

Web Time Entry – What’s It All About?

Web Time Entry is the **time reporting and approval process** on Banner Web available to Federal Work Study (FWS) students and their supervisors/approvers starting the Fall semester 2016.

Web Time Entry offers the following advantages over the current payroll process:

- ◆ Accessibility - Electronic time sheets are accessible from any electronic device with access to the Internet.
- ◆ Accountability - Employees and approvers can monitor the status of time sheet during the process.
- ◆ Accuracy - Data will default onto the time sheet from Banner, reducing the chance of error.
- ◆ Efficiency - Payroll processing will become more efficient and less labor intensive.
- ◆ Cost Savings - Money will be saved while providing a self-service approach to time entry.

Federal Work Study Students are responsible for entering and submitting their time on Banner Web each pay period. Time sheets are due by midnight Sunday following a pay date, which is consistent with the current practice.

FWS students are encouraged to enter hours each day worked which can be done on any electronic device with access to the Internet by logging onto U-Online, selecting Employees and Timesheet (see instructions and tutorial for further clarification).

FWS students **MUST submit time for approval** no later than **midnight on the Sunday following a pay date**.

FWS students who fail to submit time for approval on Banner Web by the designated time and date must fill out a generic paper time sheet and send it to the Approver for signature by the deadline. Paper time sheets are available on U-Online.

FWS students will utilize electronic time sheets on a regular basis. Paper time sheets will be processed for exceptions.

FWS students are responsible for entering and maintaining an accurate representation of the time reported.

Supervisors / Proxies are responsible for approving (electronically certifying) the time reported by the employees they supervise.

Approvers are set up based on information provided by Financial Aid.

Approvers will set up a minimum of one Proxy Approver.

Approvers will check the status of time sheets throughout the payroll process.

Approvers will communicate with employees if/when time sheets have not been started or need to be corrected.

Approvers **MUST approve time sheets** no later than **noon on the Monday following a pay date**.

Payroll will process the time/hours for payment following the dates on the Payroll Calendar published on U-Online.