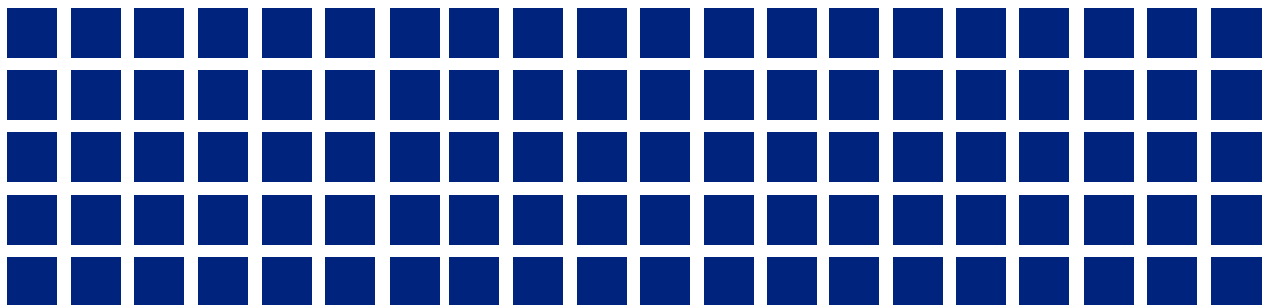


THE UNIVERSITY OF
MEMPHIS®

Web Time Entry
Approver/Acknowledger Training



Overview

Objectives

Welcome to Web Time Entry training. The objectives of this training course are to:

- Introduce Web Time Entry
- Identify WTE roles and statuses
- Introduce common approval screens
- Approve time/leave step-by-step
- Discuss Proxies and Superusers
- Discuss approval options

Intended Audience

Financial Managers, Proxies/Designees and Acknowledgers

WTE Introduction

Web Time Entry (WTE) enables employees to report their time worked and leave taken via the MyMemphis Portal Web site through Banner SSB. Banner SSB is available 24 hours a day, seven days a week, 365 days a year. WTE is a module of the Banner Human Resources administrative system used by the University.

University of Memphis non-exempt employees enter hours worked and leave usage on **time sheets**; exempt employees (including faculty) enter leave usage on **leave reports**.

WTE Roles and Statuses

User Roles

There are a number of user roles that are assigned in the WTE module. Users may be assigned to more than one role.

Originator

The originator is the creator of the time sheet or leave report. Once an originator opens a time sheet or leave report, its status changes from *Not Started* to *In Progress*. Only the originator, or the area Superuser, can enter time and submit that *In Progress* time sheet or leave report for approval.

The originator can make changes to the record while the record is in *In Progress*, *Returned for Correction* or *Error* status. The originator may not make changes after the record has been submitted for approval.

The originator's name is not shown on the time sheet/leave report until it is submitted, but the name is recorded. The employee's area Superuser can review the transaction status of time sheets and leave reports at any time during the pay period and see the originator of a time sheet/leave report.

Acknowledger

Time/leave 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 a time sheet/leave report to be processed. Approvers may approve time sheets/leave reports regardless of whether an acknowledger has acknowledged them. Acknowledgers cannot assume the role of Proxy.

Approver

Approvers are typically the financial manager of an area. Approvers have the ability to modify, return, and/or approve time sheet/leave reports submitted by the originator. An approver's action is required for the time sheet/leave report to be processed through the system. Should an approver return or modify an employee's time sheet/leave report, the approver must **promptly notify the employee** of those changes.

Proxy

As noted in the University Policy for Authorized Signatures (Policy IT6006), financial managers (approvers) may appoint academic or administrative/professional employees as their proxy for time and leave reporting. Users with a proxy role in Web Time Entry have the ability to act, and assume some privileges, for another person for approval of time and leave.

Proxies can only be assigned via a request form submitted to BFRSI, which can be found on the Web at <https://www.memphis.edu/bf/forms/index.php#bfs>. Individuals assigned as proxies cannot be assigned the role of acknowledger.

Superuser

Superusers are users who have the ability to start, submit, modify, return and/or approve time/leave records. Proxies acting on behalf of a Superuser assume the Superuser's privileges. Therefore, the proxy can change or approve all time transactions that require the Superuser's approval.

