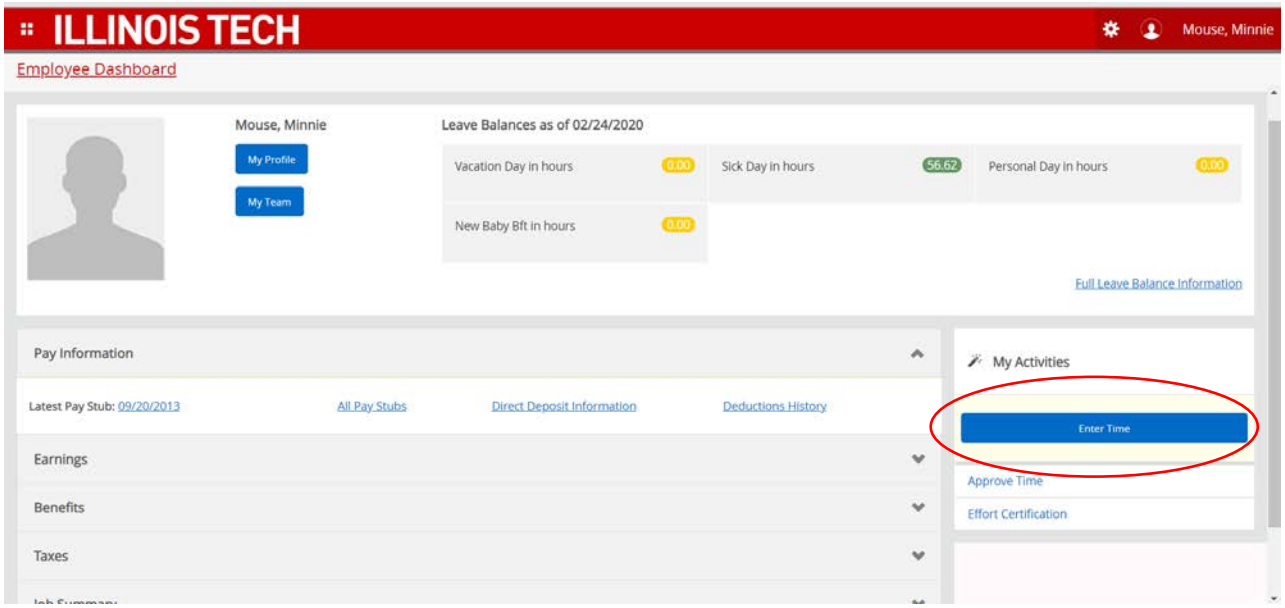
Employee Time Entry and Time Approval

Sections:

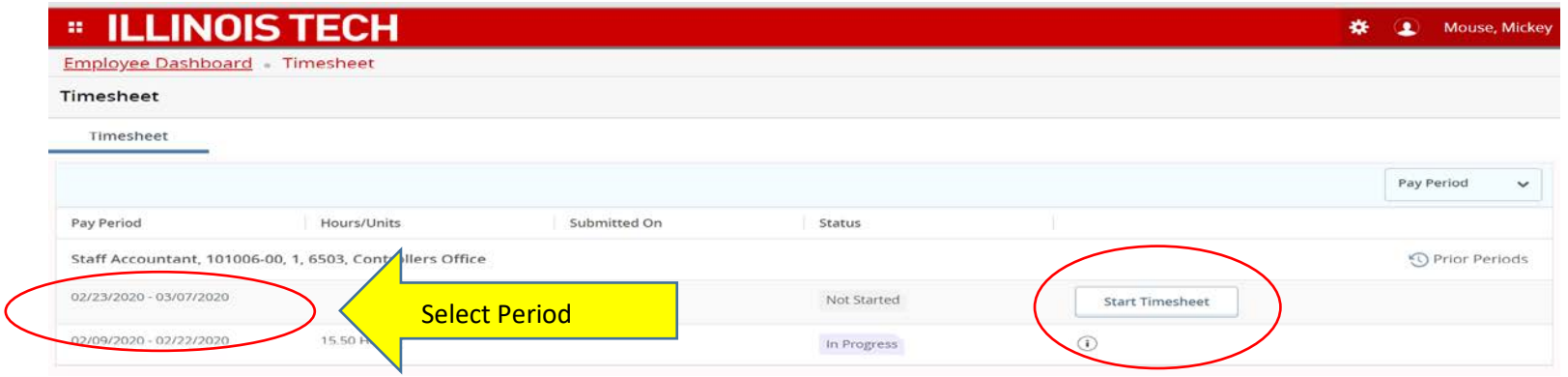
- Employee Time Entry – Page 1
- Time Approval – Page 8
- Proxy or Super User – Page 11

