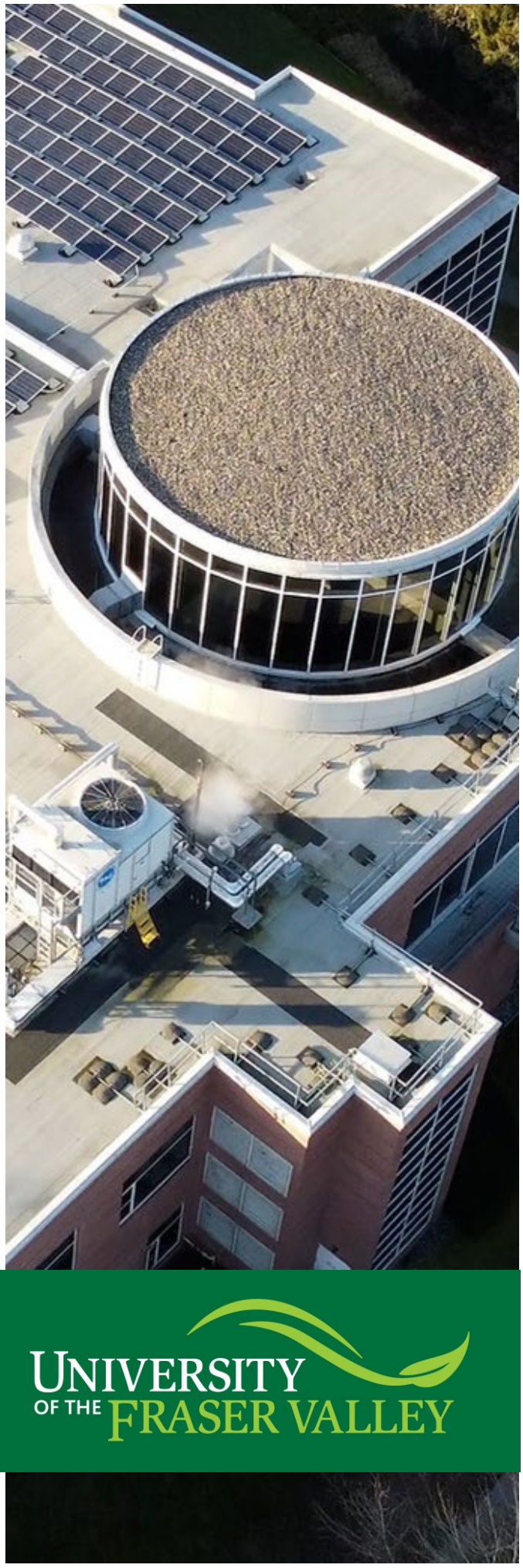
Web Time Entry

APPROVER GUIDE



UNIVERSITY OF THE FRASER VALLEY

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Introduction to Web Time Entry for Banner 9

Web Time Entry in Banner 9 Self-Service streamlines the payroll process and eliminates the need for paper timesheets. It allows employees to submit timesheets electronically, automatically moves timesheets through approval queues and

Definitions

Timesheet – Electronic version of paper timecard.

Approver – The individual that can return or approve a timesheet. This is usually the employee's supervisor.

Earn Code – The code used to identify the kind of pay.

Timesheet Employees – Hourly contract employees who are required to submit time/hours worked via a timesheet.

Proxy – Someone who can act on another person's behalf to approve a timesheet.

Pay period – The two-week segment of time that will be paid on a specified pay date. Example: Pay date is 15-May. The pay period for this pay date is 24-Apr to 08-May.

Timesheet Status Types

Not Started – User has not opened the timesheet to add hours.

In Progress – User has begun preparing a timesheet but has not yet submitted.

Pending – User has submitted timesheet and is pending approval by approver.

Returned – Timesheet has been returned to a user by an approver.

Error – Timesheet is in error. This normally requires a Superuser to correct (Payroll department).

Approved – The timesheet has been approved and is ready for payroll to process.

Completed – Payroll has been processed using the submitted and approved timesheet.

Reminders

- Refer to the Pay Schedule on the Payroll website for submission deadlines.
- Check the daily hours balances in accordance with the employee schedules to check for errors in entering time.
- Submit timesheets within the deadlines.
- Monitor timesheet status throughout the pay period and encourage employees to enter hours daily.

Earn Codes

Regular Pay	Normal work hours in accordance with the Work Week/Workday.
Shift Differential	Hours worked outside the standard working period of 8:00 AM to 4:30 PM. The pay rate is $1.50 per additional hour worked.
Overtime 1.5	Overtime hours worked, in accordance with the collective agreement or employment standards, where the pay rate is 1.5 times the standard pay rate.
Overtime 2.0	Overtime hours worked, in accordance with the collective agreement or employment standards, where the pay rate is 2.0 times the standard pay rate.
Sick Leave - Hrly	Time noted as being sick on a scheduled workday, for employees who meet the eligibility requirements. May be taken up to 5 times in a calendar year, unless an authorized exception exists.
Stat Worked	Hours worked on a stat holiday, as defined in the official UFV holiday schedule.

Deadlines

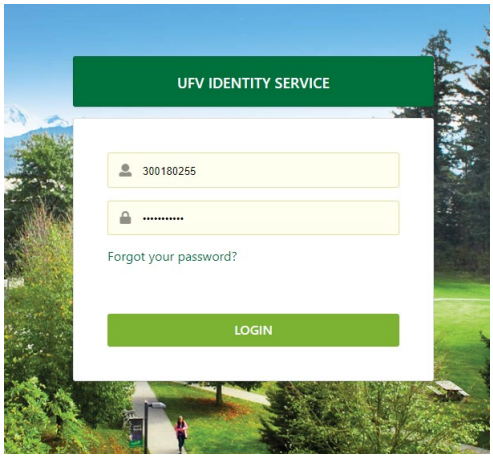
Timesheet Employees (Hourly) should update their timesheets daily. The timesheet is to be submitted for approval at the end of the pay period, as defined in the pay schedule. Timesheets will be submitted and approved every two weeks. **The approver must approve all complete timesheets by the deadlines stated in the pay schedule to ensure pay is processed for the employee.** To assist in deadline tracking, a copy of the Pay Schedule can be found on the Payroll website under 'Forms & Schedules'. A copy can also be provided to you by the Payroll Department, upon request.

Employees are encouraged to meet the established deadlines. Contact the Payroll department for additional training, if necessary.

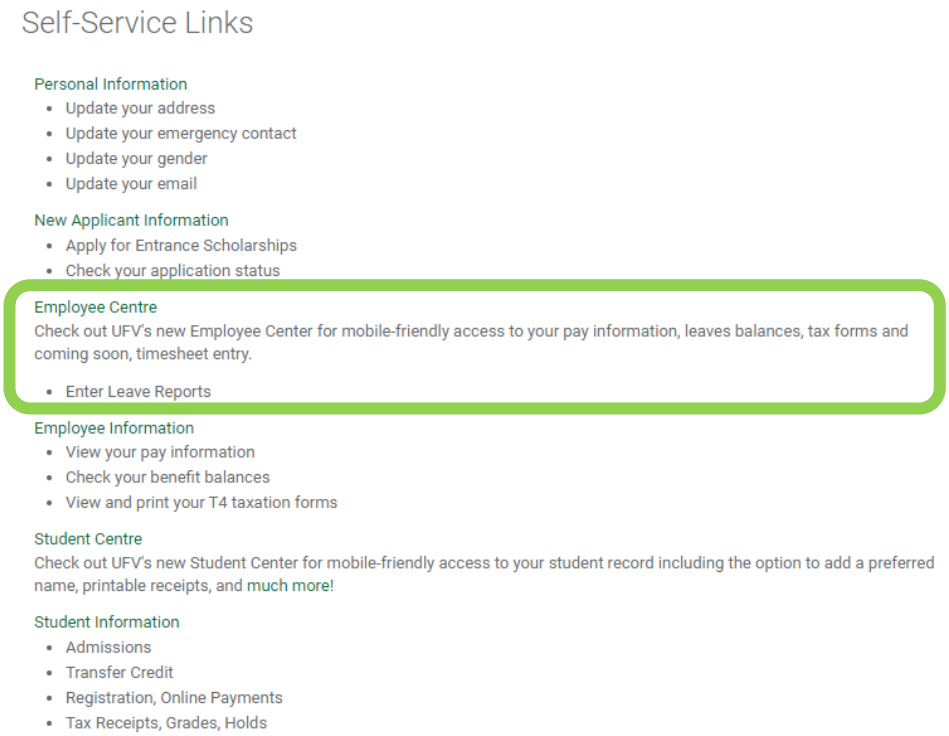
Navigating the Employee Dashboard

The employee dashboard is accessed through MyUFV and is the hub to enter a timesheet.

