

Web Time Entry Using Self Service Banner Approver's Guide

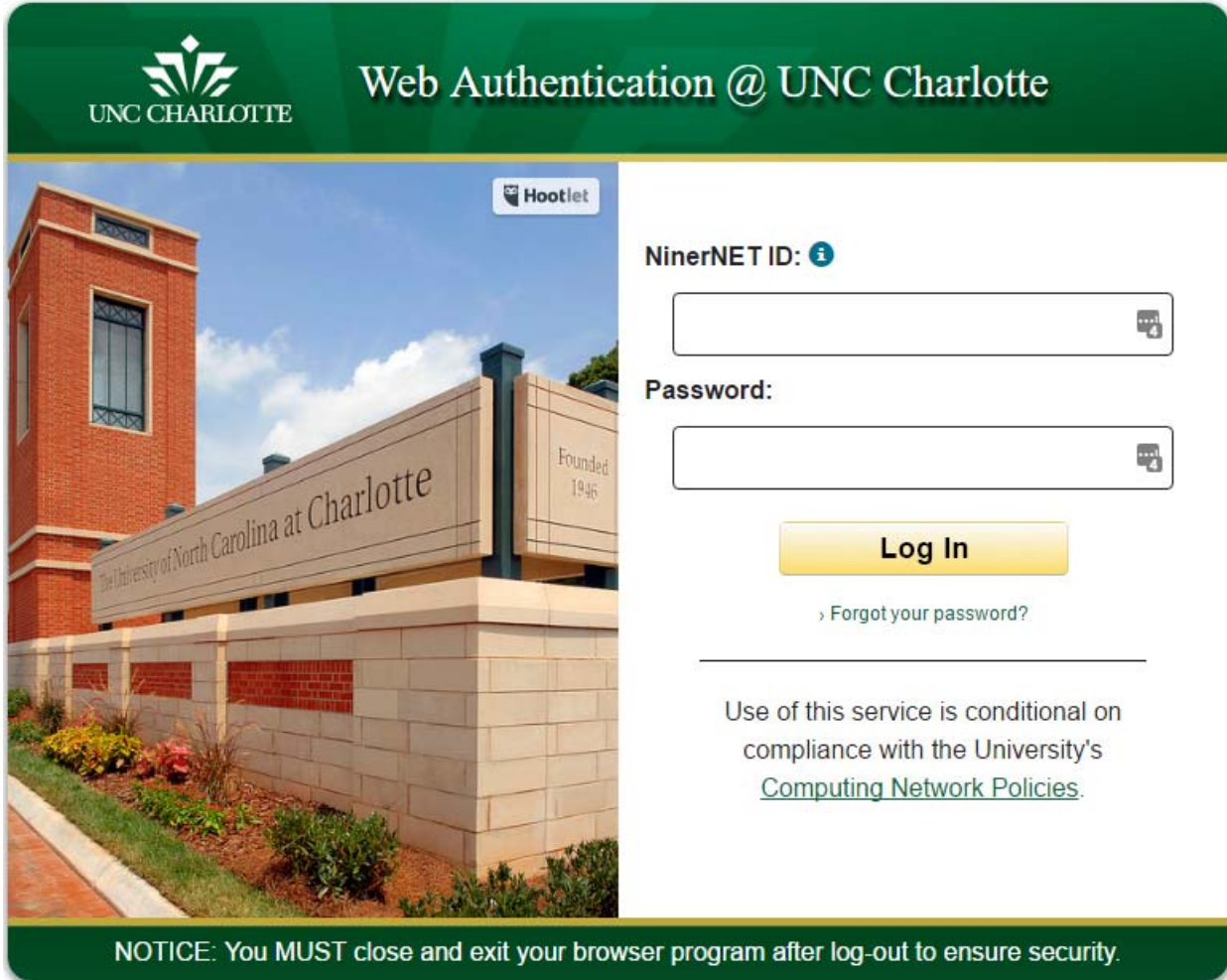
UNC Charlotte Financial Services

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I - LOGGING ON TO SELF SERVICE BANNER

- Log in to <https://my.uncc.edu/> using a NinerNET ID and password.



Web Authentication @ UNC Charlotte

NinerNET ID: 

Password: 

Log In

[› Forgot your password?](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

- Select **Web Time Entry** under the Banner Self Service section.