Employee Time Entry

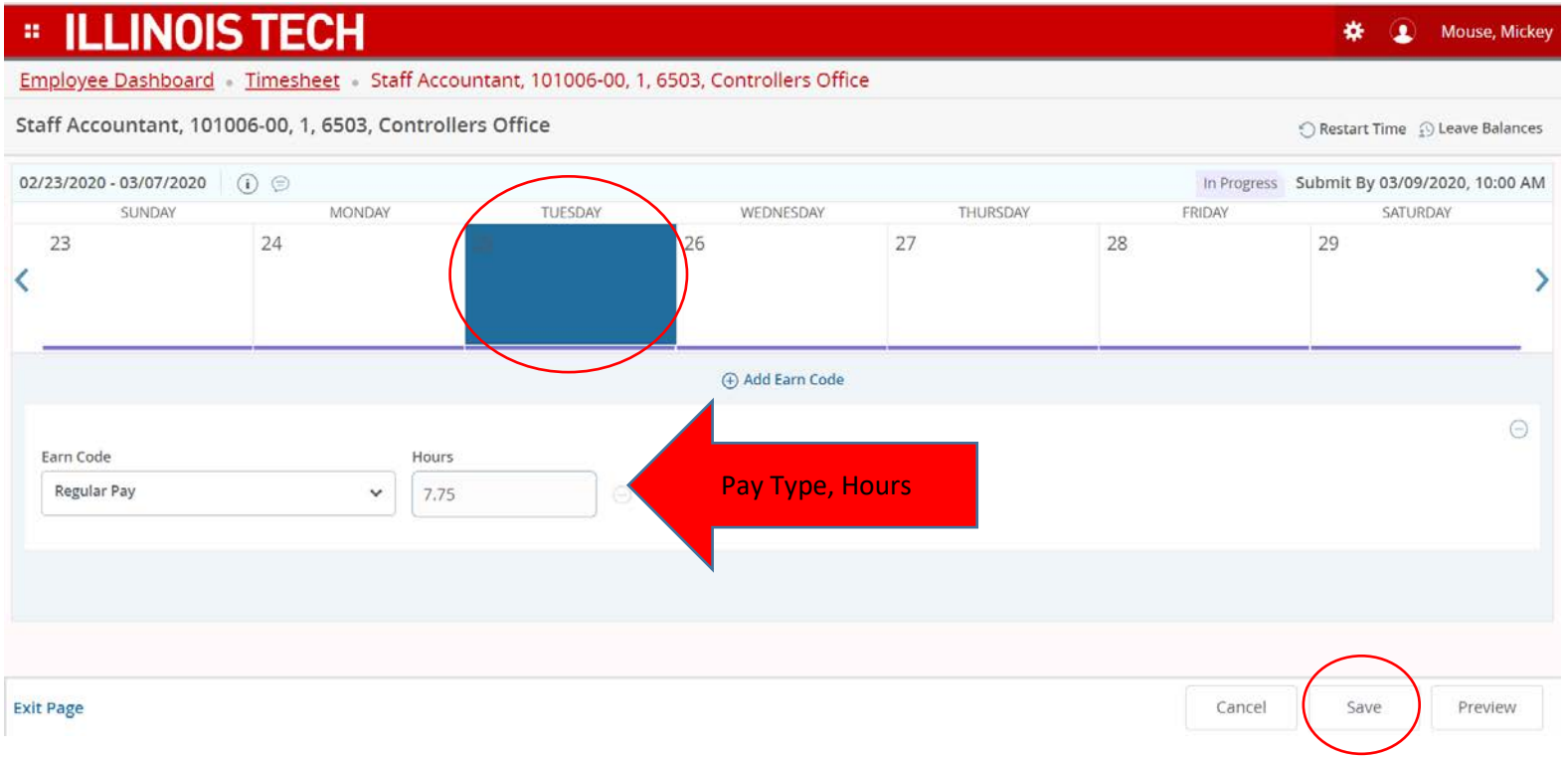
1. On the Employee Dashboard select Enter Time under the My Activities tab



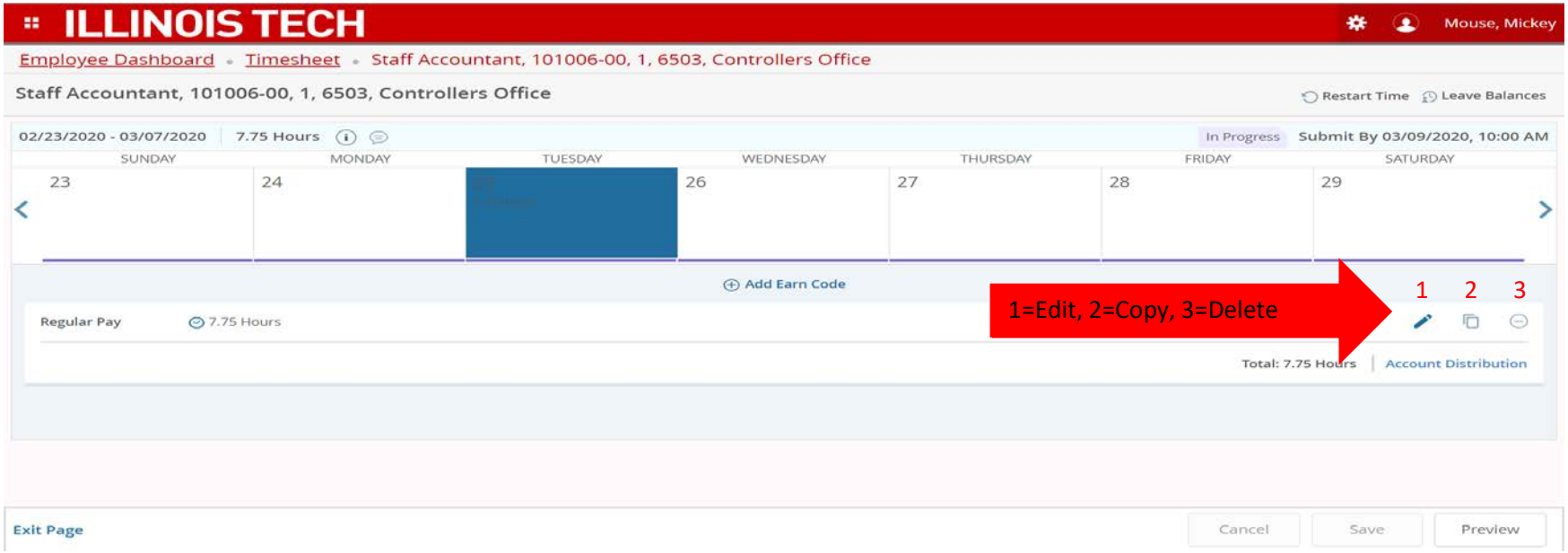
2. Select pay period.