Transaction Status

A time sheet or leave report is assigned a status as it progresses through the WTE process. Possible statuses are:

Not Started: The time sheet/leave report has not been opened for the pay period.

In Progress: The time sheet/leave report has been opened for the pay period.

Pending: The time sheet/leave report has been submitted for approval.

Error: The time sheet/leave report may have been submitted with no hours entered or hours listed under earnings codes that do not accrue leave (e.g. military leave, voting leave, etc.). Records can also appear in error status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error status should be carefully reviewed to ensure that time has been entered correctly, if at all.

Returned For Correction: The time sheet/leave report has been returned for correction by the approver (or Superuser) to the originator. The necessary corrections must be made, and the time sheet/leave report must be resubmitted before the pay period deadline.

Override/Overridden: The override/overridden status indicates that the time sheet/leave report is being reviewed and approved by the approver while he/she has assumed the role of Superuser. By assuming this role in the system, the approver is "overriding" the regular approval status. When an action is performed while assuming the Superuser role, the status will change to "overridden." Approvers may enter the system as a Superuser to gain access to additional management options.

Approved: A time sheet in *Approved* status indicates that the record has been successfully approved by the approver. Upon approval, time sheets will continue through the payroll process. Monthly leave usage is not tied to the monthly payroll. Upon approval, a leave report bypasses this status and goes immediately to *Completed* status.

Completed: A time sheet in *Completed* status indicates that the record was successfully received and processed by the Payroll Office. A leave report in *Completed* status has been successfully approved and any reported leave usage has been deducted from the appropriate leave balances.

Approval Screens Introduction

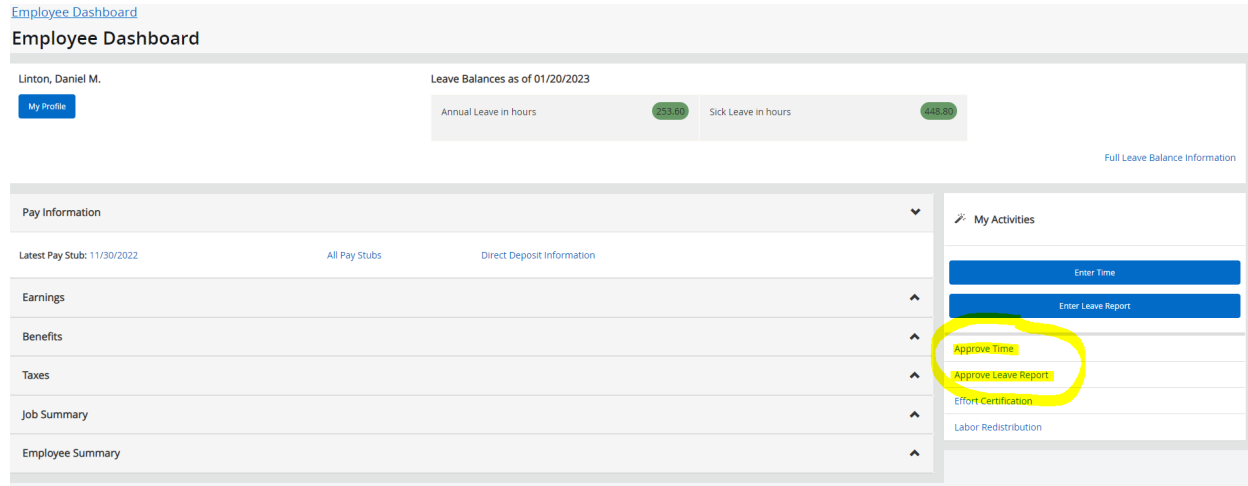
Time Approval Portlet

As an approver or Superuser you are responsible for reviewing, approving, and if necessary, modifying your employees' submitted time before the pay period deadline. If a biweekly-paid employee's time sheet is not approved, that employee will not receive a paycheck. You can approve time and leave records at any time (24/7), anywhere, by using a computer with an Internet connection and logging into the MyMemphis Portal Web site.

Log into the MyMemphis Portal at <https://my.memphis.edu>. Locate the **Employee** tab. In the top left, look for the **Banner Employee Dashboard** portlet and click **Employee Portal**.

