

Time Entry/Leave Reporting

HOW DO I REPORT MY TIME?

- ✓ Students – Web Time Entry begins December 6, 2010
 - Time not in approved status by the deadline each pay period must be submitted to the Payroll Office on a paper timesheet. This document is available thru My Sam > Employee Resources> Payroll Info channel. Click “forms” to locate this and other revised time documents.

- ✓ Non-Exempt Staff – Web Time Entry begins April 16, 2013
 - Non-exempt staff should access their timesheet through My Sam/Banner Self-Service or utilize the Time Reporting channel. Hours should be entered for each day scheduled for work and submitted for approval. Time not in approved status by the deadline each pay period must be submitted to the Payroll Office on a paper timesheet. This document is available thru My Sam > Employee Resources> Payroll Info channel. Click “forms” to locate this and other revised time documents.

- ✓ Exempt Staff/Faculty – Online leave reporting begins December 6, 2010
 - Exception reporting – documenting only leave that is taken – will continue for Exempt Staff and Faculty. Any leave not reaching approved status by the deadline each pay period must be submitted to the Payroll Office on a paper leave report. This document is available thru My Sam > Employee Resources> Payroll Info channel. Click “forms” to locate this and other revised time documents.

ACCESS/LOGGING IN

- ✓ What is the log in credentials for clocking in/out?
 - Single sign on thru My Sam will allow you to access your time sheet or leave report. Simply click on the Employee Resources tab and the time reporting channel will be available.

- ✓ Does a student have to log in under their name to clock in/out?
 - Yes. A student must log in for the system to identify their position and properly clock their time in or out.

- ✓ If someone logs on and then off, will it take them back to where they last were automatically the next time they log on?
 - No. Each log in is a fresh session.

- ✓ Are students the only ones using Banner to clock in/out?
 - No. Any hourly employee with an active university account will be eligible to use the time clock system.

Time Entry/Leave Reporting

- ✓ Does everyone on payroll have access to My Sam?
 - Yes. Everyone has access and the tabs that are available to select from are based on the persons role at the university. Faculty will have access to the faculty tab, employees to the employee resource tab, and so on.
- ✓ Can the Web Time Entry be accessed off campus?
 - Yes. For those departments with off-site work locations, a student can log in if they have computer access.
- ✓ Is there a way to authenticate where someone is clocking in/out?
 - Yes. Information Resources can track IP addresses if a department has reason to believe that an employee is taking advantage of the system. Please contact the Payroll Office if you suspect that this has occurred.
- ✓ Can students clock in and out on their phones?
 - No. We do not have a phone app available for this option.
- ✓ Can students log in from any computer and clock in/out?
 - Yes. Hourly employees should clock in and out in the manner and at the location indicated by their supervisor.
- ✓ When there is no computer at the time the student is working, can they wait to clock in the next available time?
 - Yes. The manual time entry option is available to clock in at a later time. A comment must be included.
- ✓ What happens if the power goes out?
 - If the power goes out and the student used the clock to clock in/out, it will be saved. If they are in the process of entering manual time, it will not be saved unless the save button has been hit. Regardless of the manner chosen, please double check to make sure that the time entered is still present.
- ✓ Can more then one person use the same computer to clock in/out?
 - Yes. They must log off between each student.
- ✓ What if there is a situation where 25 or more students are trying to clock in/out at one time?
 - As the system uses 15 minute intervals, it is reasonable that multiple students will be able to clock in and have the same clock in/out time. Otherwise, they can enter their time manually with a comment.
- ✓ Is Self Service Banner available through My Sam?

Time Entry/Leave Reporting

- Yes. Single sign on will allow you to access My Sam through Internet Explorer without having to log in again. Using Mozilla will require an additional log in at this time.
- ✓ I have seen the option of Superuser. How does someone become a “superuser”?
 - This status is reserved for HR/Payroll administrators.

