Instructions for Web Time Entry (WTE) for Clark University Approvers:

1. From any computer on campus login to https://you.clarku.edu

2. Enter your User Name and Password and then click on: “Login”
   If you do not know your User Name or Password contact the Help Desk at ext.7745.

3. Click on the Main Menu under CUWEB

4. Click on the tab at the top: Employment Information

5. Click on the link: “Time Sheet”

6. From the Selection Criteria Menu” be sure “Approve or Acknowledge Time” is
   marked. If you are acting as a proxy, please select the name of the person for whom you
   are a proxy then click on “Select”. (More Information)

7. Choose the department you are approving. If you are an approver/proxy for multiple
   departments you will see a list of those departments. Be sure you choose the department
   that corresponds to the employee that you are approving.

8. Choose the pay period from the drop down list for which you are approving time.
   a. Choose a Sort Order option if desired (More Information)

9. Click on the “Select” button.

10. A Summary page will appear which may have up to seven statuses for employee time –
    Pending, Approved, Error, Returned for Correction, In Progress, Not Started, and finally,
    Completed (in that order). (More Information)

11. To view details of a particular time sheet, click on the name of the employee. Scroll
    down to get to the action options.

12. Check the box: “Approve or FYI” or “Return for Correction” and “Save”.

13. Click on “Submit”.

If you need assistance, or have any questions about this process, please contact
Payroll@clarku.edu or call 508-793-7190.
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Process Introduction

About the process

The Human Resource Office can

- activate all of the Banner forms to be displayed on the Web (See Section B – Set up)
- run the Payroll process.

Flow diagram

This diagram highlights the processes used to enter and approve time through the Web.

1. Human Resources activates all the Banner forms to be displayed on the web
2. Employee enters time through the web
3. Supervisor approves time and sends it back for correction, if necessary
4. Payroll runs process (PHPMTIM) to pull information into payroll
Entering Time through the Web

Time reporting functions

Banner Web Time Entry enables employees to report their time on the Web and to submit the time transactions (time sheets or leave requests) directly from the Web to the Banner HR system.

The following functions are available for entry:

- Click on Save to enter the next value
- Click on Copy to copy the value to other days
- Click the Account Distribution button to allow labor distribution overrides (based on employee class)

Time In and Out functions:

- Time must be entered in 15-minute increments
- Both Time In and Out must be entered
- The Next Day option Saves your record and takes you to the next day for entry
- The Add New Line option adds another entry line to the page
- The Delete option removes the entry from the day
- The Previous Menu option displays the Time Sheet page; the hours entered on the Time In and Out page display in the Summary area; the hours are broken down by shift

Clock In / Out functions

- Clocked time is rounded to the next 15 minute increment
- Time can be overridden by employee
- Comment must be entered for any day where the time is overridden
Steps

Follow these steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL as provided by your instructor.

2. Access the Enter Secure Area option.

3. Enter the User ID in the User ID field.

4. Enter the PIN in the PIN field.

5. Click the Login button.

6. From the Main Menu, select Employee.

7. From the Employee Services page, select Time Sheet.

8. Select the radio button next to Access my Time Sheet.

9. Click on the Select button.

10. Select the radio button next to the position on which you want to enter time.

   Note: You can only select one position at a time. If you have multiple positions, enter time in one position, then return to this page to select the next position.
**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.

**Account Distribution adjusted on this day.**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Bl.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>175.33</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Sick Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Barbara's Tax</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td></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>

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

11. Click on the **Time Sheet** button.

- The Time Sheet page displays. All days of the pay period are displayed regardless of the time entry period defined on PTRECLS. If the time period extends beyond the display area, click on the Next button to display information for the future days.

- If the record is set up as Pay Period Time Sheet entry method, all earnings codes with a Time Sheet Sequence code on PTRECLS are listed.

- If the record is set up as Exception Time Entry, all earnings codes, except Regular Pay, with a time sheet sequence code on PTRECLS are listed.

12. To begin, click an **Enter Hours** link under the date where you want to enter time. Click **Next/Previous** button for more dates within the period. Note: A warning message 'Possible Insufficient Leave Balance' will be displayed when exception time is entered in excess of the employee's current leave balance.

13. Enter the hour's value in the **Hours** field.

14. Click the **Save** button.
15. To copy hours to other days or to the end of the pay period, click the **Copy** button.

Note: 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.

If you select the same date that you are copying from, your hours will be deleted.

