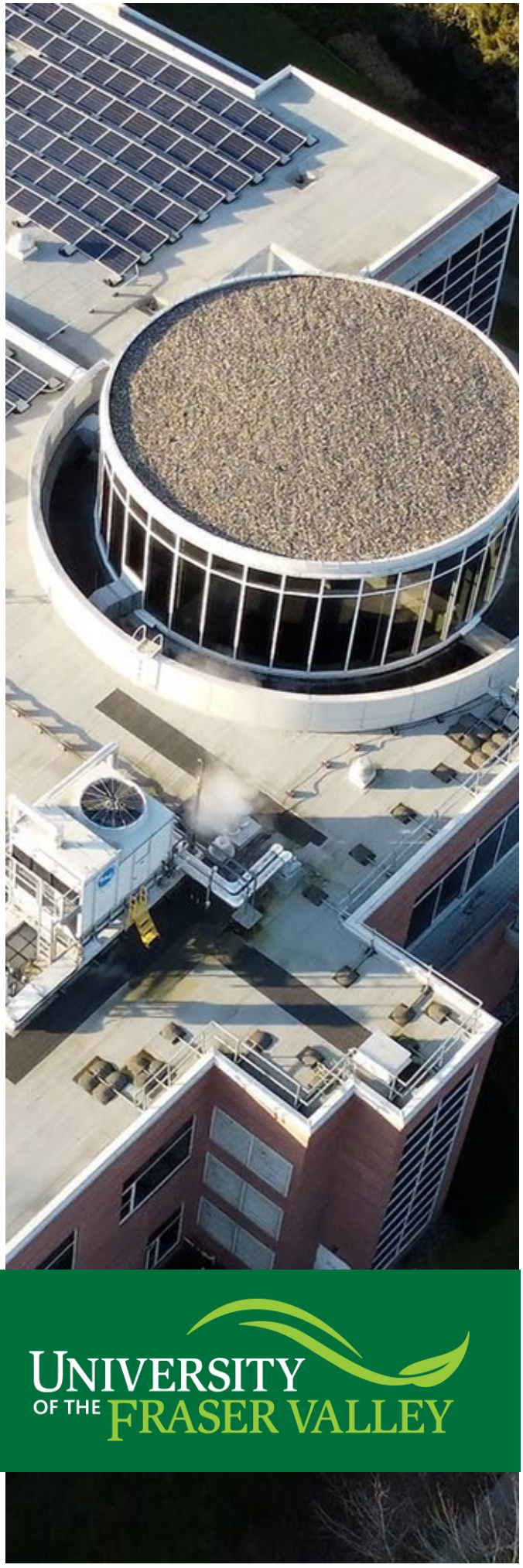
Web Time Entry

USER GUIDE



UNIVERSITY OF THE FRASER VALLEY

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Introduction to Web Time Entry

Web Time Entry in Banner Self-Service streamlines the payroll process and eliminates the need for paper timesheets.

Definitions

Timesheet – Electronic version of paper timecard.

Approver – The individual that approves the timesheet, and that can also return a timesheet for correction. This is usually the employee's supervisor.

Earn Code – The code used to identify the kind of pay. Regular hours, overtime, shift differential, etc.

Timesheet Employees – An employee who normally submits a timesheet to report hours worked in order to be paid for those hours.

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 1/4/23. The pay period for this pay date is 12/8/22 – 12/21/22.

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 time and is pending acceptance 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.
- Always click SAVE after entering hours, comments or making changes to a timesheet
- Submit timesheets within the deadlines
- Remind the timesheet approver to review and approve the timesheet

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

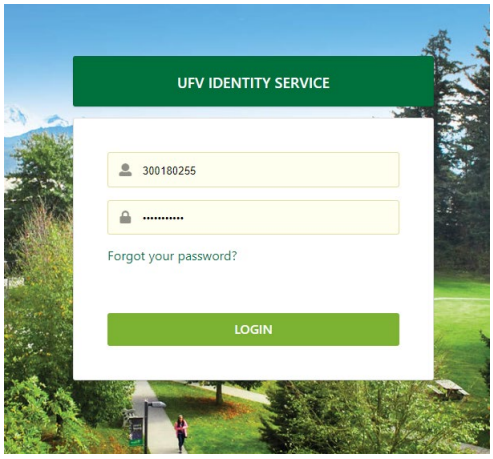
Timesheet Employees (Hourly) should update their timesheets daily. The timesheet is to be submitted for approval at the end of the pay period, as defined in the pay schedule. Timesheets will be submitted and approved semi-monthly. To assist in deadline tracking, a copy of the Pay Schedule can be found on the Payroll website under 'Forms & Schedules'.

Employees must meet the established deadlines in order to submit time electronically. Contact the Payroll department for additional training, if necessary.

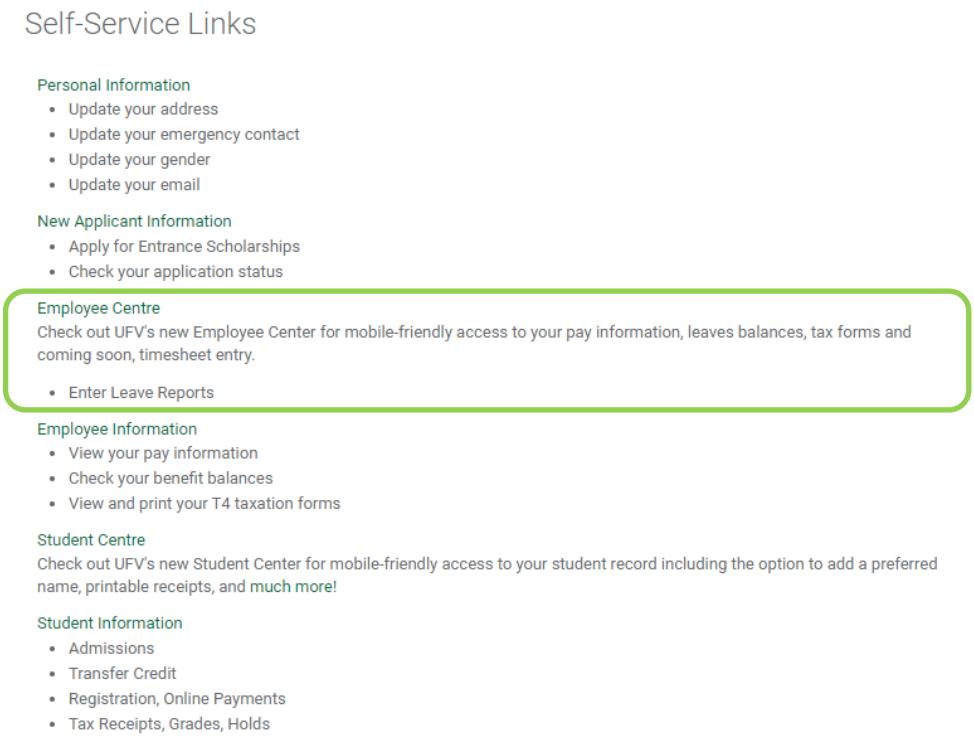
Navigating the Employee Dashboard

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

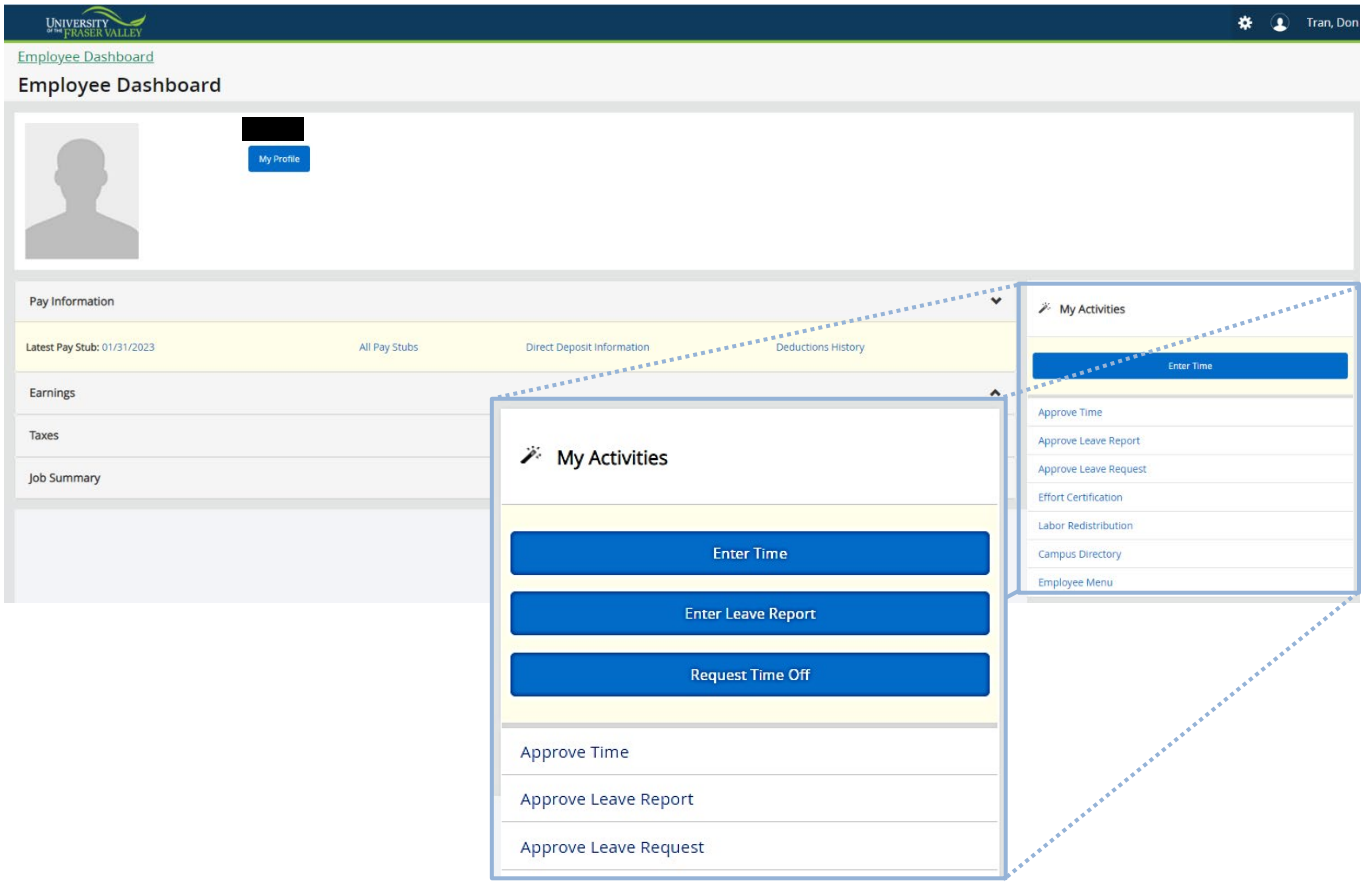
1. Log into MyUFV (www.myufv.ca). For more information on how to log into MyUFV, check this knowledge base article or this article on the Payroll website.