WEB-TIME ENTRY

- ✓ Will work-study students use Banner?
 - Yes. They will select their work study account to clock in and out on until their award has been depleted. When submitting for approval, their time sheet will route from them to their department supervisor and then to Financial Aid before it is in final approval status for Payroll to pull for payment.
- ✓ What if a student is working for more then one department and one has web time entry and one has department time entry, does that affect the student?
 - No. The student just has to keep track of who does what.
- ✓ Do you have to save the time when you clock in/out?
 - No. The system will automatically save when you exit. If you entered the time manually, you must hit save.
- ✓ What if a student is sent on an errand and then goes to class, how will they get paid for that time?
 - Remember the system uses 15 minute intervals. It is most likely that they will be clocking out and there will be rounding that will allow for the errand. If not, ask the student to correct the time on the following day by manually correcting the clock out time and entering a comment.
- ✓ What would be the case where a student would need to enter a comment?
 - Students will need to enter comments when they have to manually enter time. Also, they can leave comments to describe what they did during their shift, how many calls they answered, etc.
- ✓ If a student’s comment is inappropriate, can it be deleted?
 - Yes. An approver can delete or modify any comments made.
- ✓ What if a student forgets to clock in/out?
 - The can come back later and clock out but will need to manually adjust the time.
- ✓ Will one explanation in the comments section work for both clocking in and out when time is entered manually?

Time Entry/Leave Reporting

- No. Each entry must be explained.
- ✓ Can a department still use their own punch card system to sign in and out and then enter all of the time manually?
 - Yes. Each one will require an explanation in the comment section.
- ✓ Is there a chance for double time entry?
 - No. If something has already been entered the system will tell you.
- ✓ What if the approver does not approve in time and a paper document has to be submitted – is there a duplication of time taken since it was also entered online?
 - No. The timesheet or leave report was never submitted to payroll so there is no duplication.
- ✓ Once a student enters time, can they go back and change it?
 - Yes. Before submitting, the time can be changed. After submitting for approval, the employee can click on “return” to pull the timesheet back.
- ✓ How will Web Time Entry work in regard to holidays?
 - The word “Holiday” will not appear on the leave reports or timesheets. If the employee works on a holiday, make sure they are paid for that time. Please refer to the Human Resources website for a list of the holidays.
- ✓ Does Banner keep track of internationals not being able to work over 20 hours a week?
 - No. The department must keep track of this.
- ✓ Is there a way to control students from estimating time?
 - No. The supervisor will need to monitor this.
- ✓ Can someone enter more than 8 hours in a day?
 - Yes. It is possible that some departments have employees that work alternative schedules.
- ✓ Will non-exempt employees eventually be able to process their time electronically?
 - It is our hope that future upgrades will provide the opportunity for non-exempt employees to utilize online time entry.
- ✓ Are students going to get Web Time Entry training?
 - They will receive a quick reference guide. Departments will be responsible for showing their students the actual process.
- ✓ How do work-study students work in this process?
 - Their timesheets will go through first their department, then through financial aid, and then be sent to payroll.

Time Entry/Leave Reporting

- ✓ Will Department Time Entry be in 15 minute increments too?
 - Yes. Regardless of the manner of entry, we will be using a 15 minute interval to report time.
- ✓ How is the Department Web Time Entry person given access?
 - The Payroll Office must give this person access.
- ✓ What about students being able to get an hour for lunch?
 - Students can clock in/clock out as many times in a day as is necessary.
- ✓ How does someone report “time not previously reported?”
 - Select a day not used in the pay period, and enter the time there. Be sure to include comments that explain what the time is that is being entered.

APPROVALS

- ✓ Is there any indication to the approver of timesheets that an “FYI” person has looked at the timesheets?
 - Yes. The timesheets go to both the approver and the FYI person at the same time. An FYI does not require any response, however they can “acknowledge” the time sheet. An approver can then see that it has been acknowledged.
- ✓ If you are the person entering time, can you be an approver?
 - No. The person who enters time should not also hold the responsibility of approval.
- ✓ Are the approvers of timesheets, leave reports, and ePAFs notified by email in Internet Native Banner?
 - No. They are notified when they log into My Sam or Self Service Banner.
- ✓ Can you remove a pending timesheet out of pending if the approver did not approve it in time?
 - No. It will remain on the system in a pending status for three months.
- ✓ Can the approver have someone else help them approve timesheets?
 - Yes. They can proxy to someone else. It is recommended that the proxy be someone of the same level of authority or above that of the actual approver.
- ✓ Can the department timekeeper that enters the student timesheets also check them?
 - While they cannot approve the timesheets, they will have access to view whatever is entered in their role as “department timekeeper”.