EMPLOYEE ESSENTIALS



Email



Calendar



Kronos



Campus Directory



Search



Banner Self Service



49er ID Card



Campus Map



49er Mart

Banner Self Service

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Tools and Resources

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Spotlight



Dropbox

Dropbox cloud storage is now available.

- NOTE: If you cannot find the link shown above or find yourself on a different page, click the Employee tab, as shown below, and look for the Time Sheet link. You only need to do this if you had issues in the step above.



UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION	STUDENT SERVICES / STUDENT ACCOUNTS	FINANCIAL AID	FACULTY & ADVISORS	EMPLOYEE
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[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Information

[Time Sheet](#)


Web Time Entry (WTE) (WTE Training Materials)

Web Time Entry is now fully implemented for student and non-student hourly employees.

II - APPROVE TIME

- Under **Selection Criteria** choose **Approve or Acknowledge Time**. Click **Submit**

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a name from the list and click **Select**. To act as a Superuser, click the check box and


Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

- Select the desired department and pay period under **My Choice** to open the Summary page.

Selection

 Click the button under COA/Organization to select an organization and choose the Pay Order and then click **Select**.

Time Sheet


Department and Description	My Choice	Pay Period
1, 13800, Safety	<input type="radio"/>	TP, Oct 01, 2007 to Oct 31, 2007 <input type="button" value="v"/>
1, 22000, Mechanical Engineering	<input checked="" type="radio"/>	TP, Oct 01, 2007 to Oct 31, 2007 <input type="button" value="v"/>

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

- From the Summary page time that has been submitted can be reviewed. Employees that have not submitted time in the selected department will also be displayed. To review an employee's time, click on the employee's name. The **Employee Detailed Information** form will display.

Summary

 Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: 1, UNC Charlotte
 Department: 12600, Financial Data Administration
 Pay Period: Oct 01, 2008 to Oct 31, 2008
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Nov 04, 2008, 01:00 P.M.

Select New Department

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
800759439	Rush Gold S81015 - 01		.00	.00


Not Started		
ID	Name and Position	Other Information
800757068	Norman Niner S81015 - 02	
800773175	Stan A Student S81040 - 00	
800787807	Rebecca O Sunnynbrook	

Note: There are 5 Timesheet Statuses:

- In Progress** – the employee has started their time sheet, but not submitted it for approval
- Pending** – the employee has submitted their time sheet for approval
- Approved** – the time sheet has been approved and sent to Payroll
- Not Started** – the employee has not started the timesheet process
- Returned for Correction** – there was a problem with the timesheet and it was returned to the employee to correct

- From the **Employee Detailed Information** form comments can be added, the timesheet can be returned for correction, or the timesheet can be approved.

Employee Detailed Information

 To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: 800757068 Norman Niner **Department and Description:** 1 12600 Financial Data Administration
Title: S81015-02 Computer Lab Assistant **Transaction Status:** Pending

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Wednesday, Oct 01, 2008	Thursday, Oct 02, 2008	Friday, Oct 03, 2008	Saturday, Oct 04, 2008	Sunday, Oct 05, 2008	Monday, Oct 06, 2008	Tuesday, Oct 07, 2008	Wednesday, Oct 08, 2008	Thursday, Oct 09, 2008	Friday, Oct 10, 2008
Student	1		48			4		4				4		4
Hourly														
Total Hours:			48			4		4				4		4
Total Units:				0										

Time In and Out

Earnings	Wednesday, Oct 01, 2008	Thursday, Oct 02, 2008	Friday, Oct 03, 2008	Saturday, Oct 04, 2008	Sunday, Oct 05, 2008	Monday, Oct 06, 2008	Tuesday, Oct 07, 2008	Wednesday, Oct 08, 2008	Thursday, Oct 09, 2008	Friday, Oct 10, 2008	Saturday, Oct 11, 2008	Sunday, Oct 12, 2008
Student	11:00 AM		11:00				11:00 AM		11:00 AM			
Hourly	03:00 PM		AM				03:00 PM		03:00 PM			
			03:00									
			PM									

Routing Queue


Name	Action and Date
Norman Niner	Originated Oct 29, 2008 01:02 pm
Norman Niner	Submitted Oct 29, 2008 01:04 pm
Gale M Helms	Pending


Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Oct 01, 2008		100.00	101545	101545	21300	915020	10100				

- When Approve is selected, the following page will display.

