

BannerWeb Time and Leave Entry User Guide

For Staff, Students, and Approvers

Introduction

The Banner Human Resources System provides Electronic Approvals of Time Entry to support all staff and students who are required to report time worked and/or leave time taken. The following is a guide on how to access BannerWeb, how to complete time and leave entry, and how to approve time.

Contacts - Staff

- Employment issues - Jen Tenczar, Office of Human Resources, ext. 2274, email: jtenczar@smith.edu.
- Technical Usage of BannerWeb – Jen Tenczar, Office of Human Resources, ext. 2274, email: jtenczar@smith.edu.

Contacts - Staff/Students:

- Web Time Entry or Payroll related issues - Linda Jacque, ext. 4401. Or email the Payroll Office via payroll@smith.edu.
- Job advertising and hiring through JobX - Valerie Schumacher, Student Financial Services, email: vschumac@smith.edu.

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Accessing BannerWeb

The Smith College BannerWeb system is a secure way for you to see your personal information. It also allows you to access your time sheet or leave report and enter hours worked and/or leave time taken.

Once your username and password have been authenticated, you and only you will have access to your information. From any computer, at any time, you will be able to access your personal information.

Active members of the Smith Community (students, staff, and faculty)

1. Log in to the Smith portal: <http://portal.smith.edu>

a. Use one of the following browsers:

| | |
|--------------------------|-------------------------|
| Smith Portal for Windows | Google Chrome |
| Smith Portal for Mac | Google Chrome Safari |

b. Enter your network username and strong password.



c. If you have any questions about logging in to the portal, contact User Support at x4487.

Accessing BannerWeb, cont'd

Active members of the Smith Community (students, staff, and faculty), cont'd:

2. Click on the My Info tab



3. Depending on your designation and purpose, see further instructions for choosing an option in the Timesheets/Leave Reports section:

| Designation | Purpose | Go to pp |
|---|--------------------------------------|-----------|
| Approvers - Active Smith Staff/Faculty | APPROVAL of Timesheets/Leave Reports | 32, 34-36 |
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Accessing BannerWeb, cont'd


Smith Affiliate Approvers

1. Log in to BannerWeb directly: <http://www.smith.edu/bannerweb>.
2. Enter your User ID and PIN.



[HELP](#) [EXIT](#)

User Login

 Please enter your 9-digit Smith College ID Number in the **User ID** field and your Personal Identification Number (PIN). Then, click **Login**.

When you have finished with BannerWeb, please choose **exit** and close your browser to protect your privacy.

Faculty and staff are reminded that all student records are protected by the Family Educational Rights and Privacy Act (FERPA). This law prohibits the unauthorized release of information (except that which is classified as directory information) to any person outside the college, or to any college employee without a legitimate educational need to know. Requests for personally identifiable information from off campus sources should in all cases be referred to the registrar's office. For further information and guidelines, please consult the registrar's website at <http://www.smith.edu/registrar/privacyfacandstaff.php>.

If you have forgotten your PIN number or it is not working, please enter your **User ID** number and click **Forgot PIN?**. Once you have successfully answered your security question, you will be given temporary access and will be required to set a new PIN number.

User ID:

PIN:

See further instructions on approving time on pp 34.

What if this is my first time logging in?

See pp 6 and pp 7 below for instructions.

What if I forget my PIN?

Call Human Resources at 413-585-2274.

What if my account is locked?

Call Human Resources at 413-585-2274.

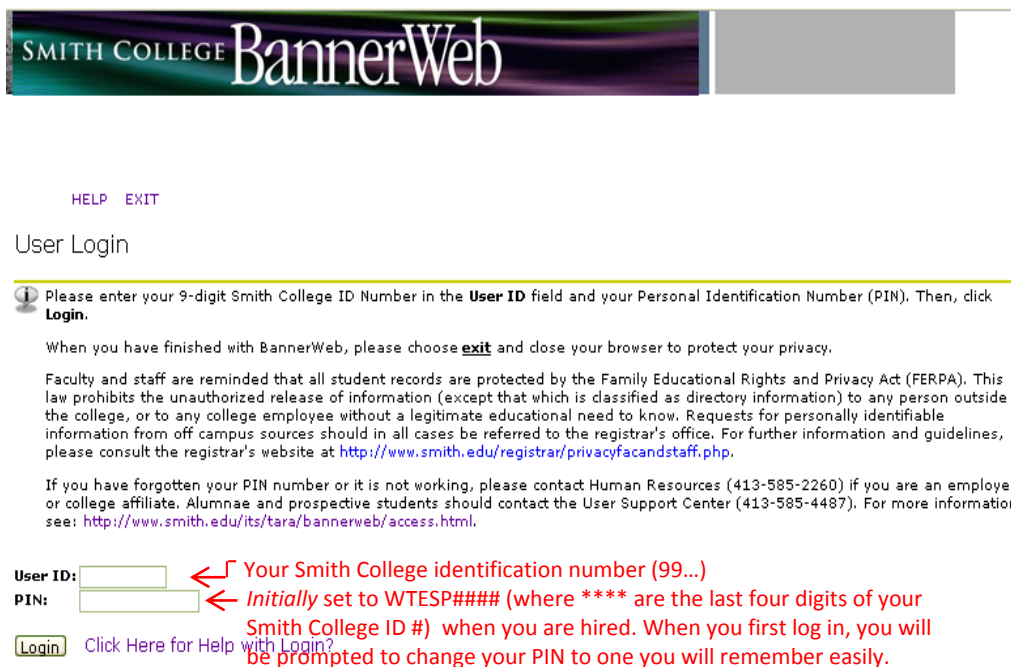
Accessing BannerWeb, cont'd

Smith Affiliate Approvers, cont'd:

First Time Logging In? Read 3a. – 3d.

1. First time users only: Enter temporary PIN and set permanent PIN

a. Enter your User ID and a temporary PIN:



The image shows the BannerWeb User Login page. At the top is a banner with the Smith College logo and the text "BannerWeb". Below the banner are links for "HELP" and "EXIT". The section is titled "User Login". A yellow bar contains instructions: "Please enter your 9-digit Smith College ID Number in the **User ID** field and your Personal Identification Number (PIN). Then, click **Login**." Below this, there is a paragraph about privacy and FERPA. Another paragraph provides contact information for forgotten PINs. At the bottom, there are two input fields: "User ID:" and "PIN:". To the right of the "User ID:" field is a red arrow pointing to it with the text "Your Smith College identification number (99...)". To the right of the "PIN:" field is a red arrow pointing to it with the text "Initially set to WTESP#### (where **** are the last four digits of your Smith College ID #) when you are hired. When you first log in, you will be prompted to change your PIN to one you will remember easily." Below the input fields is a "Login" button and a link "Click Here for Help with Login?".

SMITH COLLEGE BannerWeb

HELP EXIT

User Login

Please enter your 9-digit Smith College ID Number in the **User ID** field and your Personal Identification Number (PIN). Then, click **Login**.

When you have finished with BannerWeb, please choose **exit** and close your browser to protect your privacy.

Faculty and staff are reminded that all student records are protected by the Family Educational Rights and Privacy Act (FERPA). This law prohibits the unauthorized release of information (except that which is classified as directory information) to any person outside the college, or to any college employee without a legitimate educational need to know. Requests for personally identifiable information from off campus sources should in all cases be referred to the registrar's office. For further information and guidelines, please consult the registrar's website at <http://www.smith.edu/registrar/privacyfacandstaff.php>.

If you have forgotten your PIN number or it is not working, please contact Human Resources (413-585-2260) if you are an employee or college affiliate. Alumnae and prospective students should contact the User Support Center (413-585-4487). For more information, see: <http://www.smith.edu/its/tara/bannerweb/access.html>.

User ID: PIN:

Login Click Here for Help with Login?

← Your Smith College identification number (99...)

← Initially set to WTESP#### (where **** are the last four digits of your Smith College ID #) when you are hired. When you first log in, you will be prompted to change your PIN to one you will remember easily.

b. First time users only: Next, change your PIN to a permanent PIN known only by you:



[HELP](#) [EXIT](#)

Login Verification Change PIN

Your new PIN needs to be 8-15 characters in length and needs to include at least one number and one letter. It will also be case sensitive. Please go to this link for more info: http://www.smith.edu/tara/bannerweb/bannerweb_pin.html.

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Accessing BannerWeb

Smith Affiliate Approvers, cont'd:

First Time Logging In? Continue reading 3c. – 3d.

- c. First time users only: Next, set up Emergency Contact information.



Emergency Information Review and Update

For Susan Rice

In the unlikely event of an emergency on campus, Smith College needs to be able to contact faculty, staff, and students quickly and efficiently. The Smith College emergency notification system allows the college to contact the community in the event of an emergency by sending messages via:

- Text messages to your cell phone or mobile device
- E-mail to your Smith address
- Voice message to cell phones

When an emergency occurs that requires community attention or action, the system will be activated and you will be notified by text message and voice message to your cell phone and email.

- d. First time users only: Next, you will be asked to agree to the Terms of Usage. If you choose not to accept the terms, click on Exit. You will not be able to use BannerWeb for any function. However, if you agree to the terms, click on Continue and you will be taken into BannerWeb.



BannerWeb Time Entry - Students

Within the portal options, click on Timesheet ENTRY.



