



Web Time Entry

in Self Service Banner

Approver User Guide

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Self Service Banner for Web Time Entry

Self Service Banner for Web Time Entry is used by supervisors and their proxy approvers to approve timesheets for non-student temp employees, student wage and student federal work study employees. Instructions with screenshots for logging in, approving time, and designating proxy approvers are provided in this user’s guide along with reminders and quick tips. Automatic reminders will be sent out via email to remind approvers of pending deadlines.

Approver Responsibilities

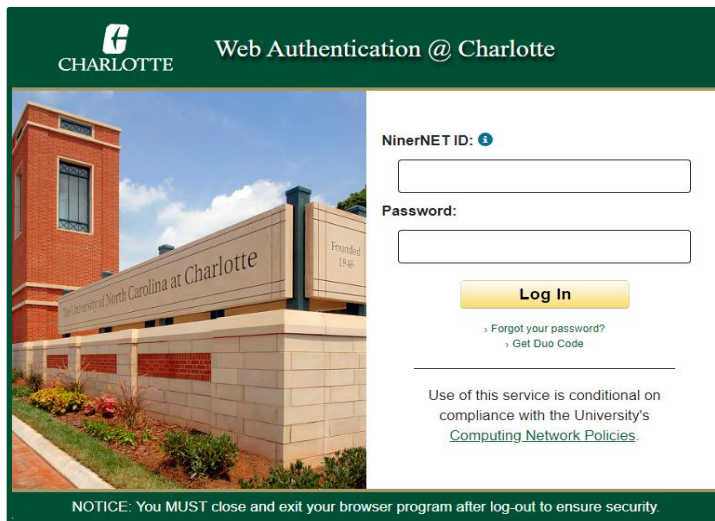
- Utilize the web time entry approval process bi-weekly for each pay period.
- Notify employees that they need to submit their timesheet if they have not done so in a timely manner.
- Verify timely and accurate submission of all your non-exempt employees’ timesheets. It is your responsibility to ensure hours entered are in accordance with University policy.
- If corrections are needed, return the timesheet to the employee for corrections in time for corrections to be made, submitted, and approved by the deadline.
- Approve all individual timesheets by the Wednesday after the end of the pay period.
- If you are unable to approve the timesheet due to absence, designate a proxy to approve the timesheet while you are out.
- Notify your proxy to approve the timesheet on your behalf.

Deadlines

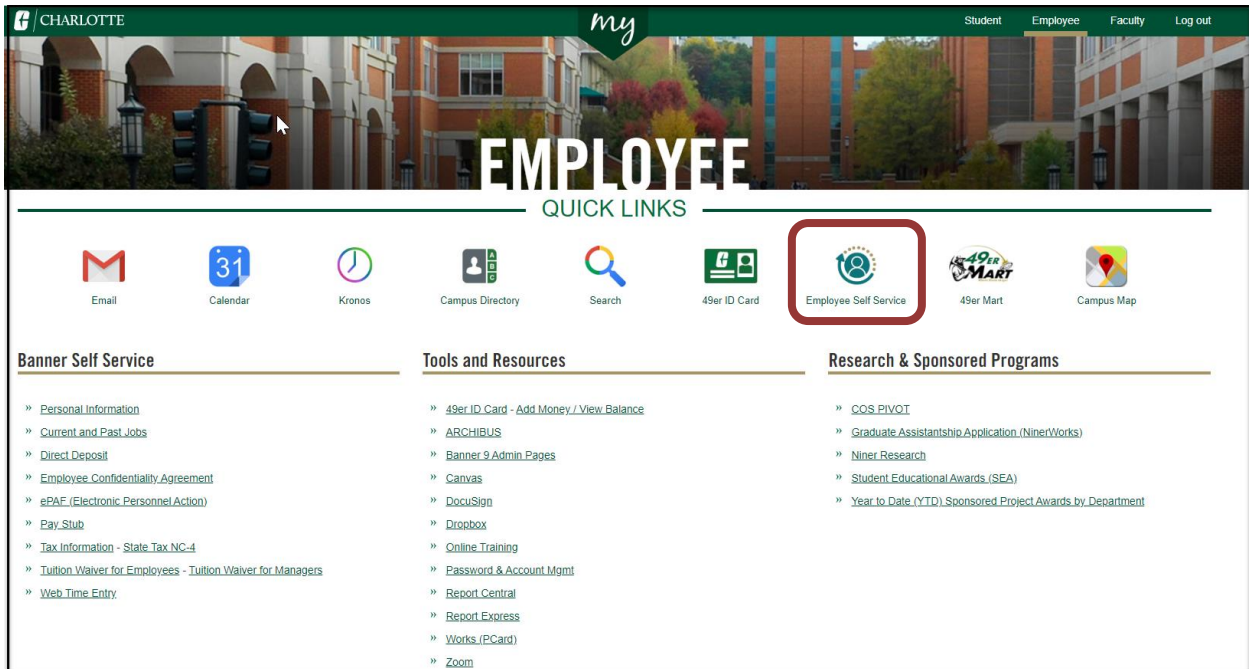
- Employees must submit timesheets by the Monday after the end of the pay period.
- Approvers must approve timesheets by the Wednesday after the end of the pay period.

