

Banner Web Time Entry (WTE) for Student Workers

Banner Web Time Entry is the new process for student workers to enter Timesheets through the Banner Employee Self-Service (ESS) portal. The monthly pay cycle remains the same. Here are instructions with screenshots, or you can jump to the [Quick Guide](#).

What's new?

- Students will Clock In and Clock Out for each shift using Banner Employee Self-Service (ESS) portal.
- Ability to include comments with Timesheet entries.
- Ability to view the status of your Timesheet as it routes through approval to processing.
- Previous Timesheets submitted via WTE will be viewable through Employee Self Service.
- Automated routing to supervisors for review, return for correction and approval.
- Automated reminders through Banner Communication Management will remind students and supervisors of pending deadlines if Timesheets are not complete or approved.
- Supervisors will be able to assign proxies in their absence to review and approve Timesheets.
- Time can be entered and approved from any web enabled device.

Roles

Student Employees

Student Workers will utilize this system to report time on a monthly basis during the academic year. Timesheets must be completed by 12 noon on the 2nd of the month following the end of pay period—or next business day if the 2nd falls on the weekend/holiday. **While students are required to submit their Timesheet within four days of the end of the month, it is strongly encouraged to submit the day after the pay period ends to give ample time to the supervisor to review and approve.**

Hours worked outside the academic year (summer) will be reported on a bi-weekly basis. Timesheets must be completed by 12 noon of the Monday following the end of the pay period.

Approver

The supervisor is the approver. The approver has the ability to update, change, return, or approve the Timesheet submitted by their employee(s). The approver is responsible

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for approving all of their employees' Timesheets by 5:00p.m. of the 3rd day of the month following end of pay period—or next business day if the 3rd falls on the weekend/holiday during the academic year).

Hours worked outside the academic year (summer) will be reported on a bi-weekly basis. Timesheets must be approved by 5:00 p.m. of the Monday following the end of the pay period.

Each Timesheet should be reviewed in detail, making sure that the time submitted is correct. The Timesheet needs to be approved (and if necessary, corrections made and communicated) prior to the payroll deadlines. Employees cannot approve their own Timesheets.

Proxy

A proxy is an individual designated by the approver in the Employee Self Service system to act on the approver's behalf to update, change, return, or approve the Timesheet submitted by their employee(s). 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. Details on assigning and acting as a proxy will be found later in this document.

Responsibilities

Employee Responsibilities

1. Record accurate hours and days on your Timesheet as stated under the Roles of Student Employees on page 1.
2. Review your Timesheet for accuracy before submitting it for approval.
3. Ensure Timesheet reflects total hours worked.

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:

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- a. Prior to 5:00 p.m. of the 3rd day of the month following the end of the pay period, return a Timesheet with errors to employee(s) for correction. (Employee(s) will receive an email generated by Banner Communication Management from IWU Payroll notifying them you have returned their Timesheet.)
- b. Add a comment explaining why the Timesheet is being returned. (A comment is required.)
- c. If an error is discovered after 5:00 p.m. of the applicable 3rd day of the month, contact the Payroll department for instructions on correcting the error.
5. If desired, add comments on the Preview screen of an employee's Timesheet before approving.
6. Approve all Timesheets individually, prior to 5:00 p.m. of the applicable 3rd day of the month. Reviewing them as soon as they are available will give the supervisor and student employee the time to make any necessary corrections.
7. If you will be unable to approve the Timesheet, designate a proxy to perform your responsibility in your absence. proxies can be designated; an employee may never be designated as their own proxy.
8. Proxy functionality is dependent upon security settings. Please have the proxy confirm they can see Timesheets in ESS. If the proxy cannot see your employees' Timesheets, contact Human Resources.

Proxy Responsibilities

1. Understand the required steps to approving Timesheets and related policies.
2. Assume the role and responsibilities of 'acting as approver' when designated by the approver.

Timeframes and Deadlines

Employees must submit their Timesheet to their approver by 12 noon of the 2nd day of the month following the end of pay period during the academic year. Hours worked outside the academic year (summer) will be reported on a bi-weekly basis. Summer Timesheets must be completed by 12 noon of the Monday following the end of the pay period.

