

Banner Web Time Entry



Super User
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 5 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.

2009 PAY CALENDAR

Biweekly Schedule

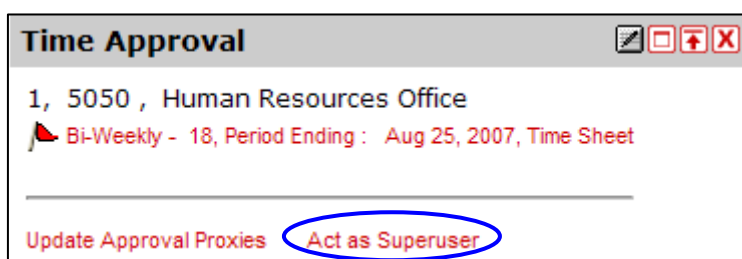
Pay Number	FIRST Day of Pay Period	LAST Day of Pay Period	PAY DATE
1	12/14/2008	12/27/2008	01/02/2009
2	12/28/2008	01/10/2009	01/16/2009
3	01/11/2009	01/24/2009	01/30/2009
4	01/25/2009	02/07/2009	02/13/2009
5	02/08/2009	02/21/2009	02/27/2009
6	02/22/2009	03/07/2009	03/13/2009
7	03/08/2009	03/21/2009	03/27/2009
8	03/22/2009	04/04/2009	04/10/2009
9	04/05/2009	04/18/2009	04/24/2009
10	04/19/2009	05/02/2009	05/08/2009
11	05/03/2009	05/16/2009	05/22/2009
12	05/17/2009	05/30/2009	06/05/2009
13	05/31/2009	06/13/2009	06/19/2009
14	06/14/2009	06/27/2009	07/02/2009
15	06/28/2009	07/11/2009	07/17/2009
16	07/12/2009	07/25/2009	07/31/2009
17	07/26/2009	08/08/2009	08/14/2009
18	08/09/2009	08/22/2009	08/28/2009
19	08/23/2009	09/05/2009	09/11/2009
20	09/06/2009	09/19/2009	09/25/2009
21	09/20/2009	10/03/2009	10/09/2009
22	10/04/2009	10/17/2009	10/23/2009
23	10/18/2009	10/31/2009	11/06/2009
24	11/01/2009	11/14/2009	11/20/2009
25	11/15/2009	11/28/2009	12/04/2009
26	11/29/2009	12/12/2009	12/18/2009
27	12/13/2009	12/26/2009	12/31/2009

2009 BW PAY CALENDAR 04/13/09

Signing Onto MyIIT and Web Time Entry

To open, submit and approve time sheets, you will access the **Time Approval** Channel from the Work Tab on the myIIT portal. Due to the sensitive nature of payroll information, do not share your portal password with anyone. It is also important to log off the system when you have finished.

1. Using a web browser, access the **myIIT portal** at: <http://my.iit.edu>
2. Enter your **portal user name and password**
3. Click on the **Work tab**
4. In the **Time Approval** channel select **Act as Superuser**



Approver Selection

Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Department.

Type of Records: Time Sheets

Year: 2008

Pay ID: BW, Bi-Weekly

Pay Number: 4

COA: 1, Illinois Institute of Technology

Department: ALL ← 1

Sort Order


Sort employees' records by Status then by Name:

Sort employees' records by Name:

← 2

1. Click on the drop down to select a specific department in your organization or **ALL** to view all time sheets in your organization.
2. Click on the **Select** button to go to the Department Summary page, which shows the status of time sheets in the selected department.

Department Summary

 Select the employee's name to access additional details.

COA: 1, Illinois Institute of Technology
Department: Your Department
Pay ID: BW, Bi-Weekly
Pay Period: Jan 27, 2008 to Feb 09, 2008
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Dec 04, 2007, 09:00 P.M.

Pending

ID	Name, Position and Department	Required Action	Total Hours	Total Units
A20002000	Jane Doe 101702 - 00 2061, Systems and Technology Services	Override	77.50	.00

Approved

ID	Name, Position and Department	Required Action	Total Hours	Total Units
A20132000	John Smith S99953 - 00 2061, Systems and Technology Services		1.00	.00

In Progress

ID	Name, Position and Department	Total Hour
A20000006	Robert Jones 101007 - 00 6503, General Accounting	

Not Started

ID	Name, Position and Department
A20192019	Amy Mitchell 136008 - 00 5202, Campus Conference Ctr Operations

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.

Starting and Approving Time Sheets

If an employee is unavailable to start their time sheet their supervisor/approver or proxy must submit a written (email) request to their area superuser to start the employee's time sheet.