Log into Self Service Banner

Log into <https://my.charlotte.edu/> using a NinerNET ID and password.



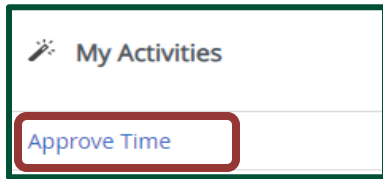
Select the **Employee Self Service** icon in the Quick Links section. Note that Quick Links and menu options vary by user.



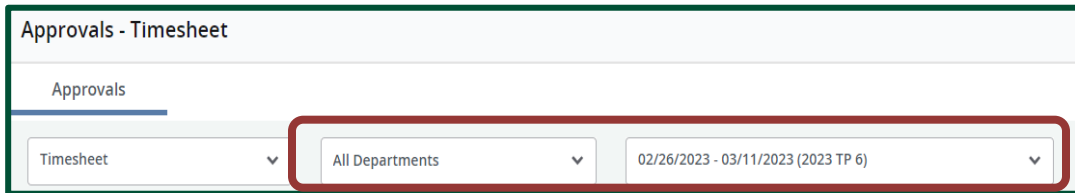
Note: If you do not have the Employee page in my.charlotte.edu then click the **Self Service** icon under **Quick Links**, select the **Employee tab** at the top of the page, then click **Approve Time** in the **My Activities** section to access Web Time Entry.

Approve Time

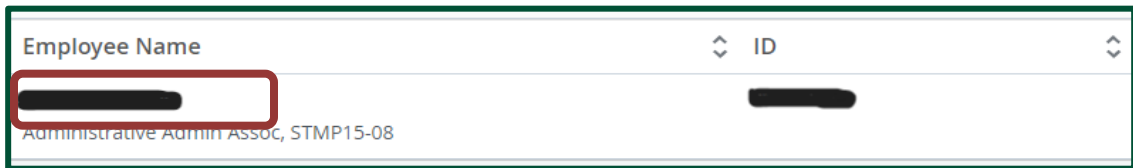
Select **Approve Time** from the **My Activities** menu on the **Employee Dashboard**.



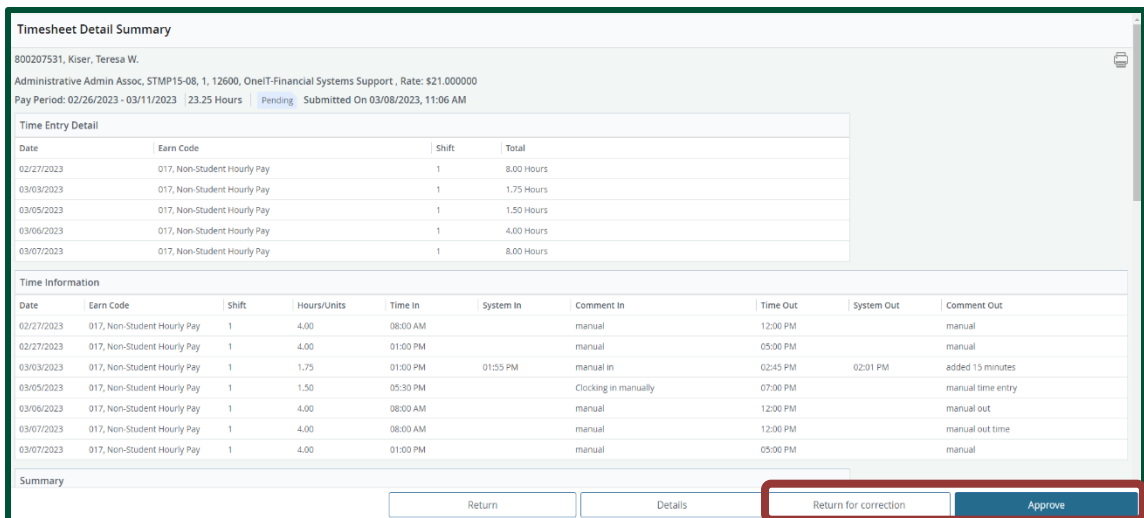
- Select the desired **department** and **pay period**.



