SMITH COLLEGE

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

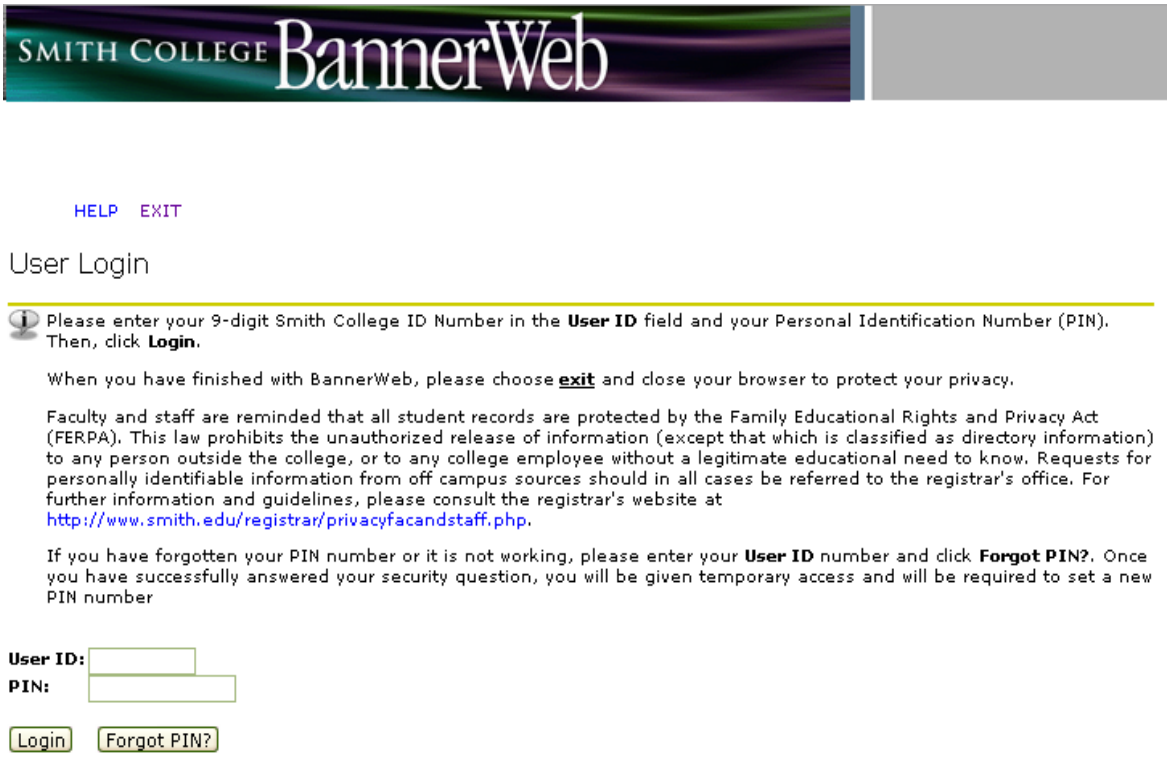
3. Depending on your designation and purpose, see further instructions for choosing an option in the Timesheets/Leave Reports section:

Designation	Purpose	Go to pp
Approvers - Active Smith Staff/Faculty	APPROVAL of Timesheets/Leave Reports	32, 34-36
Approvers – Smith Affiliates		33, 34-36
Exempt Administrative Staff	Leave Report ENTRY	22
Students	Timesheet ENTRY	8
Non-Exempt Administrative Support Staff		13

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.



See further instructions on approving time on pp 34.

What if I 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.

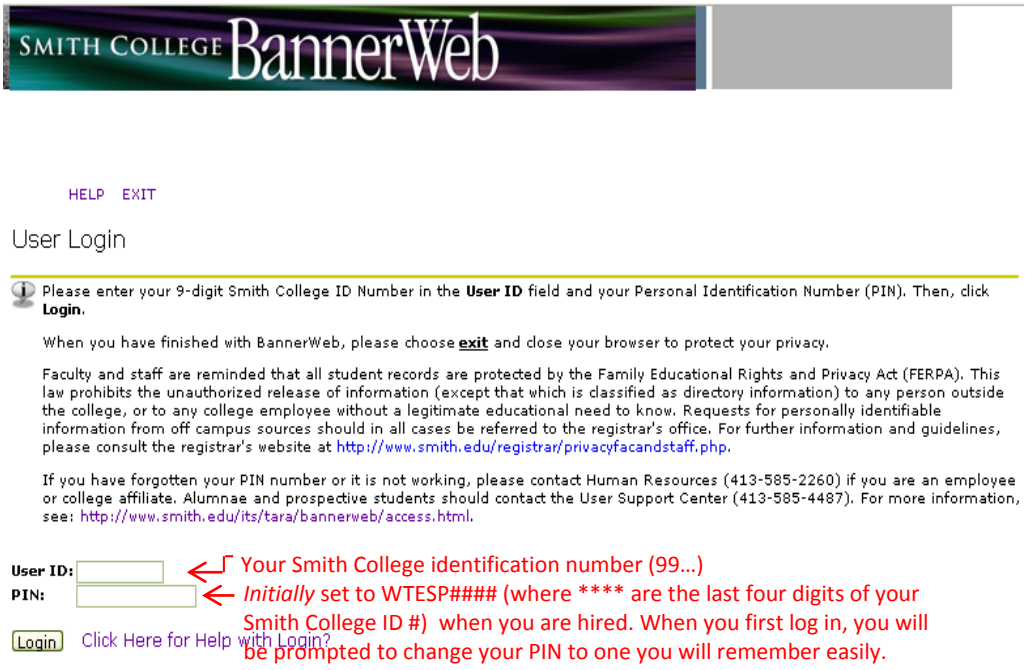
Accessing BannerWeb, cont'd

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:



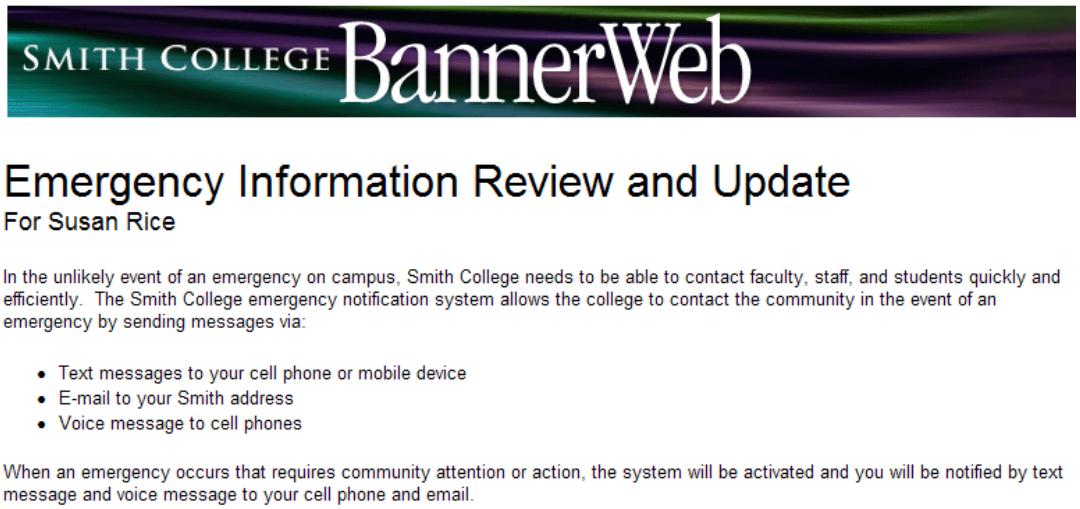
   b. First time users only: Next, change your PIN to a permanent PIN known only by you:

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.



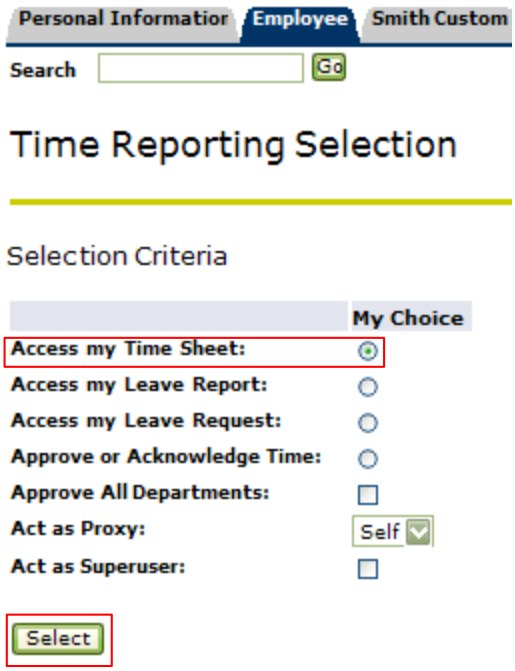
d. First time users only: Next, you will be asked to agree to the Terms of Usage. If you choose not to accept the terms, click on Exit. You will not be able to use BannerWeb for any function. However, if you agree to the terms, click on Continue and you will be taken into BannerWeb.

Acceptable Usage Statement - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
https://bannerweb.smith.edu:8082/pls/PPOD/twbkwbis.P_ValLogin
Go
Internet Native Banner
Banner Web
Tara
GroupWise Web
SMITH COLLEGE BannerWeb
HELP EXIT
Terms of Usage
You are entering a secure information area! The information contained in the BannerWeb@Smith modules is live, confidential data.
The server that runs this system is a VeriSign certified Secure Site. All transmissions between the server and your client are encrypted. You will also see that the system includes several security features, such as inactivity time outs, and limits the number of failed login attempts. However, your records may be unprotected if you are negligent. To ensure that no other person can gain access to your records: 1) never share your PIN with anyone , and 2) be sure to logout completely, (Exit the system and shutdown your browser process), when you have finished using the system. This is particularly important if you are accessing the system from a Smith Resource Center. If you don't logout completely, another person may access the machine, and your records.
Use of this system is governed by the College's Acceptable Use Policy. Specific prohibitions relevant to the use of the BannerWeb@Smith system include "Disclosure of confidential information or invasion of personal privacy", "Sharing your account or password with anyone", and "...attempting to gain access to other users' accounts, or private files...". If you are unaware of the contents of this policy, please review it. The policy can be found on-line in the "Policies" section of the ITS Web site at (http://www.smith.edu/its). Violations of college policies are adjudicated according to the procedures outlined in the Student Handbook, the Faculty Code, and the Staff Handbook. If you agree to these terms of usage, click on the "Continue" button below. Otherwise, click on the "Exit" button.
Continue
Exit
RELEASE: 6.1
powered by sct
Done
bannerweb.smith.edu:8082
Start
Novell GroupWis...
Oracle Forms Ser...
Oracle Developer...
User Guide - Micr...
Acceptable Us...
2:41 PM

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:



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.

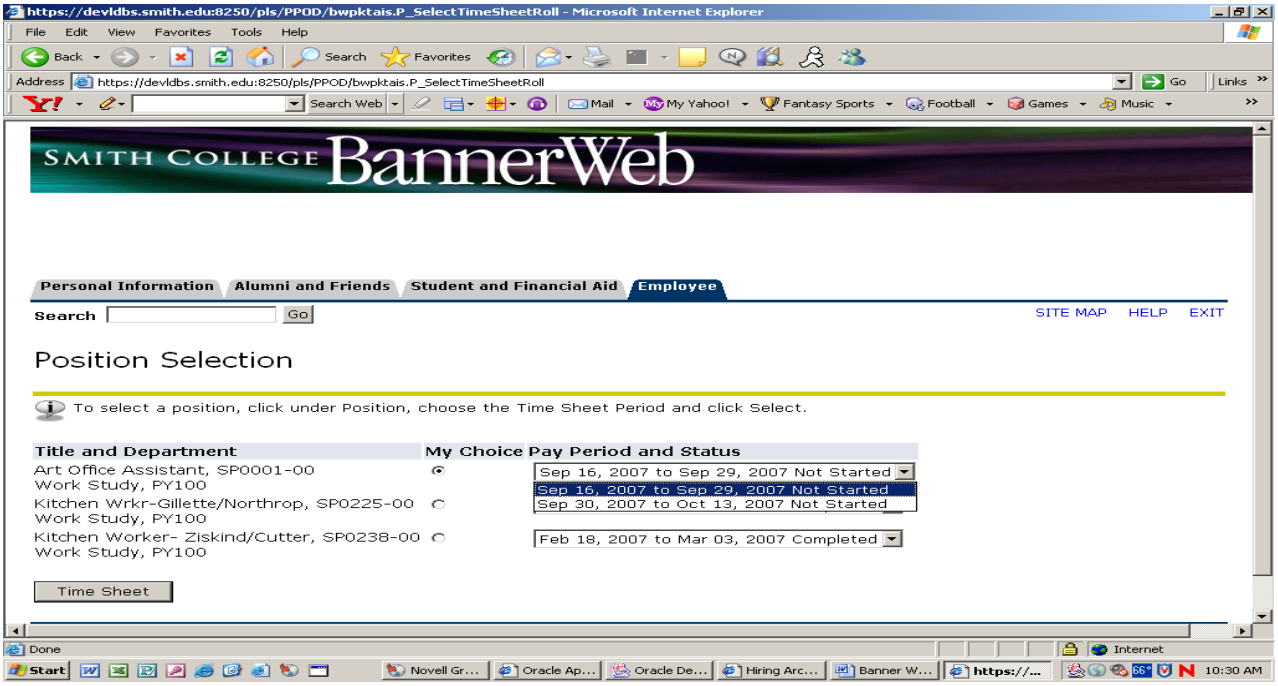
Time can be entered throughout the duration of the pay period. However, all time sheet transactions must be completed and submitted for approval by 12:00 p.m. on the Monday following the end of each bi-weekly pay period.

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.



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

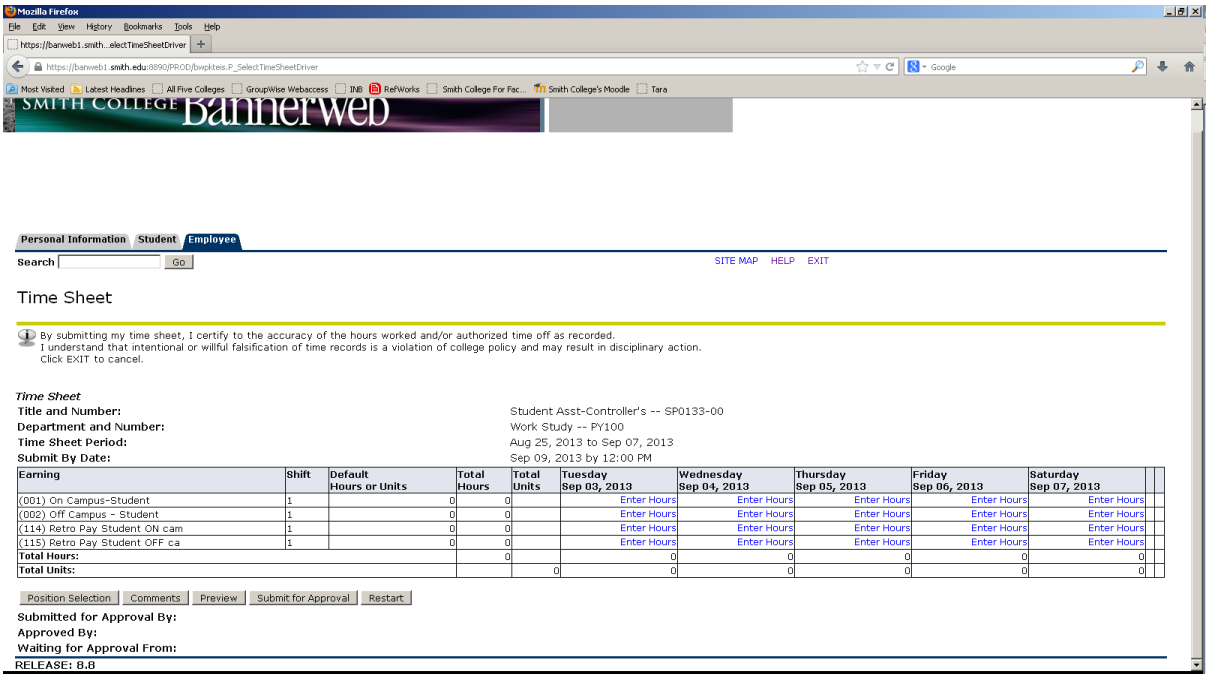
NOTE: If you have transferred from one position to another in the middle of a pay period, you will see both jobs open. You will need to enter time for the corresponding days worked in each job for that pay period.