A new browser window will open. Choose Access my Time Sheet. Then, click Select:

The screenshot shows the 'Time Reporting Selection' form. At the top, there are three tabs: 'Personal Information', 'Employee', and 'Smith Custom'. The 'Employee' tab is selected. Below the tabs, there is a search bar with the text 'Search' and a 'Go' button. The main title of the form is 'Time Reporting Selection'. Below the title, there is a section titled 'Selection Criteria'. Under this section, there is a table with two columns: 'Access my Time Sheet:' and 'My Choice'. The 'Access my Time Sheet:' column contains the following items: 'Access my Time Sheet:', 'Access my Leave Report:', 'Access my Leave Request:', 'Approve or Acknowledge Time:', 'Approve All Departments:', 'Act as Proxy:', and 'Act as Superuser:'. The 'My Choice' column contains the following items: a selected radio button, an unselected radio button, an unselected radio button, an unselected radio button, an unselected checkbox, a dropdown menu with 'Self' selected, and an unselected checkbox. The 'Access my Time Sheet:' row is highlighted with a red box. At the bottom of the form, there is a 'Select' button, which is also highlighted with a red box.

BannerWeb Time Entry - Students, cont'd

NOTE: **DO NOT USE** the **Back** arrow button in your Web browser (in the upper left corner of the screen) to navigate through BannerWeb. It causes error messages to appear on the time sheet.

Time can be entered throughout the duration of the pay period. However, all time sheet transactions must be completed and submitted for approval by 12:00 p.m. on the Monday following the end of each bi-weekly pay period.

NOTE: When entering time, if Monday is a holiday, refer to the Student Calendar on the Controller's Office Payroll site for deadlines:

http://www.smith.edu/controller/PDF_files/Student%20Payroll%20Schedule%202015-16.pdf

To begin entering time:

1. Choose the job and the pay period for which you are entering time. **BE CAREFUL**. You may have more than one job and there may be more than one pay period open at a time.

| Title and Department | My Choice | Pay Period and Status |
|--|----------------------------------|--|
| Art Office Assistant, SP0001-00 Work Study, PY100 | <input checked="" type="radio"/> | Sep 16, 2007 to Sep 29, 2007 Not Started |
| Kitchen Wrkr-Gillette/Northrop, SP0225-00 Work Study, PY100 | <input type="radio"/> | Sep 16, 2007 to Sep 29, 2007 Not Started |
| Kitchen Worker- Ziskind/Cutter, SP0238-00 Work Study, PY100 | <input type="radio"/> | Sep 30, 2007 to Oct 13, 2007 Not Started |
| | | Feb 18, 2007 to Mar 03, 2007 Completed |

2. Once you have chosen the correct job and pay period, click on **Time Sheet**.

NOTE: If you have transferred from one position to another in the middle of a pay period, you will see both jobs open. You will need to enter time for the corresponding days worked in each job for that pay period.

There are four work categories for student employees; **On Campus**, **Off Campus**, **Retro On Campus** and **Retro Off Campus**. When the time sheet is initially displayed, you will need to

BannerWeb Time Entry - Students, cont'd

input your hours worked. **On Campus** hours worked must be recorded with earn code 001. **Off Campus** hours worked must be recorded with earn code 002.

- Find the row that corresponds to the earning code for which you are entering time. Follow the row across to the column which corresponds to the day for which you are entering time and click on the **Enter Hours** link.

Personal Information Student Employee

Search Go SITE MAP HELP EXIT

Time Sheet

By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded.
I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action.
Click EXIT to cancel.

Time Sheet
Title and Number: Student Asst-Controller's -- SP0133-00
Department and Number: Work Study -- PY100
Time Sheet Period: Aug 25, 2013 to Sep 07, 2013
Submit By Date: Sep 09, 2013 by 12:00 PM

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Tuesday Sep 03, 2013 | Wednesday Sep 04, 2013 | Thursday Sep 05, 2013 | Friday Sep 06, 2013 | Saturday Sep 07, 2013 |
|--------------------------------|-------|------------------------|-------------|-------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|
| (001) On Campus-Student | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| (002) Off Campus - Student | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| (114) Retro Pay Student ON cam | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| (115) Retro Pay Student OFF ca | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | | | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.8

- You will be brought to the top of your time sheet to enter the hours worked. The time can be entered as whole numbers (4, 7, 10, etc.) or out to two decimal places (2.25, 4.5, 8.75). Once you have entered the hours, click on **SAVE** and your time will be populated into the column/row combination where you started.

Personal Information Student Employee

Search Go SITE MAP HELP EXIT

Time Sheet

By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded.
I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action.
Click EXIT to cancel.

Time Sheet
Title and Number: Student Asst-Controller's -- SP0133-00
Department and Number: Work Study -- PY100
Time Sheet Period: Aug 25, 2013 to Sep 07, 2013
Submit By Date: Sep 09, 2013 by 12:00 PM

Earning: On Campus-Student
Date: Sep 03, 2013
Shift: 1
Hours: 1

Save Copy Account Distribution

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Tuesday Sep 03, 2013 | Wednesday Sep 04, 2013 | Thursday Sep 05, 2013 | Friday Sep 06, 2013 | Saturday Sep 07, 2013 |
|--------------------------------|-------|------------------------|-------------|-------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|
| (001) On Campus-Student | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| (002) Off Campus - Student | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| (114) Retro Pay Student ON cam | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| (115) Retro Pay Student OFF ca | 1 | 0 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | | | 0 | 0 | 0 | 0 | 0 | 0 |

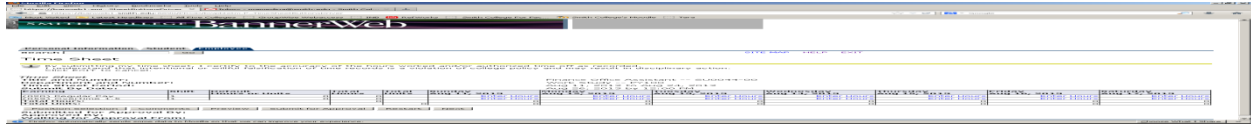
Position Selection Comments Preview Submit for Approval Restart

Submitted for Approval By:

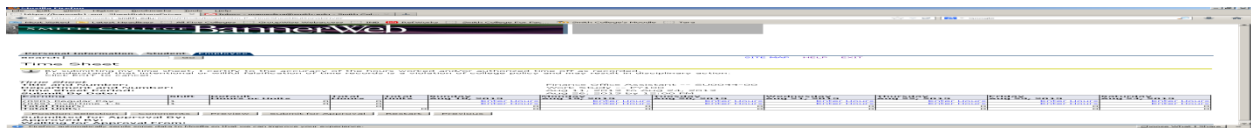
Firefox automatically sends some data to Mozilla so that we can improve your experience. Choose What I Share

BannerWeb Time Entry - Students, cont'd

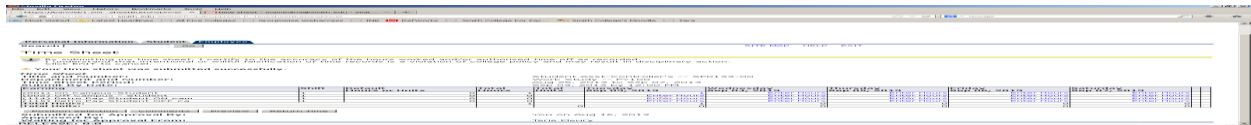
NOTES: Do not use the shift box (shown above) as the College does not utilize this feature in BannerWeb. If you work two different shifts, for example lunch and dinner, on the same day, add the hours together and put the total hours worked for the day in the **Hours** box.



Make sure you click **Next** to enter hours for the second week of the pay period. Click **Previous**, to go back.



Click “Return Time”, if you submitted by mistake.



You may **Exit** at any time. All hours entered and saved will be retained for payroll processing and history

BannerWeb Time Entry - Students, cont'd

Once all of your work hours have been entered, it is a good idea to Preview your time sheet before submission. This allows you to view the earn codes and days associated with time entered.

After you have previewed your time and confirmed that the hours worked are correct, click on **Submit for Approval** at the bottom of the time sheet page.

Time Sheet

Time Sheet for Sharai Lynne Theis

Title and Number: Art Office Assistant -- SP0001-00
Department and Number: Work Study -- PY100
Time Sheet Period: Sep 16, 2007 to Sep 29, 2007
Submit By Date: Oct 01, 2007 by 12:00 P.M.

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Sep 16, 2007 | Mon Sep 17, 2007 | Tue Sep 18, 2007 | Wed Sep 19, 2007 | Thu Sep 20, 2007 | Fri Sep 21, 2007 | Sat Sep 22, 2007 |
|----------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| On Campus - Student | 001 | 1 | 0 | 18 | Sun Hours | 3 | 3 | 3 | Thu Hours | Fri Hours | Sat Hours |
| Off Campus - Student | 002 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Total Hours: | | | | 18 | 0 | 3 | 3 | 3 | 0 | 0 | 0 |

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 7.2.1.1

powered by **SUNGARD** HIGHER EDUCATION

Position Selection: This will bring you back to the start of your time sheet where you choose the position and pay period for which you want to enter time.

Comments: This button allows you to enter comments for your approver.

Restart: This **clears** all information that has been entered and/or saved on your time sheet for the position and pay period selected.

NOTE: If you need to delete any comments, you must highlight the comments and delete them using the space bar, **not the delete key**.

Once submitted, you will be taken back to your time sheet. To confirm that your time sheet was submitted successfully, review the information at the bottom of the page. BannerWeb updates the **Submitted for Approval By** with the date you submitted your time sheet. It also populates the **"Waiting for Approval From"** field with your approver's name.

Once your approver has approved your time sheet, the **Approved By** field will also be populated with the date the time sheet was approved.

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly)

Within the portal options, click on Timesheet **ENTRY**.



