APPROVER WEB TIME ENTRY TRAINING

Longwood is now recording all wage employees hours worked using Web Time Entry. Web Time Entry is accessible through Banner Self-Service. This method replaces the paper time sheet that employees have been submitting to you for approval. Web Time Entry is easy for employees to record time worked and is accessible 7 days a week, 24 hours a day throughout the open pay period. You have access to approve the time sheet as soon as an employee has submitted it for your approval up until the cutoff time for submission to payroll. Employees must submit time sheets to be approved by noon the Monday following the end of the pay period. Approvers have until noon Tuesday following the end of the pay period to approve submitted time sheets. If these dates fall on a University holiday, the due date will be the next working day.

Web Time Entry Definitions:

- **Pay Period** – A continuous two-week (14 day) time frame that runs from 12:00am Sunday morning through Saturday night at 11:59pm.
- **Pay Period Time Entry Status** – Status of the time sheet for the defined pay period. Options: Not Started; In Progress; Approved, Completed, Error.
- **Time Sheet** – In Banner Self-Service, the place where wage employees enter all hours worked.
- **Proxy** – Someone who can act on another's person's behalf to approve or access a time sheet.
- **Time Sheet Period** – same as pay period
- **Submit By Date** – Date your timesheet is due to your Approver. You will not be able to submit your time sheet past this deadline.
- **Approver** – Supervisor or manager to whom time sheet is routed for approval of hours submitted by employee. This individual has the ability to update, change, return or approve the time submitted by the originator.
- **Originator** – Creator of the time sheet in Banner Employee Self-Service.
- **Hours** – Should be entered in Tenths-of-an Hour (Conversion Chart Attached)
- **Restart** – To reset your time sheet to zero hours in order to input correct time.

All wage employees must complete and submit time sheets using Web Time Entry in Banner Self-Service. When time sheets are submitted they are automatically routed to an "Approver" who either approves the time sheet or returns it for correction. Approvers access the submitted time sheets through myLongwood.