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

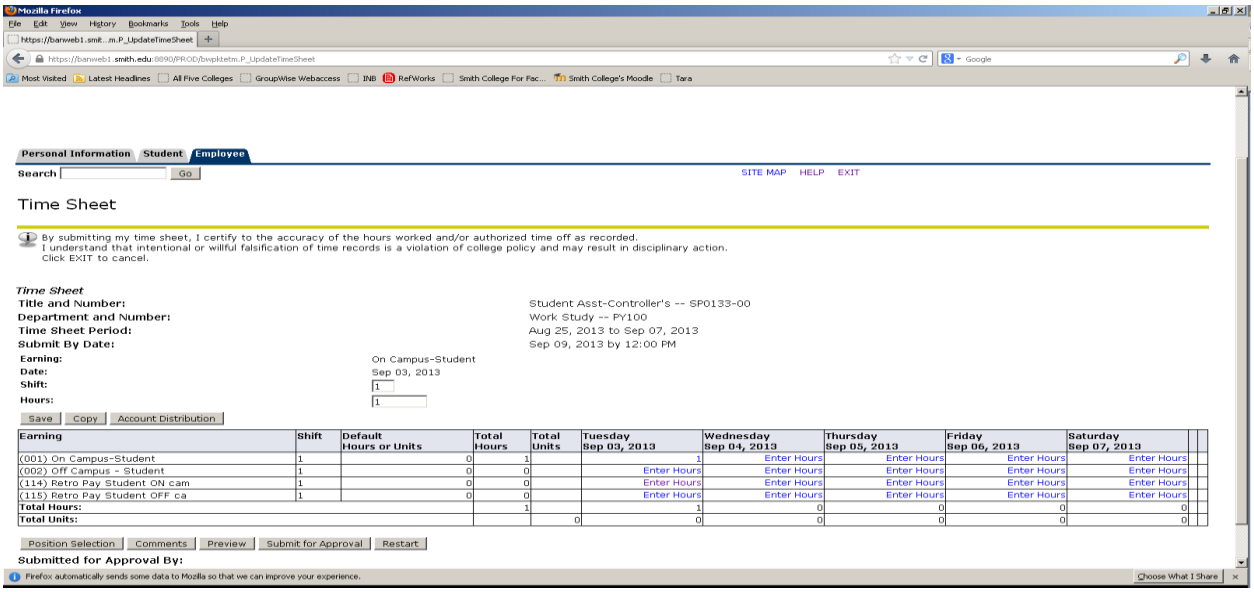
BannerWeb Time Entry - Students, cont'd

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.

3. 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.

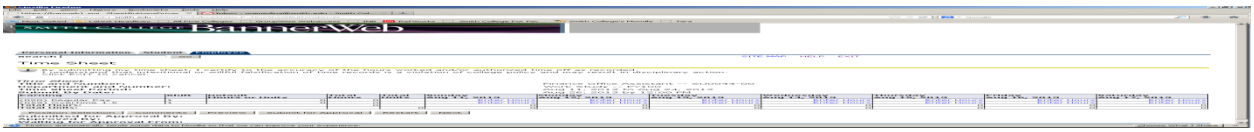


4. You will be brought to the top of your time sheet to enter the hours worked. The time can be entered as whole numbers (4, 7, 10, etc.) or out to two decimal places (2.25, 4.5, 8.75). Once you have entered the hours, click on **SAVE** and your time will be populated into the column/row combination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

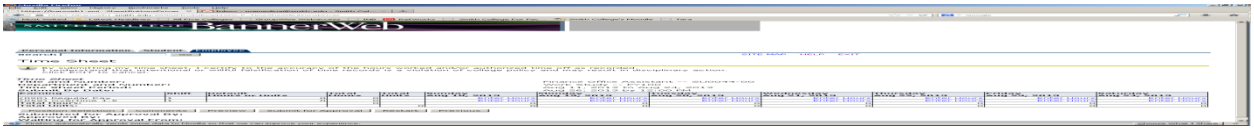


BannerWeb Time Entry - Students, cont'd

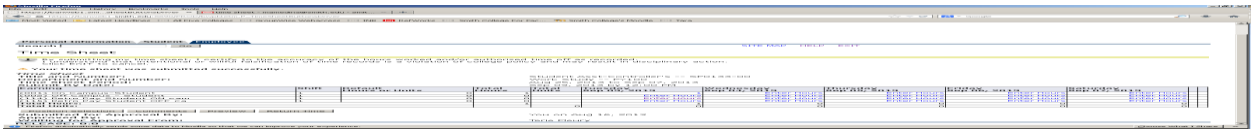
NOTES: Do not use the shift box (shown above) as the College does not utilize this feature in BannerWeb. If you work two different shifts, for example lunch and dinner, on the same day, add the hours together and put the total hours worked for the day in the **Hours** box.



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.

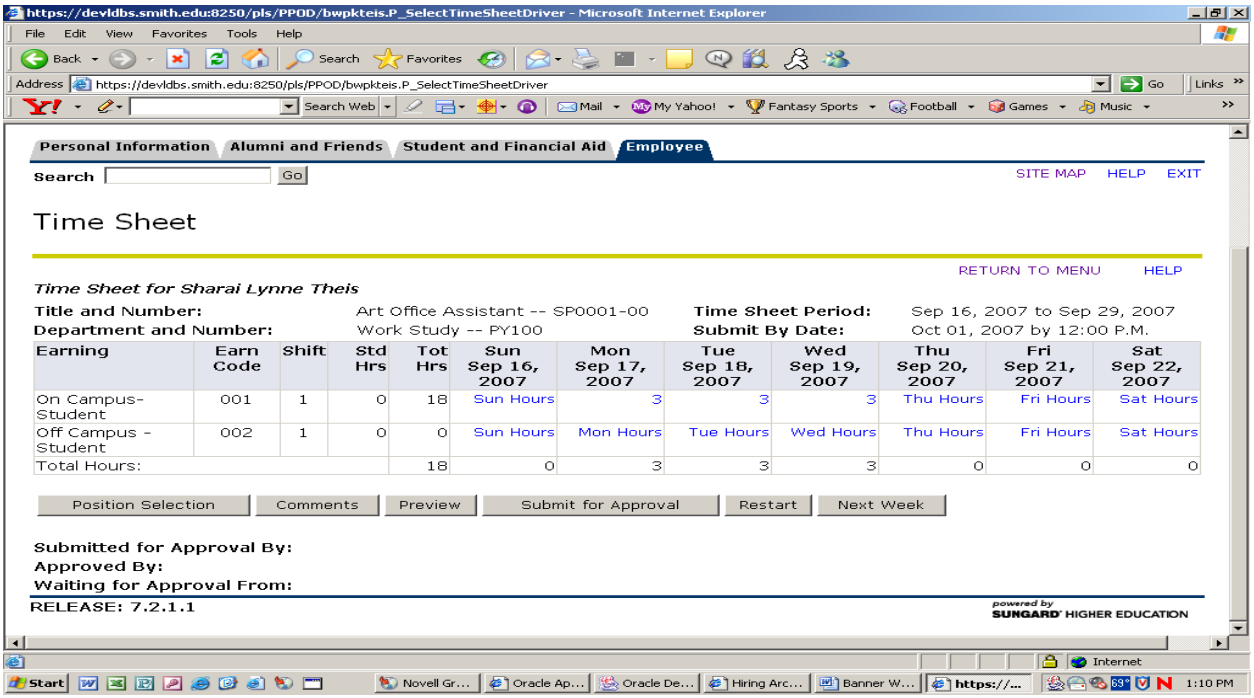


You may **Exit** at any time. All hours entered and saved will be retained for payroll processing and history

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.



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**.

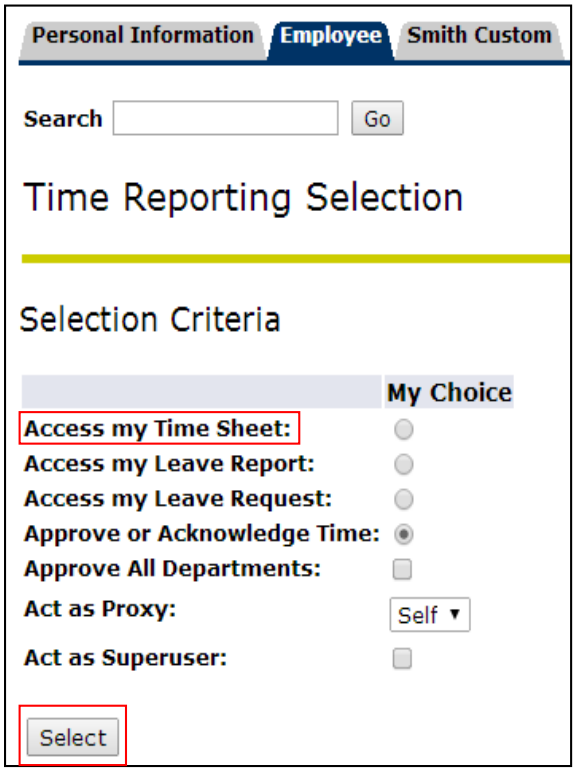
Once submitted, you will be taken back to your time sheet. To confirm that your time sheet was submitted successfully, review the information at the bottom of the page. BannerWeb updates the **Submitted for Approval By** with the date you submitted your time sheet. It also populates the "**Waiting for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



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.

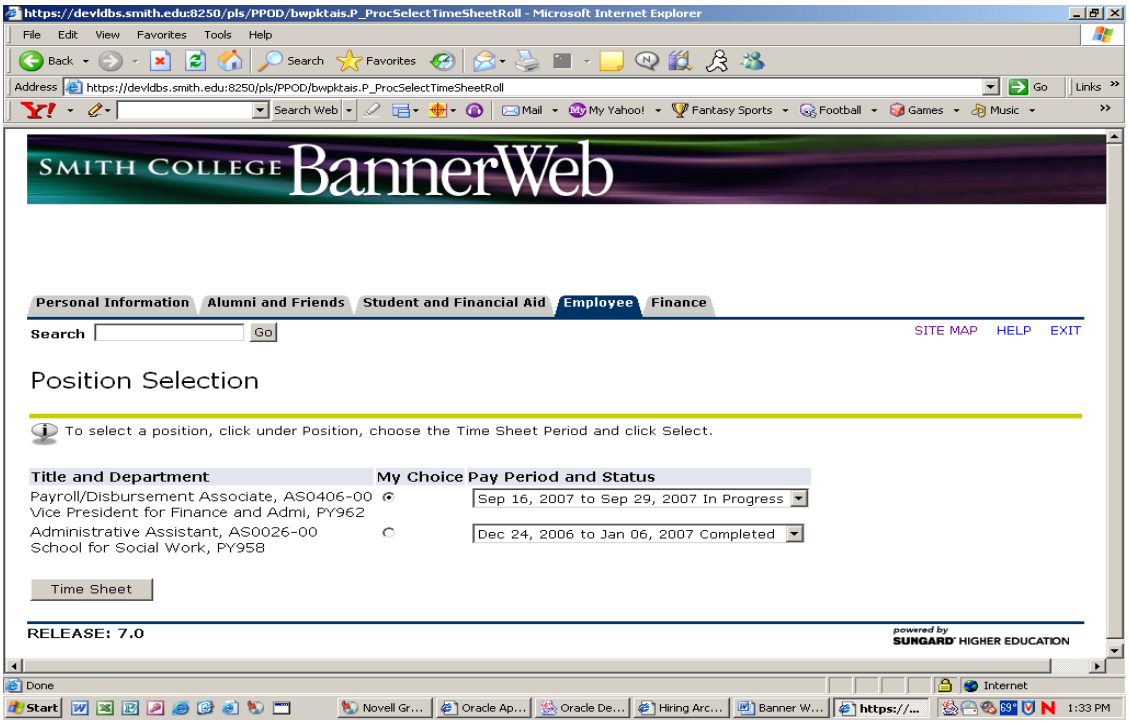
Time can be entered throughout the duration of the pay period or all at once at the end of the pay period. However, all time sheet transactions must be completed and submitted for approval by 12:00 pm on the Monday following the end of the bi-weekly pay period.

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

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.

