

WEB TIME ENTRY – Approving Time

- Banner Web:
 - When approving time instead of signing a timecard, go to the University Web page and click on BannerWeb.
- Getting onto the Time Entry portion:
 - Click on Secure Logon
 - Enter your Userid and password - this should be the same as when you took the Employee Web training.
 - Click on Employee Information
 - Click on Time Sheet
 - Select “”Approve/Acknowledge Time Sheets or Leave” and click on Select

Time Sheet/Leave Request/Proxy - Netscape 6

File Edit View Search Go Bookmarks Tasks Help

https://testweb.richmond.edu:1789/pls/tweb/bwpktais.P_SelectTim Search

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Personal Information Student Services **Employee** Financial Information Menu

Time Sheet/Leave Request/Proxy

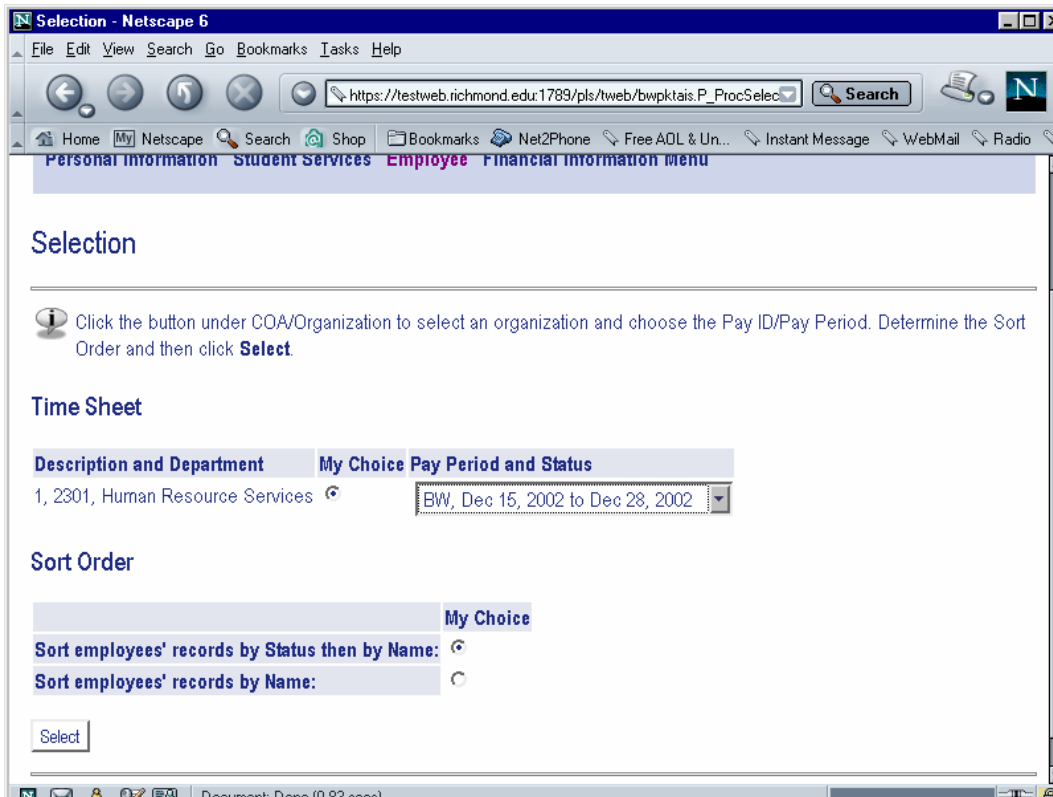
Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Enter or access hours on my Time Sheet:	<input type="radio"/>
Enter or access hours on my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time Sheets or Leave Request:	<input checked="" type="radio"/>
Act as Proxy for:	Self
Act as Superuser:	<input type="checkbox"/>

Select

You will then see this screen:



Select the time period you want to approve time and click on the Select button.

Summary - Netscape 6

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https://testweb.richmond.edu:1812/pls/www/bwptais.P_ProcSele Search

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Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: 1, University of Richmond
Department: 2419, Campus Telecommunications
Pay Period: Sep 08, 2002 to Sep 21, 2002
Act as Proxy for: Not Applicable
Pay Period Time Entry Status: Closed as of Sep 23, 2002, 10:00 A.M.

Select New Department Select All, Approve or FYI Reset Save

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
999887777	Bryan O. Begood 500544 - 00	Approve	87.25	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

In the “Not Started” area, you will see all those that submit time through the Web, including employees that do not work for you. This is a “quirk” in the Web Time Entry.

- Click on the underlined name and this screen appears:

Employee Detailed Information - Netscape 6

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https://testweb.richmond.edu:1812/pls/www/bwptapp.P_DisplayT Search

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University of Richmond | BannerWeb

Search Go SITE MAP HELP EXIT

Personal Information Student Services Employee

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: 999887777 Bryan O. Begood **Organization:** 2419 Campus Telecommunications
Position: 500544-00 Library Associate **Transaction Status:** Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

[Routing Queue](#) [Account Distribution](#)

Time Sheet

Employee Detailed Information - Netscape 6

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https://testweb.richmond.edu:1812/pls/www/bwptatm.P_TimeShe Search

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Time Sheet

Earnings	Shift	Special Rate	Total	Sunday Sep 08, 2002	Monday Sep 09, 2002	Tuesday Sep 10, 2002	Wednesday, Sep 11, 2002	Thursday Sep 12, 2002	Friday Sep 13, 2002	Saturday Sep 14, 2002	Sunday Sep 15, 2002	Monday Sep 16, 2002	Tuesday Sep 17, 2002	Wednesday, Sep 18, 2002	Thursday Sep 19, 2002
Regular	1		78		7.75	7.75	7.75	8	7.75			8	7.75	7.75	7.75
Pay															
Total Hours:			78		7.75	7.75	7.75	8	7.75			8	7.75	7.75	7.75