A new browser window/tab will open. Choose Access my Time Sheet. Then, click Select:

The screenshot shows the 'Time Reporting Selection' form. At the top, there is a search bar with a 'Go' button. Below the search bar, the 'Time Reporting Selection' title is displayed. A yellow horizontal line separates the title from the 'Selection Criteria' section. The 'Selection Criteria' section contains a table with two columns: 'Access my Time Sheet:' and 'My Choice'. The 'Access my Time Sheet:' column lists several options: 'Access my Time Sheet:', 'Access my Leave Report:', 'Access my Leave Request:', 'Approve or Acknowledge Time:', 'Approve All Departments:', 'Act as Proxy:', and 'Act as Superuser:'. The 'My Choice' column contains radio buttons for the first three options, a checked radio button for 'Approve or Acknowledge Time:', a checkbox for 'Approve All Departments:', a dropdown menu for 'Act as Proxy:' (set to 'Self'), and a checkbox for 'Act as Superuser:'. The 'Access my Time Sheet:' option is highlighted with a red box. At the bottom of the form, there is a 'Select' button, also highlighted with a red box.

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

NOTE: **DO NOT USE** the **Back** arrow button in your Web browser (in the upper left corner of the screen) to navigate through BannerWeb. It causes error messages to appear on the time sheet when submitted.

Time can be entered throughout the duration of the pay period or all at once at the end of the pay period. However, all time sheet transactions must be completed and submitted for approval by 12:00 pm on the Monday following the end of the bi-weekly pay period.

NOTE: When entering time, if Monday is a holiday, refer to the Staff Calendar on the Controller's Office Payroll site for deadlines:

[http://www.smith.edu/controller/PDF_files/Bi-WeeklyPAYROLLSCHEDULE\(Non-Student\)2015-16.pdf](http://www.smith.edu/controller/PDF_files/Bi-WeeklyPAYROLLSCHEDULE(Non-Student)2015-16.pdf)

To begin entering time:

1. Choose the job (if you have more than one) **and** the pay period for which you want to enter time. **BE CAREFUL**. Employees have the option of seeing multiple time sheet periods in advance.

2. Once you have chosen the pay period, click on **Time Sheet**.

NOTE: If you have transferred from one position to another in the middle of a pay period, you will see both jobs open. You will need to enter time for the corresponding days worked in each job for that pay period.

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

- When the time sheet is opened it will be for a **bi-weekly pay period**. You will need to input your regular work hours and/or any leave hours such as Personal, Vacation, Recess, or Sick. Input any hours associated with paid excused time, leaves, overtime, etc. Find the row that corresponds to the earning code for which you are entering time. Follow the row across to the column corresponding to the day worked.

Title and Number: Payroll/Disbursement Associate -- AS0406-00 **Time Sheet Period:** Sep 16, 2007 to Sep 29, 2007

Department and Number: Vice President for Finance and Admi -- PY962 **Submit By Date:** Oct 01, 2007 by 12:00 P.M.

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Sep 16, 2007 | Mon Sep 17, 2007 | Tue Sep 18, 2007 | Wed Sep 19, 2007 | Thu Sep 20, 2007 | Fri Sep 21, 2007 | Sat Sep 22, 2007 |
|-----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Personal Time | 300 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Vacation Time | 170 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Sick Time | 180 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Holiday Time | 150 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Excused Time | 310 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Funeral Leave | 240 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Jury Duty | 250 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Indement Weather | 290 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Sick Leave Family Care | 182 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Maternity Leave | 423 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Paternity Leave | 424 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Short Term Absence | 420 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Family Leave | 422 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Total Hours: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart **Next Week**

To see the second week, click on the **“Next Week”** icon.

NOTE: Employees are responsible for knowing how much accrued time they have available for use. If you input time you don't have, you may be docked pay to cover that time. To view your current leave balances, go to **Leave Balances** in the Personal Info section on the My Info tab within the portal.

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

- You will be brought to the top of your time sheet to enter an hourly amount. The time can be entered as whole numbers (4, 7, 10, etc.) or out to two decimal places (2.5, 4.25, 8.75).
- Once you have entered the amount, click **SAVE** and your time will be populated into the column/row combination where you started.

Time Sheet for Tina M. Benoit

Title and Number: Office Supervisor -- AS0166-00

Department and Number: Human Resources -- PY940

Time Sheet Period: Jul 23, 2006 to Aug 05, 2006

Submit By Date: Aug 07, 2006 by 12:00 P.M.

for Earning: Regular Pay (020)

on Date: Monday Jul 24, 2006

Enter Shift: 1

Enter Hours: 7

Save Copy Account Distribution

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Jul 23, 2006 | Mon Jul 24, 2006 | Tue Jul 25, 2006 | Wed Jul 26, 2006 | Thu Jul 27, 2006 | Fri Jul 28, 2006 | Sat Jul 29, 2006 |
|-----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 7 | Sun Hours | 7 | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Personal Time | 300 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Vacation Time | 170 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Sick Time | 180 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Holiday Time | 150 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Excused Time | 310 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Funeral Leave | 240 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Jury Duty | 250 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Indement Weather | 290 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Sick Leave Family Care | 182 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Maternity Leave | 423 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Paternity Leave | 424 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Short Term Absence | 420 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Family Leave | 422 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Total Hours: | | | | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 0 |

You may choose to **copy** your hours for multiple days or for the whole pay period. This is done by completing step #4 above and then clicking on **COPY**. (See next page for additional documentation.)

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

You may copy hours worked to either the full pay period or for selected days. If you want to copy the hours to each day of the week (excluding Saturdays and Sundays), check the box labeled **Copy from date displayed to end of the pay period**. Check the boxes for including Saturday and/or Sunday if appropriate.

You may also choose specific days to copy to by clicking the check box beneath each day as displayed. In this case, your hours will only be copied to the selected days.

Search Go SITE MAP HELP EXIT

Copy

To copy to the end of the pay period, click the check box. 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. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular Pay, Shift 1
Date and Hours to Copy: Jul 24, 2006, 7 Hours

Copy from date displayed to end of the pay period: ☐

Include Saturdays: ☐

Include Sundays: ☐

Copy by date:

| Sunday Jul 23, 2006 | Monday Jul 24, 2006 | Tuesday Jul 25, 2006 | Wednesday Jul 26, 2006 | Thursday Jul 27, 2006 | Friday Jul 28, 2006 | Saturday Jul 29, 2006 |
|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sunday Jul 30, 2006 | Monday Jul 31, 2006 | Tuesday Aug 01, 2006 | Wednesday Aug 02, 2006 | Thursday Aug 03, 2006 | Friday Aug 04, 2006 | Saturday Aug 05, 2006 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Time Sheet Previous Menu Copy

RELEASE: 6.0

6. Once you have entered the information for copying time, click on **Time Sheet** to return to your time sheet view and then click on **SAVE**. Your hours will be populated into the time sheet.

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Jul 23, 2006 | Mon Jul 24, 2006 | Tue Jul 25, 2006 | Wed Jul 26, 2006 | Thu Jul 27, 2006 | Fri Jul 28, 2006 | Sat Jul 29, 2006 |
|-----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 35 | Sun Hours | 7 | 7 | 7 | 7 | 7 | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Personal Time | 300 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Vacation Time | 170 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Sick Time | 180 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Holiday Time | 150 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Excused Time | 310 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Funeral Leave | 240 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Jury Duty | 250 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Indement Weather | 290 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Sick Leave Family Care | 182 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Maternity Leave | 423 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Paternity Leave | 424 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Short Term Absence | 420 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Family Leave | 422 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Total Hours: | | | | 35 | 0 | 7 | 7 | 7 | 7 | 7 | 0 |

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

If you have entered hours into day(s) incorrectly and you need to remove time from your time sheet, click on the amount under the date you wish to remove it from.

This will populate the amount under “Enter Hours” at the top of the time sheet.

Time Sheet for Tina M. Benoit
Title and Number: Office Supervisor -- AS0166-00
Department and Number: Human Resources -- PY940
Time Sheet Period: Jul 23, 2006 to Aug 05, 2006
Submit By Date: Aug 07, 2006 by 12:00 P.M.

for Earning: Regular Pay (020)
on Date: Friday Jul 28, 2006
Enter Shift: 1
Enter Hours: 7

Save Copy Account Distribution

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Jul 23, 2006 | Mon Jul 24, 2006 | Tue Jul 25, 2006 | Wed Jul 26, 2006 | Thu Jul 27, 2006 | Fri Jul 28, 2006 | Sat Jul 29, 2006 |
|----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 35 | Sun Hours | 7 | 7 | 7 | 7 | 7 | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |

Remove the amount from the box by backspacing or highlighting and deleting. **DO NOT** put in a 0 in the box. The box should now be blank.

Time Sheet for Tina M. Benoit
Title and Number: Office Supervisor -- AS0166-00
Department and Number: Human Resources -- PY940
Time Sheet Period: Jul 23, 2006 to Aug 05, 2006
Submit By Date: Aug 07, 2006 by 12:00 P.M.

for Earning: Regular Pay (020)
on Date: Friday Jul 28, 2006
Enter Shift: 1
Enter Hours:

Save Copy Account Distribution

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Jul 23, 2006 | Mon Jul 24, 2006 | Tue Jul 25, 2006 | Wed Jul 26, 2006 | Thu Jul 27, 2006 | Fri Jul 28, 2006 | Sat Jul 29, 2006 |
|----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 35 | Sun Hours | 7 | 7 | 7 | 7 | 7 | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |

Save your deletion. This will put the link back in the row/column of the date you removed.

