Web Time Entry
For Monthly Paid Employees
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Overview

Objectives

Welcome to Web Time Entry training. The objectives of this training course are to:

- Introduce Web Time Entry
- Identify basic navigation of a leave report
- Describe how to enter and submit monthly leave usage
- Identify common WTE mistakes

Intended Audience

University monthly-paid employees
WTE Introduction

The implementation of Web Time Entry (WTE) enables monthly-paid employees to report their leave taken via the Spectrum Portal Web site through Employee Self Service. Employee Self Service is available 24 hours a day, seven days a week, 365 days a year. WTE is a module of the Banner Human Resources administrative system used by the University.

University of Memphis monthly-paid employees enter leave taken on Web-based leave reports. There are a number of user roles and leave report transaction statuses that are used in the WTE module.

User Roles

Users may be assigned more than one role in the Web Time Entry process.

Originator

The originator is the creator of the leave report. Once an originator opens a leave report, its status changes from Not Started to In Progress. Only the originator, or the area superuser, can enter time and submit that In Progress leave report for approval.

The originator can make changes to the leave report while the record is in In Progress, Returned for Correction or Error status. The originator may not make changes after the record has been submitted for approval.

The originator’s name is not shown on the leave report until it is submitted, but the name is recorded. The employee’s area superuser can review the transaction status of leave reports at any time during the leave period and see the originator of a leave report.

Ackowledger

Time/leave acknowledgers are typically mid-level supervisors or timekeepers who would acknowledge the accuracy of a given set of employees within an organization. Acknowledgers may only indicate that they have reviewed the employee’s entries; they may not modify the employee’s entries or return records to the employee for correction. Action by the acknowledger is not required for leave reports to be processed. Approvers may approve leave reports regardless of whether an acknowledger has acknowledged them.

Approver

Approvers are typically the financial manager of a department or organization. Approvers have the ability to modify, return, and/or approve leave reports submitted by the originator. An approver’s action is required for the leave report to be processed through the system. Should an approver return or modify an employee's leave report, the approver must promptly notify the employee of those changes.
Proxy

As noted in the University Policy for Authorized Signatures (Policy UM1303), financial managers (approvers) may appoint academic or administrative/professional employees as the proxy for time and leave reporting. Users with a proxy role in Web Time Entry have the ability to act, and assume some privileges, for another person for approval of time and leave.

Proxies can only be assigned via a request form submitted to Business and Finance Support Services, which can be found on the Web at http://bf.memphis.edu/forms/tech.htm. Individuals assigned as proxies can not be assigned the role of acknowledger.

Superuser

Superusers are users who have the ability to start, submit, modify, return and/or approve time records. Proxies acting on behalf of a superuser assume the superuser’s privileges. Therefore, the proxy can change or approve all time transactions that require the superuser’s approval. Entering WTE as a superuser provides the approver with additional management tools and privileges, such as the ability to start, enter time, submit, and approve a time sheet for an absent employee.

Transaction Status

A leave report is assigned a status as it progresses through the WTE process. Possible statuses are:

- **Not Started**: The leave report has not been opened for the pay period.
- **In Progress**: The leave report has been opened for the pay period.
- **Pending**: The leave report has been submitted for approval.
- **Error**: The leave report may have been submitted with no hours entered or hours listed under earnings codes that do not accrue leave (i.e. military leave, voting leave, etc.). Records can also appear in error or warning status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error or warning status should be carefully reviewed to ensure that time has been entered correctly, if at all.
- **Returned For Correction**: The leave report has been returned for correction by the approver (or superuser) to the originator. The necessary corrections must be made and the leave report must be resubmitted before the leave period deadline.
- **Override/Overridden**: The override/overridden status indicates that the leave report is being reviewed and approved by the approver while he/she has assumed the role of superuser. By assuming this role in the system, the approver is "overriding" the regular
approval status. When an action is performed while assuming the superuser role, the status will change to "overridden."

**Approved:** Monthly leave usage is not tied to the monthly payroll. A leave report goes immediately to Completed status upon approval and bypasses the Approved status.

**Completed:** A leave report in Completed status has been successfully approved and any reported leave usage has been deducted from appropriate leave balances.
Spectrum Portal Introduction

The Spectrum Portal Web site is http://spectrum.memphis.edu. Login to the Portal using your UUID and password. Your UUID is your Universal User ID. The username and password required to enter the Portal are the same username and password you use to login to your University e-mail and UMdrive accounts. When logging in, keep in mind that your login is case sensitive. If you have trouble logging in, contact the ITD Helpdesk at (901) 678-8888.

For more information on using and navigating the Portal, view the Spectrum Portal online training on the Web at http://bf.memphis.edu/spectrum/onlinetraining.php.

After entering your username and password, click on the Login button to enter the Portal.
Under the **Employee** tab you will find two channels directly related to Web Time Entry. They are called **Time/Leave Reporting** and **Time Approval**. All monthly-paid employees will use the Time/Leave Reporting channel.

