

Banner Web Time Entry (WTE) for Non-Exempt Staff

Banner Web Time Entry is the new process for non-exempt staff to enter Timesheets through the Banner Employee Self-Service (ESS) portal. The bi-weekly pay cycle remains the same. Here are [Instructions](#) with screen shots, or you can jump to the [Quick Guide](#).

Time in and time out for each shift will be recorded. Employees will enter the start and end aner the

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by their employee. If you have been designated as a proxy for an approver, you will be able to modify, return, and approve Timesheets on behalf of that approver. An employee cannot be assigned as a proxy to approve their own Timesheet.

Responsibilities

Employee Responsibilities

Record accurate hours and days on your Timesheet, submitting no later than 10:00 a.m. of the Monday following the end of the pay period (allowing time for supervisor review/correction).

Add comments to your Timesheet to document special circumstances, changes to your normal work schedule, or any other important information.

Review your Timesheet for accuracy before submitting it for approval.

Ensure Timesheet reflects total hours due to be paid. A full time employee who worked all scheduled hours for a pay period would report 80 hours (75.0 Regular and 5.0 Paid Time Not Worked during the academic year or 70.0 regular and 10.0 Paid Time Not Worked during 4 o'clock hours). A part time employee would not utilize Paid Time Not Worked.

When leave balances are insufficient for the requested time, the employee should still enter the time off taken to report full hours for the entire shift/pay period. Banner will adjust hours paid to reflect available leave balances.

With your submission of the Timesheet by 10:00 a.m. of the Monday following the end of the pay period, there is time for your approver to make changes or return your Timesheet for corrections, and for your final Timesheet to be submitted and approved by 3:30 p.m. of the Monday following the end of the pay period.

Approver Responsibilities

1. Verify timely submission of all your employees' Timesheets.
2. Notify employees that they need to submit the Timesheet, when they have not done so.
3. Review all submitted Timesheets in detail. It is the responsibility of the approver to verify the employee has accurately entered the hours in accordance with University policy.
4. When corrections are necessary:
 - a. Prior to 3:30 p.m. of the applicable Monday, return Timesheet with errors to employee for correction. *Employees will receive an email generated by Banner Communication Managers on the day of the error.*

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Click on "**Banner Self Service**" under MYIWU (left hand side), and then in the drop-down click on "**Employee Dashboard**".

If you are no

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Under “My Activities”, click “**Enter Time**” to access Timesheets. Time must be entered on a daily basis.

After you’ve clicked “Enter Time”, the pay periods that are open are displayed. Prior Periods can be accessed by clicking on the “**Prior Periods**” icon. To begin a new pay period, select “**Start Timesheet**”. To re-open an active Timesheet, select either “**Pending**” or “

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- For “Regular Pay”, you will need to make two sets of entries to reflect time worked before and after your lunch break and an additional entry set for “Paid Time Not Worked” for time not worked between end of shift and 5:00 p.m. Click “Add More Time” to enter the second set for a different earn code.

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6. You can copy, delete, or modify an entry as described below.

To **copy**, click on the entry you are copying from. If multiple earn codes are entered on a given day, each earn code will need to be copied separately.

- Click the **pages** icon (found on the right side of the screen, near the middle) to copy.
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7. Multiple earn codes can be used in a day. To use another earn code, click on “**Add Earn Code**”.

Full time employees must report 8 hours each day.

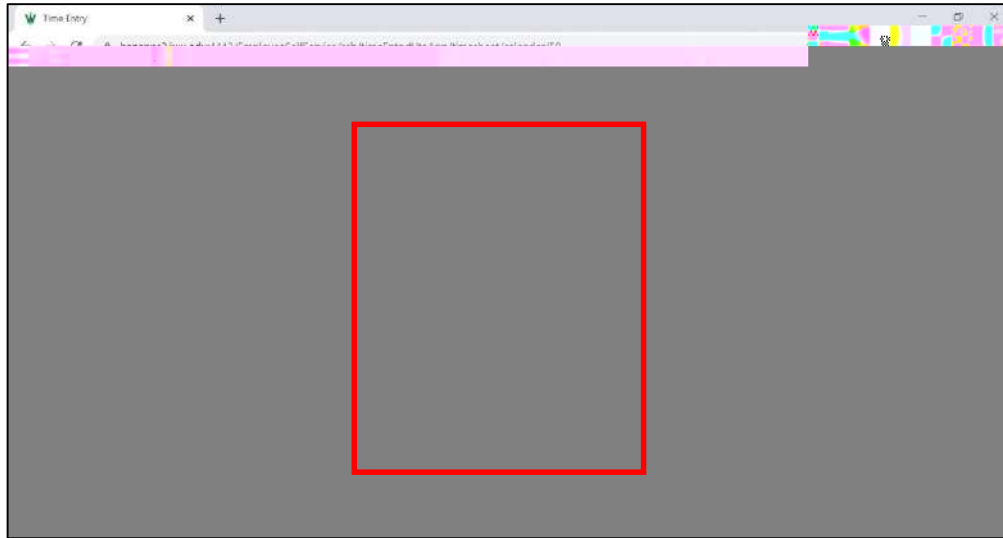
Part time employees must report hours scheduled each day (if eligible for leave time).

8. Review warning dialog boxes when present and address,

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- To review your Timesheet and prepare to submit it for approval, click on **“Preview”**. Confirm total hours by earn code and total hours per week are accurate.



- After reviewing your hours, you may add an optional comment to share with your supervisor.

You must check the box acknowledging “ ” before you can Submit your Timesheet for approval.