Time Sheet for Tina M. Benoit
Title and Number: Office Supervisor -- AS0166-00
Department and Number: Human Resources -- PY940
Time Sheet Period: Jul 23, 2006 to Aug 05, 2006
Submit By Date: Aug 07, 2006 by 12:00 P.M.

for Earning: Regular Pay (020)
on Date: Friday Jul 28, 2006
Enter Shift: 1
Enter Hours:

Save Copy Account Distribution

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Jul 23, 2006 | Mon Jul 24, 2006 | Tue Jul 25, 2006 | Wed Jul 26, 2006 | Thu Jul 27, 2006 | Fri Jul 28, 2006 | Sat Jul 29, 2006 |
|----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 28 | Sun Hours | 7 | 7 | 7 | 7 | Fri Hours | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

Once all your hours have been entered, it is a good idea to **Preview** your time sheet before submitting it. This allows you to see the earn codes and days associated with time that you entered.

Preview Web Page - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://bannerweb.smith.edu:9080/pls/PROD/bwpktetm.P_TimeSheetButtonsDriver

Internet Native Banner BannerWeb Blackboard Tara BannerWeb 7.0 Test Dreamweaver 8

SMITH COLLEGE BannerWeb

Personal Information Employee Finance

Search Go

SITE MAP HELP EXIT

Be sure to set your printer to landscape before printing the document.

Tina Benoit
Office Supervisor, AS0166-00

Human Resources, PY940

Time Sheet

| Earning Code | Shift | Total Hours | Total Units | Sunday Jul 23, 2006 | Monday Jul 24, 2006 | Tuesday Jul 25, 2006 | Wednesday, Jul 26, 2006 | Thursday Jul 27, 2006 | Friday Jul 28, 2006 | Saturday Jul 29, 2006 | Sunday Jul 30, 2006 | Monday Jul 31, 2006 | Tuesday Aug 01, 2006 | Wednesday, Aug 02, 2006 | Thursday Aug 03, 2006 | Friday Aug 04, 2006 | Saturday Aug 05, 2006 |
|---------------------|-------|-------------|-------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|-----------------------------|---------------------------|-----------------------------|
| Regular Pay | 1 | 35 | | | 7 | 7 | 7 | 7 | 7 | | | | | | | | |
| Vacation Time | 1 | 35 | | | | | | | | | | 7 | 7 | | 7 | 7 | |
| Total Hours: | | 70 | | | 7 | 7 | 7 | 7 | 7 | | | 7 | 7 | 7 | 7 | 7 | |
| Total Units: | | | 0 | | | | | | | | | | | | | | |

Previous Menu

RELEASE: 7.1

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Click on **Previous Menu** to get back to the time sheet.

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

After you have previewed your time sheet, you may do one of the following: input comments for your approver, submit for approval, or restart your time she

| | | | |
|---|--------------------------------|---------------------------|------------------------------|
| Title and Number: | Office Supervisor -- AS0166-00 | Time Sheet Period: | Jul 23, 2006 to Aug 05, 2006 |
| Department and Number: | Human Resources -- PY940 | Submit By Date: | Aug 07, 2006 by 12:00 P.M. |
| for Earning: | Vacation Time (170) | | |
| on Date: | Sunday Jul 23, 2006 | | |
| Enter Shift: | <input type="text" value="1"/> | | |
| Enter Hours: | <input type="text"/> | | |
| <input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Account Distribution"/> | | | |

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Jul 23, 2006 | Mon Jul 24, 2006 | Tue Jul 25, 2006 | Wed Jul 26, 2006 | Thu Jul 27, 2006 | Fri Jul 28, 2006 | Sat Jul 29, 2006 |
|-----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 35 | Sun Hours | 7 | 7 | 7 | 7 | 7 | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Personal Time | 300 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Vacation Time | 170 | 1 | 0 | 35 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Sick Time | 180 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Holiday Time | 150 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Excused Time | 310 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Funeral Leave | 240 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Jury Duty | 250 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Indement Weather | 290 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Sick Leave Family Care | 182 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Maternity Leave | 423 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Paternity Leave | 424 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Short Term Absence | 420 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Family Leave | 422 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Total Hours: | | | | 70 | 0 | 7 | 7 | 7 | 7 | 7 | 0 |

| | | | | | |
|---|---|--|--|--|--|
| <input type="button" value="Position Selection"/> | <input type="button" value="Comments"/> | <input type="button" value="Preview"/> | <input type="button" value="Submit for Approval"/> | <input type="button" value="Restart"/> | <input type="button" value="Next Week"/> |
|---|---|--|--|--|--|

Position Selection: This will bring you back to the time sheet page if you need to input time for a second position.

Comments: This button allows you to enter comments for your approver to see.

NOTE: If you need to delete any comments, you must highlight the comments and delete them using the space bar not the delete key.

Submit For Approval: When you are satisfied that you have entered all time correctly click on the Submit for Approval button.

NOTE: Once submitted, you cannot change your time sheet. However, if necessary, your approver can.

Restart: This clears all information that has been entered and/or saved on the time sheet you are currently in.

BannerWeb Time Entry - Non-Exempt Administrative Support Staff (hourly), cont'd

Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://bannerweb.smith.edu:9080/pls/PROD/bwpkteis.P_SelectTimeSheetDriver

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Time Sheet

[RETURN TO MENU](#) [HELP](#)

Time Sheet for Tina M. Benoit
Title and Number: Office Supervisor -- AS0166-00
Department and Number: Human Resources -- PY940
Time Sheet Period: Jul 23, 2006 to Aug 05, 2006
Submit By Date: Aug 07, 2006 by 12:00 P.M.

| Earning | Earn Code | Shift | Std Hrs | Tot Hrs | Sun Jul 23, 2006 | Mon Jul 24, 2006 | Tue Jul 25, 2006 | Wed Jul 26, 2006 | Thu Jul 27, 2006 | Fri Jul 28, 2006 | Sat Jul 29, 2006 |
|-----------------------------|-----------|-------|---------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular Pay | 020 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime at 1.0 | 013 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Overtime 1.5 Admin Support | 059 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Personal Time | 300 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Vacation Time | 170 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Sick Time | 180 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Holiday Time | 150 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Excused Time | 310 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Funeral Leave | 240 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Jury Duty | 250 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Inclement Weather | 290 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Sick Leave Family Care | 182 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Maternity Leave | 423 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Paid Paternity Leave | 424 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Short Term Absence | 420 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Unpaid Family Leave | 422 | 1 | 0 | 0 | Sun Hours | Mon Hours | Tue Hours | Wed Hours | Thu Hours | Fri Hours | Sat Hours |
| Total Hours: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart Next Week

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 7.1

Start Novell GroupWise - Mailbox User Guide - Microsoft W... Mozilla Firefox 11:22 AM

To confirm that your time sheet was submitted successfully, review the information at the bottom of your time sheet. BannerWeb updates the “**Submitted for Approval By**” with the date you submitted your time sheet. It also populates the “**Waiting for Approval From**” field with your approver’s name.

Once your approver has approved your time, the “**Approved By**” field will also be populated with date when the time sheet was approved.

BannerWeb Leave Entry - Exempt Administrative Staff (salary)

Within the portal options, click on Leave Report ENTRY.



A new browser window will open. Choose Access my Leave Report. Then, click Select:

Personal Information Employee Smith Custom

Search Go

Time Reporting Selection

Selection Criteria

| | My Choice |
|--------------------------------|---------------------------------------|
| Access my Time Sheet: | <input type="radio"/> |
| Access my Leave Report: | <input checked="" type="radio"/> |
| Access my Leave Request: | <input type="radio"/> |
| Approve or Acknowledge Time: | <input type="radio"/> |
| Approve All Departments: | <input type="checkbox"/> |
| Act as Proxy: | Self <input type="button" value="v"/> |
| Act as Superuser: | <input type="checkbox"/> |

Select

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

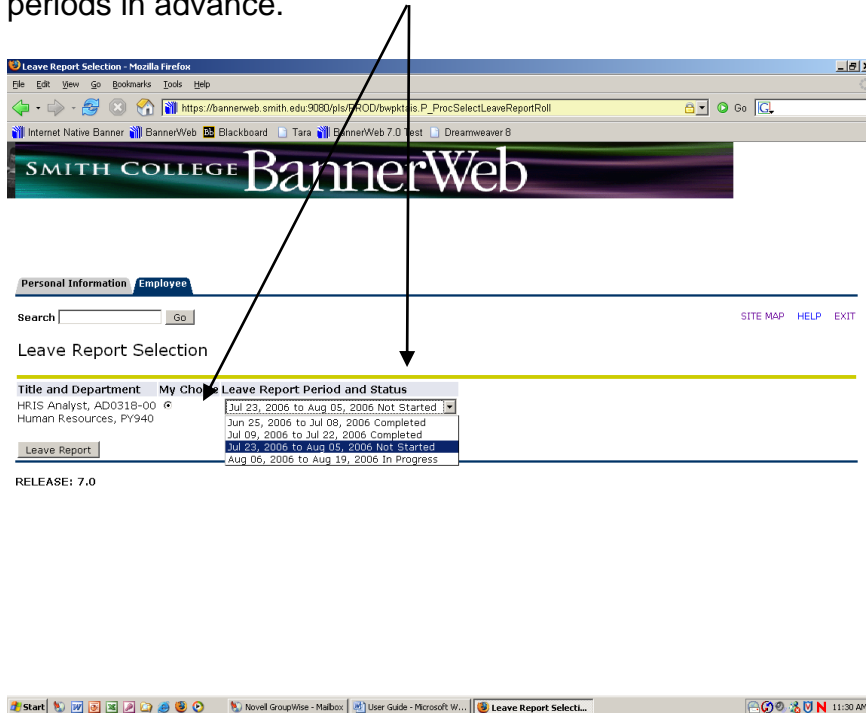
NOTE: **DO NOT USE** the **Back** arrow button in your Web browser (in the upper left corner of the screen) to navigate through BannerWeb. It causes error messages to appear on the Leave Report when submitted.