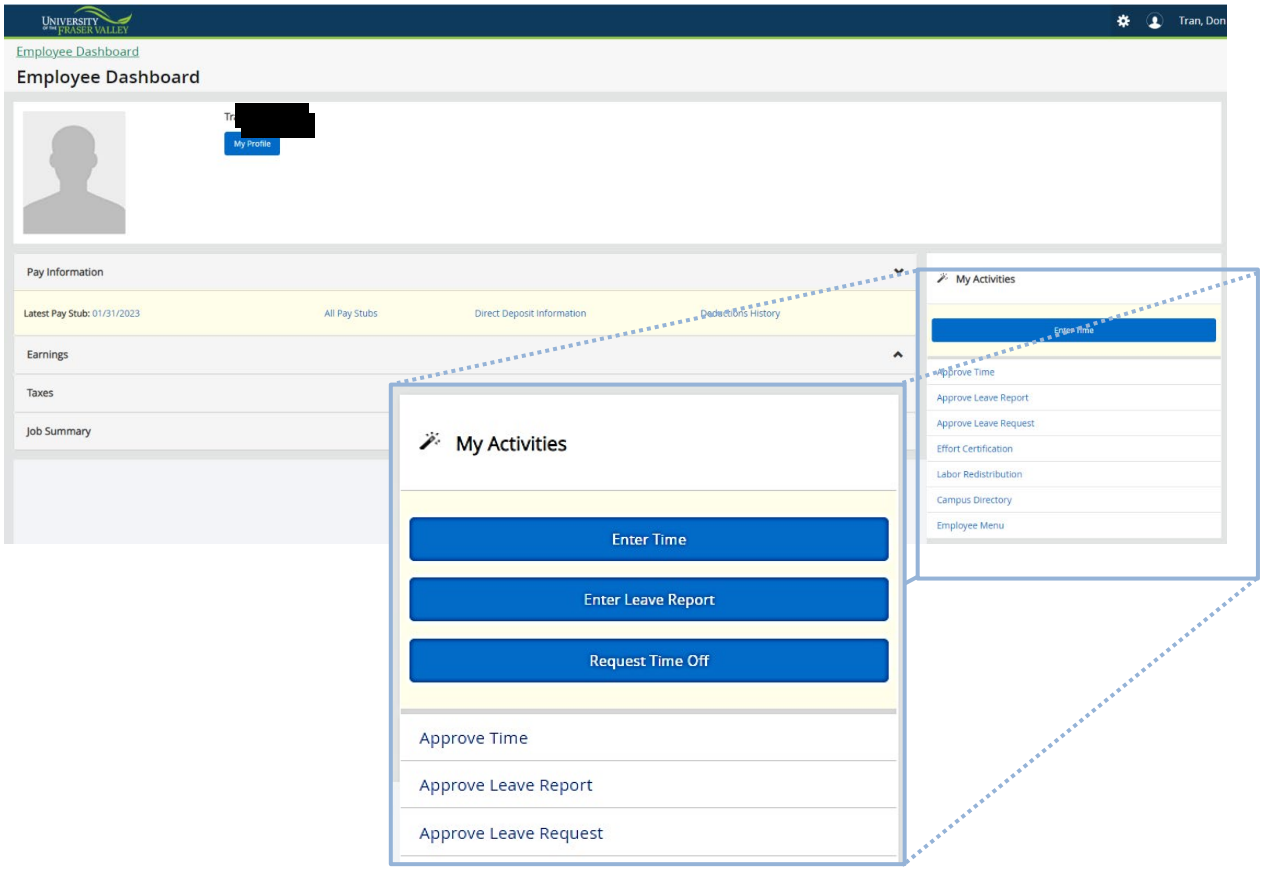
1. Log into MyUFV (www.myufv.ca). For more information on how to log into MyUFV, check this knowledge base article.



2. On the Self-Service links portlet, select '**Employee Centre**'.



3. Timesheet Entry is performed through the Employee Dashboard, which all employees have access to.



My Profile	Update on campus and personal contact information. Displays employee status, hire date, and date of birth.
My Activities (pop-out above)	This section is where the timesheet submissions and the leave form submissions are accessed. Supervisors access the approval screens for timesheets and leave requests in this section, as well.
Pay Information	View paystubs, direct deposit receipts, and deduction history.
Earnings	Shows year to date earnings, earnings by date range, and earnings by position.
Taxes	Allows the retrieval of T4 forms online.
Job Summary	Displays current and previous positions at UFV.

Timesheet Approvers

Timesheet employees are encouraged to update their timesheet daily and accurately. It is the ***responsibility of the approver*** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review that Earn Codes are used appropriately by the employee, and that all submission deadlines are met.

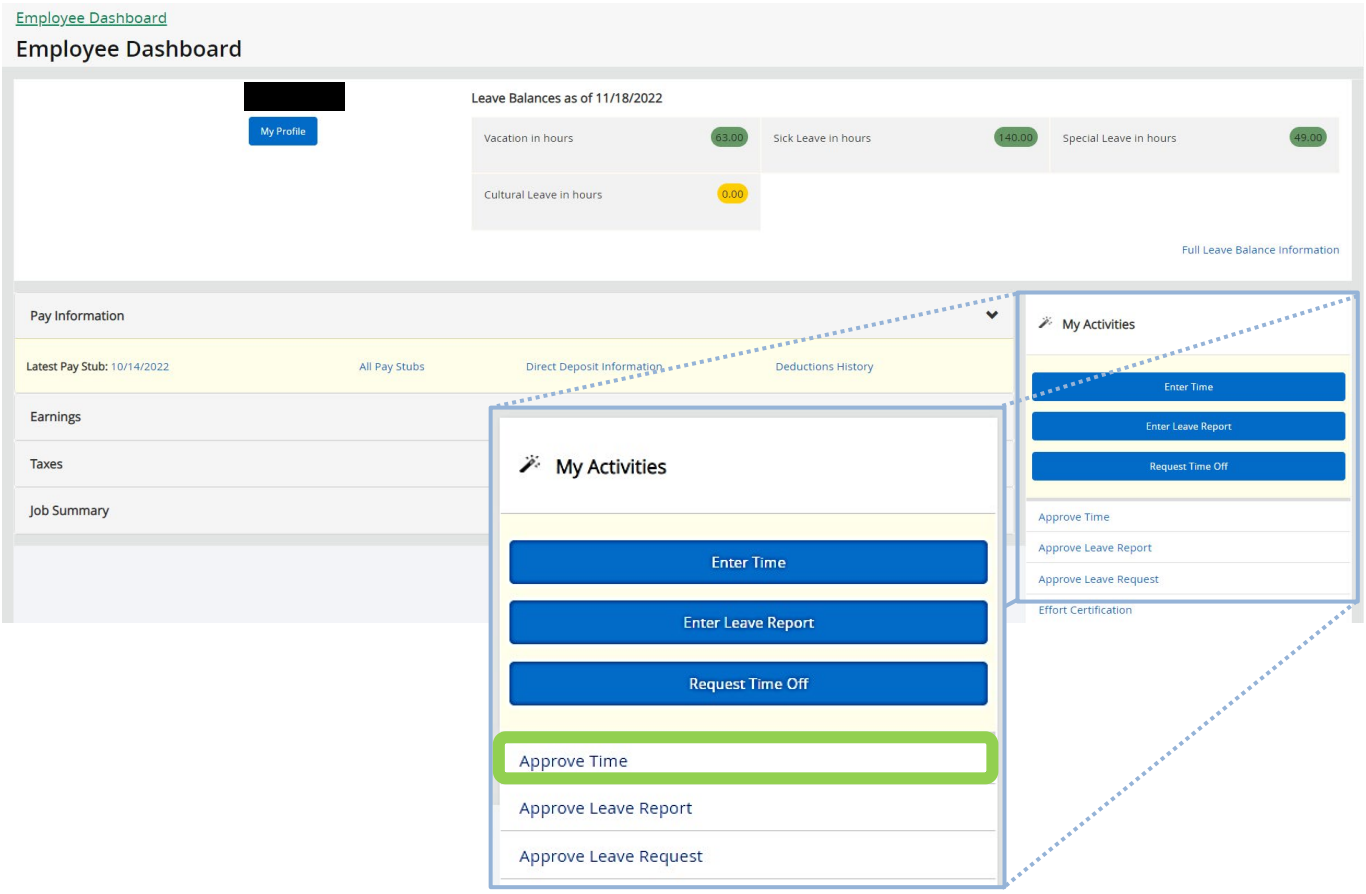
Note: Employees are encouraged to meet established deadlines. Contact the Payroll Department for additional training, if necessary.