Click **“Submit”** to submit your Timesheet to your supervisor for approval.

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12.

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Click on “**Banner Self Service**” under MYIWU (left hand side), and then in the drop-down click “**Employee Dashboard**”. 2.

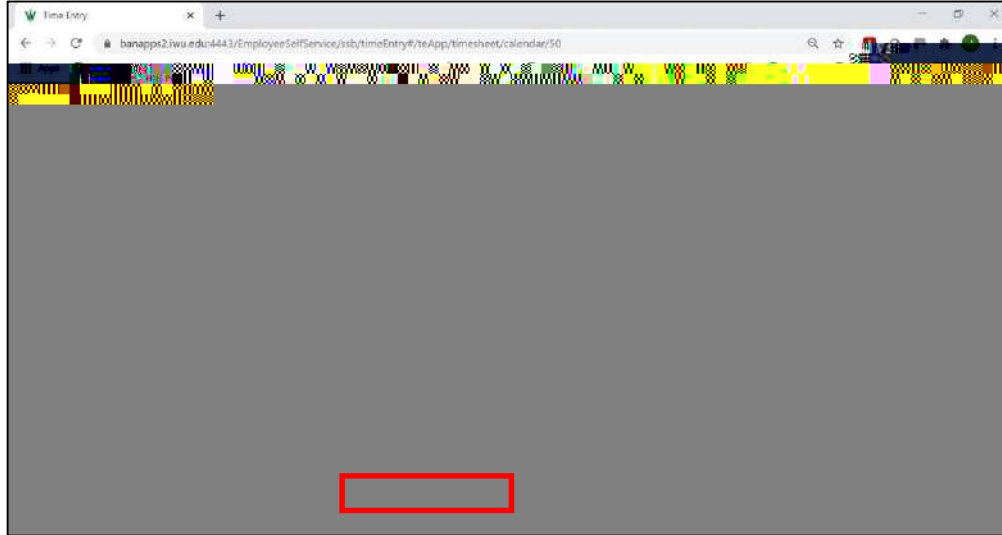
2. Un

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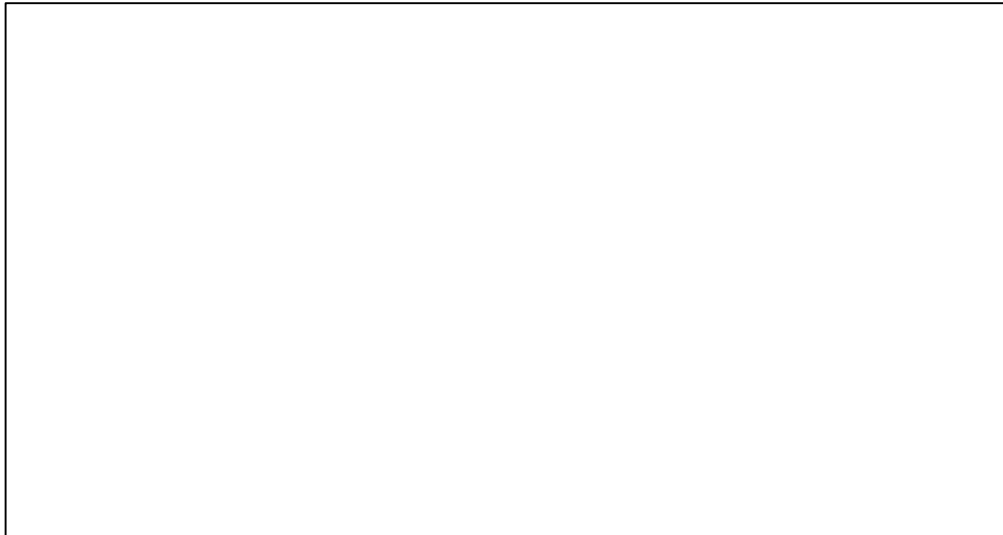
Click on "**Details**" to see the daily entries and comments.

Messages may display as Warnings when multiple earn codes are used for the same time on a given day, more than 12 hours are entered in a day, etc. Please review all messages by clicking on each day and click on "**Timesheet**

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6. Once the Timesheet is approved, a message will display indicating it was successfully approved and the status of the Timesheet changes to Approved.



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Quick Guide

Non-Exempt Employees

Enter & Submit Timesheet (by 10:00 a.m. Monday following end of pay period)

1. Access Employee Self Service
2. Click “**Enter Time**”
3. Select the appropriate pay period
4. Complete Timesheet to report hours worked, paid time not worked and leave used:
 - a) Navigate to and click on date to report hours
 - b) Select earn code from drop-down
 - c) Record start time and end time
 - I. Two entries are needed to reflect a lunch break
 - II. For full time employees, hours for each day should total at least 8 hours
 - III. Time is recorded in ¼ hour increments
 - d) Click “**Save**”
 - e) Once all time has been entered for the pay period:
 - i. Click “**Preview**”
 - ii. Scroll to bottom of Preview window
 - iii. (Optional) Add comments you want your supervisor to read
 - iv. Review your hours being submitted
 - v. Check the “ ” Statement
 - vi. Click “**Submit**”

Timesheet Approver

Return for Correction (allow time for correction before due) / Approve Timesheet (by 3:30 p.m. Monday following end of pay period)

1. Access Employee Self Service
2. Click “**Approve Time**”
3. Navigate to the employee to be reviewed
4. Click “**Details**” to review the time reported by the employee
5. Review for accuracy
 - a. If you find errors on the employee submission:
 - i. Scroll to bottom of “Preview” window
 - ii. Add comments (i.e., you forgot to record leave time on “X” date)