Leave time can be entered throughout the duration of the leave period or all at once at the end of the leave period. However, all Leave Reporting transactions must be completed and submitted for approval by 12:00 pm on the Monday following the end of the bi-weekly pay period.

NOTE: When entering time, if Monday is a holiday, refer to the Staff Calendar on the Controller's Office Payroll site for deadlines: <http://www.smith.edu/controller/payroll.php>

To begin entering leave time:

1. Choose the job (if you have more than one) **and** the leave report period for which you want to enter leave time. **BE CAREFUL.** Employees have the option of seeing multiple Leave Report periods in advance.



2. Once you have chosen the correct job and leave report period, click on **Leave Report**.

NOTE: If you have transferred from one position to another in the middle of a pay period you will see both jobs open. You will need to enter time for the corresponding leave time in each job for that pay period.

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

- When the Leave Report is initially displayed, it will be for a **bi-weekly** leave period, and will show the accrual categories you are eligible for. You will need to input your leave time in **DAYS**. Find the row that corresponds to the accrual code for which you are entering leave time. Follow the row across to the column which corresponds to the day for which you are entering time and click on the underlined link.

SMITH COLLEGE BannerWeb

Personal Information Employee Smith Custom

Search Go SITE MAP HELP EXIT

Time Sheet

By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded.
I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action.
Click EXIT to cancel.

Leave Report

Title and Number: HR Technology Specialist -- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Sep 08, 2013 to Sep 21, 2013
Submit By Date: Sep 23, 2013 by 12:00 PM

| Earning | Total Days | Total Units | Sunday Sep 08, 2013 | Monday Sep 09, 2013 | Tuesday Sep 10, 2013 | Wednesday Sep 11, 2013 | Thursday Sep 12, 2013 | Friday Sep 13, 2013 | Saturday Sep 14, 2013 |
|---------------------|------------|-------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| (300) Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (180) Sick Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (170) Vacation Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Total Days: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- To go to the other week, click on the “Next” or “Previous” button.

SMITH COLLEGE BannerWeb

Personal Information Employee Smith Custom

Search Go SITE MAP HELP EXIT

Time Sheet

By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded.
I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action.
Click EXIT to cancel.

Leave Report

Title and Number: HR Technology Specialist -- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Sep 08, 2013 to Sep 21, 2013
Submit By Date: Sep 23, 2013 by 12:00 PM

| Earning | Total Days | Total Units | Sunday Sep 15, 2013 | Monday Sep 16, 2013 | Tuesday Sep 17, 2013 | Wednesday Sep 18, 2013 | Thursday Sep 19, 2013 | Friday Sep 20, 2013 | Saturday Sep 21, 2013 |
|---------------------|------------|-------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| (300) Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (180) Sick Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (170) Vacation Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Total Days: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart **Previous**

Submitted for Approval By:
Approved By:
Waiting for Approval From:

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

NOTE: Employees are responsible for knowing how much accrued time they have available for use. To view your current leave balances, go to **Leave Balances** in the Personal Info section on the My Info tab within the portal.



BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

- You will be brought to the top of your Leave Report to enter a daily amount. The leave time can only be entered as 1 whole day. Decimal places (.25, .5, .75) are not allowed.
- Once you have entered the amount, click **SAVE** and your leave time will be populated into the column/row combination where you started.



Personal InformationEmployeeSmith Custom

SearchGo

SITEMAPHELPEXIT

Time Sheet

 By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded. I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action. Click EXIT to cancel.

Leave Report

Title and Number: HR Technology Specialist -- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Sep 08, 2013 to Sep 21, 2013
Submit By Date: Sep 23, 2013 by 12:00 PM

Earning:Personal Time
Date:Sep 15, 2013
Days:

← 2. Enter number in box.

SaveCopy

← 3. Click Save

1. Click 'Enter Days'

| Earning | Total Days | Total Units | Sunday Sep 15, 2013 | Monday Sep 16, 2013 | Tuesday Sep 17, 2013 | Wednesday Sep 18, 2013 | Thursday Sep 19, 2013 | Friday Sep 20, 2013 | Saturday Sep 21, 2013 |
|---------------------|------------|-------------|------------------------|------------------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|
| (300) Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (180) Sick Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (170) Vacation Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Total Days: | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

You may choose to **copy** your days for multiple dates. This is done by completing step #5 above and then clicking on **COPY**.

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

You may copy days taken to either the full leave period or for selected days. If you want to copy days to each date in a leave period (excluding Saturdays and Sundays) check the box labeled Copy from date displayed to end of the pay period. Check the boxes for including Saturday and/or Sunday if appropriate.

Personal InformationEmployeeSmith Custom

SearchGo

SITEMAPHELPEXIT

Time Sheet

By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded. I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action. Click EXIT to cancel.

Leave Report

Title and Number: HR Technology Specialist -- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Sep 08, 2013 to Sep 21, 2013
Submit By Date: Sep 23, 2013 by 12:00 PM

Earning:
Date:
Days:

Sick Time
Sep 09, 2013

1

2. Notice the Earning type and Date match the number clicked in 1.

SaveCopy

3. Click Copy.

1. Click number to be copied.

| Earning | Total Days | Total Units | Sunday Sep 08, 2013 | Monday Sep 09, 2013 | Tuesday Sep 10, 2013 | Wednesday Sep 11, 2013 | Thursday Sep 12, 2013 | Friday Sep 13, 2013 | Saturday Sep 14, 2013 |
|---------------------|------------|-------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|
| (300) Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (180) Sick Time | 1 | | Enter Days | 1 | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (170) Vacation Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Total Days: | 1 | | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

You may also choose specific dates to copy to by clicking the check box beneath each date as displayed. In this case, your days will only be copied to the selected dates.

Personal Information Employee Smith Custom

Search Go SITE MAP HELP EXIT

Copy

To copy to the end of the pay period, click the check box. 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. Warning: If you select the same date that you are copying from, your hours will be deleted.

Leave Code: Sick Time, Shift 1
Date and leave time to copy: Sep 09, 2013, 1 Days
Copy from date displayed to end of the leave period: ☐
Include Saturdays: ☐
Include Sundays: ☐
Copy by date:

| Sunday Sep 08, 2013 | Monday Sep 09, 2013 | Tuesday Sep 10, 2013 | Wednesday Sep 11, 2013 | Thursday Sep 12, 2013 | Friday Sep 13, 2013 | Saturday Sep 14, 2013 |
|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sunday Sep 15, 2013 | Monday Sep 16, 2013 | Tuesday Sep 17, 2013 | Wednesday Sep 18, 2013 | Thursday Sep 19, 2013 | Friday Sep 20, 2013 | Saturday Sep 21, 2013 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1. Checkmark the dates

2. Click Leave Report

Leave Report Copy

7. Once you have entered the information for copying days, click on **Leave Report** to return to your Leave Report view. Then click **SAVE**. Your days will be populated into the Leave Report.

Personal Information Employee Smith Custom

Search Go SITE MAP HELP EXIT

Time Sheet

By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded. I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action. Click EXIT to cancel.

Leave Report

Title and Number: HR Technology Specialist -- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Sep 08, 2013 to Sep 21, 2013
Submit By Date: Sep 23, 2013 by 12:00 PM
Earning: Sick Time
Date: Sep 09, 2013
Days: 1

2. Click Save.

1. Notice the checkmarks have been processed


| Earning | Total Days | Total Units | Sunday Sep 08, 2013 | Monday Sep 09, 2013 | Tuesday Sep 10, 2013 | Wednesday Sep 11, 2013 | Thursday Sep 12, 2013 | Friday Sep 13, 2013 | Saturday Sep 14, 2013 |
|---------------------|---------------|----------------|------------------------|------------------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|
| (300) Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (180) Sick Time | 3 | | Enter Days | Enter Days | 1 | 1 | 1 | Enter Days | Enter Days |
| (170) Vacation Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Total Days: | 3 | | 0 | 1 | 1 | 1 | 1 | 0 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart Next

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

If you have entered days into dates incorrectly and you need to change your Leave Report, click on the amount under the date you wish to remove it from. This will populate the amount under "Days" at the top of the Leave Report.

Time Sheet

 By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded.
I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action.
Click EXIT to cancel.

Leave Report
Title and Number: HR Technology Specialist-- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Sep 08, 2013 to Sep 21, 2013
Submit By Date: Sep 23, 2013 by 12:00 PM

Earning:
Date: Sick Time Sep 11, 2013
Days: 1

← 2. Notice how Earning, Date and Days match the number clicked in 1.
1. Click number to be deleted.

| Earning | Total Days | Total Units | Sunday Sep 08, 2013 | Monday Sep 09, 2013 | Tuesday Sep 10, 2013 | Wednesday Sep 11, 2013 | Thursday Sep 12, 2013 | Friday Sep 13, 2013 | Saturday Sep 14, 2013 |
|---------------------|------------|-------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|
| (300) Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (180) Sick Time | 3 | | Enter Days | 1 | 1 | 1 | Enter Days | Enter Days | Enter Days |
| (170) Vacation Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Total Days: | 3 | | 0 | 1 | 1 | 1 | 0 | 0 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Remove the amount from the box by backspacing or highlighting and deleting. **DO NOT** put in a 0 in the box. The box should now be blank.


Save your deletion. This will put the "Enter Days" link back in the row/column of the date you wanted to remove.

Personal Information **Employee** **Smith Custom**

Search

SITEMAP HELP EXIT

Time Sheet

 By submitting my time sheet, I certify to the accuracy of the hours worked and/or authorized time off as recorded.
I understand that intentional or willful falsification of time records is a violation of college policy and may result in disciplinary action.
Click EXIT to cancel.

