

----- Original Message -----

**Subject:** Important Information for Time Approvers -- 1st All-Electronic Time Entry

**Date:** Mon, 22 Dec 2008 09:22:24 -0700

**From:** Debra Shein <sheindeb@its.wnet.isu.edu>

**To:** All Time Approvers

**CC:** Marjanna Hulet <hulemarj@isu.edu>, Cali Bell <bellcali@isu.edu>

### To All Time Approvers & Proxies:

**Please remember that all time for this pay period must be submitted and approved by the deadline of midnight on Dec. 29.** Because offices on campus will be closing for the holiday break, this means that **in most cases time should be submitted and approved by Wed., Dec. 24.** Encourage all of your employees to open their time sheets at once if they have not already done so. Any problems or questions should be reported to the IT Service Desk **immediately** so that they can be resolved — call 282-4357 (help), or email [help@isu.edu](mailto:help@isu.edu).

**It is your responsibility to make sure that all time is reported correctly.** You must make sure that the holiday instructions emailed to all employees earlier this week and reprinted below are followed. If you find errors, you must make the required corrections, add a comment, and notify the employee that changes have been made.

### Important New Information for Time Approvers (please read carefully)

- **Before approving any time sheet, make sure that all employees earning vacation time have entered either leave or comp time for Fri., Dec. 26 unless they have worked on that date. Everyone should have hours entered for that date.** Classified Staff enter “Comp Time Taken.” Non-Classified Staff and 12-Month Faculty enter “Holiday Comp Time Used.”
- **Zeros on time sheets cause errors.** If you find any zeros entered on your employees’ time sheets, you must delete them.
- **All approvers must activate their proxies using the “Update Approval Proxies” link in the Time Approval channel. If you activated a proxy during the last payroll period, you must re-activate that proxy now.** However, now that the final information load into Banner has been performed, proxies that are activated will remain activated in the future. You won’t have to go through this procedure again. To find out how to set up and activate a proxy, go to: <http://www.isu.edu/tigeri/training/webtime/MoreInfoApprovals.html>.
- **For proxies to be able to see the time approvals for the organizations they are serving as proxies for —**
  - If they have been added as proxies BEFORE anyone in the organization has opened a time sheet for the pay period, they will see the time approvals for the organization displayed as a link in their time approval channel, just as the regular approvers do.
  - If they are added after someone in the organization has opened a time sheet for the pay period (or if for any other reason the link does not appear in their time approval channel), they should follow the

instructions found under “Accessing Time Approvals as a Proxy” at:  
<http://www.isu.edu/tigeri/training/webtime/MoreInfoApprovals.html>.

**In addition, all time approvers should review the items included in the email sent to all employees last week and reprinted below:**

1. **Do not enter any hours on your time sheet for Dec. 25 unless you are required to work on that day.**  
 You do not report anything under 12/25 because the system knows which days are holidays.
2. **Work performed Dec. 25 through Jan. 4 requires prior approval.** If you must work, approval must be obtained from your supervisor and Vice President (or designee), and the approval must then be submitted to Human Resources.
3. **For ALL non-classified (including 12-month faculty) and classified employees: Unless prior approval has been given, all time reported for this next payroll MUST show one day of vacation or comp time used on Dec. 26.** To see sample time sheet entries and explanations for this pay period, go to: <http://www.isu.edu/tigeri/training/webtime/Earnings.htm>.
4. **When entering time, do not use the “Back” button on your browser.**  
 Use the navigation tools within BengalWeb instead. Click on the “Back to Employees Tab” to return to BengalWeb from your time sheet.  
  
 If you accidentally use the browser back button, you may receive the following error message: “\***ERROR**\* Time transaction already exists.” If this happens, you **MUST** restart your time sheet by clicking on the **Restart** button at the bottom of your time sheet. If you have entered any data, it will be lost when you restart. Write down or print out your hours for re-entry before restarting so that you can re-enter your time accurately.
5. **When approving time, do not use the “Back” button on your browser.**  
 Use the navigation tools within BengalWeb instead. Click on the “Back to Employees Tab” to return to BengalWeb from your time sheet.  
  
 If you accidentally use the browser back button, you may receive the following error message: “\***ERROR**\* Approval not allowed.” If this happens, you will not be able to approve the time. You must contact your superuser to have the time record approved.
6. **Do not enter any zeros on your time sheet.**  
 If you need to remove a time entry, click on the hours entered, delete them, and then click “Save.” Do not enter a zero. If a zero is entered, the preview of your time sheet will not display correctly (entries will seem to appear in the wrong columns), and errors will occur when your time sheet is processed.
7. **Encourage students and temps to submit their time by the deadline so that they can be paid on time.**

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#### Training is Still Available

##### Drop-in labs:

- Pocatello: 12/17-22 in BA108: M,W,F 12-1:30 p.m. and T,Th 3-4:30 p.m.

##### For individual training consultations outside of the hours listed above:

- Pocatello: Call Debra at x.2554 or Marjanna at x.2598

- Idaho Falls: Call Shawn at x.7911
- Twin Falls: Call Lisa at x.4845 or Cary at x.1205
- Boise: Call Charlie at x.1709 or Danny at x.1794

**To find online tutorials, printable instructions, and other training guides, go to <http://www.isu.edu/tigeri/training/webtime>.** They are also linked from the "How Do I..." tab in BengalWeb.

**Reminders:**

December 17-29	Employees perform <b>first all-electronic time entry</b> . Because of the holiday closure, most time entry and approvals should be completed by Dec. 24. The final deadline for time approvals is midnight, Dec. 29.
January 9	<b>First Banner paychecks issued. No more printed direct deposit slips (pay stubs).</b>

**For**

**additional assistance:**

**Contact your TigerGuide (<http://www.isu.edu/erp/training/tigerguides/findtigerguide.shtml>), or call the IT Service Desk at 282-HELP (4357) — email [help@isu.edu](mailto:help@isu.edu).**

Sincerely,

The Tigeri Project Team (go to [www.isu.edu/tigeri](http://www.isu.edu/tigeri) or call x. 4446 for additional information)