UTICA COLLEGE

Web Time Entry
User's Guide
SCT 2010

For more information contact Melissa Panella, Payroll Clerk 792-3135 or payroll@utica.edu

Web Time Entry

Web Time Entry is a self service web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical time sheets.

The Web Time Entry system will allow you to log into a secure website and enter your hours worked and/or leave time used online from any computer with access to the Internet.

Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

It is recommended you enter your hours

on a daily or weekly basis.

View the (partial) sample time sheets on the next two slides.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Senior Secretary - HR -- 999944-00
Department and Number: Student Employment Office -- 420003
Time Sheet Period: Mar 29, 2009 to Apr 11, 2009
Submit By Date: Apr 15, 2009 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Apr 01, 2009	Thursday Apr 02, 2009	Friday Apr 03, 2009	Saturday Apr 04, 2009	Sunday Apr 05, 2009	Monday Apr 06, 2009	Tuesday Apr 07, 2009
SCT Full Time	1	0	21		7	6	6	Enter Hours	Enter Hours	2	Enter Hours
Vacation Pay	1	0	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	4	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	5
Floating Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Straight	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter	Enter	Enter

	Shift	Hours or Units	Hours	Units	Jul 05, 2009	Jul 06, 2009	Jul 07, 2009	Jul 08, 2009	Jul 09, 2009	Jul 10, 2009	Jul 11, 2009
SCT Full Time	1	75	69.5		Enter Hours	7.5	7.5	3.25	7.5	7.5	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	5.5		Enter Hours	Enter Hours	Enter Hours	4.25	Enter Hours	Enter Hours	Enter Hours
Floating Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Straight Overtime	1	0	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours
Time and One Half	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doc Pay Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			79		0	7.5	7.5	7.5	7.5	9.5	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1

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TIME SHEET TERMINOLOGY

• **Position Selection**: Returns you to the Position Selection screen.

• **Click on Comments:** Comments to your supervisor/proxy may be added to your time sheet by clicking here. Comments entered through Web Time Entry will only be seen by your supervisor and/or proxy; comments are not visible by anyone in the Payroll Department. If you need to communicate with the HR or Payroll Department you should contact them directly.

• **Click on Preview:** This will display the entire pay period and will show the hours or leave entered for each day. You may print it if you need a hard copy of what you have entered.

TIME SHEET TERMINOLOGY

•**Submit for Approval:** see more information on page 9

•**Restart:** If your time sheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and will allow you to make corrections.

•**Previous / Next:** Each pay period is a 2-week period but not all the days can fit on the width of one screen. Click on **Previous** or **Next** to toggle back and forth between each week.

•When you click on **Enter Hours** you have the option to Click on **Copy:** Use this function if you work the same number of hours on multiple days. You'll want to be careful not to select the same date to copy *to* that you are copying *from* because if you do this, your hours will be deleted.

•When you click on **Enter Hours** you will see **Account Distribution**. This is used for accounting purposes only and will not affect your hours or pay.

DIRECTIONS FOR ENTERING YOUR TIME WORKED

Go to **BannerWeb**

    a)   www.utica.edu

    b)   On top of screen click **Login**

    c)   Click on **Banner Web**

Enter Secure Area, logging on by using your UC login and password

1.   Click on **Employee**

2.   Click on **Timesheet**

3.   Click on your correct **Title and Number**
      (if you have more than one job listed, choose the one for the hours you want to enter)

4.   Click on **Timesheet**

5.   *IN THE COLUMN TO THE LEFT YOU WILL SEE DIFFERENT EARNINGS TYPES SUCH AS regular hours, overtime, leave, holiday, sick time, etc.*

6.   To enter your time, click on the **Enter Hours** link under the <u>day</u> you worked and on the row for the <u>earnings type</u> for which you are reporting hours worked.

DIRECTIONS FOR ENTERING YOUR TIME WORKED

7. You need only enter the TOTAL hours worked in a given day under the correct column and in the correct pay category. For example, if you took ½ a vacation day, you would enter 3.75 on the line for regular SCT time and 3.75 on the line for vacation under the same day. The total at the bottom of the column will show 7.50 hours (and that is what you will be paid for if your leave balance allows for it).
    Click **Save**.

