

Employee Time Entry and Time Approval

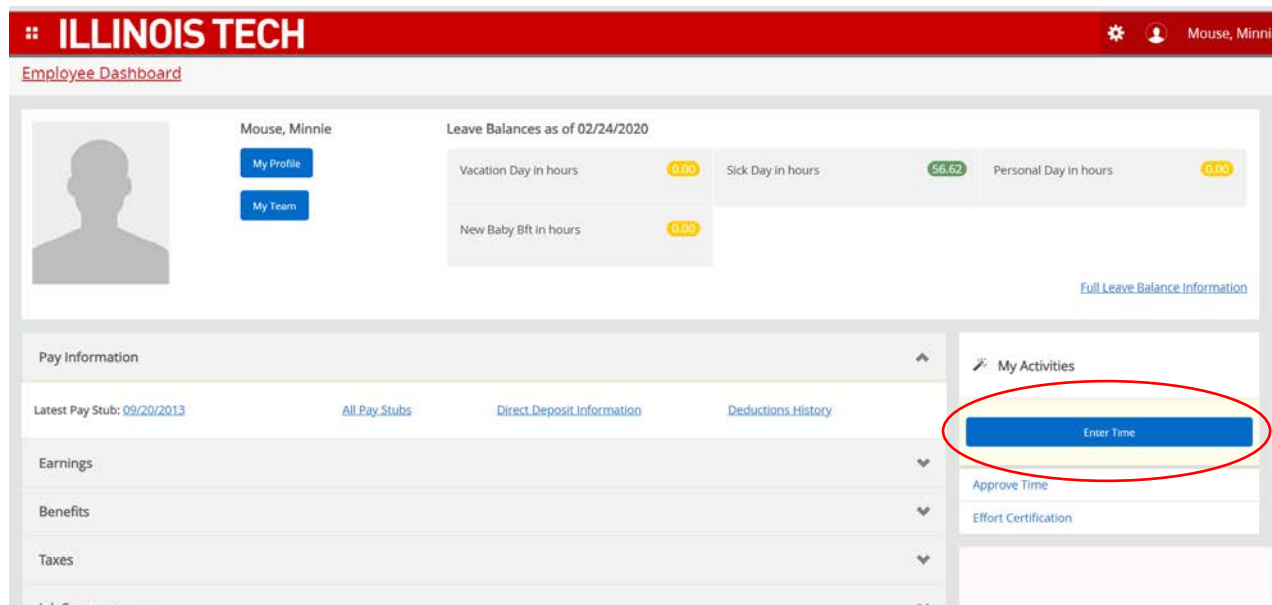
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Employee Time Entry

Exempt Employees only need to submit **exceptions** to regular time (e.g., sick time, vacation time, etc.) in the “earn code” category.
Non-Exempt and Student Employees will follow the instructions below to submit hourly time entry of all hours worked.

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



2. Select pay period.

ILLINOIS TECH Mouse, Mickey

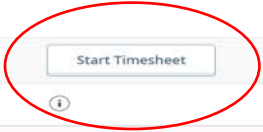
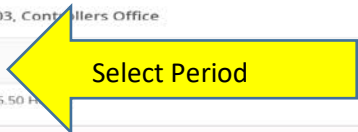
Employee Dashboard • Timesheet

Timesheet

Timesheet

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status	
Staff Accountant, 101006-00, 1, 6503, Cont...llers Office				Prior Periods
02/23/2020 - 03/07/2020			Not Started	Start Timesheet
02/09/2020 - 02/22/2020	15.50		In Progress	



3. Select day of the week.
4. Select the earn code (regular pay, sick pay, vacation pay, etc.).
 - a. **Full-time, Exempt Employees:** only submit **exceptions** to regular time (e.g., sick time, vacation time, etc.)
5. Enter hours, as relevant to your employee type.
6. Press **Save**, located at the bottom of the page.

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Employee Dashboard • Timesheet • Staff Accountant, 101006-00, 1, 6503, Controll... Office

Staff Accountant, 101006-00, 1, 6503, Controll... Office Restart Time Leave Balances

02/23/2020 - 03/07/2020 In Progress Submit By 03/09/2020, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	26	26	27	28	29

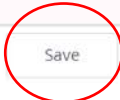
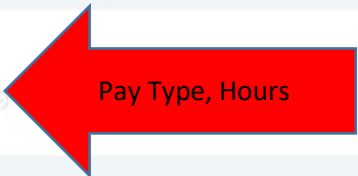
⊕ Add Earn Code

Earn Code: Regular Pay ⊖

Hours: 7.75

Pay Type, Hours

Exit Page Cancel Save Preview



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.

