

# Web Time Entry Approval Process



Approver's Guide  
For  
All Employee Groups



Fayetteville State University

# Web Time Entry Approval Process

## Agenda

- ▶ Definitions
- ▶ Deadlines
- ▶ What to Look For
- ▶ How to Make a Correction
- ▶ Helpful Tips
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# Web Time Entry Approval Process

## Definitions

- ▶ **Not Started:** Employee has not opened, or started, their timesheet or leave report
- ▶ **In Progress:** Employee has opened their timesheet or leave report, but has not submitted it for approval
- ▶ **Pending:** Employee has completed their timesheet or leave report, and submitted it for approval; the timesheet or leave report is awaiting approval 
- ▶ **Returned for Correction:** Timesheet or leave report has been returned to the employee to make a correction
- ▶ **Complete:** Approval process is complete; timesheet or leave report is ready for payroll processing

# Web Time Entry Approval Process

## Definitions

- ▶ **Not Started:** Employee has not opened, or started, their timesheet or leave report
- ▶ **In Progress:** Employee has opened their timesheet or leave report, but has not submitted it for approval

**COA:** F, Fayetteville State University  
**Department:** 2502, AVC for Human Resources  
**Pay Period:** Oct 19, 2015 to Nov 01, 2015  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Nov 02, 2015, 04:00 PM

Change Selection



ID	Name, Position and Title	Transaction Status	Required Action	Total
830755348	[REDACTED] WS1000 - 00 Federal Work Aid/Work Study	Not Started		
830753252	[REDACTED] WS1000 - 00 Federal Work Aid/Work Study	In Progress		
830730831	[REDACTED] WS1000 - 00 Federal Work Aid/Work Study	Not Started		



# Web Time Entry Approval Process

## Definitions

- ▶ **Pending:** Employee has completed their timesheet or leave report, and submitted it for approval; the timesheet or leave report is awaiting approval

⚠ Possible Insufficient Leave Balance for Leave Report Certification.

**Employee ID and Name:** 830730913 Kristie M. Juda  
**Title:** 000041-00 Human Resources Consultant

**Department and Description:** F 2502 AVC for Human Resources  
**Transaction Status:** Pending



[Leave Balances](#) | [Routing Queue](#)

### Leave Report

Earnings	Total Hours	Total Units	Thursday , Oct 01, 2015	Friday , Oct 02, 2015	Saturday , Oct 03, 2015	Sunday , Oct 04, 2015	Monday , Oct 05, 2015	Tuesday , Oct 06, 2015	Wednesday , Oct 07, 2015	Thursday , Oct 08, 2015	Friday , Oct 09, 2015	Saturday , Oct 10, 2015	Sunday , Oct 11, 2015	Monday , Oct 12, 2015	Tuesday , Oct 13, 2015	Wednesday , Oct 14, 2015	Thursday , Oct 15, 2015	Friday , Oct 16, 2015	Saturday , Oct 17, 2015
Leave Report Certification		1	1																

### Routing Queue

Name	Action and Date
Kristie M. Juda	Originated Oct 21, 2015 02:51 pm
Kristie M. Juda	Submitted Oct 21, 2015 02:52 pm
Benjamin Simmons	Pending

# Web Time Entry Approval Process

## Definitions

► **Pay ID:** BW, MN, SB, L4

**BW** = bi-weekly payroll for non-permanent employees

**MN** = monthly leave report for EHRA and SHRA Exempt employees



**SB** = smart time timesheet for SHRA Non-Exempt employees

**L4** = law time timesheet for Law Enforcement Officers

## Approver Selection

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### Time Sheet

Department and Description	My Choice	Pay Period
F, 2502, AVC for Human Resources	<input checked="" type="radio"/>	BW, Oct 19, 2015 to Nov 01, 2015 ▼

### Leave Report

Department and Description	My Choice	Leave Period
F, 2502, AVC for Human Resources	<input type="radio"/>	SB, Oct 19, 2015 to Nov 01, 2015 ▼

# Web Time Entry Approval Process

## Definitions

- ▶ **Pay Period:** The reporting period for which times is being collected

### Approver Selection

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#### Time Sheet



Department and Description	My Choice	Pay Period
F, 2502, AVC for Human Resources	<input checked="" type="radio"/>	BW, Oct 19, 2015 to Nov 01, 2015 ✓

#### Leave Report

Department and Description	My Choice	Leave Period
F, 2502, AVC for Human Resources	<input type="radio"/>	SB, Oct 19, 2015 to Nov 01, 2015 ✓

#### Sort Order



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

Select

# Web Time Entry Approval Process

## Definitions

- ▶ **Approver:** Individual who is identified on the department's organizational chart as the supervisor and meets the definition of a supervisor



