



## Web Time Entry Frequently Asked Questions (FAQs) for STUDENTS

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

If you have questions about WTE for Students, please e-mail Sara Fisher at [sfisher@email.smith.edu](mailto:sfisher@email.smith.edu).

- 1. How will I know when to start, complete, and submit my timesheet?**
  - You may begin entering hours worked on the first day of the pay period. The student payroll calendar lists the WTE dates. E-mail notifications will be sent to student employees and approvers via Smith e-mail accounts when time sheets are not started, in progress, or approved.
- 2. How will I get paid if I am unable to submit my time sheet for that pay period?**
  - If you are unable to submit your time sheet by Wednesday at 1:00 p.m., then your approver must submit a paper “**Student Payroll Exception Time Sheet**” for that pay period on your behalf.
- 3. I have been working but unable to see my time sheet on BannerWeb. Why?**
  - First, check with your supervisor to make sure he/she has “hired” you in JobX. A time sheet will not be displayed on BannerWeb until your supervisor has successfully hired you in JobX. The supervisor should contact the Payroll Office immediately to help resolve the issue.
- 4. My supervisor told me not to worry about entering my hours worked on BannerWeb, that my hours can be submitted later in the semester. Will this be a problem?**
  - Absolutely! Federal and state labor laws **require** employers to pay employees within a specified number of days following each pay period. Students may not “hold” their hours beyond the current pay period. WTE only allows time entry in the current pay period.
- 5. How will I know who is supposed to approve my time sheet?**
  - Most often the person who hires you will also be your approver. However, when you submit your time sheet, the name of your approver will show at the bottom of the time sheet.
- 6. 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 employees of their proxy approver(s).
- 7. What happens if my approver doesn’t notice that my hours are wrong?**

- Ultimately the accuracy of the time sheet is the responsibility of the employee. Although your approver approves your time and audits what you have submitted, you remain responsible for the accuracy of your own time submission.

**8. Once I submit my time sheet, can I make corrections to it?**

- No. It is important that you double check your time sheet before you submit it. Your approver can make the correction if the time sheet has not been approved. After approval, your supervisor will need to contact the Payroll Office to make the correction.

**9. 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.

**10. Can I view previous time sheets that I submitted?**

- Yes, you can view any pay period in the current academic year.

**11. If the Banner system goes down, what happens?**

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

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

- First work with your supervisor, approver, or fellow students. If your question cannot be resolved, please contact the Payroll Office, ext. 2213.