

University System *of* New Hampshire  
Web Time Entry

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## Introduction

The use of Banner's Web Time Entry provides efficient, cost-effective, and electronic time entry for hourly employees. Working together, Banner Web Time Entry and the Banner HR systems enable employees to enter their time via the Web and submit the time transactions to their supervisor who will review and approve the transactions. Once approved, the Web transactions will follow the normal payroll process flow and be processed in the normal Banner payroll cycle.

The system is secure and requires the use of the employee or approver User Id and PIN in order to log on to WISE. In addition, the employee will be asked for the PIN information when they are submitting the time data to the approver. During the approvals process, the employee will receive feedback via the Web if the transaction has been returned for correction. If time doesn't permit a return for correction of the Web transaction, the employee will receive an email communication from the approver, explaining the corrective action taken by the supervisor on the employee's behalf prior to approval of the Web time.

USNH HR policy and procedures for employment, compensation and payment must be followed. Federal and State Governmental regulations must also be adhered to. In addition, USNH/Campus time sheet practices are the same for employees processing their time via Web Time Entry or via paper time sheets.

Supervisors and Department Management are responsible for following the routing hiring procedures for the Campus and/or BSC are followed. Some highlights of these are listed below; however, the list is not all inclusive:

- Hiring forms must be completed and submitted to the appropriate office.
- A Banner appointment record is necessary before an employee can enter their time via the Web.
- The supervisor will establish the employee's work schedule, their rest periods and their meal periods.
- The employee will enter in/out work times on a per day basis for the work period according to the type of earnings (regular, additional, earn-time, sick-pool, etc.).
- Time entries should be made in 15 minute intervals.

A huge benefit of using the Web Time Entry processes is that the system will calculate the number of hours worked and sum the hours per week and/or per pay period.

Web Time Entry deadlines are published in the "HR and Payroll Deadlines Schedule" that can be found on the USNH Financial Services Web site under <http://finadmin.usnh.edu/disbursements/payroll/forms> within the deadlines section. The employee's deadline for submitting their time to the approver is normally Monday at 2:30 pm. The approver's deadline to review and approve time is normally Monday at 9:00 pm. It is important to check the schedule for the payroll period deadlines because they change whenever there is a system-wide or campus holiday. Remember that USNH has a single payroll system that pays all employees; therefore a holiday at one campus will have an impact on the deadline schedule for employees at the other campuses.

Web Time Entry data will be available in the Banner system for at least four years in order to comply with record retention requirements.

The approver is responsible for ensuring that all of their employees submit their time for the payroll period. Each Web Time Sheet should be reviewed in detail making sure that the time submitted is correct, that the time is assigned to the proper earnings type and shift. The time needs to be approved (and if necessary corrections made and communicated) prior to the payroll deadlines. If this is not done, the employee may not be paid.

The approver is responsible for assigning a proxy who can assume the approver's role and approve time via WISE. Before the proxy is assigned in Banner, the approver's department head should be consulted and approve of the delegation of authority for time sheet approval. The approver should notify the proxy to review and approve time sheets on their behalf when they will not be available to perform their responsibility. Remember that WISE is available via the internet for 24 hours per day and 7 days a week.

**It is not appropriate for an employee to enter and approve his/her own time.**

A Superuser will be designated for each employee. The Superuser will be able to originate or complete an already started time sheet on the employee's behalf in the event that they are not able to perform this function.

In the event that an overpayment occurs, USNH/UNH Payroll will work with the Campus, BSC, and department to assist in the review of what caused the overpayment, to determine the gross and net payment values, and to determine the appropriate communication. It is the responsibility of the employee to repay the payment amount to the University System.

## User Roles

There are a number of roles a user can assume in the Web Time Entry process.

Role	Possible Actions to take on Time/Leave Records	Description
<b>Originator</b>	Start Modify * Submit for Approval	The originator is the creator of the time sheet. Once an originator opens a time sheet, only he or she can submit it for approval. The employee is most often the originator. <i>* The originator can make changes to the record while the record is In Progress, Returned for Correction, Error and Pending status if they use the Return Time function.</i>
<b>Acknowledger</b>	Acknowledge	Time acknowledgers are typically mid-level supervisors or timekeepers who would acknowledge the accuracy of a given set of employees within an organization. Acknowledgers may only indicate that they have reviewed the employee's entries; they may not modify the employee's entries or return records to the employee for correction. Action by the acknowledger is not required for time to be processed. Approvers may approve time sheets and regardless of whether an acknowledger has acknowledged them. Individuals assigned the acknowledger role cannot also be an approver's proxy.
<b>Approver</b>	Modify Return for Correction Approve	Approvers are individuals who have the ability to modify, return, and/or approve time sheets submitted to them by the originator. An approver's action is required before the time can be processed through to the payroll processes. Should an approver return or modify an employee's time sheet, the approver is responsible to <b>promptly notify the employee</b> of those changes and to approve the time sheet once the correction is made and it's resubmitted by the originator. The Approver, in most instances, is the employee's supervisor.
<b>Proxy</b>	Assumes approvers privileges	A proxy is an individual who can act as an approver and assume some of the approver's privileges when the designated approver is not available. Individuals assigned as proxies cannot be assigned the role of acknowledger. <b>It is not appropriate for an employee to enter and approve his/her own time.</b>
<b>Superuser</b>	Start Modify * Submit for Approval * Return for Correction * Approve *	Superusers are users who have the ability to start, submit, modify, return and/or approve time. Proxies acting on behalf of a Superuser assume the Superuser's privileges. Therefore, the proxy can change or approve all time transactions that require Superuser approval. <b>*** A Superuser cannot modify, submit, return or approve a time sheet in Error status. *** . It is not appropriate for an employee to enter and approve his/her own time.</b>