Supervisors or their proxies are responsible for final approval of the Timesheet by 5:00 p.m. of the 3rd day of the month following the end of the pay period during the academic year. Hours worked outside the academic year (summer) will be reported on

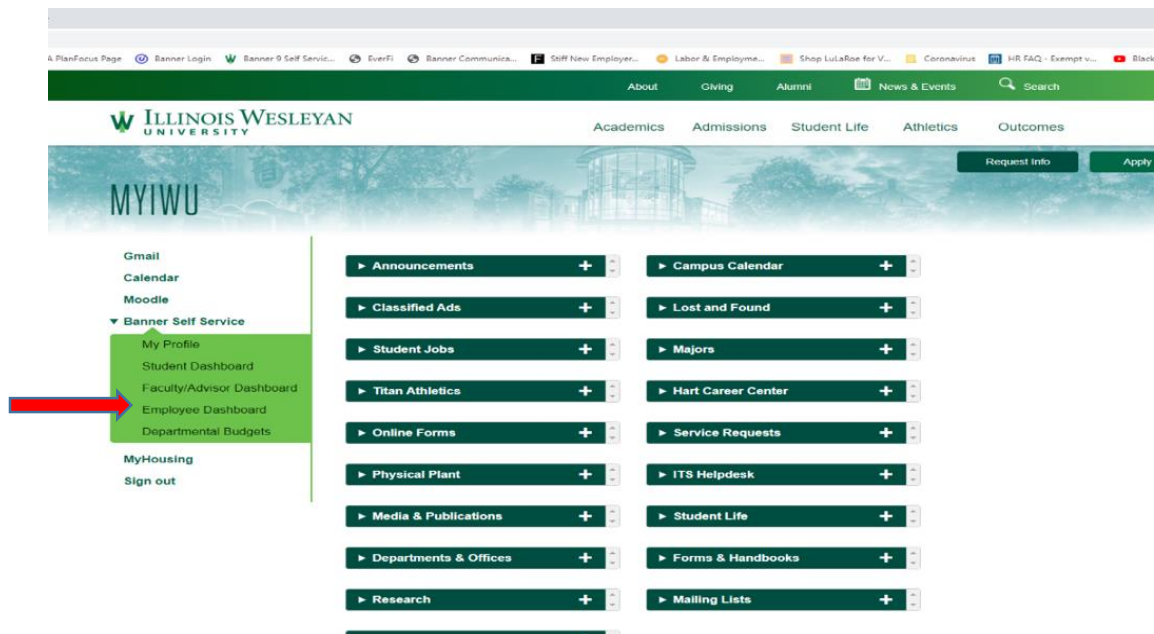
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a bi-weekly basis. Summer Timesheets must be approved by 5:00 p.m. of the Monday following the end of the pay period.

Student Time Entry Process

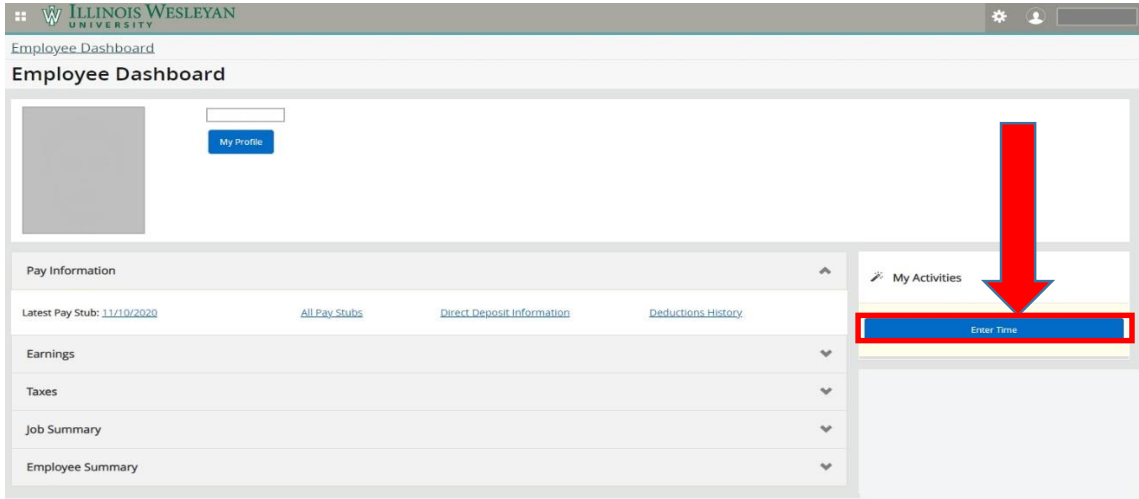
Access to the Time Entry system is through the MyIWU portal, which is accessible from any mobile enabled device with access to the Internet.

1. Access the Employee Dashboard in Banner Employee Self-Service.
 - Access the MyIWU portal at <https://my.iwu.edu>.
 - Enter your network username and password. This is the same username and password that you use to access your email.

