Banner Web Time Entry

Approver & Proxy

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 8 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.**
**Signing Onto MyIIT and Web Time Entry**

To review timesheets and leave requests, you will access the *Time Approval* 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](http://my.iit.edu)

2. Click on the **Work** tab

3. Add the Time Approval Channel
   
   a. Click the **Content/Layout** link
   
   ![Content/Layout](image)

   b. Select the **Work Tab**

   ![Work Tab](image)

   c. Click **Add Channel**

   ![Add Channel](image)
d. Select **Banner Channels** and click **go**

e. Select **Human Resources** and click **go**

f. Select **Time Approval**

g. Click **Add Channel**

h. Click **back to Work Tab** link on the upper left side of your screen
Setting Up an Approval Proxy

Approvers must be set up in the Banner system by Payroll. However, approvers are responsible for setting up their own proxies within Banner Web Time Entry. Each supervisor must have one or more proxies who can approve time sheets in his/her absence. A proxy cannot be a non-supervisory employee. The proxy should be able to verify that the employee has worked the hours submitted.

It is important that your proxy(s) know they have been authorized to be your proxy in the event you are absent the day that timesheets must be approved. It would also be good to advise your employees of who your proxy is to assure them that their timesheets will be approved in timely manner even in your absence.

From the myIIT Work Tab, click the Update Approval Proxies link found in the Time Approval Channel.

1. On the Proxy Set Up screen, use the drop down menu to choose the name of the person who will be your proxy. If you do not see the person listed, contact Payroll.
2. Click the Add check box
3. Click the Save button
4. Repeat these steps to add an additional proxy
5. To remove a proxy click the Remove check box and then Save
Reviewing and Approving Timesheets

If you are primary approver in the **Time Approval** channel click the link for the appropriate pay cycle. (Proxy’s skip to page 13 of this manual)

If you have more than one department to approve, they will be listed separately.

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.

**Department Summary Page**
The **Department Summary** page shows the status of timesheets in the selected department.

Employees who have not submitted their time sheet for approval will either appear as ‘Pending’ (time sheet has been started) or ‘Not Started' (time sheet has not been initiated).
**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.

To view the detail of hours worked by day and the earnings type for each employee, click on an employee’s name listed on the Department Summary page. This will take you to the Employee Detail page.
**Employee Details Page**

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

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1. **Approve**: Approves the time.
2. **Return for Correction**: Return to employee to be make corrections.
   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.
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**.
Entering Time

If you need to complete an employee’s time sheet for them it must have been submitted for approval by the employee or your area superuser. On the employee Details page select **Change Record**. 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**

On hourly staff time sheets enter total hours taken or worked that day the **Hours** field. Use decimals as needed to record parts of hours.

Click **Save** when done.

**Hourly Time Sheet for non-Exempt Employees**

Earning Codes

Click here to go to next week
On student time sheets enter **Time In** and **Time Out**. Enter time in hour and minutes format.

Click **Save** when done.
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

When you have completed changes to the employee’s time sheet, select **Approve**.
Notes

Approving Leave Requests

When an employee submits a request for leave, you will see a link in the **Time Approval** channel on the **myIIT Work Tab**. Click on the **leave request** link.

1. Click on the **employee’s name** to access additional details on the leave request.

2. **Approve, Return for Correction** or **Change Record**.
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.
Approving Time Sheets as a Proxy

If you will be approving time sheets as a proxy (back up) for another approver you must sign in as a proxy for that person.

1. In the Time Approval channel, select the Update Approval Proxies link

2. Click the Time Reporting Selection link at the bottom of the screen

3. Select Approve or Acknowledge Time

4. Next to Act as Proxy click on the pull-down list to select who you will be acting as a proxy for.

5. After you have selected the person’s name, click Select
6. If you are a proxy for more than one person or department, under **My Choice** you will need to select which department you wish to view.

7. Then select the current pay period from the pull-down list.

8. Click **Select** to view the time sheets

9. Review and approve time sheets as described in the approver section of this manual (page 5).