UTICA COLLEGE

Web Time Entry
User Guide for Staff & Supervisors

For more information contact Payroll at 315.792.3135 or payroll@Utica.edu

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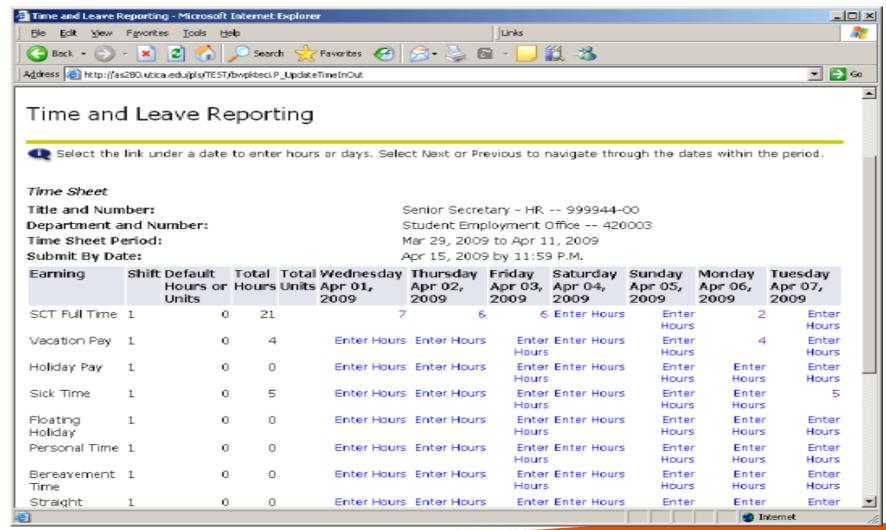UTICA
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Web Time Entry

Web Time Entry is a self service web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical time sheets.

The Web Time Entry system will allow you to log into a secure website and enter your hours worked and/or leave time used online from any computer with access to the Internet.

Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

It is recommended you enter your hours on a daily or weekly basis.

Example of Time Sheet

File   Edit   View   Favorites   Tools   Help   Links

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Address   http://as280.utica.edu/pls/TEST/bwpkteci.P_UpdateTimeInOut   Go

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Senior Secretary – HR -- 999944-00
Department and Number: Student Employment Office -- 420003
Time Sheet Period: Mar 29, 2009 to Apr 11, 2009
Submit By Date: Apr 15, 2009 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Apr 01, 2009	Thursday Apr 02, 2009	Friday Apr 03, 2009	Saturday Apr 04, 2009	Sunday Apr 05, 2009	Monday Apr 06, 2009	Tuesday Apr 07, 2009
SCT Full Time	1	0	21		7	6	6	Enter Hours	Enter Hours	2	Enter Hours
Vacation Pay	1	0	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	4	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	5
Floating Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Straight	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter	Enter	Enter

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Time Sheet Terminology

Account distribution: When you click on **Enter Hours** you will see **Account Distribution**. This is used for accounting purposes only and will not affect your hours or pay.

Comments: Comments to your supervisor/proxy may be added to your time sheet by clicking here.

Click on Preview: This will display the entire pay period and will show the hours or leave entered for each day. You may print it if you need a hard copy of what you have entered.

Copy: When you click on **Enter Hours** you have the option to Click on **Copy**: Use this function if you work the same number of hours on multiple days. You'll want to be careful not to select the same date to copy to that you are copying *from* because if you do this, your hours will be deleted.

Extract: This is the process by which the payroll clerk can open a previously unopened time sheet for an employee. To be used only when the employee has missed all deadlines for entering hours and submitting it for approval.

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Time Sheet Terminology continued

In Process: A time sheet that has been opened by the employee, and possibly has hours entered into it.

Pending: A time sheet that has been completed by an employee and is awaiting supervisor approval.

Position Selection: Returns you to the Position Selection screen.

Previous / Next: Each pay period is a 2-week 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.

Restart: If your time sheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and will allow you to make corrections.

Submit for Approval: see more information on page 10

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Accessing the Time Sheet

Go to Banner Web:

    www.Utica.edu

        Click **Logins** at top right of screen

            Click **Banner Web**

                Click **Enter Secure Area** and enter your username and password

                    Click **Employee**

                    Click **Time Sheet**

                        Click **Access My Time Sheet.** Choose the correct pay period from the drop down box.

                          Hit **Select**

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Directions for Entering Time Worked

In the column to the left under **Earnings** you will see different earnings types such as regular hours, overtime, leave, holiday, sick time, etc.

To enter your time, click on the **Enter Hours** link under the **day** you worked and on the row for the **earnings type** for which you are reporting hours worked.

Only enter the TOTAL hours worked in a given day under the correct column and in the correct pay category. For example, if you took ½ a vacation day, you would enter 3.75 on the top line for **Hours Worked** and 3.75 on the line for **Vacation** under the same day. The total at the bottom of the column will show 7.50 hours (and that is what you will be paid for if your leave balance allows for it).

Click Save.

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Directions for Entering Time Worked
continued

Hours must be entered for each working day or holiday within the pay cycle. Click on the **Next** or **Previous** buttons at the bottom of the screen to see additional dates within the pay cycle.

