ILLINOIS INSTITUTE
OF TECHNOLOGY

Banner Web Time Entry

Employee
Web Timekeeping Manual

TABLE OF CONTENTS

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

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. If you have 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.

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. If *no* <u>leave was taken, skip steps 1, 2 & 3 and submit your time sheet for approval.</u>

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

Time Sheet Period:				Jul 12, 2009 to Jul 25, 2009			
Submit By Date:				Jul 27, 2009 by 11:00 A.M.			
Earning:				Vacation Pay			
Date:				Jul 14, 2009			
Shift:				1			
Hours:				7.75			

Save Copy Account Distribution

Click link to enter hours on appropriate day

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 12, 2009	Monday Jul 13, 2009	Tuesday Jul 14, 2009	Wednesday Jul 15, 2009
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	7.75		Enter Hours	7.75	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
Overtime 1.0	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			7.75			0	7.75	0
Total Units:				0		0	0	0

Earning Codes

Position Selection Comments Preview Submit for Approval Restart Next

2. Enter the **number of leave hours in the box** that appears and click save. <u>Do not enter zero hours. If no leave was taken leave this field blank.</u>

3. Click the **Save** button.

Time Sheet Period:	Jul 12, 2009 to Jul 25, 2009
Submit By Date:	Jul 27, 2009 by 11:00 A.M.
Earning:	Vacation Pay
Date:	Jul 14, 2009
Shift:	1
Hours:	7.75

3

Save Copy Account Distribution

2 →

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.

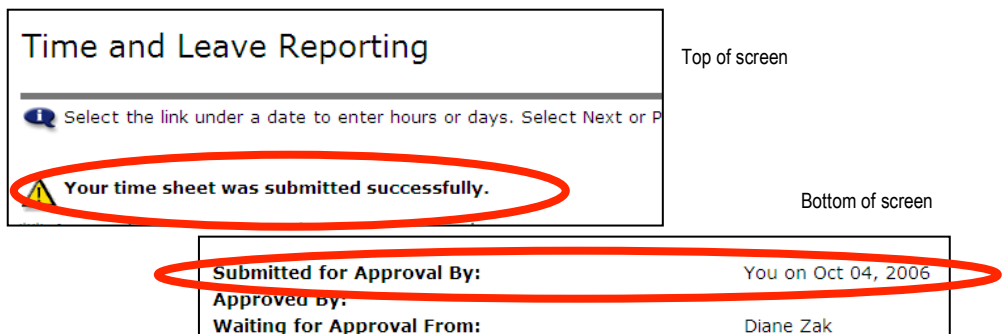**Submitting Your Exception Time Sheet for Approval**

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.

Time and Leave Reporting — Top of screen

ℚ Select the link under a date to enter hours or days. Select Next or P

⚠ Your time sheet was submitted successfully. — Bottom of screen

Submitted for Approval By:	You on Oct 04, 2006
Approved By:	
Waiting for Approval From:	Diane Zak

⚠ **ATTENTION: It is your responsibility to submit your exception time sheet by the submission deadline (10:00am the first Monday after a pay period ends)**

Hourly Time Sheet for Non-exempt Employees

1. 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 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
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	7.75
Total Units:				0	0	0	0	0

[Previous Menu] [Preview] [Comments] [Submit for Approval] [Restart] [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:	1
Hours:	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 and Temporary Employee Time Sheet

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

Earning Codes

1

[Previous Menu] [Preview] [Comments] [Submit for Approval] [Restart] [Next]

1. 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>

2. Student employees record their hours by entering time-in and time-out for each day they work. Time should be entered in 15 minute increments (9:00, 9:15, 9:30, or 9:45, for example). If you work a split shift or take a lunch break, you will enter each work period or shift separately.

3. When you have entered your hours, click **Save** and your total hours for the day will be automatically calculated. <u>You must click save for your hours to be recorded.</u>

4. You can then select Next Day or go back to Time Sheet. Either option will prompt you to continue entering until all hours worked for the pay period have been recorded.

Date: Monday , Jan 28, 2008   **2**
Earnings Code: Student Regular Pay

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

[Previous Menu] [Previous Day] [Next Day]
[Add New Line] [Save] [Copy] [Delete]

3

Account Distribution

Earnings Code	Shift	Hours	
Student Regular Pay	1	2.5	[Account Distribution]

Remember:
This is an AM/PM clock so enter hours appropriately.

If you have not completed entering your hours for the entire pay period, 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 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.

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:	☐ ← **Check this box to copy time from the selected date to the end of the pay period.**
Include Saturdays:	☐
Include Sundays:	☐

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
☐	☐	☐	☐	☐	☐	☐

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
☐	☐	☐	☐	☐	☐	☐

[Time Sheet] [Previous Menu] [Copy] **Check individual boxes for select days 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.

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
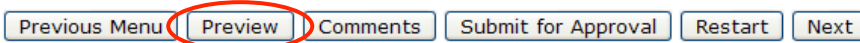
Logging Off the System

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.