

Washburn University Web Time Entry for Exempt Employees

Timesheet submission instructions for Banner 9 Self Service:

Entering Time on the Web allows you to perform the following tasks:

- 1) Enter and submit leave hours taken
- 2) View leave balances

Banner Web Time Entry offers the following features:

- 1) The ability to access your web time sheet at your convenience, from any computer, with an internet connection, at any time of any day.
- 2) The ability to check the status of your time sheet throughout the approval process by logging into Employee Self Service.
- 3) The ability to check your leave balances at any time.

Employee responsibilities:

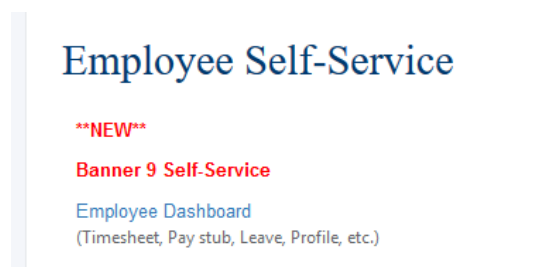
Exempt employees are responsible for recording exception time only (i.e., personal leave, or sick leave). If you do not take leave for a given pay period, you should open your time sheet for that pay period and enter “no leave taken” in the comment section of the time sheet and submit.

You should submit your web time sheet for approval each pay period.

Washburn Practices:

1. Time sheet Timeline:
 - a. Availability: Employee time sheets will be available beginning the first day of the pay period.
 - b. Submission: An employee should submit his/her time sheet to the supervisor by the “Timesheet Due Date” each month. Please review the payroll calendar for specific due dates.
 - c. Approval: Time sheet approvers should approve time sheets by “Approval Due Date” each month. Please review the payroll calendar for specific due dates.

Using Firefox login to <https://my.washburn.edu> and navigate to the employee tab where you can click on “Employee Dashboard” from the Employee Self-Service box.



After entering your “Employee Dashboard” you will click “Enter Time” (blue box) under the My Activities section on the right side of your screen.

The screenshot shows a dashboard with a left sidebar containing sections: Pay Information (with sub-links: Latest Pay Stub: 02/28/2019, All Pay Stubs, Direct Deposit Information, Deductions History), Earnings, Benefits, and Taxes. On the right, under 'My Activities', there is a blue 'Enter Time' button, and below it, 'Time Sheet' and 'Employee Menu' options.

Once you click “Enter Time” you should see the next timesheet that needs submitted. You will click on the “Not Started” button to start your timesheet.

Pay Period	Hours/Units	Submitted On	Status
February 2019			
02/01/2019 - 02/28/2019			Not Started

Time Sheet Statuses:

NOT STARTED: You have not started your timesheet. It can be opened/started.

IN PROGRESS: You are in the process of entering your time for the pay period. It can be opened/edited.

PENDING: You submitted your time sheet and its awaiting approval from your supervisor. It **cannot** be edited by you.

RETURNED FOR CORRECTION: Your timesheet is being returned to you for correction. You are required to make corrections and resubmit by the normal deadline.

APPROVED: Your time sheet has been approved and ready for Payroll to process. It cannot be edited by you or your approver.

COMPLETED: Payroll received and processed your timesheet.

Open your timesheet and scroll to the right to see all the days in the pay period. If you need to record time used: 1) click on the day you want to report time on and, 2) use the drop down to select the correct Earn Code

The screenshot shows a timesheet grid for the period 03/01/2019 - 03/31/2019. The days of the week are listed at the top: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY. Below each day is a box with a number representing the day of the month (3, 4, 5, 6, 7, 8, 9). The Wednesday box (6) is highlighted in blue. At the bottom, there is a section titled 'Add Earn Code' with a dropdown menu labeled 'Select Earn Code'.

Earn Code drop down options (for Exempt staff):

The screenshot shows a dropdown menu titled "Earn Code". The menu is open, displaying two options: "Personal Leave" and "Sick Leave". The "Personal Leave" option is currently selected and highlighted.

Select the correct Earn Code you need to report hours for. Once you select an Earn Code the Hours box will pop up for you to record your hours used.