How to Access Submitted Timesheets

Time Entry is accessed through the employee dashboard, which can be found through the MyUFV portal on the UFV website.

From the Employee Dashboard:

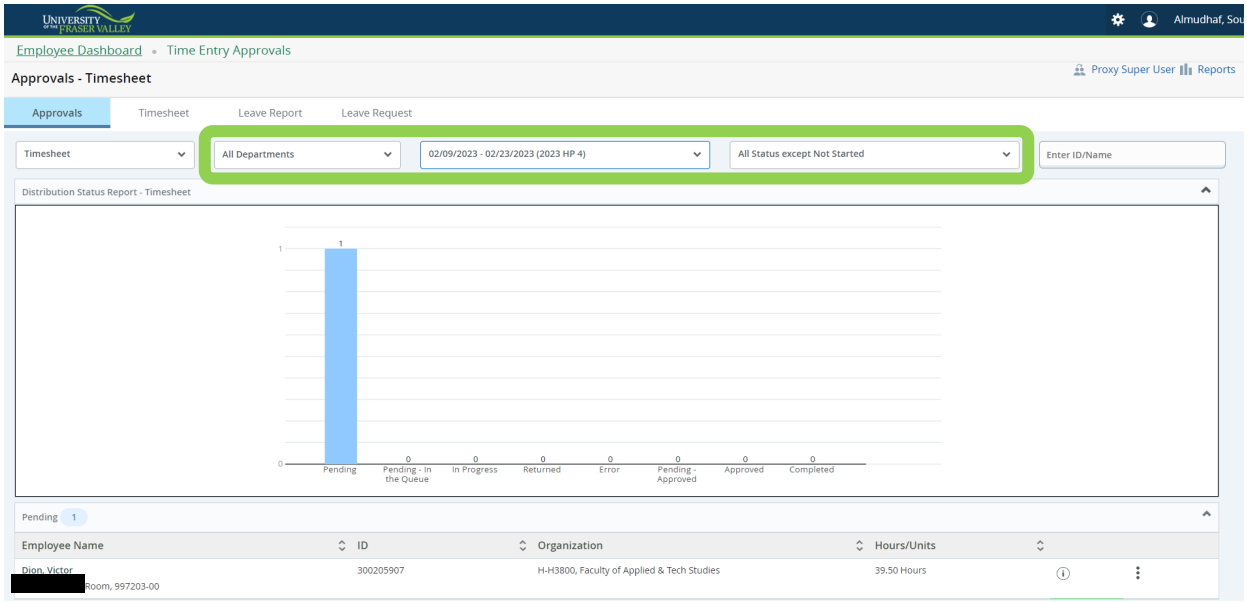
1. Go to the My Activities section on the bottom right and click on Approve Time



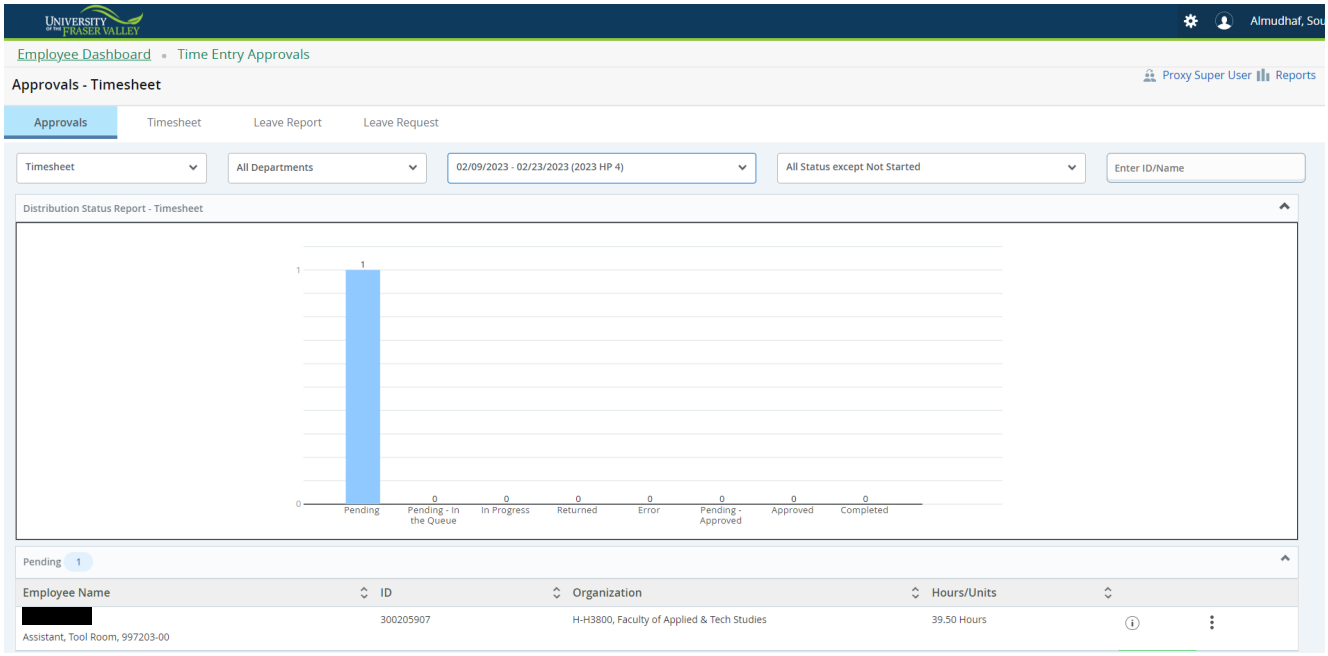
Navigating the Approval screen

The time entry dashboard allows an approver to sort in several ways, making managing even large teams easy. To begin approving timesheets:

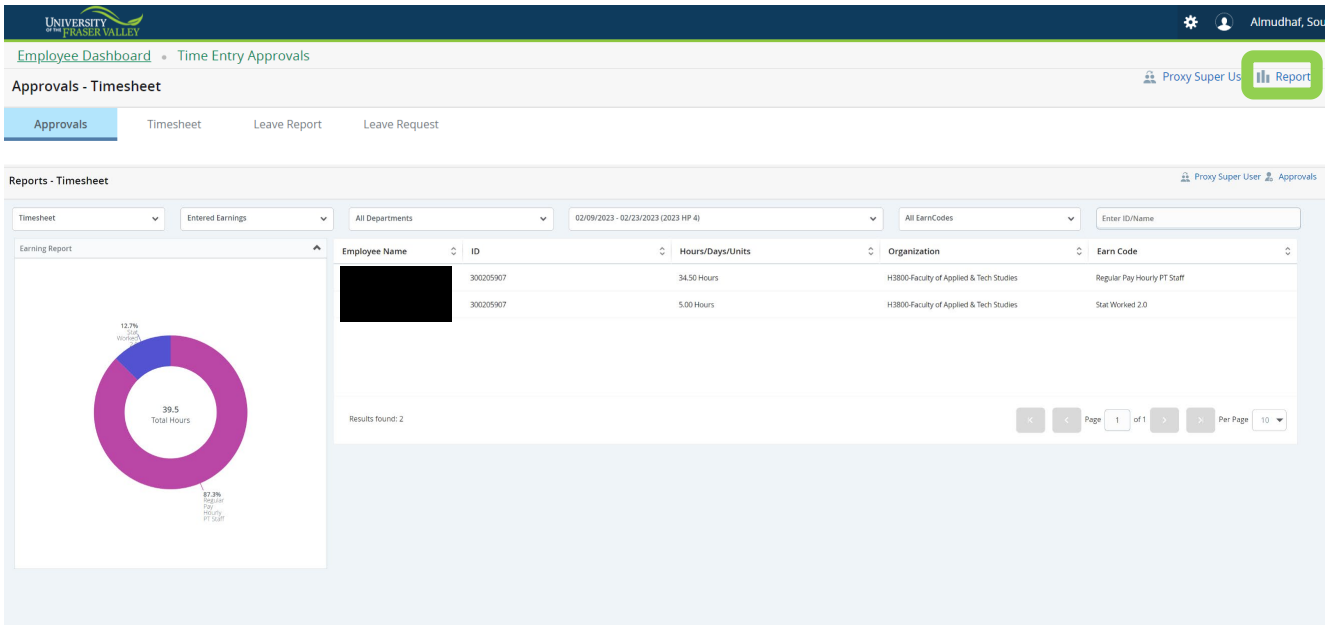
1. Sort by Pay Period, Department (if the approver has multiple departments/organizations), and Timesheet status. Department is not required when sorting by the “Not Started” timesheet status. When sorting by “Not Started” all employees under that organization/department will be listed, not just those in the approver’s hierarchy.



2. A distribution status Report defaults on the approval screen. This is a bar chart of the various timesheet statuses in the approvers queue. The approver can click on a bar to show the detailed list of employee timesheets in that status in the table below. Refer to the Timesheet Status Types section above for a reminder on what each status means.



The Reports screen has an additional view of employee timesheets by hours worked. It shows each timesheet with the total hours worked, as well as a graphical view of total hours worked for all timesheets that have passed through your queue. This can be accessed by clicking the Reports link on the top right of the screen.



Reviewing and Approving a Timesheet

It is recommended that timesheet employees update their timesheet daily, and then submit the completed timesheet by the posted deadlines.

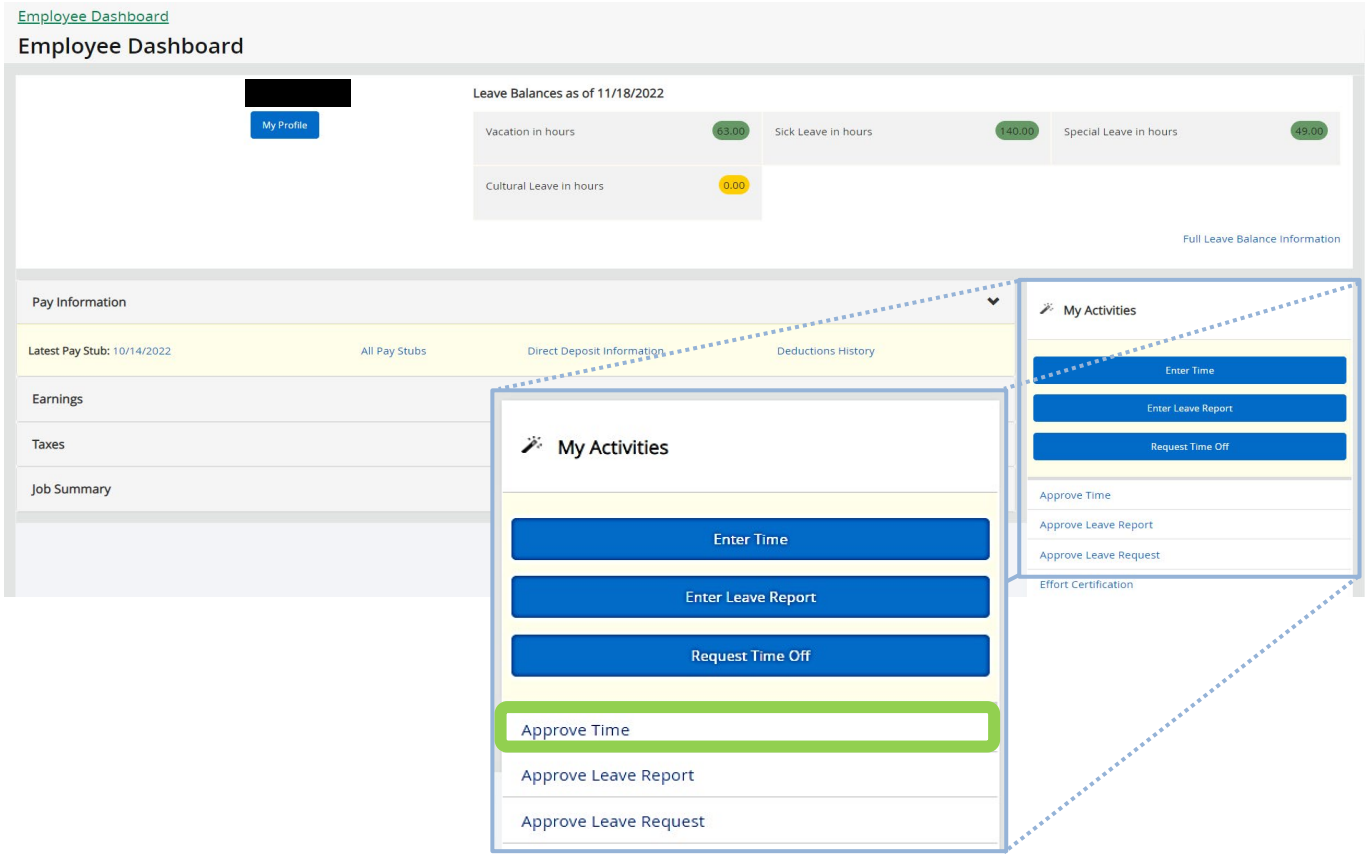
It is the ***responsibility of the approver*** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review the appropriate Earn Codes are used by the employee, and ensure that all submission deadlines are met.

The approver reviews each assigned timesheet for completeness and accuracy. Refer to the Earn Codes section for reference while reviewing a timesheet.

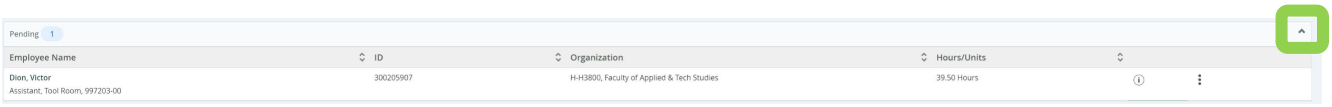
To assist in deadline tracking, a copy of the Pay Schedule can be found on the Payroll website under 'Forms & Schedules'. A copy can also be provided to you by the payroll department. Approvers are encouraged to meet established deadlines.

Contact the Payroll Department for additional training, if needed.

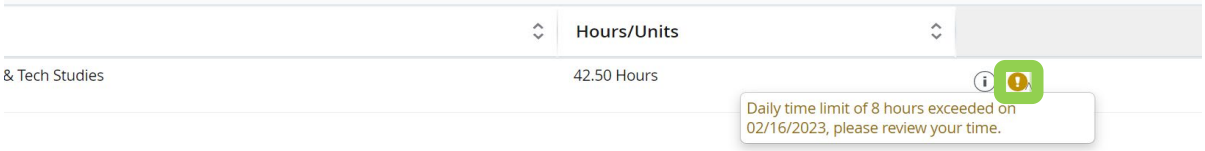
1. From the employee dashboard select Approve Time under My Activities.