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.

Starting a Timesheet

Timesheet employees should record time in their timesheets daily, whether submitted or not.

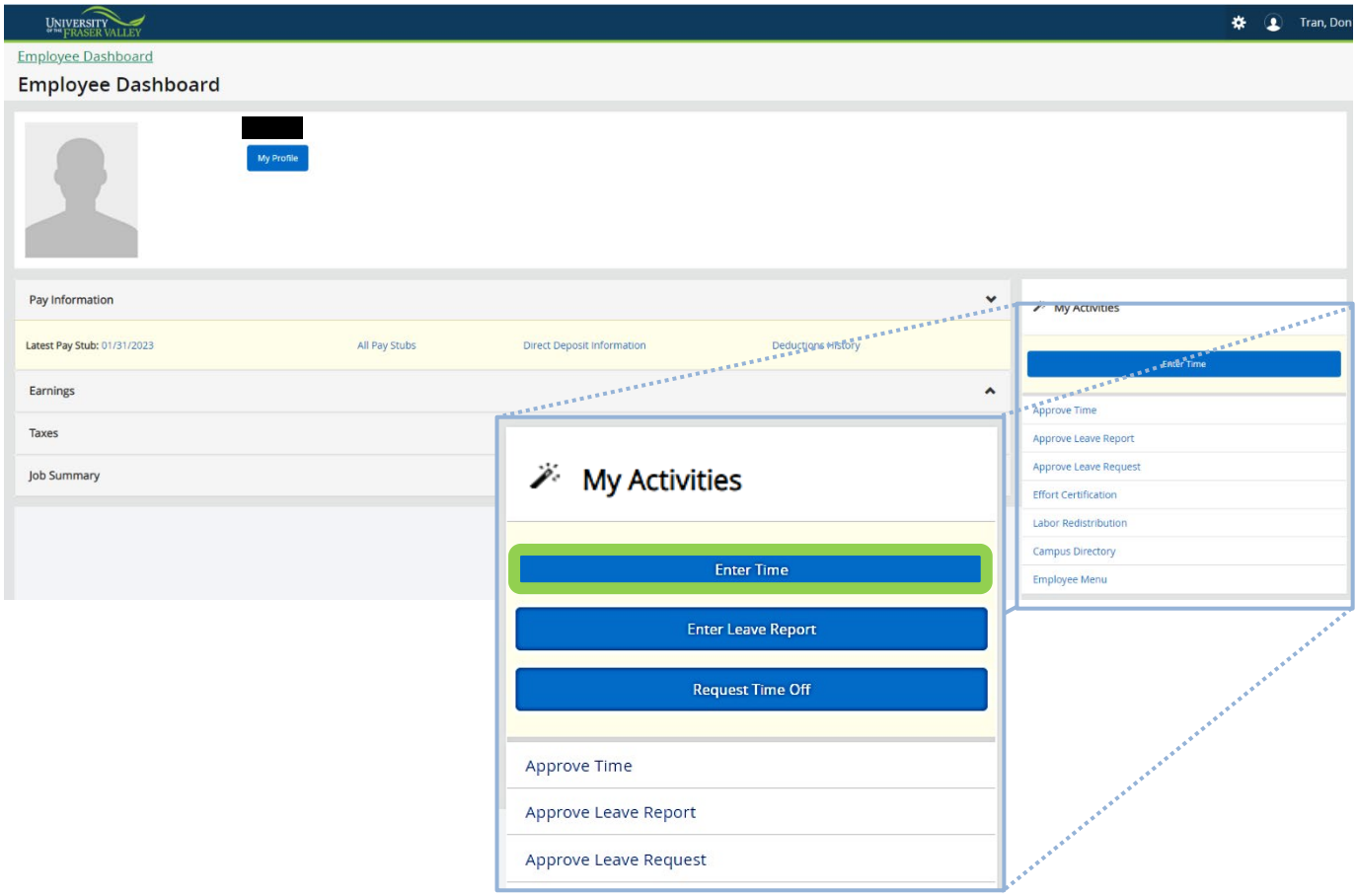
It is the ***responsibility of the employee*** to select the appropriate earn code and to meet submission deadlines. If an employee has a planned leave of absence and will not be working during the submission deadline, the timesheet needs to be submitted for approval prior to the leave.

Timesheets need to be completed and submitted to an approver before the deadline, as listed in the hourly pay schedule. To assist in deadline tracking, a copy of the Pay Schedule can be found on the Payroll website under 'Forms & Schedules'.

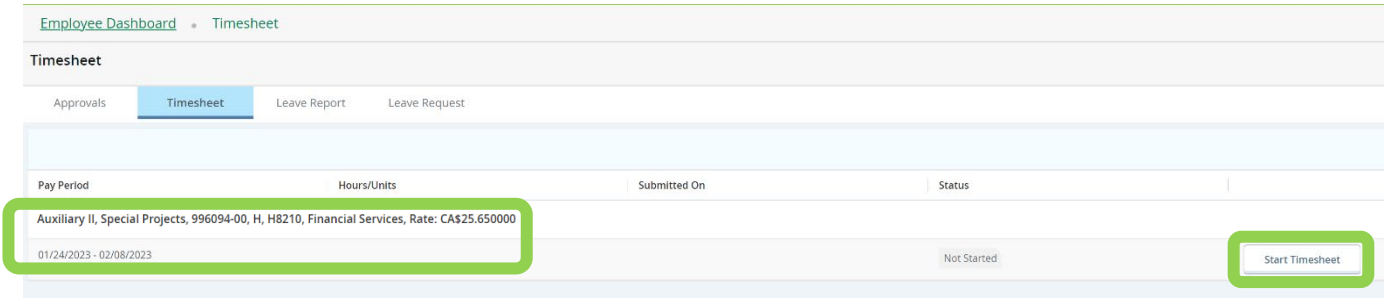
Contact the Payroll Department for additional training.

From the Employee Dashboard:

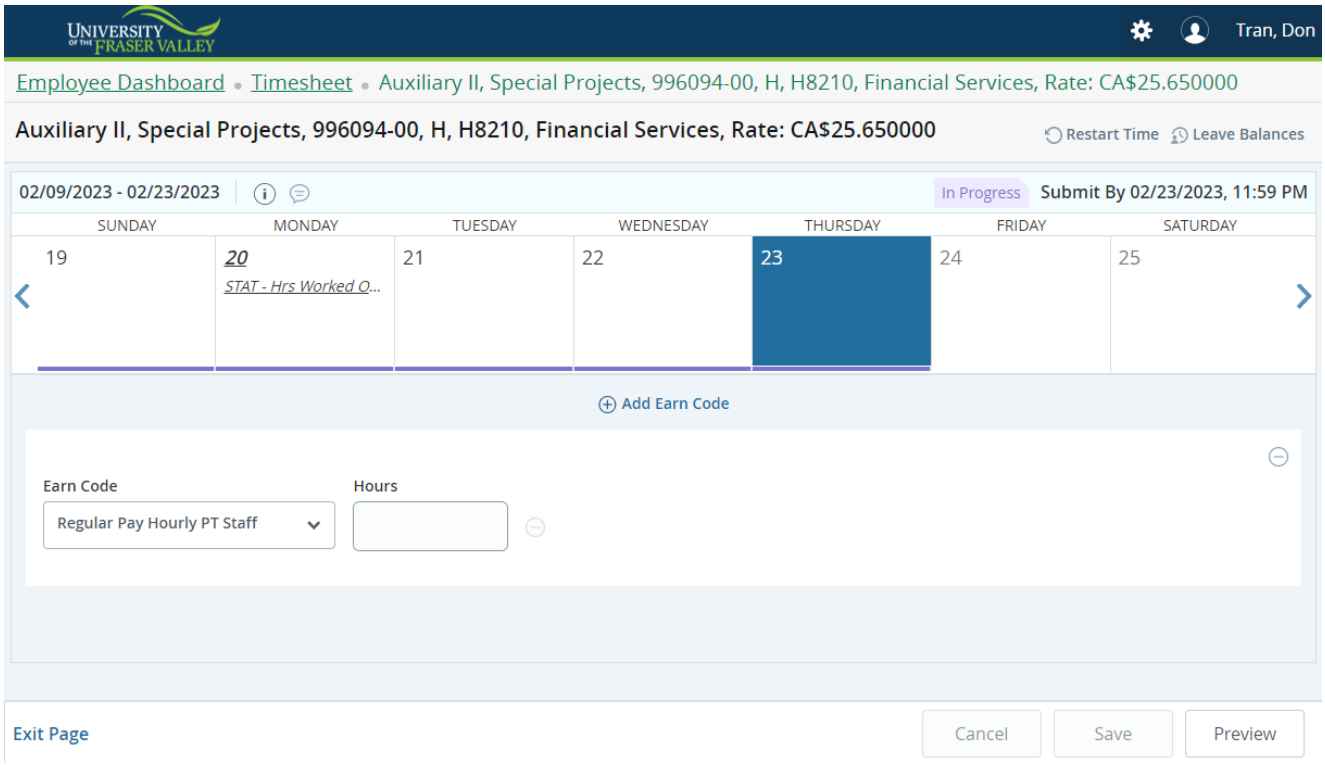
1. Go to the My Activities section on the bottom right and click on Enter Time



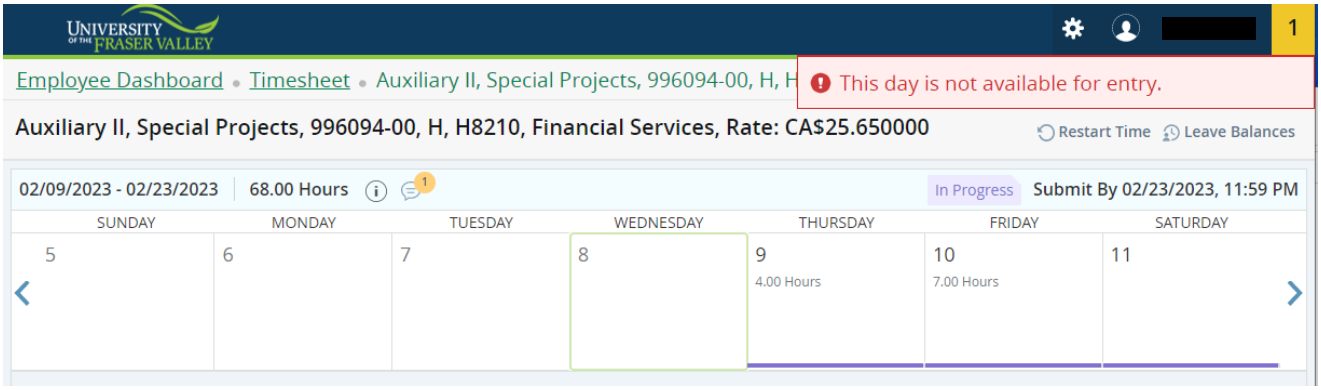
2. On this page, you will see the available open pay periods to start a timesheet in, grouped by position. Be sure to click on the correct dates, under the applicable job, for the appropriate timesheet. Click on Start Timesheet.
   Note: A timesheet will need to be submitted for each active position worked separately. Ensure the correct position is selected when entering time in a timesheet.