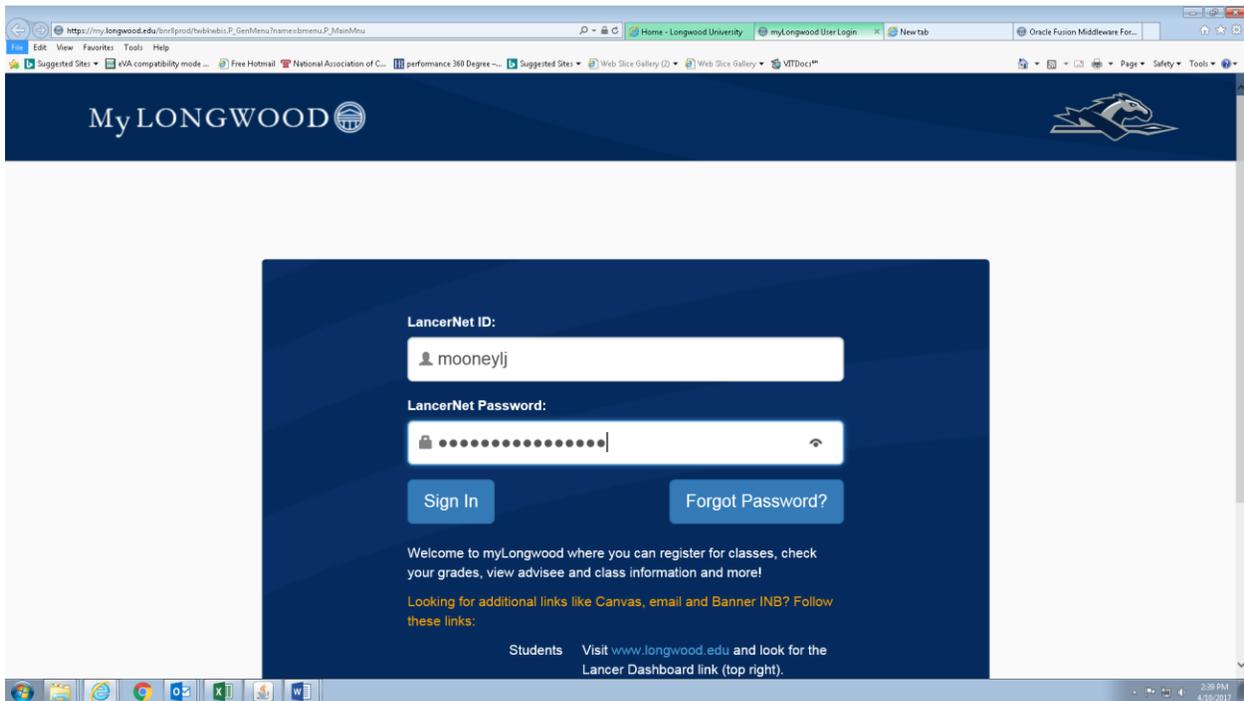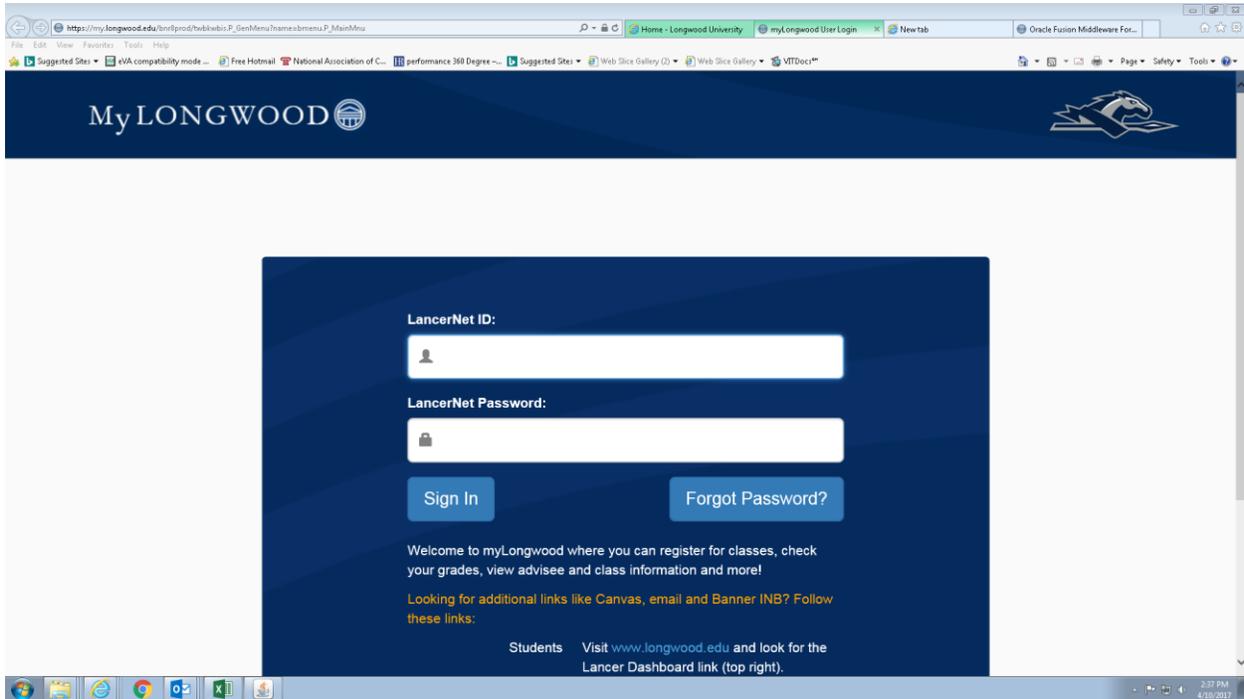To access Web Time Entry you enter through myLongwood:

- Access through the internet on Solomon (website for Longwood Faculty and Staff).
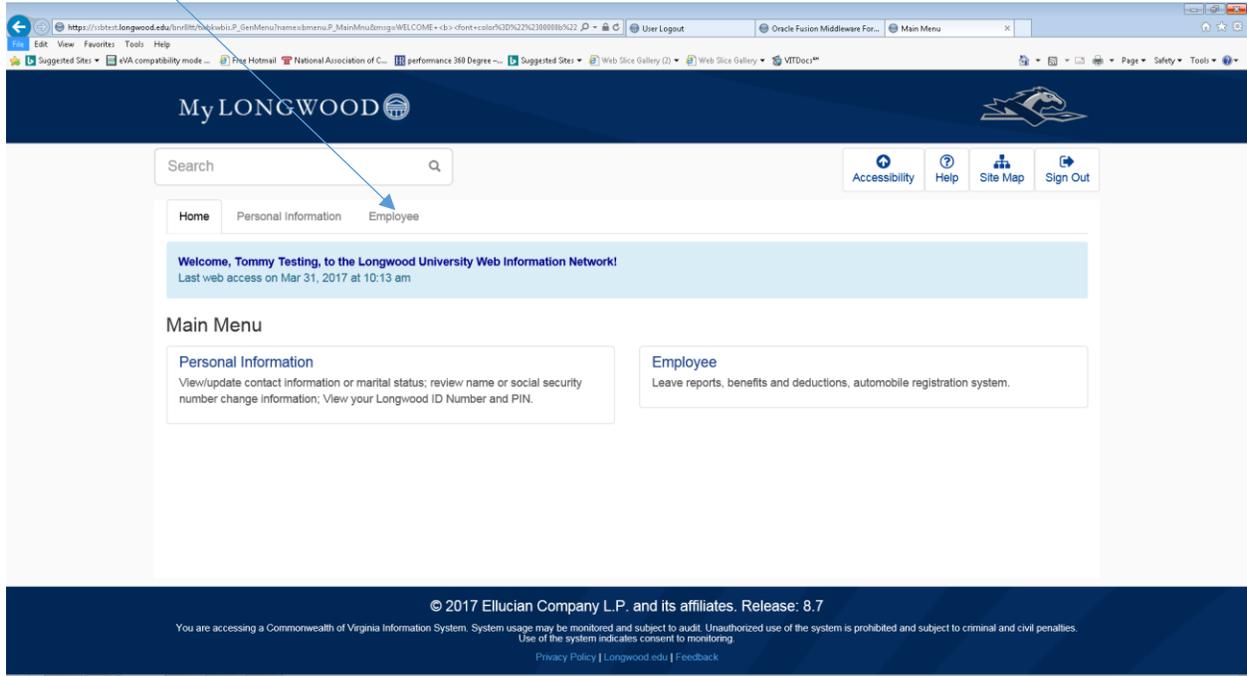- At the top right corner click on LANCER DASHBOARD

- Under Lancer Dashboard, click on myLongwood
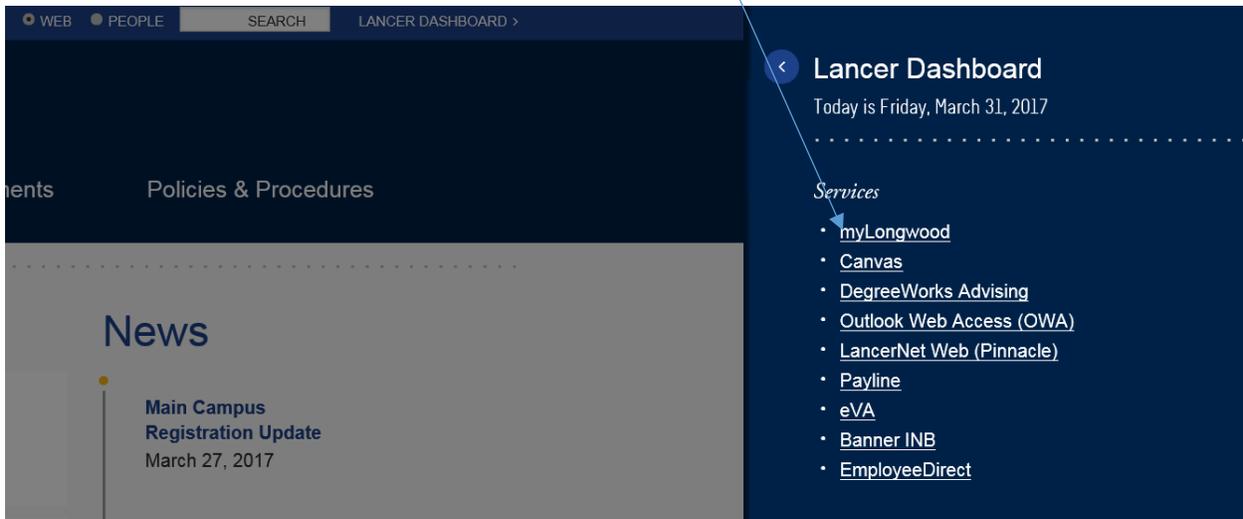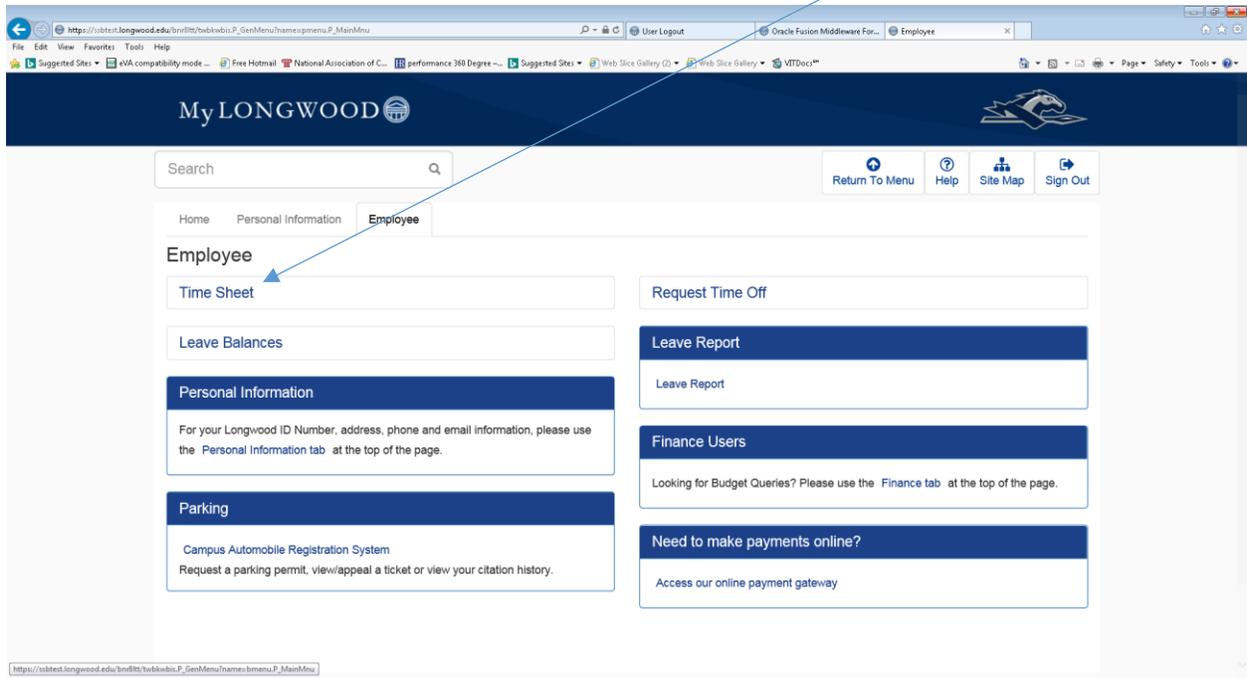
- Enter your LancerNet ID.
- Your Password is the same password you use for your computer log in.
- Click the button "Sign In".