- To view an employee's timesheet, click on the employee's name. The name has been redacted in the sample below but will be a clickable link in your view.



- There are eight **Queue Statuses**: Pending, Pending - In the Queue, In Progress, Returned, Error, Pending - Approved, Approved, Completed and Overridden.
- Timesheet submitted for Approval will be in Pending status. The timesheet can be returned for correction, or the timesheet can be approved.



- After the timesheet has been approved, the following information will be displayed.

✔ Timesheet successfully approved.

- The Routing Queue at the bottom of the page will show an approved status as well as the date and time that it was approved.

Routing and Status		
Name	Action	Date & Time
[REDACTED]	Originated	03/03/2023, 01:46 PM
[REDACTED]	Submitted	03/08/2023, 11:06 AM
[REDACTED]	Approved	03/08/2023, 11:11 AM

Approval Queue Example:

The following example shows an employee, Sally, starting a timesheet and then submitting it for approval. There are two approvers in the queue; Bill approves the time first followed by Jim.

As each of these people performs a specific action in the queue, the **Required Action** field displayed on the timesheet will show the approver the action he/she is required to take to move the timesheet along in the routing queue.

The timesheet will have a status of *In Progress* once Sally starts her timesheet. When it is submitted to the queue, it becomes *Pending*. Only after the final approver approves it, does it change to *Approved*.

The following chart shows the combination of the timesheet status, which Sally will see, and queue statuses for Bill and Jim. As Sally's timesheet moves through the queue it can only be given to one approver at a time.

1. First, Sally enters time against her timesheet and saves it. Before Bill and Jim approve this time transaction, their queue statuses are *In the Queue*. No action is required.
2. When Sally submits her timesheet, the transaction is *Pending* for Bill. Action is required by Bill.
3. After Bill approves the timesheet, his queue status becomes *Approved* and Jim's queue status becomes *Pending*. Action is required by Jim.
4. Finally, Jim approves the transaction. His queue status then becomes *Approved*. At this point, the status of Sally's timesheet becomes *Approved*. This timesheet is now ready to be included when the payroll begins for that time period.

Action	Status	Queue Status	Required Action
Sally starts time entry on Employee Self-Service	<i>In Progress</i>	Bill - <i>In the Queue</i> Jim - <i>In the Queue</i>	N/A N/A
Sally submits time sheet	<i>Pending</i>	Bill - <i>Pending</i> Jim - <i>In the Queue</i>	Bill-Approve Jim-N/A
Bill approves time	<i>Pending</i>	Bill - <i>Approved</i> Jim - <i>Pending</i>	Bill-N/A Jim-Approve
Jim approves time	<i>Approved</i>	Bill - <i>Approved</i> Jim - <i>Approved</i>	N/A N/A

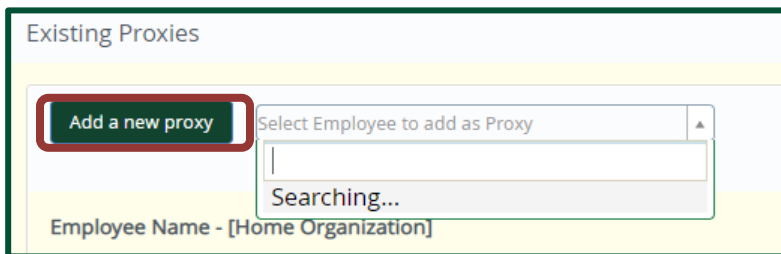
Designating a Proxy

A proxy can be set up and/or reviewed at any time to allow another person in the department to approve time if the supervisor is not available.

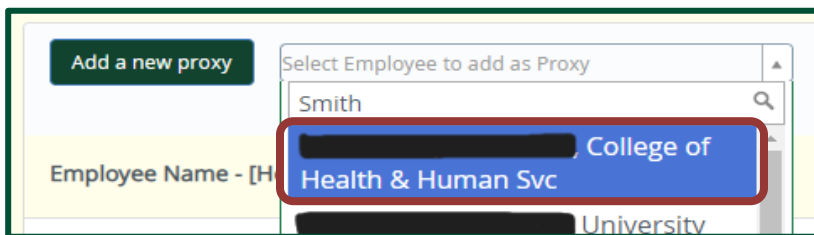
- Select **Proxy Super User** at the top of the Timesheet.