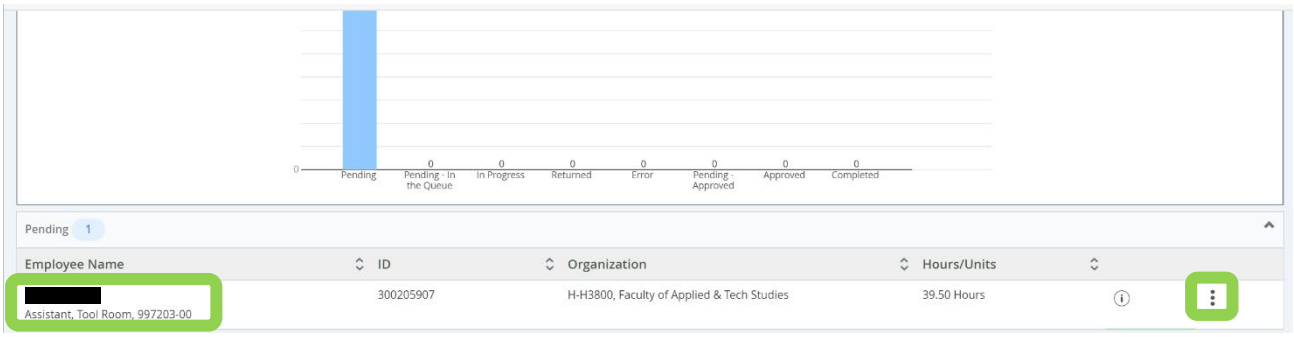
2. From the main page of the approval screen click the bar in the bar chart for status 'Pending' timesheets to see the employee list or scroll down to click the drop down for the timesheets in 'Pending' status.



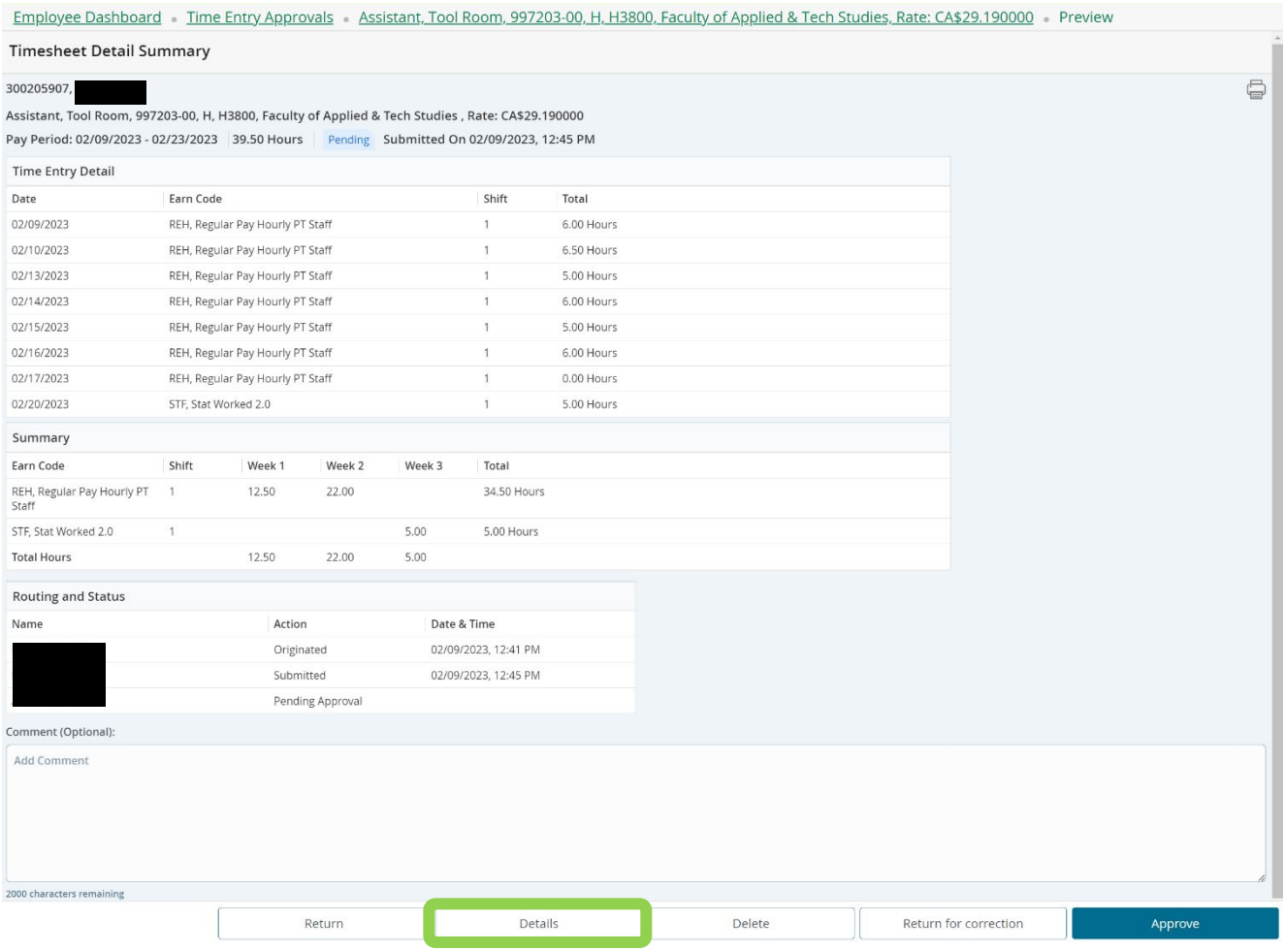
3. Look for warnings or comments on timesheets, as shown below. To view the warnings or comments, click on the exclamation symbol. It is important to look at each warning and/or comment because it may require sending the timesheet back to the employee for corrections. In addition to warnings, hours submitted on the timesheet are shown on this screen.



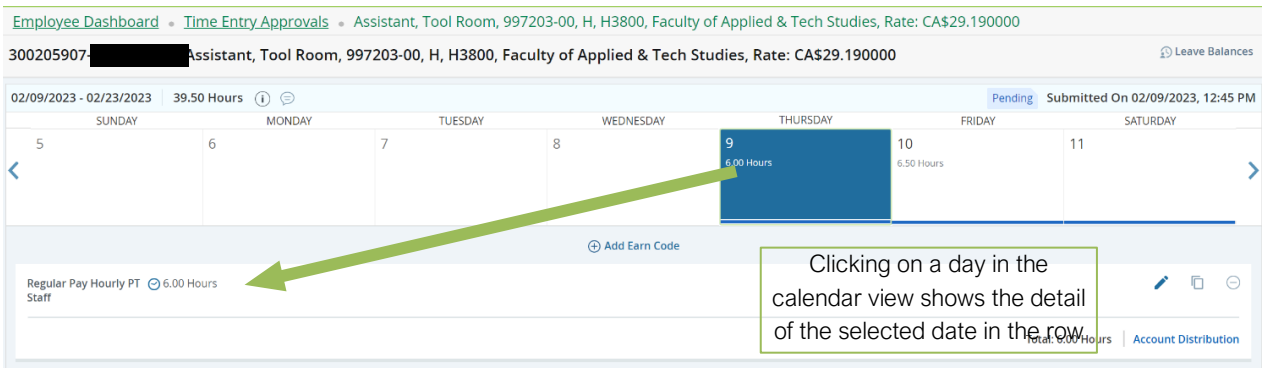
4. Click the employee's name or alternatively, click the three dots on the right of the desired employee and click Preview.