Routing Queue

Name	Action and Date
Bryan O. Begood	Originated Sep 20, 2002 10:01 am
Bryan O. Begood	Submitted Sep 20, 2002 10:14 am
Pamela A. Harper	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Sep 08, 2002	100.00	2419	19306	2419	6111	293				

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- Once employees have completed their time and submitted for approval, they will be listed under a Pending area. At this time as approver you can do the following:
 - Click the “Approve” button
 - Click the “Return for Correction” button (let the employee know that you have done this) or
 - Click on “Change Record” button. This will bring up the screens just like the employee had for entering time:

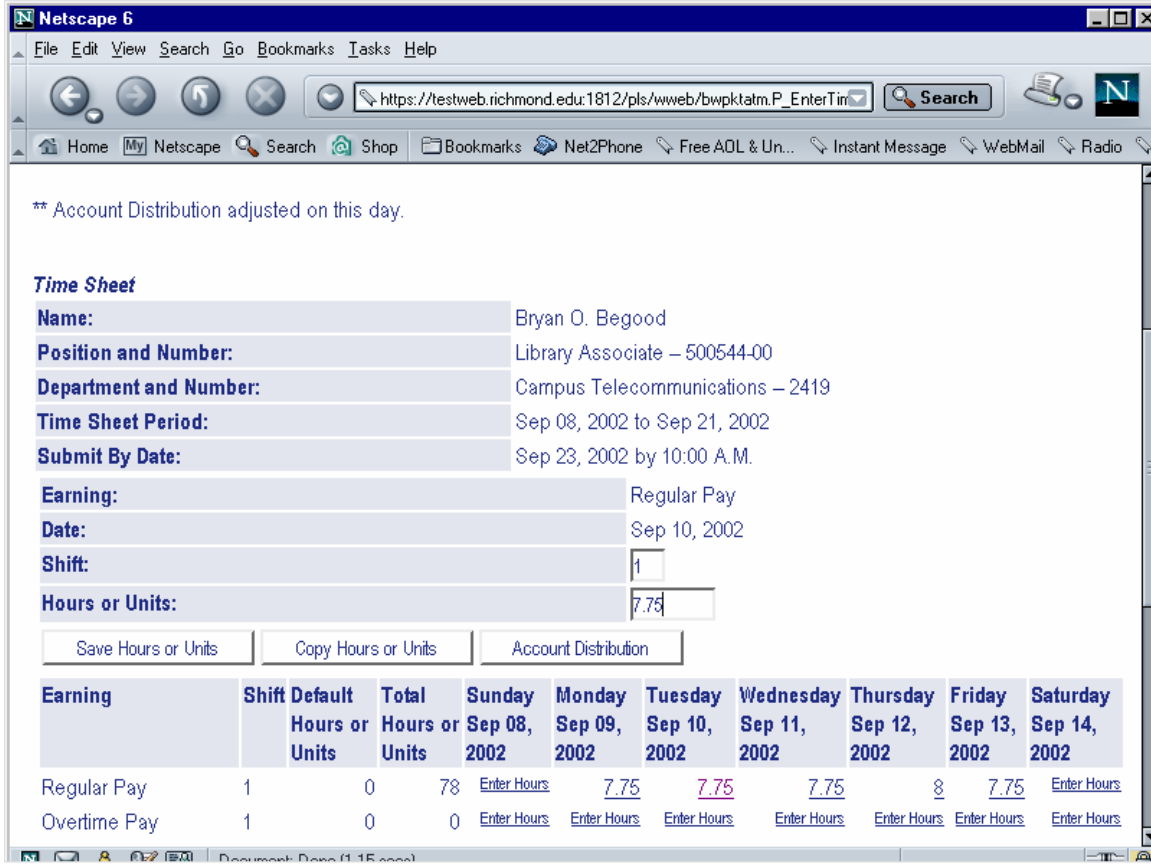
Time Sheet

Name: Bryan O. Begood
Position and Number: Library Associate – 500544-00
Department and Number: Campus Telecommunications – 2419
Time Sheet Period: Sep 08, 2002 to Sep 21, 2002
Submit By Date: Sep 23, 2002 by 10:00 A.M.

Earning	Shift Default	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Hours or Units	Hours or Units	Sep 08, 2002	Sep 09, 2002	Sep 10, 2002	Sep 11, 2002	Sep 12, 2002	Sep 13, 2002	Sep 14, 2002
Regular Pay	1	0	78	7.75	7.75	7.75	8	7.75	
Overtime Pay	1	0	0						
Sick Pay	1	0	0						
Vacation Pay	1	0	0						
Holiday Pay	1	0	0						
Funeral Leave	1	0	0						
Bonus	1	0	0						
Vacation-Personal Leave									
Total:			78	0	7.75	7.75	7.75	8	7.75

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- Follow the same procedures for correcting the time.
- Looking at the days of the week along the top and the earn codes on the left hand side, double click on the hours for the day/earn code for the time you want to correct.



Enter the changed time in the Hours/Units box and Save Hours/Units.
 When finished correcting the timesheet, click on Approve at the bottom of the screen.

NOTES:

- For assigning a proxy, if you are NOT a Banner user, please send an email to Cheryl Richards (crichard@richmond.edu) as to who to assign as your proxy. Please include your network/email user ID and the user ID for your proxy.
- If Account Distribution information needs to be changed, please contact Cheryl or Marty Englert and one of us will show you how that is done.