Your home page will open and you will then need to click on the "Employee Tab".

This will open the Employee Page that shows Time Sheet.

Click on "Time Sheet" and the Time Reporting Selection screen will appear. This screen allows you to select to view your time sheet (if applicable) and all employee time sheets that you approve. To approve timesheets of your employees click on the radio button beside "Approve or Acknowledge Time" and click on "Select".

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:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ⌄
Act as Superuser:	☐

Select

This will bring up a list of your employees time sheets for you to approve. Only current and prior pay periods appear as choices. Click on the radio button of the time sheet you want to approve and also select the pay period that needs to be approved. Then click on "Select."

To view details of a time sheet, select the blue link of the employee name.

Screen returns the following detail showing hours logged by the employee:

| Title: | | | | | | | TW0006-00 Compli & Student Serv Intern | | | Transaction Status: | | Pending | | | | | | |

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment

Comments | Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Apr 16, 2017	Monday , Apr 17, 2017	Tuesday , Apr 18, 2017	Wednesday, Apr 19, 2017	Thursday , Apr 20, 2017	Friday , Apr 21, 2017	Saturday , Apr 22, 2017	Sunday , Apr 23, 2017	Monday , Apr 24, 2017	Tuesday , Apr 25, 2017	Wednesday, Apr 26, 2017	
Regular Pay	1		24			4	4	4		4					8	
Total Hours:			24			4	4	4		4					8	
Total Units:				0												

Review all hours worked. Any hours worked over 40 in a work week (Sunday to Saturday) will be processed as overtime and charged to the position's budget. Your approval of this timesheet authorizes that everything is correct and overtime pay is approved. At the bottom of the individuals time sheet is the Account Distribution of where these hours will be charged.