The screenshot shows the form with "Personal Leave" selected in the "Earn Code" dropdown. The "Hours" input field is empty and has a spinner control to its right.

Enter the appropriate hours you are claiming then hit the "Save" button in the bottom right corner.


The screenshot shows the form with "4" entered in the "Hours" field. At the bottom right, there are three buttons: "Cancel", "Save", and "Preview".


After you save the entry the time used will appear in the daily box.


The screenshot shows a daily time tracking interface. At the top, it displays the date range "03/01/2019 - 03/31/2019" and "4.00 Hours". Below this is a calendar grid with days of the week. Wednesday, the 6th, is highlighted in blue and shows "4.00 Hours". Below the calendar is a section titled "Add Earn Code" with a list of entries: "Personal Leave 4.00 Hours". At the bottom right, it shows "Total: 4.00 Hours" and a link for "Account Distribution".

Enter other time used as needed and save after each day's entry.

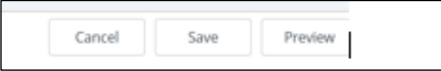
HELPFUL BUTTONS TO NOTE:

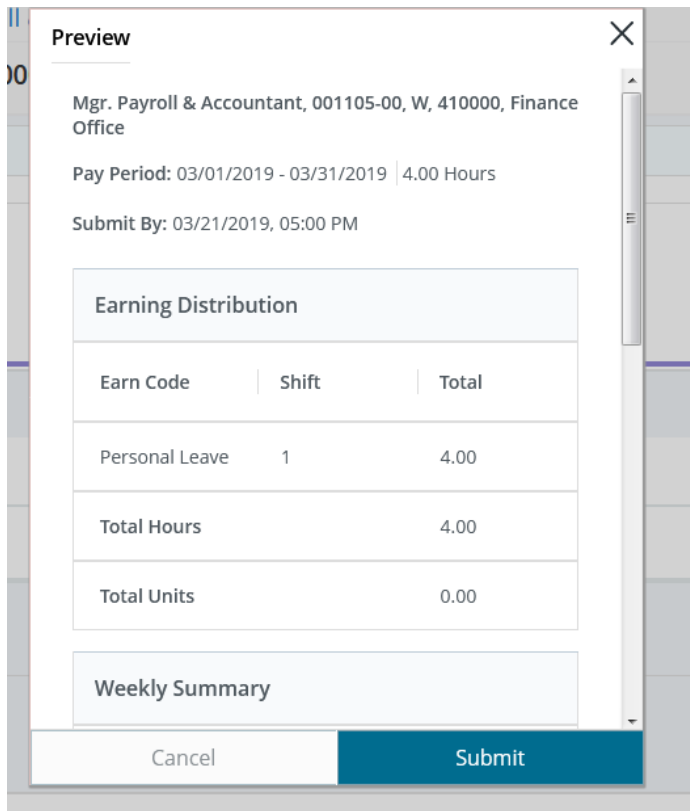
EDIT:  click here if you need to edit your hours after you have saved them

COPY:  click here to copy to another day

DELETE:  click here to delete the entry from that day (it will warn you and ask you to confirm this action)

Once you have entered all days needed and are ready to submit you will click on the “Preview” button

on the bottom right  to see the recap of hours:



Preview

Mgr. Payroll & Accountant, 001105-00, W, 410000, Finance Office

Pay Period: 03/01/2019 - 03/31/2019 | 4.00 Hours

Submit By: 03/21/2019, 05:00 PM

Earning Distribution		
Earn Code	Shift	Total
Personal Leave	1	4.00
Total Hours		4.00
Total Units		0.00

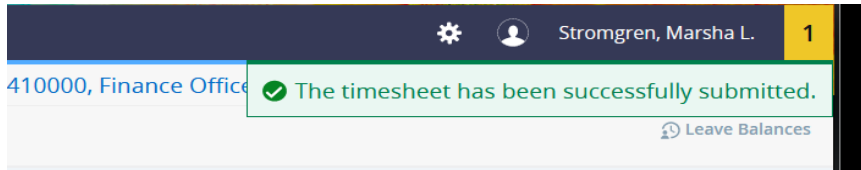
Weekly Summary

Cancel Submit

If you are done and ready to submit the timesheet hit the “Submit” button.

