changes or updates can be made without contacting your approver.

Your screen will indicate time sheet was successfully submitted and the status for the record will change to *Pending* when you exit the time entry page and place the data in the approval process.

Please note that if you submit your time sheet without entering any exception hours the following notice will also appear on your screen:

#### No hours entered.

This is just a warning. As an exempt employee you are not required to enter hours worked.



#### Hourly Time Sheet for Non-exempt Employees

 To enter time, click on the Enter Hours link under the <u>day</u> you worked and on the row for the <u>earnings type</u> (regular hours, overtime, leave, holiday, etc.) for which you are reporting hours.

|         | _               | Earning       | Shift | Default<br>Hours or Units | Total<br>Hours | Total<br>Units | Sunday<br>Jan 27, 2008 | Monday<br>Jan 28, 2008 | Tuesday<br>Jan 29, 2008 | Wednesday<br>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               |
| Farning |                 | 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               |
| coues \ |                 | 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               |
|         | $\overline{\ }$ | Unpaid        | 1     | 0                         | 0              |                | Enter Hours            | Enter Hours            | Enter Hours             | Enter Hours               |
|         |                 | Total Hours:  |       |                           | 38.65          |                | 0                      | 7.75                   | 7.75                    | 7.75                      |
|         |                 | Total Units:  |       |                           |                | 0              | 0                      | 0                      | 0                       | 0                         |
|         |                 | Previous Menu | J Pre | eview Comments            | Subm           | nit for A      | Approval Restar        | t Next                 |                         |                           |

2. Type the number of hours worked in the box that will appear.

Hours must be entered for *each* day (working day or holiday) within the pay cycle (repeat steps 1 and 2). Click on the **Next** or **Previous** buttons at the bottom of the screen to see additional dates within the pay cycle.

3. Click Save.

| 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: 3                       | 1                                     |
| Hours:                         | 2> 7.75                               |
| Save Copy Account Distribution |                                       |

If you have not completed entering your hours for the entire pay period, make sure you saved your time sheet and then click **Logout** on the upper right of the screen or return to Work tab of the myIIT portal by clicking on the **back to Work Tab** link. You can return to enter additional hours at a later date.

**DO NOT** click **Submit for Approval** until you have finished entering <u>all</u> your hours <u>for the entire pay period</u>. If you mistakenly click submit your time sheet prior to entering all your hours for a specific pay period, you must contact your supervisor.

| Student Regular Pay 1       0       0       Enter Hours   | Student Regular Pay 1       0       0       Enter Hours  | Earning  | S   | hift Default<br>Hours o  | r Units   | Total<br>Hours                        | Total Su<br>Units Ja                                | ınday<br>n 27, 2008   | Monday<br>Jan 28, 20                     | 008 Jar   | esday<br>1 29, 2008                         | Wedne<br>Jan 30               |
|---|--|--|---|--|---|---------------------------------------|---|---|--|---|---|-------------------------------|
| <ul> <li>Preview Menu Preview Comments Submit for Approval Restart Next</li> <li>1. To enter time, click on the Enter Hours link under the day you wo and on the row for the earnings type</li> <li>2. Student employees record their hours by entering time-in and time each day they work. Time should be entered in 15 minute increme (9:00, 9:15, 9:30, or 9:45, for example). If you work a split shift or lunch break, you will enter each work period or shift separately.</li> <li>3. When you have entered your hours, click Save and your total hours the day will be automatically calculated. You must click save for y hours to be recorded.</li> <li>4. You can then select Next Day or go back to Time Sheet. Either or will prompt you to continue entering until all hours worked for the period have been recorded.</li> </ul> Date: Monday, Jan 28, 2008 2 Earnings Code: Student Regular Pay 1 Ad New Line Save Copy Delete Account Distribution Account Distribution Student Regular Pay 1 2.5 Account Distribution  | <ul> <li>Previous Menu Preview Comments Submit for Approval Restart Next</li> <li>1. To enter time, click on the Enter Hours link under the day you would and on the row for the earnings type</li> <li>2. Student employees record their hours by entering time-in and time each day they work. Time should be entered in 15 minute increment (9:00, 9:15, 9:30, or 9:45, for example). If you work a split shift or lunch break, you will enter each work period or shift separately.</li> <li>3. When you have entered your hours, click Save and your total hours the day will be automatically calculated. You must click save for you hours to be recorded.</li> <li>4. You can then select Next Day or go back to Time Sheet. Either or will prompt you to continue entering until all hours worked for the period have been recorded.</li> </ul> Date: Monday, Jan 28, 2008 2 Earnings Code: Student Regular Pay 1 2.5 Previous Menu Previous Day (Next Day or 2.5) Add New Line Save Copy Delete Account Distribution 3. Kenember: This is an AM/PM clock so enter hours appropriately.   | Student Regula<br>Overtime 1.5<br>Total Hours:<br>Total Units:   | r Pay 1<br>1  |  | (   | 0 C<br>0 C                            | )<br>)<br>)   | Enter Hours<br>Enter Hours<br>C<br>C  | Enter  <br>Enter                         | Hour's<br>Hours<br>O<br>O                           | Enter Hours<br>Enter Hours<br>C             | s En<br>s En<br>)             |
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| f you have not completed entering your hours for the entire pay period, cl<br><b>.ogout</b> on the upper right of the screen or return to Work tab of the myIIT   | <b>.ogout</b> on the upper right of the screen or return to Work tab of the myIIT  | Date:<br>Earnings Co<br>Shift Time In<br>1 08:00<br>1 1<br>1 1<br>1 1<br>1 1<br>1 1<br>1 1<br>1 1<br>1 1<br>1 1<br>1                         | Mon<br>de: Stud<br>AM V<br>AM V<br>AM V<br>AM V<br>AM V<br>ribution<br>de S<br>ilar Pay | ve been<br>day , Jan 28<br>dent Regula<br>Time Out<br>10:30 / /<br>2<br>vious Day<br>e Copy<br>3<br>Shift Hours<br>1 2.5<br>completee<br>oper righ     | Reco  | Day<br>Bay<br>Day<br>te               | tribution   | nours for   | the en                                   | p <u>er:</u><br>n AM/<br>urs ap<br>tire pa<br>k tab | PM cloc<br>propria                          | od, cl                        |