- ▶ **Proxy:** Individual identified by the approver to approve timesheets or leave reports in the approver's absence

# Web Time Entry Approval Process

## Deadlines

▶ Pay ID: BW

- Employee: 10:00 am, Monday following the end of the pay period
- Approver: 4:00 pm, Monday following the end of the pay period

▶ Pay ID: MN



- Employee: 5:00 pm, 1<sup>st</sup> day of the following month
- Approver: 5:00 pm, 1 day after the employee deadline to submit

▶ Pay ID: SB

- Employee: 10:00 am, Monday following the end of the pay period
- Approver: 5:00 pm, Tuesday following the end of the pay period

▶ Pay ID: L4

- Employee: 5:00 pm, next day after the end of the reporting cycle
- Approver: 5:00 pm, 1 day after the employee deadline to submit

# Web Time Entry Approval Process

## What to Look For

### ▶ Payroll ID: BW

#### 1. Do you have a timesheet?

- Check with employee to see if they have opened/started their timesheet

#### 2. What is the timesheet status?



- If the status is “in progress,” then the employee hasn’t submitted timesheet for approval

#### 3. What happens if the employee hasn’t submitted a timesheet by the deadline?

- The employee must complete a paper timesheet. **However, it will not be processed until the next payroll cycle.**

#### 4. What if the supervisor missed the approval deadline?

- The only resolution is for the employee to submit a paper timesheet. **However, it will not be processed until the next payroll cycle.**

# Web Time Entry Approval Process

## What to Look For

### ▶ Payroll ID: SB

#### 1. Do you have a timesheet?

- Check with the employee to determine if they have opened, or started, their leave report

#### 2. What is the timesheet status?

- If the status is “in progress,” then employee hasn’t submitted it for approval



# Web Time Entry Approval Process

## What to Look For

► Payroll ID: SB

3. Did the employee account for 40 hours each week?

- Composed of regular hours, leave taken, and paid holiday

**Leave Report**

Earnings	Total Hours	Total Units	Monday , Nov 02, 2015	Tuesday , Nov 03, 2015	Wednesday, Nov 04, 2015	Thursday , Nov 05, 2015	Friday , Nov 06, 2015	Saturday , Nov 07, 2015	Sunday , Nov 08, 2015
Regular Hours Worked	62.75		8	8		8	6.75		
Paid Holiday	8								
Vacation Leave Taken	4.5				4.5				
Sick Leave Taken	2				2				
Comm Serv Lv Taken	2.75				1.5		1.25		
<b>Total Hours:</b>	80		8	8	8	8	8		
<b>Total Units:</b>		0							

Monday , Nov 09, 2015	Tuesday , Nov 10, 2015	Wednesday, Nov 11, 2015	Thursday , Nov 12, 2015	Friday , Nov 13, 2015	Saturday , Nov 14, 2015	Sunday , Nov 15, 2015
8	8		8	8		
		8				
8	8	8	8	8	8	

# Web Time Entry Approval Process

## What to Look For

▶ Payroll ID: SB cont.



4. Did the employee work extra hours?

- Example, If the employee is scheduled to work 8 hours and worked 10 hours; 8 hours are reported in regular hours worked and 2 hours MUST be reported in extra hours worked.
- The 2 extra hours should never be added to the regular hours worked. Otherwise, the employee will not be compensated at time and a half.
- The extra hours worked DO NOT count towards the 40 hours worked in the work week.

### Leave Report

Earnings	Total Hours	Total Units	Monday , Oct 19, 2015	Tuesday , Oct 20, 2015	Wednesday, Oct 21, 2015	Thursday , Oct 22, 2015	Friday , Oct 23, 2015	Saturday , Oct 24, 2015	Sunday , Oct 25, 2015
Regular Hours Worked	80		8	8	8	8	8		
Extra Hours Worked	1		.5	.5					
<b>Total Hour</b>	81		8.5	8.5	8	8	8		
<b>Total Units</b>		0							



# Web Time Entry Approval Process

## What to Look For



► Payroll ID: SB cont.