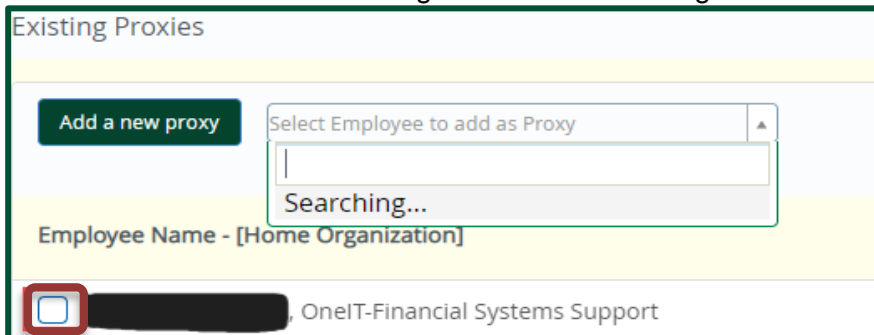
- On the **Proxy Set Up** page, scroll down to the section Existing Proxies. Click **Add a new Proxy** select the drop-down arrow and enter the last name of the proxy and click **Searching**. (Note: a name/user id can be quickly found by typing the first letter of the proxy's last name.)



- Once the proxy list is displayed, click on the name to **Add** the user as your proxy. The name has been redacted in the sample below but will be clickable in your view.



- To remove a proxy, check the box to the left of the list of Existing Proxies. Click **Delete Proxies** button located on the right side of the Existing Proxies section.



Note: Email payrolldept@uncc.edu if the supervisor is out and you need to approve a timesheet (either because no proxy is set up or the proxy is also out). If the WTE proxy is not currently a WTE approver additional Banner setup is needed. Payroll staff will coordinate the additional setup with Banner Security Administrators as needed.

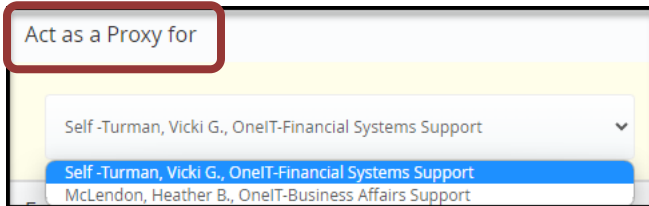
Act as a Proxy for a Web Time Entry Approver

A designed proxy can view and approve timesheets if the supervisor is not available.

- Select **Proxy Super User** at the top of the Timesheet.



- On the **Proxy Super User** Page, scroll down to the section **Act as a Proxy**. Click on the down arrow and all approvers who have designated you as their proxy will be displayed.



- Once the list is displayed, click on the name of the approver and then click **Navigate to Time & Leave Approvals application**.



- The **Approvals – Timesheet** page is displayed. There is a message in the upper right corner “**You are acting as proxy for approver’s name**”.
- To approve a timesheet on behalf of the approver, follow the instructions in the **Approve Time** section of this user guide.

Quick Tips for Web Time Entry for Approvers

- Approve timesheets by the Wednesday after the end of the pay period.
- You will receive email notifications reminding you to approve timesheets, sent the last three days of the pay period and the first three days following the end of that pay period, or until the timesheet is approved.
- Best practice is to log into Self Service Banner during the pay period to ensure your employees are clocking in/out and/or entering their time daily.
- Encourage employees to enter hours worked in WTE daily using the clock in/out feature.
- If the Student Employment Coordinator knows that an approver position is vacant, they should initiate a **Web Time Entry Approver Change ePAF**. Instructions for submitting a Web Time Entry Approver Change ePAF are located on the [HR Website > Recruitment and Hiring Temporary > Initiate a Web Time Entry Approver Change ePAF](#).
- If you receive the message: “**No Timesheet documents available for approval**” check with your employee(s) to see if they have entered time. Records will not display until time has been entered.
- When returning a timesheet for corrections, call or email the employee and let them know why you are returning the timesheet.
- If a timesheet is approved by mistake, email payrolldept@uncc.edu to have the timesheet returned to you.
- Timesheets that are not approved by the due date will cause employees to **not** be paid on time. Paper time sheets WILL NOT be accepted when this deadline has been missed. Supervisors must submit the employee’s missed hours on a log sheet and submit to their department’s business officer for approval and submission to the Payroll Department. Refer to [PIM 63](#), Process Deadlines and Requirements for Hiring and Paying Temporary Employees.
- Refer to **Resources for Hiring Student employees** on the [Human Resources website](#) for information regarding EPAFs, change WTE approvers, etc.