



Web Time Entry Frequently Asked Questions (FAQs) for Employees

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 Student, please e-mail Sara Fisher at sfisher@email.smith.edu.

1. How will I know when to start, complete, and submit my timesheet?

- 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 input my overtime?

- If you are eligible for overtime hours and your manager has approved the time, you record any overtime in "Overtime at 1.0" (013) **until your regular hours plus overtime hours equal 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 do I report Holiday Time?

- Each year the holiday schedule for Administrative Support employees (weekly paid) is set up to appear automatically in WTE. When you open your 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 of the Thanksgiving holiday will not default in; you will need to manually enter that holiday time.

If you are a full-time employee and you work a schedule that does not include the holiday, you are entitled to an alternative day off in lieu of the holiday during the same work week when the official college holiday falls on your regular day off. You would 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 other group than Administrative Support.

Holiday time reporting for those on a flex schedule: Please see your approver and HR for more specific guidelines.

4. How do I report time during the summer if I work an academic year?

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

5. How do I report time for inclement weather?

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

6. Can I request time off in advance?

- You must receive approval from your manager to take time off. Once approved, submit the time off in advance so that your Approver does not have to fill out an exception time sheet for you when you are out of the office.

Click on “Request Time Off” under the Employee Services menu of BannerWeb and follow the same procedures as if you were completing your time sheet for the pay period. Submit the time for approval. When that pay period opens, your approver will be able to view and approve the time sheet like any other pay period.

7. How will flex time be handled?

- Flex time will be handled as it is now. You must receive approval from your manager to flex. You report the flex schedule on your time sheet as the time you actually worked; if your flex schedule includes a 10-hour day on Monday and a four-hour day on Tuesday, that’s exactly how you would record it. If your total number of actual hours worked exceeds 40 in a week, you are entitled to overtime (see Question #1).

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 you flex during a holiday week, please see your approver and HR for more specific time reporting guidelines.

8. Can I see my leave accrual balances?

- Yes, you click on “Time Off Current Balances and History” under the Employee Services menu of BannerWeb.

9. Can my approver see my leave accrual balances?

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

10. How will I get paid if I am out and unable to submit my time sheet for that week?

- If you are unable to submit your time sheet by Monday at noon, then your manager must submit a Payroll Exception Time Sheet on your behalf.

11. How will I know who is supposed to approve my time sheet?

- When you submit your time sheet, the name of your Approver will show at the bottom of the time sheet.

12. Will I know who my Approver's proxy is?

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

13. What happens if I am out for an extended period of time?

- This will depend on the type of leave (medical, maternity, workers comp, etc.) that you 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.

14. What happens if my approver doesn't notice that my time is wrong?

- It is ultimately the responsibility of YOU, the employee, to complete your time sheet correctly. Although your manager approves your time and audits what you have submitted, you remain responsible for the accuracy of your own time submission. If time is not submitted correctly and a correction is needed, your Approver will need to contact the Payroll Office.

15. Once I submit my time sheet can I make corrections to it?

- No. It is important that you double-check your timesheet before you submit it.

16. How do I record time worked in another department?

- If you are in an administrative or academic support position and are paid weekly, and you do additional work in another department that you are currently recording on your time sheet as an out-of-class, special rate, or labor distribution override, you will need to put that information into the Comments field of your time sheet so that your Approver can send that information to Payroll for their action. Please see HR for more specific guidelines.

17. Is Web Time Entry compatible with Mac computers?

- Yes.

18. Can I print a copy of my time sheet?

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

19. Can I view previous time sheets that I submitted?

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

20. 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.

21. If I have questions about how to record time on my time sheet, who do I contact?

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