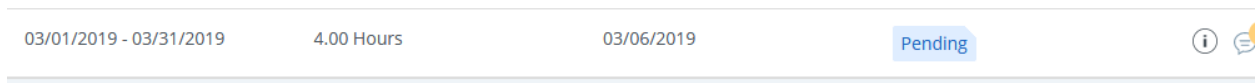
If you still need to make changes hit the “Cancel” button to go back to the timesheet to make corrections.


Once you hit the submit button you will see a confirmation message in the top right corner that you have submitted this timesheet.

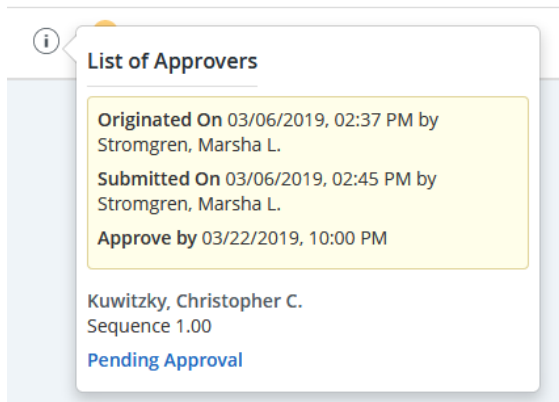


Your timesheet is now pending for your supervisor to approve.

After you submit and are back on the original Timesheet screen listing each pay period you will see that it now says "Pending":



You can click on the information button  to see dates and times that you originated, submitted, and that is pending approval or approved if your supervisor has already approved your timesheet.



Supervisors' instructions for approving staff's timesheets in Banner 9 Self Service

Supervisors are required to review and approve employee time sheets. Approving employee time sheets is an audit process that confirms that an employee recorded accurate time and leave information that will ultimately have an impact on the compensation received by the employee.

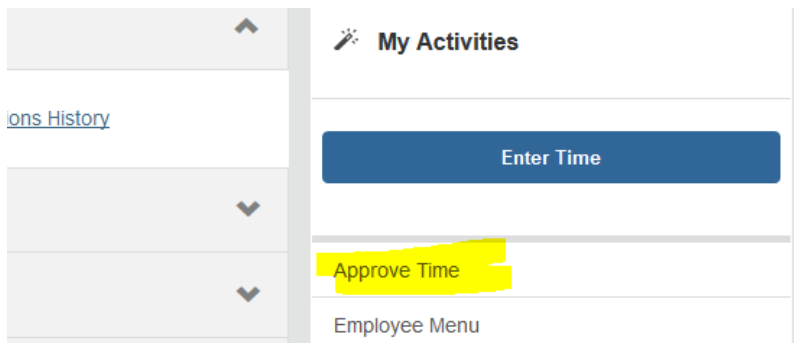
A time sheet approver may perform any of the following time sheet actions:

- 1) Review time sheets for accuracy and completeness;
- 2) Enter Approver comments;
- 3) Reject time sheets (Return for correction); and
- 4) Approve time sheets.

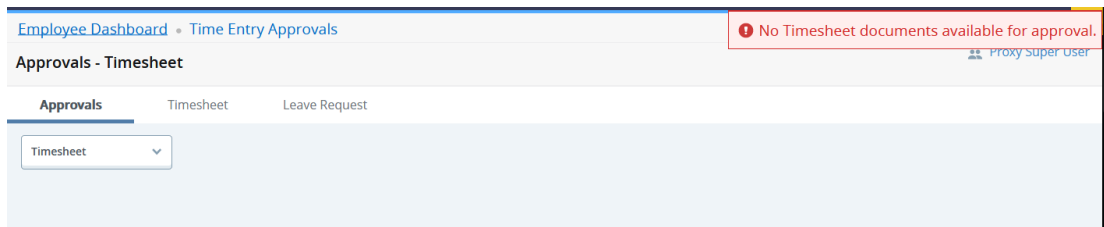
A time sheet approver may NOT approve his/her own time sheet.

