Web Time Entry – Time Approver

In this training session, Banner users will learn to approve time through the Web

Approve Time through the Web

1. Open Internet Explorer
2. Go to the **UIW Website** ([http://www.uiw.edu/](http://www.uiw.edu/))
3. Click **My Word** at the top right of the webpage

4. In the **Login window**, your **UIW Username and Password** *(this is the same username and password used for Blackboard and Cardinal Mail)*
5. Click **Login**
6. The My Word Homepage opens
7. On the menu, click **Employee information**

8. Click **Web Time Entry**

9. Select the **Employee Services tab**
10. A new page opens, select **Electronic Time Keeping**

11. A new page opens. In the Selection Criteria area, select the button **Approve or Acknowledge Time**

12. Click **Select**

13. A new page opens, locate the **Time Sheet option**

14. Choose a **Department**

15. Review the **Pay Period**, making sure that the correct time period is listed

16. Click **Select** to open the **Department Summary Page**
Department Summary Page

The **Department Summary** page summarizes employee hours (timesheet activity) for a single pay period, through a **Time Sheet Status Identifier**. This identifier changes depending upon the Time Sheet Status. There are 7 status options:

A. **Not Started** - The employee has not clocked in during the pay period
B. **In Progress** - The pay period has not ended, but the employee has clocked in and out at some point during the pay period.
C. **Pending** - The employees' timesheet is ready for the supervisor/approver to review and approve timesheet status.
D. **Approved** - Status changes to approved when the supervisor/approver has reviewed the timesheet. The required action column changes to Approved.
E. **Completed** - Once the supervisor/approver has approved the timesheet, the status changes to Completed.
F. **Error** - When this status appears, supervisor/approver must contact the Payroll Department.
G. **Return for Correction** - supervisor/approver must contact the employee who will correct their timesheet.

1. To access and review an individual employee’s Time Sheet in detail, click the **Employee’s name** (blue link).
2. This will open the **Time and Leave Reporting page**.
3. When the **Time and Leave reporting Page** opens, you can review the page and approve the employee’s hours.
4. If you see an error, you can review the page at a more in-depth level.

Time and Leave Reporting Page

The Time and Leave reporting page consists of a pay period timesheet, which allows you to review the entire pay period for an employee. You can review their time sheet (**regular work hours**) or review one of the following categories; **Regular work hours, Vacation, Sick Leave, Jury Duty Leave Bereavement Leave**.

Review Hours on the Time and Leave Reporting Page
1. Review the **Total Hours** recorded in each section.

2. Click **Previous Menu** to Return to the Department Summary

3. Click **Preview** to review the entire pay period timesheet

4. Click **Comments** to post a comment

5. Click **Approve** to approve

6. Click **Next** to review the next employee

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**Employee Errors/ Comments**

In reviewing the Department Summary, you may need to review an individual’s time sheet if you notice an error in their time reporting.

1. For Example, you notice an error on an employee’s time sheet. For example, the employee usually works an 8-hour day, but you notice that they have posted 9 hours for their workday.

2. Your first task is to access the individuals timesheet. Click the **Change Time Record (blue link)**

3. This will open the **Time and Leave Reporting page**
4. Locate the **reporting date** and **category** (i.e. Tuesday, August 16, 2011)

5. Click the link that shows the erroneous hours (**in the case of our example-9**)

6. This will open the **Clock-in Clock-out page**

7. Review the **Employee Comments**.

8. After reviewing the comments, click the **Previous Menu** button to return to the Department Summary Sheet to return the time sheet for correction.
1. Click the **Employee’s name** (blue link)
2. This will open the **Employee Details** page opens, you can review the page and approve the employee’s hours

3. Once the employee is selected; the **Employee Details Screen** will appear
4. As a supervisor you have two options available for correcting a timesheet; **Return for Correction** or **Change Record**. If employee is **available**, have the employee click **Return for Correction** and re-submit the timesheet
5. If employee is **not available** then you may click the **Change Record** button.
6. Click the **reported hours** that you want to modify.

7. **Change the hours** on the Clock In and Clock Out page.

8. Click **Save**.

9. Return to the **Time and Leave Reporting** page to ensure that the hours have been changed.

10. Click the **Approve** button at the bottom of the page.
11. To access and review an individual employee’s Time Sheet in detail, click the Employee’s name (blue link).

12. This will open the Time and Leave Reporting page.

13. When the Time and Leave reporting page opens, you can review the page and approve the employee’s hours.

14. The Time and Leave Reporting, the comment sheet opens. The time sheet payroll was approved successfully message appears.

15. The time sheet is finished and the payroll office is ready to extract the time.

16. Continue to review the next employee by clicking Next.