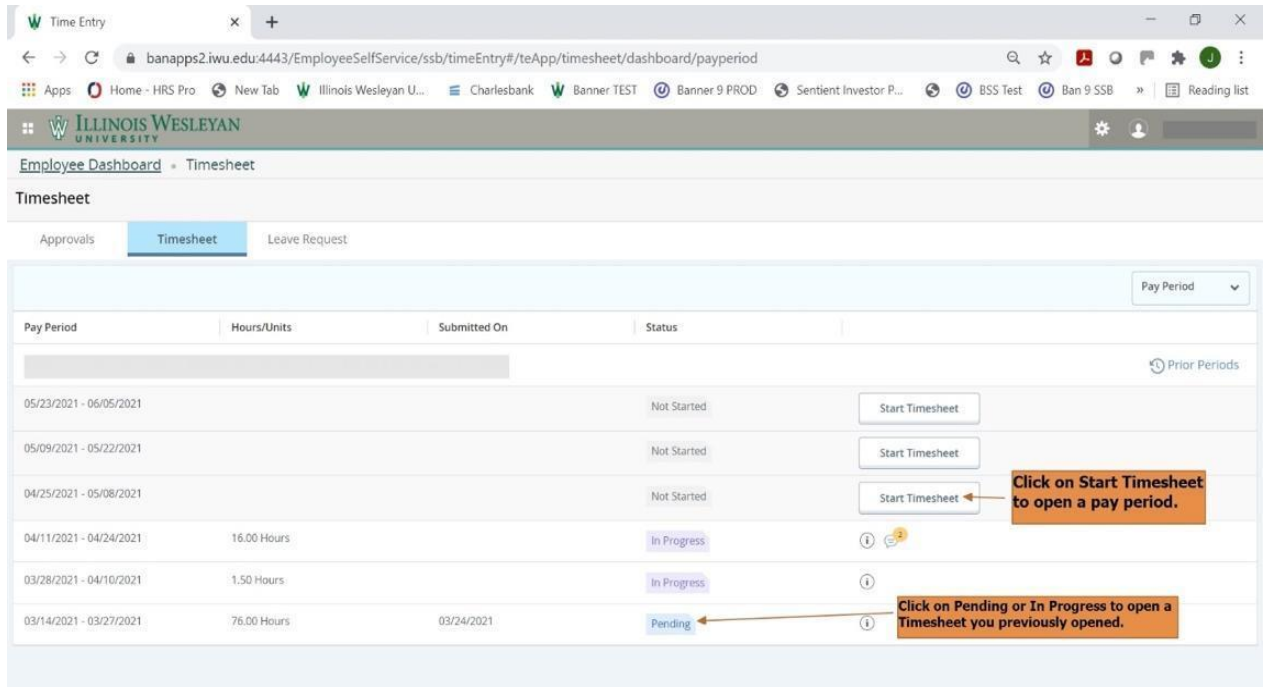


- Click on **"Banner Self Service"** under MYIWU (left hand side), and then in the drop-down click on **"Employee Dashboard"**.
 - If you are not logged in, you will be prompted to enter your NetID and Password.
2. Under My Activities, click **"Enter Time"** to access Timesheets. Student workers will Clock In and Clock Out for each shift.

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3. 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 reopen an active Timesheet, select either "Pending" or "In Progress" under the Status column. Pending means the Timesheet has been submitted to the Supervisor for approval and In-Progress means you have not yet submitted the Timesheet. If you have more than one job/position, you will have multiple timesheets. Please select the current job.



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4. The timesheet displays with Clock In and Clock Out buttons.
- **Clock In** when your shift begins; **Clock Out** when your shift ends.

The screenshot shows the Banner Web Time Entry (WTE) interface. At the top, there is a breadcrumb trail: [Employee Dashboard](#) > [Timesheet](#) > Senior Secretary, C11110-01, B, 10, Office of the President - Admin, Rate: \$15.500000. Below this, the employee information is repeated: Senior Secretary, C11110-01, B, 10, Office of the President - Admin, Rate: \$15.500000. There are links for [Restart Time](#) and [Leave Balances](#). The main area shows a calendar for the week of 08/24/2020 to 09/06/2020. The current date is Friday, 08/28/2020, which is highlighted in blue. Below the calendar is a form to add an earn code. The form has a dropdown menu for 'Earn Code' with 'Regular Pay' selected. To the right of the dropdown are two buttons: 'Clock In' and 'Clock Out', both highlighted with a red box. To the right of these buttons is a 'Hours' field with '0.00' entered. Below the buttons is an 'Add More Time' link. At the bottom of the form are 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons.

5. If you miss a Clock In or Clock Out, the generated system time can be adjusted by clicking on the Edit icon (✎).

The screenshot shows a time entry for 'Regular Pay' with a clock time of 11:15 AM. There is a 'Clock Out' button. To the right of the entry is an edit icon (✎) highlighted with a red box. Below the entry, it says 'Total: 0.00 Hours'.