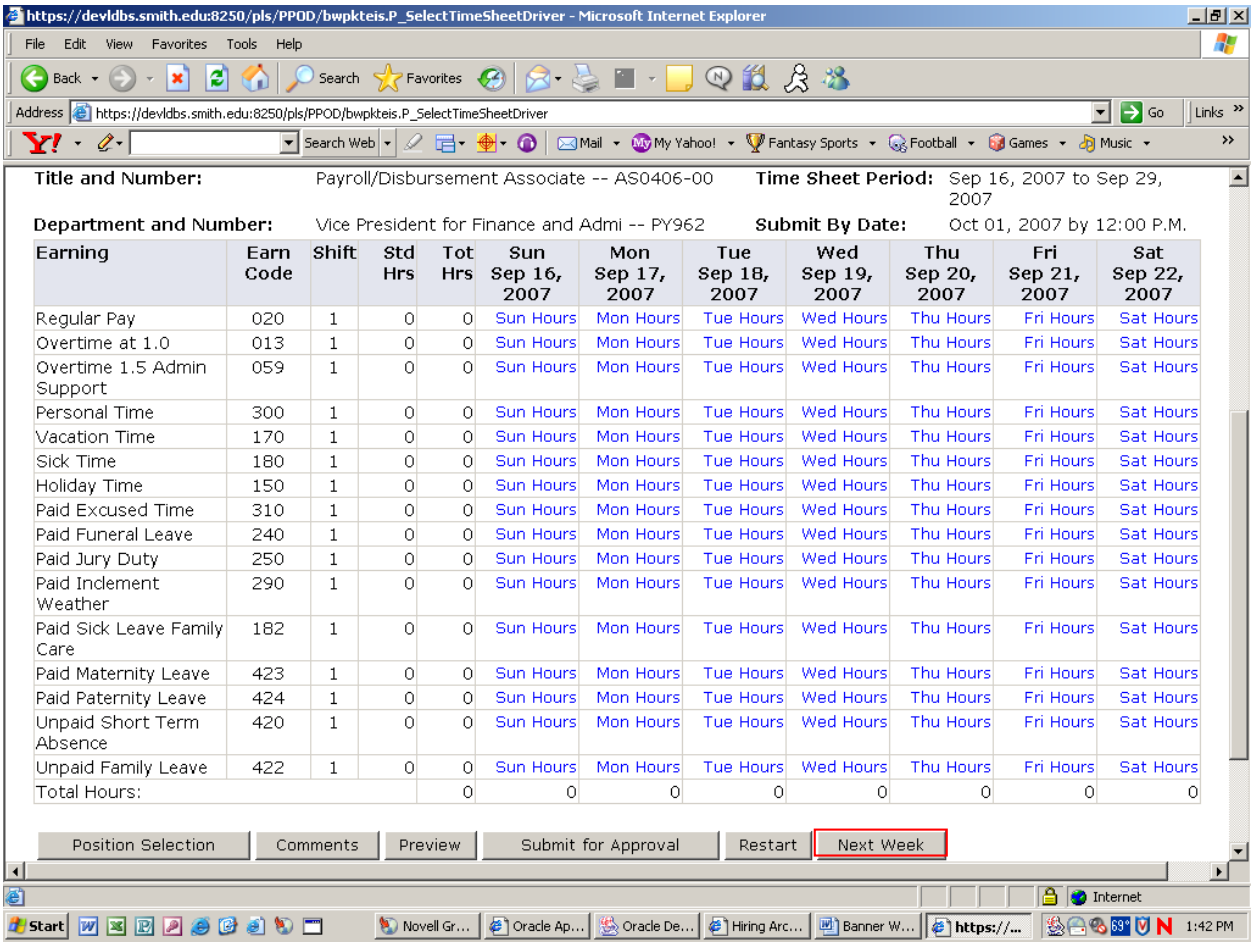


2. Once you have chosen the pay period, click on **Time Sheet**.

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

3. 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.



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 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

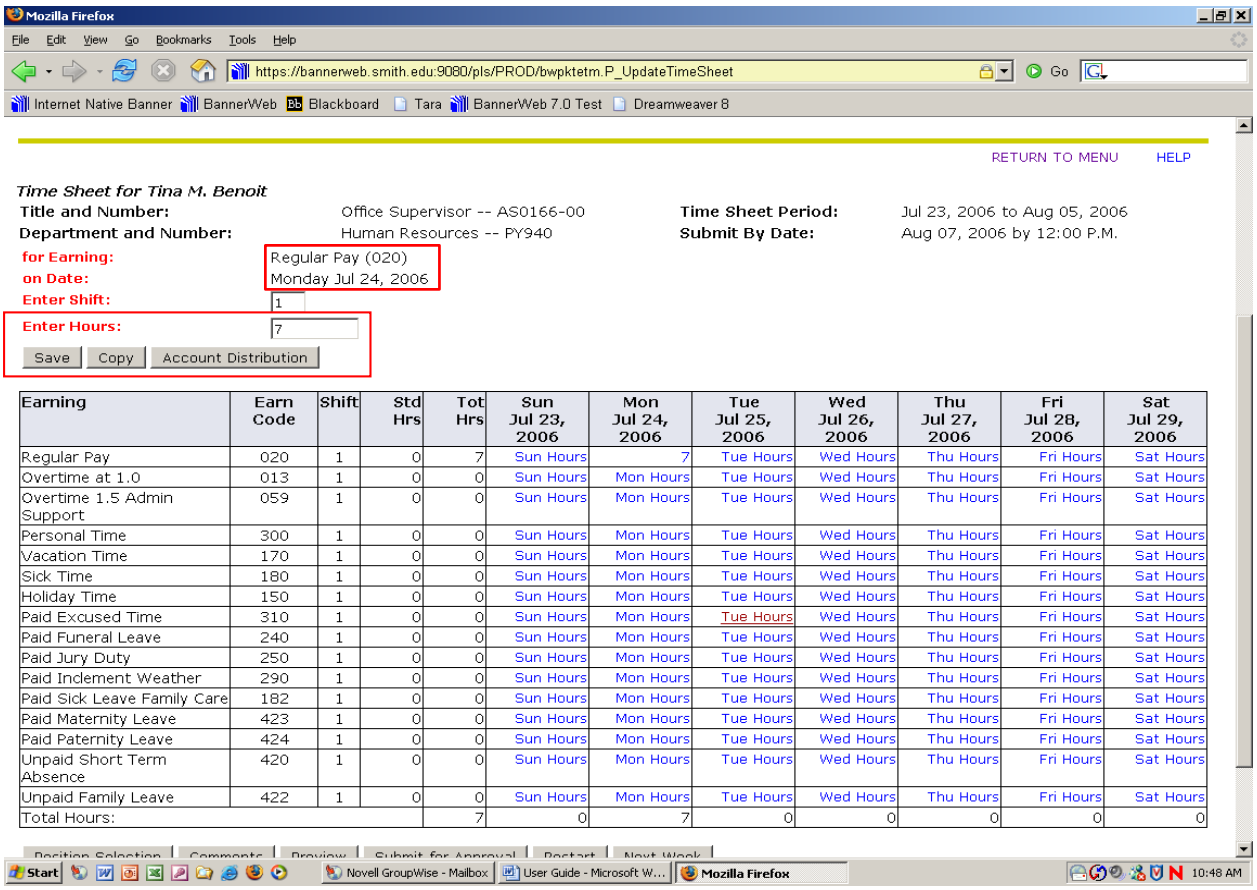
To see the second week, click on the "**Next Week**" icon.

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

4. 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).

5. Once you have entered the amount, click **SAVE** and your time will be populated into the column/row combination where you started.



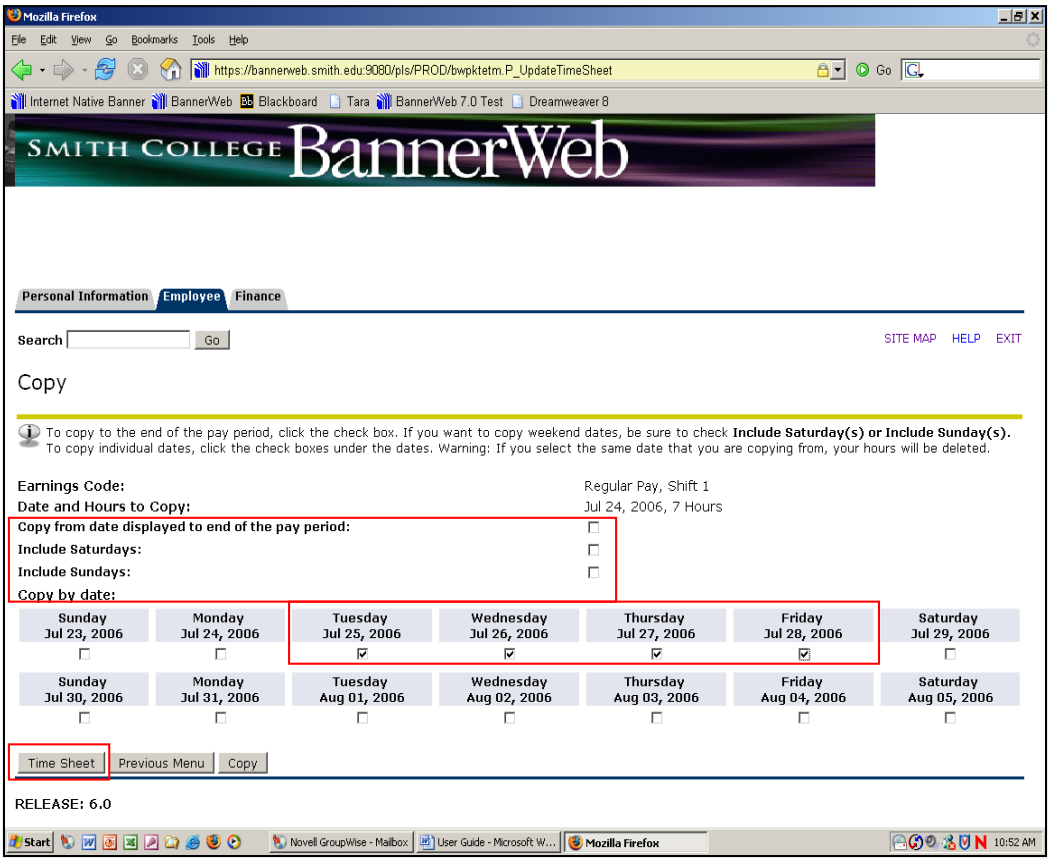
Earning	Earn Code	Shift	Std Hrs	Tot Hrs	Sun Jul 23, 2006	Mon Jul 24, 2006	Tue Jul 25, 2006	Wed Jul 26, 2006	Thu Jul 27, 2006	Fri Jul 28, 2006	Sat Jul 29, 2006
Regular Pay	020	1	0	7	Sun Hours	7	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat Hours
Overtime at 1.0	013	1	0	0	Sun Hours	Mon Hours	Tue Hours	Wed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



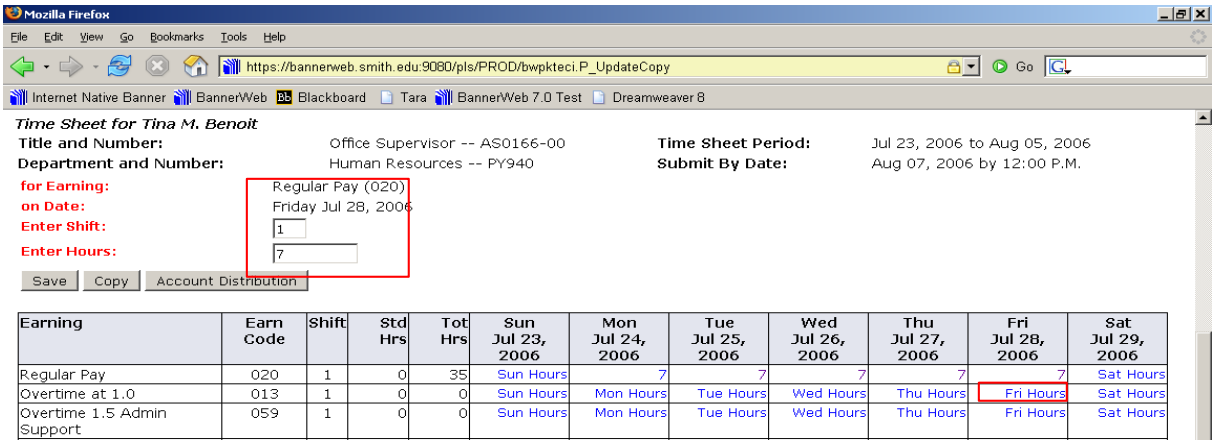
6. Once you have entered the information for copying time, click on **Time Sheet** to return to your time sheet view and then click on **SAVE**. Your hours will be populated into the time sheet.

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 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:				35	0	7	7	7	7	7	0

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

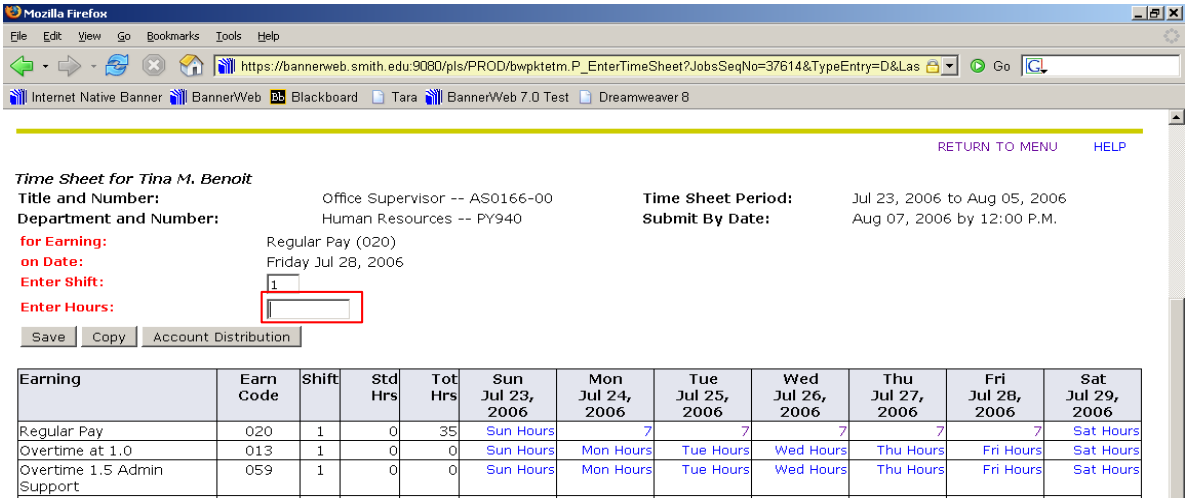
If you have entered hours into day(s) incorrectly and you need to remove time from your time sheet, click on the amount under the date you wish to remove it from.