Time Entry/Leave Reporting

- ✓ Is there a limit on who has the ability to add or remove proxies?
 - Yes. An approver is the only one who can add or remove proxies on their behalf.
- ✓ How will the different supervisors assigned to students be able to approve the time worked by the students?
 - The initial approval queues have been based on the Signature Authorization forms submitted to the Payroll Office.
- ✓ Are there different levels of approvers?
 - There is a primary for every department on campus. Those designated as approvers must approve time/leave or select someone a proxy on their behalf.
- ✓ Are the approvals already set up?
 - Yes. They were set up based off of the Signature Authorization forms submitted to the Payroll Office.
- ✓ If the approver makes changes to the employees' hours, does it go back to the employee to show them the changes?
 - It is not recommended that an approver change an employee timesheet or leave report. If an error is detected, the document should be returned to the employee for correction. If, however, the amount of time submitted is changed, the approver should notify the employee of the change.
- ✓ What if there is an error in the employees' time?
 - As indicated above, the approver should return the timesheet or leave report back to the employee.
- ✓ What if a student is working for more then one department and the department does not know and is hit with the overtime?
 - It is federal law that any employee working in excess of 40 hours in a workweek should receive overtime for the hours above 40. Any department that works an employee beyond 40 hours – regardless of whether or not the employee has worked the entire 40 for that specific department – will bear the cost of the overtime.
- ✓ What if there is a situation where the approver has a question about student's time and does not want it to go back to the student?
 - They will need to handle this internally and speak with the student's supervisor.

Time Entry/Leave Reporting

- ✓ Can it be set up to where someone is just able to review time and not have to approve it?
 - Yes. A department director can request that someone else to be set up as an “FYI.” The FYI person will be able to look and acknowledge the timesheet or leave report, but will not be able to approve it.
- ✓ Can a supervisor access their employees’ leave balances?
 - Each department manager will have access to the Internet Native Banner forms that will provide this information.

PROXIES

- ✓ Can a student be a proxy?
 - No. A proxy should be someone that is on the same authority level or above that of the original approver.
- ✓ Where does an approver set up a proxy?
 - Online in Self Service Banner or by clicking the link in the Approver’s Channel on My Sam>Employee Resources tab.
- ✓ Does payroll set up the proxies?
 - No. The Payroll Office can set up an approver or someone to serve as an FYI. The approver must set up their own proxies.
- ✓ What if I want to select someone as a proxy, but their name isn’t listed as an option?
 - Please contact the Payroll Office for assistance.

BACK UP DOCUMENTATION

- ✓ How is supporting documentation for leave time forwarded to Human Resources?
 - Employees are asked to use the HR Leave Request Form as a cover sheet (located at Admin Forms), attach the documentation that supports the leave (jury duty, etc) and submit it to Human Resources.
- ✓ Will there be a way to upload supporting documents to leave reports?
 - Eventually. We still have to turn in paper documents for these situations until further notice.
- ✓ What about turning in supporting documentation in the instance when an employee has already submitted their leave report online?

Time Entry/Leave Reporting

- As indicated above, the employee will use the Leave Request Form as a cover sheet, attach the documentation, and submit to Human Resources.

LEAVE BALANCES

- ✓ Is it supervisors' responsibility to make sure the employee has the hours they are taking off?
 - Yes. The leave report will have a record of the employee's available balances.
- ✓ Will banner prompt employees when they are running out of a leave type?
 - A warning message will pop up to let them know that they are attempting to take more time than is available. Employee is responsible of checking what available balances they have.
- ✓ Can an employee enter time they do not have?
 - Yes. The system will automatically move the time if you do not have it available. For example, if you report 40 hours of sick time and only have 30, 10 hours will be moved to vacation.

CORRECTIONS

- ✓ If the timesheet submitted has been approved, can it be pulled back?
 - Yes, if payroll has not pulled it in. Note: If a timesheet is pulled, it will have to go through the approval chain again and be resubmitted to payroll.
- ✓ How will a student know if their timesheet has been returned to them for a correction, etc?
 - The supervisor should notify the student of the returned document.
- ✓ Will non exempt employees' corrections still be done on paper?
 - Yes.
- ✓ What happens if you can't correct a mistake because payroll has already pulled in the timesheets?
 - A paper document will need to be submitted to payroll with the correction.

LEAVE REPORTING

- ✓ Is compensatory time entered on leave reports?
 - No. Exempt employees do not receive comp time.

Time Entry/Leave Reporting

- ✓ Can an employee pull a leave report once it has been submitted?
 - No. The supervisor must return it to the employee.
- ✓ Can someone else enter the leave reports for exempt employees?
 - No. The exempt employee or faculty member must do it themselves.
- ✓ What if the exempt employee is on vacation when the leave reports are due?
 - They can enter their time ahead of time; if not then they will need to do a paper document.
- ✓ Are all of the different available leave types pulled from an employees' sick time?
 - No. The only leave type that is taken from sick time is the parent/teacher conference time taken.
- ✓ Can an employee click on the type of leave and see the policy?
 - No. Please refer to the Human Resources Policy B-1 Employee Leaves for further information and details.