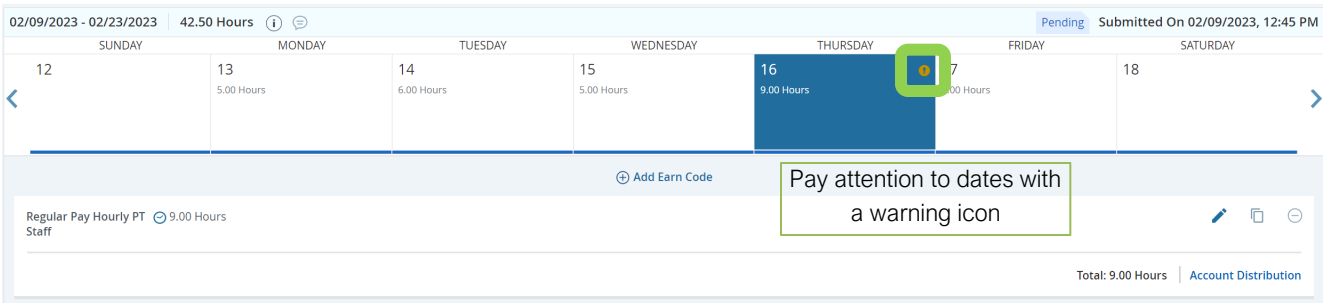


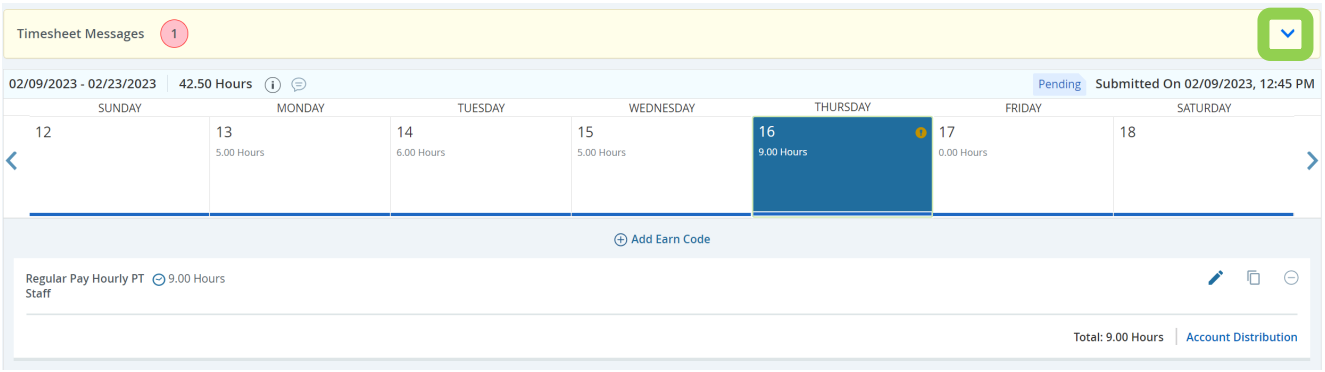
5. The Preview screen shows a summary of the timesheet. Click on Details to review the hours worked each day for accuracy.

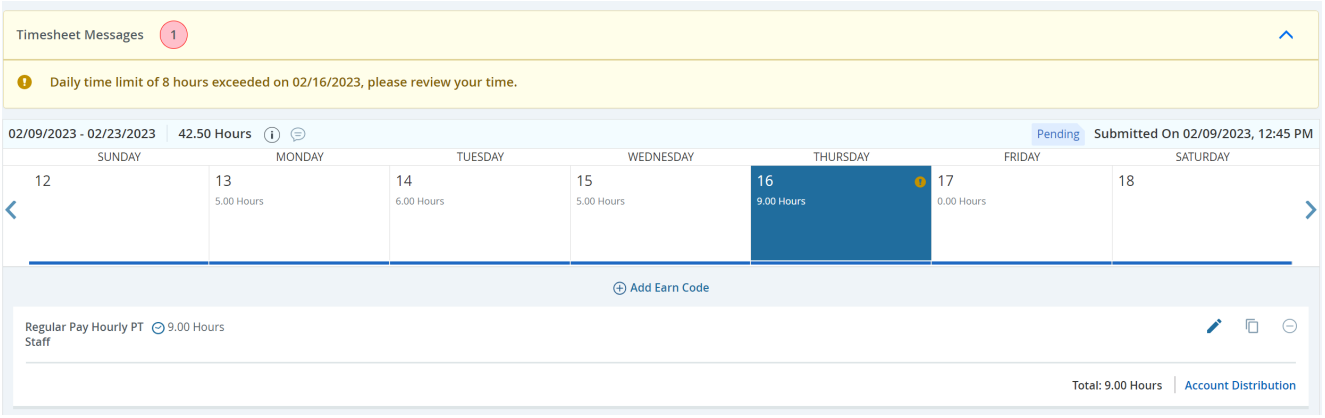


6. The details screen shows the hours entered on each day of the pay period for the employee and the earn code that will be charged for those hours. Click on each day to see the detail of the hours entered to verify they are correct. Pay attention to any warning symbols that may appear on a date. The date with a warning will have a corresponding error message above the date, click the arrow on the right-hand side to display the error message.

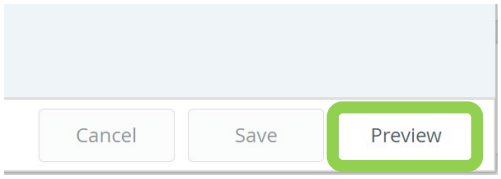


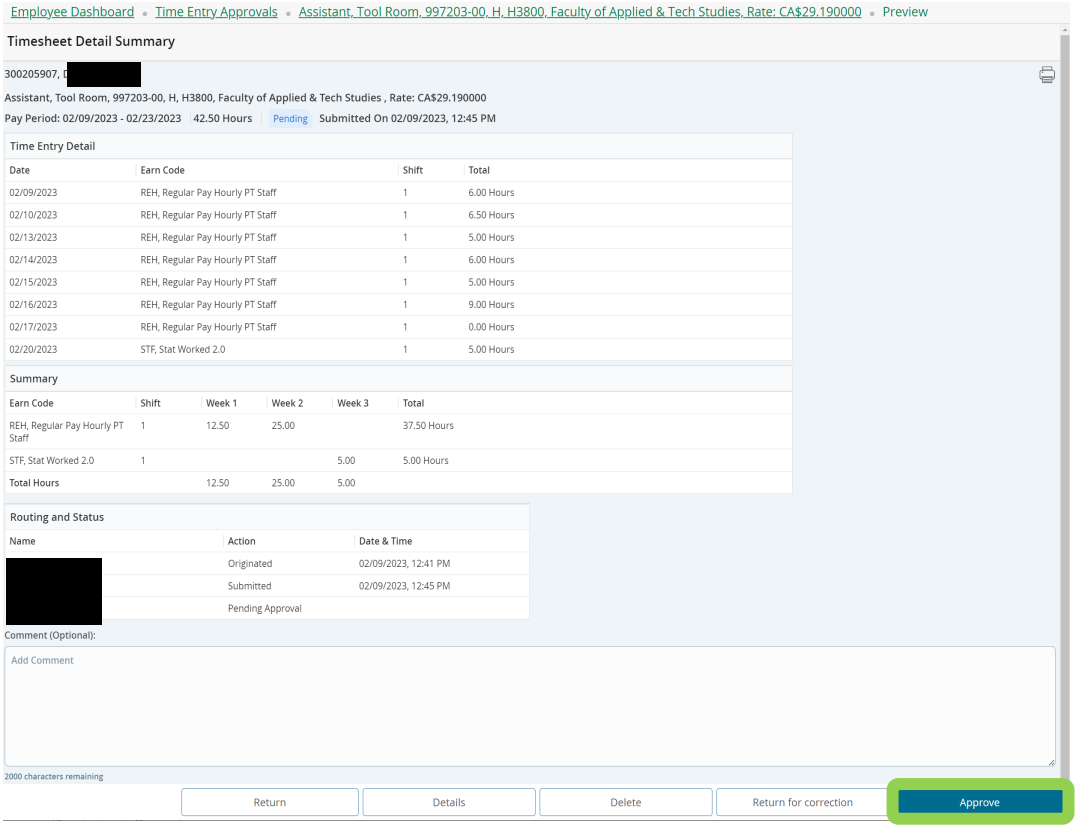

02/09/2023 - 02/23/2023
42.50 Hours
Pending
Submitted On 02/09/2023, 12:45 PM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
12
13
5.00 Hours
14
6.00 Hours
15
5.00 Hours
16
9.00 Hours
17
18
Add Earn Code
Pay attention to dates with a warning icon
Regular Pay Hourly PT
9.00 Hours
Staff
Total: 9.00 Hours
Account Distribution


