

Banner Web Time Entry

STUDENT

Web Timekeeping Manual

Introduction

Web Time Entry (WTE) is a web-based time recording system designed to improve accuracy and eliminate loss or delays in processing paper time sheets. The Banner WTE system allows students to securely log onto the **myIIT** portal and submit their time sheet online from any computer with Internet access. The time is then approved online by their supervisor and sent electronically to Payroll for processing.

In January 2008 student employees of IIT will be required to submit bi-weekly electronic time sheets. **The first pay period for student workers is: January 2-11, 2008.** The on-line time sheets for student workers will continue to show “Time In and Time Out Time” for student to record times worked each day.

Timeframes and Deadlines

The transition from paper to electronic time sheets took place on January 2, 2008. IIT student workers will no longer record hours on paper time sheets, but instead will input them into the new Web Time. **In order to be paid each pay period, it is critical that time sheets and approvals are submitted by the established deadline.**

Student workers are responsible for submitting their electronic time sheets to their supervisor/approver. Without a time sheet, the supervisor is unable to approve time and without the supervisor’s or their proxy’s approval, student employees will NOT be paid until the following pay period.

CRITICAL DEADLINES EACH PAY PERIOD

STUDENT WORKERS - Time sheets must be submitted to supervisors for approval by 10:00 a.m. on the first Monday after the pay period ends.

SUPERVISOR APPROVAL - Supervisors must approve time sheets by 4:00 p.m. the Monday after the pay period ends.

Signing Onto MyIIT and Web Time Entry

To complete time sheets, you will access the **my.iit.edu** portal.

You will need a username and password to log into the portal.

Go To: <http://my.iit.edu>

At the “**Login Page**”, select “**here’s help**” under “**Trouble Logging In**”. Then click on the appropriate links and follow the displayed instructions to look up your UID or CWID.

1. Using the Internet, access the **myIIT portal** at: <http://my.iit.edu>
2. Enter your **portal username and password**
3. Click on the **Work** tab
4. On the **Work** tab, in the Time Reporting channel, click on the **Pay Period** link located under your title to access the time sheet for the pay period listed. If you have multiple positions, they will be listed separately and you will need to record your hours and/or leave separately for each position. Verify that all your active positions are listed here; if they are not, notify your supervisor and/or human resources.

The **More** links will show additional pay periods. You may view past pay cycles for up to one year using the **More** link in the Time Sheet section, however you will not be able to make changes to them. The Leave Request **More** link will allow you to access future pay cycles. Past pay cycles that have been processed in Banner Web Time Entry will remain viewable for one year, however it will not possible to make any changes once the payroll has been run.

Transaction Status

A time sheet is assigned a status as it progresses through the Web Time Entry process.

Possible statuses are:

- **Pending:** The time sheet has been completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the time. The approver may send it back for a correction and therefore, it could be in the queue pending further action from the employee.
- **Approved:** The time sheet has been approved by the approver. Upon approval, time sheets will continue through the payroll process.
- **In Progress:** The time sheet has been opened for the pay period.
- **Completed:** The time sheet has been received and processed by the Payroll office.

• **Returned For Correction:** The time sheet has been returned to the employee for correction. The necessary corrections must be made and the time sheet must be resubmitted before the pay period deadline.

Entering Time

1. To enter time, click on the **Enter Hours** link under the day you worked and on the row for the earnings type
2. Student workers record their hours by entering time-in and time-out for each day they work. Time should be entered in 15 minute increments (9:00, 9:15, 9:30, or 9:45, for example). If you work a split shift or take a lunch break, you will enter each work period or shift separately.
3. When you have entered your hours, click **Save** and your total hours for the day will be automatically calculated. You must click save for your hours to be recorded.
4. You can then select Next Day or go back to Time Sheet. Either option will prompt you to continue entering until all hours worked for the pay period have been recorded.

