

## **Web Time Entry FAQ**

### **What is Web Time Entry?**

Web Time Entry is an electronic timesheet system that will allow student workers to enter their work times online through Banner Web. Approvers (usually the supervisors) and proxies approve the timesheets online, also. The hours the student has worked can then be pulled into the Student Payroll system.

### **How soon after turning in an application for a student will the timesheet appear online?**

The following steps are necessary for a student to be able to access his timesheet online:

- Department needs to be set up with approver(s) and proxies
- Student's position in department needs to be set up by Student Employment
- Student Payroll enables the web time entry feature on the student's position

### **If a student has more than one job, how will he know which timesheet goes with which job?**

On the Student Employment Hiring Form, the descriptive phrase used on the line for "Job Title" is how the student will identify which timesheet he needs to access online.

### **Will the student's pay rate show online?**

No, it won't. Employee Details shown include: Employee ID and Name, Position, Organization, Transaction Status, and the actual timesheet.

### **What does a student do if his timesheet does not show online for a new job?**

The student should enter his in-and-out times on a paper timesheet until the online timesheet is accessible and then transfer the in-and-out times to the online timesheet. Because of the processing times required, each new job might have a short waiting period before the online timesheet is available. The faster that applications are turned in the faster the processing can be done and the faster the online timesheet becomes available for the student.

### **Can the student access his timesheet once the current pay period has passed?**

Yes, the student can access timesheets for a month after the end of the pay period. The current pay period is the only one where entries can be made. The previous timesheets are "read only."

### **Do we still need a supervisor and a budget head to approve each timesheet?**

It is no longer mandatory to have a supervisor **and** a budget head both as approvers. The number of approvers will now be a department's decision.

## **If a department has two approvers, can only one of them approve the timesheets?**

No. If a department has two approvers, one is approver No. 1 and the other is approver No. 2. No. 1 has to approve the timesheets first, and then approver No. 2 has to also approve them. If you want either of two people (or more) to be able to approve timesheets, one should be the approver and the other(s) a proxy.

## **Can a student supervisor be an approver?**

No, but a student supervisor can be a proxy. However, he can only be a proxy for a first level approver. So in this instance, a second level of approver, one who is staff or faculty, is mandatory. The student supervisor would be a proxy for approver No. 1, and approver No. 2 must also approve the timesheet(s).

## **What is the difference between an approver and a proxy?**

The proxy is a substitute for an approver. The approvers and proxies can view the students' entries online all during the month, and either the approver or designated proxy can approve the timesheet that has been submitted for approval.

## **How many proxies can a department have?**

A department can have several proxies for one or more approvers. This can give several supervisors the ability to monitor the timesheets of their own students and approve only their own, letting the other supervisors approve their own students also, all within the same organization number.

## **What if my department has more than one organization number that students are paid under?**

Approvers and proxies are tied to an organization number. Each organization number that is used by a department needs an approver and a proxy.

## **Can we change approvers at any time?**

Approvers need to be in place at the beginning of a pay period. Proxies, however, can be set up or changed or deleted at any time. If the approver needs to be changed and it's in the middle of the pay period, the new approver would be set up as a proxy for that pay period only by Student Payroll. He would then have access and could approve the timesheets. For the following pay period, he would be in place as the approver.

## **What is the procedure for adding, changing, and deleting approvers and/or proxies?**

Please email me with the details so I have it in writing ([heikkila@plu.edu](mailto:heikkila@plu.edu)), and I'll make the changes.

## **Is it mandatory to have a proxy?**

Yes.

## **If the pay period ends on the 15th, when does the student have to submit his timesheet for approval?**

The pay periods end on the 15th, and the student usually has until 10:00 am on the 16th to submit his electronic timesheet. If the student submits his timesheet for approval and you return it to him for correction, it still has to be resubmitted before that deadline. After that deadline has passed, the student cannot access his timesheet to change it.

## **What are my options as an approver?**

- approve the timesheet as is
- return the timesheet to the student for correction
- correct the timesheet yourself and approve it

If you return the timesheet to the student for correction, there must still be time before the cutoff at 10:00 am on the 16th for the student to correct the timesheet and resubmit it. If you return the timesheet to the student for correction or change the timesheet yourself, you must make a comment. You do this by clicking on Add Comment. You must explain what you want the student to do or explain what you did and why. Then you must tell the student in person or send the student email so that he knows what he's supposed to do and why or knows what you did and why. This comment becomes part of the permanent record.

## **What if I haven't approved the electronic timesheets by 10:00 am on the 16th? Will I still be able to access them after that?**

While the students cannot access the timesheets to change them after 10:00 am on the 16th, you still can. You usually have until 10:00 am on the 17th to approve them.

## **What statuses will approvers and proxies see on timesheets?**

Not Started: The student has not accessed his timesheet for this pay period yet.

In Progress: The timesheet has been started but has not been submitted for approval.

Pending: The timesheet is waiting for approval.

Approved: The timesheet has been approved.

Completed: The timesheet hours have been pulled into the payroll system.

## **How will stipends be handled?**

Stipends will continue to be handled the same way they have been in the past. Web Time Entry is only for students being paid hourly.