- Time can be manually entered and requires a comment to be entered and the entry is saved.

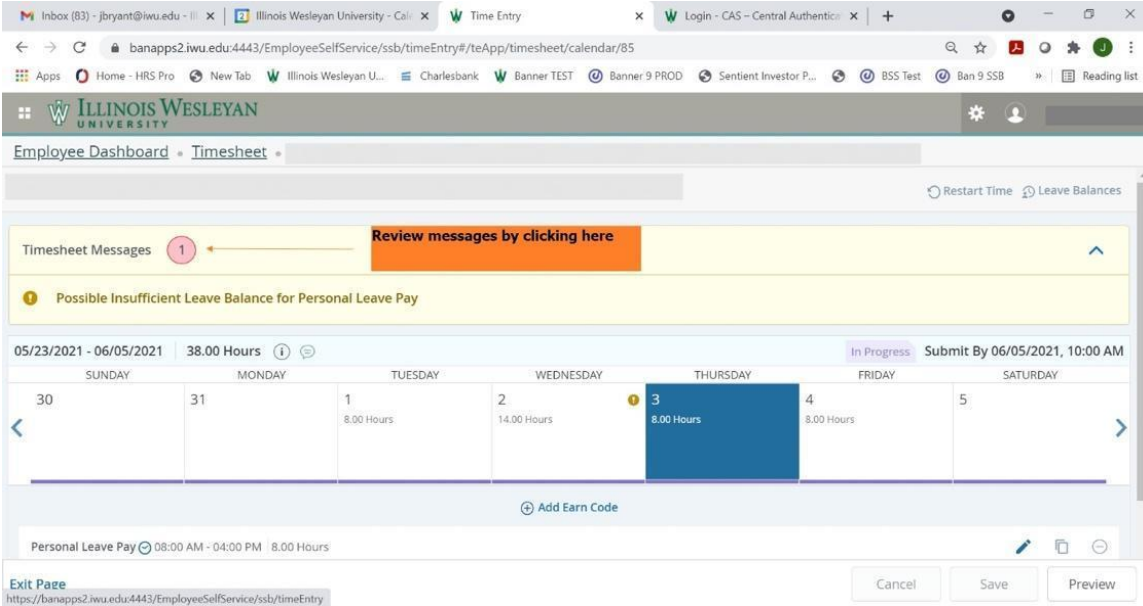
The screenshot shows a time entry for 'Regular Pay' with an 'In Time' of 08:30 AM and a comment of 'Forgot to clock in'. There is a 'Clock Out' button highlighted with a red box. Below the entry, it says 'Total: 0.00 Hours'.

- Once manually entered time is saved, the entry also reflects the Clock (system) Time when the entry was made, and the comment entered.

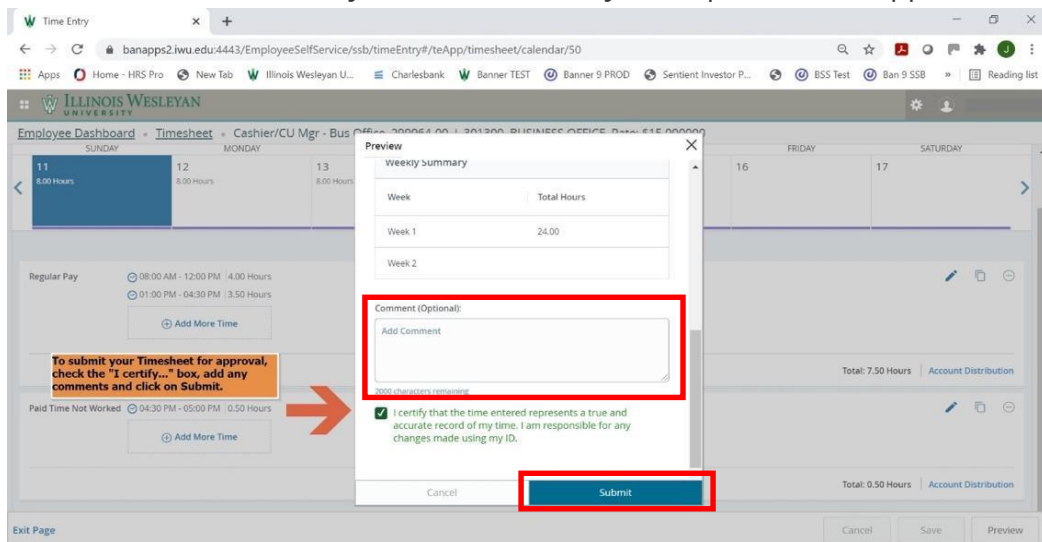
The screenshot shows a time entry for 'Regular Pay' with a clock time of 08:30 AM. Below the entry, it says 'Clock Time: 11:40 AM' and 'Clock In Comment: Forgot to clock in'. There is a 'Clock Out' button highlighted with a red box.