## Transaction Status

A time sheet is assigned different statuses as it progresses through the time entry process. Possible statuses are:

<b>Not Started</b>	The time sheet has not been opened.
<b>In Progress</b>	The time sheet has been opened and the originator is in the process of entering time and leave usage for that pay period.
<b>Error</b>	The time sheet may have been submitted with zero hours or is missing time in/out data.
<b>Pending</b>	The time sheet has been submitted by the originator and it is pending approval. <b>*** An employee's time sheet MUST HAVE A STATUS OF PENDING for the approver to be able to approve it. ***</b>
* Most important status*	
<b>Returned For Correction</b>	The time sheet has been returned to the originator for correction by the approver. The originator must make the necessary corrections and resubmit to approver for approval before the pay period deadline.
<b>Override/Overridden</b>	The override/overridden status indicates that a Superuser has processed the time sheet. The Superuser is "overriding" the regular approval status. When an action is performed while assuming the Superuser role, the status will change to "overridden."
<b>Approved</b>	The time sheet has been approved. Upon approval, time sheets will continue through the payroll process.
<b>Completed</b>	The time sheet has been received and processed by the Payroll office.

## Earn Code Definitions

Earn Codes are used to identify the type of earnings associated with the hours worked. Normally, all employees will work some or all of their time as Regular Earnings:

Operating Staff = [ex. 120-Hourly Earnings(OS), 420-Earned Time Usage Pay, etc.]

or

Adjunct Hourly Staff/Students = [ex. 131-Hourly PT-FT Temp-Casual or 156 RetroHrs-NewHire/LateEntry]

Other types of earnings are available to pay for retroactive hours due, for usage of earned time hours or sick pool hours, holiday hours, hours when an employee is requested in writing to be on stand-by, hours when called back to work, etc.

A complete list of earn codes and definitions can be found in the USNH Web Time Entry – Earnings Definitions chart located at <http://finadmin.usnh.edu/disbursements/payroll/forms>

The Web Time Entry -Earnings Definition document provides a listing of earn codes available to employees by employee class. Employees are eligible to be paid specific earning types based on their employee class. The list provides a brief description of the type of earnings and when it should be used. The USNH policy reference has been provided, where applicable, to enable the employee and/or supervisor to be able to refer to the policy for additional clarification. When an Approver is reviewing a time sheet they have access to more earn codes than the employee so that they can assign special earn codes to the time sheet when appropriate.

A new form, “USNH Web Time Entry Request for Special Rate Payments”, has been created because USNH has some earn codes that require the entry of the special rate value as the basis to generate the payment. Banner Web Time Entry does not accommodate these types of payments, therefore when it is necessary for a supervisor to authorize a “special rate” payment, the form will need to be completed and submitted to the USNH Payroll Office for entry prior to the employee’s time entry deadline of 2:30 pm on the Monday following the payroll period end date. The list of “special rate” earn codes can be found at the end of the Web Time Entry – Earnings Definitions Chart. The “USNH Web Time Entry Request for Special Rate Payments” form can be found at <http://finadmin.usnh.edu/disbursements/payroll/forms>.

## Shift Code Definitions

USNH policy provides shift premium payment to hourly employees when they are assigned by their department to work shift hours (second, third, and/or week-end). USNH policy defines the basic work hours that qualify for the shift premium payment (see policy USY V.F.7.4). A reference chart has been prepared to assist qualified staff to select the proper shift code for their earnings. The shift payment is generated by the payroll processes based on the entry of the appropriate shift code.

The most current shift chart can be found at the Payroll Forms Web site at <http://finadmin.usnh.edu/disbursements/payroll/forms>

*Note: Student workers and tipped wait staff are not eligible for shift payments.*

The shift chart as of 11.05.2009 is posted below:

<b>USNH Web Time Entry - Shift Code Chart</b>				
<b>Day of week</b>	<b>Work Shift begin</b>	<b>Banner Shift Code</b>	<b>Description</b>	<b>Premium Pay Rate per hour</b>
<b>USNH Operating Staff and Hourly Employees (*):</b>				
Monday thru Friday	First shift	1		
Monday thru Friday	start work at 3:00 pm or after and before 8:00 pm	2	342-Shift-Second Premium	\$ 0.30
Monday thru Friday	start work at 8:00 pm or after and before 4:00 am	3	343-Shift-Third Premium	\$ 0.35
Week-end (Sat & Sun)	Weekend first shift starts on Saturday or Sunday between 4:01 am and 2:59 pm	W	344-Shift-Weekend Premium	\$ 0.25
Week-end (Sat & Sun)	Weekend plus shift 2	X	345-Shift-Weekend & Second Premium	\$ 0.55
Week-end (Sat & Sun)	Weekend plus shift 3	Y	346-Shift-Weekend & Third Premium	\$ 0.60
<i>*exceptions to Shift policy: students, tipped wait staff,</i>				
<b>UNH Police Union (HE):</b>				
Saturday - Friday	start work at 3:00 pm or after and before 9:00 pm	2	342-Shift-Second Premium	\$ 1.00
Saturday - Friday	start work at 9:00 pm or after and before 7:00 am	3	343-Shift-Third Premium	\$ 2.00
<b>Misc.</b>	RETROACTIVE Shift Payments that may be due:	1	347 - Shift RETRO Pay Due	

## Compensatory Time Tracking

USNH allows for employees to accrue Compensatory Time and to use time as agreed upon by the employee and their supervisor. The Banner system does have a way to record the accrual or the use of Compensatory Time.