Start a time sheet from the **Department Summary** page by selecting the **Extract** link on the employee's time record

Not Started		
ID	Name, Position and Department	Other Information
A20192019	Amy Mitchell 136008 - 00 5202, Campus Conference Ctr Operations	Extract

Entering Time

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

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	
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	7.75
Total Units:				0		0	0	0	0

← Click here to go to next week

Hourly Time Sheet for non-Exempt Employees

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

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
Total Units:				0		0	0	0

On staff time sheets enter the hours provided by the individual's supervisor in 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: 1
Hours: 7.75

On student time sheets enter **Time In** and **Time Out** provided by the student's supervisor. 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 AM	10:30 AM	2.5
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 27, 2008	Jan 28, 2008	Jan 29, 2008	Jan 30, 2008	Jan 31, 2008	Feb 01, 2008	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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 03, 2008	Feb 04, 2008	Feb 05, 2008	Feb 06, 2008	Feb 07, 2008	Feb 08, 2008	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 select days of the pay period

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

To send the time sheet to the supervisor for approval and submission to Payroll select **Submit for Approval**

<input type="button" value="Previous Menu"/>	<input type="button" value="Preview"/>	<input type="button" value="Comments"/>	<input checked="" type="button" value="Submit for Approval"/>	<input type="button" value="Restart"/>	<input type="button" value="Next"/>
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The time sheet status is now **Pending** and is in the supervisor's approval queue.

Reviewing Time

If the supervisor/approver is not available to approve the time sheet, as the area superuser you can approve an employee's time sheet for them. Payroll strongly recommends that you review hours from the **Employee Detail** page, which shows the hours entered by day and earnings code.

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

After reviewing the time submitted, you may:

1. **Approve:** Approves the time.
2. **Return for Correction:** Return to employee if you want corrections to be made.
 - 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, but not by Payroll.

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

1
 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	Wednesday 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

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**.

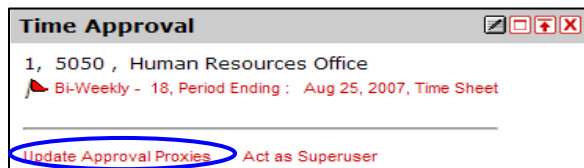
Time Sheet Policies and Tools

Policies and procedures have been defined to ensure optimal use of the Web Time Entry Tool.

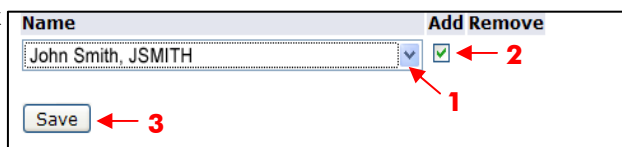
Setting Up an Approval Proxy

Superusers do not set up a proxy. If the superuser in an area is unavailable, the Payroll Department will serve as superuser for that department. However, supervisors/approvers are responsible for setting up a proxy who can approve time sheets in his/her absence. A proxy can not be a non-supervisory employee and should be able to verify that the employee has worked the hours submitted. It is important that an approver's proxy know they have been authorized to serve as a proxy in the event the approver is absent the day time sheets must be approved.

Approvers set up a proxy from the **Time Approval** channel in myIIT by clicking on the **Update Approval Proxies** link.

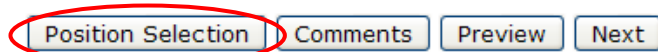


1. On the **Proxy Set Up** screen, use the drop down menu to choose the name of your proxy. If you do not see the person listed, contact Payroll.
2. Click the **Add** check box
3. Click **Save**



Position Selection

If an employee has multiple positions and time sheets to submit for the pay period, click the **Position Selection** button on their **Time and Leave Reporting** page. Click this button to return to the Time Sheet Selection screen to edit time sheets for other positions.



Time Sheet Messages

- **Override/Overridden:** The override/overridden status indicates that the time sheet is being reviewed and approved by a superuser. By assuming this role in the system, the approver is "overriding" the regular approval status. When an action is performed while assuming the superuser role, the status will change to "overridden."
- **Error:** The time sheet may have been submitted with no hours entered or hours listed under earnings codes that do not accrue leave (i.e. military leave, voting leave, etc.). Records can also appear in error status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error status should be carefully reviewed to ensure that time has been entered correctly, if at all.

Approving Leave Requests

Supervisors or their proxy are responsible for reviewing and approving employee leave requests. When an employee submits a request for leave, their supervisor will see a link in the **Time Approval** channel on the myIIT **Work** tab. When a supervisor has approved an employee's leave request the time sheet will be automatically populated with the approved leave time.

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.