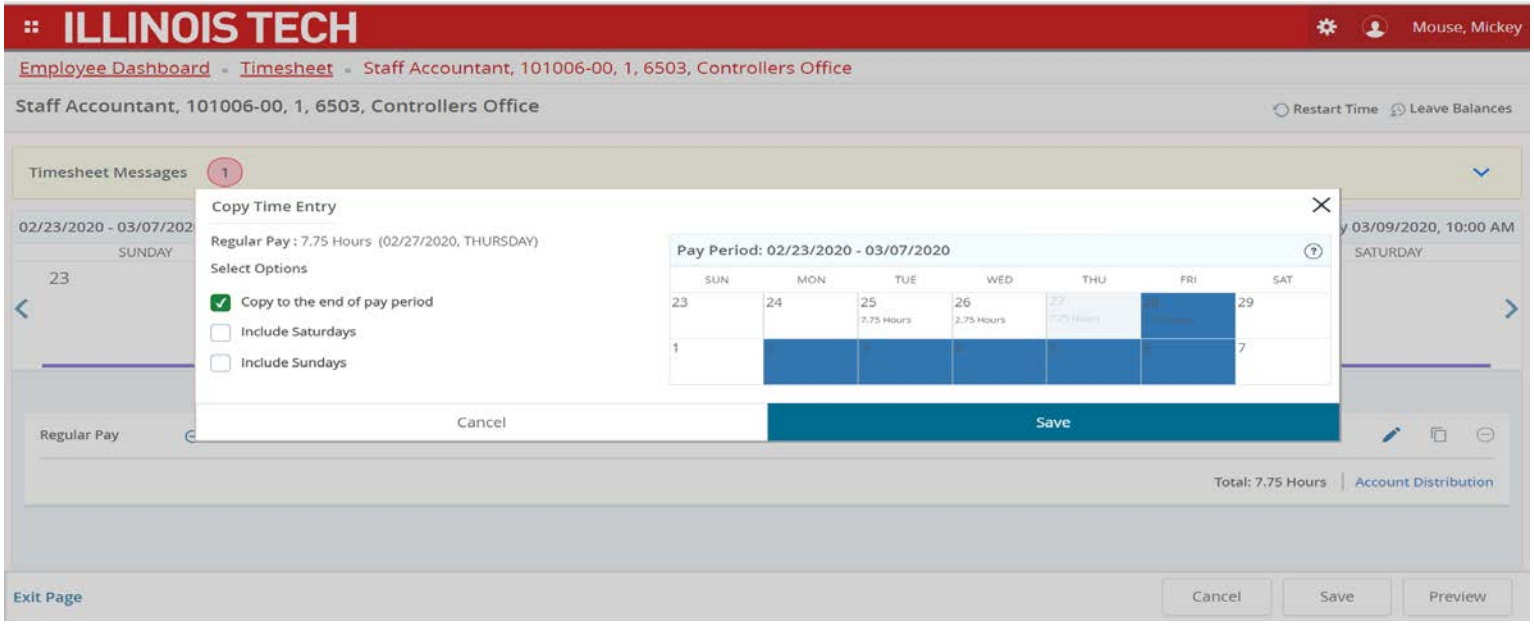
3. Select day of the week.
4. Select the earn code (regular pay, sick pay, vacation pay, etc.).
5. Enter hours.
6. Press **Save**, located at the bottom of the page.



7. To enter time in the remaining days of the week, you can either enter each day the same way or you can use the copy icon in the middle of the page on the right side. If you choose to copy, a calendar of the pay period you are in will appear you can choose the days you wish to copy.



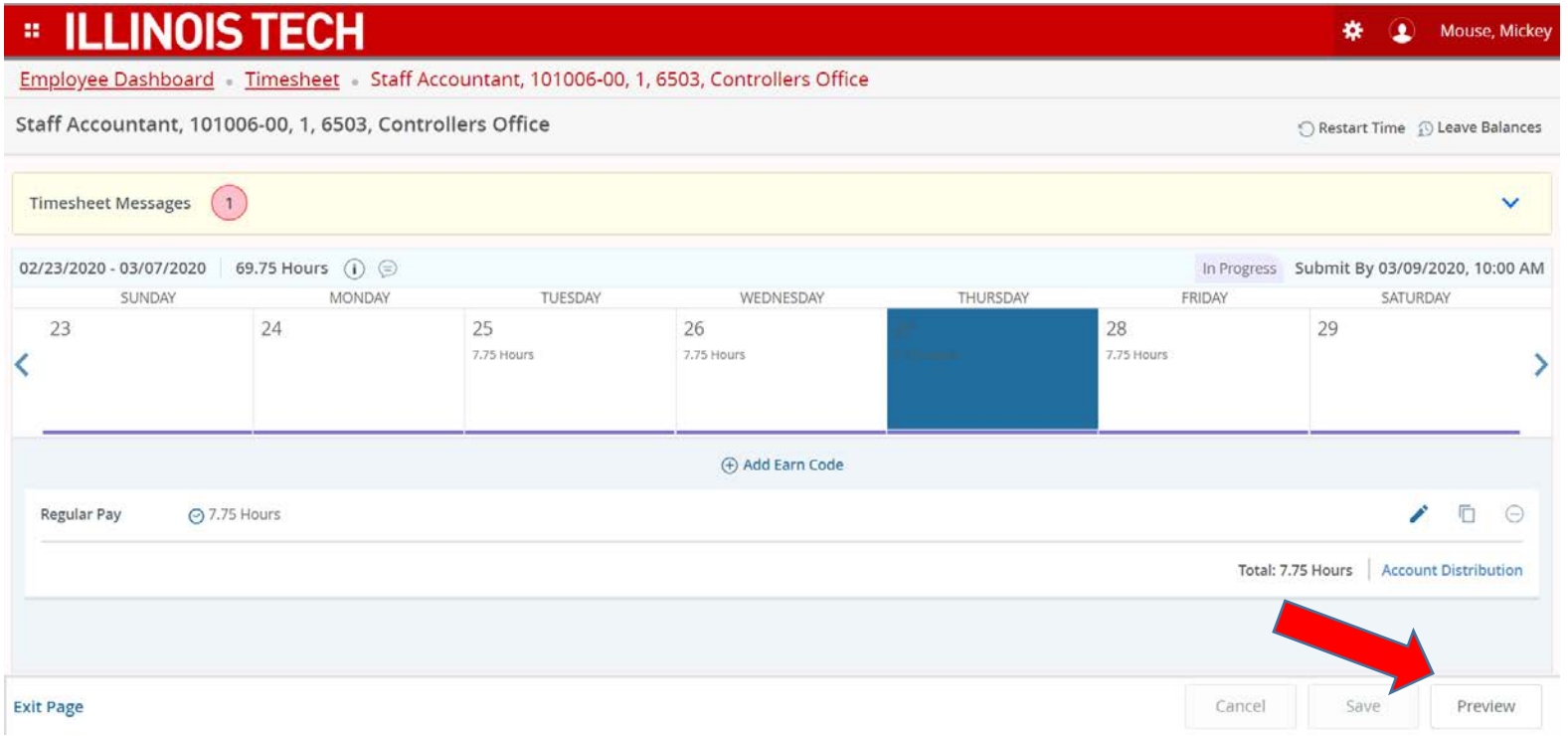
Copying the same time across several days:



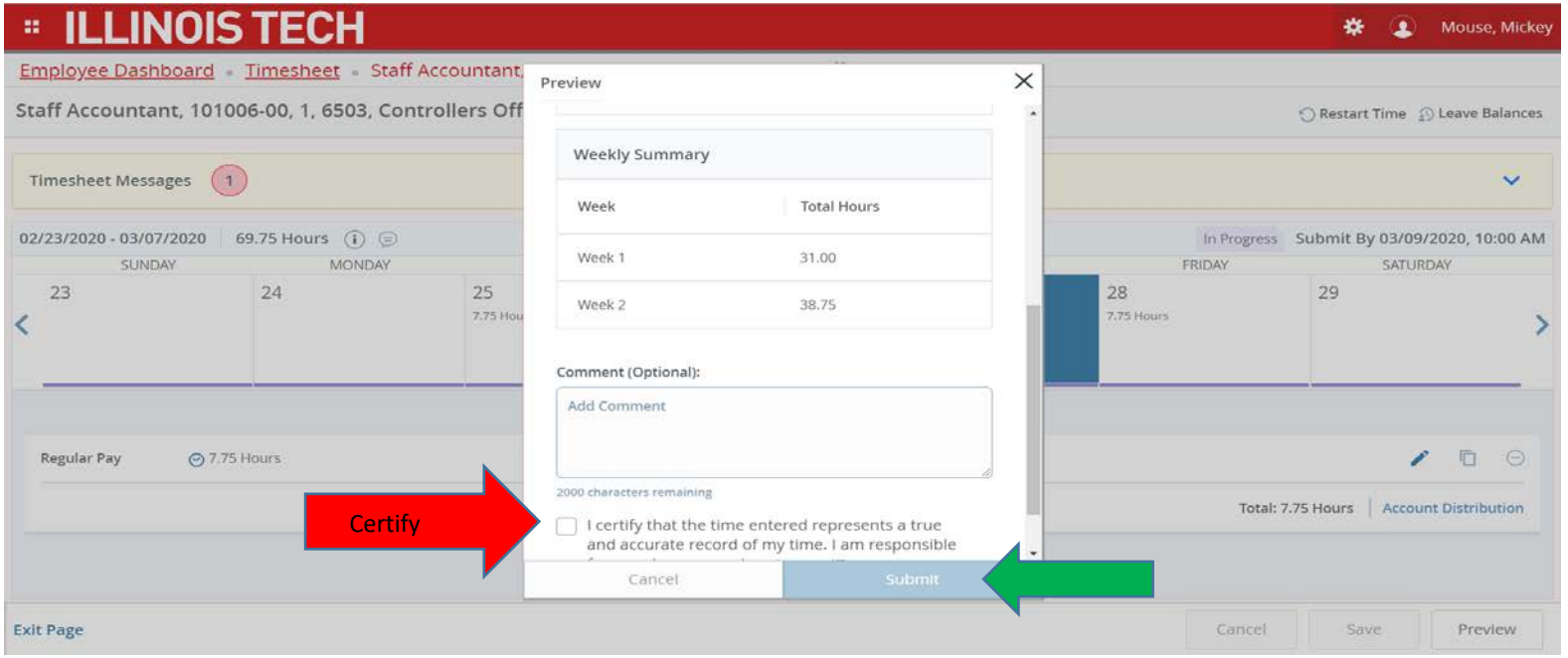
a. If you select the wrong earnings code you will need to delete the code first and then select the correct code. The “delete” icon is also located in the middle of the page on the right side.