3. The detailed view showing a daily calendar horizontally across the top will appear. ***The day of the week defaults to the current day, if within the pay period.*** Make sure to scroll to the correct day of the week to begin entering time. Time needs to be entered on each day worked for the entire pay period, however if the time worked is the same across multiple days, it can be copied over from one day to many. On the top right of the screen the status of the timesheet, as well as the submission deadline, will be visible. Click on a date to select it, to begin entering hours worked. *Note: It is encouraged to enter hours worked into the system daily.*

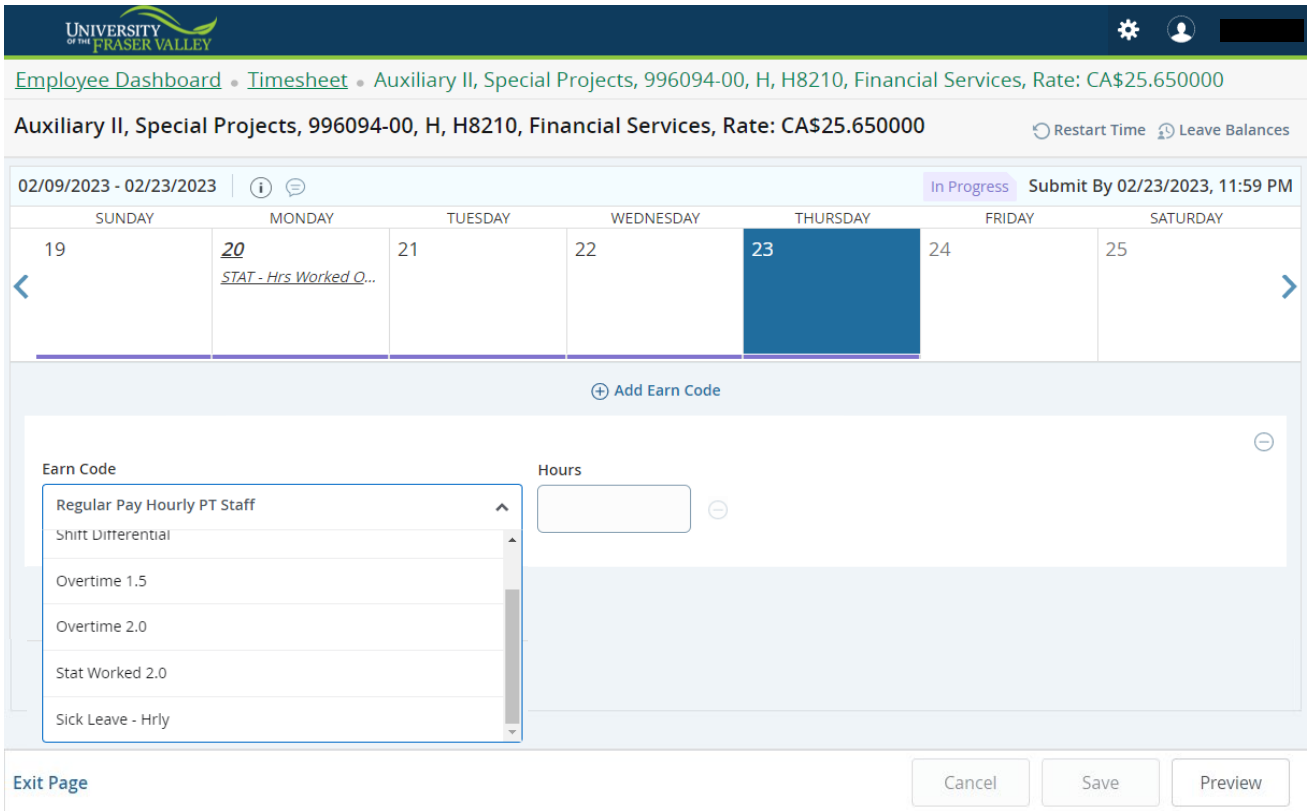


4. Attempting to enter time on a day outside the pay period will show the following error:



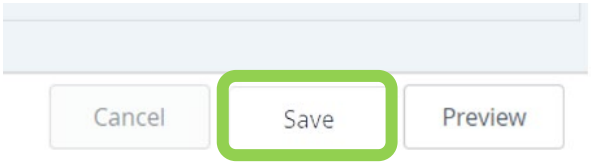
5. To begin entering time on the day highlighted on the calendar, select an Earn Code from the drop-down menu. The correct earn code must be used. The most common used Earn Code for daily use is Regular Pay. It is the ***responsibility of the employee*** to use the appropriate Earn Code and follow the specific guidelines for the use of each Earn Code. For a complete list refer to the Earn Code section for details.

   *IMPORTANT: Click **Save** after each entry, edit, deletion or change.*



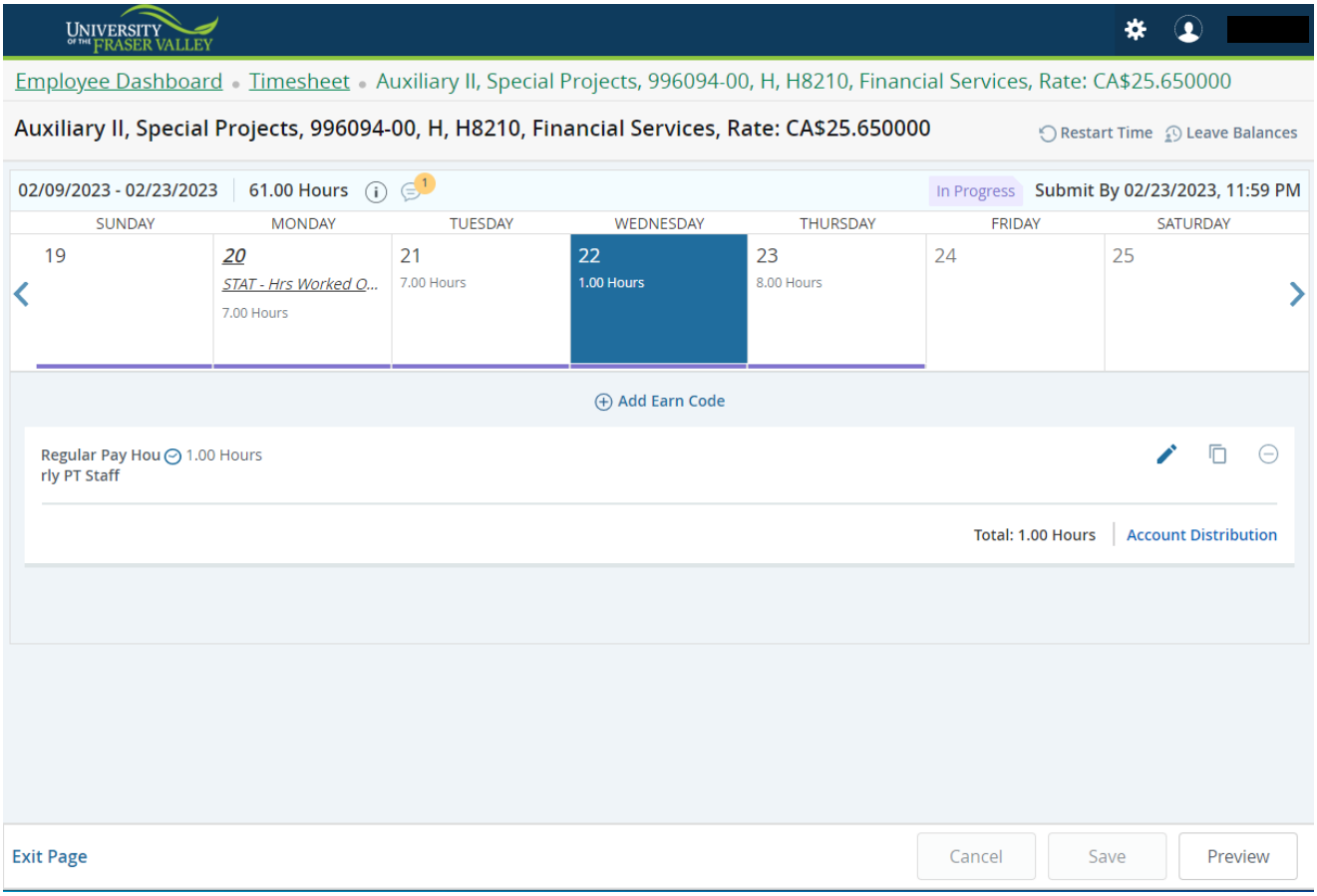
6. After an Earn Code has been selected, enter the total number of hours worked in the 'hours' box.

a. Click **Save** after each Time entry.

