Web Time Entry
For Bi-Weekly 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 time sheet
- Describe how to enter and submit time worked and leave taken for biweekly-paid employees
- Identify common WTE mistakes

Intended Audience

University biweekly-paid employees
WTE Introduction

The implementation of Web Time Entry (WTE) enables biweekly-paid employees to report their time worked and leave usage 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 biweekly-paid employees enter time worked and leave usage on Web-based **time sheets**. There are a number of user roles and time sheet transaction statuses that are used in the WTE process.

User Roles

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

**Originator**

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

The originator can make changes to the time sheet 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 time sheet, but the name is recorded. The employee’s area superuser can review the transaction status of time sheets at any time during the pay period and see the originator of a time sheet.

**Acknowledger**

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 time sheets to be processed. Approvers may approve time sheets 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 time sheets submitted by the originator. An approver’s action is required for the time sheet to be processed through the system, and ultimately for the employee to be paid. Should an approver return or modify an employee's time sheet, 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 the Office of 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 time sheet is assigned a status as it progresses through the WTE process. Possible statuses are:

Not Started: The time sheet has not been opened for the pay period.

In Progress: The time sheet has been opened for the pay period.

Pending: The time sheet has been submitted for approval.

Error: The time sheet 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 status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error status should be carefully reviewed to ensure that time has been entered correctly, if at all.

Returned For Correction: The time sheet has been returned for correction by the approver (or superuser) to the originator. The necessary corrections must be made and the time sheet must be resubmitted before the pay period deadline.
**Override/Overridden**: The override/overridden status indicates that the time sheet 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**: The time sheet has been approved by the approver. Upon approval, time sheets will continue through the payroll process.

**Completed**: The time sheet has been received and processed by the Payroll office.
Accessing Your Time Sheet

The official Spectrum Portal Web site is [http://spectrum.memphis.edu](http://spectrum.memphis.edu). Log into 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](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 biweekly-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.
**Entering Time & Leave**

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

During each pay period, employees should submit his or her time sheet for approval and payroll processing. Time sheets 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 access your time sheet, click on the hyperlink **Click here to access your time sheet (bi-weekly)**.
Being a biweekly-paid employee, if you accidentally select the hyperlink **Click here to access your leave report (monthly)**, you will receive an error message stating you do not have any available records. Ensure you select the correct option to access your time sheets.

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![Leave Report Selection](image)

**Leave Report Selection**

**Title and Department My Choice Leave Report Period and Status**

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

**RELEASE: 7.0**
Selecting a Time Sheet

Select the appropriate time sheet from the Time Sheet Selection screen.

The **Title and Department** column displays your position title, position number, office name, and the organization number for that area. If you work in multiple positions, they will appear in this column. Use the position number for identifying the correct time sheet for multiple positions.

Individuals may have multiple positions for a variety of reasons, including:

- You may be an employee with multiple positions working under multiple organizations (e.g. a student worker), and/or working under multiple grants.

- You may have begun the pay period in one position and moved to another position during the same pay period.

- Under special circumstances a change may be made to your timekeeping organization code, thus creating a new time sheet.

Contact your supervisor for help with matching position numbers to the correct job or if you are unsure on how to proceed with entering time on multiple time sheets.
Select the radio button in the **My Choice** column for the position for which you want to report time. This option is selected by default for individuals with only one position.

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

Select the current pay period time sheet and click on the **Time Sheet** button.

Once you, the time sheet originator, open the time sheet, its status changes from **Not Started** to **In Progress**, even if you do not make any entries. Once you start your time sheet, only you (or your area superuser in most cases) can complete and submit it for approval.

You may access your time sheet as many times as you like during the pay period; all time does not have to be entered at once. However, once you have submitted your time sheet for approval, you cannot make any changes.
**Time Sheet Navigation**

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

Repeated below the certification statement is your position, department, and pay period information. This is the same information that was displayed on the Time Sheet Selection screen where you selected the time sheet.

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

I certify that the time and/or leave entered represents a true and accurate record of my time and/or leave. I am responsible for any changes made to this record using my ID.

The time sheet is organized in a grid format. Days of the week are displayed across the top of the grid; possible types of earnings (regular pay, annual leave, sick leave, etc.) are listed along the left of the grid; and hyperlinks titled **Enter Hours** are displayed for each date and earnings type.

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

Your time sheet displays one work week at a time. To advance to the next week of the pay period, click on the **Next** button. Click the **Previous** button to return to the previous week of the pay period.

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<thead>
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<tr>
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<tr>
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<tr>
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<td><strong>Total Units:</strong></td>
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</tr>
</tbody>
</table>

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 time sheets to submit for the pay period, click on the Position Selection button to return to the Time Reporting Selection screen to select other time sheets.