The screenshot shows the MyMemphis Employee Portal interface. At the top left is the University of Memphis logo. Below it is a dark blue header with the word "EMPLOYEE" in white. A navigation menu includes "myMemphis", "Home", "UofMOnline", "Faculty", "Advising", "Employee" (highlighted in a dark blue box), and "Fir". Below the menu is a "Banner Employee Dashboard" portlet containing a link for "Employee Portal" and a description: "Links to Timesheets, Leave Reports & Approvals, Employment and Benefits Details, and Personal Information."

On the Employee Dashboard main screen, look to the right margin for links called **Approve Time** and **Approve Leave Report**. You will use the former to approve non-exempt employees' time sheets; you use the latter to approve exempt employees' leave reports.



Employee Dashboard

Linton, Daniel M.

Leave Balances as of 01/20/2023

Annual Leave in hours 653.00 Sick Leave in hours 445.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 11/30/2022 All Pay Stubs Direct Deposit Information

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Enter Leave Report

Approve Time

Approve Leave Report

Effort Certification

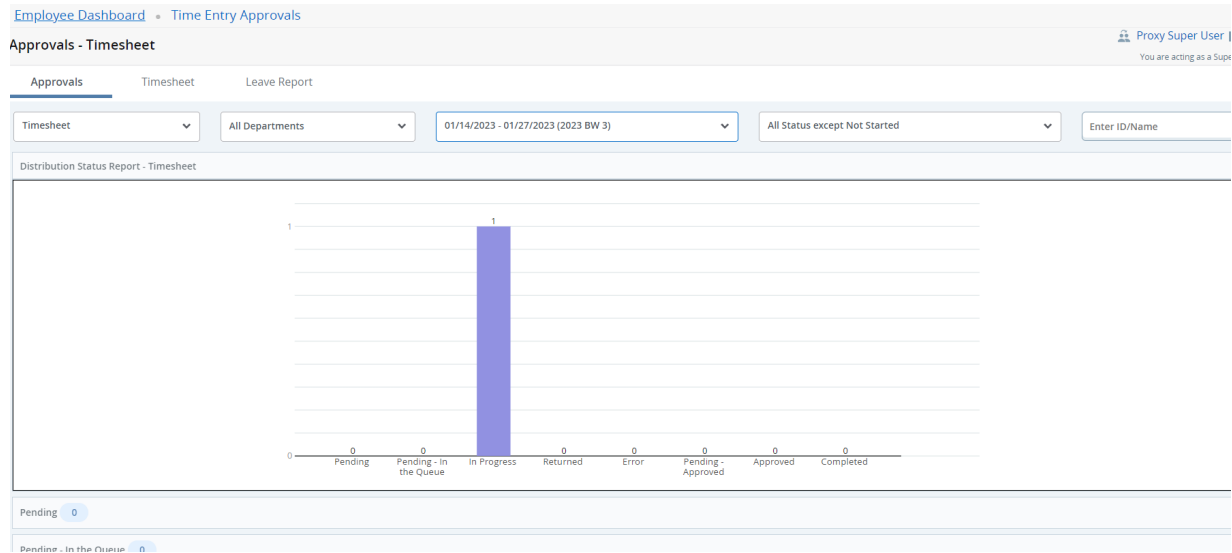
Labor Redistribution

Clicking either of those approval buttons takes the user to a Time Entry Approvals screen, where both time sheets and leave reports may be accessed; clicking Approve Time will default the subsequent search to time sheets, where clicking Approve Leave Report will default it to leave reports.

If you have a record appearing under an incorrect timekeeping organization, contact HR Data Management for regular employees, and contact Student Employment for student workers.

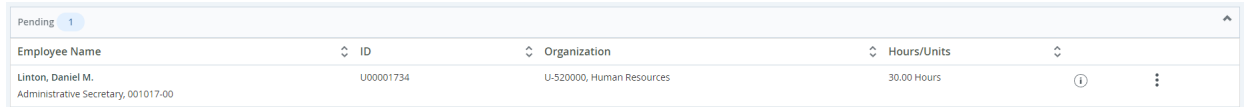
Time sheets and leave reports will never be grouped together; non-exempt time sheets will always appear separately from exempt leave reports. These can be toggled between using the dropdown boxes at the top of the screen.