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



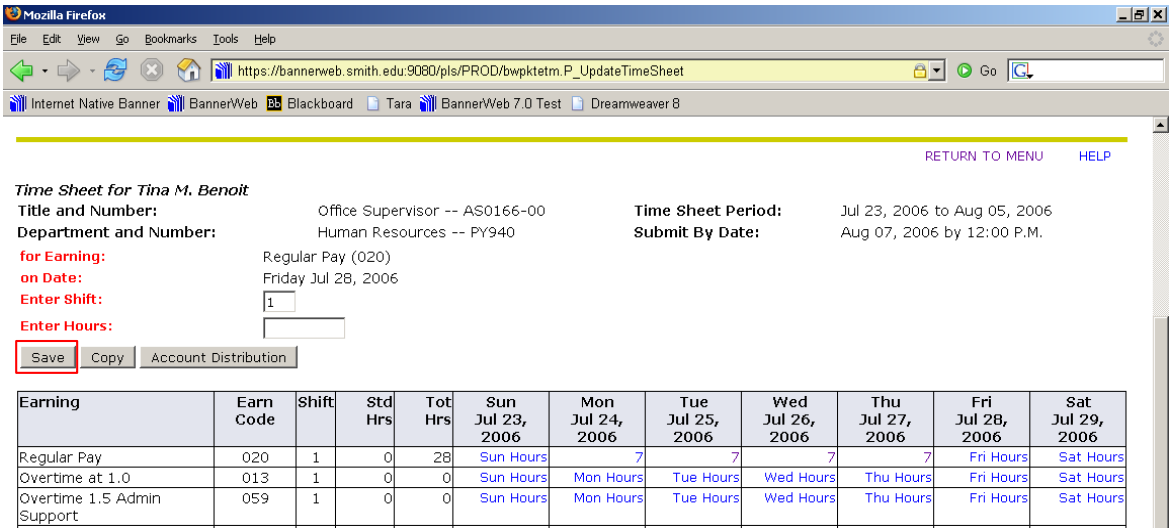
Earning	Earn Code	Shift	Std Hrs	Tot Hrs	Sun Jul 23, 2006	Mon Jul 24, 2006	Tue Jul 25, 2006	Wed Jul 26, 2006	Thu Jul 27, 2006	Fri Jul 28, 2006	Sat Jul 29, 2006
Regular Pay	020	1	0	35	Sun Hours	7	7	7	7	7	Sat Hours
Overtime at 1.0	013	1	0	0	Sun Hours	Mon Hours	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat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



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

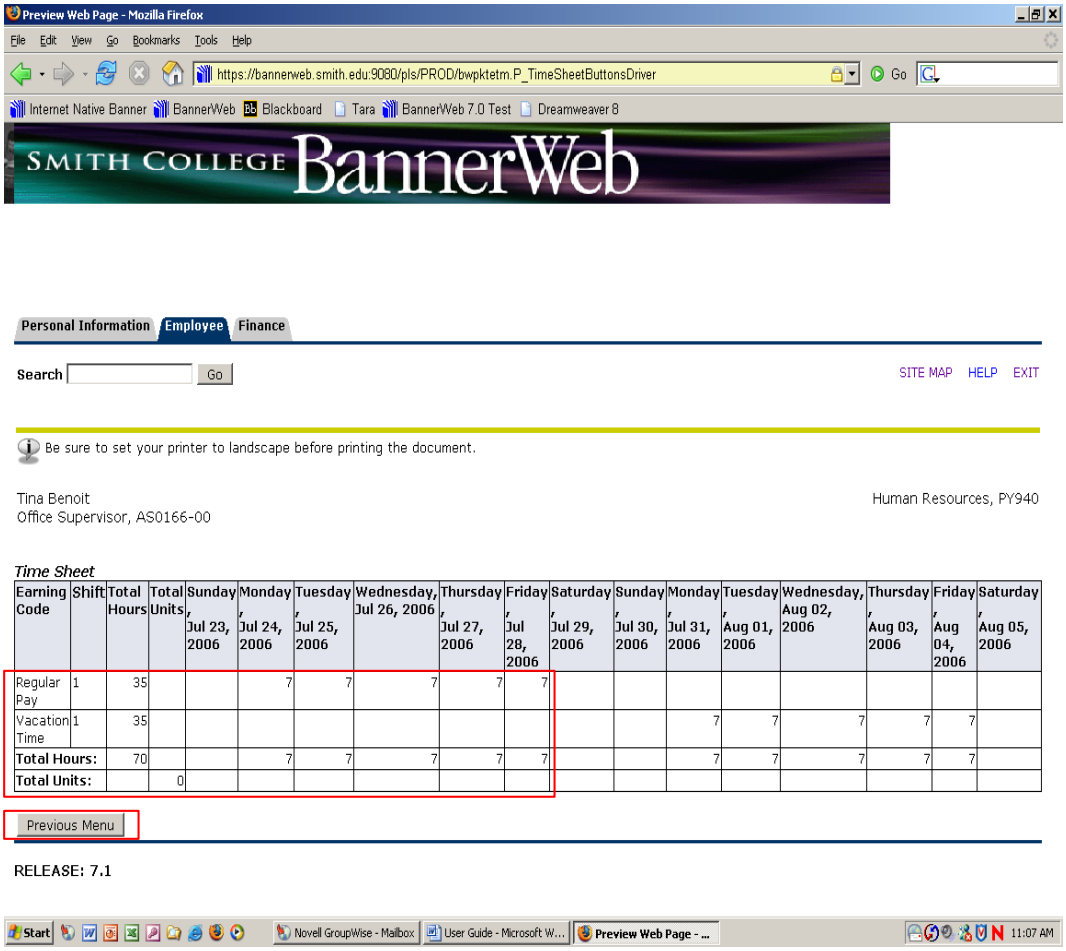
Save your deletion. This will put the link back in the row/column of the date you removed.



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.

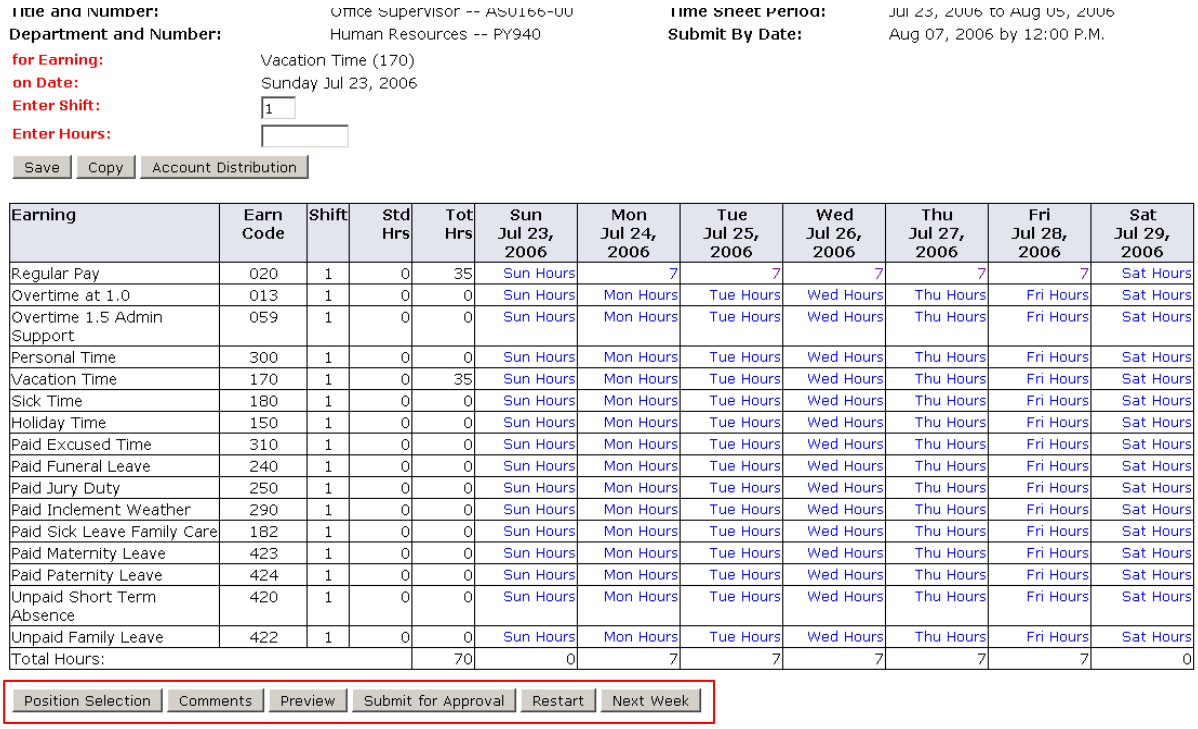


Earning Code	Shift	Total Hours	Total Units	Sunday, Jul 23, 2006	Monday, Jul 24, 2006	Tuesday, Jul 25, 2006	Wednesday, Jul 26, 2006	Thursday, Jul 27, 2006	Friday, Jul 28, 2006	Saturday, Jul 29, 2006	Sunday, Jul 30, 2006	Monday, Jul 31, 2006	Tuesday, Aug 01, 2006	Wednesday, Aug 02, 2006	Thursday, Aug 03, 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	7	
Total Hours:		70			7	7	7	7	7			7	7	7	7	7	
Total Units:			0														

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: 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
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 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:				70	0	7	7	7	7	7	0

Position Selection | Comments | Preview | Submit for Approval | Restart | 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.

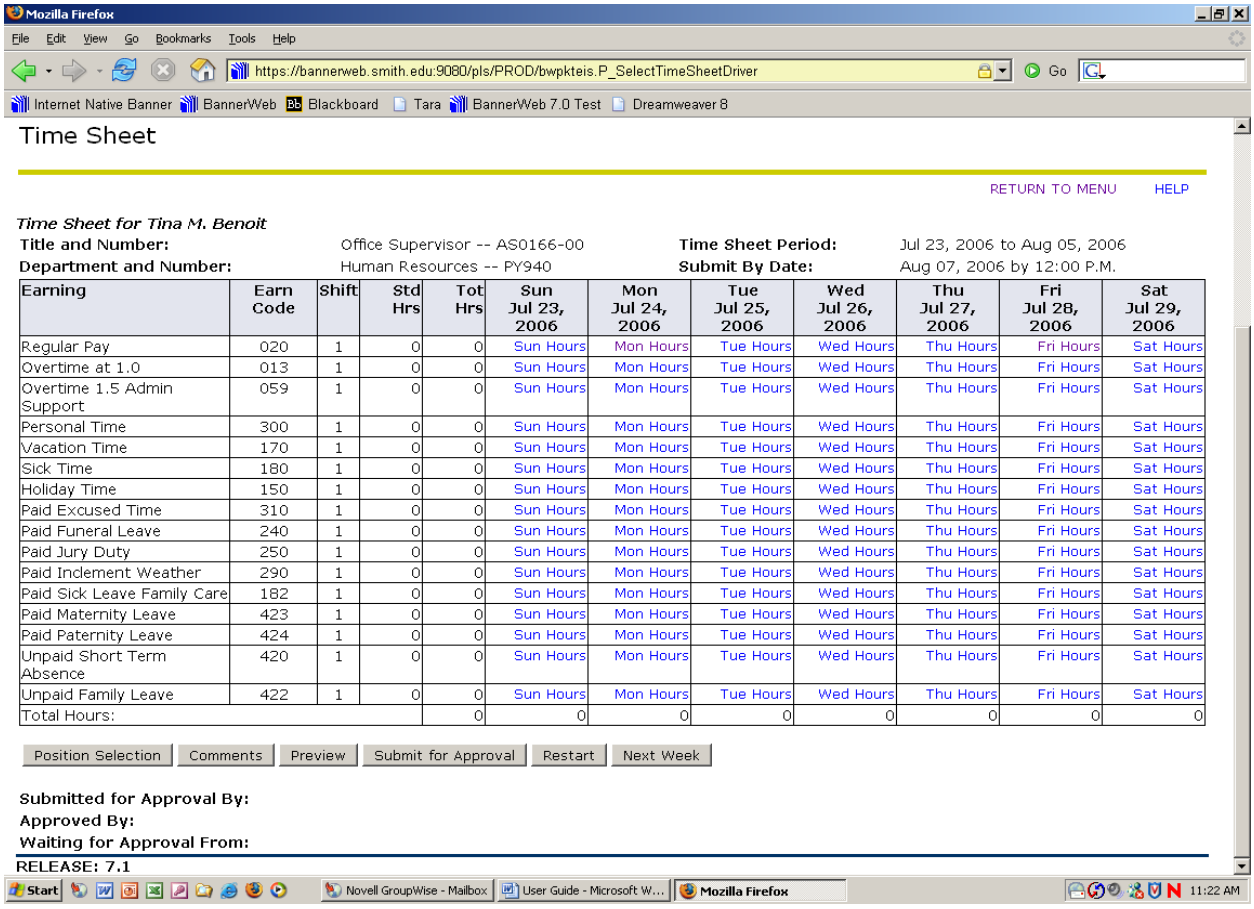
NOTE: If you need to delete any comments, you must highlight the comments and delete them using the space bar not the delete key.

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



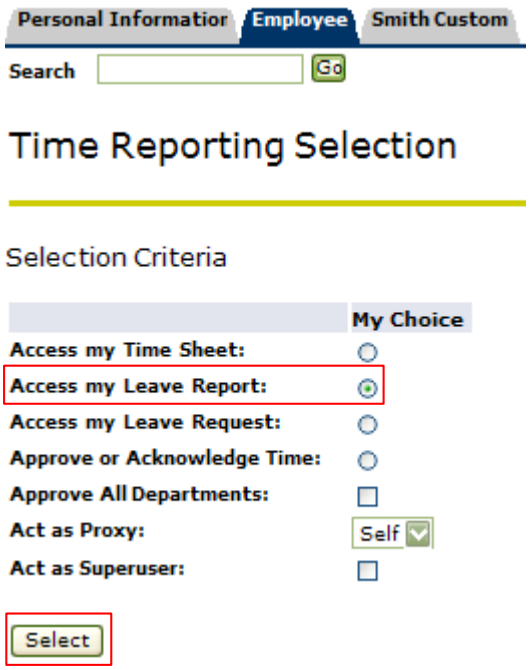
To confirm that your time sheet was submitted successfully, review the information at the bottom of your time sheet. BannerWeb updates the "**Submitted for Approval By**" with the date you submitted your time sheet. It also populates the "**Waiting for Approval From**" field with your approver's name.

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:



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

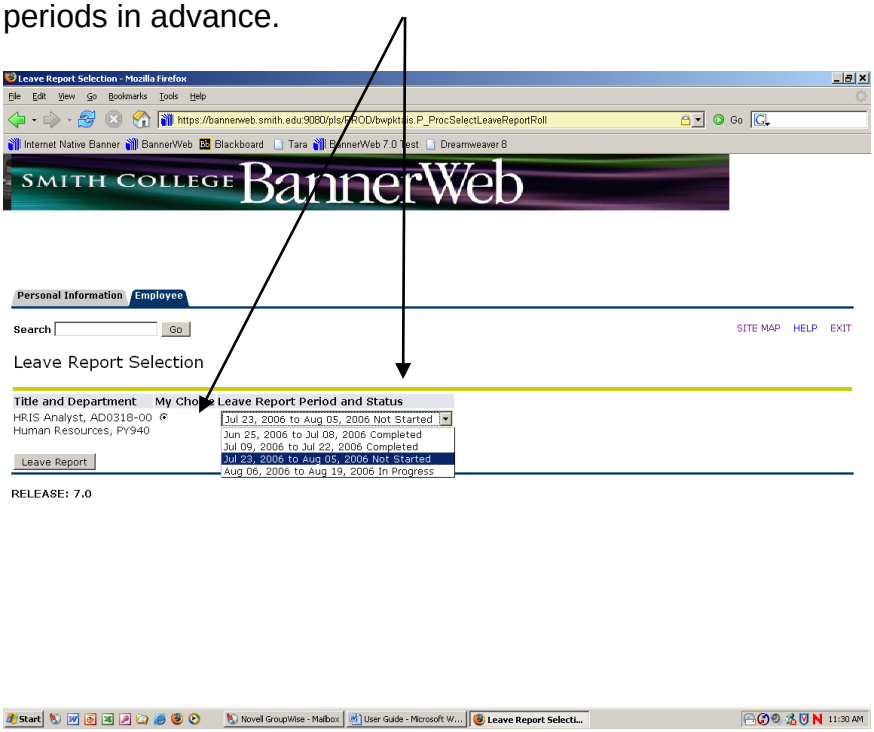
NOTE: **DO NOT USE** the **Back** arrow button in your Web browser (in the upper left corner of the screen) to navigate through BannerWeb. It causes error messages to appear on the Leave Report when submitted.

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.