Leave Report
Title and Number: HR Technology Specialist-- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Sep 08, 2013 to Sep 21, 2013
Submit By Date: Sep 23, 2013 by 12:00 PM

Earning:
Date: Sick Time Sep 11, 2013
Days:

← 1. Delete the number in the box.
3. Notice how the number changed back to 'Enter Days'..

← 2. Click Save.

| Earning | Total Days | Total Units | Sunday Sep 08, 2013 | Monday Sep 09, 2013 | Tuesday Sep 10, 2013 | Wednesday Sep 11, 2013 | Thursday Sep 12, 2013 | Friday Sep 13, 2013 | Saturday Sep 14, 2013 |
|---------------------|------------|-------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|
| (300) Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| (180) Sick Time | 2 | | Enter Days | 1 | 1 | 1 | Enter Days | Enter Days | Enter Days |
| (170) Vacation Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Total Days: | 2 | | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

Personal Information Employee

Search Go SITE MAP HELP EXIT

Time Sheet

Leave Report
Title and Number: HRIS Analyst -- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Aug 06, 2006 to Aug 19, 2006
Submit By Date: Aug 21, 2006 by 05:00 P.M.
for Earning: Vacation Time (170)
on Date: Monday Aug 07, 2006
Enter Days: 1
Save Copy

| Earning | Earn Code | Total Days | Sun Aug 06, 2006 | Mon Aug 07, 2006 | Tue Aug 08, 2006 | Wed Aug 09, 2006 | Thu Aug 10, 2006 | Fri Aug 11, 2006 | Sat Aug 12, 2006 |
|---------------|-----------|------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Personal Time | 300 | 0 | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Time | 180 | 0 | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Vacation Time | 170 | 5 | Enter Days | 1 | 1 | 1 | 1 | 1 | Enter Days |
| Total Days: | | 5 | 0 | 1 | 1 | 1 | 1 | 1 | 0 |

Position Selection Comments Preview Submit for Approval Restart Next Week

Position Selection: This will bring you back to the Leave Report Selection page if you need to input leave time for another position.

Comments: This button allows you to enter comments for your approver to see.

NOTE: If you need to delete any comments, you must highlight the comments and delete them using the space bar not the delete key.

Preview: Once all of your leave time has been entered, it is a good idea to preview your Leave Report before submitting it. This allows you to see only the dates and days associated with leave time that you entered.

Submit For Approval: When you are satisfied that you have entered all time correctly click on the **Submit for Approval** button.

NOTE: Once submitted, you cannot change your Leave Report. However, if necessary, your approver can.

Restart: This clears all information that has been entered and/or saved on the Leave Report you are currently in.

BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

To confirm that your Leave Report was submitted successfully, review the information at the bottom of your Leave Report. BannerWeb updates the “**Submitted for Approval By**” with the date you submitted your Leave Report. It also populates the “**Waiting for Approval From**” field with your approver’s name.

Once your approver has approved your time, the “**Approved By**” field will also be populated with the date when the Leave Report was approved.

Personal Information **Employee**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet

Leave Report
Title and Number: HRIS Analyst -- AD0318-00
Department and Number: Human Resources -- PY940
Leave Report Period: Aug 06, 2006 to Aug 19, 2006
Submit By Date: Aug 21, 2006 by 05:00 P.M.

for Earning: Vacation Time (170)
on Date: Monday Aug 07, 2006
Enter Days:

| Earning | Earn Code | Total Days | Sun Aug 06, 2006 | Mon Aug 07, 2006 | Tue Aug 08, 2006 | Wed Aug 09, 2006 | Thu Aug 10, 2006 | Fri Aug 11, 2006 | Sat Aug 12, 2006 |
|---------------|-----------|------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Personal Time | 300 | 0 | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Time | 180 | 0 | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Vacation Time | 170 | 5 | Enter Days | 1 | 1 | 1 | 1 | 1 | Enter Days |
| Total Days: | | 5 | 0 | 1 | 1 | 1 | 1 | 1 | 0 |

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 7.1

Start | Novell GroupWise - Mailbox | User Guide - Microsoft W... | Mozilla Firefox | 11:55 AM

Approving Time – Approvers who are Active Smith Staff/Faculty

Access BannerWeb following the instructions on pp 3 - 4.

Within the portal options, click on **APPROVAL** of Timesheets/LeaveReports.



A new browser window will open. Choose Approve or Acknowledge Time. Then, click Select:

The screenshot shows the 'Time Reporting Selection' form. The 'Approve or Acknowledge Time' option is selected with a radio button, and the 'Select' button is highlighted with a red box.

| | My Choice |
|------------------------------|---------------------------------------|
| Access my Time Sheet: | <input type="radio"/> |
| Access my Leave Report: | <input type="radio"/> |
| Access my Leave Request: | <input type="radio"/> |
| Approve or Acknowledge Time: | <input checked="" type="radio"/> |
| Approve All Departments: | <input type="checkbox"/> |
| Act as Proxy: | Self <input type="button" value="v"/> |
| Act as Superuser: | <input type="checkbox"/> |

Skip to pp 34, Approving Time - Approvers who are Active Smith Staff/Faculty or Affiliate Approvers.

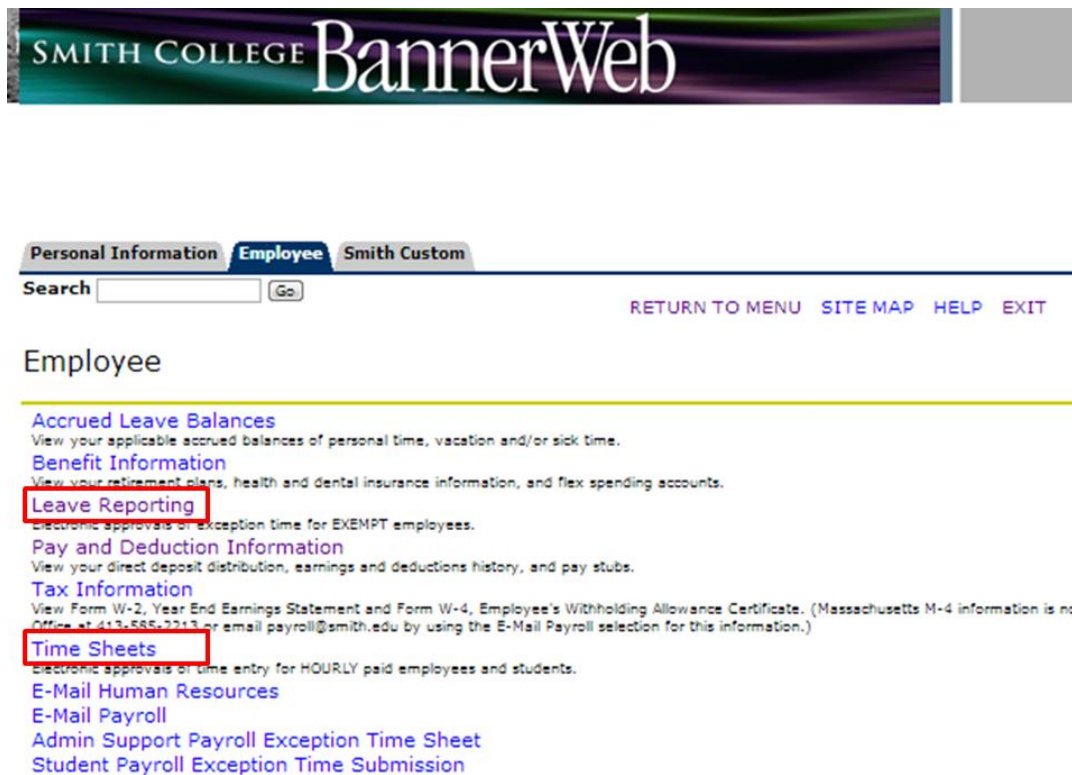
Approving Time – Approvers who are Smith Affiliates

Log in to BannerWeb following the instructions on pp 5 - 8.

Once you are logged into BannerWeb, click on Employee Services.



Click on Time Sheets or Leave Reporting, depending upon what you are approving.



Approving Time - Approvers who are Active Smith Staff/Faculty or Affiliate Approvers

If you are a designated approver, you will see the **Selection Criteria** screen.

Time Sheet/Leave Request/Proxy - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://bannerweb.smith.edu:8082/pls/PPOD/bwpktais.P_SelectTimeSheetRoll

Internet Native Banner Banner Web Tara GroupWise Web

SMITH COLLEGE BannerWeb

Search Go SITE MAP HELP EXIT

Personal Information **Employee**

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

| | My Choice |
|------------------------------|-----------------------------------|
| Access my Time Sheet: | <input type="radio"/> |
| Access my Leave Report: | <input type="radio"/> |
| Access my Leave Request: | <input type="radio"/> |
| Approve or Acknowledge Time: | <input checked="" type="radio"/> |
| Act as Proxy: | <input type="text" value="Self"/> |
| Act as Superuser: | <input type="checkbox"/> |

Select

[Proxy Set Up]

Done bannerweb.smith.edu:8082

Start Novell GroupWise - M... Time Sheet/Leave ... 2 Internet Explorer User Guide - Microsoft... 9:07 AM

The system defaults to “**Approve or Acknowledge Time**”. If you are acting as proxy for a designated approver, click on the drop down box to the right of “Act as Proxy” and select the person for whom you are approving.

An approver may add or change his/her proxy by clicking on **Proxy Set Up** at the bottom of the page (see documentation on the next page for the setup).