Previously an Excel spreadsheet was used to record Compensatory Time. As a WTE participant your Compensatory Time balance will be transferred to Banner and you will record your accrual and usage on your time sheet.

The earn codes are to be used are defined below:

### 911-Comp Time Accrual - 1:1

- a. For use via PHATIME, **Web Time Entry**, Kronos and FAMIS.
- b. Accrues Compensatory Time (COMP) at a 1 to 1 ratio and coded when the compensatory time is for time earned that is not subject to premium time.

### 912-Comp Time Accrual - 1:1.5

- a. For use via PHATIME, **Web Time Entry**, Kronos and FAMIS.
- b. Accrues Compensatory Time (COMP) at a 1 to 1.5 ratio and coded when the compensatory time is for time earned that is subject to premium time.

### 914-Comp Time Usage - 3P & WTE

- a. For use via **Web Time Entry**, Kronos and FAMIS
- b. Reduces the Compensatory Time (COMP) balance at a 1 to 1 usage ratio. If the usage is coded for more than the available balance then the COMP balance will be reduced to 0.00 and the remaining usage will be paid out from the Earn Time balance.

### 350-Comp Time Payout

- a. For use via PHATIME, **Web Time Entry**, Kronos and FAMIS.
- b. Used for the payment of Compensatory Time balances and functions similarly to the earn codes for ERTM – Earned Time Usage Pay (420 and 520) .
- c. Earn code use reduces the COMP balance and results in cash payment.

Per policy, accumulated compensatory time not taken will be paid on or before June 30 of each year and cannot carry forward to the next fiscal year.

## E-mail Notifications

USNH Payroll has implemented automated e-mail notifications for WTE.

The notification processes will use the "Deposit & WTE E-mail" address if defined; otherwise the "Campus E-Mail" address will be used. E-mail addresses can be viewed and updated from within WISE at <https://wise.unh.edu/> by selecting the Personal Information tab > View E-mail Address(es).

All e-mails will be sent from: [Payroll.WTE@usnh.edu](mailto:Payroll.WTE@usnh.edu) Please do not reply directly to these emails. If a reply is necessary, forward it to [Payroll@unh.edu](mailto:Payroll@unh.edu)

### **E-Mail Subject: WTE Pre-deadline Notification**

E-Mail Sent To: Employee, Approver, Proxy

E-Mail Frequency: approximately 3 days prior to the entry/approval deadline date

Purpose: Announces the payroll deadlines for WTE time sheet entry, submission and approval. This will communicate payroll deadlines to WTE users to ensure that hours are processed on a timely basis for work performed within the payroll period. This email will also include any reminders of early entry deadlines due to campus holidays or closings.

### **E-Mail Subject: WTE Outstanding Notification**

E-Mail Sent To: Approver, Proxy

E-Mail Frequency: Starting at 9:30 am it is sent 4 times throughout WTE Monday

Purpose: Provides the approver and proxy information about any WTE time sheets that are not already approved and action is required. The notice provides a list of employees (with position, time sheet org, number of hours submitted) and identifies the status of each WTE record (not started, in progress, error, return for correction).

### **E-Mail Subject: WTE Return for Correction Notification**

E-Mail Sent To: Employee

E-Mail Frequency: Runs Monday through Friday and is triggered by any WTE time sheet that is returned for correction. E-mail is only sent once for the time sheet that has been returned for correction.

Purpose: Notifies employee when a WTE time sheet has been returned for correction by their approver due to an error or problem. The employee is responsible for taking the necessary action to correct or adjust the WTE time sheet and resubmit it to the approver for approval completion prior to their deadline.

### **E-Mail Subject: WTE Special Notice**

E-Mail Sent To: Employee, Approver, Proxy

E-Mail Frequency: As needed

Purpose: Communicate unique or special situations that impact WTE deadlines or functionality. For example, the WTE Special Notice will be used to inform WTE users when curtailed or cancelled operations affect deadlines.

### Employee Responsibilities

1. Confirm your E-mail address in WISE. USNH Payroll will be providing automated e-mail notification for Web Time Entry deadlines.
  - a. Select **Personal Information** then select **View Addresses**.
2. Record your time accurately.
3. Select the correct pay period before opening your time sheet.
4. Use appropriate Earning Codes to ensure payment is appropriate per USNH and Campus policy.
5. Check your leave balances to verify availability of hours claimed.  
*Note: Entry of leave balances in excess of available balance will result in reduction of payment amount.*
6. Add **Comments** to your time sheet to document any special circumstances, variations and/or changes to your normal work schedule.
7. Review your time sheet for accuracy **BEFORE** submitting it for approval.
8. Submit your time sheet prior **to the DEADLINE at 2:30 pm, on Monday following the pay period end date.** \*.

**Note for OS employees:**

*Default Schedules: Operating staff on Web Time Entry must enter and submit their time sheet prior to the employee's submission deadline. The time sheet must be approved by the approver's deadline in order for payment to occur.*

9. It is expected that changes should be rare. As the employee originating the entry of your time sheet you and your approver/supervisor should have knowledge of your work schedule and time actually worked. If changes are needed prior to the time sheet being Completed, you can use Return Time to correct your time sheet. If it is after the time sheet has been Completed, your approver must communicate with the Campus Payroll Office providing an explanation of the change needed and why. In all cases your approver/supervisor should notify you via email of the actions they have taken.