Timesheet Messages
1
02/09/2023 - 02/23/2023
42.50 Hours
Pending
Submitted On 02/09/2023, 12:45 PM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
12
13
5.00 Hours
14
6.00 Hours
15
5.00 Hours
16
9.00 Hours
17
0.00 Hours
18
Add Earn Code
Regular Pay Hourly PT
9.00 Hours
Staff
Total: 9.00 Hours
Account Distribution


Timesheet Messages
1
Daily time limit of 8 hours exceeded on 02/16/2023, please review your time.
02/09/2023 - 02/23/2023
42.50 Hours
Pending
Submitted On 02/09/2023, 12:45 PM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
12
13
5.00 Hours
14
6.00 Hours
15
5.00 Hours
16
9.00 Hours
17
0.00 Hours
18
Add Earn Code
Regular Pay Hourly PT
9.00 Hours
Staff
Total: 9.00 Hours
Account Distribution

7. If a timesheet requires ***no corrections*** by the employee, click preview on the bottom right-hand corner of the details view. The preview screen with the summary will appear. Click Approve. If corrections need to be made, refer to sending a timesheet back for correction. Use the 'Return' button to return to the home screen at any time.





Sending a Timesheet back to the Employee for Corrections

Timesheets can be returned to the employee for correction in the Preview screen. Returned timesheets **must have a comment** entered before they can be returned. Comments are visible to the user, approver, Payroll, and Human Resources. **Payroll and Human Resources *will not* monitor comments on timesheets.** Contact those Departments directly with questions or concerns. Be advised comments are public record.

1. From the Preview screen add a comment to inform the employee of the changes needed to the timesheet and instruct to resubmit for approval after the corrections have been made. The comment section says optional, but a comment **is required** for returning a timesheet for corrections. It will not let you proceed otherwise. Click Return for Correction.

   *Note: Comments are visible to the user, approver, Payroll, and Human Resources. **Payroll and Human Resources will not monitor comments on timesheets.** Contact those Departments directly with questions or concerns. Be advised comments are public record.*

2. Notify the employee that the timesheet has been sent back for corrections.

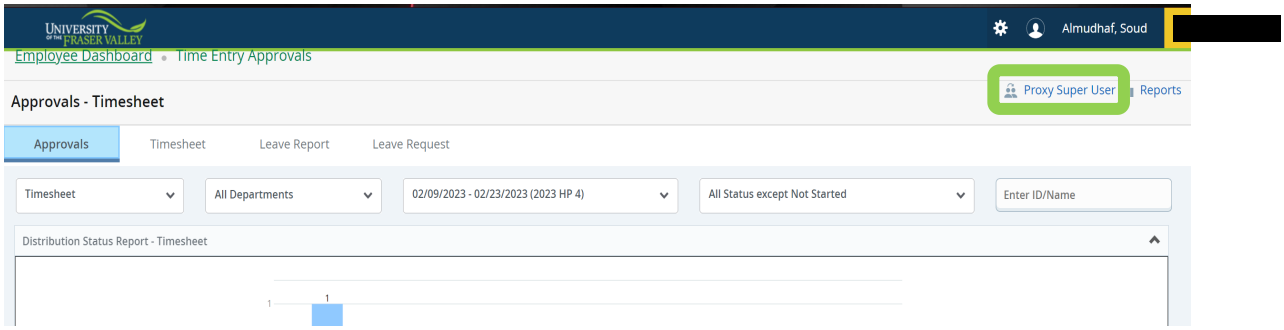
3. Once the corrections have been made, the employee needs to resubmit the timesheet for approval. The approver then repeats the steps to verify accuracy and approve the timesheet for payroll.

   *Note: the employee must resubmit the timesheet **before the approval deadline has passed**, otherwise the timesheet will not be processed.*

Adding a Proxy

In the absence or unavailability of the timesheet approver, a proxy should be setup to approve time on their behalf. You must set up a minimum of one proxy. The proxy assigned needs to be a job level higher than the level of the employees needing approval. The step to add a proxy only needs to be completed once, but it is recommended to keep the proxy list up to date.

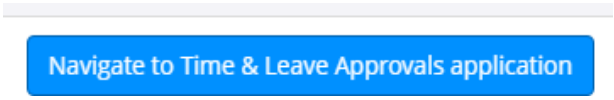
1. From the approval dashboard, click on the Proxy Super User link in the upper right-side of the screen.



2. Once having navigated to the Proxy Super User page, click on Add a new Proxy. The system will search for the name entered within the approver's directory. If the name is not listed, please contact the Payroll department to assist in setting up that individual.

3. After the employee has been selected to add as a proxy they will appear in the list.

4. Once adding and reviewing is complete click on Navigate to Time & Leave Approvals application at the bottom right side of the screen.

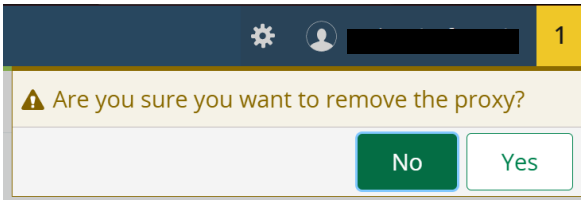


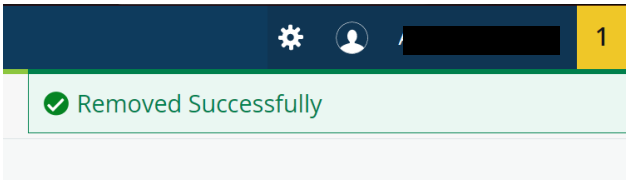
Removing a Proxy

In addition to adding a proxy, an approver can also remove one.

1. Select the check box next to the name of the proxy to remove. More than one proxy can be selected at a time. Once all have been selected click Delete proxies.

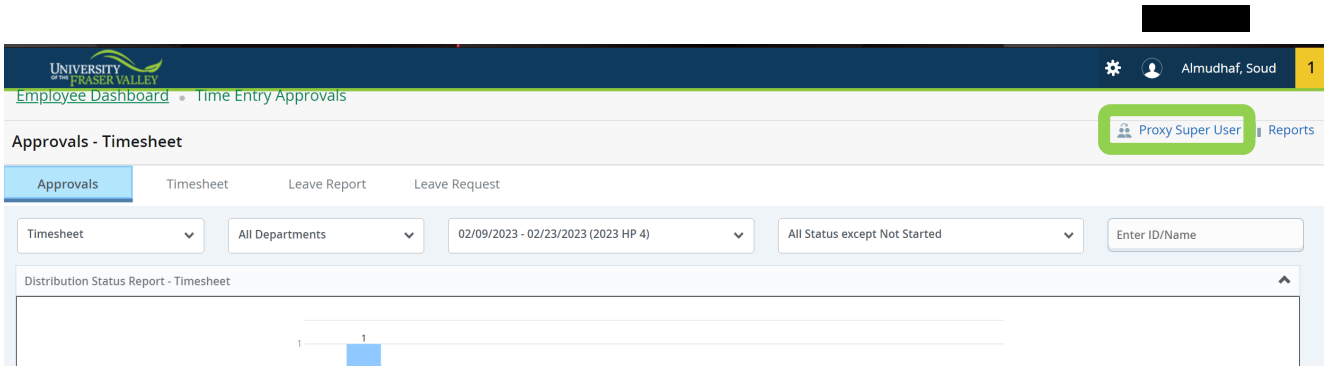
2. A message will appear asking 'Are you sure you want to remove the proxy?'. Select yes to remove.



