Approval of Web Time Entry

Your guide to approving Web Time Entry

UNIVERSITY OF
NORTHERN COLORADO
Payroll Services

Approving Web Time Entry

> ‣ Note: You must either "Approve" or "Return for Correction" all time that is in your Queue!

‣ Students must submit their time by noon of the day time entry closes . Even though you may have your own policy on when time should be submitted, be aware they are not locked out until the "Submit By Date" noted on their Time Sheet.

Department and Number:	Department
Time Sheet Period:	May 01, 2008 to May 15, 2008
Submit By Date:	May 21, 2008 by 12:00 P.M.

‣ Please use the Payroll calendar sent to you monthly to setup your Outlook calendar to automatically remind you when time should be approved. Payroll would like all time approved by 3pm of the same day time entry closes. You can retrieve the entire year of calendars from our web page.

‣

1. Log into URSA : ursa.unco.edu
2. Click the Yellow Employee Tab
3. Click on Banner Self Service

- • Middle column Under General Information

4. Click on Employee & then Timesheet
5. Act as Proxy = Self

- • If you are acting as a proxy for someone than use the drop down box and click on their name.

6. Press Select
7. Under Time Sheet:

    Select the Department from "My Choice" column and choose the Pay ID and period from the drop down list.
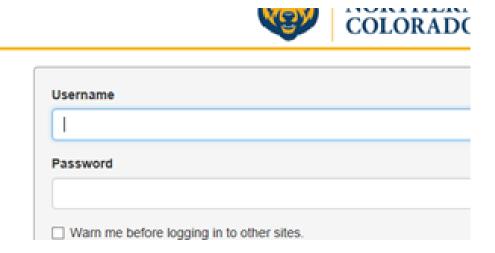
8. Press Select
9. You can immediately view and approve time for each employee. It is highly recommended that you open each employee's time sheet to verify that they have entered their time in only SHIFT 1 and in quarter hours.

    By opening the Time Sheet you can also Return for Correction, add a comment or Change it.

10. Press Save
11. Make sure the screen says: (#) Record(s) have been Approved/Acknowledged

1. Sign into URSA
   - Faculty/Staff use Firstname.Lastname

COLORADO

Username

Password

☐ Warn me before logging in to other sites.

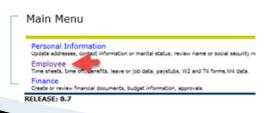Password Help: Click on "Forgot Password" or call 351-HELP

2. Click on the Employee Tab

Click on Self Service Banner

Then Click on Employee and then Timesheet

4-6

1 Click on Approve or Acknowledge Time
2 Proxy defaults to "Self"
    Leave as Self unless you are a proxy.
3. Click "Select"

Personal Information | **Employee**

Search [ ] [Go]

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check bc

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉ ← 1
Act as Proxy:	Self ∨
Act as Superuser:	☐

2
Use drop down if you
are a proxy.

[Select] ← 3

Select the department from My Choice and choose the Pay ID and period from the drop down list. Determine the sort order and click on "Select" to access the records.

You are able to approve all those that are in a PENDING status.

Sample of two time sheets:

Total hours and Time In and Out

Previous Menu:	Takes you back to the Department Summary (showing all employees)
Approve:	Sends it to payroll (no corrections can be made after you Approve)
Return for Correction:	Sends it back to the Employee to correct
	Note: The student will not be locked out at noon – and can submit this time ANYTIME!!
Change Record:	You can go in and correct their time if time doesn't allow them to do so.
	Be sure and make COMMENTS if you change their Time Sheet
Delete:	This will delete their time from this pay period. The employee would have to extract their time again if time is still needing to be entered. Don't use unless they TRULY do not have time for this pay period.
Add Comment:	PLEASE ADD COMMENTS when:
	You have made a change to their record
	You are returning it for correction.

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment |

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special	Total	Total	Sunday	Monday	Tuesday	Wednesday,	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday,	Thursday	Friday

Click the appropriate link for whatever action you need.

								2008							2008

| Regular Pay | 1 | 0 | 75 | | 8 | 8 | 8 | 8 | | 8 | 8 | 8 | 8 | 11 |

| **Total Hours:** | 75 | | | 8 | 8 | 8 | 8 | 8 | | 8 | 8 | 8 | 8 | 11 |
| **Total Units:** | 0 | | | | | | | | | | | | | |

Check for accuracy of time entered

Shift is "1" and hours are entered in quarter hours

	2008	2008	2008	2008		2008		2008	2008	2008	2008		2008	2008	2008

| Regular Pay | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | 08:00 AM 12:00 PM 12:30 PM 04:30 PM | 08:00 AM 12:00 PM 12:30 PM 07:30 PM |

Approving their time.
•Click the Approve Button

Select Next or Previous to access another employee.

⚠ Time transaction successfully approved.

Employee ID and Name: ⓒ01032637 Mark Timothy McArdle
Title: 99300-00 HR Administrative Assistant

Department and Description: C 2400 Business Office
Transaction Status: Approved

Previous Menu

e | Account Distribution

Should say approved here then click previous menu to go on to next employees.