Only those employees who have been designated as time/leave acknowledgers or approvers will find content in the Time Approval channel. If you are not an approver or an acknowledger, you may remove this channel by clicking the Remove Channel button in the top-right corner of the channel.
Locating Your Leave Report

Locate the Time/Leave Reporting channel. For most users this channel will be located under the Employee tab.

During each leave period, employees should submit his or her leave report for approval and accrual processing. Leave reports must be submitted according to payroll deadlines. You may review payroll deadlines by clicking the hyperlink Payroll Schedules, located in the Time/Leave Reporting channel.

To open your leave report, select the hyperlink Click here to access your leave report (monthly) in the Time/Leave Reporting channel.
Being a monthly paid employee, if you accidentally select the option **Access my Time Sheet**, you will receive an error message stating you do not have any available records. Ensure you select the Leave Report option to access your leave report(s).

### Time Sheet Selection

1. **Make a selection from My Choice.** Choose a Time Sheet period from the pull-down list. Select Time Sheet.

**Title and Department My Choice Pay Period and Status**

- You have no records available at this time. Please contact your Payroll Administrator if you have any questions.
Monthly Leave Reporting

Time Reporting Selection Screen

Individuals who have the role of acknowledger, approver, or proxy, will encounter the Time Reporting Selection screen. This screen requires you to tell the system what you want to do, such as accessing your own leave report, accessing another’s time sheet or leave report for approval, and so on. Individuals who do not have any of these roles in the WTE module will not encounter this screen.

If you are directed to this screen, select the radio button next to the option Access my Leave Report. Then click on the Select button to open your leave report.

For information on the other options available on this screen, view the WTE Acknowledger/Approver Training on the Web at http://bf.memphis.edu/spectrum/hr/onlinetraining.php.
Selecting a Leave Report

Select the appropriate leave report from the Leave Report Selection screen.

The **Title and Department** column displays your position title, position number, office name, and the organization number for that area.

Select the radio button in the **My Choice** column for the position for which you want to report leave. The majority of monthly-paid employees will have only one option in this column, which is selected by default.

The **Leave Report Period and Status** column contains a drop-down box of available leave reports related to the position in that row. Click on the drop-down box arrow to display the available leave reports. Leave reports are displayed in chronological order by leave period and show the current status of the leave report (i.e. Not Started, In Progress, etc.). This list will contain 12 months of history. Each leave period the oldest leave report will drop off the list as a new leave report is added. Should you need to see a leave report dated past those available, you may view your past earnings history in the Pay Information section of Employee Self Service.

Be sure to select the appropriate month when entering your leave usage. Click on the **Leave Report** button to open the leave report after selecting.
Your Leave Report

Once you open your leave report, even if you do not make any entries, its status changes from Not Started to In Progress. Once you start your leave report, only you, or your area superuser in most situations, can complete and submit it for approval.

You may access your leave report as many times as you like during the leave period; all time does not have to be entered at once. However, once you have submitted your leave report for approval, you cannot make any changes.
Leave Report Navigation

Upon opening your leave report, notice the certification statement near the top of the page. This statement legally acknowledges your login to the leave report and submission of the leave report to be true and accurate, just the same as if you were signing a paper leave report with your own signature.

Repeated below the certification statement is your position, department, and leave period information. This is the same information that was displayed on the Leave Report Selection screen where you selected the leave report.

The leave report is organized in a grid format. Days of the week are displayed across the top of the grid; possible types of earnings are listed along the left of the grid; and hyperlinks titled Enter Hours are displayed for each date and earnings type.

Leave must be entered for each appropriate day of the leave period and can be copied to multiple days. The copy feature will be discussed shortly.

The leave report displays one work week at a time. To advance to the next week of the leave period, click on the Next button. Click the Previous button to return to the previous week of the leave period.

To view your time sheet better, you can decrease or increase the text size in your Web browser display. For most Web browsers this option is listed in the View options of the menu bar.
Position Selection

If you have multiple positions and leave reports to submit for the leave period, click on the **Position Selection** button to return to the Leave Report Selection screen to select another leave report.

Entering Comments

You may add comments to your leave report by clicking on the **Comments** button. Enter your message and click on the **Save** button to save the entry and return to the leave report.

Comments should be entered before submitting the leave report for approval. Your comments are not confidential; acknowledgers and approvers can view these comments when reviewing the leave report.

Previewing (Printing) the Leave Report

You may preview your leave report by clicking on the **Preview** button. The preview feature displays the leave period horizontally across the Web page. Use the horizontal scroll bar to view days not displayed in the initial view.

Web Time Entry is designed as a "paperless" system. If you must print a copy of your electronic leave report, the Preview screen is the recommend screen for printing. Ensure your print setting is set for landscape printing. Because Banner is a paperless system, and not designed for printer friendly purposes, it is unlikely that your leave report will print on one page without you adjusting your printer settings. A future upgrade to Banner may include a printer friendly enhancement.

Restarting the Leave Report

If you make errors while entering your leave, you can clear the entire leave report while it is in **In Progress**, **Returned for Correction** and **Error** status by clicking on the **Restart** button. Restarting a leave report will clear most errors, if any are present, and return the record status to **In Progress**.