ILLINOIS TECH Mouse, Mickey

Employee Dashboard » Timesheet » Staff Accountant, 101006-00, 1, 6503, Controllers Office

Staff Accountant, 101006-00, 1, 6503, Controllers 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	24	25	26	27	28	29

Regular Pay 7.75 Hours

Total: 7.75 Hours Account Distribution

1 2 3

1=Edit, 2=Copy, 3=Delete

Exit Page Cancel Save Preview

Copying the same time across several days:

The screenshot shows the Illinois Tech Timesheet interface. At the top, there is a red header with the Illinois Tech logo and the user name 'Mouse, Mickey'. Below the header, the breadcrumb trail reads 'Employee Dashboard - Timesheet - Staff Accountant, 101006-00, 1, 6503, Controllers Office'. The main content area shows a timesheet for the pay period 02/23/2020 - 03/07/2020. A 'Copy Time Entry' dialog box is open, displaying a calendar for the same pay period. The calendar shows 7.75 hours entered for Tuesday (2/25) and 2.75 hours for Wednesday (2/26). The dialog box has options to 'Copy to the end of pay period', 'Include Saturdays', and 'Include Sundays'. The 'Copy to the end of pay period' option is checked. The dialog box has 'Cancel' and 'Save' buttons.

- 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.

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[Employee Dashboard](#) » [Timesheet](#) » Staff Accountant, 101006-00, 1, 6503, Controllers Office

Staff Accountant, 101006-00, 1, 6503, Controllers Office 🔄 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	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25 7.75 Hours	26 7.75 Hours	27 7.75 Hours	28 7.75 Hours	29

⊕ Add Earn Code

Regular Pay 📝 🗑️ 🔄

Total: 7.75 Hours | [Account Distribution](#)

[Exit Page](#) Cancel Save Preview



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.

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[Employee Dashboard](#) • [Timesheet](#) • [Staff Accountant](#)

Staff Accountant, 101006-00, 1, 6503, Controllers Off

Timesheet Messages 1

02/23/2020 - 03/07/2020 69.75 Hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25			28	29
		7.75 Hours			7.75 Hours	

Regular Pay 7.75 Hours

Total: 7.75 Hours | [Account Distribution](#)

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

Submit

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

02/23/2020 - 03/07/2020 7.75 Hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29
	7.75 Hours					

Sick Pay Shift 1 7.75 Hours

Total: 7.75 Hours | [Account Distribution](#)

Cancel Save Preview

ILLINOIS TECH

Employee Dashboard » Timesheet » Staff Accountant, 101006-00, 1, 6503, Controllers Office

Staff Accountant, 101006-00, 1, 6503, Controllers Office

Timesheet Messages 1

02/23/2020 - 03/07/2020 69.75 Hours

There are multiple approvers for this time document. (NBAPOSN Reports To)

Approver Selection

Please select one approver from each sequence below.

Approver Sequence: 1.00

Mouse, Minnie

Parpart, Susan L.

Cancel Confirm

Regular Pay 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.

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Employee Dashboard » Timesheet » Staff Accountant, 101006-00, 1, 6503, Controllers Office