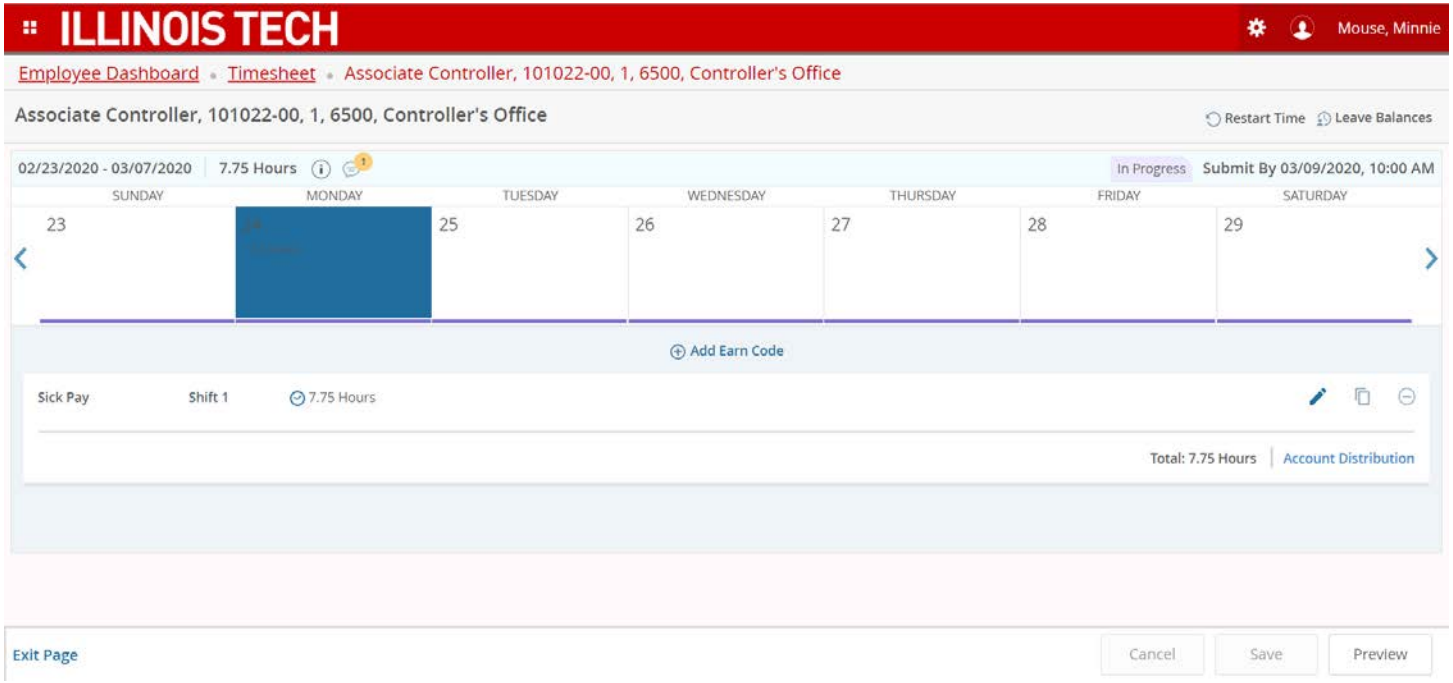
8. Click “Save” after completing all entries.

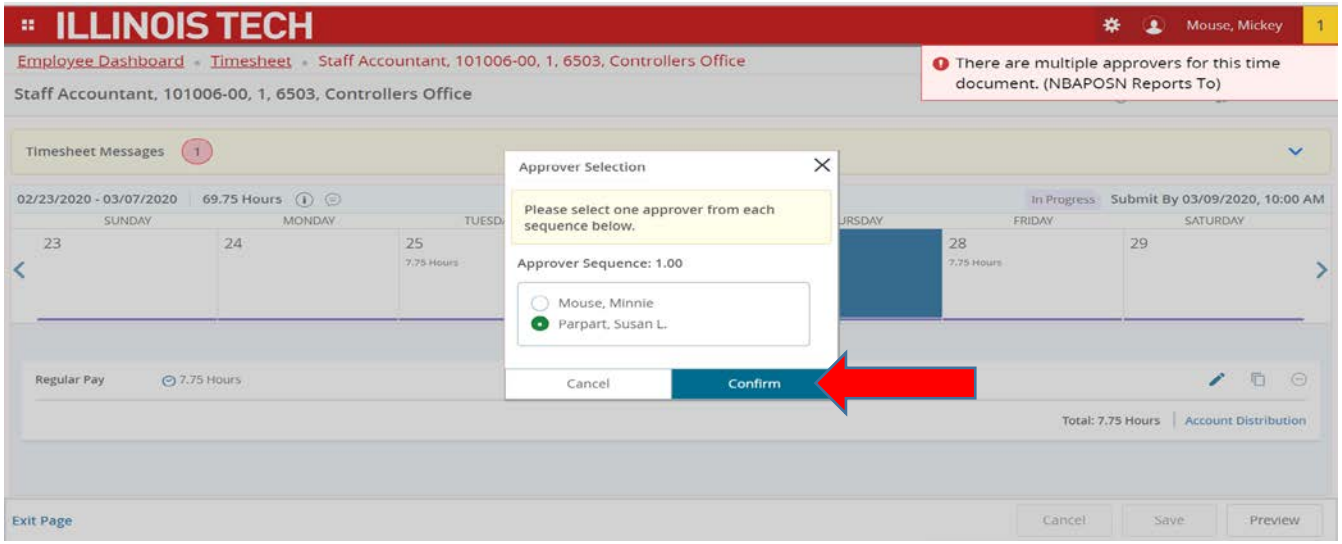
9. Once the timesheet is complete, select “Preview” at the bottom of the page to see what you have entered before you the timesheet is submitted. You will be prompted to certify that the time entered is accurate.



10. Check the certify box (see image below) and then the submit button. If there is more than one approver, an approver selection box will appear where you can select the appropriate approver and then check the confirm box.