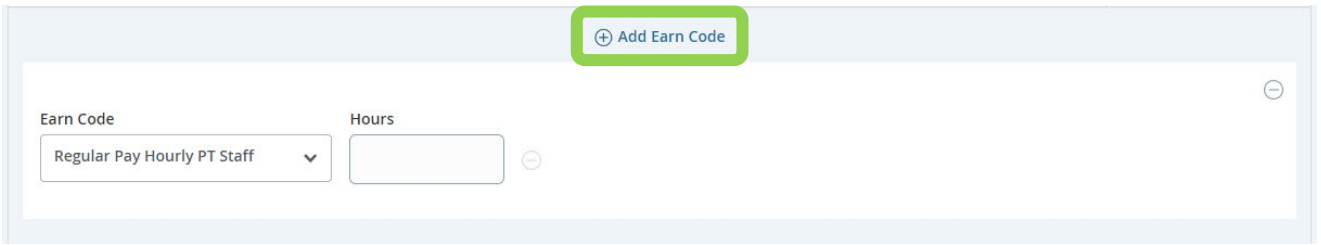


7. Use Add Earn Code when working across two different earn code categories in the same day – for example, REH and SFD.

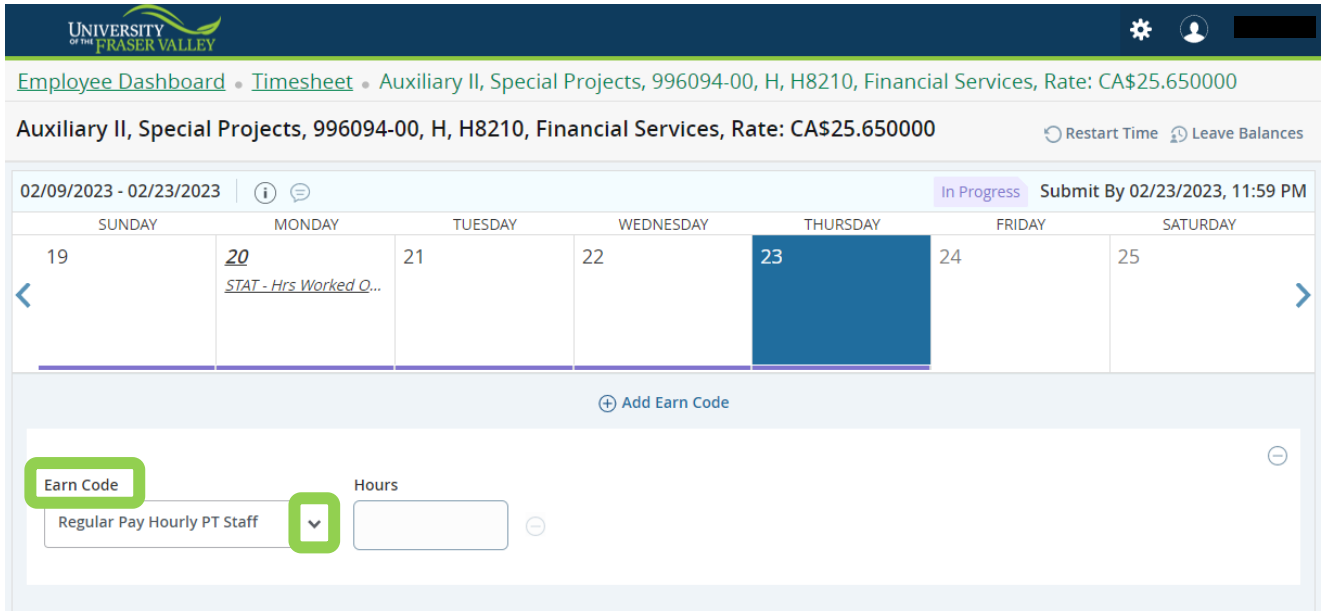
a. Enter hours for the first Earn Code, as shown above, and click **save.**



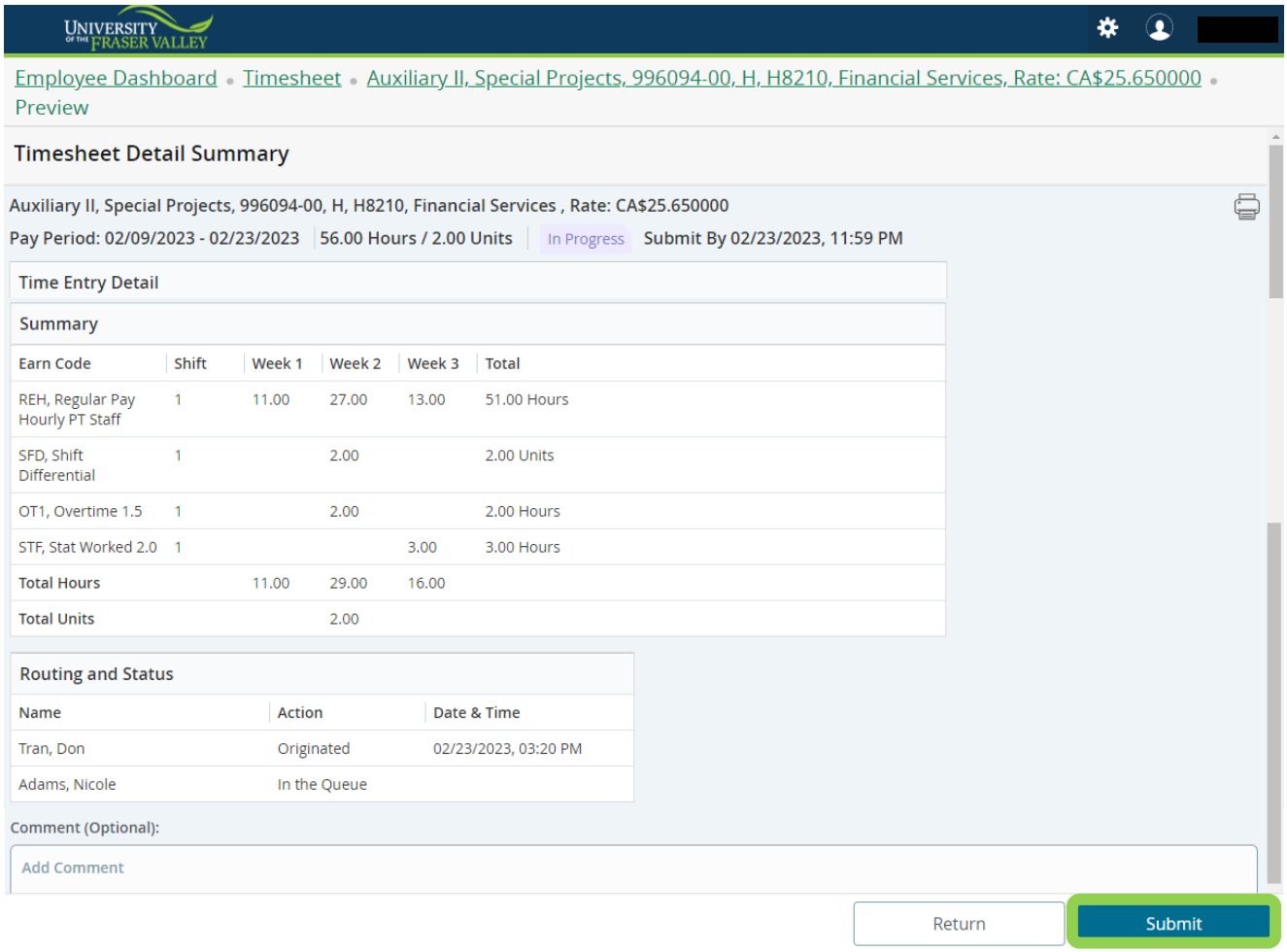
b. Click Add Earn Code, to add an additional Earn Code row.



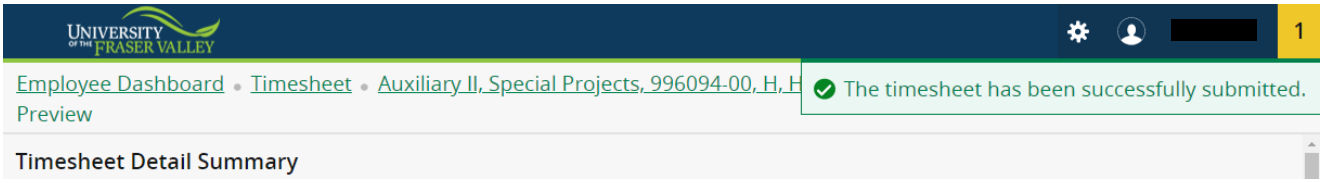
c. Select the appropriate Earn Code for the rest of the hours worked.



8. When all the hours worked have been entered, click Preview to preview everything that has been entered so far.



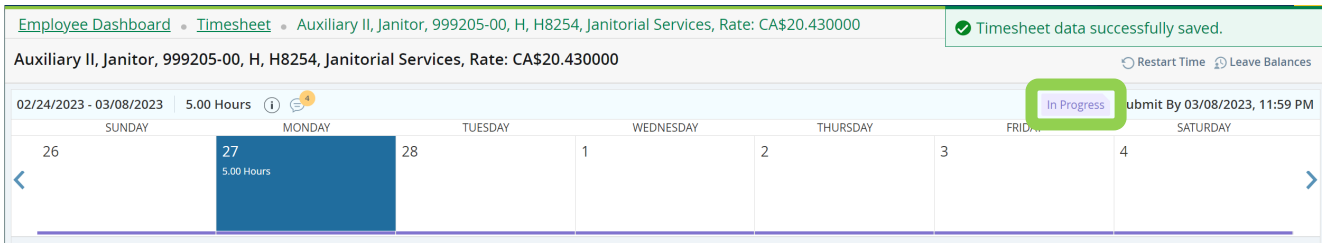
9. If everything looks ok, click submit to Submit the timesheet. Remember ***not*** to click submit <u>until all time for that pay period has been input.</u>