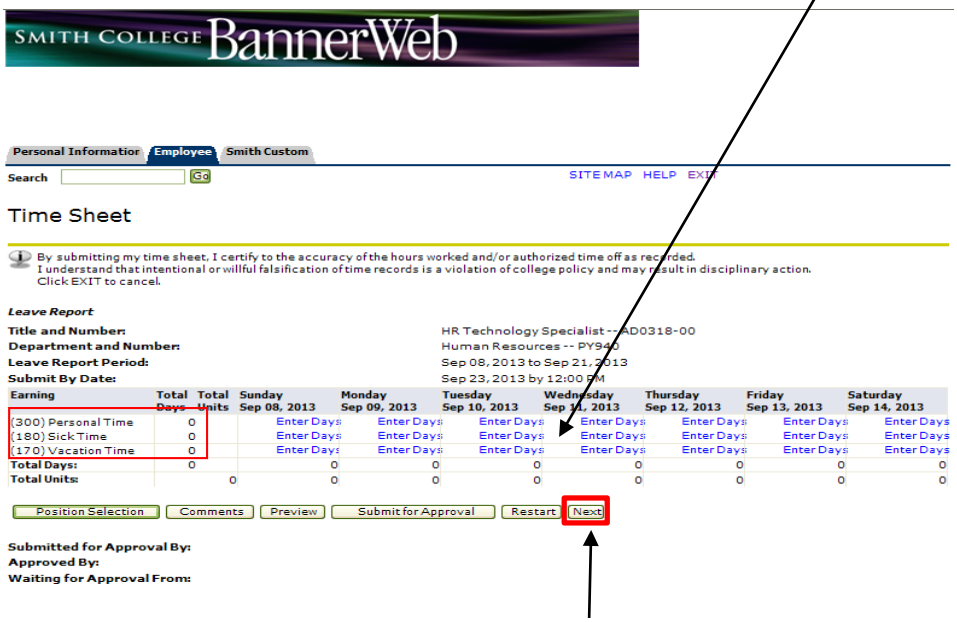


2. Once you have chosen the correct job and leave report period, click on **Leave Report.**

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

3. 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.



4. To go to the other week, click on the "Next" or "Previous" button.

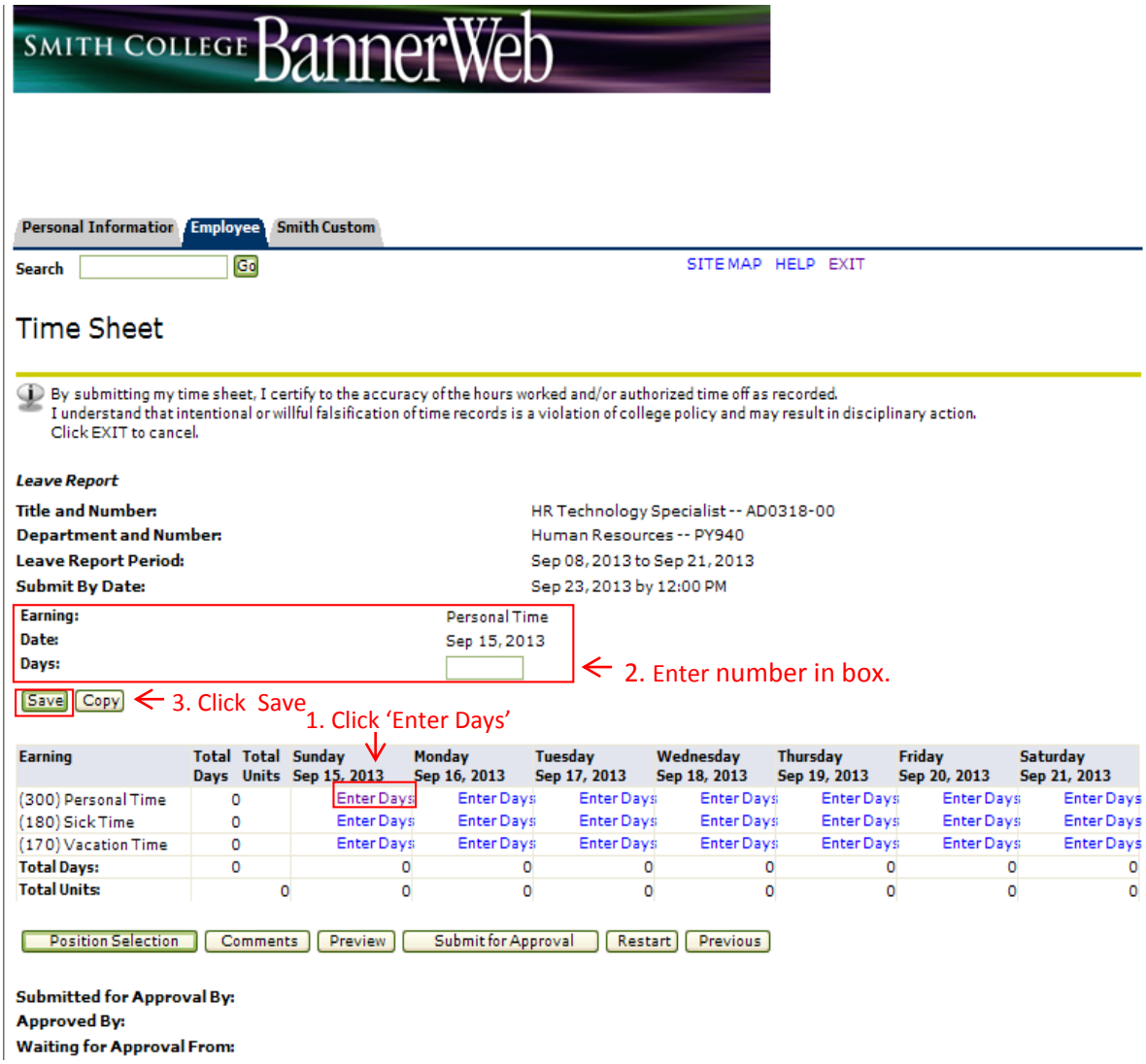
BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

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

5. 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.

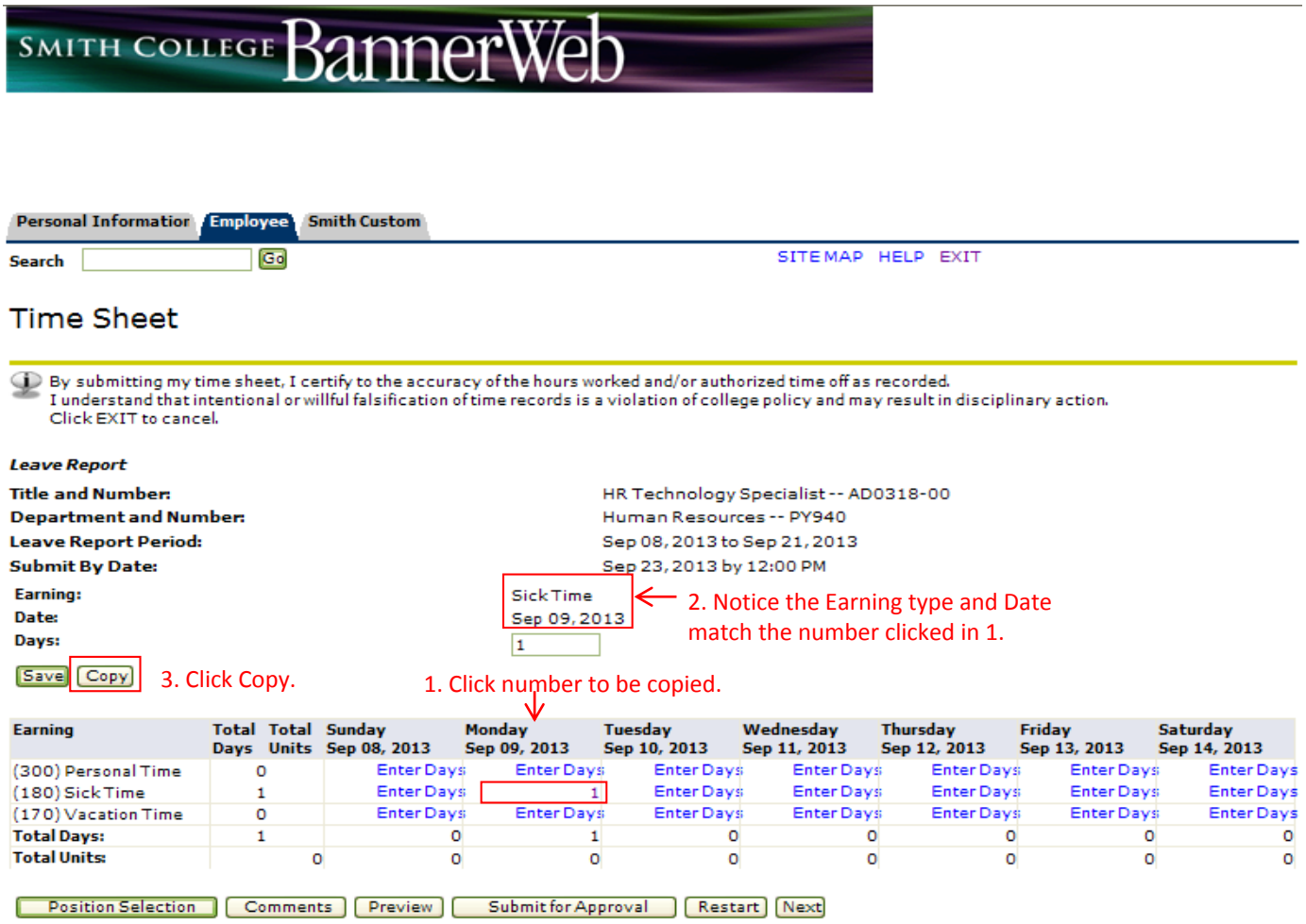
6. Once you have entered the amount, click **SAVE** and your leave time will be populated into the column/row combination where you started.



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

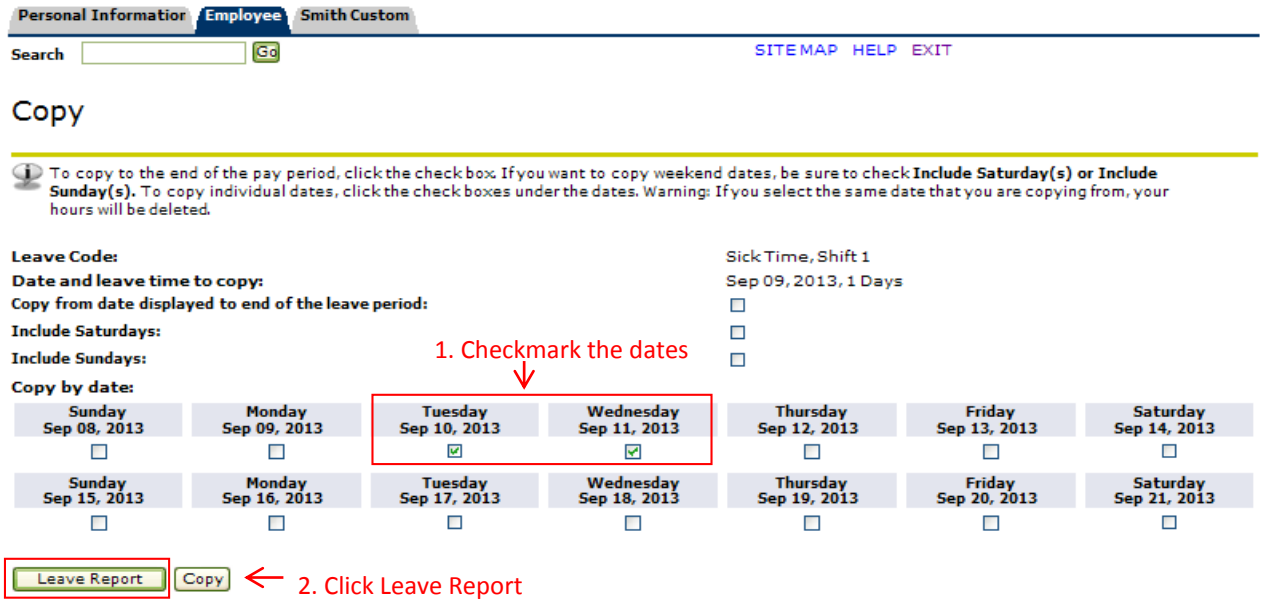
BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

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.

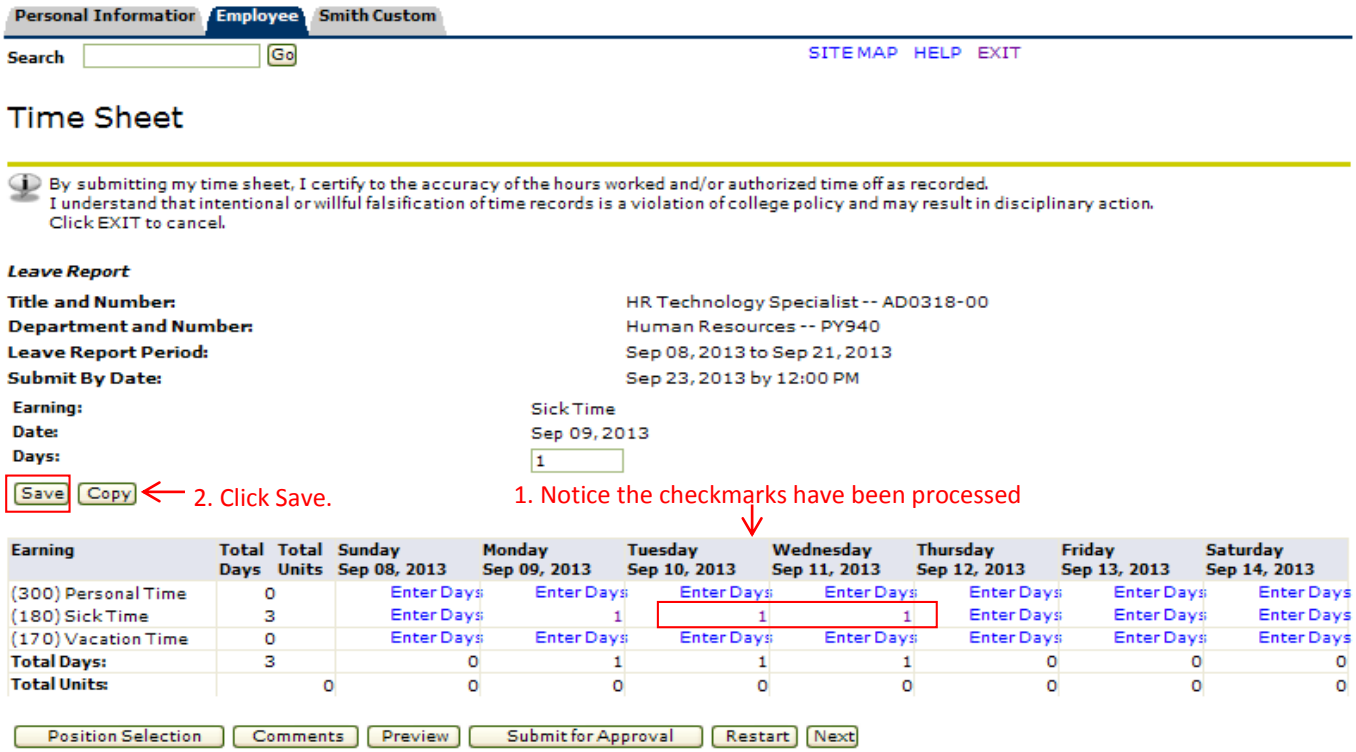


BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

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.