5. Employees must report hours in the “paid holiday” field whenever there is an official holiday.

### Leave Report

Earnings	Total Hours	Total Units	Monday , Nov 02, 2015	Tuesday , Nov 03, 2015	Wednesday, Nov 04, 2015	Thursday , Nov 05, 2015	Friday , Nov 06, 2015	Saturday , Nov 07, 2015	Sunday , Nov 08, 2015
Regular Hours worked	62.75		8	8		8	6.75		
<b>Paid Holiday</b>	8								
Vacation Leave Taken	4.5				4.5				
Sick Leave Taken	2				2				
Comm Serv Lv Taken	2.75				1.5		1.25		
<b>Total Hours:</b>	80		8	8	8	8	8		
<b>Total Units:</b>									

Monday , Nov 09, 2015	Tuesday , Nov 10, 2015	Wednesday, Nov 11, 2015	Thursday , Nov 12, 2015	Friday , Nov 13, 2015	Saturday , Nov 14, 2015	Sunday , Nov 15, 2015
8	8		8	8		
		8				
8	8	8	8	8		

# Web Time Entry Approval Process

## What to Look For

▶ Payroll ID: SB cont.



6. Did you review the employee's comments?

- Review for reminders of leave taken or extra hours worked
- Leave taken for FMLA must be notated under the proper code
- Make a comment as a reminder to you
- Make a comment when you change an employee's timesheet

### Comments

Date	Made by	Confidential	Comments
Oct 27, 2015 04:48 pm	Theresa Graham	No	10-20-15 worked until 5:30 completing reports for payroll handoff

7. Note: There are 2 approval levels in SB - supervisor and leave coordinator

### Routing Queue

Name	Action and Date
Sharon D. Soles	Originated Nov 02, 2015 08:28 am
Sharon D. Soles	Submitted Nov 02, 2015 08:31 am
Kristie M. Juda	Approved Nov 02, 2015 01:05 pm
Theresa Graham	Overridden Nov 12, 2015 02:33 pm

# Web Time Entry Approval Process

## What to Look For

▶ Payroll ID: MN

1. Do you have a leave report?

- Check with the employee to determine if they have opened, or started, their leave report

2. What is the leave report status?

- If the status is “in progress,” then  employee hasn't submitted it for approval

3. If the employee did not take any leave during the month, ensure the employee reports a “1” in the “Leave Report Certification” category (**NOT ZERO**) on the first day of the month.

### Leave Report



Earnings	Total Hours	Total Units	Monday , Jun 01, 2015	Tuesday , Jun 02, 2015	Wednesday, Jun 03, 2015	Thursday , Jun 04, 2015
Leave Report Certification	1		1			
<b>Total Hours:</b>	1		1			
<b>Total Units:</b>		0				

# Web Time Entry Approval Process

## What to Look For

### ► Payroll ID: L4

#### 1. Do you have a timesheet?

- Check with the employee to determine if they have opened, or started, their leave report

#### 2. What is the timesheet status?



- If the status is “in progress,” then employee hasn’t submitted it for approval

#### 3. Did employee work outside or beyond their regular shift?

- Ensure the employee reported hours worked outside their regular shift in the “extra hours worked” link

#### 4. Is the employee eligible for shift premium?

- Ensure the employee reported hours in the shift premium link

#### 5. Did the employee work beyond 160 hours?

- Ensure you enter Code 77 in the supervisor use link. **Note: This action applies to LEO Supervisors ONLY!**



# Web Time Entry Approval Process

## How to Make a Correction

- ▶ What do I do when I notice an error with the employee's timesheet/leave report?
  2. Change the timesheet/leave report **AND** make a comment stating the reason for the change. Notify the employee.

Previous Menu | Approve | Return for Correction | **Change Record** | Delete | Add Comment | Previous | Next

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

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , Nov 16, 2015	Tuesday , Nov 17, 2015	Wednesday , Nov 18, 2015	Thursday , Nov 19, 2015	Friday , Nov 20, 2015	Saturday , Nov 21, 2015	Sunday , Nov 22, 2015	M
Regular Student	1		2		2							
<b>Total Hours:</b>			2		2							
<b>Total Units:</b>				0								

3. If an error is caught after you have approved, you must contact:
  - Payroll personnel for BW corrections; or
  - Human Resources personnel for MN, SB, and L4 corrections.

# Web Time Entry Approval Process

## Helpful Tips

- ▶ If there are no timesheets or leave reports in your queue, then no employees have started the reporting process. A friendly reminder may be in order.



- ▶ If you return a timesheet or leave report for correction, the employee must make the necessary correction and re-submit their timesheet or leave report to you for approval.

# Web Time Entry Approval Process

## Helpful Tips

- ▶ Once you select the correct Pay ID and Pay Number, no records appear. Ensure you have also clicked on the corresponding radio button located to the left of the selection bar.



