Staff Web TimeEntry for Temporary Employees

Getting Started

Go to: http://www.Admin.wpi.edu

Sign in to the Banner Web (Self Service)
Click on the “Employee” Tab
Next you will see your Title and Department and the current pay period. You may only enter time for the current pay period. If you missed a cycle, that time sheet will need to be printed and the paper copy signed by your supervisor prior to submitting to the Payroll Office.

**Position Selection**

To select a position, click under Position, choose the Time Sheet Period and click Select.
Next you’ll enter hours for each day worked. Move to the day/date and click “Enter Hours”.

**Time Sheet**

To begin, click a link under the date you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

The system does not account for lunch breaks so you will “clock” in and out. If you work the same hours each day, use the “Copy” button to pre-fill other days in the pay period.

**Time In and Out**

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.
To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check Include Saturday(s) or Include Sunday(s). To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Temporary
Date and Hours to Copy: Jan 25, 2012, 7.5 Hours
Copy from date displayed to end of the pay period: ☐
Include Saturdays: ☐
Include Sundays: ☐

Copy by dates:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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</tr>
</tbody>
</table>

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/ PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Office Assistant -- 809610-00
Department and Number: TS - HR DIRECTOR STAFF -- THR002
Time Sheet Period: Jun 24, 2012 to Jul 07, 2012
Submit by Date: Jul 09, 2012 by

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary</td>
<td>1</td>
<td>0</td>
<td>75</td>
<td>0</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
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</tr>
<tr>
<td>Total Hours:</td>
<td>75</td>
<td>0</td>
<td>7.5</td>
<td>7.5</td>
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<td>7.5</td>
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<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Total Units:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Submitted for Approval By:  
Awaiting Approval From:  
RELEASE: 6.5.6.3

Once you've entered hours for both weeks, click 'Preview'.
If the hours are accurate, you are ready to submit your time sheet for approval:

### Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

<table>
<thead>
<tr>
<th>Earning Code</th>
<th>Shift</th>
<th>Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday 24</th>
<th>Monday 25</th>
<th>Tuesday 26</th>
<th>Wednesday 27</th>
<th>Thursday 28</th>
<th>Friday 29</th>
<th>Saturday 30</th>
<th>Monday 1</th>
<th>Tuesday 2</th>
<th>Wednesday 3</th>
<th>Thursday 4</th>
<th>Friday 5</th>
<th>Saturday 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary</td>
<td>1</td>
<td>75</td>
<td></td>
<td></td>
<td>7:5</td>
<td>7:5</td>
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<tr>
<td>Total Units</td>
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<td>75</td>
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<td>0</td>
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<td></td>
</tr>
</tbody>
</table>

Time In and Out, Temporary

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 24, 2012</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
</tr>
<tr>
<td>Jun 25, 2012</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
</tr>
</tbody>
</table>

You have submitted your time sheet. Now your Approver needs to approve.

You want to see this message! Now your Approver needs to approve. Let him/her know you have submitted your time sheet.

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You are ready to submit your time sheet for approval.
That’s all there is to it! If you encounter any difficult, call Payroll x 5304 or Human Resources x5470.

So many buttons along the bottom…

Position Selection – This will take you back to the list of your jobs. Most people have only one position.

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you’ve entered

Next – Takes you to week two of the time period

Return Time - Takes a submitted time sheet and puts it back in your queue for editing, provided the deadline has not occurred.

Once you’ve entered time for both weeks, you will see more options:

Position Selection – This will take you back to the list of your jobs. Most people have only one position

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you’ve entered

Submit for Approval – Sends your completed time sheet to your approver’s queue

Restart – Clears the hours you entered so you may start again.

Next – Second week of time period
Mistakes Happen!

If you have already submitted your time and realize there was an error:

**Before your office’s deadline:**
You may click on your time sheet, Return Time, edit, and resubmit.

**After your office’s deadline but before Payroll’s deadline:**
Ask your approver to return your time sheet to you.

**If Payroll’s deadline has passed:**
You will need to submit a paper time sheet. You may print your original and make corrections. It is best to give the Payroll Office a call at x5304.

**Your supervisor may return your time sheet to you.**
In the Approver trainings, we are notifying supervisors that there is no automatic mechanism to let you know, so they should email, call, walk to your desk to let you know. On your side, just check your time sheet each Monday after the deadline to ensure that your supervisor has approved it.
Frequently Asked Questions

What if I hold multiple jobs?
You will submit a separate timesheet for hours charged to each job. Each timesheet will be directed to the appropriate approver.

Can I enter time for future dates?
You can enter time and use the “Save” button without submitting it for approval up to the end of the current pay period.

What if I am out of the office? How will my hours be entered?
The beauty of self-service is that you can access it from anywhere! Home, vacation site, anywhere with internet access! You may enter and submit your time in accordance with the deadlines. If for some reason you do not have access, ask your supervisor to contact Payroll to have your hours entered.

Can I see my past timesheets?
Once you begin entering time online, you will have access to your current and all past timesheets that were entered via web time entry.

How do I print a hard copy for my records?
When printing a hard copy for your records, select FILE/PRINT from top menu. You will need to change your printer preferences to landscape; and possibly reduce the margins.

When is the deadline?
The Payroll Office’s deadline is Friday at noon. You supervisor will need time to review all the staff submissions and approve or return them, so you internal office deadline will be prior to Friday at noon. Check with your supervisor. Staff deadlines are posted on the HR website.

Whoops! I submitted my timesheet too soon and need to make changes.
If you submitted before your departmental deadline, you may Return Time. If your supervisor has not approved your timesheet yet, you may ask him/her to “return for correction.” However, if the timesheet has already been approved, your supervisor must contact Payroll for a revision to the timesheet.
## Human Resources and Payroll Office Deadlines
### January 2012 - December 2012
#### Staff Biweekly

### Calendar Key:
- **Staff EPAFs are due.**
- **Staff Pay Dates.**
- **Observed Holidays.**
- **Timesheets are due.**

Here are the calendars for the mentioned months:

#### July
- Sunday (S), Monday (M), Tuesday (T), Wednesday (W), Thursday (T), Friday (F), Saturday (S)
- Dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31

#### August
- S, M, T, W, T, F, S
- Dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30

#### September
- S, M, T, W, T, F, S
- Dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30

#### October
- S, M, T, W, T, F, S
- Dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31

#### November*
- S, M, T, W, T, F, S
- Dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30

#### December*
- S, M, T, W, T, F, S
- Dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31

*Calendars marked with an asterisk (*) denote specific observations or deadlines.*