*\*Note: Time sheet entry deadlines are often impacted by Campus and System Holidays. To determine the correct deadline for your time sheet submission check the **USNH HR & Payroll Production Deadlines at:** <http://finadmin.usnh.edu/disbursements/payroll/forms/default.aspx>*

## Approver Responsibilities

1. Confirm your E-mail address in WISE. USNH Payroll will be providing automated e-mail notification for Web Time Entry deadlines.
  - a. Select **Personal Information** then select **View Addresses**.
2. Designate at least one Proxy to perform your responsibilities.
3. Notify your proxy to review and approve time sheets on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all employees have submitted their time sheets for approval prior to their submission deadline of 2:30 pm Monday following the pay period end date. Notify employees that they need to submit time when they have not done so.
5. Review all submitted time sheets in detail.
6. Make corrections as necessary. In all cases you should notify your employee via email of the actions you have taken.
  - a. If time permits, return time sheets with errors to employees for correction. Contact the employee to notify them that they need to correct and resubmit their time sheet.
  - b. If time doesn't permit, make the necessary correction and email the employee informing them of the action taken. Keep a record of the changes made for future reference.  
Note: The Approver is the FINAL chance to find and fix errors.
  - c. If the time sheet has been Approved, use Return Time to retrieve the time sheet, make corrections and re-approve it. Keep a record of the changes made for future reference.  
Note: *The Approver is the FINAL chance to find and fix errors.*
  - d. If a change is necessary after the time sheet has been Completed you will need to communicate with the Campus Payroll Office providing an explanation of the change needed and why, as well as the employee name, the last 4 digits of their University ID and their position #.  
GSC/UNH/USNH: Payroll@usnh.edu  
KSC: jtuttle1@keene.edu  
PSC : pplante@plymouth.edu
  - e. Depending on when the notification is received and the stage of payroll processing, payroll may be able to intervene. However, if Payroll is not able to intervene, they will notify the approver and/or the employee of the next steps that need to be taken.
7. Add Comments documenting changes you made to a submitted time sheet.
8. Approve all time sheets prior to the DEADLINE 9:00 p.m. on Approval Monday. **Once a Web Time Sheet is Completed, it is FINAL.**  
*\*Note: Time sheet entry deadlines are often impacted by Campus and System Holidays. To determine the correct deadline for your time sheet submission check the **USNH HR & Payroll Production Deadlines** at: <http://finadmin.usnh.edu/disbursements/payroll/forms/default.aspx>*

### **Superuser Responsibilities**

1. A Superuser can start an employee's time sheet in the event that the employee is unable to do so.
2. A Superuser can submit an "in-progress" time sheet on behalf of an employee if hours have been entered.
3. A Superuser can modify a time sheet that requires a change.
4. A Superuser can approve or acknowledge time for an Approver by selecting the "Act as Proxy" role if they have been defined as that Approver's proxy.
5. It is suggested that if an employee is not able to "start" their time sheet, the Superuser should start it and work with the employee's supervisor and/or approver to enter the time. The supervisor and/or approver have the best knowledge of the time worked during the payroll period.
6. A Superuser isn't permitted to modify, submit, return or approve a time sheet in Error status.

### **Campus Payroll Responsibilities**

1. USNH Payroll will be responsible for maintaining the calendar of dates in Banner's PTRCALN table for "Access On Web" which determines when a payroll period is open for employees to start their time sheet and when the approvals must be applied in order for the payroll cycles to pull the time into the biweekly payroll for processing. Generally the time sheet will be available to start on any date within the payroll period.
2. USNH Payroll is responsible for publishing the "HR & Payroll Deadlines" schedule of user deadlines. This calendar is available on the Web at: <http://finadmin.usnh.edu/disbursements/payroll/forms>
3. USNH Payroll is responsible for running the Banner processes that pull the approved time into the Banner tables, reviewing error reports and resolving issues. This results in payment to employees.

### **BSC / Campus HR Responsibilities**

Once a department has moved to WTE, the BSC or Campus HR Office is responsible for:

1. Confirm the approvers, proxies and Superusers have a Banner HR account and the appropriate TS Org access and if necessary submit Banner HR Account requests as needed.
2. Completing the EPAF to set up WTE jobs.
3. Assigning the Approver to the job via NBAJQUE after the EPAF has completed.
4. Making changes to existing Approver assignments as is necessary.
5. Providing Superuser support to some departments.

### **USNH HR STHR Responsibilities**

1. Upon submission of a Banner HR application for Approvers, Proxies or Superusers STHRs will process the request and upon account creation establish Orgn security for the designated Approver, Proxy or Superuser in PTRUSER and PSAORGN.

## Campus HR Responsibilities

1. The Campus HR Office is responsible for modifying the employee's NBAJOBS record to enable the employee to process their time via Web Time Entry. A change is needed to the NBAJOBS Time Entry Method and the Time Entry Type for all Web Time Entry employees. During the initial pilot phase, this change will need to be made for each employee.

*Future: When USNH has moved to a broader use of Web Time Entry, the default parameters will be set to cause Web Time Entry to be the default and Campus HR will be responsible for making changes to employee NBAJOBS records when the employee is NOT participating in Web Time Entry.*

2. For staff with employee class of H1 or H2, their PEAEMPL Leave Category code will need to be reviewed and may need to be changed to ET for the effective date of when Web Time Entry begins.
3. For employees, requiring a change to their PEAEMPL Leave Category code, leave balances (Earned Time, Sick Pool, Minimum Usage, Compensatory Time, etc) will need to be entered into the PEALEAV form.
4. A reconciliation between the employee's manually maintained leave balances sheet and the Banner leave balances is necessary for any employee who presently has time maintained in Banner.