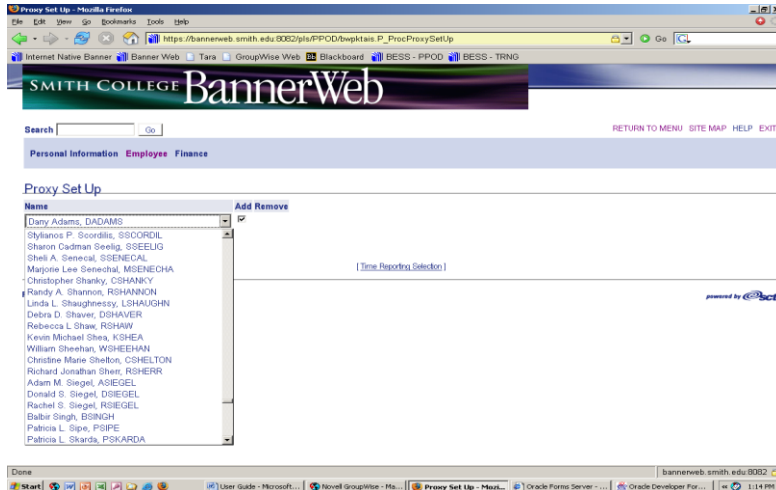
NOTE: If you are adding a proxy, please contact Jen Tenczar at ext. 2274 or jtenczar@smith.edu in Human Resources so that the proxy is set up with your department organizational security.

Once you have added a proxy, be sure to have the proxy go through the approval process with you at least once before needing them to proxy time. This will ensure that they have the necessary access to view time sheets and/or leave reports and that they know what your guidelines are for your employees.

Approving Time - Approvers who are Active Smith Staff/Faculty Approvers or Affiliates, cont'd

To set up a proxy

1. Click on the down arrow and select the name of the person you want to set up as your proxy.



2. Select the person's name and checkmark the Add box. If the person's name does not show in the drop-down list, contact Jen Tenczar in Human Resources at ext. 2274 or jtenczar@smith.edu.



3. Then **Save**. The person's name will appear **above** the drop-down box.



Approving Time - Approvers who are Active Smith Staff/Faculty Approvers or Affiliates, cont'd

To remove a proxy

Check the Remove box next to the proxy name that you want to delete and then click **Save**.

You can set up as many proxies as needed. **Remember that employees cannot approve time for themselves.**

To approve time:

Time should only be approved at the end of the bi-weekly pay period. All time transactions must be completed and submitted for approval by 12:00 pm on the Monday following the end of the bi-weekly pay period. All approvers must approve time by 9am the next day, Tuesday.

NOTE: When approving time, if Monday is a holiday, refer to the payroll calendar for adjusted deadlines.

1. When approving time, you will need to select the **Department** by clicking on the radio button under My Choice, and the **Pay Period** from Time Sheet or Leave Report.
2. Click on **Select** to open the related time systems. **BE CAREFUL.** There may be more than one pay period open for approving time.

NOTE: If an employee has transferred from one position to another in the middle of a pay period, you may only see a partial Time Sheet or Leave Report for the first pay period.

Approving Time - Approvers who are Active Smith Staff/Faculty Approvers or Affiliates, cont'd

The first screen shows a **Summary** page which displays the **Department**, **Status**, **Required Action**, **Comments** or **Other Information** as needed.

Summary - Mozilla Firefox

https://bannerweb.smith.edu:8082/pls/PPOD/bwpktais.P_ProcSelectApproverAction

Internet Native Banner Banner Web Tara GroupWise Web Blackboard BESS - PP0D BESS - TRNG

SMITH COLLEGE BannerWeb

Search [] Go SITE MAP HELP EXIT

Personal Information Employee Finance

Summary

Click under Approve/Acknowledge and then click **Save**. For more detailed information, click the employee's name.

COA: 1. Smith College

Department: PY940, Human Resources

Pay Period: Jun 25, 2005 to Jul 01, 2005

Act as Proxy: Not Applicable

Pay Period Time Entry Status: Open until Jul 05, 2005, 10:00 A.M.

Select New Department Select All, Approve or FYI Reset Save

| Pending | | | | | | |
|-----------|-------------------------------|-----------------|-------------|-------------|--------------|--------------------------|
| ID | Name and Position | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI |
| 990305688 | Tina M. Benoit AS0166 - 00 | Approve | 35.00 | .00 | | <input type="checkbox"/> |

| Not Started | | |
|-------------|------------------------------------|-------------------|
| ID | Name and Position | Other Information |
| 990642121 | Lynda DallaPegorara AS0165 - 00 | |

Pay Event Transactions

Department: All employees are grouped into Department Organizations. When you open this summary, all employees for that organization (even ones that you do not approve time for) who have not opened their Time Sheet or Leave Report will show. Once the employee opens their Time Sheet or Leave Report, they will be routed to the correct approver.

Status: This is the most important piece of information on the Summary page. This tells you what is happening with the Time Sheet or Leave Report. There are three statuses the approver should be aware of;

Not Started: This means that the employee has not opened their Time Sheet or Leave Report for the pay period you are viewing.


In Progress: This means that the employee has opened their Time Sheet or Leave Report for the pay period you are viewing and is currently working on it. You are able to view their Time Sheet or Leave Report but you cannot approve it.

Pending: This means that the employee has completed their Time Sheet or Leave Report and has submitted it for your approval.

Approving Time - Approvers who are Active Smith Staff/Faculty Approvers or Affiliates, cont'd

You will see a summary of the time submitted, where the Time Sheet or Leave Report is in the process (Routing Queue), and the Account Distribution for the position.

Employee Detailed Information

 To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: [REDACTED] Department and Description: 1 PY940 Human Resources
Title: [REDACTED] Transaction Status: Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

| Earnings | Shift | Special Rate | Total Hours | Total Units | Sunday , Jun 29, 2014 | Monday , Jun 30, 2014 | Tuesday , Jul 01, 2014 | Wednesday , Jul 02, 2014 | Thursday , Jul 03, 2014 | Friday , Jul 04, 2014 | Saturday , Jul 05, 2014 | Sunday , Jul 06, 2014 | Monday , Jul 07, 2014 | Tuesday , Jul 08, 2014 | Wednesday , Jul 09, 2014 | Thursday , Jul 10, 2014 | Friday , Jul 11, 2014 | Saturday , Jul 12, 2014 |
|---------------------|-------|--------------|-------------|-------------|-----------------------|-----------------------|------------------------|--------------------------|-------------------------|-----------------------|-------------------------|-----------------------|-----------------------|------------------------|--------------------------|-------------------------|-----------------------|-------------------------|
| Regular Pay | 1 | | 63 | | | 7 | 7 | 7 | 7 | | | | 7 | 7 | 7 | 7 | 7 | |
| Holiday Time | 1 | | 7 | | | | | | | 7 | | | | | | | | |
| Total Hours: | | | 70 | | | 7 | 7 | 7 | 7 | 7 | | | 7 | 7 | 7 | 7 | 7 | |
| Total Units: | | | | 0 | | | | | | | | | | | | | | |

Routing Queue

| Name | Action and Date |
|------------|----------------------------------|
| [REDACTED] | Originated Jul 09, 2014 03:58 pm |
| | Submitted Jul 09, 2014 04:02 pm |
| | Pending |

Account Distribution Default Data

| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|---------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Jun 29, 2014 | 100.00 | | 101020 | 2111 | 61300 | 6300 | | | | |

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

If the employee's time is correct, click **Approve** to approve the time.

Select **Previous Menu** to take you back to the **Summary** page to review other time sheets.

There are additional functions that may be performed on this page:

Return for Correction: Within strict time constraints, allows employee to make corrections after their original submission for approval. See next page for further explanation.

Change Record: Allows you to make corrections to the employee's Time Sheet or Leave Report. See next page for further explanation.

Delete: Deletes the employee's time sheet or leave report and resets it for the employee to then re-input and re-submit his or her time.

Add Comments: This button allows you to enter comments.

Previous Menu returns you to the **Summary** page.

Approving Time - Approvers who are Active Smith Staff/Faculty Approvers or Affiliates, cont'd

If your employee has entered time *incorrectly*, it is highly recommended that you discuss the needed change with the employee and that you, the approver, then change the Time Sheet or Leave Report as follows:

1. Click **Change Record**.

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: [REDACTED] Department and Description: 1 PY940 Human Resources
Title: [REDACTED] Transaction Status: Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

[Leave Balances](#) | [Routing Queue](#)

Leave Report

| Earnings | Total Days | Total Units | Sunday , Jun 29, 2014 | Monday , Jun 30, 2014 | Tuesday , Jul 01, 2014 | Wednesday , Jul 02, 2014 | Thursday , Jul 03, 2014 | Friday , Jul 04, 2014 | Saturday , Jul 05, 2014 | Sunday , Jul 06, 2014 | Monday , Jul 07, 2014 | Tuesday , Jul 08, 2014 | Wednesday , Jul 09, 2014 | Thursday , Jul 10, 2014 | Friday , Jul 11, 2014 | Saturday , Jul 12, 2014 |
|---------------|------------|-------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|-------------------------------|-----------------------------|-------------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|-------------------------------|-----------------------------|-------------------------------|
| Vacation Time | 3 | | | | | | | | | | | | 1 | 1 | 1 | |
| Total Days: | 3 | | | | | | | | | | | | 1 | 1 | 1 | |
| Total Units: | | 0 | | | | | | | | | | | | | | |

Leave Balances as of Jul 10, 2014

| Type of Leave | Hours or Days | Banked | Available Beginning Balance | Earned | Taken | Available Balance |
|---------------|---------------|--------|-----------------------------|--------|-------|-------------------|
| Sick Time | Days | 0 | 83.18 | 0 | 0 | 83.18 |
| Vacation Time | Days | 0 | 15.5 | 19.29 | 13 | 21.79 |
| Personal Time | Days | 0 | 4 | 0 | 0 | 4 |

2. Click on the amount under the date you wish to correct or remove it from. This will populate the amount in the box for Hours or Days at the top of the page.