**DO NOT** click **Submit for Approval** until you have finished entering <u>all</u> your hours <u>for the entire pay period</u>. If you mistakenly submit your time sheet prior to entering all your hours for a specific pay period, you must contact your supervisor.

## **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.



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

## **Time Sheet Buttons**

**Copy:** Use this function if you work the same number of hours on multiple days. You'll want to be careful to not select the same date to copy *to* that you are copying *from* because if you do this, your hours will be deleted.

Account Distribution: For accounting only; will not affect hours or pay.

**Position Selection:** Returns you to the Position Selection screen.

**Comments:** Comments to your supervisor/proxy may be added to your time sheet by clicking here.

**Preview:** Will display the entire pay period and will show the hours or leave entered for each day.

**Restart:** If the timesheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and allow you to make corrections.

**Previous / Next:** Each pay period is a one month period but not all the days can fit on the width of one screen. Click on **Previous** or **Next** to toggle back and forth between each week.

## **Requesting Leave**

On the myIIT Work Tab, 'Time Reporting' Channel Leave Request section, **click on the link for the pay period** when you wish to request leave.

Click the more link if you want to access additional future pay periods.



If you are overtime eligible and have multiple roles you will request the leave for whatever position will be affected based on your hours for each role. So, for example, if you have one position that you work at four hours in the morning and a second job for four hours in the afternoon, you will request leave for whichever one(s) is impacted. If you are going to be gone a full day, impacting both jobs, you would record your leave time using the separate leave link for each and record the number of hours each job is affected.

**If you are an overtime exempt employee** you will only request leave in 7.75 hour increments per day.

| Save Copy  | ]     |                           |                |                |                        | 1                      |                         |                           |  |  |
|--|-------|---------------------------|----------------|----------------|------------------------|------------------------|-------------------------|---------------------------|--|--|
| Earning  | Shift | Default<br>Hours or Units | Total<br>Hours | Total<br>Units | Sunday<br>Jan 13, 2008 | Monday<br>Jan 14, 2008 | Tuesday<br>Jan 15, 2008 | Wednesday<br>Jan 16, 2008 |  |  |
| Vacation Pay   | 1     | 0                         | 7.75           |                | Enter Hours            | 7.75                   | Enter Hours             | Enter Hours               |  |  |
| Sick Pay   | 1     | 0                         | 0              |                | Enter Hours            | Enter Hours            | Enter Hours             | Enter Hours               |  |  |
| Personal Days  | 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               |  |  |
| Total Hours:   |       |                           | 7.75           |                | 0                      | 7.75                   | 5 0                     | C                         |  |  |
| Total Units:   |       |                           |                | 0              | 0                      | C                      | ) 0                     | C                         |  |  |
| Position Selection Comments Preview Submit for Approval Restart Next |       |                           |                |                |                        |                        |                         |                           |  |  |
|  |       |                           |                |                | 2                      |                        |                         |                           |  |  |

- 1. Select the **Enter Hours link** under a <u>date</u> and <u>type</u> of leave (use the **Next** or **Previous** to navigate through the dates within the pay period) and enter your hours of requested leave
- 2. Submit your request for approval by clicking on the link provided.

## **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.

Previous Menu Preview Comments Submit for Approval Restart Next

## 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.