16. Click **Copy**.

17. Click the **Time Sheet** button at the bottom of the page to return to the **Time Sheet** page and review your hours entered.

18. Click the **Comments** button to enter your comments in the text box.

Note: As an option, you can enter Comments. Comments entered on the Web can be viewed on PHATIME PHADSUM, and when approving time via the Web.

19. Click the **Save** button.

20. Click the **Previous Menu** button to return to the **Time Sheet** page.
Screen image

Time and Leave Reporting

Select the link under a date to enter leave or days. Select Reset or Preview to navigate through the dates within this period.

Account Distribution adjusted on this day.

Time Sheet

Title and Number: Director of Payroll -- AP0011-91
Department and Number: Arts and Sciences -- 11001
Time Sheet Period: 04/01/2006 to 04/30/2006
Submit By Date: 05/03/2006 by 05:00 P.M.

Earning: Regular Pay
Date: 04/03/2006
SMR: 1
Hours: 7

21. Click the Preview button to access the Preview page to review your time entered.

   Note: The Preview page summarizes all of the information entered. You may want to print it if you would like a hard copy of what you entered.

22. Select the Restart button to remove all entry done for the pay period.

23. Click on the Submit button to submit the time for approval.

   Note: You can Exit without submitting time for approval. This leaves the record in an "In Progress" status and is not submitted for approval.

   If changes are necessary after the timesheet has been submitted, click the Return Time button which will allow the employee to make the appropriate changes.

25. If you have additional positions or pay periods on which to enter time, click on the Position Selection button.

26. Click the Exit button when you have all time entered.

27. The status for the record is set to Pending when the employee exits the Time Entry page and places the data into the approval queues.
The **Employee Detail** page displays when the employee name is selected. Click the applicable action for processing the time:

**Previous Menu** – Returns to the **Department Summary** page.

**Approve** – Approves the employees time.

**Return for Correction** – Returns the employees time sheet for correction.

**Change Record** – Accesses the employee’s time sheet so the approver can make changes.

**Delete** – Deletes the employee's unapproved time and allows the approver to access the employee’s time sheet and re-enter the employee’s time.

**Add Comment** – Allows the approver to make comments on the time sheet that the employee will see. Used primarily when returning the time sheet for correction.

**Next** – Displays the next week in the pay period.
Approving time thru the web

Approving Time through the Web

Introduction

Managers can approve employees’ time sheets and leave requests from the Web in much the same manner as the approve time through Banner (PHADSUM).

The Web Time Approval pages are listed below:

- Time Sheet/Leave Request/Proxy
- Approver Selection
- Approver Summary
- Superuser Selection
- Superuser Summary
- Approver Detailed
- Approver Comments
- Approver Change Pages
Steps

Follow these steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL as provided by your instructor.
2. Access the Enter Secure Area option.
3. Enter the User ID in the User ID field.
4. Enter the PIN in the PIN field.
5. Click the Login button.
6. From the Main Menu, select Employee.
Screen image

Approver Selection

Select the department from My choice and choose the pay period from the drop-down list. There are two sort order buttons: My choice and My choice. Sort by Department or Name:

- Department
- Name

Select

7. From the Employee Services page, select Time Sheet.
8. From the Time Sheet page, select the radio button for Approve/Acknowledge Time.
9. Click the Select button.
10. To approve time sheets for a department, select the Department and Description radio button next to that department. To select all departments, click the Approve All Departments box.
11. Select a pay period from the drop-down list in the Pay Period field.
12. To determine the sort order, select the appropriate radio button.
13. Click the Select button.
14. On the Department Summary page, click the Approve, or FY1 check box next to the employee(s)' time you want to approve. Select an employee's name to access additional details. Click Leave Balances link to view the employee's current leave balances.
15. Scroll to the bottom of the screen and click the Save button to approve the time sheet(s).
Approver options defined

**Status Displays for Time Transactions**

Status codes have been established to track the progress of the time transactions (time sheets, leave reports, or leave requests) entered by employees. These codes are utilized during the electronic approvals process. In addition, associated messages have been developed for display on self-service to enable an employee to access the current statuses of his/her time sheets, leave reports, or leave requests on the Selection page. The status messages appear immediately after the pay-period specifications.

The chart below describes each status code and specifies the associated messages in Employee Self-Service.