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- Warning: Do not select "Restart Time" as all current Timesheet entries will be deleted, and the Timesheet will be set back to the beginning. All times will have to be manually entered with comments for each entry.
6. Review warning dialog boxes when present and address, as needed.

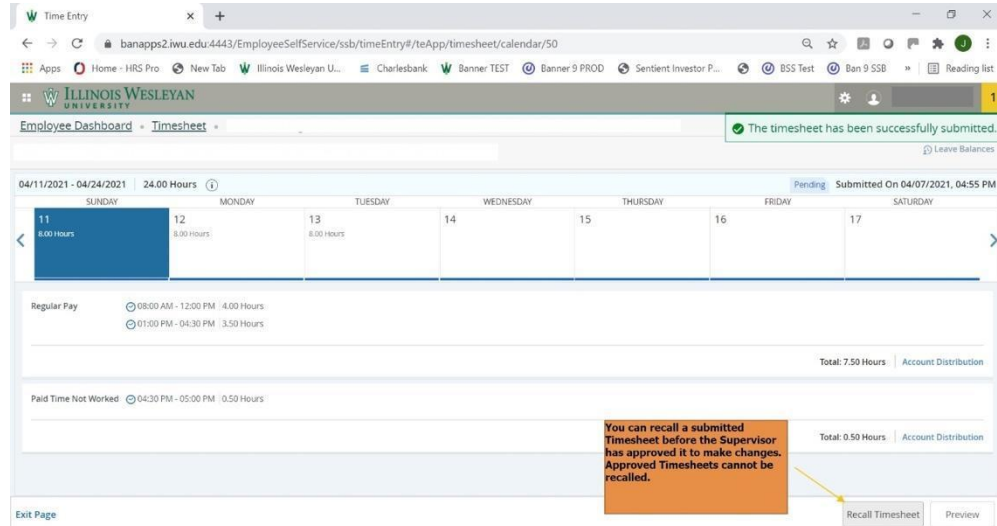


7. To review your Timesheet and prepare to submit it for approval, click on **"Preview"**. Confirm total hours per week are accurate.
8. After reviewing your hours, submit your Timesheet.
- Scroll to the bottom of the Preview box.
 - You may add an optional comment to share with your supervisor.
 - You must check the box acknowledging **"I certify...."** before you can Submit your Timesheet for approval.
 - Click **"Submit"** to submit your Timesheet to your supervisor for approval.



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- An employee can recall a submitted Timesheet prior to the Supervisor approving the Timesheet, by clicking on “**Recall Timesheet**”. A recalled Timesheet can be adjusted **AND** resubmitted using the same steps from above. **A Timesheet cannot be recalled, once it’s been approved by the Supervisor.**



Supervisor/Proxy Approval Process

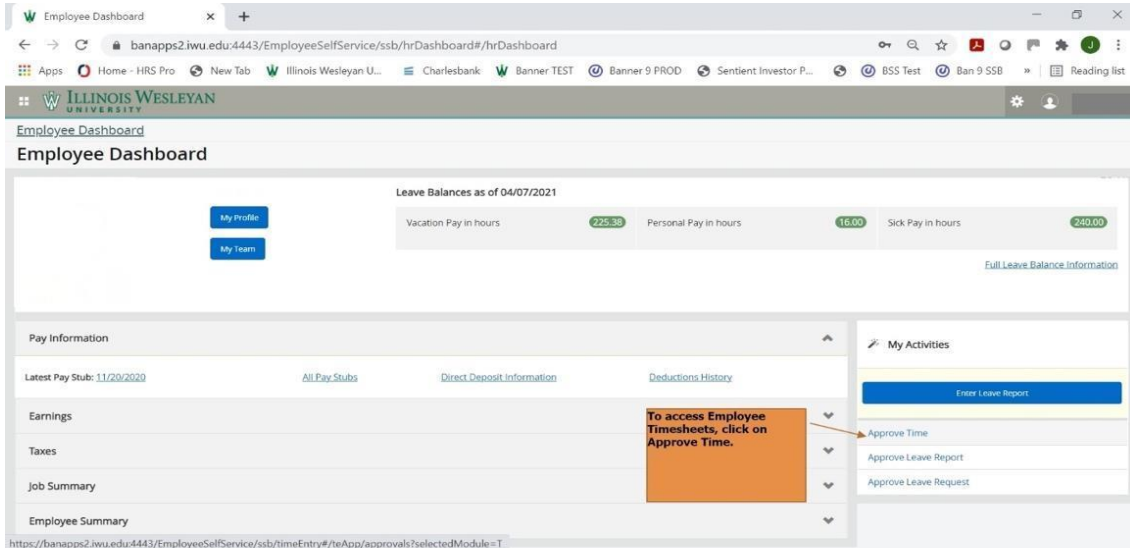
SUPERVISOR/PROXY APPROVAL (ACADEMIC YEAR) – BY 5:00 P.M. OF THE 3rd DAY OF THE MONTH FOLLOWING THE END OF THE PAY PERIOD (OR NEXT BUSINESS DAY IF THE 3rd FALLS ON A WEEKEND/HOLIDAY)

