

# Web Time Entry

## Guidelines for Time Approvers

Time Approvers are responsible for approving their employees' time by the deadlines established by Payroll. They are also responsible for checking to ensure that the time sheets submitted are accurate and complete.

### 1. Let your employees know that you are their Time Approver.

If your area has multiple approvers, provide a list showing who approves whom. To get a list for your area, contact your University Business Officer. Employees will see the name of their approver at the bottom of their time sheet after it has been submitted.

### 2. Instruct your employees on how to enter their time correctly. Inform them of any special instructions for the current pay period.

Direct employees to the online video tutorial first. When you approve their time, check it for errors. If you find errors, talk to the employee making mistakes and explain how to correct them. Find the **Web Time Entry Video Tutorial** at: [www.isu.edu/erp/training/webtime](http://www.isu.edu/erp/training/webtime), or check under **Help with HR/Payroll Channels** in BengalWeb. Quick guides to hand out are also available. Go to the Web Time Entry Tutorial and click on **Printable Instructions**.

If you and your employees have all the latest updates, your job will be easier. Specific instructions will be provided throughout the year as needed. Both you and your employees should regularly check the **Time Entry Alert Channel** on the Employees Tab and the **Personal Announcements Channel** on the Home Tab in BengalWeb for important updates. Share updates with your employees in department meetings, via email, or through BengalWeb Groups if you've got one set up for your department.

### 3. Establish a deadline by which your employees must submit their time to you, and make sure it is observed.

Employees must understand that the "Submit By" date on their time sheets is the date by which *you*, the approver, must have time sheets submitted to payroll. You must set a deadline for employees to submit their time to you. It should be far enough in advance of the Payroll deadline for you to review time sheets before you approve them. As the deadline you've set approaches, check your Time Approval Channel to see if your employees have completed their time sheets. Send out reminders as necessary, then check again. Contact any who are late. Email reminders and department calendars can help people remember to submit their time.

### 4. Approve time *before* the deadline established by Payroll (and DON'T approve time, make changes to a time sheet, or add comments *after* the deadline).

The current deadline is noon on Tuesday. Note: You can approve time of those who have submitted their time sheets as soon as they submit them. Check the **Time Entry Alert Channel** on the Employees Tab in BengalWeb to view any changes to the Payroll deadline. The deadline for a pay period is listed at the top of the time sheet as the "Submit By Date."

Although the system may allow you to make changes after the deadline, they may NOT be recorded. If you believe that changes must be made and the deadline has passed, contact Payroll at x. 3101. Faculty, classified staff, and non-classified staff will receive their regular paychecks even if you do not approve their time. However, hourly employees (students, work study, temporary employees) will not receive paychecks if their hours are not submitted and approved.

### 5. Make sure the time sheets you approve are correct and complete.

If you make changes, don't forget to document them in the **Comments** box on the time sheet and also contact the employee whose time sheet you changed. You can find training materials, including sample time sheets and a time approver practice tutorial, under **Help with HR/Payroll Channels** in BengalWeb. Note: Comments document what you've done and why, but they will not necessarily be read by Payroll. If you need to alert Payroll to a specific issue, send an email to [bloxdebb@isu.edu](mailto:bloxdebb@isu.edu).

### 6. Proxies

#### • **Ahead of time, set up a Proxy to approve time when you are absent.**

Setting up and activating a proxy is a two-step process. Your choice of Proxy must be approved by HR, and then you must activate the Proxy in BengalWeb. Make sure to set up your Proxy in advance. Get instructions: [www.isu.edu/tigeri/training/webtime/MoreInfoApprovals.html](http://www.isu.edu/tigeri/training/webtime/MoreInfoApprovals.html).

#### • **Notify your Proxy when you won't be able to approve time.**

There is no automatic notification. Proxies must be informed, or they won't know they need to act.

#### • **Thoroughly review the time approved by a Proxy in your absence.**

If you find any errors, contact Payroll at x. 3101.