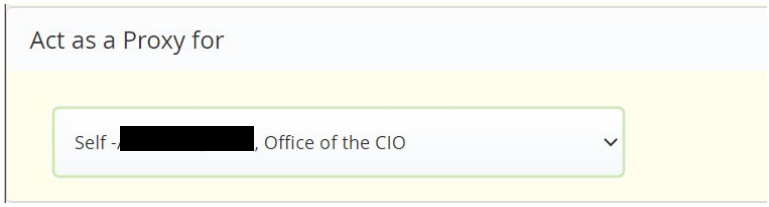


Approving time as a Proxy

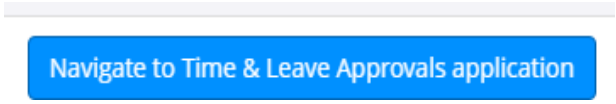
When approving timesheets as a proxy, the proxy takes on all responsibilities of the approver. It is the ***responsibility of the proxy on behalf of the approver*** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review that Earn Codes are used appropriately by the employee, and ensure that all submission deadlines are met.



1. Select the appropriate approver in the "Act as a Proxy" for drop down list. If a name is not listed, the approver has not completed the necessary steps in adding a proxy. If assistance is needed in setting up a proxy, contact the Payroll Department.



2. Click on Navigate to Time & Leave Approvals application at the bottom of the screen to begin reviewing and approving the appropriate timesheets.

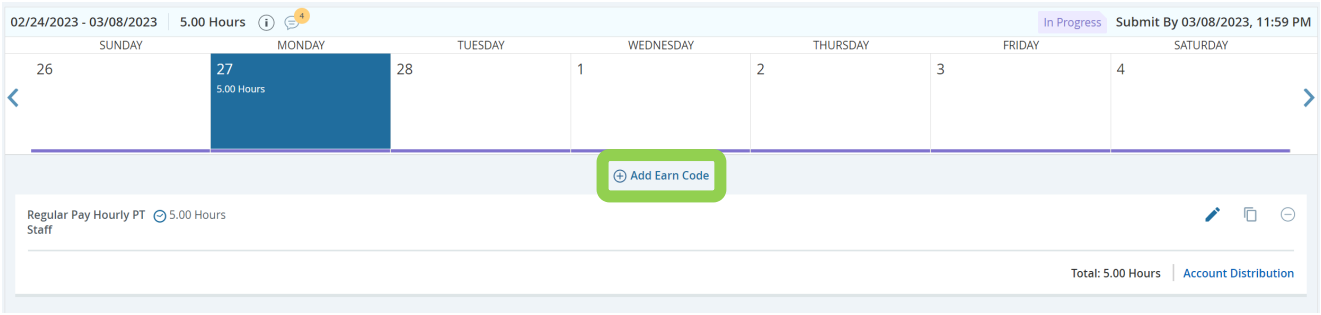


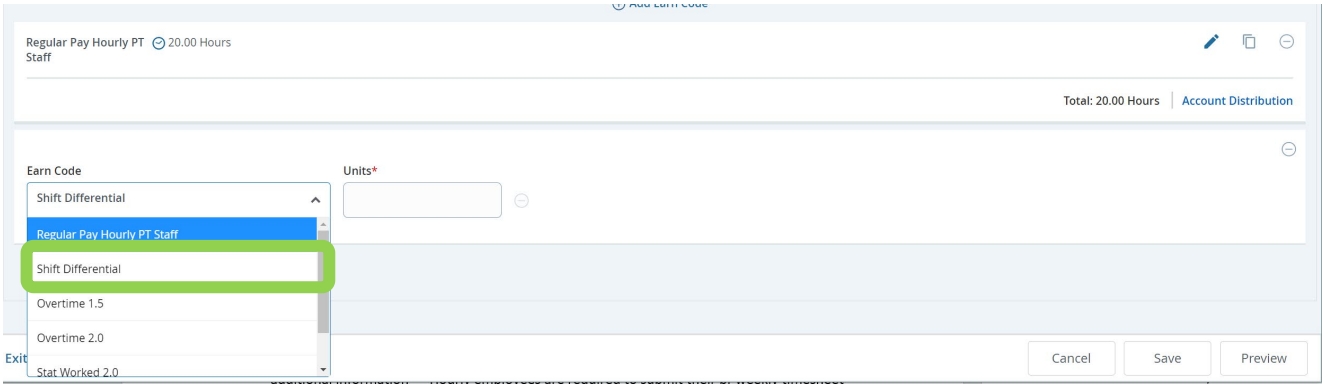
3. Once someone has been set up as a proxy, they should be informed that they have been set up with this ability. Remind the proxy user to log in regularly to check the status of timesheets needing approval in the queue.

Shift Differential

Shift Differential is a policy that pays employees who work outside the standard UFV hours of 8:30 – 4:30 an additional $1.50 for each hour worked. Hours worked outside the standard UFV hours must also be entered using the Shift Differential earn code to be paid properly.

1. Ensure all hours worked for the day are recorded using the appropriate Earning Code (i.e. Regular Pay), before Shift Differential hours are recorded. For any of those hours that have been worked after 4:30, ensure they have been recorded using the Shift Differential Earn Code.





Overtime

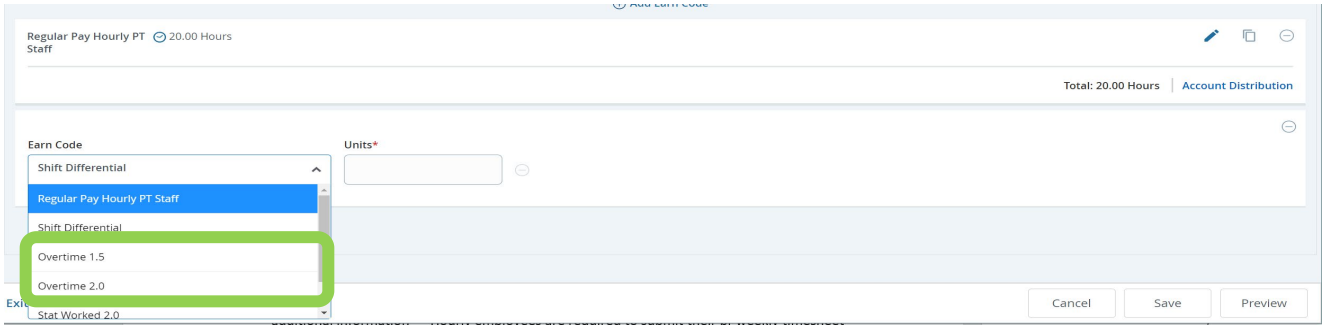
Overtime hours should be entered using the appropriate overtime earn code. The tables below can be used as a reference to determine which overtime code should be used.

Student (ST) / Auxiliary I (OH) /(Non-FSA):

Daily	Hours worked in excess of 8 hours in a day, Overtime 1.5 - First 4 hours, Overtime 2.0 - 4 hours plus
Weekly	Overtime 1.5 after 40 hrs. worked in a week (Sunday to Saturday)
Weekends	Overtime 1.5 - first 4 hours, Overtime 2.0 - 4 hours plus *(employee must have worked 40 hours in the week, before OT rates apply)*

Auxiliary II (SH), Type D (SH), Other FSA members (excluding Faculty):

Daily	Hours worked in excess of 7 hours in a day, Overtime 1.5 - first 3 hours, Overtime 2.0 - 3 hours plus **per collective agreement 1/2 hr. meal break applicable after 2 hrs. OT worked* *Ref. to 17.6 (c) (iii)* *"A meal break of one-half (½) hour paid at the applicable overtime rate shall be given to an employee if the overtime worked extends more than two (2) hours beyond the completion of the employee's scheduled shift."* *(Include meal break time in overtime hours stated).*
Weekly	Overtime 2.0 - after 8 hours Overtime in a week (Monday to Sunday)
Saturday	Overtime 1.5 - first 3 hours, Overtime 2.0 - 3 hours plus *(employee must have worked 35 hours in the week, before OT rates apply)*
Sunday	Overtime 2.0 – double time all hours worked.

Note: *For above FSA-included employees, Shift Differential eligible on all hours worked before 8:00 AM or after 4:30 PM, whether regular or overtime hours.*

1. Ensure all hours worked for the day have been recorded using the appropriate Earning Code (i.e. Regular Pay), before hours are recorded as overtime. For any of those hours that have been worked overtime, ensure they have been recorded using the corresponding Overtime Earn Code (Overtime 1.5 or Overtime 2.0).