If you have not completed entering your hours for the entire pay period, click **Logout** on the upper right of the screen or return to **Work** tab of the **myIIT** portal by clicking on the **back to Work Tab** link. You can return to enter additional hours at a later date.

DO NOT click **Submit for Approval** until you have finished entering all your hours for the entire pay period. If you mistakenly click Submit for Approval prior to entering all your hours for a specific pay period, you must contact your supervisor by separate email.

Previewing and Printing Time Sheets

Time sheets will remain viewable online for one year. You may preview your time sheet by clicking on the Preview button. The preview feature displays the pay period horizontally across the Web page. Web Time Entry is designed as a "paperless" system. If you must print a copy of your electronic time sheet, the Preview screen is the recommend screen for printing. Ensure your print setting is set for landscape printing. You will need to adjust your printer settings for your time sheet to print on one page.

Logging Off the System

It is important that you log off of your portal session, especially if using a public machine. Clicking the **Logout** link at the top right hand corner will log you out of both the Web Time Entry system and the **myIIT** portal.

Answers to Frequently Asked Questions (FAQs)

1. What if my time sheet is not listed or my Position (Title and Department) is not listed on the Position Selection screen?

Please contact your supervisor and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been submitted.

2. What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period?

Contact your supervisor. If they have not already approved it, they can return it to you electronically for changes or they can make changes for you up to 4:00 pm on the day the time sheet is due. If your supervisor has already approved your time sheet, or the deadline has passed, your hours should be submitted on the Payment Adjustment Form available from the Payroll Office.

3. What if I submitted my hours, but I made a mistake?

If you have clicked **Submit for Approval** and your time sheet has not yet been approved by your supervisor, contact your supervisor; they can make changes up to 4:00 pm the day the time sheet is due. If you submitted incorrect hours and your supervisor has already approved your time sheet, please contact the Payroll Department.

4. What if I missed the submission deadline?

It is important that you plan ahead and know the deadlines. If you miss a submission deadline you will need to wait until the next pay period to submit your hours on a Payment Adjustment Form. The 2008 payroll calendar is on page 2 of this guide.

5. Can anyone else access my hours?

Your supervisor, their proxy, the college "super-user" (i.e. VP who has authority to sign off on all time sheets for the college) and the Payroll department can access your hours. Should your supervisor, proxy or super-user modify any hours you submitted, they are required to notify you of the change.

6. Should employees share their User ID and password with a proxy, approver, other staff or friends/parents?

Due to the confidential and sensitive nature of information that can be accessed through the entire Self Service system, employees should never share their **myIIT** login with anyone.

7. Can I view previous time periods that I approved?

Yes, you can view any pay period that was entered into Banner Web Time Entry for up to a year.

8. What happens if Web Time Entry goes down?

Because Web Time Entry is Internet based it is possible that the system may be down at times. If this down time were to impact the processing of payroll, employees, approvers, and proxies would be notified of changes to the payroll schedule.

Web Time Entry “Quick Reference”

Timesheets must be submitted to your supervisor/approver by 10:00 am the first Monday after a pay period ends.

1. Log onto myIIT: <http://my.iit.edu>
2. Click on the **Work Tab**.
3. Go to the **Time Reporting** Channel, **Time Sheet** section
4. Select the **Position and Pay Period** that you wish to record hours for
5. Click **Enter Hours link** for the appropriate day and earning category
6. Enter your **hours in the box** that appears in the middle of the screen
7. Click **Save**. If you have not finished entering your hours for the entire pay period, you can now exit the system and return at a later date (within the pay period) to complete your data entry and submit for approval
8. Enter **Comments** as needed.
9. Click on **Submit for Approval** **only after you have completed entering hours for the entire pay period**
10. Verify that the time sheet has been submitted by reviewing the bottom of the screen. The *Submitted for Approval By...*line should display the date.
11. You may login again before the payroll due date to verify that your supervisor has approved your time sheet