Web Time Entry

in Self Service Banner

Approver’s Guide

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I. LOG INTO SELF SERVICE BANNER

- Log into https://my.uncc.edu/ using a NinerNET ID and password.

- Select Web Time Entry under the Banner Self Service section.
II. APPROVE TIME

- Under Selection Criteria, choose Approve or Acknowledge Time and click the Select button.

- Select the desired department and pay period and click the Select button.

- On the next page, time that has been submitted can be reviewed. Employees that did not submit a timesheet will also be displayed. To view an employee's timesheet, click on the employee's name.
There are five **Queue Statuses**: In the Queue, Pending, Approved, Acknowledged, and Overridden.

At this point the timesheet will be in Pending status. Additionally, comments can be added, the timesheet can be returned for correction, or the timesheet can be approved.
After the timesheet has been approved, the following information will be displayed.

![To select the next or previous employee (if applicable), click either Next or Previous.](image)

**Time transaction successfully approved.**

<table>
<thead>
<tr>
<th>Employee ID and Name: 801123290 Alexa Nickolett Lewis</th>
<th>Department and Description: FWSA00-00 Office Assistant 1.17000 Criminal Justice and Criminology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: FWSA00-00 Office Assistant</td>
<td>Transaction Status: Approved</td>
</tr>
</tbody>
</table>

The Routing Queue at the bottom of the page will show an approved status as well as the date and time that it was approved.

![Routing Queue](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexia Nickolett Lewis</td>
<td>Originated Jan 16, 2020 02:38 pm</td>
</tr>
<tr>
<td>Alexia Nickolett Lewis</td>
<td>Submitted Jan 22, 2020 04:22 pm</td>
</tr>
<tr>
<td>Leonora Robinson</td>
<td>Approved Jan 29, 2020 10:21 am</td>
</tr>
</tbody>
</table>

**Approval Queue Example:**

The following example shows an employee, Sally, starting a timesheet and then submitting it for approval. There are two approvers in the queue; Bill approves the time first followed by Jim.

As each of these people performs a specific action in the queue, the **Required Action** field displayed on the timesheet will show the approver the action he/she is required to take to move the timesheet along in the routing queue.

The timesheet will have a status of **In Progress** once Sally starts her timesheet. When it is submitted to the queue, it becomes **Pending**. Only after the final approver approves it, does it change to **Approved**.

The following chart shows the combination of the timesheet status, which Sally will see, and queue statuses for Bill and Jim. As Sally’s timesheet moves through the queue it can only be given to one approver at a time.

1. First, Sally enters time against her timesheet and saves it. Before Bill and Jim approve this time transaction, their queue statuses are **In the Queue**. **No action is required**.

2. When Sally submits her timesheet, the transaction is **Pending** for Bill. **Action is required by Bill**.

3. After Bill approves the timesheet, his queue status becomes **Approved** and Jim's queue status becomes **Pending**. **Action is required by Jim**.
4. Finally, Jim approves the transaction. His queue status then becomes *Approved*. At this point, the status of Sally's timesheet becomes *Approved*. This timesheet is now ready to be included when the payroll begins for that time period.

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
<th>Queue Status</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally starts time entry on Employee Self-Service</td>
<td><em>In Progress</em></td>
<td>Bill - <em>In the Queue</em> Jim - <em>In the Queue</em></td>
<td>N/A</td>
</tr>
<tr>
<td>Sally submits timesheet</td>
<td><em>Pending</em></td>
<td>Bill - <em>Pending</em> Jim - <em>In the Queue</em></td>
<td>Jim-Approve</td>
</tr>
<tr>
<td>Bill approves time</td>
<td><em>Pending</em></td>
<td>Bill - <em>Approved</em> Jim - <em>Pending</em></td>
<td>Jim-Approve</td>
</tr>
<tr>
<td>Jim approves time</td>
<td><em>Approved</em></td>
<td>Bill - <em>Approved</em> Jim - <em>Approved</em></td>
<td>N/A</td>
</tr>
</tbody>
</table>
III. DESIGNATING A PROXY

- A proxy can be set up and/or reviewed at any time 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 Timesheet/Leave Request/Proxy page.

- On the Proxy Set Up page, select the drop-down arrow to display a list of users available to choose as a proxy. Select the name/user id of the proxy from the list. (Note: While in the drop-down menu, a name/user id can be quickly found by typing the first letter of the proxy’s name.)

- Once the proxy is selected, check the Add box and click the Save button.

- To remove a proxy, go back to the Proxy Set Up page and check the Remove box. Click the Save button.

**Note:** Email payrolldept@uncc.edu if the supervisor is out and you need to approve a timesheet (either because no proxy is set up or the proxy is also out)
IV. POINTS TO REMEMBER

☐ Approve timesheets by the Wednesday after the end of the pay period.

☐ You will receive email notifications reminding you to approve timesheets, sent the last three days of the pay period and the first three days following the end of that pay period, or until the timesheet is approved.

☐ Best practice is to log into Self Service Banner during the pay period to ensure your employees are clocking in/out and/or entering their time daily.

☐ Encourage employees to enter hours worked in WTE daily using the clock in/out feature.

☐ 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 you receive the message: “You have no records available at this time,” check with your employee(s) to see if they have entered time. Records will not display until time has been entered.

☐ When returning a timesheet for corrections, call or email the employee and let them know why you are returning the timesheet.

☐ If a timesheet is approved by mistake, email payrolldept@uncc.edu to have the timesheet returned to you.

☐ Timesheets that are not approved by the due date will cause employees to not be paid on time. Paper time sheets WILL NOT be accepted when this deadline has been missed. Supervisors must submit the employee’s missed hours on a log sheet and submit to their department’s business officer for approval and submission to the Payroll Department. Refer to PIM 63, Process Deadlines and Requirements for Hiring and Paying Temporary Employees.

☐ Refer to Resources for Hiring Student employees on the HR webpage for information regarding EPAFs, change WTE approvers, etc.