Clicking **Approve Time** will default the approval screen to the current pay period and display a series of dropdown boxes on top of a bar graph delineating what time sheets are at what current status within the orgs the approver/acknowledger has access.



The bars in the graph can be clicked to take the approver/acknowledger to the list of records at that particular status. Alternatively, all statuses are displayed under the graph and can be toggled to see which records are at which status.

Records at *Pending* status can be individually clicked to view their detail and to be approved or acknowledged. Records at other status can be clicked to view detail but cannot be approved or acknowledged until being submitted by the employee or by a superuser. (Remember, time entry queue approvers have a superuser role that can be used as needed).



The screenshot shows a table with a header row and one data row. The header row has columns for Employee Name, ID, Organization, and Hours/Units. The data row contains the following information: Employee Name: Linton, Daniel M. Administrative Secretary, 001017-00; ID: U00001734; Organization: U-520000, Human Resources; Hours/Units: 30.00 Hours. There is also an 'Info' button (circular 'I') and a three-dot menu icon in the rightmost column of the data row.

Employee Name	ID	Organization	Hours/Units	
Linton, Daniel M. Administrative Secretary, 001017-00	U00001734	U-520000, Human Resources	30.00 Hours	ⓘ ⋮

Below the graph, each record contains the following information:

The **Employee Name** column lists the employee's name, job title, position number, and suffix. Use the position number & suffix to ensure that your employees with multiple positions are entering their time on the correct time sheet. This scenario is more common with student workers working in multiple positions under one organization or grant.

The **ID** column displays the employee's Banner UID.

The **Organization** column displays the timesheet org for the employee. Keep in mind the approver/acknowledger will only see orgs to which they have access.

The **Hours/Units** column displays the total amount of time/leave being claimed on that particular record. Remember the record itself must be clicked to view the detail of how that total number was calculated. Approvers should not approve a time sheet or leave report without looking at the detail.

The circular **Info "I"** button shows the list of approvers/acknowledgers in the approval queue for that record.

The three dots in the far right allow the user to preview the record OR view that employee's leave balances, if any.

Details Summary

Remember, clicking on any line item will display the full detail for that time sheet or leave report.

Employee Dashboard • Time Entry Approvals • Administrative Secretary, 001017-00, U, 520000, Human Resources, Rate: \$50.000000 • Preview

Timesheet Detail Summary

J00001734, Linton, Daniel M.

Administrative Secretary, 001017-00, U, 520000, Human Resources, Rate: \$50.000000

Pay Period: 01/14/2023 - 01/27/2023 | 30.00 Hours | Pending | Submitted On 01/20/2023, 10:23 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/17/2023	009, Regular Bi-Weekly Pay	1	7.50 Hours
01/18/2023	170, Annual Leave	1	7.50 Hours
01/19/2023	170, Annual Leave	1	7.50 Hours
01/20/2023	170, Annual Leave	1	7.50 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
009, Regular Bi-Weekly Pay	1		7.50		7.50 Hours
170, Annual Leave	1		22.50		22.50 Hours
Total Hours			30.00		

Routing and Status		
Name	Action	Date & Time
Linton, Daniel M.	Originated	01/17/2023, 02:45 PM
Linton, Daniel M.	Submitted	01/20/2023, 10:23 AM
Linton, Daniel M.	Pending Acknowledgement	
Alam, Maria	Pending Approval	

Return Details Recall **Acknowledge**

Once that detail is reviewed, the bottom of the screen will display buttons to the record to the employee for correction, display calendar-level detail, recall (restart) the record, or approve/acknowledge the record. When not in superuser mode, records must be approved individually via these detail screens. Only superusers can approve multiple pending records all at once. Remember, while convenient, mass approval increases the chances of letting errors go uncaught.

Being the approver, you are responsible for ensuring that the time your employees enter on their time sheet/leave report is accurate.

The detail screen is divided into various sections spread vertically down the page.

The **Time Entry Detail** section displays a day-by-day breakdown of the time entered for each day of the pay period.