DEADLINES

- ✓ Do the new deadlines apply to paper documents?
 - Yes. The Payroll Office has allowed an additional day for time to be placed in an approved status. They will now be required to be in an approved status by 5:00 pm, two days following the end of a pay period.
- ✓ Will someone not getting their time approved by the deadline (exempt or non exempt) affect them not getting paid?
 - Salaried employees will still receive their regular salary. Any time taken should be submitted as soon as possible. A paper document must be used.
- ✓ If an employee makes any changes to their W4, etc, will the change go through immediately?
 - The change will take place.
- ✓ What if the deadline falls on the weekend?
 - The deadline would then fall on the following Monday. Please note that the deadlines are posted on the payroll website.
- ✓ If a student is not there to sign a timesheet, will a paper document have to be done?
 - Yes. A paper document will have to be sent if it is after the deadline for payroll to pull electronically.
- ✓ Can the Payroll Office tell who has not turned in their timesheet?

Time Entry/Leave Reporting

- Yes. They have the ability to pull time documents from all departments in all statuses.
- ✓ Do leave reports have the same deadlines?
 - Yes. All time related documents – whether electronic or paper – will follow the same deadlines for processing.
- ✓ What if the students' last work date is an earlier date than the last date of the pay period?
 - That's ok. The student can submit their time for approval as early as they need to.

PAPER DOCUMENTS

- ✓ In regard to an employee that does not have access to computers, can they still get tax forms, etc, in paper form?
 - Yes. All documents can be printed on their behalf by the Payroll Office.
- ✓ How will paperwork be submitted for someone who is out sick for an extended period of time?
 - If they cannot log in to sign their timesheet or leave report, then a paper document will need to be submitted.
- ✓ Are the paper timesheets and leave reports the same?
 - No. There have been some changes made. Please refer to the Payroll Office website to view these forms.
- ✓ In the event that a student's time does not get approved in time, is there a way to print the time the student submitted to transfer it to a paper timesheet?
 - Yes. Open the online timesheet for the period in question and print the screen.
- ✓ Do departments still need to send the paper Signature Authorization form to payroll when they set up proxies?
 - No. Simply set up the proxies online. A paper Signature Authorization form will be necessary to support the signatures presented on any paper time sheets or leave reports.

MISCELLANEAOUS EPAF QUESTIONS

- ✓ When creating an ePAF, can you save and come back to complete it later?
 - Yes. You can restart the document with any information previously saved.
- ✓ Is the policy different for One Time Pays?

Time Entry/Leave Reporting

- No, ePAFs will still be done for them.
- ✓ Can the same person create and approve an ePAF?
 - Yes. A department Director or Chair can initiate an ePAF and approve it as well.
- ✓ Can someone add an account that they do not own?
 - With the exception of ePAFS for source of fund changes, most ePAFS will be based on position number, rather than account. The account will be designated at the time that the position is created or posted for hire.
- ✓ Can the Chart of Approval routing queues be overridden?
 - No. These are based on guidelines already established by university administrators.
- ✓ With grant accounts – does the Office of Research Administration need to approve these ePAFs?
 - Yes they do. The ePAF originator will need to add the Office of Research Administration to the routing queues. We will try to catch any missed as they come in.
- ✓ What if a department is not added to the routing queues on the ePAF and it is not caught?
 - The department should see the charges hit their account and know that they did not approve. Appropriate actions would then need to be taken.
- ✓ How will someone know what home department to use?
 - We have established these by using the highest point for the department codes.
- ✓ What if something different is needed other than what is offered through the approval categories?
 - The department needs to let the Payroll Office know and we will get with Human Resources and see what we can do to accommodate the request.
- ✓ What if the student's position is not there when trying to create the ePAF?
 - Call Human Resources to create the position number and provide appropriate funds through the Budget Office.
- ✓ How do stipends work?
 - The amount being paid to the employee is figured over the course of the number of months to be paid.
- ✓ How is an ePAF done for a temporary employee?

Time Entry/Leave Reporting

- Put in the salary times 12 and then a terminate date, or just put in the hourly rate.
- ✓ How will moving funds for faculty whose pay is going to come out of a different account be done?
 - This will be set up through the Labor Distribution portion of the ePAF.