

Approving Student Timesheets

Introduction

The Web Time Entry system allows employees to individually log onto a secure website and enter and submit their own time online from any computer with internet access. The time is then approved online by the supervisor and sent electronically to the Payroll Department for processing. Employees will input their hours worked into the Web Time Entry System. Supervisors will go online to approve the timesheets.

Timeframes and Deadlines

In order to be paid each pay period, it is critical that timesheets and approvals are submitted by the established deadline. Employees are responsible for submitting their electronic timesheets to their supervisor/approver. Without a timesheet, the supervisor is unable to approve time and without the supervisor's or their proxy's approval, employees will NOT be paid.

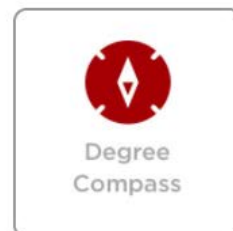
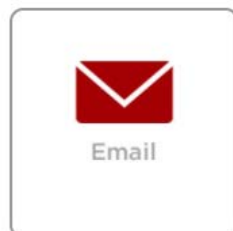
Timesheets are due Monday at Midnight following the end of the pay period. The Approvals are due Wednesday morning at 9am.

Signing Onto Employee Self Serce Web Time Entry

To approve timesheets, you will access the Web Time Entry from the Employee Self Service Portal. Your User ID and password are needed to log in. Do not share your login info with anyone, never respond to requests that asks for your login information, and always log off the system when finished.

<https://onestop.apsu.edu/>

Once you are logged on select Web Self Service



Main Menu

▲ Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the 'EXIT' button when you are finished. When using a public computer, you should always close your web browser entirely when finished.

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student

Apply for Admission, Register, View your academic records

Financial Aid and Veterans Affairs

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications and view Veterans Affairs

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Information Technology Requests

View and Submit Information Technology Forms and Requests

This screenshot shows the 'Employee' menu page. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student Services', 'Financial Aid', 'Employee', and 'General Menu'. Below the navigation bar is a search box with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Employee' and lists several options: 'Time Sheet', 'Jobs Summary', 'Leave Balances', 'Salary Planner', 'Effort Certification', and 'Labor Redistribution'. Each option has a brief description. The 'Time Sheet' option is circled in red. At the bottom of the page, there is a 'RELEASE: 8.9' notice and a copyright notice for '© 2014 Ellucian Company L.P. and its affiliates.'

This screenshot shows the 'Proxy Set Up' page. At the top, there is a checkbox labeled 'Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.' Below this is the 'Selection Criteria' section, which contains a table with the following items:

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

The 'Approve or Acknowledge Time' radio button and the 'Act as Proxy' dropdown menu are circled in red. At the bottom of the page, there is a 'Select' button, also circled in red, and a 'Proxy Set Up' link. The page also includes a 'RELEASE: 8.9' notice and a copyright notice for '© 2014 Ellucian Company L.P. and its affiliates.'

Click on the Department and Description drop down box to display the time period needed to be approved and click SELECT.

The screenshot shows the 'Approver Selection' page. Under the 'Time Sheet' section, there is a table with two columns: 'Department and Description' and 'My Choice Pay Period'. The first row is selected, showing '9, 4030, OFFICE OF HUMAN RESOURCES' and a dropdown menu for the pay period 'BI, Jan 26, 2014 to Feb 08, 2014'. Below this, there is a 'Sort Order' section with two radio buttons: 'Sort employees' records by Status then by Name' (selected) and 'Sort employees' records by Name'. A 'Select' button is highlighted with a red circle. At the bottom, it says 'RELEASE: 8.9' and '© 2014 Ellucian Company L.P. and its affiliates.'

Approver Selection (see below)

The screenshot shows the 'Approver Selection' page with a navigation bar at the top containing 'Personal Information', 'Employee', and 'General Menu'. Below the navigation bar is a search bar with a 'Go' button and links for 'SITE MAP', 'HELP', and 'EXIT'. The 'Time Sheet' section contains a table with three rows of departments: '9, 100, EXECUTIVE MANAGEMENT', '9, 1102, FINANCIAL AID', and '9, 4004, PAYROLL'. Each row has a radio button and a dropdown menu for the 'My Choice Pay Period'. The 'Leave Request' section shows a single row for '9, 100, EXECUTIVE MANAGEMENT'. The 'Sort Order' section has the same two radio buttons as the first screenshot. A 'Select' button is highlighted with a red circle.

- 1) Select the department and pay period for which you are going to approve
- 2) You can sort by status then by name or by name
- 3) Click Select

NOTE(S): 1. If you have more than one department to approve, they will be listed separately.

2. Past pay cycles that have been processed in Banner Web Time Entry will remain viewable for four months; however, it will not be possible to make any changes to them.

