# Web Time Entry Job Aid
## for Approvers

## Access Employee Time Sheets (Summary Page)

**Step 1:** Logon to **Academica** (academica.wayne.edu) using your Access ID and password

**Step 2:** Under **Employee Resources>Employee Self-Service** click "Time Sheet"

**Step 3:** Based on your Approver credentials, various options appear on the Time Sheet/Leave Request/Proxy screen. Click the **Approve or Acknowledge Time** radio button.

**Step 4:** Click the **Select** button

**Step 5:** The Selection page appears where you can sort your employee time sheets by time sheet status or by employee name. Click the **Select** button.

The time sheet summary is displayed.

## Approve Employee Time Sheets

**Step 1:** At the Summary page, verify all your employees have submitted their time sheets. If not, follow-up with your employees. Remember only those employees who have opened or edited their time sheet will appear on your time sheet summary.

**Step 2:** Click the **Leave Balances** link under the Other Information column to review the earning code and amount of time entered for each employee.

**Step 3:** The employee's time sheet is displayed. Ensure that your employee used the correct earning code and entered the correct amount of hours for each day.

**Step 4:** Click the **Previous Menu** button to return to the summary page.

**Step 5:** The Summary page is displayed. If the time sheet if correct, check the box under the **Approve or FYI** column.

**Step 6:** Click the **Save** button.

Repeat steps 2-6 for each employee.

**Note:** If the time sheet is incorrect, check the box under the *Return for Correction* column and click the Save button. Then repeat the above steps when the time sheet is re-submitted by the employee.

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## Approver Action by Time Sheet Status

There are various statuses for time sheets. Below is a table that explains the status and what actions you, as the Approver, must take to ensure your employees are paid.

| Status | Approver Action |
|---|---|
| **Not Started** | Your employee has not opened the current time sheet, nor has any time been entered. Establish a policy for your unit and encourage your employees to submit their time sheets. |
| **In Progress** | Your employee has opened the current time sheet. They may or may not have entered time. Continue to encourage your employees of time sheet deadline. |
| **Pending** | Your employee has completed the current time sheet and submitted it for approval. It may or may not be accurate. If there are errors, return the time sheet for corrections otherwise, approve the time sheet prior to Approval Tuesday. |
| **Return For Correction** | You have returned your employee's time sheet for correction because you found an error and there was sufficient time for the employee to correct the error and re-submit it before the 5:00 p.m. Monday Deadline. Time Sheet returns to an In Progress status until re-submitted. |
| **Approved** | You have reviewed your employee's time sheet for accuracy, found it to be accurate and have approved it. There is no further action for you to take. |
| **Auto Approve** | When employees like managers and executives, submit their time sheets, the time sheet approves automatically. There is no further action for you to take. |

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## Assign a Proxy

A Proxy is an individual who can handle your Approve roles in your absence.

**Step 1:** At the Time Sheet/Leave Request/Proxy page, click the **Proxy Set Up link** (lower middle section of the screen).
**Step 2:** From the drop down menu, click the name of the person you wish to assign as a Proxy.
**Step 3:** Check the box under the **Add** column.
**Step 4:** Click the **Save** button.
**Step 5:** Click the Time Reporting Selection link (lower middle section of the screen).

The Time Sheet/Leave Request/Proxy page is displayed and your Proxy is now ready to act as an Approver in your absence.

**Note:** All proxy candidates MUST have a Banner Access Form submitted for them requesting both Banner HRMS access and WTE Approver profile.

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**Sample Month – WSU Payroll Schedule and Deadlines**

Below is an illustration of a typical WSU payroll cycle. Review the points below to further understand the critical deadlines that must be met to ensure your employees are paid on time.

| Sun. | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. |
|------|------|------|------|------|------|------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 **②** | 19 |
| 20 | 21 **①** Timesheet submission deadline (5 pm) | 22 **③** Timesheet approved by 6 pm | 23 | 24 | 25 | 26 **④** Checks processed by Payroll Office |
| 27 | 28 | 29 | 30 **⑤** Pay Day | | | |

*Note: The blue area represents the typical pay period for most bi-weekly employees (the work week is Monday – Sunday). Some employees may have a slightly different pay period and should refer to the Payroll Schedule as needed.*

1) Timesheets must be submitted by employees no later than 5:00 pm on Monday following the pay period.
2) Though not required, many departments have established a timesheet submittal deadline of 12:00 noon on the second Friday of the pay period. This allows Approvers more time to review timesheets.
3) Timesheets MUST be reviewed and approved by the Approver no later than 6:00 pm on the Tuesday following the pay period to ensure that employees are paid on time.
4) Once approved, timesheets are processed by Payroll on the Saturday following the pay period.
5) Checks are distributed or direct deposited on the following Wednesday.

## Override an Employee's Time Entry

In the event that you notice an error on your employee's time sheet and there is not enough time to return it for corrections, you may be required to override the time entry for the employee.

When the employee entered an incorrect amount of hours:

**Step 1:** At the Summary page, click the **Change Time** link under the Other Information column.
**Step 2:** The employee's time sheet is displayed. Click the hours entered by the employee.
**Step 3:** The **Hours** box appears, type the correct amount of hours in the box.
**Step 4:** Click the **Save** button. The time sheet is updated. Repeat steps 2-4 for each error.
**Step 5:** Click the **Comments** button to note the changes to the time sheet.
**Step 6:** The Comments page appears. Type your comments in the comments box.
**Step 7:** Click **Save**
**Step 8:** Click the **Previous Menu** button to return to the employee's time sheet.
**Step 9:** Click the **Approve** button to approve the time sheet.

When the employee used the wrong Earning Code:

**Step 1:** At the Summary page, click the **Change Time** link under the Other Information column.
**Step 2:** The employee's time sheet is displayed. In the incorrect Earning Code row, click the hours entered by the employee under the date column.
**Step 3:** The **Hours** box appears, delete the hours (or type zero)
**Step 4:** Click the **Save** button. The time sheet is updated.
**Step 5:** In the correct Earning Code row, click the **Enter Hours** link under the date column.
**Step 6:** Enter the hours in the **Hours** box.
**Step 7:** Click the Save button. Repeat steps 2-6 for each error.
**Step 8:** Click the **Comments** button to note the changes to the time sheet.
**Step 9:** The Comments page appears. Type your comments in the comments box.
**Step 10:** Click **Save**
**Step 11:** Click the **Previous Menu** button to return to the employee's time sheet.
**Step 12:** Click the **Approve** button to approve the time sheet.