Banner Web Self Service User Guide

Leave/Time Report Entry and Approval
Administrative Staff, Professional Faculty and Supervisors
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Directions for submitting reports (employees)

Directions for approving reports (supervisors)

Directions for setting a proxy (supervisors - an alternate to approve when you are not available)

Exempt Employees are required to complete a monthly Compensated Absence Leave Report (CALR) through BannerWeb to record time not worked at the end of the month. An automated e-mail reminder will be sent on the 1st of each month to employees. Reports for the previous month’s absences must be submitted for approval no later than 5PM on the 4th of each month BannerWeb can be accessed from any computer on or off campus.

Supervisors are required to review and approve the monthly CALR in BannerWeb. Supervisors are required to assign a proxy to approve in their absence. An automated e-mail reminder will be sent on the 5th of each month to supervisors. CALR’s must be approved by supervisors no later than 5PM on the 10th of each month BannerWeb can be accessed from any computer on or off campus.

Best Practices for Employees

- Set a monthly reminder on your Google calendar for the day before the submittal deadline.
- Enter leave hours taken on the day you return to work.
- Spring Break Day is to be taken during Spring Break week and entered as College Holiday.
- If you work during a College Holiday, please make a note in the “add comment” section.
- Review your report at the end of each month.

Best Practices for Supervisors

- Set a monthly reminder on your Google calendar for two days before the employee submittal deadline and contact your employees who have not yet submitted their leave reports.
- If an employee has not submitted by the employee deadline, contact HR for instruction.
- If you return a report to an employee for correction, please indicate the reason in the “add comment” screen.
- If you approve any reports before the deadline please remember to go in again before the actual deadline to be certain all reports are submitted and approved.
- Set up a proxy and have a procedure in place with that person in case you are unable to approve leave reports. Also, have a procedure in place in case you are both absent. Remember, you do not have to be on-campus to submit/approve leave reports.
Section 1: Introduction to Web Time Entry Leave Reporting

Utica College utilizes Banner to process payroll transactions. The College is pleased to provide its employees with online services via Banner Employee Self Service. The online services allows employees to enter hours worked and leave taken via Utica College’s Web Time Entry Process.

Entering Leave taken on the Web allows you to perform the following tasks:
• Enter and submit leave hours taken
• View leave balances

Both of these features are available to you, at anytime, through any computer with an Internet connection.

Other Employee Self Service Features
The chart below shows the features that are now available to you.

<table>
<thead>
<tr>
<th>Employee Self Service Features</th>
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<tbody>
<tr>
<td>Leave Reports</td>
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<tr>
<td>Enter, view and submit your leave report for approval</td>
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<tr>
<td>Benefits &amp; Deductions</td>
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<tr>
<td>View your elected benefits and deductions</td>
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<tr>
<td>Pay Information</td>
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<tr>
<td>View your pay history and your paycheck stubs</td>
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<tr>
<td>Tax Forms</td>
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<tr>
<td>View your W-2 and W-4 information</td>
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<tr>
<td>Leave Balances</td>
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<tr>
<td>View your leave balances and leave transaction history</td>
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<tr>
<td>PLEASE NOTE THAT BALANCES REFLECT ONLY HOURS THAT HAVE BEEN SUBMITTED AND APPROVED.</td>
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<tr>
<td>FLAC Contracts</td>
</tr>
<tr>
<td>View and accept Faculty/Adjunct Faculty Contracts</td>
</tr>
</tbody>
</table>
Section 2: Logging into Employee Self Service

Navigate to bannerweb

Click on *Enter Secure Area*

Enter your Utica College User Name and Password-Click *Login*
Click on Employee to see Benefits and Deductions, Pay Information, Tax Forms, Job Summary, Leave Balances and Campus Directory
On this page you can:

Enter your hours worked (non-exempt only) - click Time Sheet
Enter your leave time taken (exempt only) - click Leave Report
See your current payroll deductions - click Benefits and Deductions
View your W-2 and your W-4 allowances - click Tax Forms
See your remaining leave balances - click Leave Balances
Access the Utica College campus directory - click Campus Directory
Faculty can also accept/view your FLAC contracts - click Faculty Load and Compensation
Section 3: Time Reporting
Entering Hours/Approving Hours

Entering hours worked - click Access My Time Sheet
Entering Leave Time Taken - click Access My Leave Report

Approving a timesheet/leave report - click Approve or Acknowledge Time

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Approvers:

If you are a Supervisor Approving: Act as Proxy should say “SELF”
If you are approving as a Proxy: Click Drop down box and choose the supervisor name for whom you are approving.
**Entering Hours:** Click *Enter Hours* under the date within the correct leave category. Enter hours in 15 min. increments. (ex: 15 minutes = .25 hours)

**Preview Hours:** Click *Preview* to see timesheet before submitting for approval.

**Copying Hours:** To enter more than one day for the same category of leave within the same pay period. Click *Enter Hours* under the first date within the correct leave category (continued on next page).
Enter the correct number of hours in the *Hours* field. To enter hours for a single day, click *Save*.