## Accessing Web Time Entry

Log into WISE: <http://wise.unh.edu>

Your **USER ID** is your USNH ID, the unique 9 digit number used to track you within the USNH Human resources system.) **Your initial WISE PIN is your date of birth in MMDDYY format.** You will be required to change your PIN upon your first visit to the system. PINs are case-sensitive and can be between 6 and 15 characters in length (letters, numbers, and punctuation).

# Web Time Entry for Employees

## Employees - OPENING YOUR TIME SHEET

1. Log into **wise.unh.edu**.
2. Click the **Employee** tab.
3. Click the **Time Sheet** link.  
*The **Title and Department** column displays your position title, position number, organization name, and the organization number for that area. If you work in multiple positions, they will appear in this column.*

*NOTE: If someone who also has approver, proxy or Superuser privileges is entering their own time, they will first need to click on the radio button next to the option **Access my Time Sheet**, then click on the **Select** button to open the time sheet selection page. An approver **should not** approve their own time.*

4. Click the **My Choice** radio button for the **Title and Department** you want to enter time for (most employees have just one job).  
*This option is selected by default for individuals with only one position.*
5. Choose the current pay period from **Pay Period and Status**.  
*Time sheets are displayed in chronological order by pay period and display the current transaction status.*
6. Click the **Time Sheet** button.

## Employees - ENTERING HOURS

*Once a time sheet is opened its' status changes from Not Started to In Progress, even if no entries are made.*

*Once an originator (employee or Superuser) accesses a time sheet, **only the originator** (employee or Superuser) can complete and submit it for approval.*

*The timesheet may be accessed as many times as is necessary during the pay period; all time does not have to be entered at once. Once the time sheet has been submitted for approval, the originator can only use Return Time to make changes if the time sheet is not Completed.*

*The time sheet report is organized in a grid format. Days of the week are displayed across the top of the grid; possible types of earnings are listed along the left of the grid; and hyperlinks for **Enter Hours** are displayed for each date and earnings type.*

1. Click **Enter Hours** link under the date worked, and in the row for the appropriate *Earning*  
Operating Staff = [ex. 120-Hourly Earnings(OS), 420-Earned Time Usage Pay, etc.]  
or  
Adjunct Hourly Staff/Students = [ex. 131-Hourly PT-FT Temp-Casual or 156 RetroHrs-NewHire/LateEntry]
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments. Be sure the **Shift** correctly represents the shift in which the hours were worked.

*Time In and Time Out functions:*

- *Time must be entered in 15-minute increments (ex: start time of 10:45 not 10:40)*
  - *The Shift may be changed from the default of 1.*
  - *Both Time In and Time Out must be entered*
  - *The Next Day option **Saves** your record and takes you to the next day for entry*
  - *The Add New Line option adds another entry line to the page*
  - *The Delete option removes the entry from the day*
  - *The Previous Menu option displays the Time Sheet page; the hours entered on the Time In and Time Out page display in the Summary area; the hours are broken down by shift*
  - *Time must be entered for each appropriate day of the pay period and can be copied to multiple days.*
- 

3. Click **Save**. Confirm the **Total Hours** for the day are correct.  
*Click on the **Save** button each time Time In/Out values are entered in the fields before moving on to another entry or exiting the time sheet.*
4. Click the **Time Sheet** link to enter hours for another day.  
*To change any time entered, simply click on the hyperlink for the appropriate earnings and day and delete or change the time in/out entries and then click on the **Save** button.*

*The time sheet displays one work week at a time. To advance to the next week of the pay period, click on the **Next** button. Click the **Previous** button to return to the previous week of the pay period.*

**CAUTION:** *Be careful when entering time, as very few error checks take place upon submission. For example, if you, by mistake, enter 75 hours instead of 7.5 hours in a single day, the system will **NOT** reject the entry.*

**IMPORTANT NOTE for OS Employees:** Default Schedules: *Operating staff on Web Time Entry must enter and submit their time sheet prior to the employee's submission deadline. The time sheet must be approved by the approver's deadline in order for payment to occur.*

## Employees - ADJUSTING YOUR HOURS

Changing Time In and Out already entered for a particular day is no problem, as long as the Time Sheet has not been submitted for approval.

1. Click the hours listed for the date that needs to be changed.
2. Update the **Time In** and **Time Out** values.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Time Sheet** link to enter hours for another day.

## Employees - DELETING YOUR HOURS

Deleting Time In and Out already entered for a particular day is easy, as long as the Time Sheet has not been submitted for approval.

1. Click the hours listed for the date that needs to be deleted.
2. Click **Delete**.
3. Click **OK** to confirm it is OK to delete time in and out for the selected day.
4. Enter new hours or click **Time Sheet** to enter hours for another day.

## Employees - ENTERING HOURS FOR SPECIFIC DAYS

When you enter Time In and Out for one day, you can copy the same information to one or more additional days in the pay period.

1. Click the **Enter Hours** link under the date worked, and in the row for the appropriate *Earning* [ex: 120 Hourly Earnings (OS); 131 Hourly PT-FT Temp-Casual]
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments. Be sure the **Shift** correctly represents the shift in which the hours were worked.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Copy** button.
5. Click the **checkbox** for each day you want to copy the Time In and Out.
6. Click the **Copy** button. Look for the verification message that says **your hours were copied successfully**.
7. Click the **Time Sheet** button. Look to see that the time was copied as expected to the dates you selected.

## Employees - ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a pay period, you can fill out your time sheet just once by copying those hours through to the end of the pay period.