Supervisor

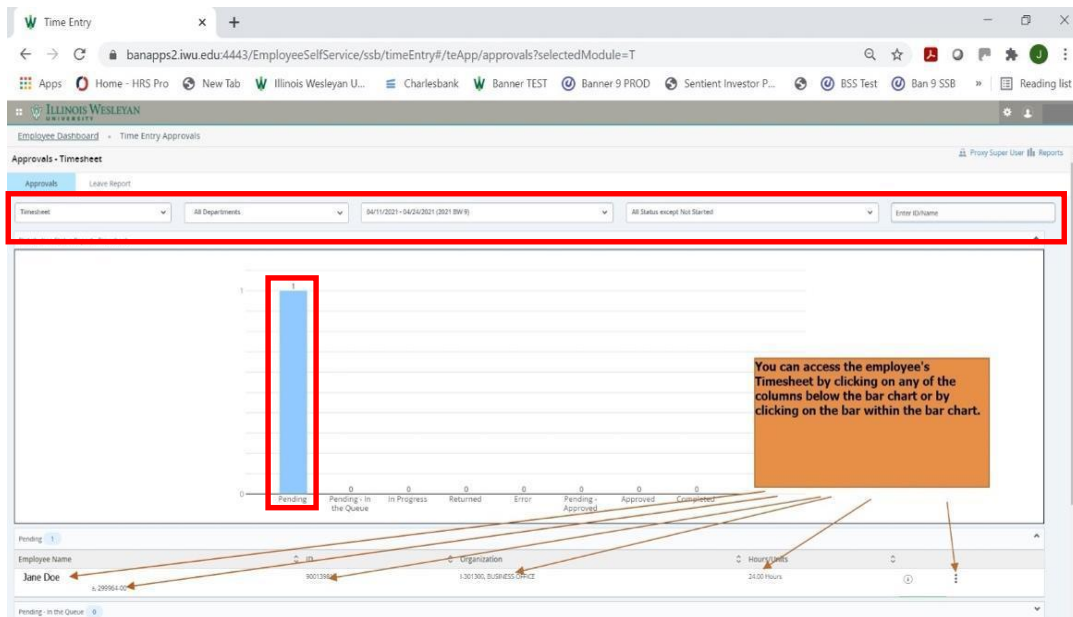
Access to the Web Time Entry system is through the MyIWU portal, which is accessible from any computer with access to the Internet.

- Access the Employee Dashboard in Banner Employee Self-Serve.
 - Access the MyIWU portal at <https://my.iwu.edu>.
 - Enter your network username and password. This is the same username and password that you use to access your email.
 - Click on “**Banner Self Service**” under MYIWU (left hand side), and then in the drop-down click “**Employee Dashboard**”.
- Under “My Activities”, click “**Approve Time**” to access the Timesheets that you need to act on.