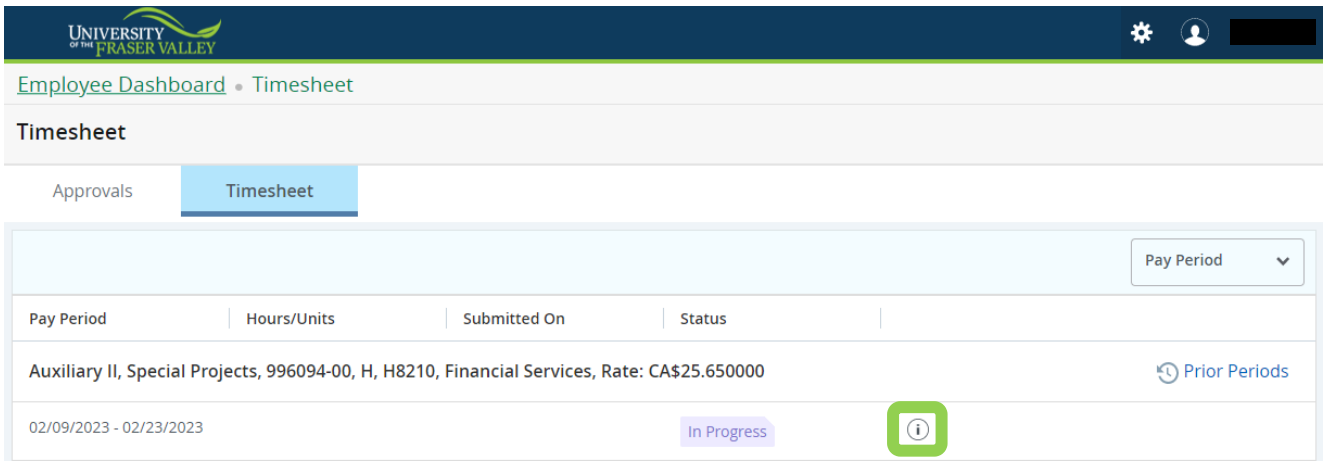
Viewing the Status of a Timesheet

The current status of a timesheet can be viewed at any time by:

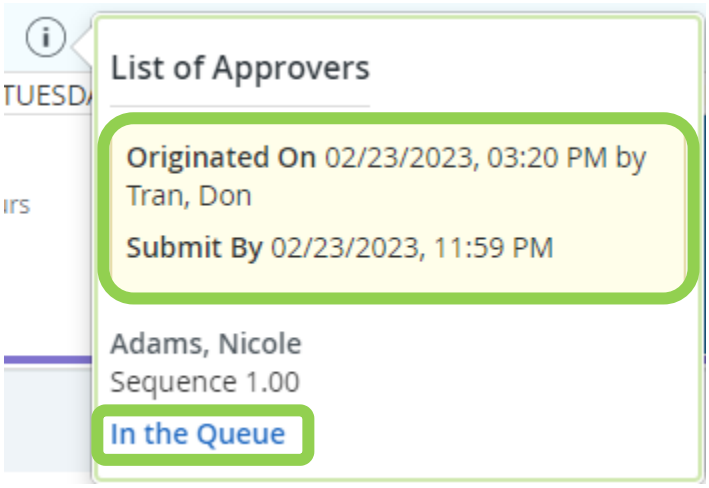
1. Checking the status heading on the timesheet page or checking the ribbon on the right-hand side of the time entry page.



2. Clicking on the ⓘ icon.

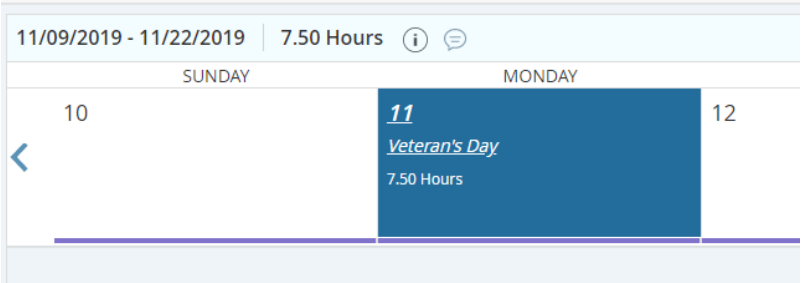


3. In the popup that appears, the name of this position's approver, the sequence of events for the timesheet and its latest status are displayed.



Entering Hours on a Holiday

UFV official statutory holidays are highlighted on the time entry timeline in italic fonts.

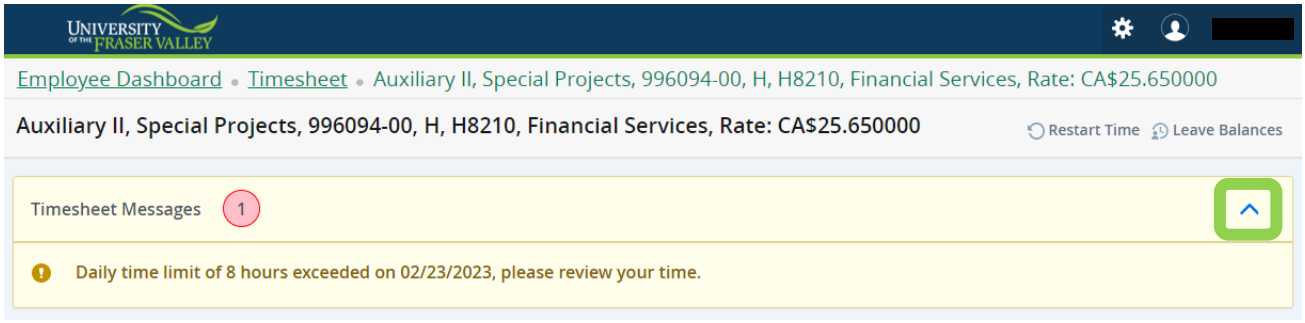


1. If an employee works on an observed Holiday, hours must be reported with the earn code 'Stat Worked'.

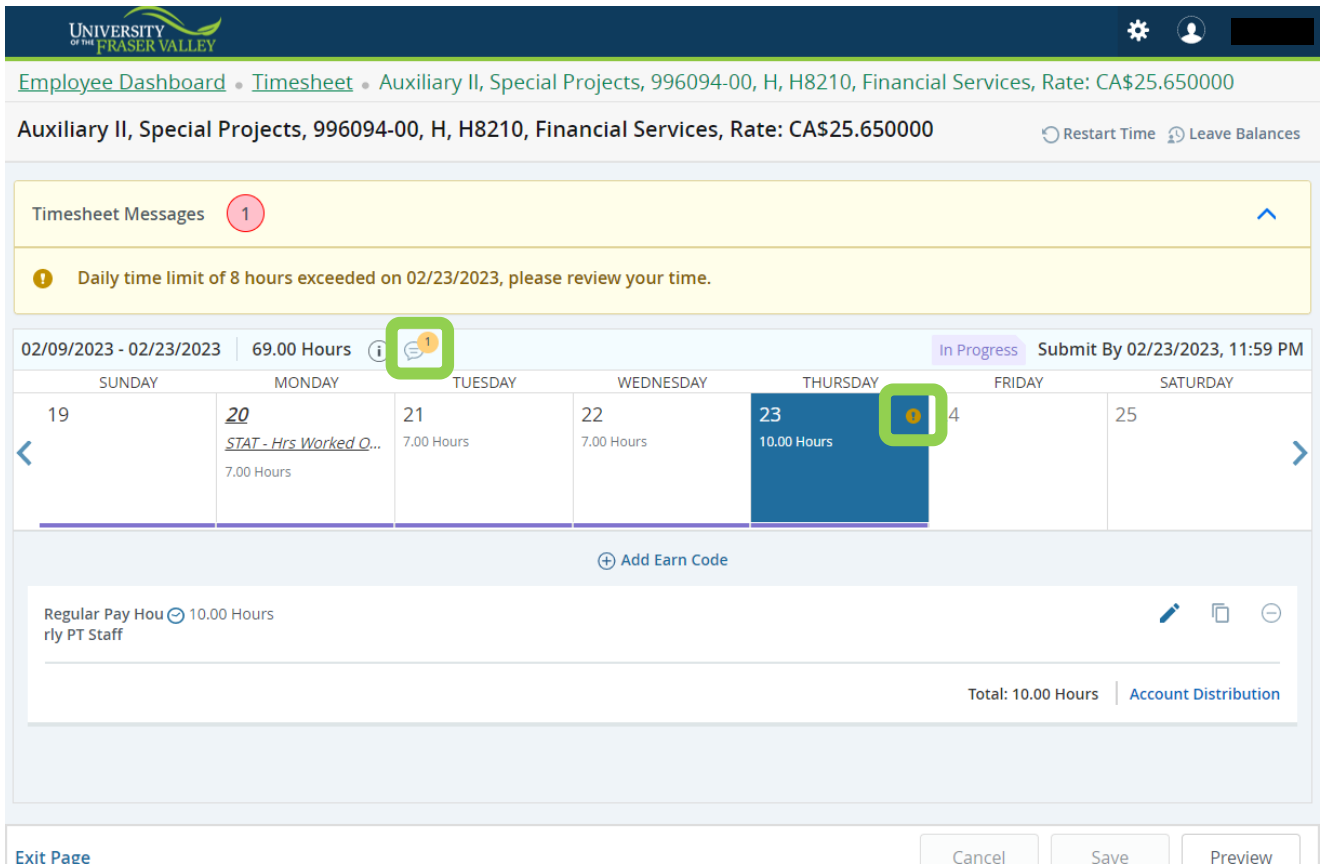
Error Messages

Occasionally, the web time entry system will give warnings to users when certain actions are taken or there are deviations from expected standard entries. To view details about these warnings:

1. Click the drop-down arrow on the right-hand side of the Timesheet Messages box. This will display the warning, allowing the user to correct the reason for the error message.



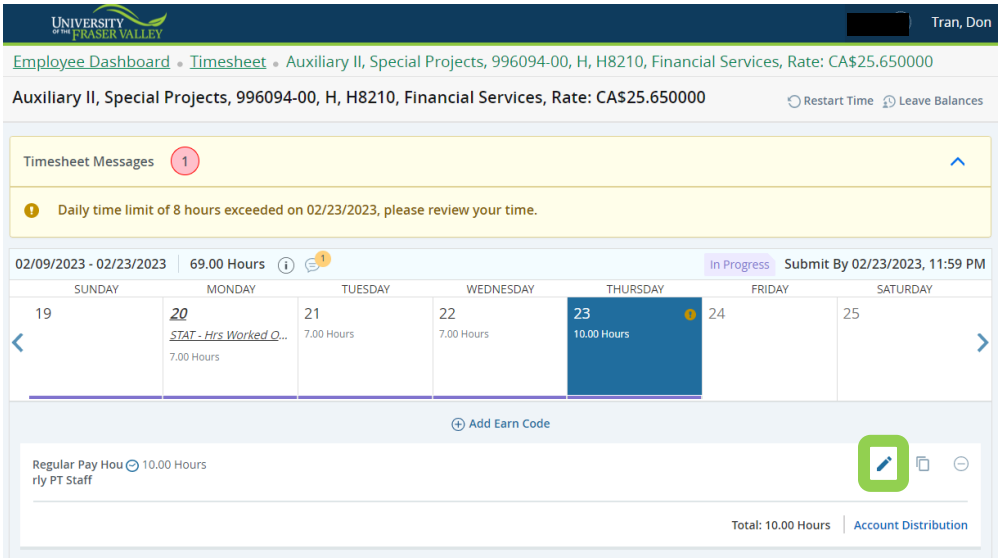
2. If the timesheet is saved and closed without making corrections, the warning will still be displayed on the main menu by showing an exclamation point. Click the symbol and it will note that corrections still need to be made. The approver will also see these warnings if corrections were not completed. Once the corrections are saved those warnings disappear.



