PROCESSING WEB TIME ENTRY FOR EMPLOYEES
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Beginning the Process...

Web Time Entry is processed through Banweb, using your Michigan Tech ISO Username and Password.

Step 1. Sign in to Banweb: [https://www.banweb.mtu.edu/](https://www.banweb.mtu.edu/)  
(Recommended browser: Mozilla Firefox)

Step 2. Click on the **Employee Services** box.
Step 3. Click on the *Time Sheet* box.

Step 4. Verify that the correct **Position** and **Pay Period and Status** are selected. Click on the Time Sheet button.
NOTE: Statuses of Exempt, Non-Exempt and Approver are covered below.

**Type A: Exempt** – As an Exempt employee, you will only need to report your exception hours taken during the Pay Period (example: vacation, sick, personal, etc.).

**Type B: Non-Exempt** – As a Non-Exempt employee, you will need to enter all hours (regular, vacation, sick, etc.) during a normal shift for that Pay Period.

**Type C: Approver** – As an Approver, you have access to review submitted time sheets and can return those time sheets for correction. You must also approve these time sheets.
Type A: Entering Time for an Exempt Employee

Step 1. Click on ‘Enter Hours’ for the day that you are reporting exception (sick, vacation, etc.) time.
Step 2. In the ‘Hours’ entry box, enter the number of hours claimed for that day and select ‘Save.’ Repeat this step until finished. Week 2 can be accessed.
Step 3. Click on the ‘Preview’ button.
Step 4. When finished, click on 'Submit for Approval.'
Step 5. Your time sheet has now been submitted; verify you have submitted your time by looking at the ‘Submitted for Approval By’ area.
Type B: Entering Time for a Non-Exempt (Hourly) Employee

Step 1. For each day worked and for hours including sick and vacation for eligible employees, click on ‘Enter Hours’ for that particular day.
Step 2. In the ‘Hours’ entry box, enter the number of hours claimed for that day and select ‘Save.’ Repeat this step until finished. Week 2 can be accessed.

<table>
<thead>
<tr>
<th>Time Sheet</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and Number:</td>
<td>STUDENT ASST HUMAN RESOURCES -- 241981-00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department and Number:</td>
<td>Human Resources -- 26910</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Sheet Period:</td>
<td>Apr 15, 2012 to Apr 20, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit By Date:</td>
<td>Apr 30, 2012 by 05:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earnings Date:</td>
<td>Apr 18, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours:</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Earnings**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Apr 15, 2012</th>
<th>Monday Apr 16, 2012</th>
<th>Tuesday Apr 17, 2012</th>
<th>Wednesday Apr 18, 2012</th>
<th>Thursday Apr 19, 2012</th>
<th>Friday Apr 20, 2012</th>
<th>Saturday Apr 21, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Rate</td>
<td>1</td>
<td>0</td>
<td>15</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Special Rate Assignment</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours:**

<table>
<thead>
<tr>
<th></th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Units:**

<table>
<thead>
<tr>
<th></th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Submitted for Approval By: 
Approved By: 
Waiting for Approval From:
Step 3. Click on the 'Preview' button.

Below, you can see a summary of reported time. Click on 'Back.'
Step 4. When finished, click on ‘Submit for Approval.’
Step 5. Your time sheet has now been submitted; verify you have submitted your time by looking at the ‘Submitted for Approval By’ area.
Type C: Approving Time for an Active Employee – Approver

Step 1. Click on the **Employee Services** box.

Step 2. Click on the **Time Sheet** box.
Step 3. Place a mark next to ‘Approve or Acknowledge Time:’ and click ‘Select.’
Step 4. Verify that the correct Department and Pay Period are selected and click on ‘Select.’

Note: If you want to view records ‘by Name’ or ‘by Status then by Name’, select the correct option under Sort Order before clicking on ‘Select.’
Step 5. To approve individual time sheets: click on the employee’s name and/or title that are requesting time sheet approval.
Step 6. To approve an individual employee, place a check mark in the Approve or FYI section and click ‘Save’. If approving on an individual basis, repeat this step until all time sheets have been approved. Proceed to Step 8.
Step 7. To mass approve, click on ‘Select All, Approve or FYI’. Check marks will be placed next to all employees; click ‘Save’.
Step 8. Look for the verification message that says "Approved/Acknowledged" and that the Queue Status section shows ‘Approved.’
### Copying Hours

Step 1. To copy hours to other dates, enter hours into the ‘Hours’ box and click ‘Copy’.