Leave Report

Name: [REDACTED]
Title and Number: [REDACTED]
Department and Number: Human Resources -- PY940
Leave Report Period: Jun 29, 2014 to Jul 12, 2014
Submit By Date: Jul 15, 2014 by 09:00 AM

Earning: Vacation Time
Date: Jul 09, 2014
Days: 1

[Save](#) [Copy](#)

| Earning | Total Days | Total Units | Sunday Jul 06, 2014 | Monday Jul 07, 2014 | Tuesday Jul 08, 2014 | Wednesday Jul 09, 2014 | Thursday Jul 10, 2014 | Friday Jul 11, 2014 | Saturday Jul 12, 2014 |
|---------------|------------|-------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Vacation Time | 3 | | Enter Days | Enter Days | Enter Days | 1 | 1 | 1 | Enter Days |
| Total Days: | 3 | | 0 | 0 | 0 | 1 | 1 | 1 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

[Previous Menu](#) [Preview](#) [Comments](#) [Approve](#) [Previous](#)

Approving Time - Approvers who are Active Smith Staff/Faculty Approvers or Affiliates, cont'd

3. Remove the amount from the box by backspacing or highlighting and deleting. **DO NOT** put in a 0. The box should now be blank.

Leave Report

Name:

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Earning:

Date:

Days:

Human Resources -- PY940

Jun 29, 2014 to Jul 12, 2014

Jul 15, 2014 by 09:00 AM

Vacation Time

Jul 09, 2014

Save Copy

| Earning | Total Days | Total Units | Sunday Jul 06, 2014 | Monday Jul 07, 2014 | Tuesday Jul 08, 2014 | Wednesday Jul 09, 2014 | Thursday Jul 10, 2014 | Friday Jul 11, 2014 | Saturday Jul 12, 2014 |
|---------------|------------|-------------|------------------------|------------------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|
| Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Vacation Time | 3 | | Enter Days | Enter Days | Enter Days | 1 | 1 | 1 | Enter Days |
| Total Days: | 3 | | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Previous Menu

Preview

Comments

Approve

Previous

4. Save your deletion. This will put the "Enter Hours/Days" link back in the row/column of the date you wanted to remove.

Leave Report

Name:

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Earning:

Date:

Days:

Human Resources -- PY940

Jun 29, 2014 to Jul 12, 2014

Jul 15, 2014 by 09:00 AM

Vacation Time

Jul 09, 2014

Save Copy

| Earning | Total Days | Total Units | Sunday Jul 06, 2014 | Monday Jul 07, 2014 | Tuesday Jul 08, 2014 | Wednesday Jul 09, 2014 | Thursday Jul 10, 2014 | Friday Jul 11, 2014 | Saturday Jul 12, 2014 |
|---------------|------------|-------------|------------------------|------------------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|
| Personal Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Time | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Vacation Time | 3 | | Enter Days | Enter Days | Enter Days | Enter Days | 1 | 1 | Enter Days |
| Total Days: | 3 | | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Previous Menu

Preview

Comments

Approve

Previous

Approving Time - Approvers who are Active Smith Staff/Faculty Approvers or Affiliates, cont'd

If your employee has entered time *incorrectly* and you clearly understand the strict time deadlines for submission and approval of time sheets and leave reports, you can arrange with the employee for him/her to make the correction via **Return for Correction**. Otherwise, please very carefully follow instructions **above** (beginning on pp 39) for **Change Record**.

It is critical to allow enough time for the employee to re-submit the time sheet or leave report so that you can then meet the approver deadline (which is usually 9am on Tuesday of a payday week).

1. Click **Return for Correction** followed by **Previous Menu**.

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Time transaction successfully returned for correction.

Employee ID and Name: [REDACTED] Department and Description: 1 PY940 Human Resources
Title: [REDACTED] Transaction Status: Pending

Previous Menu **Approve** **Return for Correction** **Change Record** **Delete** **Add Comment** **Next**

[Leave Balances](#) | [Routing Queue](#)

Leave Report

| Earnings | Total Days | Total Units | Sunday, Jun 29, 2014 | Monday, Jun 30, 2014 | Tuesday, Jul 01, 2014 | Wednesday, Jul 02, 2014 | Thursday, Jul 03, 2014 | Friday, Jul 04, 2014 | Saturday, Jul 05, 2014 | Sunday, Jul 06, 2014 | Monday, Jul 07, 2014 | Tuesday, Jul 08, 2014 | Wednesday, Jul 09, 2014 | Thursday, Jul 10, 2014 | Friday, Jul 11, 2014 | Saturday, Jul 12, 2014 |
|---------------|------------|-------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|
| Vacation Time | 3 | | | | | | | | | | | | 1 | 1 | 1 | |
| Total Days: | 3 | | | | | | | | | | | | 1 | 1 | 1 | |
| Total Units: | | 0 | | | | | | | | | | | | | | |

Leave Balances as of Jul 10, 2014

| Type of Leave | Hours or Days | Banked | Available Beginning Balance | Earned | Taken | Available Balance |
|---------------|---------------|--------|-----------------------------|--------|-------|-------------------|
| Sick Time | Days | 0 | | 83.18 | 0 | 83.18 |
| Vacation Time | Days | 0 | | 15.5 | 19.29 | 21.79 |
| Personal Time | Days | 0 | | 4 | 0 | 4 |

2. The employee's row then appears under a 'Returned for Correction' status.

Summary

Click under **Approve** or **FYI** and then click **Save**. For more detailed information, click the employee's name.

COA: 1, Smith College
Department: PY940, Human Resources
Leave Frequency: BW, Bi-weekly
Leave Period: Jun 29, 2014 to Jul 12, 2014
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Jul 15, 2014, 09:00 AM

Change Selection **Select All, Approve or FYI** **Reset** **Save**

| Pending | | | | | | | | | | |
|------------|--------------------------|-----------------|------------|-------------|-------------|-------|--------|--------------------------|--------------------------|-------------------------------------|
| ID | Name, Position and Title | Required Action | Total Days | Total Hours | Total Units | Queue | Status | Approve or FYI | Return for Correction | Cancel |
| [REDACTED] | [REDACTED] | Override | 2.00 | .00 | .00 | | | <input type="checkbox"/> | <input type="checkbox"/> | Change Leave Record |
| [REDACTED] | [REDACTED] | Override | 3.00 | .00 | .00 | | | <input type="checkbox"/> | <input type="checkbox"/> | Change Leave Record |

| Returned for Correction | | | | | | |
|-------------------------|--------------------------|------------|-------------|-------------|-------------------|--------------------------------|
| ID | Name, Position and Title | Total Days | Total Hours | Total Units | Other Information | |
| [REDACTED] | [REDACTED] | | .00 | .00 | .00 | Leave Balances |

| Not Started | | |
|-------------|--------------------------|-------------------------|
| ID | Name, Position and Title | Other Information |
| [REDACTED] | [REDACTED] | Extract |

Once the Approver has approved the Time Sheet or Leave Report, the Status of the time sheet will change to Completed.

Summary

 Click under Approve or FYI and then click **Save**. For more detailed information, click the employee's name.

COA: 1, Smith College
 Department: PY940, Human Resources
 Leave Frequency: BW, Bi-weekly
 Leave Period: Jun 29, 2014 to Jul 12, 2014
 Act as Proxy: Not Applicable
 Leave Period Leave Entry Status: Open until Jul 15, 2014, 09:00 AM

Change Selection Select All, Approve or FYI Reset Save

| Pending | | | | | | | | | | | |
|---------|--------------------------|-----------------|------------|-------------|-------------|--------------|--------------------------|--------------------------|--------|--|--|
| ID | Name, Position and Title | Required Action | Total Days | Total Hours | Total Units | Queue Status | Approve or FYI | Return for Correction | Cancel | Other Information | |
| | | Override | 3.00 | .00 | .00 | | <input type="checkbox"/> | <input type="checkbox"/> | | Change Leave Record Leave Balance | |

| Not Started | | | | | | | | | | | |
|-------------|--------------------------|--|--|--|--|--|--|-------------------------|--|--|--|
| ID | Name, Position and Title | | | | | | | Other Information | | | |
| | | | | | | | | Extract | | | |

| Completed | | | | | | | | | | | |
|-----------|--------------------------|-----------------|------------|-------------|-------------|--------------|----------------|-----------------------|--------|--|--|
| ID | Name, Position and Title | Required Action | Total Days | Total Hours | Total Units | Queue Status | Approve or FYI | Return for Correction | Cancel | Other Information | |
| | | | 2.00 | .00 | .00 | Overridden | | | | Leave Balance Leave Updated | |
| | | | .00 | .00 | .00 | Overridden | | | | Leave Balance Leave Updated Errors | |

Pay Event Transactions

Action required by all approvers: 1
 Time or Leave Transactions Approved or FYI: 2
 Time or Leave Transactions Awaiting Approval or FYI: 2
 Total: 5
 Total Days: 5.00


When you have approved all of your Time Sheet and Leave Reports, **Exit** out of BannerWeb.

Personal Information **Employee** Smith Custom

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Summary

 Click under Approve or FYI and then click **Save**. For more detailed information, click the employee's name.

COA: 1, Smith College
 Department: PY940, Human Resources
 Leave Frequency: BW, Bi-weekly
 Leave Period: Jun 29, 2014 to Jul 12, 2014
 Act as Proxy: Not Applicable
 Leave Period Leave Entry Status: Open until Jul 15, 2014, 09:00 AM