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 02, 2017	100.00	163010	11001	405001	61141	10630				

As Approver you may then Approve, Return for Correction (to the employee), Change Record or Delete by selecting the corresponding button in orange:

- **APPROVE: Approver agrees with time submitted. If all the information is correct, select Approve and the time sheet is complete and forwarded to the Payroll department for processing.**
- ***RETURN FOR CORRECTION: Approver may send the time sheet back to the employee for adjustment or correction. A comment may be added by selecting the "Add Comment" button and noting why the sheet is being returned. Select the "Return for Correction" button and the time sheet is back in the employee's queue in Banner Self-Service for correction.**
- **CHANGE RECORD: Approver may change the record without returning the time sheet to the employee. Select the "Change Record" button. Comments need to be noted in the event the record has been changed by the approver.**
- **DELETE: Approver may delete the time sheet. This returns the sheet to the employee's queue resetting the time sheet to the Not Started status. The employee can begin the time sheet again if necessary and follow the normal steps for completing and submitting the time sheet.**

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Apr 16, 2017	Monday , Apr 17, 2017	Tuesday , Apr 18, 2017	Wednesday, Apr 19, 2017	Thursday , Apr 20, 2017	Friday , Apr 21, 2017	Saturday , Apr 22, 2017	Sunday , Apr 23, 2017	Monday , Apr 24, 2017	Tuesday , Apr 25, 2017	Wednesday, Apr 26, 2017	Thur Apr 2017
Regular Pay	1		36				8		8				8		8	
Total Hours:			36				8		8				8		8	
Total Units:				0												

Routing Queue

*If you return a timesheet back to your employee, you must send them an email to notify them.

Once approved, you will see this screen:
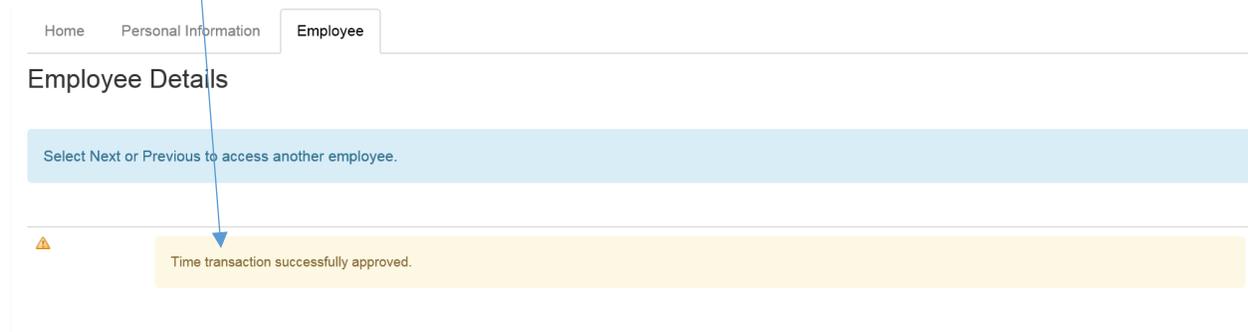
You can then select "Next" to access your next employee to approve or "Previous Screen" to return to the Department Summary page.