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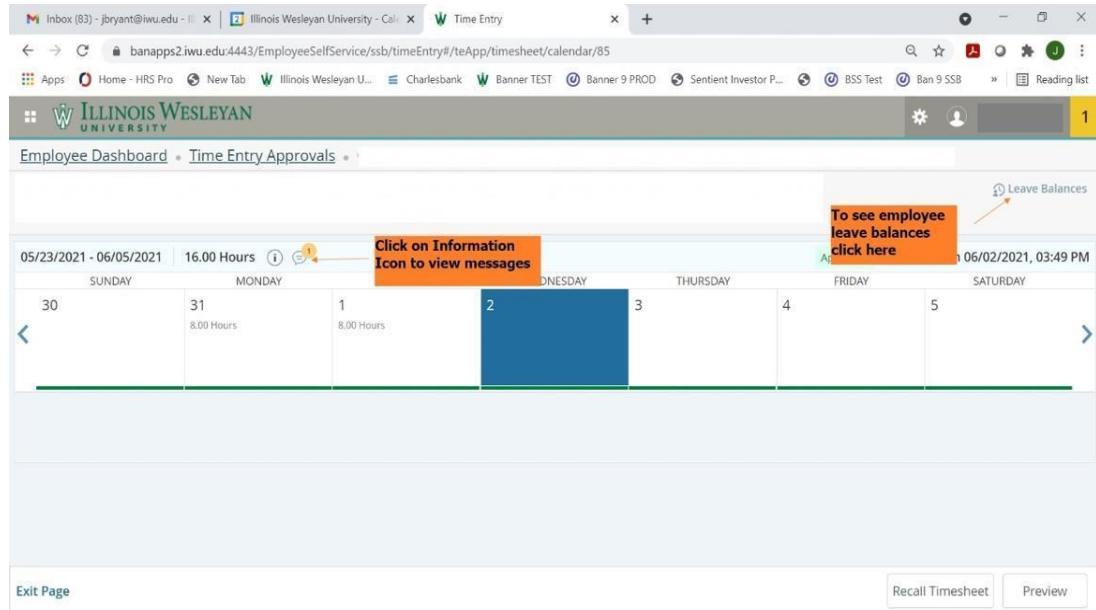


3. At this time, you may assign a proxy to approve timesheets on your behalf or in your absence.
 - Instructions on how to assign a proxy are below, see #8.
 - You will continue to get reminder emails from Banner Communication Manager.
 - Follow up with your proxy to be sure they can access your student workers in their ESS.
 - It is ultimately your responsibility to be sure that Timesheets are approved on time.
4. This screen will show the status of Timesheets for your team.
 - You can either click on the bar graph to pull up the list of Timesheets ready for you to approve or scroll down until you see the name(s) of employees who have Timesheets "Pending".



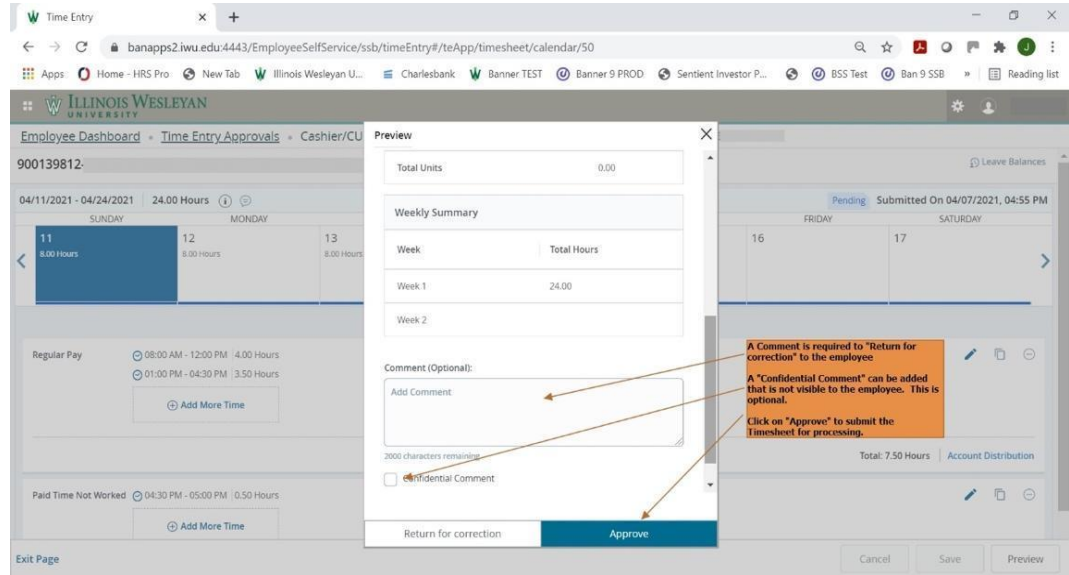
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5. After selecting an employee, a summary box will display.
 - Scroll down in the summary box to view “Weekly Summary” and review.
 - Click on “**Details**” to see the daily entries and comments.
 - Please review all messages by clicking on each day and click on “**Timesheet Messages**” displayed above the calendar.