Staff Accountant, 101006-00, 1, 6503, Controllers Office

Leave Balances

Timesheet Messages 1

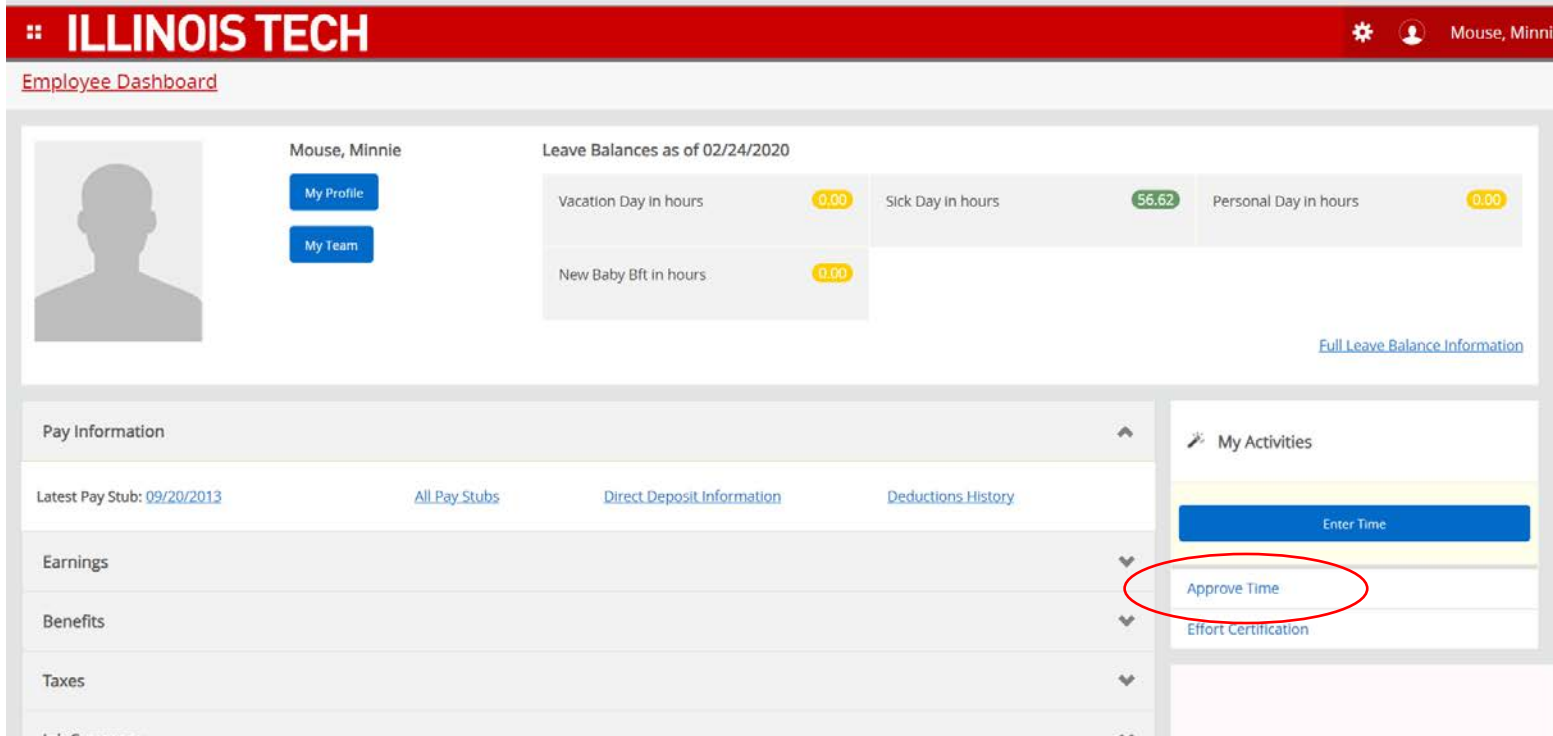
02/23/2020 - 03/07/2020 69.75 Hours

Pending Submitted On 02/24/2020, 11:40 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 7.75 Hours	25 7.75 Hours	26 7.75 Hours	27 7.75 Hours	28 7.75 Hours	29

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.



The screenshot displays the Illinois Tech Employee Dashboard. At the top, there is a red header with the Illinois Tech logo and the user's name, Mouse, Minnie. Below the header, the dashboard is divided into several sections. On the left, there is a profile section for Mouse, Minnie, with buttons for 'My Profile' and 'My Team'. To the right of the profile, there is a 'Leave Balances as of 02/24/2020' section with a table showing various leave types and their balances. Below this, there is a 'Pay Information' section with links for 'Latest Pay Stub', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. On the right side of the dashboard, there is a 'My Activities' section with a blue 'Enter Time' button and a blue 'Approve Time' button, which is circled in red. Below the 'Approve Time' button is an 'Effort Certification' link. At the bottom of the dashboard, there is a 'Job Summary' section.

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.)

The screenshot shows the Illinois Tech Employee Dashboard. The top navigation bar is red with the Illinois Tech logo and the user's name 'Mouse, Minnie'. Below the navigation bar, there is a breadcrumb trail 'Employee Dashboard > Timesheet' and a notification 'No Timesheet documents available for approval.' The main content area is titled 'Timesheet' and has a sub-menu with 'Approvals' and 'Timesheet' (the latter is circled in red). Below this is a table with columns: Pay Period, Hours/Units, Submitted On, and Status. The table contains two rows of data for an 'Associate Controller, 101022-00, 1, 6500, Controller's Office'. The first row shows a pay period of 02/23/2020 - 03/07/2020 with 7.75 Hours and a status of 'Pending' (circled in red). The second row shows a pay period of 02/09/2020 - 02/22/2020 with a status of 'Not Started'. A red arrow points to the 'Pending' status. There are also buttons for 'Start Timesheet' and 'Prior Periods'.

Pay Period	Hours/Units	Submitted On	Status
02/23/2020 - 03/07/2020	7.75 Hours	02/24/2020	Pending
02/09/2020 - 02/22/2020			Not Started

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.

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[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	24 Sick Pay	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	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 Sick Pay	25	26	27	28	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 ⌚ 7.75 Hours

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.)

Employee Dashboard » Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser

Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Mouse, Minnie, Controllers Office

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list.

Navigate to Time & Leave Approvals application

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.