### Approver Selection

#### Time Sheet

Department and Description	My Choice	Pay Period
F, 2502, AVC for Human Resources	<input checked="" type="radio"/>	BW, Oct 19, 2015 to Nov 01, 2015 ▼

#### Leave Report

Department and Description	My Choice	Leave Period
F, 2502, AVC for Human Resources	<input type="radio"/>	SB, Oct 19, 2015 to Nov 01, 2015 ▼

#### Sort Order

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

Select

# Web Time Entry Approval Process

## Helpful Tips

- ▶ Do not allow bi-weekly employees to work until they have signed their employment contract with Human Resources - *not only is the work unauthorized by HR, but there will be no web time entry timesheet available for the employee*
- ▶ Employees must record their hours worked on the specific day they worked 
  - Employees cannot combine hours worked for 2 bi-weekly pay periods onto one web time entry timesheet; nor add one day from the previous pay period onto the current web time entry timesheet.
- ▶ If there is no web time entry timesheet for a bi-weekly employee, then the employee must complete a paper timesheet
  - ❖ ***NOTE: Paper timesheets are only allowed as a one-time exception; and should not be used as the regular process to pay employees.***

# Web Time Entry Approval Process

## Consequences

- ▶ If employee fails to report or the supervisor fails to approve vacation or bonus leave:
  - The University's accrued liability expense increases
  - Employees will be over paid vacation or bonus leave payout
  - Creates a larger expense to the supervisor's budget when the employee leaves the University
  - Creates false leave record of employee
  - Causes audit findings
  - Creates unreliable leave reporting metrics
  - Provides inability to monitor leave abuse patterns



# Web Time Entry Approval Process

## Consequences

- ▶ If supervisor fails to approve timesheet:
  - University would be in violation of the Division of Wage and Hour
  - Creates unreliable metrics
  - Creates difficulty monitoring hours worked for determining employee eligibility for health insurance coverage under the Affordable Care Act
  - Causes audit issues
  - Implications to the department's budget
  - Creates unhappy employees



# Web Time Entry Approval Process

## How to Set Up a Proxy

1. Log into Employee Self Service
2. Click on the Employee tab
3. Click on the Leave Report hyperlink
4. On the Selection Criteria Page, click on the “Proxy Set Up” on the bottom of the page



### 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"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select



[Proxy Set Up](#)

# Web Time Entry Approval Process

## How to Set Up a Proxy

5. From the Name dropdown box, select the person you want to designate as a proxy
6. Click in the box under Add
7. Click on the Save button
8. Email HRIS Data Entry Specialist to have Banner approver access established
9. HRIS Data Entry Specialist will work with supervisor on obtaining approver access for proxy



### Proxy Set Up

Name	Add	Remove
Denise V. Brown-Hart, DBROWNHA	<input type="checkbox"/>	<input type="checkbox"/>
Boris S. Abbey, BSABBEY01	<input type="checkbox"/>	<input type="checkbox"/>



# Web Time Entry Approval Process

## Resources

- Human Resources website: [www.uncfsu.edu/hr](http://www.uncfsu.edu/hr)
- FSU Policies: <http://www.uncfsu.edu/hr/policies>
- Office of State Human Resources:  
<http://www.oshr.nc.gov/Guide/Policies/policies.htm>



# Web Time Entry Approval Process

## Summary

- ▶ It is the responsibility of the employee and approver to take action prior to their respective deadlines.
- ▶ It is the employee's responsibility to ensure they have entered their time and/or leave accurately.
- ▶ It is the approver's responsibility to verify the data entered by the employee is correct. If the data is not correct, it is the approver's responsibility to ensure the data gets corrected.
- ▶ Set up at least one proxy.
- ▶ Supervisors have a fiduciary responsibility to keep the accrued liability to a minimum.
- ▶ Supervisors have a responsibility to pay employees in accordance with University pay protocols and Wage and Hour guidelines



# Web Time Entry Approval Process

## Contacts

### ▶ Human Resources Personnel

- Leave Coordinator, Theresa Graham, 910-672-1823, [tgraham1@uncfsu.edu](mailto:tgraham1@uncfsu.edu)
- Benefits Manager, Ashleigh Mitchell, 910-672-1825, [amitchell6@uncfsu.edu](mailto:amitchell6@uncfsu.edu)
- HRIS Data Entry Specialist, Sharon Soles, 910-672-2246, [ssoles@uncfsu.edu](mailto:ssoles@uncfsu.edu)



### ▶ Payroll Personnel

- Payroll Supervisor, Seneva Miles, 910-672-1092, [smiles5@uncfsu.edu](mailto:smiles5@uncfsu.edu)
- Payroll Specialist, DeSharon Kersey, 910-672-1350, [dkersey@uncfsu.edu](mailto:dkersey@uncfsu.edu)
- Payroll Specialist, Shakirah Spearmon, 910-672-1093, [sspearmon@uncfsu.edu](mailto:sspearmon@uncfsu.edu)