1. Click the **Enter Hours** link under the date worked, and in the row for the appropriate *Earning* [ex: 120 Hourly Earnings (OS); 131 Hourly PT-FT Temp-Casual]
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments. Be sure the **Shift** correctly represents the shift in which the hours were worked.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Copy** button.

5. Choose the **Copy from date displayed to end of the pay period** checkbox., Choose **Include Saturdays:** and/or **Include Sundays:** if your work week includes Saturday and/or Sunday
6. Click the **Copy** button. Look for the verification message that says **your hours were copied successfully.**
7. Click the **Time Sheet** button. The Time In and Time Out and account distribution values have now been copied for all days in the pay period.

#### Employees - LEAVING A COMMENT ON YOUR TIME SHEET

Sometimes there are special circumstances of which you'll want to notify your Approver. You can add a comment to your time sheet which your Approver will see when he/she opens it for approval.

*Comments should be entered **BEFORE** submitting the time sheet for approval. **Comments are not confidential**, acknowledgers and approvers can view these comments when viewing the time sheet.*

1. Click the **Comments** button at the bottom of the Time Sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet.  
*Note: You can only view Comments on your time sheet in **Preview** mode.*

#### Employees – RESTART YOUR TIME SHEET

If errors are made while entering time, the entire time sheet can be cleared while it is *In Progress*, *Returned for Correction*, and *Error* status by clicking on the **Restart** button.

Restarting a time sheet clears most errors, if any are present, and return the record status to *In Progress*

The time sheet can be restarted if the time sheet:

- has not been submitted for approval;
- has been returned for correction; or .
- has a status of error, which prevents the time sheet from moving to pending status.

To clear all Time In and Out already entered and Restart your time sheet

1. Click the **Restart** at the bottom of the Time Sheet page.
2. Click **Submit** to delete all changes that you have made to your time sheet.  
The time sheet will reappear with no time entered in any fields. Time can again be entered at this point.  
*Note: Comments will not be removed.*

## Employees -SUBMITTING YOUR TIME SHEET

When your time sheet is ready to submit for approval, it's important for you to review it using **Preview** first. Check to make sure the days, hours, sum of total hours, and Earnings are all correct.

**CAUTION:** *Be careful when entering time, as very few error checks take place upon submission. The system will **NOT** validate or reject your Time In/Out entries.*

1. Click the **Submit for Approval** button at the bottom of your time sheet.  
*Note: This page contains the Certification Statement. Typing your PIN here is equivalent to signing your time sheet; it certifies that you approve the time sheet information as accurate.*
2. In the **PIN** box, type your PIN number.  
*Note: For your protection, you should re-set your PIN regularly and do not post or publish it. If you have never changed your PIN, it will be either: your birth date, in MMDDYY format (ex: 042458); or the last 6 numbers of your Banner ID*
3. Click the **Submit** button.  
*Once the time sheet has been submitted for approval the originator can use the Return Time function to make changes if the Time Sheet is not Completed.*

*After submitting your time sheet, its status changes from In Progress to Pending and a message appears indicating that it was either successfully submitted or it may have warnings/errors. **Your time sheet must have a status of Pending in order for it to be approved by your supervisor/approver.***

*It will remain in **Pending** status until your designated Approver takes some kind of action. At this point you are permitted to view the time sheet. The employee can use Return Time function to make changes and re-submit the time sheet. If the Return Time function is used on an Approved time sheet, the employee must contact their Approver to notify them that they need to Approve the time sheet again.*

**IMPORTANT:** *If the approver does not approve the time sheet prior to the posted Payroll approval deadline, normally 9:00 pm on Monday following the pay period end date, the time will not be "pulled" into the payroll processes for payment. Payment may not occur.*

## Employees - RETURN TIME

AFTER an employee Submits their Time Sheet for Approval and BEFORE it's Completed, they can use the Return Time function to retrieve their time sheet, make corrections then re-submit it for Approval.

If the Return Time function is used on an Approved time sheet, the employee must contact their Approver to notify them that they need to Approve the time sheet again.

## Employees - OPENING A TIME SHEET FOR ANOTHER JOB

Some employees have more than one job, or do work under more than one job and therefore must submit separate time sheets, one for each job.

*Multiple time sheets may be displayed for a variety of reasons, including: multiple positions*

- *The employee may have multiple positions working under multiple organizations. Use the position number for identifying the correct time sheet. Contact your supervisor (or at UNH, your BSC representative) for help with matching position numbers to the correct time sheet.*
- *The employee may have started the pay period in one position and moved to another position during the same pay period.*
  1. Click **Position Selection** at the bottom of the time sheet.  
*This returns the user to the Time Reporting Selection screen. Once there the user may select another time sheet for time reporting.*
  2. Click the **My Choice** radio button for the **Title and Department** you want to enter time for (most employees have just one job).
  3. Choose the current pay period from **Pay Period and Status**.
  4. Click the **Time Sheet** button.

## Employees - PRINTING YOUR TIME SHEET

*The time sheet can be reviewed any time during the time entry process by clicking on the **Preview** button. The preview feature displays the pay period horizontally across the Web page. Use the horizontal scroll bar to view days not displayed in the initial view.*

*Web Time Entry is designed as a "paperless" system. If a printed copy of the electronic time sheet is needed, the Preview screen is the recommended screen for printing. Ensure your print setting is set for **landscape** printing. Because Banner is a paperless system, and not designed for printer friendly purposes, it is unlikely that your time sheet or leave report will print on one page. A future upgrade to this product may include this enhancement.*

1. Click the **Preview** button at the bottom of your time sheet.  
*Note: On most computers, the time sheet is too big to be seen all at once. You can make the text size on your screen smaller by clicking "View" and "Text Size" from your Explorer browser menu (or similar commands in Firefox or other browsers).*
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the *printer settings*, select "**Landscape**" for Paper Layout.
5. *Note: In Explorer, click "Properties", then "Paper" to find the*

6. Landscape setting.
7. Click the **OK** button to save your paper layout setting.
8. Click the **OK** button to print your time sheet.
9. Back in the Time sheet Preview window, click the **Previous Menu** button.