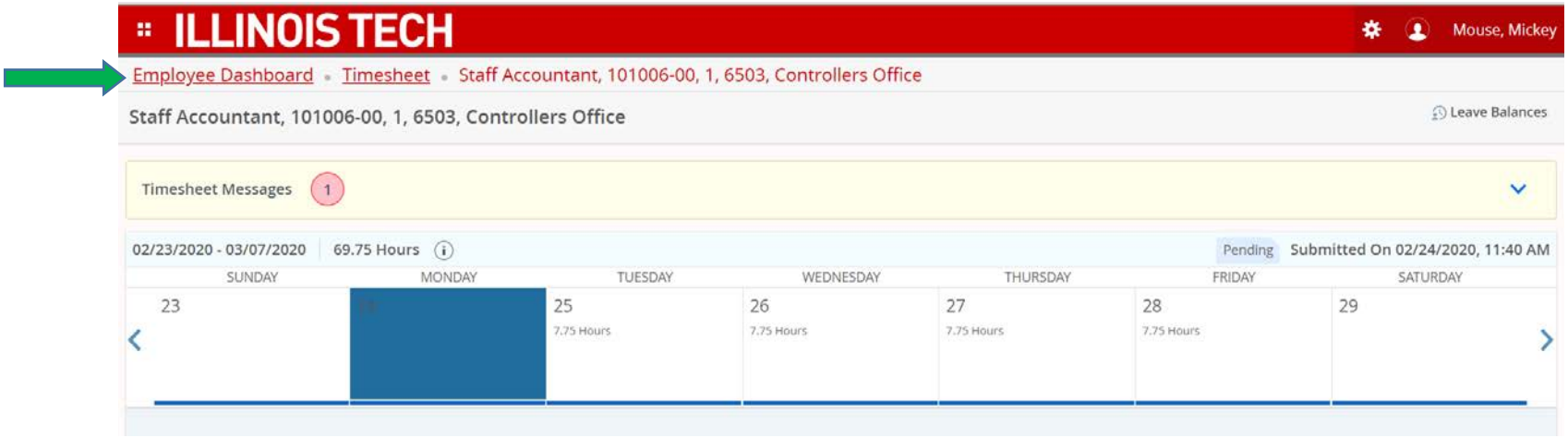

ILLINOIS TECH
Mouse, Mickey
Employee Dashboard • Timesheet • Staff Accountant,
Staff Accountant, 101006-00, 1, 6503, Controllers Off
Restart Time
Leave Balances
Timesheet Messages 1
02/23/2020 - 03/07/2020
69.75 Hours
In Progress
Submit By 03/09/2020, 10:00 AM
SUNDAY
MONDAY
FRIDAY
SATURDAY
23
24
25
28
7.75 Hours
29
Regular Pay
7.75 Hours
Total: 7.75 Hours
Account Distribution
Exit Page
Cancel
Save
Preview
Preview
Weekly Summary
Week
Total Hours
Week 1
31.00
Week 2
38.75
Comment (Optional):
Add Comment
2000 characters remaining
I certify that the time entered represents a true and accurate record of my time. I am responsible
Cancel
Submit
Certify


ILLINOIS TECH
Mouse, Minnie
Employee Dashboard • Timesheet • Associate Controller, 101022-00, 1, 6500, Controller's Office
Associate Controller, 101022-00, 1, 6500, Controller's Office
Restart Time
Leave Balances
02/23/2020 - 03/07/2020
7.75 Hours
In Progress
Submit By 03/09/2020, 10:00 AM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
23
25
26
27
28
29
Add Earn Code
Sick Pay
Shift 1
7.75 Hours
Total: 7.75 Hours
Account Distribution
Exit Page
Cancel
Save
Preview



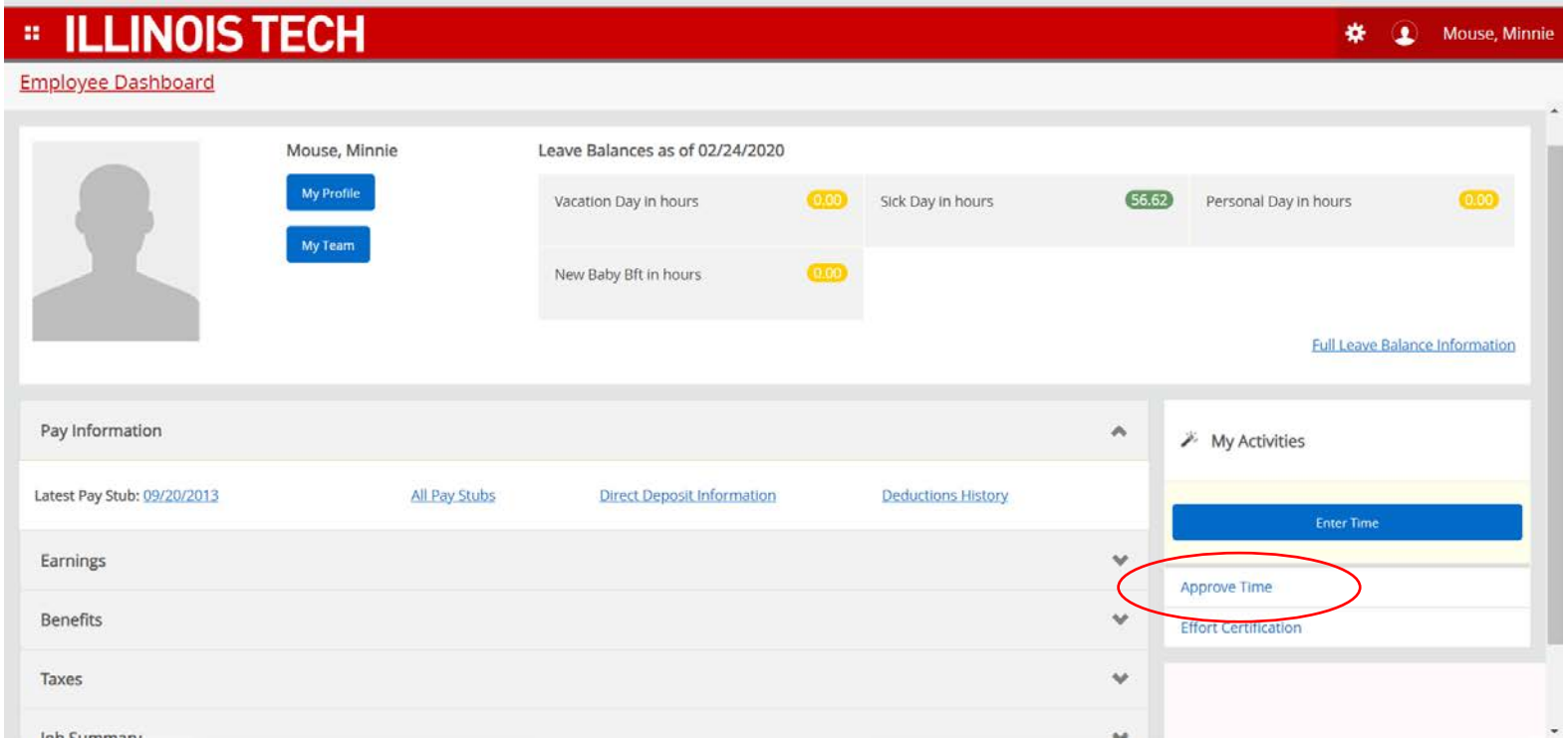
a. The comment bubble at the top of the page next to Pay Period Dates is a computer generated message regarding your timesheet. To view the message, click on the bubble.