Employee Detailed Information

 To select the next or previous employee (if applicable), click either **Next** or **Previous**.

 **Time transaction successfully approved.**

Employee ID and Name: 800757068 Norman Niner **Department and Description:** 1 12600 Financial Data Administration
Title: S81015-02 Computer Lab Assistant **Transaction Status:** Approved

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Wednesday, Oct 01, 2008	Thursday, Oct 02, 2008	Friday, Oct 03, 2008	Saturday, Oct 04, 2008	Sunday, Oct 05, 2008	Monday, Oct 06, 2008	Tuesday, Oct 07, 2008	Wednesday, Oct 08, 2008	Thursday, Oct 09, 2008	Friday, Oct 10, 2008
Student	1		48			4		4				4		4
Hourly														
Total Hours:			48			4		4				4		4
Total Units:				0										

Time In and Out

Earnings	Wednesday, Oct 01, 2008	Thursday, Oct 02, 2008	Friday, Oct 03, 2008	Saturday, Oct 04, 2008	Sunday, Oct 05, 2008	Monday, Oct 06, 2008	Tuesday, Oct 07, 2008	Wednesday, Oct 08, 2008	Thursday, Oct 09, 2008	Friday, Oct 10, 2008	Saturday, Oct 11, 2008	Sunday, Oct 12, 2008	Monday, Oct 13, 2008
Student	11:00 AM		11:00				11:00 AM		11:00 AM				11:00 AM
Hourly	03:00 PM		AM				03:00 PM		03:00 PM				AM
			03:00										PM
			PM										PM

Routing Queue

Name	Action and Date
Norman Niner	Originated Oct 29, 2008 01:02 pm
Norman Niner	Submitted Oct 29, 2008 01:04 pm
Gale M Helms	Approved Oct 29, 2008 01:17 pm


Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Oct 01, 2008		100.00	101545	101545	21300	915020	10100				

III - DESIGNATING A PROXY

- A proxy can be set up to allow another person in the department to approve time if the Supervisor is not available.
- Select Proxy Set up at the bottom of the Time Sheet/Leave Request/Proxy page.

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting on behalf of another person, click the radio button next to their name from the list and click **Select**. To act as a Superuser, click the check box at the bottom.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select


Proxy Set Up

- The **Proxy Set Up** page will display. Select the drop down arrow to display a list of users available to be proxies. Scroll through the list until the name/user id of the proxy is found. (Note: A name/user id can be quickly found, while in the drop down menu, by typing the first letter of the proxy’s name.)
- Select the desired person.
- Check the “**Add**” box and click **Save** button.

Proxy Set Up

Name	Add	Remove
Anahid Abifaker, AABIFAKE	<input type="checkbox"/>	<input type="checkbox"/>

Time Reporting Selection

- The proxy will display. More than one proxy can be added if needed. To delete a proxy, check “**Remove**”. Select “**Save**”.

Proxy Set Up

Name	Add	Remove
Janice R. Beecham, JRBEECHA	<input type="checkbox"/>	<input type="checkbox"/>
Janice M Beam, JBEAM	<input type="checkbox"/>	<input type="checkbox"/>

Time Reporting Selection

IV - Points to Remember

- Time must be approved by the second working day of the month.
- Email notifications to remind Approvers to approve time sheets are sent the last three days of the month and the first three days of the month. Additionally, Approvers should log on to Banner Self Service several times a month to see if your employees are entering their time.
- If the Student Employment Coordinator knows that an approver position is vacant, notify payroll that a new approver needs to be assigned by sending an email to payrolldept@uncc.edu.
- If the approver receives the message: **“You have no records available at this time.”** Check with your employees to see if they have entered time. Records will not display until time has been entered.

Title and Department	My Choice	Pay Period	and Status
 You have no records available at this time. Please contact your Payroll Administrator if you have any questions.			

- When returning a time sheet for corrections, please call or email the employee and let them know the return has been done.
- If a time sheet is approved by mistake, contact payroll at webtimeentry@uncc.edu to have the time sheet returned to you.
- Time sheets not entered or approved via Web Time Entry (WTE) by the due date, must be submitted to the Payroll Office for processing. The procedure for processing late time sheets has not changed. Time sheets turned in late will not be paid until the next pay period. To avoid submission of late time sheets, please encourage student employees and non-student temporaries to enter hours worked in WTE daily. Remember, Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical time sheets.