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Meaning</th>
<th>Displayed on Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Action</td>
<td>The time sheet, leave report or leave request has not been initialized at all in self-service or on the Electronic Approvals of Time Entry Form (PHATIME). (During self-service time entry, the employee initializes the time sheet, leave report or leave request by choosing the Time Sheet button, the Leave Report button, or Leave Request button on the corresponding Selection Page.) Approvers will find the No Action status valuable when querying on time sheets or leave reports on the Department Approval Summary Form (PHADSUM) to determine who did not turn in a required time sheet or leave report. This status will also be valuable in checking output from the Payroll Disposition Control Report (PHRDCON).</td>
<td>Not Started</td>
</tr>
<tr>
<td>Initial</td>
<td>The time sheet, leave report or leave request has been initialized by the employee on self-service or by the departmental timekeeper on PHATIME but is not completed or ready for submission to the routing queue. Hours may or may not have been saved.</td>
<td>In Progress</td>
</tr>
<tr>
<td>Waiting</td>
<td>The time sheet or leave report has been entered and saved by the employee on self-service or the timekeeper on PHATIME, but it has not been submitted for approval.</td>
<td>In Progress</td>
</tr>
<tr>
<td>Pending</td>
<td>The time sheet, leave report, or leave request has been submitted for approval and/or acknowledgement and entered into the approval queue. It will remain in pending status until all approvers have taken action on the information. (Some time sheets submitted by pay period exception time only employees do not require approval. Approval requirements for these time sheets are determined via the Approval Required for Exception Time check box on the Employee Class Rule Form, PTRECLS. If a time sheet does not require approval, its status is automatically set to Approved after it is submitted.)</td>
<td>Pending</td>
</tr>
<tr>
<td>Status Code</td>
<td>Meaning</td>
<td>Displayed on Web</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Approved</td>
<td>A time sheet, leave report, or leave request has been approved by all approvers. (As noted in the description of the Pending status, the status of a time sheet that does not require approval is automatically set to Approved after the time sheet is submitted.) After approval, a time sheet is ready for the Mass Time Process (PHPMTIM). After final approval, a leave request for an employee whose time is normally entered on self-service or on the Electronic Approvals of Time Entry Form (PHATIME) stays in the time entry tables until the pay period for which the leave was requested or reported is initialized. At that time, it is copied to the time sheet or leave report for that pay period. A leave request for an employee whose time is normally entered on the On-line Time Entry Form (PHAOUR) remains in the leave request approval table and is used for reference only. Once the employee’s leave report is approved, the system posts leave taken to the appropriate leave balances and establishes history records for the application of time. The leave category rules for performing leave cascades, which are defined in the Leave Priority block of the Leave Category Rules Form (PTRLCAT), are also applied. Additionally, once the final approval takes place and leave time is posted to leave balances, the transaction status automatically changes to Complete.</td>
<td></td>
</tr>
<tr>
<td>Return for Correction</td>
<td>The time sheet, leave report or leave request has been returned to the employee for correction while it was in the approval queue. Note: To set this feature, select the Return Time Sheet to Employee on Web for Correction check box on the Position Control Installation Rule Form (NTRINST). Otherwise, it is returned to the first approver when more than one approver is in the queue. Once the time entries have been corrected, the approval queue will be restarted.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved</td>
<td>Return for Correction</td>
</tr>
<tr>
<td>Status Code</td>
<td>Meaning</td>
<td>Displayed on Web</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Error</td>
<td>The time entry or leave report records contain one or more errors.</td>
<td>Associated error messages</td>
</tr>
<tr>
<td>Completed</td>
<td>The time sheet or leave report has been fully processed through the Mass Time Process (PHPMTIM). (Leave requests will not move to a Completed status; only time sheets will reflect this status.)</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Sort Order

Screen image

<table>
<thead>
<tr>
<th>Department and Description</th>
<th>My Choice</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>E, 11005, Math and Science</td>
<td></td>
<td>05/01/2007 to 05/31/2007</td>
</tr>
<tr>
<td>B, 11002, Dept of Aerospace Studies</td>
<td></td>
<td>05/01/2007 to 05/31/2007</td>
</tr>
<tr>
<td>B, 11005, Dept of Biological Sciences</td>
<td></td>
<td>05/01/2007 to 05/31/2007</td>
</tr>
<tr>
<td>B, 11006, Department of History</td>
<td></td>
<td>05/01/2007 to 05/31/2007</td>
</tr>
<tr>
<td>B, 11005, Dept of Languages and Literature</td>
<td></td>
<td>05/01/2007 to 05/31/2007</td>
</tr>
<tr>
<td>B, 11007, Department of Mathematics</td>
<td></td>
<td>05/01/2007 to 05/31/2007</td>
</tr>
</tbody>
</table>