Time Entry Detail			
Date	Earn Code	Shift	Total
01/17/2023	009, Regular Bi-Weekly Pay	1	7.50 Hours
01/18/2023	170, Annual Leave	1	7.50 Hours
01/19/2023	170, Annual Leave	1	7.50 Hours
01/20/2023	170, Annual Leave	1	7.50 Hours

The **Summary** section displays the total amount of hours being claimed for each earnings code (regular pay, overtime, annual leave, sick leave, etc.).

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
009, Regular Bi-Weekly Pay	1		7.50		7.50 Hours
170, Annual Leave	1		22.50		22.50 Hours
Total Hours			30.00		

The **Routing and Status** section displays the name, and action and date of each person with an assigned role in the timekeeping organization. Not all names appearing in the queue may be responsible for reviewing the record.

If an action has been performed on the record, the type of action and date will be recorded. Also displayed is the originator and submitted date and time of the record.

* If an employee notifies you that he or she can see the time sheet or leave report, but cannot enter time into the record, this is the place to look to see who originated the record and whether or not it has been accidentally submitted for approval.

Routing and Status		
Name	Action	Date & Time
Linton, Daniel M.	Originated	01/17/2023, 02:45 PM
Linton, Daniel M.	Submitted	01/20/2023, 10:23 AM
Linton, Daniel M.	Pending Acknowledgement	
Alam, Maria	Pending Approval	

The **Comment** section is available to the employee, acknowledger, and approver and can be used to enter any relevant comments entered by any party.

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

As an approver, you have the ability to make changes to an employee's time sheet or leave report after the record is in *Pending* status. Changing the time/leave record is a very powerful function and is never to be used without notifying the employee of the changes. By clicking on the **Change Time Record** hyperlink you open the employee's actual time sheet or leave report. Once the record is accessed, the approver is taken to a time/leave entry screen in which he/she will act as the employee and make the necessary corrections to the record. Save any changes to the record, submit the record, and once it is again in a *Pending* status, you may then approve the record. You **are not** encouraged to ever change a time or leave record. Make every attempt to contact the employee to make changes to their record. If you make changes, leave a comment in the **Comments** field indicating what you changed and for what reason.

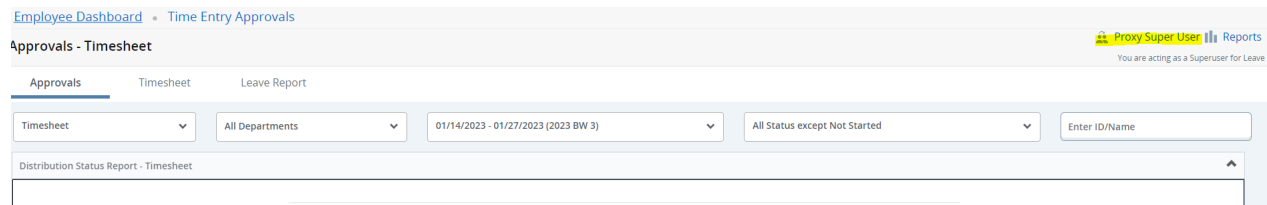
Approving/Acknowledging Step by Step

- Enter the Employee Portal link located on the MyMemphis Employee tab, and then select either Approve Time or Approve Leave Report on the right side of the screen.
- Click on the employee's name to open the Employee Details screen. If a time sheet/leave report is not available for approval and the time has come for it to be approved, contact the employee and ask that he/she submit the time sheet/leave report. If the employee cannot be reached, you will either need to assume the Superuser role for your organization, or locate the individual assigned Superuser capabilities in order to have the time sheet or leave report overridden. Superuser capabilities will be discussed later in this training.
- Review the daily entries to ensure time is entered correctly.
- If the time report is completed correctly, click on the approve button. If time is not entered correctly, return the record to the employee or fix the record. Promptly notify the employee if you make corrections to a time sheet or leave report.
- Click on the **Next** button to view the details of the next record waiting approval in the timekeeping organization. Click on the **Previous Menu** button to return to the Department Summary screen.