# Web Time Entry for Approvers & Proxies

## Approvers - THE TIME SHEET SUMMARY

1. Log into the **VPN**
  - a. Go to <http://ecgvpn.unh.edu> and select Enterprise VPN
  - b. Enter your AD username and password and proceed as directed.
2. Log into **wise.unh.edu**.
3. Click the **Employee** tab.
4. Click the **Time Sheet** link.
5. Click the **My Choice** radio button for **Approve or Acknowledge Time**.  
*Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy.*

*The Time Sheet or Leave Request Selection screen is only displayed to users with proxy, approver or Superuser status.*

*Only the **Access my Time Sheet, Approver or Acknowledge Time, Act as Proxy and Act as Superuser** options are valid at this time. If the **Access my Leave Report or Access my Leave Request** options are selected the user will receive an error message stating there are no available records.*

*The **Proxy Set Up** link at the bottom of the page can be used by the approver to establish proxies. An approver should always have a proxy.*

6. Click the **Select** button.
7. Click the **My Choice** radio button for the **Department and Description** you want to enter time for.
8. Select the pay period from the **Pay Period**.  
*The Approver, Acknowledger or Proxy must ensure that the Department and Pay Period are correct.*
9. Select the **Sort Order** type.
10. Click the **Select** button.

## Approvers - REVIEWING & APPROVING A TIME SHEET

*The Department Summary lists time sheets associated with the selected Department.*

***Time sheets successfully submitted for approval have a status of Pending.** Time sheets that have not been successfully submitted for approval will appear in Not Started, In Progress, Error or Returned for Correction status.*

*An approver (or his proxy) can modify, return, and approve time. Approvers can approve time sheets that are Pending. A record is in Pending status when the employee has submitted his/her time for approval. Approvers **cannot** approve records in Error status.*

1. In the **Other Information** column, look for links like *Comments* or *Labor Overrides*.
2. In the **Name and Position** column, click the employee's *name*.  
*This screen displays the hours entered into the employee's time sheet, the routing queue, any comments that may have been entered, the accounting distribution (for time sheets).*
3. *Review* the submitted time sheet in detail. Be sure to scroll down to view all information.
4. Click the **Approve** button. (Or Return Time sheet for Corrections only if sufficient time exists to meet deadlines.)  
*Note: The page will refresh and display a message that the time sheet was approved.*
5. Click the **Previous Menu** button.

***If a time sheet has a Not Started, In Progress or Returned for Correction status and the time has come for it to be approved, contact the employee and ask that he/she submit the time sheet. If the employee can not be reached, the designated approver or proxy must assume the Superuser role (or contact the designated Superuser) for that organization and take the necessary actions required to get the record approved.***

#### Approvers - RETURNING A TIME SHEET FOR CORRECTIONS

If you find problems on a time sheet that the employee must correct, you can use **Return for Correction**.

*If an approver uses Return for Correction to return an employee's time sheet, the approver must notify the employee that the record has been returned. They must also add comments to the record indicating why it was returned. Adequate time must be allowed for the employee to make changes to his/her record and resubmit the timesheet prior to the deadline of the payroll period.*

**CAUTION:** *Using this option could delay record submission to Payroll. The employee is notified via email when a time sheet is Returned for Correction however, the approver should also attempt to notify the employee if they return a time sheet for correction.*

1. Click the **Add Comment** button.
2. Type a **message** to the employee *explaining* what corrections are needed for their time sheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to the time sheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary page.

## Approvers - OVERRIDING A TIME ENTRY

As an Approver you may need to correct an employee's time sheet.

*The approver may change the employee's time sheet by clicking **Change Time Record**. The approver is taken to a time entry screen in which he/she will act as the employee and make the necessary corrections to the employee's record. **The approver must save any changes and resubmit the record.** Once the record is again in Pending status, the approver may then approve it. Once a record has been approved it cannot be modified.*

*Time sheets are official documents, if the approver changes an employee's record they must notify the employee of the changes made to that record. **CAUTION:** Changing the time/leave record is a very powerful function and is never to be used without notifying the employee of the changes. Approvers are encouraged to enter comments in the Comments field anytime they make a change to an employee's time sheet. USNH expects that the employee will respond that they agree to the changes made and that the approver will maintain a record of the notification of change with the employee's approval. Upon request, these documents will need to be available upon request of the USNH Payroll Office or for audit.*

1. Click the **Change Time Record** link in the *Other Information* column.
2. Click the **link** for the earning and date to be added/changed.
3. **Type** the correct Time In and Time Out entries.
4. Click the **Save** button.
5. Click the **Previous Menu** button to return to the time sheet.
6. Click the **Comments** button.
7. **Type** a message indicating the corrections you've made.
8. Click the **Save** button.
9. Click the **Previous Menu** button to return to the time sheet.
10. Click the **Approve** button.  
*Note:* The page will refresh and display a message that the time sheet was approved.
11. Click the **Previous Menu** button to return to the *Summary* page.

## Approvers - DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you are not available. The designated proxy must have access to the same Orgns as the Approver.