#### Time Sheet

- **Title and Number:**
  - Department and Number: Human Resources – 26650

- **Time Sheet Period:**
  - Apr 15, 2012 to Apr 28, 2012

- **Submit By Date:**
  - Apr 30, 2012 by 05:00 PM

- **Earnings:**
  - Regular Rate: Apr 17, 2012

- **Shifts:**
  - Total: 1

<table>
<thead>
<tr>
<th>Day</th>
<th>Shift</th>
<th>Default Hours or Overtime</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>1</td>
<td>Entry Hours</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monday</td>
<td>1</td>
<td>Entry Hours</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1</td>
<td>Entry Hours</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wednesday</td>
<td>1</td>
<td>Entry Hours</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thursday</td>
<td>1</td>
<td>Entry Hours</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Friday</td>
<td>1</td>
<td>Entry Hours</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Saturday</td>
<td>1</td>
<td>Entry Hours</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Hours:**
- 0

**Total Units:**
- 0

Submitted for Approval By:
- 

Approved By:
- 

Waiting for Approval From:
- 


Step 2. Place checkmarks in the necessary dates and click ‘Copy.’

Note: To copy all remaining work days after the day you entered in your hours to copy, you can use the “Copy from date displayed to end of pay period” box instead of choosing individual days. If you want to include Saturdays or Sundays in this type of copy, select the appropriate box. Then click the ‘Copy’ button.
Step 3. Look for the verification message that says “Your hours have been copied successfully” and click on ‘Time Sheet’ to be brought back to the weekly time entry selection.
Restarting a Time Entry Sheet

Step 1. Access your time sheet and click on 'Restart'.
Step 2. Verify that you want to restart the time sheet entry process and select ‘Submit.’

Step 3. You will be brought back to the main time entry screen. You may now enter your correct hours.
Returning a Time Transaction

Step 1. When you are finished entering time, click on ‘Submit for Approval.’
Step 2. Your time sheet has now been submitted; verify you have submitted your time by looking at the ‘Submitted for Approval By’ area. To return your time sheet for correction, click on ‘Return Time.’
Step 3. Your time sheet has now been returned; verify you have returned it by looking at the 'Time transaction successfully returned' message. You can now adjust your time sheet.
Adding Comments before Submitting

Step 1. Click on ‘Comments’.
Step 2. Type in any comment and click ‘Save’ followed by ‘Previous Menu’.
Checking Leave Balances

Step 1. Click on the ‘Employee Services’ tab then select ‘Leave Balances’ to view Leave Balances.
Step 2. You can now view Leave Balances. For a detailed history of leave types earned and/or taken, click on the type you want to view. After you are done viewing click ‘Home’ to be brought to the Banweb home screen.
Designating a Proxy

A proxy is a person who can act as you to approve if you’re not available.

1. On the Selection Criteria page, click the Proxy Set Up link.
2. From the Name dropdown box, select the person you want designated as a proxy.
3. Click the box under ‘Add’.
4. Click the ‘Save’ button.

Tips & Reminders (Time Sheet Submitters)

- Time sheet policies and processes have not changed. They are the same as they were with paper time sheets.
- 12:00 p.m. (noon) on the Monday after the Pay Period ends is the normal deadline for submitting a time sheet for approval.
- Early time sheets can be submitted at any time in the Pay Period.
- Time sheets show common earning types that apply to your job.
- After your time sheet is approved by your supervisor, you cannot make any changes. Contact your Approver about any changes to an approved time sheet.
- Leave Balances: Always check your balances! It’s easy to do at the Employee Services option in Banweb.

Tips & Reminders (Approvers)

- Be on the lookout for misapplications of Earning Codes, such as Sick Leave instead of Vacation.
- The deadline for approving time sheets is Monday at 5:00 p.m.
- Remind employees to check Leave Balances.
- Return for Correction should only be used when sufficient time exists to meet the approval deadline.
- Change Time Entry should be used to make corrections when there is a time constraint.
**Time Sheet Status Definitions**

The following are definitions for each of the statuses of a time sheet, where they can be located, and what actions to take next.

<table>
<thead>
<tr>
<th>Time Sheet Status</th>
<th>Definition and Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The time sheet has been approved by all in the routing queue and is ready to be applied.</td>
</tr>
<tr>
<td>Error</td>
<td>Something is wrong with the employee’s record (contact Payroll if necessary).</td>
</tr>
<tr>
<td>In Progress</td>
<td>The time sheet is extracted/ready for entry, but not submitted for approval.</td>
</tr>
<tr>
<td>Pending</td>
<td>The time sheet has been submitted and is waiting for approval.</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>If submitted for approval and the approver disagrees with the time entered, the time sheet can be returned for correction, altered, and submitted again for approval.</td>
</tr>
<tr>
<td>Approved</td>
<td>The time sheet is approved and ready for Payroll. Once a time sheet reaches this status, you can no longer adjust the time. To make changes after this point, you will need to submit a paper timesheet to the Payroll department. You should contact Payroll and notify them of the change.</td>
</tr>
<tr>
<td>Completed</td>
<td>Payroll has pulled the information and is in the paycheck process.</td>
</tr>
</tbody>
</table>