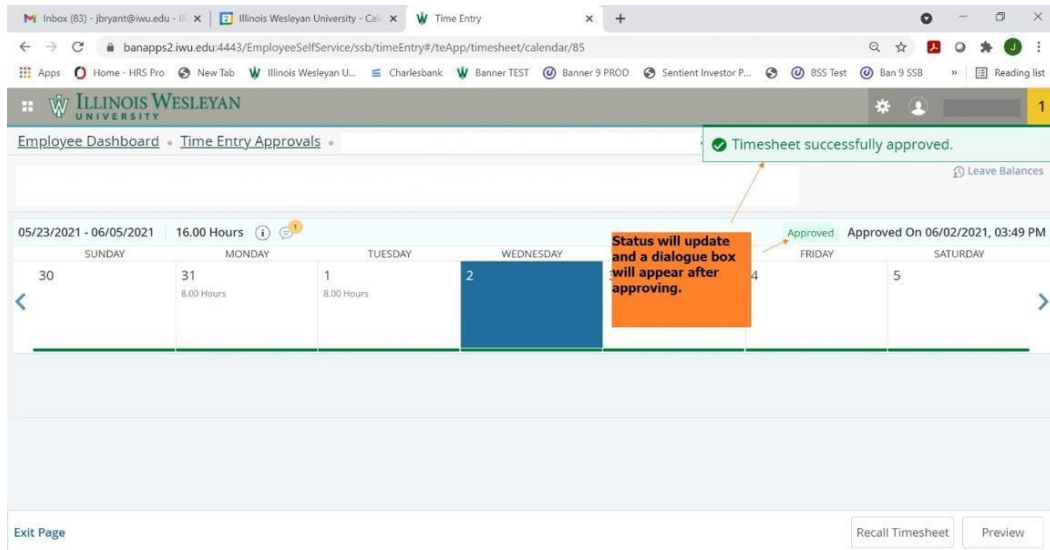


6. The supervisor can either return the Timesheet for correction or approve it. A comment is required to “Return for Correction”.
 - Prior to approving a Timesheet, a confidential comment can be added for Payroll to view, but will not be visible to the employee. This is optional.
 - If you noticed an error in the Timesheet, enter a Comment indicating what needs to be corrected, and click “**Return for Correction**” (the Confidential Comment box should not be selected, in this case, an error will be generated that the comment should not be marked as confidential).
 - The Timesheet status will change to Returned for Correction and it will then be returned to the employee to correct.
 - The employee will receive an email notification and your comments will be viewable to the employee.
 - To approve the Timesheet, click on “**Approve**”.

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



- Assigning a Proxy to review/approve/submit Timesheets on your behalf.
 - After entering ESS, under My Activities, select **“Approve Time”**
 - Click **“Proxy Super User”** (top right-hand part of screen, under your name).
 - Under Existing Proxies section, click **“Add a new proxy”**.
 - Type Staff Member’s Name to find and select. NOTE only Full-time or Part-Time Staff Members can be assigned as Proxies (not students).
 - Follow up with your Proxy to be sure they can view your student workers.

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Proxy

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 - Access the MyIWU portal at <https://my.iwu.edu>.
 - Enter your network username and password. This is the same username and password that you use to access your email.
 - Click on "**Banner Self Service**" under MYIWU (left hand side), and then in the drop-down click "Employee Dashboard".
2. Under My Activities, click "**Approve Time**" to access the Timesheets that you need to act on.
3. Click "**Proxy Super User**" (top right-hand part of screen, under name)
4. Under Act as a Proxy for section, select which supervisor you are acting as proxy for.
5. Click "**Navigate to Time & Leave Approvals application**".
6. If you cannot view the Student Timesheets assigned to the supervisor you are proxy for, please contact HR to grant you access at ext. 3971.
7. Follow remaining instructions for Supervisor Approval Process, #4 in previous section.

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WTE Quick Guide

Student Workers

Enter Time at each shift.

1. Access Employee Self Service through MyIWU portal
2. Click **“Enter Time”**
3. Select the appropriate pay period and job position
4. Complete Timesheet to report hours worked
 - Click on **“Clock In”**
 - At end of shift or for a break, click on **“Clock Out”**
5. Do this each shift for each position
6. Once all time has been entered for the pay period:
 - Click **“Preview”**
 - Scroll to bottom of Preview window
 - (Optional) Add comments you want your supervisor to read
 - Review your hours being submitted
 - Check the **“I certify...”** Statement
 - Click **“Submit”**

Timesheet Approver

Return for Correction (allow time for correction before due) / Approve Timesheet (by 5:00 p.m. of the 3rd day of the month following end of pay period—or next business day if the 3rd falls on the weekend/holiday during the academic year).

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
 - If you find errors on the employee submission:
 - i. Scroll to bottom of “Preview” window
 - ii. Add comments (i.e., you forgot to clock out on “X” date)
 - iii. Click **“Return for correction”**
 - To approve the time as submitted:
 - i. Scroll to bottom of “Preview” window
 - ii. Add comments, if desired
 - iii. Click **“Approve”**

****Timesheets cannot be recalled once the Supervisor has approved.**