1. On the *Selection Criteria* page, click the **Proxy Set Up** link.
2. From the **Name** drop down box, select the person you want designated as a proxy.
3. Choose **Add**.
4. Click the **Save** button.
5. Email Proxy name, and Org Code to the USNH Disbursement Manager, [jay.lamoureux@usnh.edu](mailto:jay.lamoureux@usnh.edu), and BSC Director if applicable.

## Proxies – ACTING AS A PROXY

*Users with a proxy role in Web Time Entry have the ability to act for another person for approval of time and leave. Before assigning an individual as a proxy, consult with the department head for authorization to delegate your authority to the proxy.*

*If you have been designated as a proxy within your area, you will be able to modify, return, and approve time and leave records on behalf of the approver.*

*A proxy acting for a Superuser will assume Superuser capabilities even if the proxy would otherwise not normally have them. To assume this role activate the **Act as Superuser** checkbox on the Time Reporting Selection screen.*

***It is not appropriate for an employee to enter and approve his/her own time.***



# Web Time Entry for Superusers

## Superusers - THE TIME SHEET SUMMARY

If you have been designated as a Superuser within your area, you will be able to start, modify, submit, return and approve time in lieu of the employee. Superusers will only be able to act in this role for their defined set of organizations; in other words, no Superuser should access time and/or leave records outside of his/her designated departments. A Superuser can assume their role two ways:

- **Entering as an Approver:** As an approver, you can assume the Superuser role by clicking the **Act as Superuser** checkbox on the Time Reporting Selection.
- **Entering as a Proxy:** If you are acting as a proxy for the approver, you must access the Time Reporting Selection screen, select the approver's name listed in the **Act as Proxy** drop down box, and then click on the Superuser checkbox to activate Superuser capabilities.

1. Log into the **VPN**.
  - a. Go to <http://ecgvpn.unh.edu> and select Enterprise VPN
  - b. Enter your AD user name and password and proceed as directed.
2. Log into **wise.unh.edu**.
3. Click the **Employee** tab.
4. Click the **Time Sheet** link.
5. Click to select **Approve or Acknowledge Time**.

*Note:* If you're acting on behalf of another Approver, select the appropriate choice from the *Act as Proxy* dropdown box.
6. Click to select **Act as Superuser**.
7. Click the **Select** button.
8. From the **Pay Number**, select the pay number.
9. From the **Department**, select the department.
10. Select the **Sort Order** type.
11. Click the **Select** button.

*The Superuser (or their proxy) must ensure they choose the correct Year, Pay ID, and Pay Number.*

- *Pay ID will always be B2*
- *The Pay Number is the payroll identification number. Each pay period is identified by a combination of Year, Pay ID and Pay Number (i.e. 2008-B2-15). A complete list of Pay ID's and Pay Numbers is available on the Web at <http://finadmin.usnh.edu/disbursements/payroll/forms/default.aspx>*
- *The Superuser (or their proxy) should select the department for which they are processing time from the Department drop down box. **Departments will only appear on the list if some type of action has been performed on at least one time sheet in the department.***

- Choosing the **ALL** option allows the Superuser to see all time sheets for all appropriate organizations. **Superusers with Master Org access should always choose a specific Department and not choose the ALL option.**
- A Sort Order may be chosen by selecting the desired My Choice radio button.
- A proxy **MUST** have access to the same Orgns as the Superuser in order to process time for a department on behalf of the Superuser.

#### Superusers - SUBMITTING AN "IN-PROGRESS" TIME SHEET

The employee's record can be in an In Progress or Returned for Correction status. You may not submit a record in Error status; a record moves to Error status when it has been previously submitted with potential errors.

1. In the **Name and Position** column, click the employee's name.
2. Click the **Submit** button.  
*Note:* The following message displays, *the time sheet was successfully submitted*. It is now in a "Pending" status.  
*Note for OS employees:* If an OS employee accesses their time sheet and does not either enter in/out time for all the default hours listed or remove the default hours, the time sheet will Error out if a Superuser attempts to submit the time on their behalf in their absence. USNH Payroll intervention would be required. OS employees should address their default hours the first time they access their time sheet to avoid this situation.
3. **Optional:** Click **Change Time Record** to enter/override entries.
4. **Optional:** Click the **Approve** button to finish processing the time sheet. Not doing so will leave the time sheet in a *Pending* status. The regular Approver can then take action on the time sheet.
5. Click the **Previous Menu** button to go to the *Summary* page.

When a Superuser accesses Web Time Entry, their Required Action as an approver will say *Override* instead of *Acknowledge* or *Approve*. The Superuser may still perform the same functions; the override status is notifying you that you are in the system as a Superuser. If you approve an employee's record while in the Superuser role, the queue status (transaction status) will change to *Overridden*.

#### Superusers - ACCESSING A "NOT STARTED" TIME SHEET

1. Click the **Extract** link for the desired record which must be in a Not Started status.
2. Click the **OK** button in the *Do you want to extract time?* Dialogue box.
3. If *changes* to the time sheet are necessary, make them now.
4. Click the **Submit for Approval** button.  
*Note:* The page will refresh and display a message that the time sheet was approved. It is now in a "Pending" status.

5. **Optional:** Click the **Approve** button to finish processing the time sheet. Not doing so will leave the time sheet in a Pending status. The regular Approver can then take action on the time sheet.
6. Click the **Previous Menu** button to go to the *Summary* page.

*When a Superuser accesses Web Time Entry, their Required Action as an approver will say Override instead of Acknowledge or Approve. The Superuser may still perform the same functions; the override status is notifying you that you are in the system as a Superuser. If you approve an employee's record while in the Superuser role, the queue status (transaction status) will change to Overridden.*