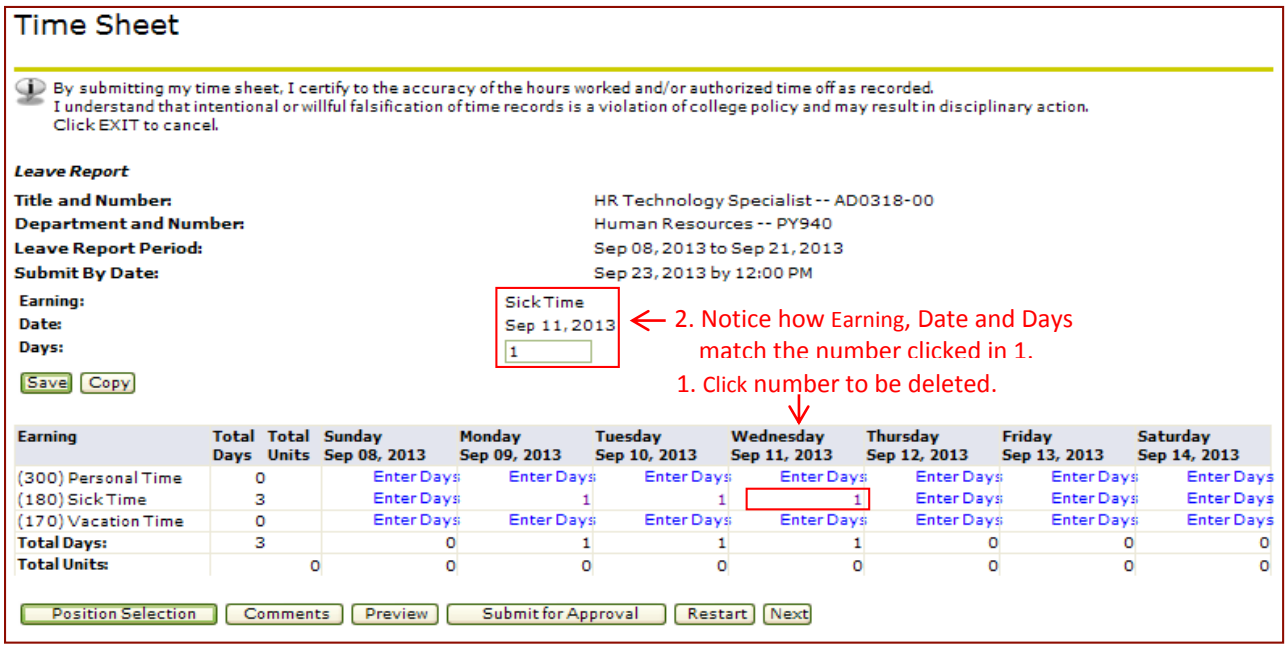


7. Once you have entered the information for copying days, click on **Leave Report** to return to your Leave Report view. Then click **SAVE**. Your days will be populated into the Leave Report.



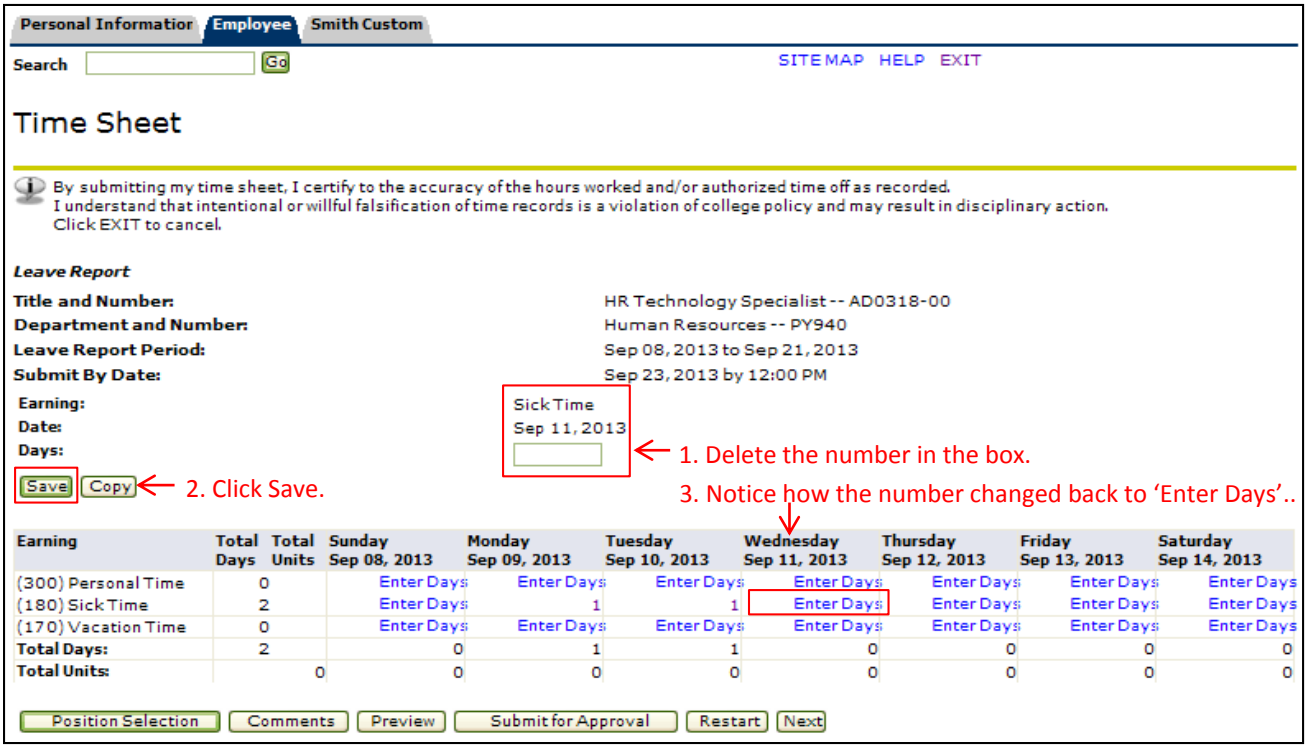
BannerWeb Leave Time Entry - Exempt Administrative Staff (salary), cont'd

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.

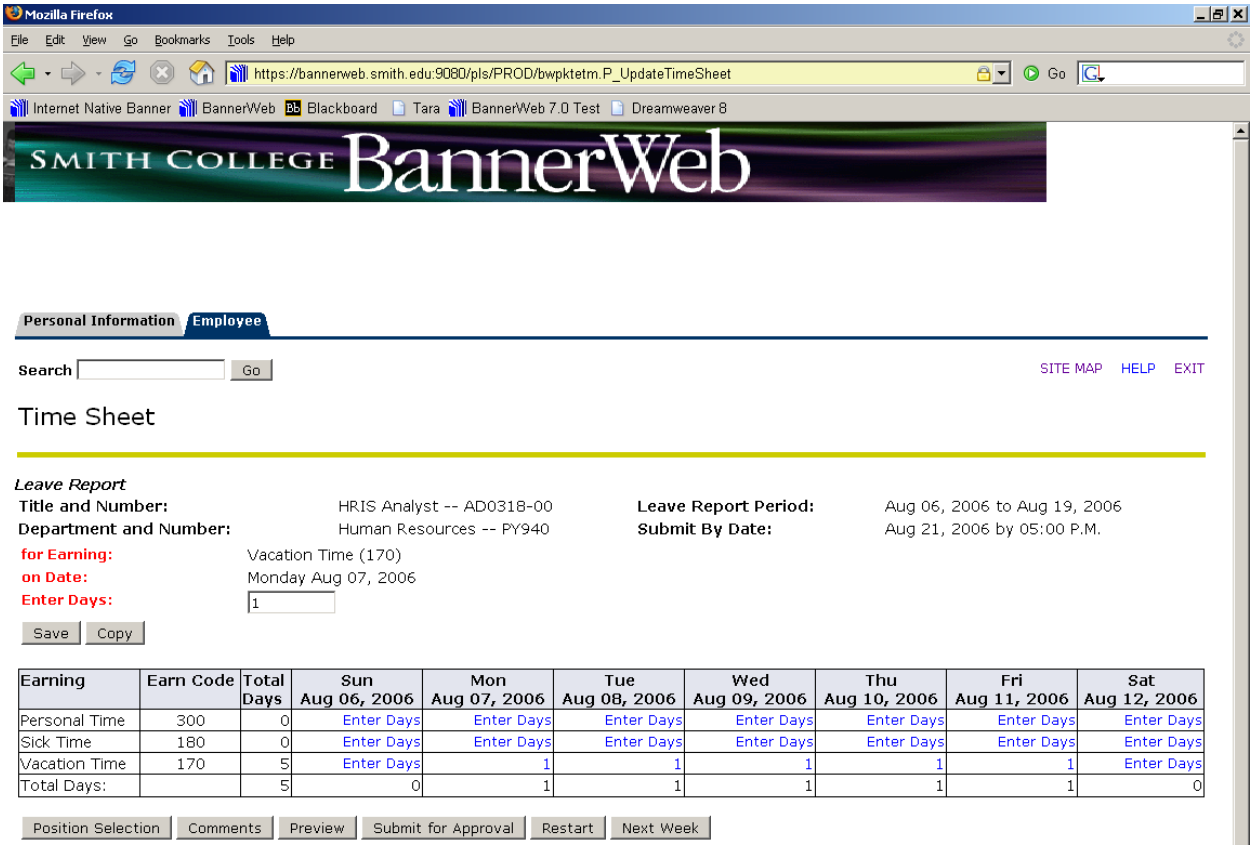


Remove the amount from the box by backspacing or highlighting and deleting. **DO NOT** put in a 0 in the box. The box should now be blank.

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



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



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: 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.

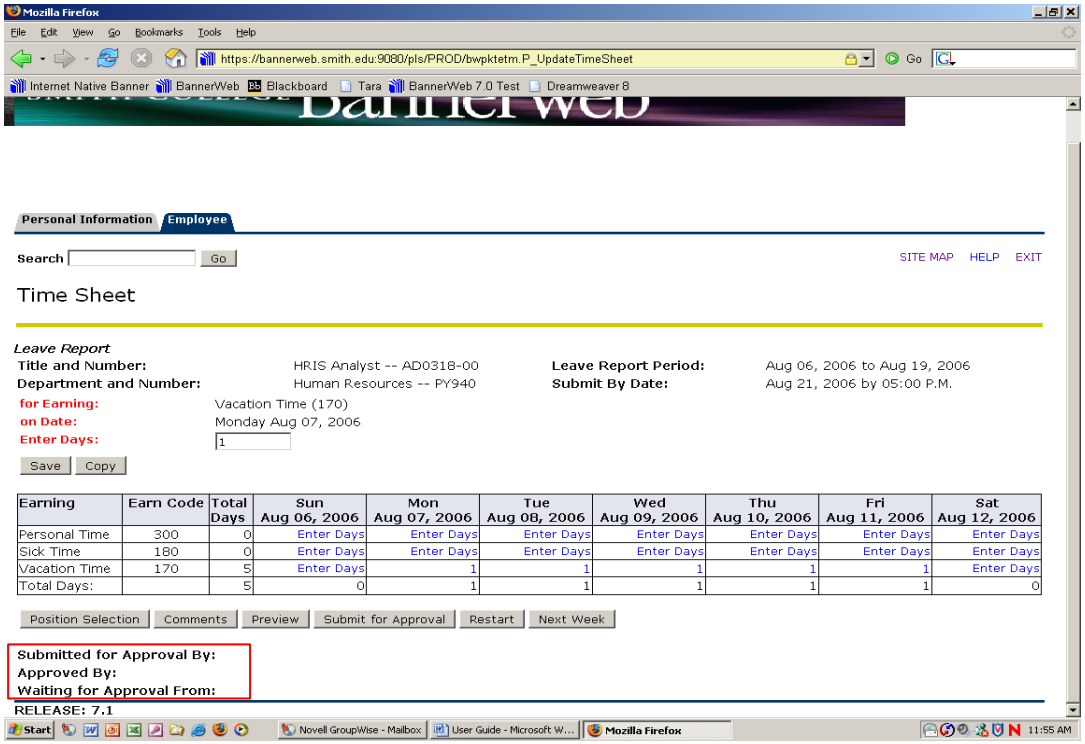
NOTE: Once submitted, you cannot change your Leave Report. However, if necessary, your approver can.

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.

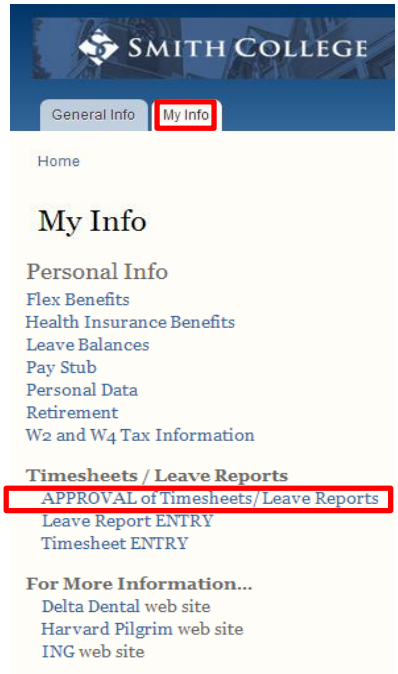
Once your approver has approved your time, the "**Approved By**" field will also be populated with the date when the Leave Report was approved.