Department Summary Page The Department Summary page shows the status of the timesheets in the selected department in a “scroll down” format

Department: 4004, PAYROLL
Pay Period: May 18, 2014 to May 31, 2014
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jun 04, 2014, 05:00 PM

[Change Selection](#)

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
D10024419	Crystal L Canon FA0011 - 00 Professor	.00	.00		Leave Balances

Not Started		
ID	Name, Position and Title	Other Information
D10024419	Crystal L Canon AD4004 - 00 Vice President	
D10024419	Crystal L Canon FF1010 - 00 Driver	

Pending									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
D10024419	Crystal L Canon WS1050 - 00 ISSP-PRE COLLEGE PROGRAM 4004, PAYROLL	Override	8.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Department Summary will show you which timesheets are pending, not started, and/or completed.

TIME SHEET STATUSES

STATUS	DESCRIPTION
NOT STARTED	You have not started your time sheet. It can be opened/started.
IN PROGRESS	You are in the process of entering your time for the pay period. It can be opened/edited.
PENDING	You submitted your time sheet and it is awaiting approval from your supervisor. It cannot be edited by you.
RETURNED FOR CORRECTION	Your timesheet is being returned to you for correction. You are required to make corrections and to resubmit .
APPROVED	Your time sheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver.
COMPLETED	Payroll received and processed your timesheet.

Important: You can only approve Pending records. **NOTE:** Employees who have not submitted their time sheet for approval will either appear as “In Progress” (time sheet has been started) or “Not Started” (time sheet has not been initiated).

Department Summary

Select the employee's name to access additional details.

COA: 9, DELAWARE STATE UNIVERSITY
Department: All
Pay ID: BS, Bi-Weekly Students
Pay Period: May 18, 2014 to May 31, 2014
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jun 04, 2014, 05:00 PM

Pending									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
D10024419	Crystal L Canon WS1050 - 00 ISSP-PRE COLLEGE PROGRAM 4004, PAYROLL	Override	8.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

To view the detail of hours worked by day and the earnings type for each employee, click on the **Employee's name** as indicated above. This will take you to the Employee Detail page.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: D10024419 Crystal L Canon **Department and Description:** 9 4004 PAYROLL
Title: WS1050-00 ISSP-PRE COLLEGE PROGRAM **Transaction Status:** Pending

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, May 18, 2014	Monday, May 19, 2014	Tuesday, May 20, 2014	Wednesday, May 21, 2014	Thursday, May 22, 2014	Friday, May 23, 2014	Saturday, May 24, 2014	Sunday, May 25, 2014	Monday, May 26, 2014	Tuesday, May 27, 2014
Regular Pay	1		8			8								
Total Hours:			8			8								
Total Units:				0										

Time In and Out

Earnings	Sunday, May 18, 2014	Monday, May 19, 2014	Tuesday, May 20, 2014	Wednesday, May 21, 2014	Thursday, May 22, 2014	Friday, May 23, 2014	Saturday, May 24, 2014	Sunday, May 25, 2014	Monday, May 26, 2014	Tuesday, May 27, 2014	Wednesday, May 28, 2014	Thursday, May 29, 2014
Regular Pay		08:00AM 04:00PM										

Routing Queue

Use the scroll bar at the bottom of the screen to display additional days in the pay cycle. After reviewing the time submitted, you may:

- 1. Approve:** Approves the time
- 2. Return for Correction:** Return if you want corrections to be made.
- 3. Change Record:** If necessary, you as the approver can change the time that has been entered by the employee, before approving it. You must notify the employee if you do this and enter a comment explaining the change.
- 4. Add Comment:** The approver can add a comment to the record.
- 5. Delete:** Pressing this button will irretrievably delete the timesheet. If you accidentally press this button, a box will pop up asking you to confirm you want to delete the transaction.
- 6. Before exiting,** be sure to verify that the status of the employee you approved has been changed from Pending to Approved

Setting Up an Approval Proxy

Approvers must be set up in the Banner system by Payroll. However, approvers are responsible for setting up their own proxies within the Banner Web Time Entry. Each supervisor must have one or more proxies who can approve time sheets in his/her absence. A proxy cannot be a student employee or an employee from another department. The proxy should be able to verify that the employee has worked the hours submitted.

It is important that your proxy(s) know they have been authorized to be your proxy in the event you are absent the day that timesheets must be approved. It would also be good to advise your employees of who your proxy is to assure them that their timesheets will be approved in a timely manner even in your absence.

From the Employee Self Service Page, click the Proxy Setup link found in the Time Approval Screen.

Personal Information Student Services Financial Aid **Employee** General Menu

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

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On the Proxy Set Up screen, use the drop down menu to choose the name of the person who will be your proxy. If you do not see the person listed, contact Payroll.

Personal Information Student Services Financial Aid **Employee** General Menu

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Proxy Set Up

Name	Add	Remove
Beverley K. Brown, BKBROWN	<input type="checkbox"/>	<input type="checkbox"/>
Lisa C Alexander, LALEXANDER	<input type="checkbox"/>	<input type="checkbox"/>

[Time Reporting Selection](#)

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2. Click the **Add** check box next to the name
3. Click **Save**
4. Repeat these steps to add an additional proxy.