### 7. When you have questions or experience technical difficulties, contact the IT Service Desk.

Routing all questions through the Service Desk ensures that problems are tracked until they are resolved. Call the IT Service Desk at x. 4357 (help) or email [help@isu.edu](mailto:help@isu.edu); or visit their website at [help.isu.edu](http://help.isu.edu).

### 8. Know your Superuser, and know when to get in touch.

A Superuser is a person who has been granted the authority to open, modify, submit, and approve time sheets when an employee or Time Approver is unable to do so. Generally, the University Business Officer in each college is the designated Superuser.

## More Tips

**Job Categories:** Each category of employee uses different earning codes and follows slightly different time entry procedures. Samples of time sheets and applicable codes can be found at [www.isu.edu/tigeri/training/webtime/Earnings.htm](http://www.isu.edu/tigeri/training/webtime/Earnings.htm).

Category of Employee	Does What
9-, 10-, 11-Month Faculty (not earning vacation leave)	Reports sick leave only. Submits time sheets <b>only</b> in pay periods when sick leave is taken & when on contract to work.
Non-Classified Staff & 12-Month Faculty (faculty earning vacation time)	Reports exception time (leave taken). Submits time sheets every pay period.
Classified Staff	Reports exception time (leave taken and extra hours worked). Submits time sheets every pay period. <b>Note: This is a change for classified staff.</b> In the past, instead of reporting exception hours only, they reported all hours worked. There may be some confusion on this until all get fully accustomed to the new system.
Hourly (work study, regular student, temporary, and other part-time employees)	Reports hours worked. Submits time sheets only in pay periods when hours have been worked.

**Time Sheet Status:** **Not Started** means the employee has not opened the timesheet; **In Progress** means the employee has opened the timesheet; **Pending** means the employee has submitted their time for approval; **Approved** means the time sheet has been approved.

**Types of Time Entry:** Most of ISU is on **Web Time Entry** (individual employees submit electronic time sheets using BengalWeb). A few areas use **Department Time Entry** (one individual in the area enters the time for all employees). This is reserved for use in exceptional circumstances and requires special permission from HR/Payroll. Adjuncts and other contracted employees have their time entered directly by Payroll (**Payroll Time Entry**). Departments using Time Clock Plus or other electronic time clock systems use **Third Party Time Entry** (data from the time clock system is fed into Banner).

**No Exceptions:** When filling out their time sheets, employees **EITHER** enter a “1” under any **one** day on the “No Exceptions” line when they have no exceptions to report for the entire pay period – **OR** they report exceptions as appropriate. If they are reporting any exceptions at all, the “No Exceptions” line should be blank.

**Total Hours:** The “Total Hours” line at the bottom of a time sheet merely displays the sum of all entries made on the time sheet. Except in the case of hourly employees, it does NOT reflect total hours worked. **For classified employees:** *According to law, the combination of leave hours and hours worked in one week cannot exceed 40 hours.* Therefore, if extra hours are worked during a pay period in which leave is taken, leave hours must be reduced as necessary.

**Submit & It’s Gone!** Employees can save their time, exit their time sheets, and then continue to make updates or changes — as long as they haven’t yet clicked “Submit.” When they do, their time sheets are passed on to you, their approver, and they can no longer make any changes themselves. **Additional note for doing time approvals:** If you approve time by checking the “Approve or FYI” box on your “Department Summary” screen and then click “Save,” the time is approved and you cannot make any further changes. In this case, “Save” is like “Submit.”

**To See the List of Your Employees in Your Time Approval Channel:** In order for the link to your approvals for a given pay period to appear in your Time Approval channel, one of your employees must begin a time sheet for the pay period. Remind your employees to open their time sheets near the beginning of *every* pay period. *This will allow you to see your list of approvals, and will also assure that everyone in your unit is set up to be paid.*

**Employees under Term Contract (GTA’s, etc.):** Submit all information to HR prior to the beginning of the semester so that employees will be paid correctly. Time cards are not submitted for employees in this category.

**Time Sheet Organizations (TORGs, pronounced “T-ORGs”):** A TORG is a group of employees whose time is approved by a single Time Approver. The number of the TORG you are approving time for appears next to the name of the organization in your Time Approval Channel.