To verify that all time sheets have been approved, you may return to the main selection menu (Approver Selection) and choose the time period you are working on. Select "Sort employees' records by Status then by Name" for a complete listing of Status of all time sheets in your queue.
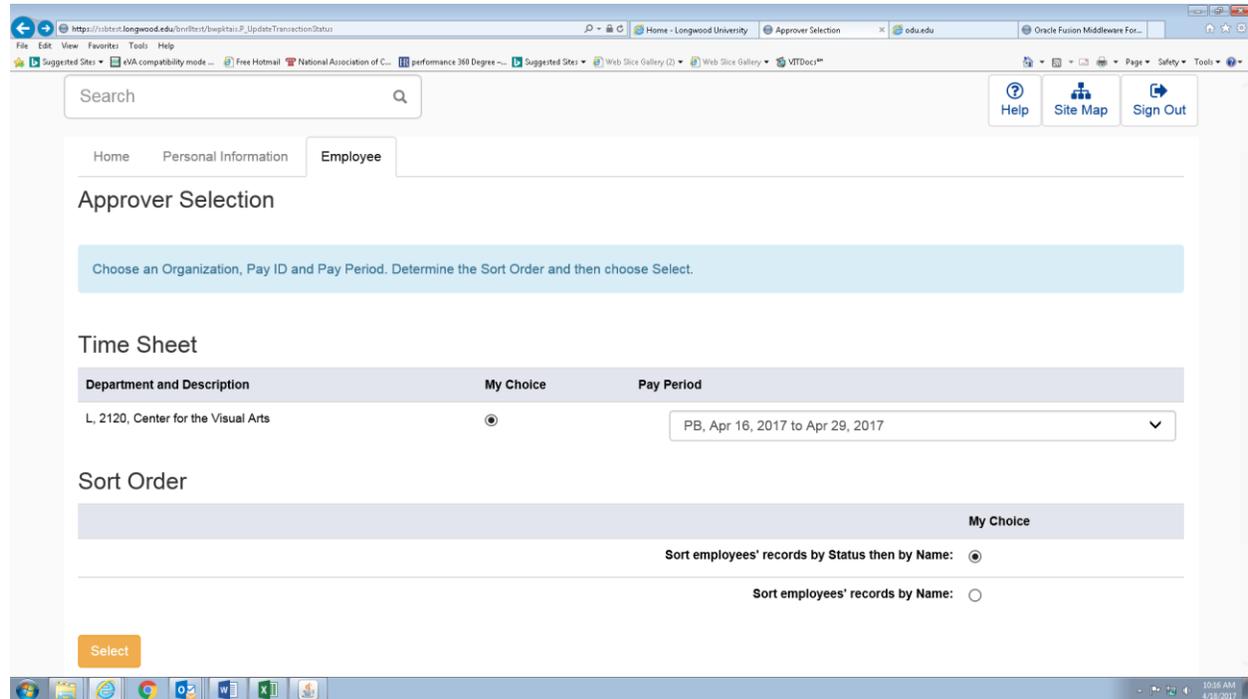
Select the employee's name to access additional details.

COA:	L, Longwood University
Department:	2120, Center for the Visual Arts
Pay Period:	Apr 16, 2017 to Apr 29, 2017
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until May 04, 2017, 12:00 PM

Change Selection

Approved

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	0PW053 - 00 Museum Preparator		36.00	.00	Approved				Leave Balances

Not Started

ID	Name, Position and Title			Other Information
L00395782	Martha H Butler			

Time sheets noted as approved have been forwarded to Payroll for processing.

Tenths-of-an-Hour Conversion Chart

To Record Hours Worked and Hours of Leave Taken

Effective July 1, 2003

MINUTES		REPORTING
FROM	TO	INCREMENT
0 Minutes	2 minutes, 59 seconds	Disregard
3 Minutes	8 minutes, 59 seconds	1 Tenth Hour
9 Minutes	14 minutes, 59 seconds	2 Tenths Hour
15 Minutes	20 minutes, 59 seconds	3 Tenths Hour
21 Minutes	26 minutes, 59 seconds	4 Tenths Hour
27 Minutes	32 minutes, 59 seconds	5 Tenths Hour
33 Minutes	38 minutes, 59 seconds	6 Tenths Hour
39 Minutes	44 minutes, 59 seconds	7 Tenths Hour
45 Minutes	50 minutes, 59 seconds	8 Tenths Hour
51 Minutes	56 minutes, 59 seconds	9 Tenths Hour
57 Minutes	60 Minutes	One Hour

2017 WAGE PAYROLL SUBMISSION DEADLINES

2017 Pay Period	Start Date	employee submit by 12:00	supervisor approve by 12:00
January 1 - January 15	January 1		
January 16 - January 31	January 16		
February 1 - February 15	February 1		
February 16 - February 28	February 16		
March 1 - March 15	March 1		
March 16 - March 31	March 16		
April 1 - April 15	April 1	April 17	April 18
April 16 - April 29	April 16	May 1	May 2
April 30 - May 13	April 30	May 15	May 16
May 14 - May 27	May 14	May 30	May 31
May 28 - June 10	May 28	June 12	June 13
June 11 - June 24	June 11	June 26	June 27
June 25 - July 8	June 25	July 10	July 11
July 9 - July 22	July 9	July 24	July 25
July 23 - August 5	July 23	August 7	August 8
August 6 - August 19	August 6	August 21	August 22
August 20 - September 2	August 20	September 5	September 6
September 3 - September 16	September 3	Septemer 18	September 19
September 17 - September 30	September 17	October 2	October 3
October 1 - October 14	October 1	October 16	October 17
October 15 - October 28	October 15	October 30	October 31
October 29 - November 11	October 29	November 13	November 14
November 12 - November 25	November 12	November 27	November 28
November 26 - December 9	November 26	December 11	December 12
December 10 - December 23	December 10	December 27	December 28
December 24 - January 6, 2018	December 24	January 8	January 9