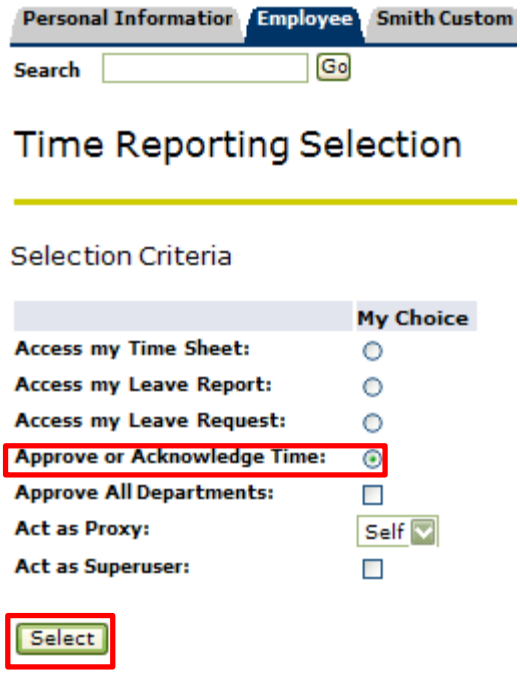
Approving Time – Approvers who are Active Smith Staff/Faculty

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:



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

Approving Time – Approvers who are Smith Affiliates

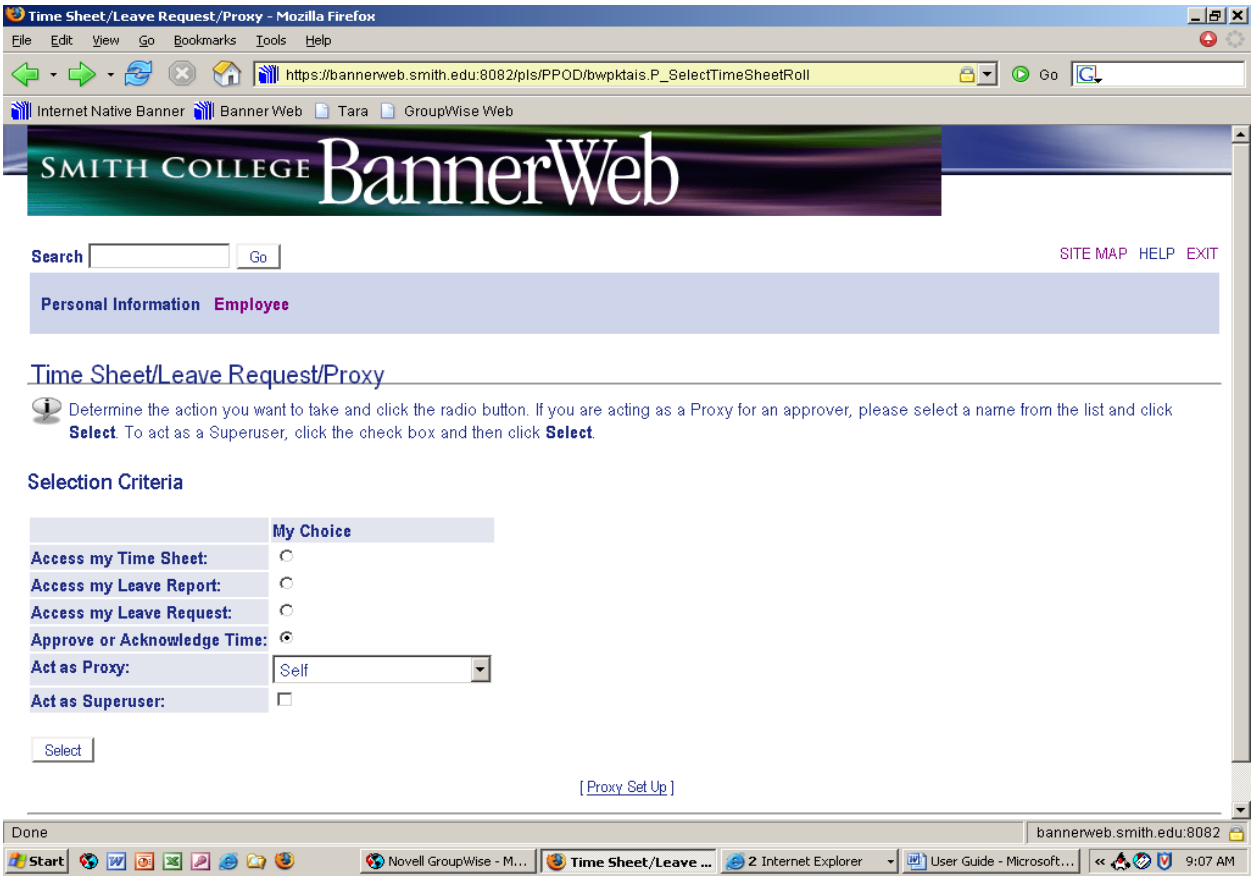
Log in to BannerWeb following the instructions on pp 5 - 8.

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.



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).

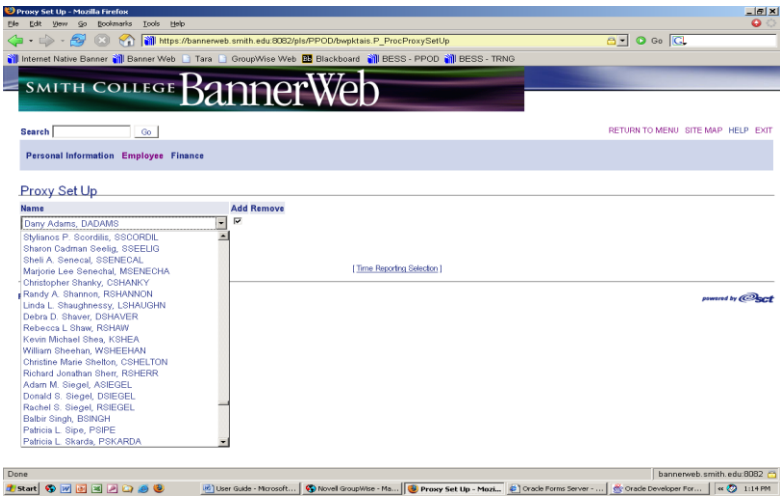
NOTE: If you are adding a proxy, please contact Jen Tenczar at ext. 2274 or jtenczar@smith.edu in Human Resources so that the proxy is set up with your department organizational security.

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**.

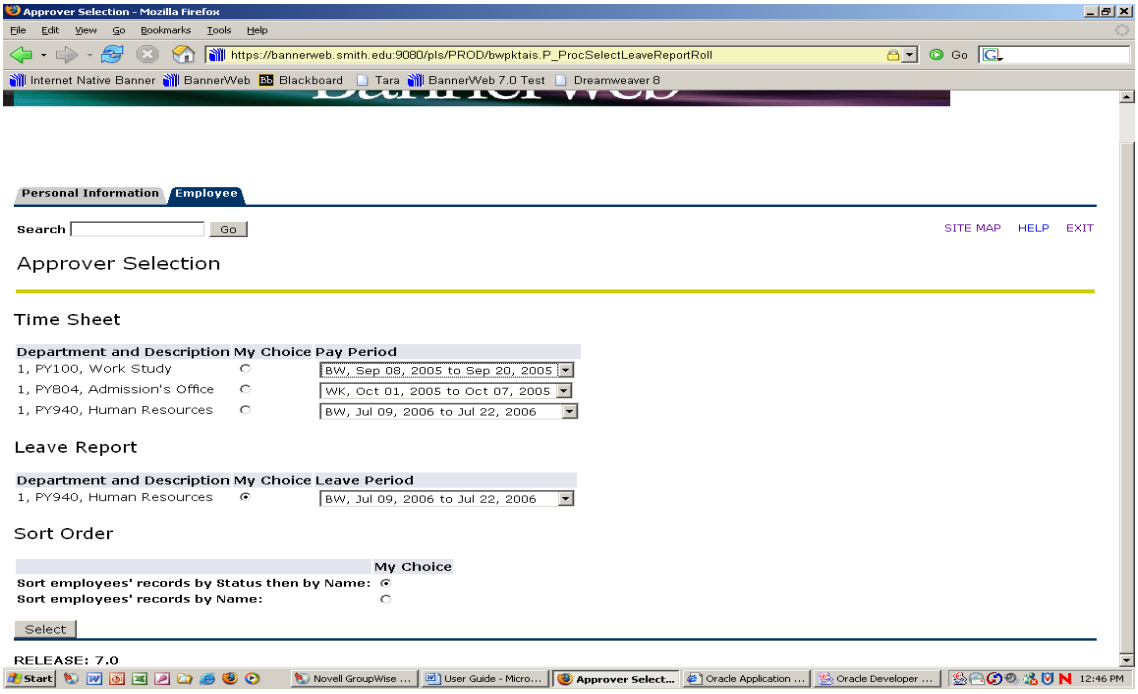
To approve time:

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.

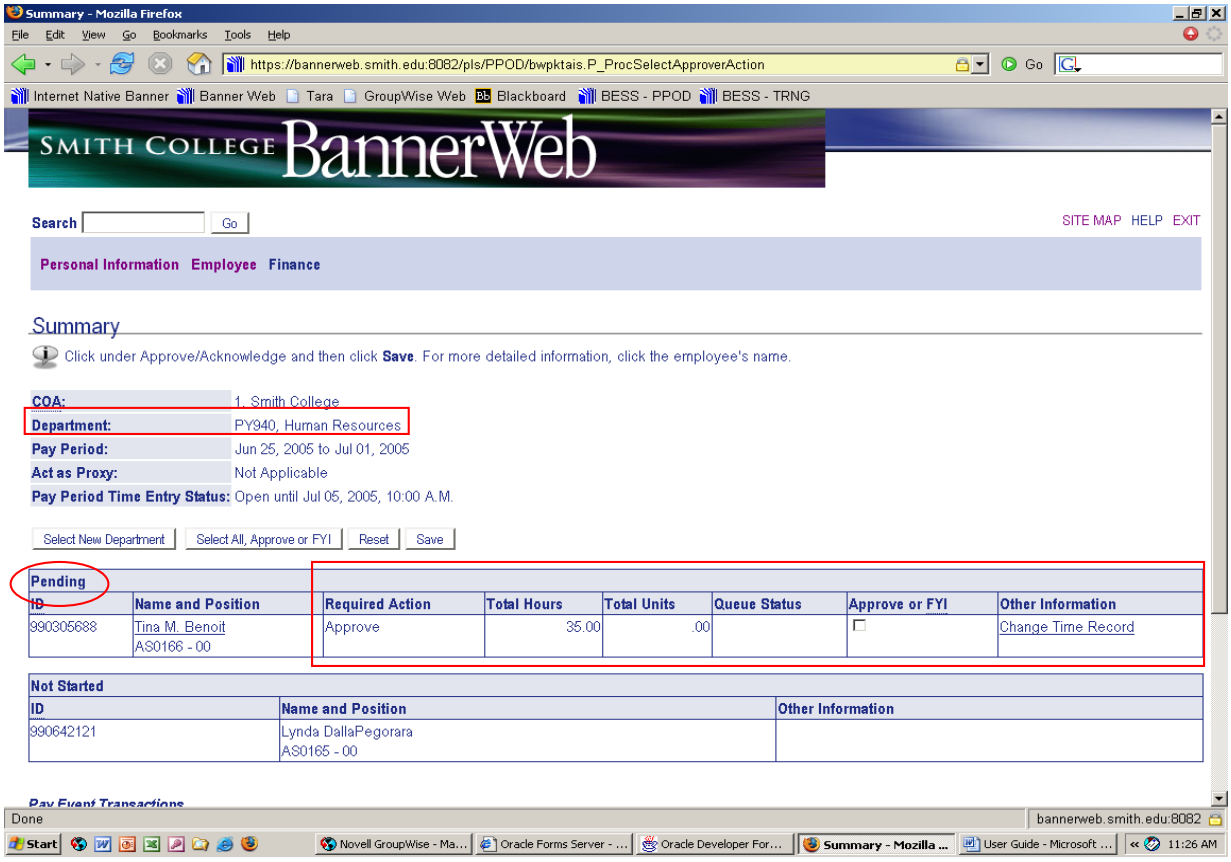
2. Click on **Select** to open the related time systems. **BE CAREFUL**. There may be more than one pay period open for approving time.



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.



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;

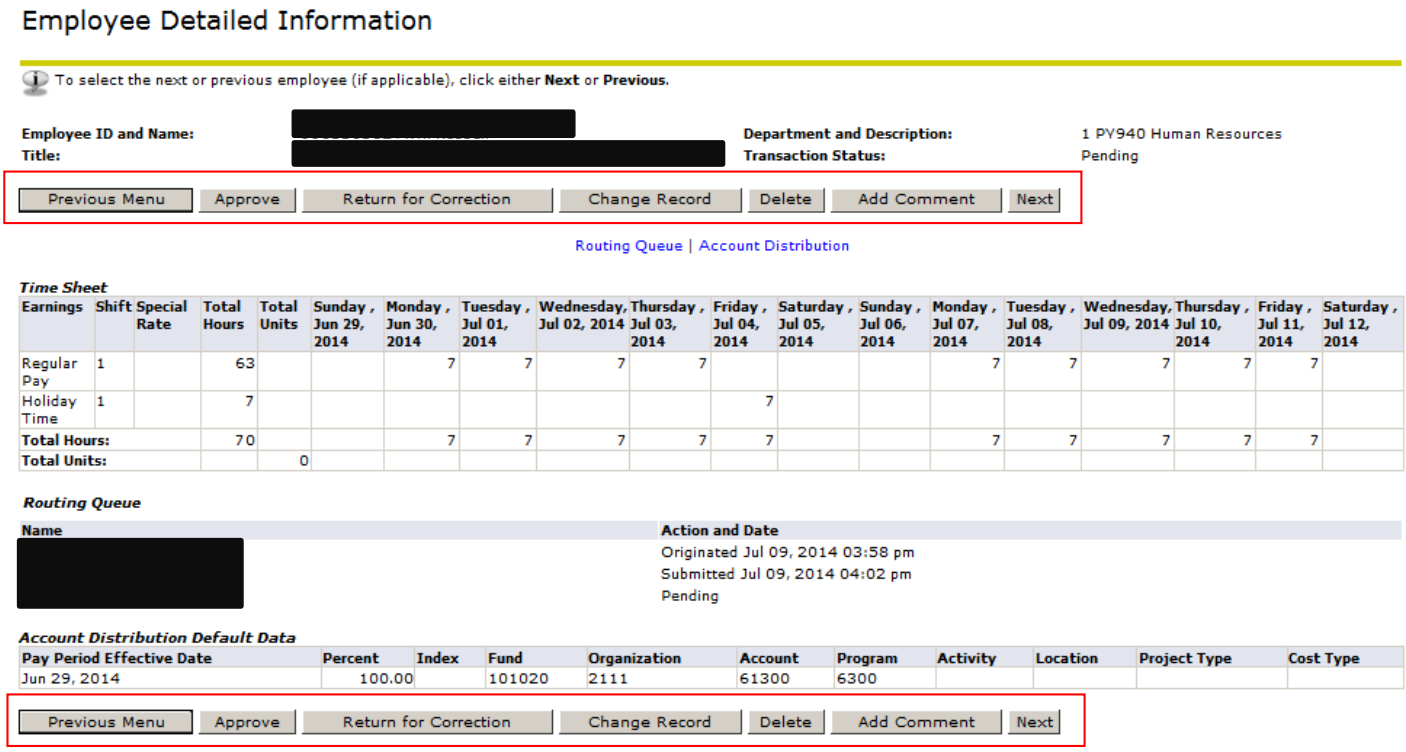
Not Started: This means that the employee has not opened their Time Sheet or Leave Report for the pay period you are viewing.

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]
Title: [redacted]
Department and Description: 1 PY940 Human Resources
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.