11. Once completed, return to Employee Dashboard to exit timesheet entry.



Approving Timesheets

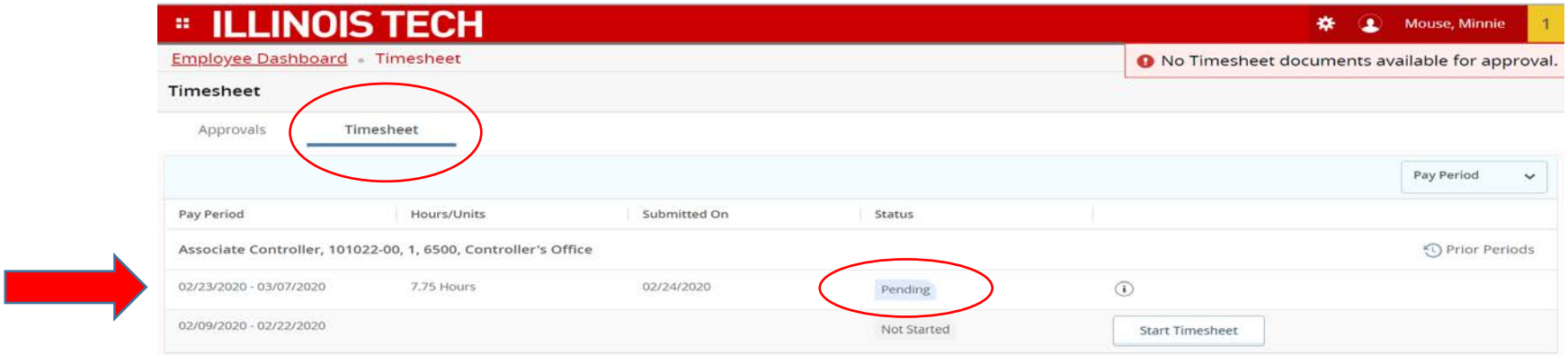
An approver can approve or return a timesheet for correction by clicking “Approve Time on the Employee Dashboard. Select the employee and click “Approve Time” located on the lower right side of the screen.



Click the Timesheet Tab next to Approvals. Then click the Pay Period you wish to approve.

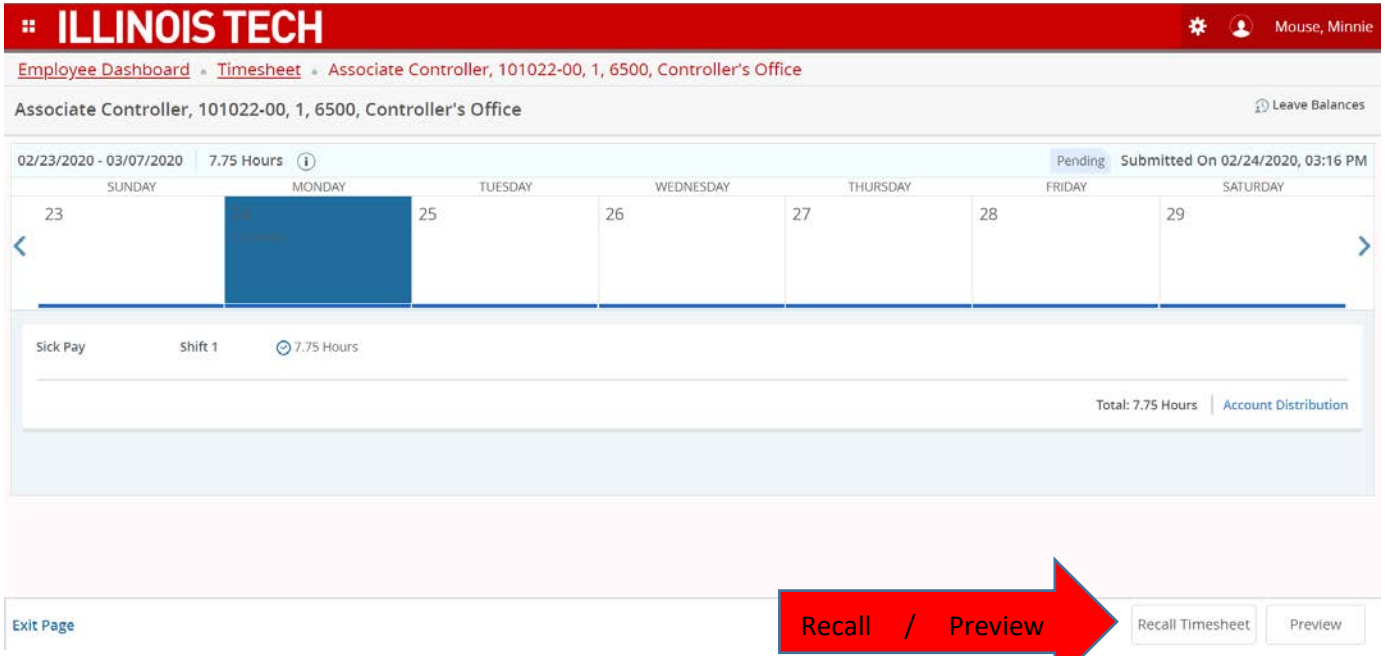
1. In the approver's queue, employee timesheets will be displayed in one of the following categories.
    - **Pending** (these are timesheets awaiting approval)
    - **In Progress** (these are timesheets started but not submitted)
    - **Returned** (timesheet has been returned to a user by an approver)
    - **Error** (timesheet is in error; usually requires a Super User to correct)
    - **Approved** (timesheet has been approved and is ready for payroll)
    - **Completed** (timesheets that have been processed and can no longer be corrected except by a Super User)
    - **Cancelled** (timesheet has been cancelled, e.g. for zero hour submissions)