Acting as a Proxy or Superuser

IMPORTANT NOTE: Proxy functionality does not work in this latest version of Banner Employee Self Service the same as it did in the previous version. In the new version, proxy users cannot assume both a proxy role and a superuser role simultaneously as they could before; they must choose one or the other. Accordingly, the University is granting all existing proxies the role of superuser themselves, rather than assuming the superuser role of the person they are proxying for.

To act as a proxy/superuser in your Web session, click on the hyperlink **Proxy Superuser** in the top right corner of the **Approve Time** or **Approve Leave Report** screen.



The next screen will have options to act as EITHER a superuser or a proxy.

[Employee Dashboard](#) • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Linton, Daniel M. - [Human Resources] ▾

Existing Proxies

Add a new proxy Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

[Navigate to Time & Leave Approvals application](#)

Remember that in this version of Employee Self Service, an approver may act as a proxy or as a superuser, but not both at the same time as before.

To act as a superuser, click the appropriate checkbox in the **Act as a Superuser** section and leave the **Act as a Proxy** for section as is. This will enable the user to extract, change, and approve all records to which access has been given.

Conversely, to act as a proxy, leave the checkboxes in the **Act as a Superuser** section as is and choose the individual for whom you wish to proxy from the dropdown box in the **Act as a Proxy** for section. Keep in mind that a proxy can only approve records already at a Pending status; they cannot extract/change records that are still Not Started or in the possession of the employee.

Do not use the Existing Proxies section, as the University does not allow users to assign proxies outside of a Banner access request form.

Once your selection is made, click the **Navigate to Time & Leave Approvals application** button in the bottom right.

The next screen displayed will prompt the user to select a pay period on which to perform actions.

Use the dropdown boxes to select the appropriate pay period or leave reporting period. Keep in mind that for leave reporting, nine-month faculty leave reports are identified by the use of the code “09” and ten-month faculty use “10”. Exempt staff employees use “AT”.

Once selected, any pending records awaiting approval will be displayed first and can be approved by clicking the checkboxes next to the line item. Checking at least one creates an Approve/Acknowledge button appear in the upper right section. Remember that the detail on leave reports should be reviewed before mass approving.

Employee Name	ID	Organization	Hours/Days/Units	
<input checked="" type="checkbox"/> Jackson, James E. Professor, 001546-00	U00002007	U-251000, Art	0.00 Hours	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Botelho, Maria F. Professor, 002840-00	U00001863	U-209000, Mathematics	93.75 Hours	<input checked="" type="checkbox"/>
<input type="checkbox"/> Schiro-Geist, Chrisann Professor, 012652-00	U00002546	U-232000, Counsel Education Psych Research		<input type="checkbox"/>
<input type="checkbox"/> Romantz, David S. Professor, 002691-00	U00002345	U-260000, School of Law		<input type="checkbox"/>

[View More](#)

Other leave reports will be grouped underneath by status, including In Progress, Returned for Correction, etc. Any of these records may be clicked on for review and acknowledgement/approval.

An In Progress record can be clicked on and then submitted, and then changed, and then approved if necessary. Remember, it is always preferable for the employee to complete the leave report and then submit it themselves rather than having a superuser do it for them.

The form does NOT show records at a Not Started status by default. To access records that are still at Not Started status, choose Not Started from the search filters at the top, and then click the Start Time/Leave link provided once you have searched.

Keep in mind that all time & leave records should be entered/extracted, reviewed, and approved every pay period.

Important Notes

- Monthly leave usage is not tied to the monthly payroll. Therefore, the moment the approver approves the employee's submitted leave report any submitted leave will be deducted from the employee's leave balance(s) immediately. It is highly suggested that approvers do not approve leave until the end of the month in order to keep the employee clear on the actual amount of leave they have at a given time, given that leave accruals are still tied to the month-end payroll.
- Under no circumstances should an approver mark his/her own time sheet or leave report as approved. A separate equal or higher authority must approve an employee's record.
- Approvers should not be concerned because an employee has a potential negative balance for bereavement, military leave, inclement weather leave, jury duty, etc. The system will display these balances as a negative because employees do not technically accrue these specific types of leave. You may ignore any messages the system generates in this regard.

Contact Information

For assistance call the IT Helpdesk at (901) 678-8888.