



Web Time Entry Frequently Asked Questions (FAQs) for APPROVERS / PROXIES

The following FAQs are intended for informational purposes only and are not considered training material.

If you have questions about WTE for Employees, please e-mail Sheli Senecal at ssenecal@email.smith.edu.

If you have questions about WTE for Students, please e-mail Sara Fisher at sfisher@email.smith.edu.

1. How will I know when to approve time sheets?

- E-mail notifications will be sent to those employees and approvers with Smith e-mail accounts. However, if you do not use your Smith e-mail account, a payroll schedule will be available from the HR Web site.

2. How do I know if overtime was recorded correctly?

- If an employee is eligible for overtime hours, they should record any overtime in "Overtime at 1.0" (013) **until their regular hours plus overtime hours equals 40 hours.**

Employees who work more than 40 hours in a week are eligible to receive overtime at 1.5. **Any hours worked in excess of 40 hours should be coded in "Admin Support 1.5 OT" (059).** For the purposes of determining overtime eligibility, non-worked hours (personal time, jury duty, sick time, holiday, etc.) cannot be counted toward the 40 hour weekly OT 1.5 eligibility threshold.

3. How is holiday time reported?

- Each year the holiday schedule for Administrative Support employees (weekly paid) is set up to appear automatically in WTE. When the employee opens their time sheet for a week that includes a college holiday, the time will appear automatically. There is one major exception to this: the ½ day for the Thanksgiving holiday will not default in; employees will need to manually enter that holiday time.

If a full-time employee works a schedule that does not include the holiday, they are entitled to an alternative day off in lieu of the holiday **during the same work week** when the official college holiday falls on their regular day off. They should delete the automatic holiday hours and manually enter that time on an alternate day during that same work week.

Holiday time will not default into time sheets for any group other than Administrative Support.

Holiday time reporting for those on a flex schedule: Please contact HR for more specific guidelines.

4. How should academic year employees record their time if they work intermittently during the summer?

- If your employee works an academic year, the Office of Human Resources will put their position on “Summer Hold” for the time that they are not scheduled to work. However, if they are approved to work intermittently during the summer, they will still be able to complete their electronic time sheet. The only difference is that, while on “Summer Hold,” the employee, and you the Approver, will not see their standard hours default into the time sheet. They need to record the actual hours they worked during the pay period.

5. How is inclement weather reported?

- If the college closes due to inclement weather, the employee should record the standard hours that they **would have** worked on that day. However, if they were already scheduled for leave time (vacation, personal, etc.), they are not eligible to receive inclement weather pay; their time should be recorded as if the college did not close.

6. Can employees submit time off in advance?

- Yes, although first they must receive approval from you to take the time off. Then they can submit the time off in advance through BannerWeb.

7. How will flex time be handled?

- Flex time will be handled as it is now. The employee must receive approval from their manager to flex. They report the flex schedule on their time sheet as the time they actually worked; if their flex schedule includes a 10-hour day on Monday and a four-hour day on Tuesday, that’s exactly how they would record it. If their total number of actual hours worked exceeds 40 in a week, they are entitled to overtime (see Question #2).

It is generally recommended that during a week that includes a holiday, flex time be suspended by managers to reduce confusion over the number of hours the college can pay for a holiday. **If the employee flexes during a holiday week**, please contact HR for more specific time reporting guidelines.

8. Can I see my employees leave accrual balances?

- No. It is important for the employee to monitor their own leave accrual balances. If they enter leave hours that they do not have, they may be unpaid for those hours.

9. How will my employee get paid if they are out and unable to submit a time sheet for that week?

- You as the Approver must submit a Payroll Exception Time Sheet on their behalf.

A link to the Exception Time Sheet can be found on the Approvers Summary page of BannerWeb. As soon as you are aware that your employee cannot submit their time sheet, you must contact the Payroll Office to make them aware that you will be submitting an Exception (paper) Time Sheet on the employee’s behalf.

10. How will my employee get paid if I am out and unable to approve time sheets for that week?

- If you are unable to approve your time sheets by Monday at noon, then your proxy must approve time sheets on your behalf.

11. Will my employees know who my proxy is?

- Not unless you have told them who that person will be. We strongly encourage all Approvers to inform their staff of their proxies.

12. What will happen if my employee is out for an extended period of time?

- This will depend on the type of leave (medical, maternity, workers comp, etc.) that they are out on. Supervisors and staff should work with HR for specific time sheet reporting guidelines for the following types of leave:

Medical, Maternity, Paternity, Family, Short-Term Absence (less than 10 days), Adoption, Leave without Pay, FMLA, Workers Comp, LTD, Military, etc.

13. What happens if I don't notice that an employee's time is wrong?

- It is ultimately the responsibility of the employee to complete their time sheet correctly. Although you, as the Approver, audit what has been submitted, the employee remains responsible for the accuracy of their own time submission. If the time submitted is incorrect and gets approved as such, then you will need to contact the Payroll Office.

14. Once the employee submits their time sheet, can they make corrections to it?

- No. Once submitted, only the Approver/proxy can make corrections to a time sheet.

15. How do employees record time worked in another department?

- Employees in administrative support or academic support positions who are paid weekly, and who do additional work in another department, currently record these hours on time sheets as out-of-class, special rate, or labor distribution overrides. These employees will need to put that same information into the Comments field of the electronic time sheet for you to approve and send to Payroll for their action. Please see HR for more specific guidelines.

16. Can I print a copy of an employee's time sheet?

- Yes, you can print a summary page of the time sheet for a specific pay period from the Preview page.

17. Can I view previous time sheets that I approved?

- Yes, you can view any pay period within the last 13 months.

18. If the Banner system goes down what happens?

- Because BannerWeb is Internet based, it is possible that the system may be down at times. If this down time will impact the processing of payroll, employees, approvers, and proxies will be notified of changes to the payroll schedule.

19. If I have questions about how to approve a time sheet, who do I contact?

- Contact the Office of Human Resources at ext. 2285.