Time Sheet

Earnings	Shift	Spec Rate		2008	2008	2008		Thursday Jan 10, 2008	Friday Jan 11, 2008	Saturday Jan 12, 2008	Sunday Jan 13, 2008	Monday Jan 14, 2008	Tuesday Jan 15, 2008	Wednesday, Jan 16, 2008	Thursday Jan 17, 2008	Friday Jan 18, 2008
Regular Pay	1		75		8	8		8		8				8	8	8	8	11

Total Hours:		75		8	8		8	8	8			8	8	8	8	11
Total Units:		0														

Time In and Out

Earnings	Sunday Jan 06, 2008	Monday Jan 07, 2008	Tuesday Jan 08, 2008	Wednesday, Jan 09, 2008	Thursday Jan 10, 2008	Friday, Jan 11, 2008	Saturday Jan 12, 2008	Sunday Jan 13, 2008	Monday Jan 14, 2008	Tuesday Jan 15, 2008	Wednesday, Jan 16, 2008	Thursday Jan 17, 2008	Friday Jan 18, 2008	Saturday Jan 19, 2008
Regular Pay		08:00 AM 12:00 PM	08:00 AM 12:00 PM 12:30 PM	08:00 AM 12:00 PM 12:30 PM 04:30 PM		08:00 AM 12:00 PM			08:00 AM 12:00 PM	08:00 AM 12:00 PM 12:30 PM	08:00 AM 12:00 PM 12:30 PM 04:30 PM	08:00 AM 12:00 PM 12:30 PM 04:30 PM	08:00 AM 12:00 PM	

Once you have "Approved" their time you will be locked out. Payroll can assist with any correction's but we will have to correct it during the confirm process and the correction will not be reflected on PHIETIM. Please make very sure that the Time Approved is accurate.

Department Summary

Select the employee's name to access additional details.

Should say approved here.

COA:	Q. University of Northern Colorado
Department:	2400, Business Office
Pay Period:	Jan 06, 2008 to Jan 19, 2008
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Jan 22, 2008, 12:00 P.M.

[Select New Department]

Approved

ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
@01032637	Mark Timothy McArdle 999300 – 00		83.00	.00	Approved			

Not Started

ID	Name and Position	Other Information
@01000162	Betty Barham 999930 – 00	
@0000		
@0002		

If you have approved thier time and need to make a correction call Payroll and we'll assist in correcting the Time Sheet.

Pay Event Transactions
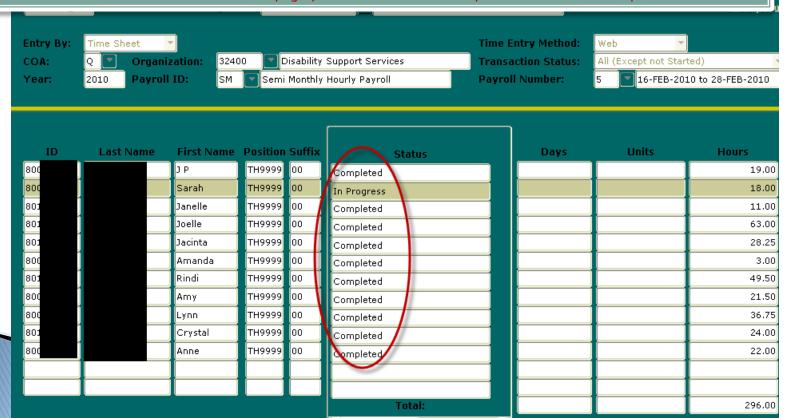Action required by all approvers: 0

After you have APPROVED WTE (Web Time Entry)

- Go to PHIETIM
  - Make sure Time Entry Method is "Web"
  - Enter Payroll Id and Number
  - Check the Status
    - After you approve their time the Status will show "Approved"
    - After payroll confirms the payroll Status will be "Completed"
    - If a status is other than Approved/Completed then please follow up on this time and make sure they enter it next time as Retro. (See below: In Progress means the student entered their time but didn't submit it.)

It is recommended to periodically check PHIETIM as you can watch the progress of the Employee's Status and encourage them to submit their time if "In Progress".
If you don't have FOAPAL authority on this ORG and you approved the time you need to print PHIETIM off and have the FOAPAL authority sign it and keep in your files.
NOTE: If PHIETIM is more than 1 page you can extract it into a spreadsheet. Call for help if needed.

Entry By:	Time Sheet				Time Entry Method:	Web
COA:	Q	Organization:	32400	Disability Support Services	Transaction Status:	All (Except not Started)
Year:	2010	Payroll ID:	SM	Semi Monthly Hourly Payroll	Payroll Number:	5	16-FEB-2010 to 28-FEB-2010

ID	Last Name	First Name	Position	Suffix	Status	Days	Units	Hours
800		J P	TH9999	00	Completed			19.00
800		Sarah	TH9999	00	In Progress			18.00
801		Janelle	TH9999	00	Completed			11.00
801		Joelle	TH9999	00	Completed			63.00
801		Jacinta	TH9999	00	Completed			28.25
800		Amanda	TH9999	00	Completed			3.00
801		Rindi	TH9999	00	Completed			49.50
800		Amy	TH9999	00	Completed			21.50
800		Lynn	TH9999	00	Completed			36.75
801		Crystal	TH9999	00	Completed			24.00
800		Anne	TH9999	00	Completed			22.00
					Total:			296.00

Additional Questions?

Please contact the Payroll Office at 351-2700

Additional "How to's" can be found on the Payroll Web Page
 How to Enter your Time on the Web
 How to set up a Proxy
  It is recommended that all approvers have a Proxy so that if the Approver is out then someone else can go in and approve the Department's Web Time Entry.