To restart, click on the **Restart** button and a confirmation screen will appear. Confirm the restart by clicking on the **Submit** button. The leave report will reappear with no time entered in any fields. You may then begin entering time.
Entering Leave

To enter time into the leave report, click on an Enter Hours hyperlink for the appropriate day and earning code. The screen will refresh, upon which you may enter the number of hours of leave taken in the Hours field. Use decimals as needed to record parts of hours (7.3 = 7 hours 15 minutes, 7.5 = 7 ½ hours, etc.). Additional information on partial hours will be discussed shortly.

After entering leave in the Hours field, you have the option to either save your entry or save and copy your entry to other days. Click on the Save button each time you enter hours in the Hours field before you move on to another entry.

You may access your leave report as many times as you like during the leave period; all leave does not have to be entered at once. If you do not take any leave for the period, enter a zero in one of the fields before submitting for approval. Entering a zero into the report simply keeps the record from going into an Error status, which saves time for your approver who would need to investigate any reports in Error status before approving.
Reporting Partial Hours

University Policy (UM1262 - Time Keeping and Leave Reporting) states that hours are to be reported using only whole hours and tenths of an hour; for example, 3, 7.5, 4.3, 8.1.

Use the following guide to convert minutes to tenths of an hour:

1 - 6 minutes = .1 hour
7 - 12 minutes = .2 hour
13 - 18 minutes = .3 hour
19 - 24 minutes = .4 hour
25 - 30 minutes = .5 hour
31 - 36 minutes = .6 hour
37 - 42 minutes = .7 hour
43 - 48 minutes = .8 hour
49 - 54 minutes = .9 hour
55 - 60 minutes = 1.0 hour
Copying Time

The copy feature of Web Time Entry is useful when you wish to enter the same number of hours for multiple days.

Once you have entered hours in the **Hours** field, click on the **Copy** button.

![Screenshot of Web Time Entry interface with highlighted copy button and Time and Leave Reporting section]

- **Title and Number:** Web Specialist II -- 807359-00
- **Department and Number:** Business & Finance Support Services -- 50100
- **Leave Report Period:** Jul 01, 2007 to Jul 31, 2007
- **Submit By Date:** Aug 07, 2007 by 04:30 P.M.
- **Annual Leave:** Jul 02, 2007
- **Hours:** 7.5
- **Position Selection:** Submitted for Approval
- **Comments:** Approved By:
The Copy screen displays a checkbox for each day of the pay period. There are two options for copying hours:

- Click on the checkbox for each day to which you wish to copy hours.
- Click on the single checkbox **Copy from date displayed to end of the pay period** to copy hours from the date that was selected to the end of the leave period. Use caution when selecting this option to ensure that the system has not included days which you did work.

When you are finished, click on the **Leave Report** button to return to your leave report. It is not necessary to click on the **Copy** button when copying hours, once you enter a check in a checkbox the system understands you want to copy hours to that day.

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<th>Leave Code:</th>
<th>Copy by date:</th>
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<tr>
<td>Date and leave time to copy:</td>
<td>Sunday</td>
</tr>
<tr>
<td>Include Saturdays:</td>
<td></td>
</tr>
<tr>
<td>Include Sundays:</td>
<td></td>
</tr>
<tr>
<td>Copy from date displayed to end of the leave period:</td>
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Select individual boxes for select days of the pay period.

Check this box to copy time from the selected date to the end of the pay period.
Submitting your Leave Report

Before submitting your leave report for approval, click the **Preview** button to review your entries. If you have no corrections after previewing and are ready to submit, click on the **Submit for Approval** button. **REMEMBER:** Once you have submitted your leave report for approval you cannot make changes.

After submitting your leave report, its status changes from *In Progress* to *Pending*. It will remain in pending status until your designated approver takes some kind of action. At this point you are permitted to view the leave report, but you cannot make changes unless the approver returns the leave report for correction.

Once you submit your leave report, a message appears indicating that it was successfully submitted, a message would also appear in this area if any errors or warnings were found by the system.

**CAUTION:** Be careful when entering leave, as very few error checks take place upon submission. For example, if you, by mistake, enter 75 hours instead of 7.5 hours in a single day, the system will NOT reject the entry.
Important Notes

- If you do not take any leave enter a zero (0) in one field, any field, to avoid a warning message “No Hours Entered.”

- Monthly leave usage is not tied to the monthly payroll. Therefore, the moment the approver approves the employee’s submitted leave it will be deducted from the employee’s leave balances. It is highly suggested that approvers do not approve leave until the end of the month in order to keep the employee clear on the actual amount of leave they have at a given time, given that leave accruals are still tied to the month-end payroll.

- Discourage users from using the back button in the Web portal.

- Approvers should not panic because an employee has a potential negative balance for bereavement, military leave, inclement weather leave, or jury duty. The system will display these balances as a negative because employees do not technically accrue these specific types of leave. You may ignore any messages the system generates in this regard.

Contact Information

For troubleshooting, view the Employee Self Service online help for Web Time Entry, or view the HR Program Guide Troubleshooting Table on the Web at http://bf.memphis.edu/spectrum/hr/wte_troubleshooting.html. For additional assistance, call the ITD Helpdesk at (901) 678-8888.