To enter hours for more than one day, click *Copy*.
Copy options include the ability to copy to the end of the pay/leave period. If you select the same date you are copying from—your hours will be deleted. When you select copy, the hours and the correct account distribution will also be copied. Click **Copy**

<table>
<thead>
<tr>
<th>Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, Hours or Units and Account Distribution is also copied.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leave Code:</strong> Vacation Pay, Shift 1</td>
</tr>
<tr>
<td><strong>Date and leave time to copy:</strong> Dec 01, 2013, 1 Hours</td>
</tr>
<tr>
<td><strong>Copy from date displayed to end of the leave period:</strong></td>
</tr>
<tr>
<td><strong>Include Saturdays:</strong></td>
</tr>
<tr>
<td><strong>Include Sundays:</strong></td>
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<tr>
<td><strong>Copy by date:</strong></td>
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After clicking copy, verify that a message stating “Your hours have been copied successfully” appears along with a yellow triangle

Click **Leave Report** to return to your leave report.
Section 4: Add Comment/Preview

**Employees:** Click on *Comments* to send a message to your supervisor or to the payroll office regarding your hours in a particular pay/leave period. This is where you can indicate a reason for your leave absence or overtime worked.

**Supervisors:** Click on *Comments* to send a message to the employee or to the payroll office here as well. If there is anything unusual about the time record such as the employee worked during a College Holiday or the time record has mistakes and should NOT be approved, please indicate that information in this area.

You can also click *Preview* to review your entries.
Changing Hours Entered and Saved but NOT Submitted

You can edit hours that have been entered and saved before they are submitted for approval.

Click on the desired Pay Period and job from the Time Sheet/Leave Selection menu that needs editing.

Click on the number of hours entered for the date and earning type you want to change.

Enter the new value and click Save.

To remove the entry completely, highlight the existing value and press backspace, then click Save.
Section 5: Submitting Your Time/Leave Report for Approval

Once your report has been completed and you are satisfied you have entered all hours correctly, your time/leave report is ready to submit for approval.

After clicking submit for approval you must enter your UC username and password or the report will not be submitted.

After clicking submit, verify that a message stating “Your hours have been submitted successfully” appears along with a yellow triangle.
Section 6: Approving Hours Worked/Leave Taken

Click on the department for which you are approving hours.

Note: You may have to look at more than one department to see all your employees. It is based on the account funding for the position.

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You can sort by the status of the timesheet or alphabetical by employee surname.
Click on the month (leave number) you want to approve/view.

After clicking select you will see a list of names. Click on the employee name to open/view the report before approving.

Pending status = employee has submitted for approval

In Progress status = employee has started report, but not submitted for approval

If the employee has not opened/started a report you will not see it listed.
Click on the pay period you want to approve/view.

You may have to scroll up or down to get to the current pay cycle and the payroll ID (BiWeekly or Student).
Section 7: Returning a Report for Correction

If a timesheet/leave report needs correcting the supervisor can return it by clicking Return for Correction.

This action automatically generates an urgent e-mail to the employee that a report has been returned to them.

Once corrections are made, the employee will need to re-submit it.

Changing the Record

Another option is for the supervisor to click Change Record and make a correction to the hours. You must also add a comment if you make a change.
Section 8: Viewing Balances

See your remaining leave balances - click *Leave Balances*

For details click on the *Leave Type*. This will open to a screen with *Leave Details*.
Employee

Time Sheet
Leave Report
Leave Request
Benefits and Deductions
Retirement, Health, Faculty standing, miscellaneous, Benefit Statement,
Pay Information
W2 Tax Exemptions or Allowances
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement
Job Information
Tax Forms
Release: 8.8

Tax Forms

W-4 Tax Exemptions or Allowances
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement
Release: 8.8

W2 Year End Earnings Statement

Due to system conversion no W-2 information will be available on the web until January 2007.

Tax Year: 2012
Employer or Institution: Utica College

DISPLAY

[ W-4 Employee's Withholding Allowance Certificate | W-2c Corrected Wage and Tax Statement ]

Release: 8.8