You may setup a proxy to approve time sheets when you are sick or on personal leave, however a proxy should not be used every pay period and only in your absence or extreme emergencies. It is your duty as a supervisor to approve time sheets for the staff you supervise.

To approve time you will click on the "Approve Time" link on the right side of your Dashboard screen.



If no one in your staff has submitted a timesheet you will see a red message that says "No Timesheet documents available for approval".



If your staff has submitted timesheets you will see some selection boxes and a Distribution Report that will show you how many are in each status (Pending, In Progress, Approved, Complete, etc.) and each name below that chart.

Please keep in mind the system defaults to the most current pay period where staff have opened a timesheet. So if it is Monday afternoon and you are wanting to approve timesheets it will default to the

new current pay period and not the last two weeks' pay period that you are wanting to approve time for so double check the pay period drop down box for the correct dates you are wanting to approve.

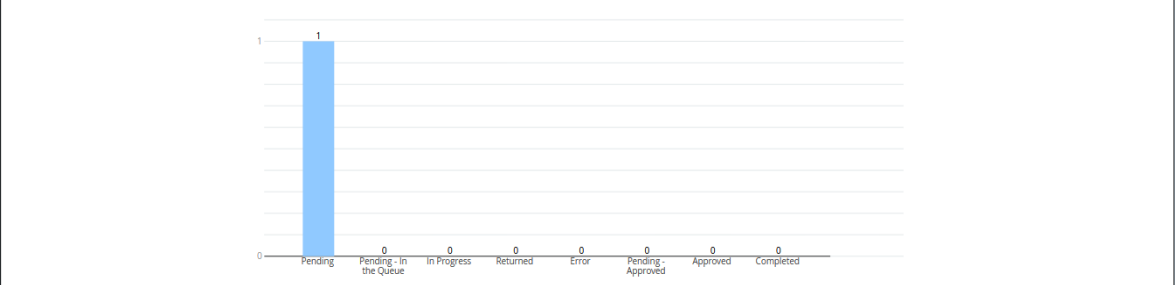
Employee Dashboard • Time Entry Approvals

Approvals - Timesheet Proxy Super User | Reports

Approvals Timesheet Leave Request

Timesheet All Departments 02/24/2019 - 03/09/2019 (2019 BW 6) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet



Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending 1				
Employee Name	ID	Organization	Hours/Units	
Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	W-410000, Finance Office	80.00 Hours	ⓘ ⋮

Pending - In the Queue 0

In Progress 0

Returned 0

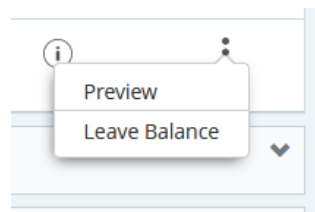
Error 0

Pending - Approved 0

Approved 0

Completed 0

You will go to each person you need to approve and click on the action menu (far right three dots) for each one to Preview the time submitted and/or look at leave balances:



When you select preview, you will see the staff's information with a breakdown of each type of leave submitted and at the bottom your choices are "return for correction" or "Approve".

Preview ✕

W22356914 - Oshel, Debi G.
 Payroll Specialist, 000604-00, W, 410000, Finance Office
 Pay Period: 02/24/2019 - 03/09/2019 | 80.00 Hours
 Submitted On: 03/08/2019, 08:51 AM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	69.50
Sick Leave	1	2.50
Holiday	1	8.00
Total Hours		80.00

Details

Return for correction Approve

If you do not agree with the hours submitted you will “Return for Correction” or if you agree click “Approve”. You will do this for each employee. If they are absent and you need to change anything for them you can click on the “Details” button to open the timesheet and make corrections/changes. After making changes you will click “preview” then “Approve” if you agree.

Once you have approved you will see that staff members move over to the Approved column.

