



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 Student, please e-mail Payroll at payroll@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 Payroll Web site.
- 2. 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, you will need to enter retro hours in the next pay period. See Retro Hours instructions on the controller's office website.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. Is Web Time Entry compatible with Mac computers?**
 - Yes.
- 8. 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.
- 9. Can I view previous time sheets that I submitted?**
 - Yes, you can view any pay period within the last 13 months.

10. 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.

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

- Contact the Payroll Office at payroll@smith.edu

12. Can I see my leave accrual balances?

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

13. 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 will not be paid for those hours.