Sort Order

1. From the Employee Services page, select Time Sheet.
2. From the Time Sheet page, select the radio button for Approve/Acknowledge Time.
3. Click the Select button.
4. To approve time sheets for a department, select the Department and Description radio button next to that department. To select all departments, click the Approve All Departments box.
5. Select a pay period from the drop-down list in the Pay Period field.
6. To determine the sort order, select the appropriate radio button.
7. Click the Select button.
8. On the Department Summary page, click the Approve, or FYI check box next to the employee’s time you want to approve. Select an employee’s name to access additional details. Click Leave Balances link to view the employee’s current leave balances.
9. Scroll to the bottom of the screen and click the Save button to approve the time sheet(s).
Web Leave Request: Enter or Approve

Introduction

Through the Web, you can enter or view requested leave time for a pay period.

Screen image

Time Reporting Selection

Selection Criteria

<table>
<thead>
<tr>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet: C</td>
</tr>
<tr>
<td>Access my Leave Report: C</td>
</tr>
<tr>
<td>Access my Leave Request: C</td>
</tr>
<tr>
<td>Approve or Acknowledge Time: G</td>
</tr>
<tr>
<td>Act as Proxy: Self</td>
</tr>
<tr>
<td>Act as Supervisor:</td>
</tr>
</tbody>
</table>

Select

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Page 75 Web Time Entry
Steps

Follow these steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL provided by your instructor.

2. Access the Enter Secure Area option.

3. Enter the user ID in the User ID field.

4. Enter the pin in the PIN field.

5. Click the Login button.

6. From the Main Menu, select Employee.

7. From the Employee page, select Request Time Off.

8. From the Time Sheet or Leave Request Selection page, select the radio button for Access my Leave Request or Approve or Acknowledge Time.

9. Click the Select button.
Screen image

Time Reporting Selection

Selection Criteria

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
</tbody>
</table>

[Select]

Steps

Follow these steps to enter a leave request.

1. On the Leave Request Selection page, make a selection from My Choice, choose a Leave Request period from the drop-down list, and click the Leave Request button.

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

3. Select Submit for Approval to submit the Leave Request.

Screen image

It's a standard SEED database so you may need to look around for users or build out records to display certain data.

INB is at http://149.24.218.26:7778/forms/frmservlet?config=seed
Steps

Follow these steps to Approve a leave request.

1. Select a pay period from the drop-down list in the Pay Period field.
2. To determine the sort order, select the appropriate radio button.
3. Click the Select button.
4. Select the employee's name to access additional details.
5. Approve their time.
Proxy Set-Up through the Web

Introduction

The Proxy Set Up page is the Web-equivalent of the Time Entry Proxy Information window of the Electronic Approval Proxy Rule Form (NTRPROX). Approvers can set up one or more proxies to approve timesheets in their absence. They can also choose to remove proxies if required.

Note: This link is available to only those employees who are designated as approvers of Web Time Entry.

Screen image

Proxy Set Up

[Screen image of the Proxy Set Up page]

NAME

[Screen capture of the Proxy Set Up page with names listed]

RELEASE: 4.0

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Steps

Follow these steps to add a proxy.

1. Access the Time Reporting Selection window.
2. Click the Proxy Set Up link at the bottom of the window.
3. Choose a name from the Name selection list.
   Note: This list is comprised from those Oracle IDs entered on the Enterprise Access Control Form (GOAEACC).
4. Select the Add indicator.
5. Click the Save button.
6. The name is then alphabetically displayed under the Name column.
   Note: To remove a proxy, select the Remove indicator corresponding to a displayed proxy and then select the Save button.

Updates

Updates made on the Web will be accessible on the Electronic Approval Proxy Rule Form (NTRPROX).
Info only.....E-Mail setup forms -

Entering Comments Information

Introduction

The Comment Form (PPACMNT) enables you to enter comments about a person and to track and comment upon specific employee or applicant situations. Some examples would be: grievances, accidents, or committee memberships. Payroll uses this form for garnishments. You can also copy and paste text into the free form comments field.

Note: We suggest that free form comments be initialed and dated.

Banner form