Entering Comments

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

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

Previewing (Printing) the Time Sheet

You may preview your time sheet by clicking on the Preview button. The preview feature displays the pay 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 time sheet, 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 time sheet will print on one page without you adjusting your printer settings. A future upgrade to Banner may include a printer friendly enhancement.

Restarting the Time Sheet

If you make errors while entering your time, you can clear the entire time sheet while it is in In Progress, Returned for Correction and Error status by clicking on the Restart button. Restarting a time sheet 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 time sheet will reappear with no time entered in any fields. You may then begin entering time.
Entering Hours

To enter hours for a specific day and earning code, select the appropriate Enter Hours hyperlink for those hours.

Enter the number of hours worked in the Hours field. Use decimals as needed to record parts of hours.

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 chart to as a guide to converting 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

**DO NOT** change the number in the **Shift** field—even if you work a shift other than the first shift. All University employees are associated with shift 1 for payment processing.

After entering hours 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.

**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. The system opens a page displaying a checkbox for each day of the pay period.
There are two different options for copying hours:

- You can click on the checkbox for each day to which you wish to copy hours.

- You can click on the single checkbox **Copy from date displayed to end of the pay period** to copy hours from the date that was selected, such as the first day of the pay period, to the end of the pay period; select the **Include Saturday** and **Include Sunday** checkboxes when applicable.

When you are finished, click on the **Time Sheet** button to return to your time sheet. It is not necessary to click on the **Copy** button when copying hours; when you select a checkbox the system understands you want to copy hours to that day.
Reporting Overtime

Overtime compensation for biweekly-paid employees is calculated by the week. However, overtime is reported for the two-week pay period and must be correctly calculated by the employee.

Overtime pay includes actual hours worked and holiday hours. Any hours other than holiday hours and work hours are excluded from overtime compensation. (e.g., sick and annual leave hours are excluded from overtime compensation.)

There are two types of overtime earnings: straight overtime and premium overtime.

Straight Overtime (Overtime 1.0 Earning Code) is calculated when an employee has accrued 37.5 hours during a single work week, and has additional work or holiday hours up to 40 hours during the same week. Straight overtime compensation is an employee’s regular rate of pay.

Premium Overtime (Overtime 1.5 Earning Code) is calculated when an employee has accrued 40 hours during a single work week, and has additional work or holiday hours during the same week. Premium overtime is one and one-half times the employee’s regular rate of pay.

The time sheet totals hours as they are entered, it does not separate overtime totals by the week. Be cautious when entering overtime hours as the totals that accumulate may not be a direct reflection of a single week in the pay period.

Submitting your Time Sheet

When you are finished entering time and leave hours, click on the Preview button to review your entries before submitting your time sheet for approval.

Be careful when entering time as very few error checks take place upon submission. For example, if you mistakenly enter 75 hours instead of 7.5 hours in a single day, the system will NOT reject the entry.

When you are ready to submit your time sheet, click on the Submit for Approval button. Remember, once you have submitted your time sheet for approval you cannot make changes.

Upon submission, a message appears near the top of the form indicating that it was either successfully submitted or that it may have errors.

After submitting the time sheet, its status changes from In Progress to Pending. It will remain in pending status until the designated approver takes some kind of action. At this point you are permitted to view the time sheet, but you cannot make changes unless the approver returns the time sheet for correction or if the time sheet is in Error status.
Scroll to the bottom of the form to see that the system recorded when the time sheet was submitted and who is responsible for its approval.
Common WTE Mistakes

- Users are discouraged from using the back button of their Web browser while working in the Spectrum Portal and Employee Self Service. Use the internal system buttons for navigating WTE and ESS.

- When you open your time sheet for the first time each pay period, always enter and save time on at least one day, even if you enter a zero (0) for that day. If you open the time sheet and do nothing, your area superuser will not be able to access the time sheet in your absence, which could lead to problems with your pay and leave accrual for that pay period.

- Employees should enter a zero (0) in one day of their time sheet when no hours were worked for that pay period. It does not matter which day or earning code the zero is entered into. Not entering a zero results in a No Hours Entered error that prevents the time sheet from correctly processing through the system.

- Biweekly-paid employees do not use leave reports, only time sheets. Ensure you select the hyperlink Click here to access my time sheet (bi-weekly) if you receive an error indicating that you do not have any records available for the pay period.

Contact Information

For troubleshooting, view the Employee Self Service online help for Web Time Entry.

For additional assistance, call the ITD Helpdesk at 678-8888.