Editing and deleting time entered on a timesheet.

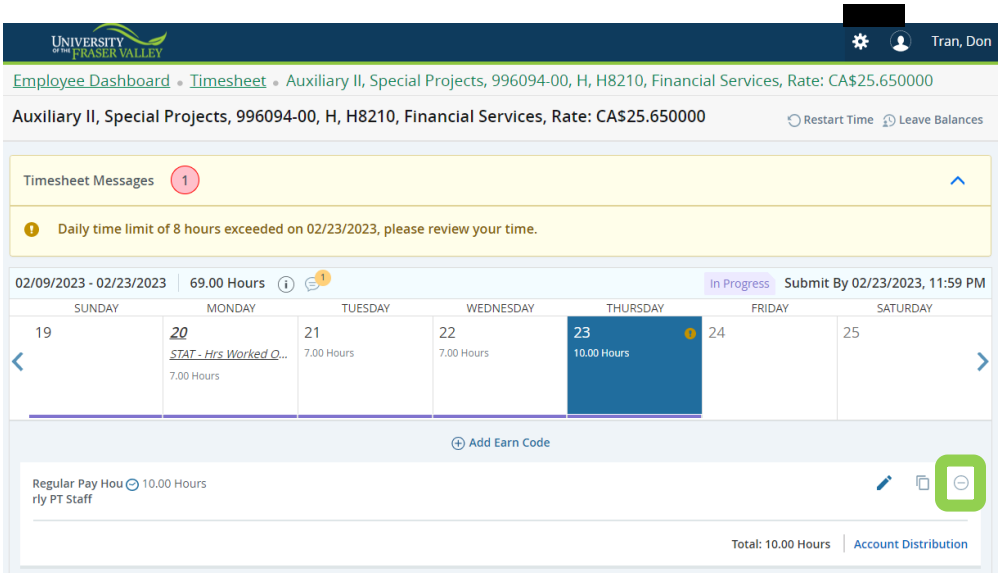
All information entered by the employee can be edited prior to submitting the timesheet to the approver. There are many scenarios or reasons where edits or deletions may be necessary to ensure correctness prior to submitting time for approval.

1. Open the correct timesheet for the pay period where the edit is required. Click on the date to bring up the details of time entered. On the right side click on the pencil. This will allow changes to be made to the earn code. Click save when finished with each edit.

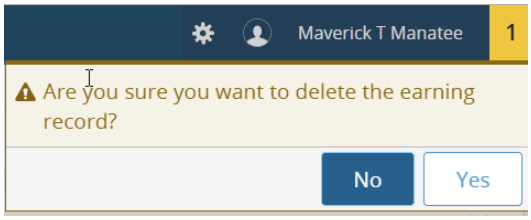


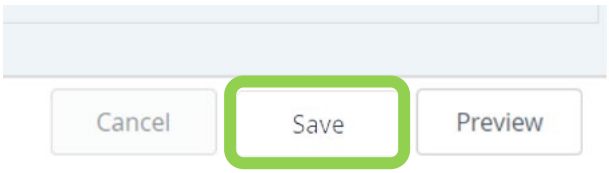
2. To delete an entry, click on the date to view the details.

   a. Click on the minus "-" sign on the right of the entry to be deleted.



b. Click Yes on the dialog box to confirm the entry to be deleted and then click save.

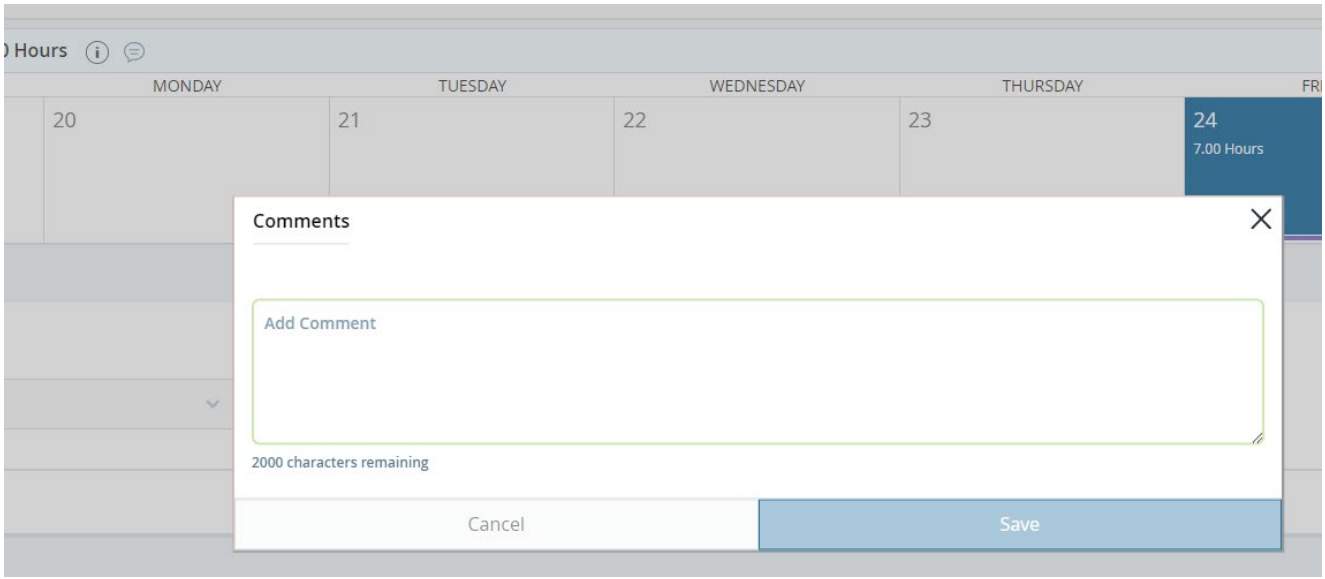




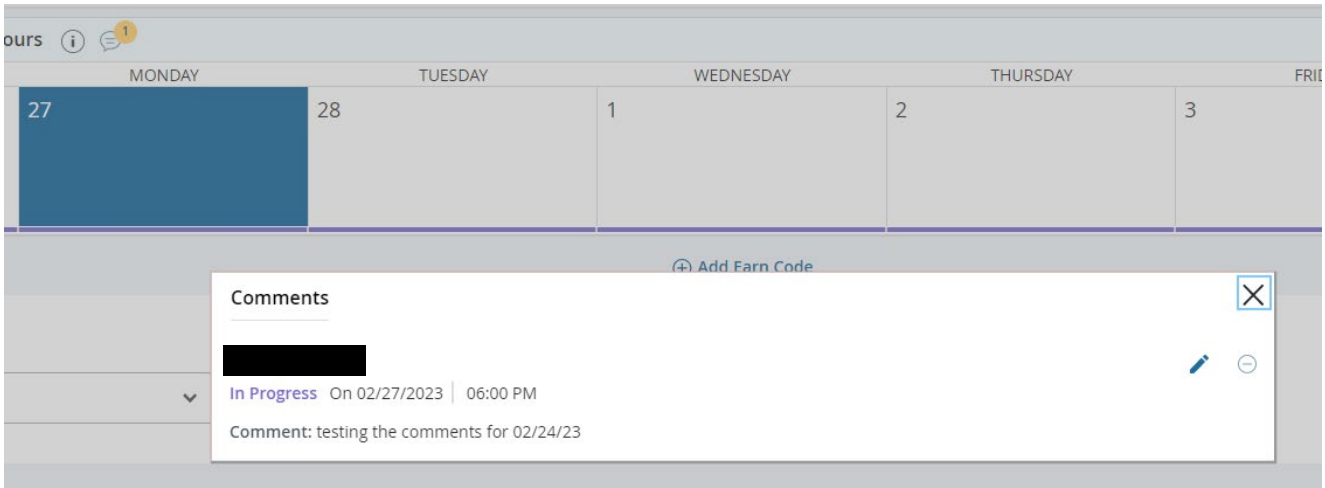
Inserting Comments

Comments can be entered on a timesheet to explain changes from the normal work schedule prior to submission. The approver will see these comments and may also enter their own comments. Comments entered by the employee are visible to the user, approver and the Payroll team. **Payroll *will not* monitor comments on timesheets.** Contact those Departments directly with questions or concerns. Be advised comments are public record. Any timesheets which are Returned to the hourly employee for correction **must** include a comment before they can be returned.