If you have not completed entering your hours for the entire pay period, click **Save**. You can return to enter additional hours at a later date.

Do not click **Submit for Approval** until you have finished entering all your hours for the entire pay period. If you mistakenly click Submit for Approval prior to entering all your hours for a specific pay period, you must contact your supervisor.

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Directions for Submitting Time Sheet

After you have entered hours for the entire pay period and you are ready to submit your time sheet to your supervisor for approval you should:

Click **Submit for Approval**.

Once you click to submit, it will require that you *enter your UC user name and password again*. Click Submit for Approval again and the screen will indicate whether your time sheet was submitted successfully.

The bottom of the screen will display the date that the time sheet was submitted. It will also indicate that your time sheet is pending approval by your supervisor. When your supervisor has approved the time, it will be noted in the **Approved By** box.

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Timeframes & Deadlines

The workweek at Utica College goes from 12:00am Sunday to 11:59pm Saturday.

Your timesheet must be submitted for approval no latter than 10am on the Monday after the pay period ends.

For example: If Friday, November 11 is the last day you work in a pay period, you have from that afternoon to the following Monday morning at 10am to submit your timesheet. *Best practice would have you submit your timesheet immediately upon completing your work for the week.*

In all cases, if your supervisor requires you to complete and submit your time sheet no later than Friday evening, please adhere to your supervisor's instructions.

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FAQs

What if my time sheet is not listed or my Position (Title and Department) is not listed on the Position Selection screen?

Please contact your supervisor and/or Payroll Clerk 792-3135 to determine if you have been authorized to work and that your appropriate paperwork(I-9, W-4, etc.) has been submitted.

What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period or I made a mistake?

Contact your supervisor. If they have not already approved it, they can return it to you electronically for changes or they can make changes for you up to 12:00 pm on the day the time sheet is due. If your supervisor has already approved your time sheet, or the deadline has passed, you will need to speak with the Payroll Clerk 792-3135.

What if I missed the submission deadline?

It is important that you plan ahead and know the deadlines. There is a payroll schedule posted for your convenience on the Payroll website. If you miss a submission deadline contact your supervisor immediately.

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FAQs continued

Can anyone else access my hours? Only your supervisor, their proxy and authorized users in Payroll and Human Resources can access your hours.
Should your supervisor or proxy modify any hours you submitted, they are required to notify you of the change.

Should employees share their User ID and password with a proxy, approver, or other staff?

No. Due to the confidential and sensitive nature of information that can be accessed through the entire Self Service system, employees should never share their User ID and password with anyone.

For more information contact Payroll at 315.792.3135 or payroll@Utica.edu

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Information For Supervisors

Supervisor Approvals

Approvers have until 12pm on the Monday following the end of a pay period to approve time sheets.

For example: If Saturday, November 12 is the last day in a pay period, supervisors have until Monday morning at 12pm to approve time sheets for their employees.

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Directions for Approving Time Worked:
Accessing the Time Sheet

Go to Banner Web:

www.Utica.edu

Click **Logins** at top right of screen

Click **Banner Web**

Click **Enter Secure Area** and enter your username and password

Click **Employee**

Click **Time Sheet**

Click **Approve or Acknowledge Time** and hit **Select.**
Choose the correct pay period from the drop down box
Hit **Select**.

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Directions for Approving Time Worked

Supervisors should verify the total number of hours worked. Full time employees should have 75 hours.

Verify that benefit time has been used appropriately before approving the timesheet.

Approve

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Troubleshooting for Supervisors

- The **Spring Break Day** is a **College Holiday**, not a **Floating Holiday.**

- **Leave balances:** please monitor to ensure employee is not going over their accrual.

- **Bereavement Time** and **Jury Duty:** you will get an error message that the employee will be negative. This is the only instance where this is fine; you may continue.

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Troubleshooting for Supervisors

- The following may occur when a supervisor tries to approve a time sheet:
  - Time sheet is open and has hours in it but has not been submitted by the employee (**In Progress**):
    - If prior to employee deadline of 10am Monday, contact employee to complete and submit.
    - If employee deadline is passed and the timesheet is complete and correct, supervisor should email payroll@Utica.edu and request payroll submit the time sheet so the supervisor can approve.
    - If the timesheet is incomplete or incorrect, supervisor (after consulting the employee) should email payroll@Utica.edu with the corrected/updated information to payroll and the request payroll submit on the employee's behalf. Supervisor approves.
  - Time sheet was not opened for the pay period by the employee (Supervisor will not be able to see the timesheet)
    - Supervisor (after consulting the employee) should email payroll@Utica.edu with the hours worked for the week, including benefit time, to payroll and the request payroll extract the time sheet, input the hours, and submit on the employee's behalf. Supervisor approves.
  - Time sheet is incorrect
    - Return time sheet to employee for correction if prior to the employee 10am Monday deadline. **Notify** the employee that they must correct and resubmit.
    - If the 10am Monday deadline has passed, supervisor (after consulting the employee) should email payroll@Utica.edu with the corrected/updated information to payroll and the request payroll correct the hours and submit on the employee's behalf. Supervisor approves.

This is not an all-inclusive list. Please contact Payroll at payroll@Utica.edu with questions.

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