



# Web Time Entry

## User Guide for Staff & Supervisors

For more information contact Payroll at 315.792.3135 or  
[payroll@Utica.edu](mailto:payroll@Utica.edu)

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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

Time and Leave Reporting - Microsoft Internet Explorer

Address: http://as280.utica.edu/pls/TEST/bwvpkbeci.P\_UpdateTimeInOut

## 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 Hours	Enter Hours	Enter Hours

# 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 a supervisor 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.

# 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

# Accessing the Time Sheet

Go to Banner Web:

[www.Utica.edu](http://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**

# 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  $\frac{1}{2}$  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.

# 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.

# 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.

# Timeframes & Deadlines

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

Your timesheet must be submitted for approval no later 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 timesheet no later than Friday evening, please adhere to your supervisor's instructions.

# 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.

# 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](mailto:payroll@Utica.edu)

# 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.

# Directions for Approving Time Worked: Accessing the Time Sheet

Go to Banner Web:

[www.Utica.edu](http://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**.

# 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

# 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.

# Troubleshooting for Supervisors

- If you try to approve a time sheet for an employee and you do not see it, it is most likely because the employee has not opened the time sheet for the pay period. The following procedures should be used in this case and also when the employee has started a timesheet but not submitted it (it is **In Process**):
  - If it is within the timeframe where the employee can still access the timesheet (prior to 10am on the Monday following the end of the pay period), reach out to your employee to have them enter hours and submit for your approval.
  - If the employee no longer has access to their times sheet because the deadline has passed, you, in consultation with your employee, may **Extract** the time sheet (if it was not previously opened), complete, submit, and approve it. Please make notes in the comments section that this was done.
  - If both you and the employee are locked out from accessing the time sheet, please email payroll immediately at [payroll@Utica.edu](mailto:payroll@Utica.edu) and let Payroll know the hours the employee worked, including benefit time and/or holidays and request they enter the hours on your behalf.