1. Click the comments button on the time entry screen.

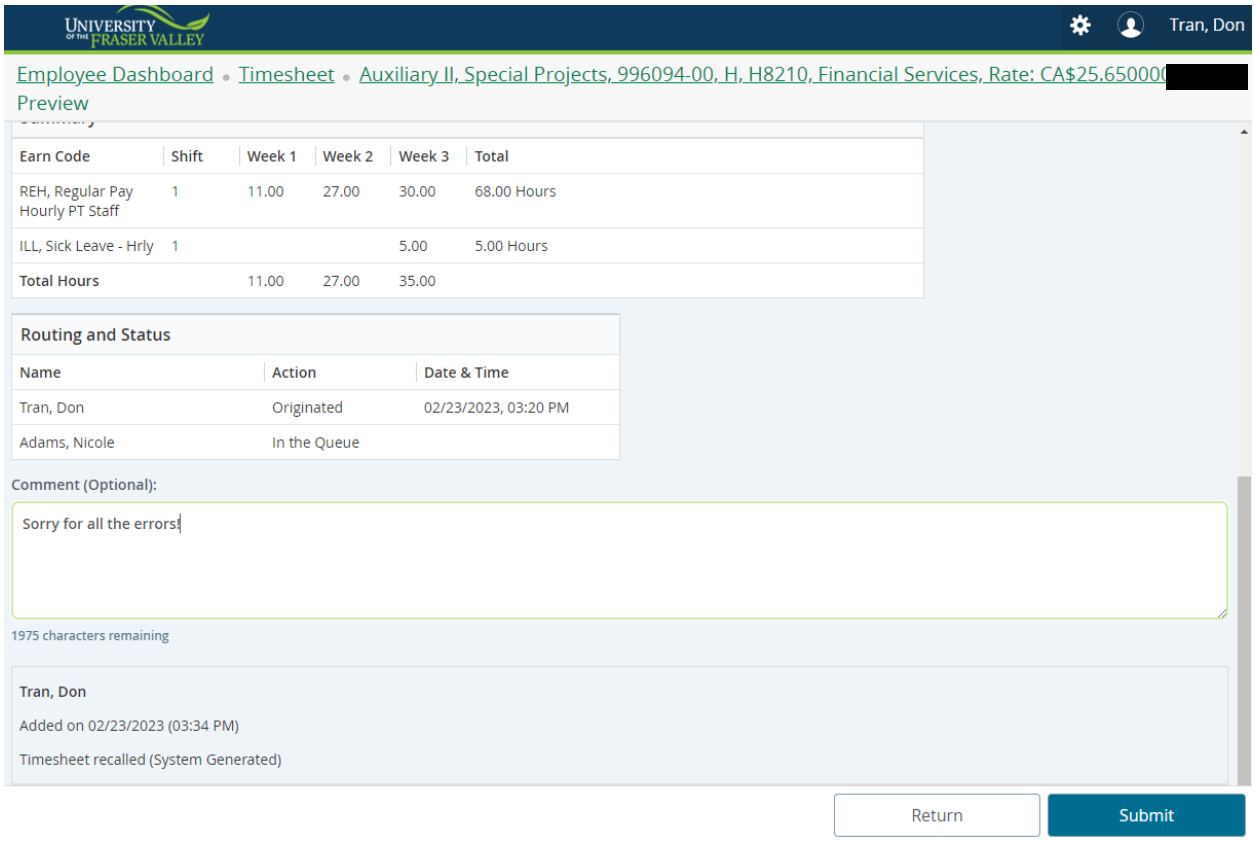


2. Enter comments as necessary and then click save to save the comment.
   Note: comments apply to the whole timesheet rather than a particular day.



3. You can view the comment by clicking on the comment icon in the upper left-hand side of the time entry screen.

4. Comments are additionally viewable, editable and can be entered on the timesheet submission screen.

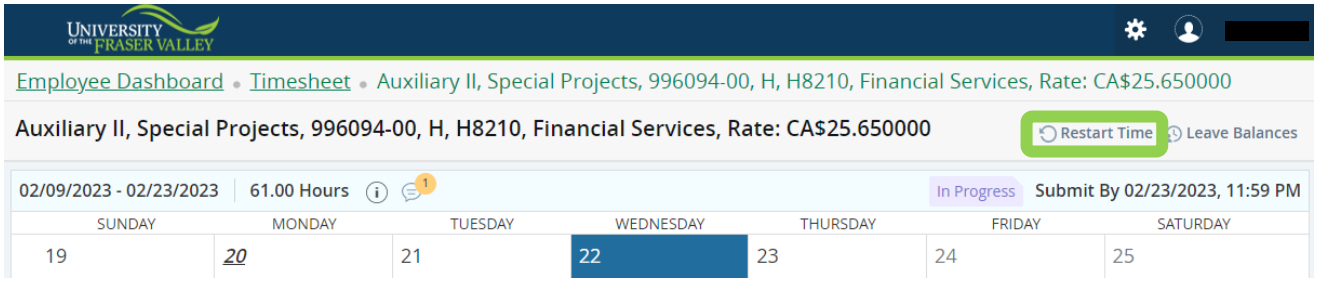


5. After comments have been entered and/or edited on the Preview screen, the timesheet must be submitted for the changes to apply. **Do not submit the timesheet** if all hours worked have not yet been entered, rather, keep any comments which need to be entered on the Preview screen for when the timesheet is complete and can be submitted.

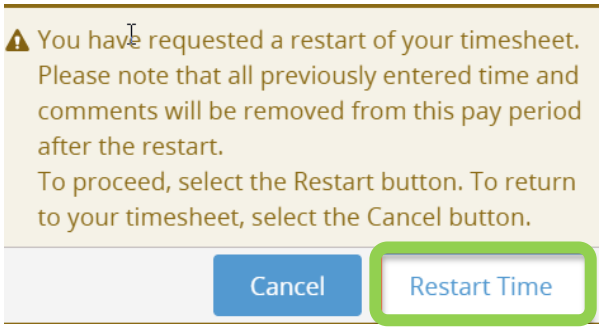
Restarting a Timesheet in Progress

Restarting a timesheet is useful when an employee has numerous corrections and/or edits. This can be utilized as a last resort if efforts to correct a previous timesheet were unsuccessful or significant adjustments are needed to the current pay period timesheet.
Important: Restarting a timesheet will remove all data previously input into the timesheet.

1. While in the Detail view of the timesheet click Restart Time at the top right of the screen.

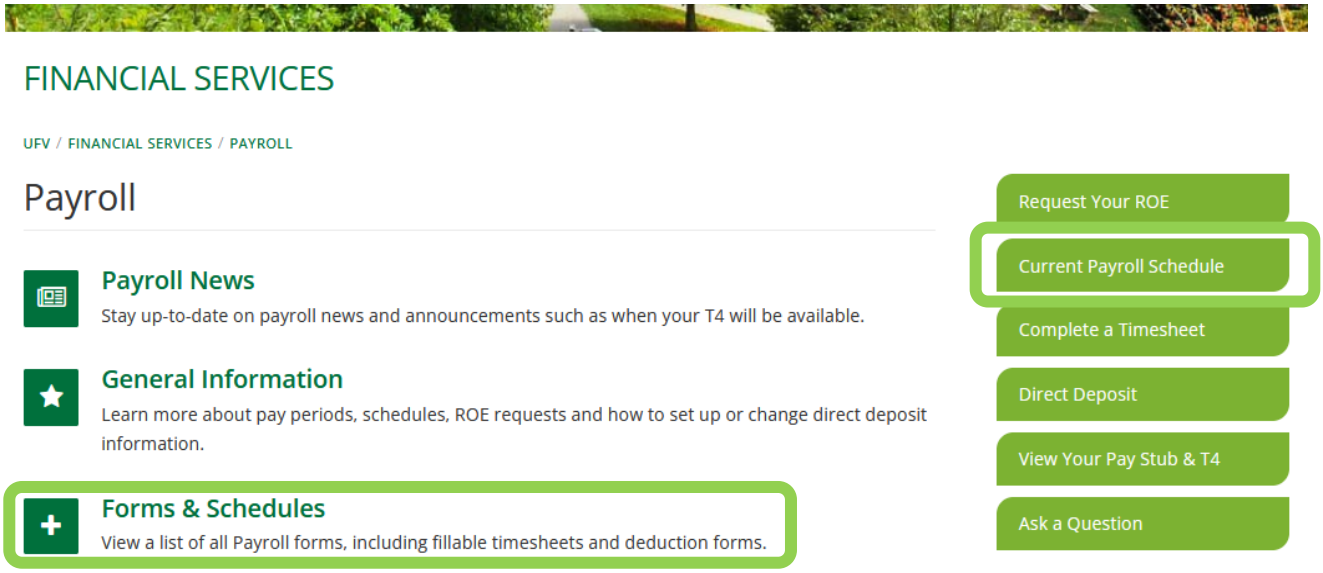


2. Click Restart Time from the message box to confirm.

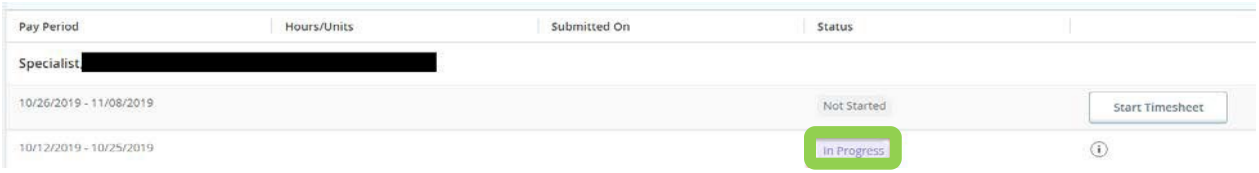


Submitting completed timesheet for approval

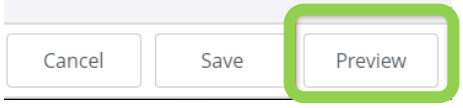
The timesheet must be submitted for approval before the end of the pay period. Click this link for a copy of the Pay Schedule, which also can be found on the Payroll website under 'Forms & Schedules'. It is important to verify accuracy and completeness of the timesheet before submission to your approver. Ensure all applicable days and hours for each entry are correct, and the correct earn code has been used.



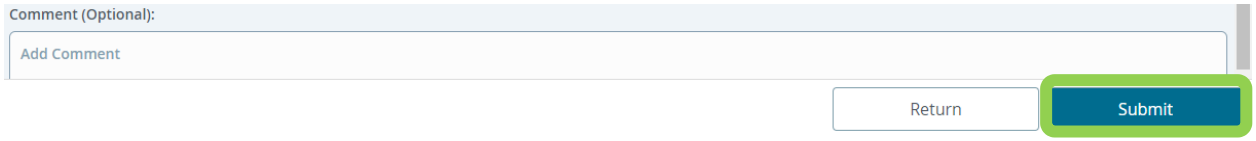
Select the correct pay period, as timesheets in different pay periods may be visible for selection. One to begin adding entries, and the other due for submission. Timesheets with the status 'In Progress' already have time listed within them.



1. After opening the appropriate timesheet click Preview on the bottom right. This step should only be done after entering all time for each day worked in the detail screen.