8. Hours must be entered for *each* working day or holiday within the pay cycle. Click on the **Next** or **Previous** buttons at the bottom of the screen to see additional dates within the pay cycle.   Click **Save**.

9. If you have not completed entering your hours for the entire pay period, click **Save.** You can return to enter additional hours at a later date.

DIRECTIONS FOR ENTERING YOUR TIME WORKED

10. **DO NOT** click **Submit for Approval** until you have finished entering <u>all</u> your hours <u>for the entire pay period</u>. If you mistakenly click **Submit for Approval** prior to entering all your hours for a specific pay period, you must contact your supervisor.

11. **Submitting Your Time Sheet for Approval**
    After you have entered hours for the entire pay period and you are ready to submit your time sheet to your supervisor for approval you should:

12. Click **Submit for Approval**.

DIRECTIONS FOR ENTERING YOUR TIME WORKED

13. Once you click to submit, it will require that you <u>enter your UC user name and password again</u>. After you click **Submit for Approval**, the screen will indicate whether your time sheet was submitted successfully. The bottom of the screen will display the date that the time sheet was submitted. It will also indicate that your time sheet is **pending approval** by your supervisor. When your supervisor has approved the time, it will be noted in the **approved by** box.

   **If you want, you can log in again before the payroll approval deadline to verify that your supervisor (or their proxy) has approved your time sheet.

Timeframes and Deadlines

- **In order to be paid every 2 weeks, it is critical that you submit your time by the deadline.** You are responsible for submitting your electronic time sheets to your supervisor. Without a time sheet, the supervisor is unable to approve your time and/or leave and without the supervisor's or their proxy's approval, you will NOT be paid until the following pay period.

- **Hours must be submitted through Web Time Entry by deadline listed on Payroll webpage.**

Printing Records

As part of UC's "Go Green" efforts, time sheets will remain viewable online for one year. However, if you also want to keep a printed copy for your records, you may make a screen print from the *Preview* page, but you will need to reduce the text size in order to have the time sheet print all on one page (it will be tiny):

• With the image you want to print showing on your screen, select **Edit** from the menu bar at the top of the screen, click on **Select All** from the drop down menu

• From the menu bar, select **View** and click on **Text Size/Smallest** from the drop down menu

• From the **File** drop down menu, click on **Page Setup**, choose **Landscape** and click **OK**

• Print the time sheet by clicking on the **printer icon** found in the menu bar

Answers to Frequently Asked Questions (FAQ's)

1. What if my time sheet is not listed or my Position (Title and Department) is not listed on the Position Selection screen?
Please contact your supervisor and/or Payroll Clerk 792-3135 to determine if you have been authorized to work and that your appropriate paperwork (I-9, W-4, etc.) has been submitted.

2. What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period or I made a mistake?
Contact your supervisor. If they have not already approved it, they can return it to you electronically for changes or they can make changes for you up to 5:00 pm on the day the time sheet is due. If your supervisor has already approved your time sheet, or the deadline has passed, you will need to speak with the Payroll Clerk 792-3135.

3. What if I missed the submission deadline?
It is important that you plan ahead and know the deadlines. There is a payroll schedule posted for your convenience on the Payroll website. If you miss a submission deadline contact your supervisor and the Payroll Clerk 792-3135 immediately.
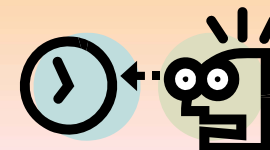
Answers to Frequently Asked Questions (FAQ's)

4. Can anyone else access my hours?

Only your supervisor, their proxy and the Payroll Clerk can access your hours. Should your supervisor or proxy modify any hours you submitted, they are required to notify you of the change.

5. Should employees share their User ID and password with a proxy, approver, or other staff?

NO! Due to the confidential and sensitive nature of information that can be accessed through the entire Self Service system, employees should never share their User ID and password with anyone.

CONFUSED?

CONTACT MELISSA PANELLA, PAYROLL CLERK WITH
ANY QUESTIONS YOU MAY HAVE
792-3135 or payroll@utica.edu

THANK YOU FOR YOUR COOPERATION!!