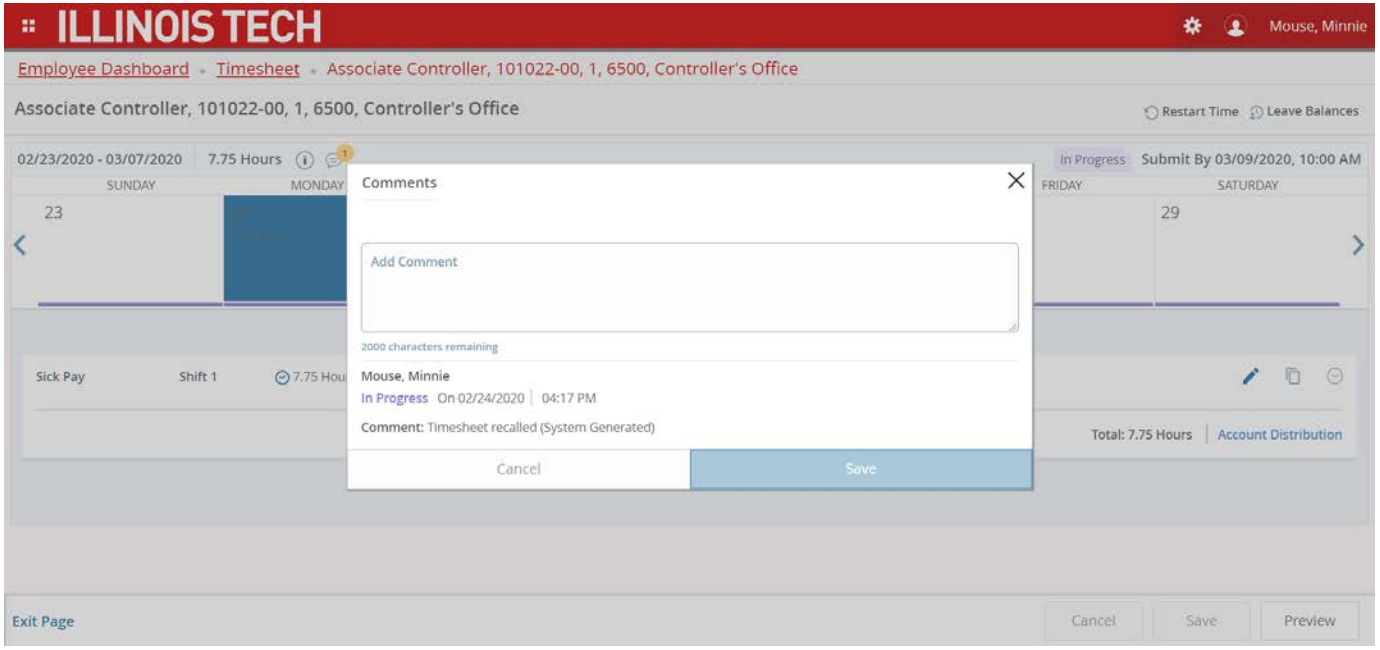
Timesheets Not Started will not appear in this list (see below.)



Once the timesheet has been submitted, the approver can approve or return timesheets for correction by clicking Preview for the employee. You must include a reason in the comment section if you choose to Return for Correction.

Once a timesheet has been approved, if a correction needs to be made the approver will need to go to the "Preview" button of the employee and hit the "Recall" button, which will put the timesheet back in pending status so that it can be returned to the employee for correction again. Please notify the employee when you do this so they can correct their timesheet expediently.


ILLINOIS TECH
Mouse, Minnie
Employee Dashboard
Timesheet
Associate Controller, 101022-00, 1, 6500, Controller's Office
Associate Controller, 101022-00, 1, 6500, Controller's Office
Leave Balances
02/23/2020 - 03/07/2020
7.75 Hours
Pending
Submitted On 02/24/2020, 03:16 PM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
23
25
26
27
28
29
Sick Pay
Shift 1
7.75 Hours
Total: 7.75 Hours
Account Distribution
Exit Page
Recall / Preview
Recall Timesheet
Preview


ILLINOIS TECH
Mouse, Minnie
Employee Dashboard
Timesheet
Associate Controller, 101022-00, 1, 6500, Controller's Office
Associate Controller, 101022-00, 1, 6500, Controller's Office
Restart Time
Leave Balances
02/23/2020 - 03/07/2020
7.75 Hours
In Progress
Submit By 03/09/2020, 10:00 AM
SUNDAY
MONDAY
FRIDAY
SATURDAY
23
29
Comments
Add Comment
2000 characters remaining
Mouse, Minnie
In Progress On 02/24/2020 | 04:17 PM
Comment: Timesheet recalled (System Generated)
Cancel
Save
Sick Pay
Shift 1
Total: 7.75 Hours
Account Distribution
Exit Page
Cancel
Save
Preview

Proxy or Super User

A Super User can cancel a timesheet in self-service even when the employee time entry and approver periods are closed. A Super User can only delete a timesheet if the Super User initiated the timesheet.

1. To act as a Super User, go to the top of the page next to employee dashboard heading and click Proxy or Super User. (You must be given access in banner before you are able to function as a Super User).

2. Go to the second section of the page and check Act as Time Entry Approvals Super User. (Disregard the “Act as Leave Report Approvals Super User” because this is not an option and this field will not allow a check mark.)

1. Click Navigate to time and leave approvals application, at bottom right.
2. Select pay period.
3. Select Departments tab (you can also enter department number).
4. Select whether the timesheet is pending, in progress, returned, error, approved, canceled, not started or completed.
5. Scroll down and click on the 3 dots next to the relevant employee name, then click the preview button. A detailed report will appear and if you click the (i), the screen will show the list of approvers, and the date and time the timesheet was approved.