2. If everything looks as expected on the preview screen, click submit.



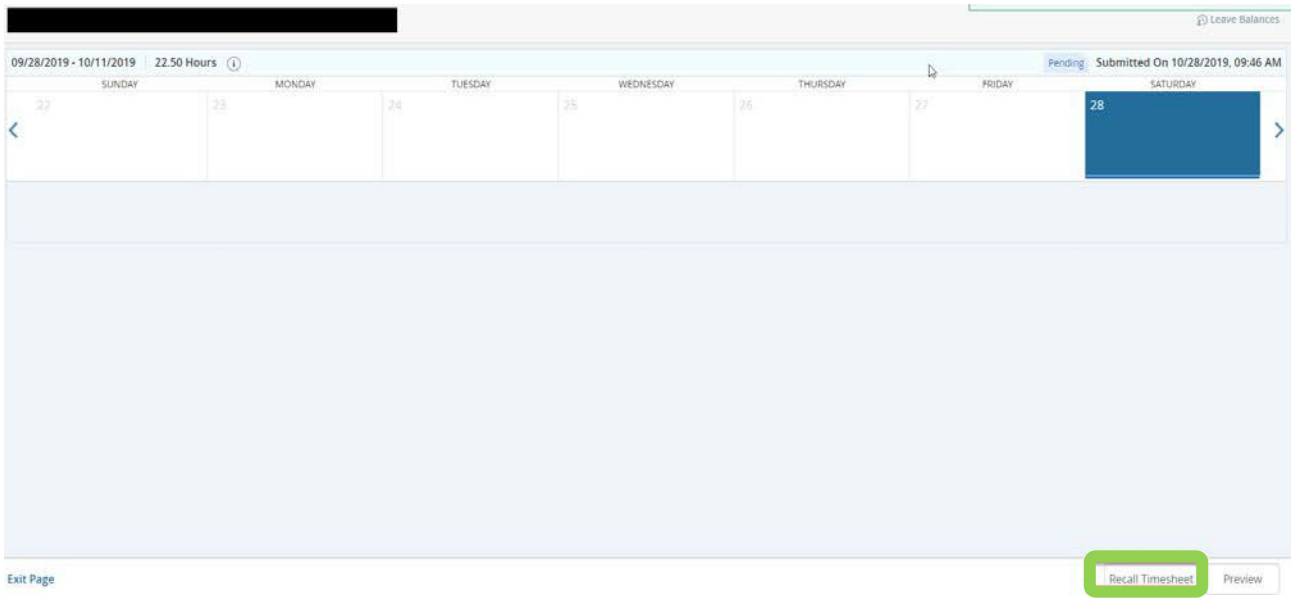
3. The timesheet will now have a status of 'Pending' while it is awaiting the approver to review and approve for pay. The details of submission for approval and the approver assigned can be found by clicking the information icon "i" on the right.

Recalling a Timesheet

After the timesheet has been submitted, it is in 'Pending' status. While 'Pending', the timesheet can be recalled for changes and resubmitted.

1. While in the details view of the timesheet click Recall Timesheet on the bottom of the screen.

   Note: The action of recalling a timesheet does not remove any records entered on the timesheet.

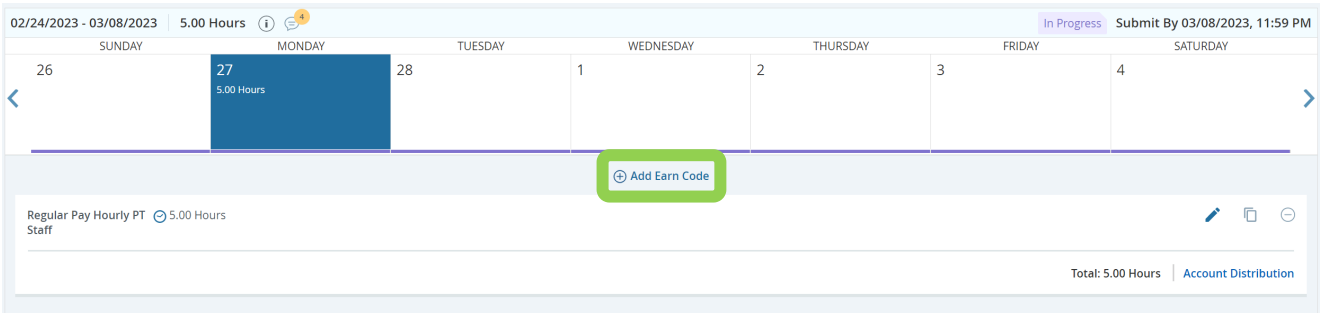


2. This puts the timesheet in 'In Progress' status again. It can now be edited and resubmitted for approval

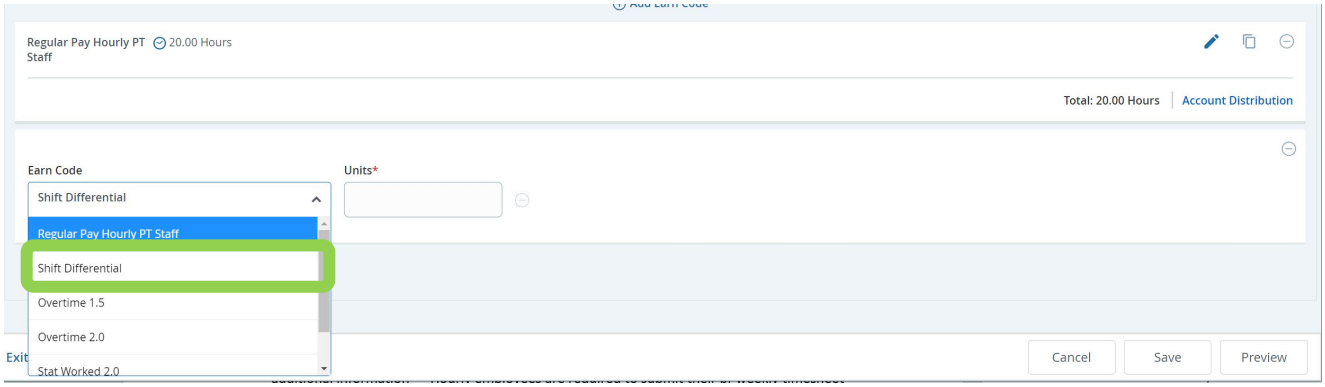
Shift Differential

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. Shift Differential is only applicable to hourly staff, Auxiliary II staff, and Library Auxiliaries.

1. Record all hours worked for the day using the appropriate Earning Code (i.e. Regular Pay). For any of these hours that have been worked after 4:30 click on 'Add Earn Code' to add hours worked after 4:30 using the Shift Differential Earn Code.



2. Select the Shift Differential Earn Code and input the number of hours worked outside standard UFV hours (Shift Differential hours are entered as units because it is supplemental pay to hours already reported as regular or overtime hours).



3. Save or complete the timesheet as necessary.

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. Overtime is only applicable to hourly staff, Auxiliary I + II staff, and students.

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

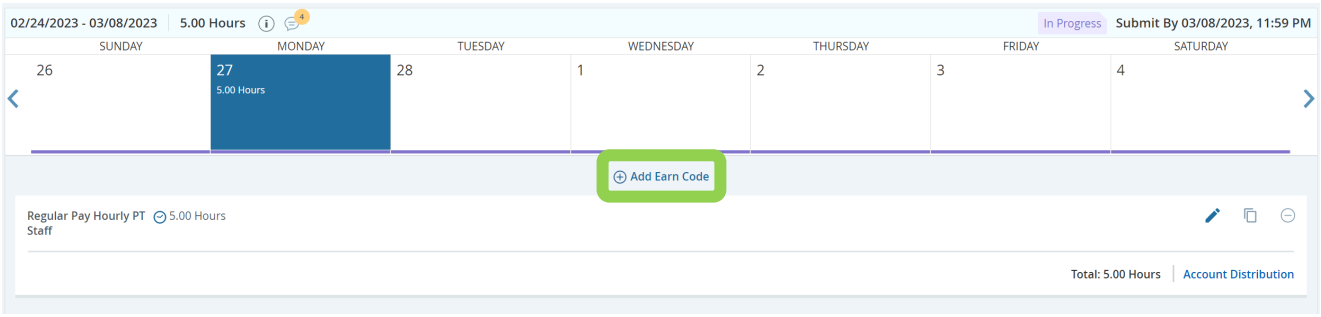
Daily	Hours worked in excess of 8 hours in a day, Overtime 1.5 - First 4 hours, Overtime 2.0 - 4 hours plus
Weekly	Overtime 1.5 after 40 hrs. worked in a week (Sunday to Saturday)
Weekends	Overtime 1.5 - first 4 hours, Overtime 2.0 - 4 hours plus *(employee must have worked 40 hours in the week, before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

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

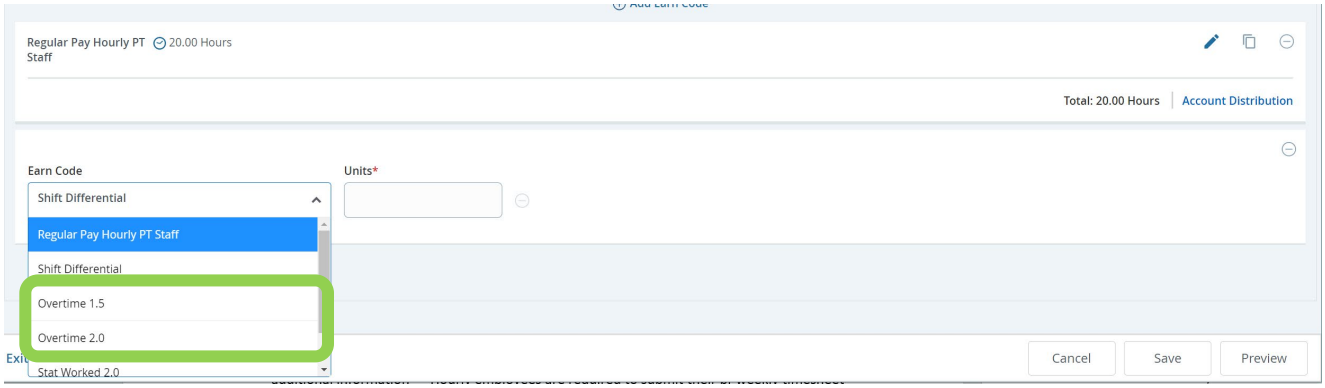
Daily	Hours worked in excess of 7 hours in a day, Overtime 1.5 - first 3 hours, Overtime 2.0 - 3 hours plus **per collective agreement 1/2 hr. meal break applicable after 2 hrs. OT worked Ref. to 17.6 (c) (iii)* *"A meal break of one-half (½) hour paid at the applicable overtime rate shall be given to 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. Record all hours worked for the day using the appropriate Earning Code (i.e. Regular Pay). For any of these hours that have been worked overtime click on 'Add Earn Code' to add overtime hours using the corresponding Overtime Earn Code (Overtime 1.5 or Overtime 2.0).



2. Select the correct Overtime Earn Code and input the number of hours worked overtime.



3. Save or complete the timesheet as necessary.