[Employee Dashboard](#) • [Time Entry Approvals](#) ✔ Timesheet successfully approved. Proxy Super User Reports

Approvals - Timesheet

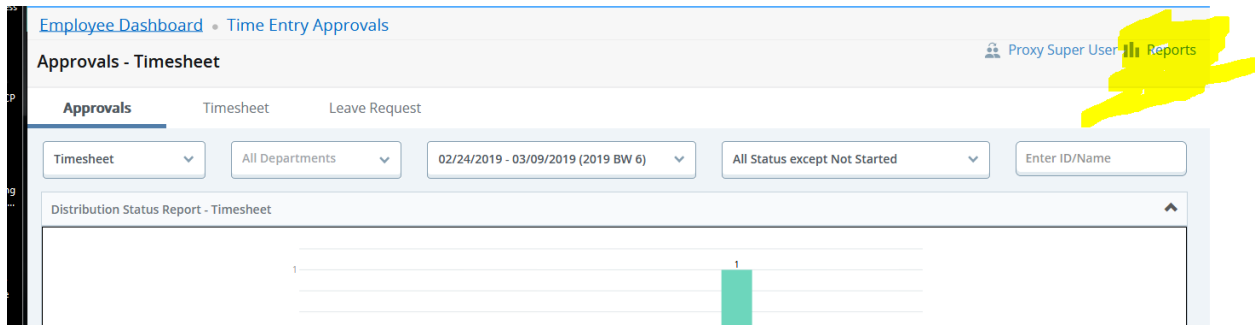
Approvals | Timesheet | Leave Request

Timesheet | All Departments | 02/24/2019 - 03/09/2019 (2019 BW 6) | All Status except Not Started | Enter ID/Name

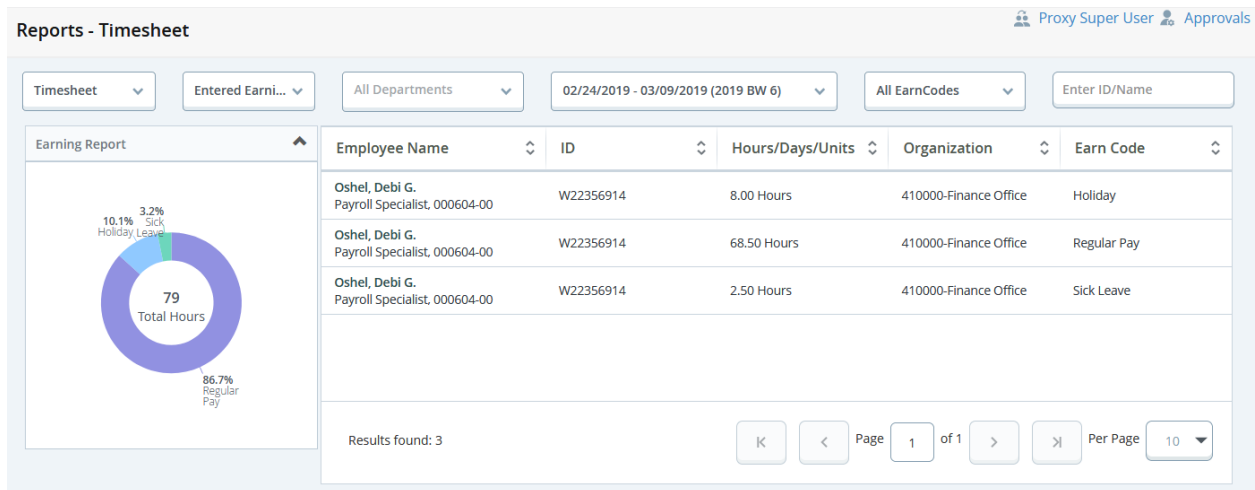
Distribution Status Report - Timesheet

Status	Count
Pending	0
Pending - in the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	1
Completed	0

You also have a “Reports” option now to view that will show you more information about your staff and the SL/PL they have used. Top right corner.



When you click the Reports you will see a break down for that pay period for hours reported like below:



To get back you can click the Approvals button that now shows up where the Reports button was, or click back on your menu ribbon to go back to Time Entry Approvals or clear back to your Dashboard:

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Reports](#)