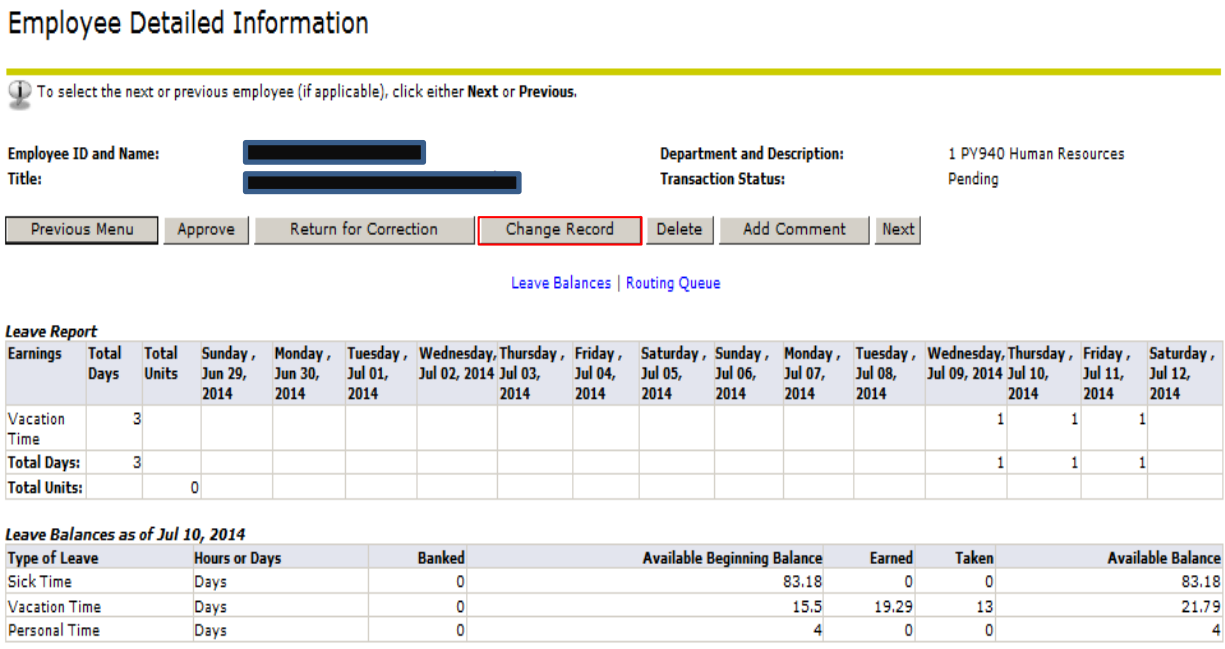
Add Comments: This button allows you to enter comments.

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]
Title: [redacted]
Department and Description: 1 PY940 Human Resources
Transaction Status: Pending

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

Leave Balances | Routing Queue

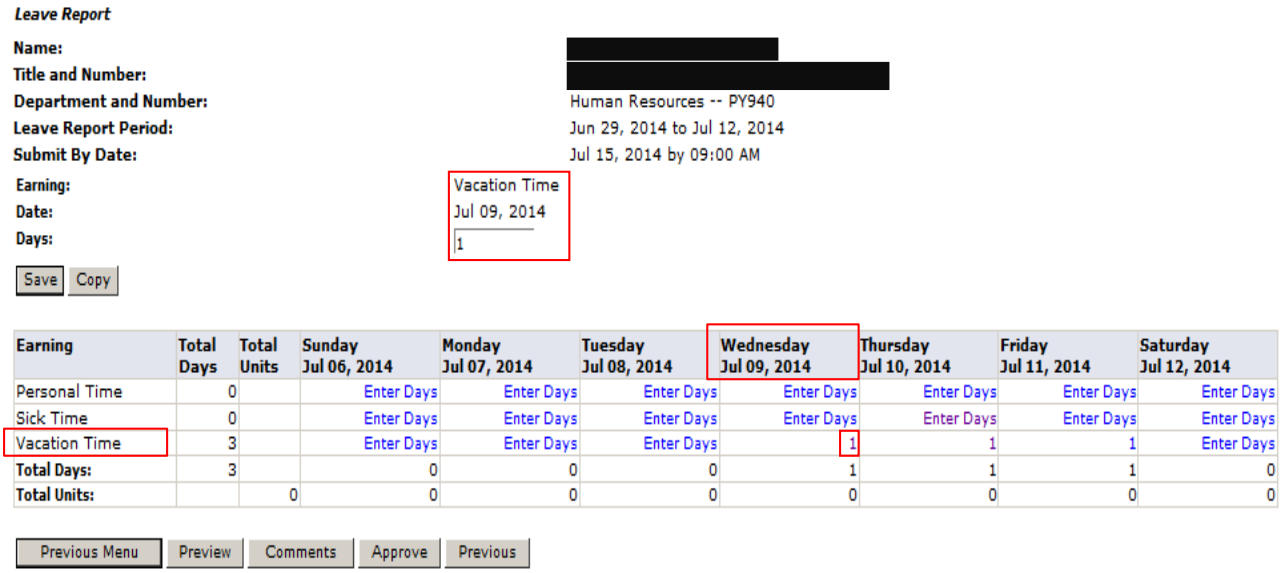
Leave Report

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

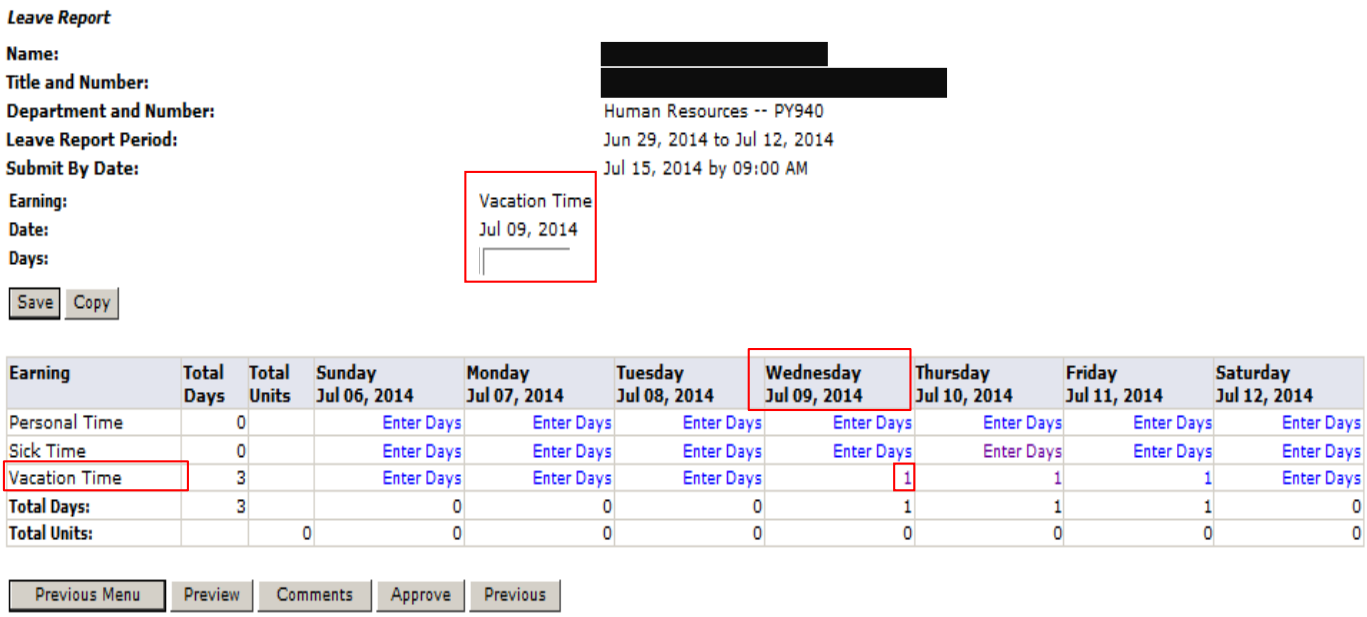
Save | Copy

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

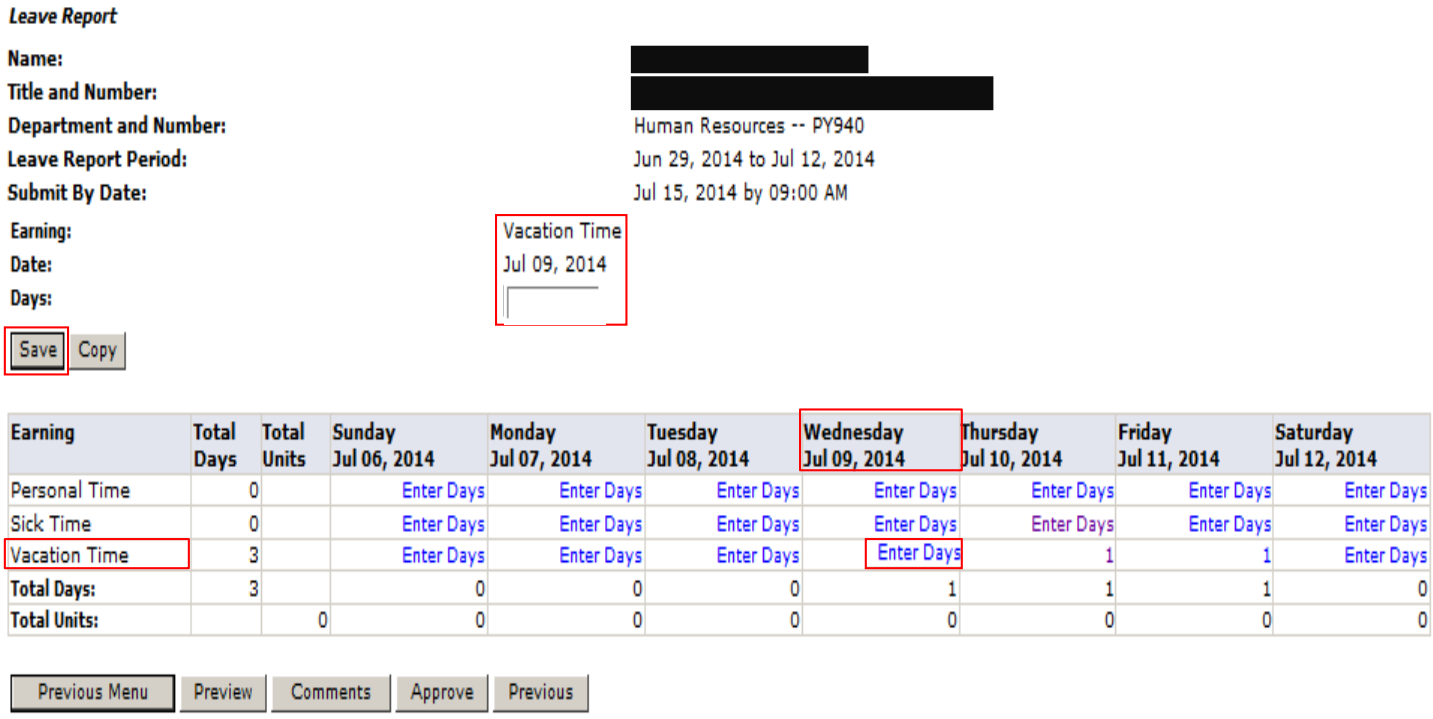
Name: [redacted]
Title and Number: [redacted]
Department and Number: Human Resources -- PY940
Leave Report Period: Jun 29, 2014 to Jul 12, 2014
Submit By Date: Jul 15, 2014 by 09:00 AM
Earning: Vacation Time
Date: Jul 09, 2014
Days:

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

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: [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:

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	1	1	1	0
Total Units:		0	0	0	0	0	0	0	0

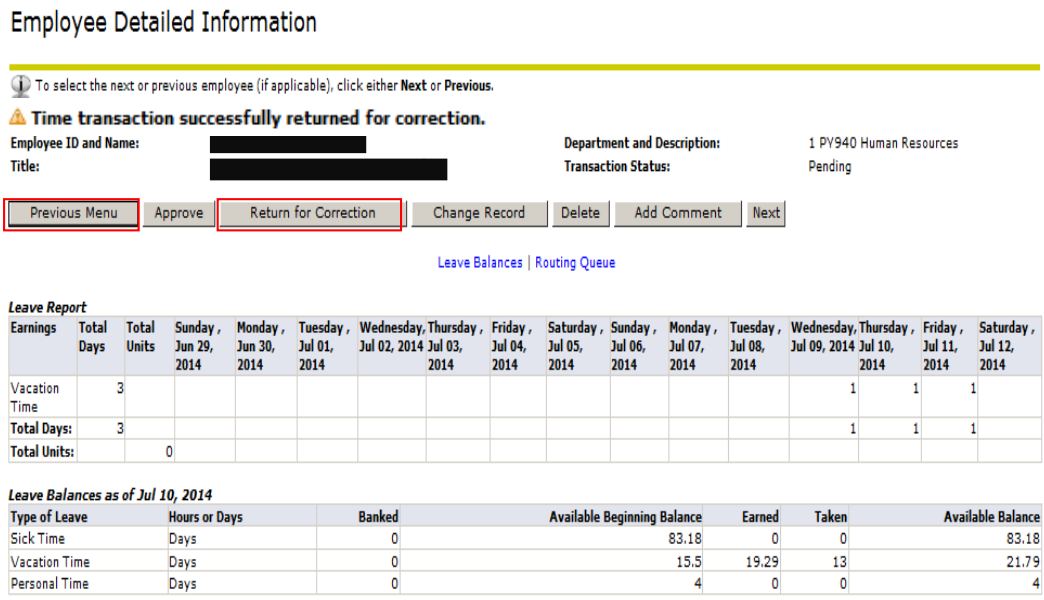
Previous Menu | Preview | Comments | Approve | Previous

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

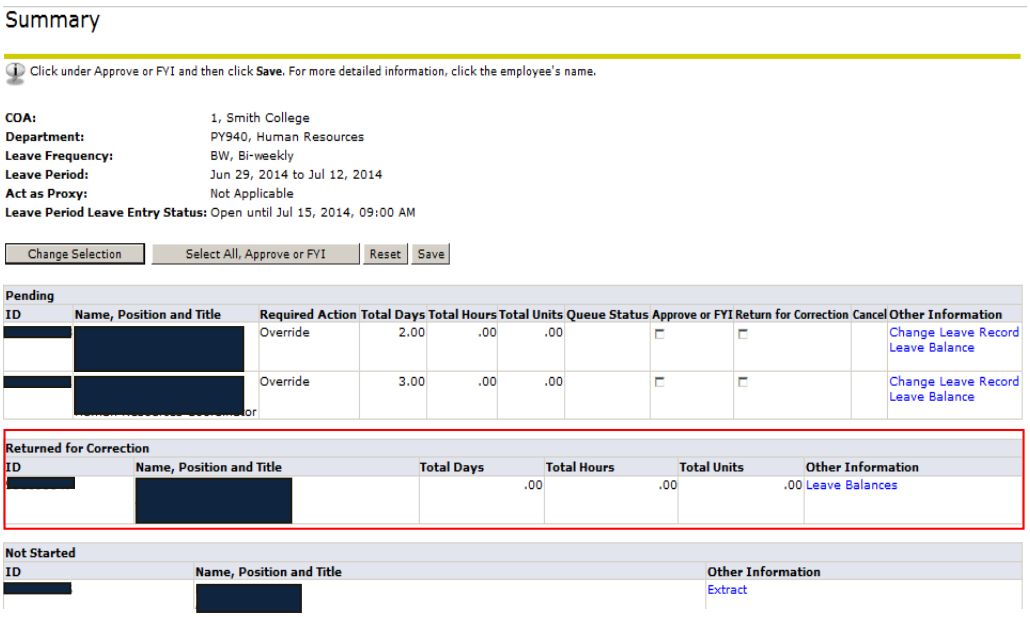
If your employee has entered time *incorrectly* and you clearly understand the strict time deadlines for submission and approval of time sheets and leave reports, you can arrange with the employee for him/her to make the correction via **Return for Correction**. Otherwise, please very carefully follow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

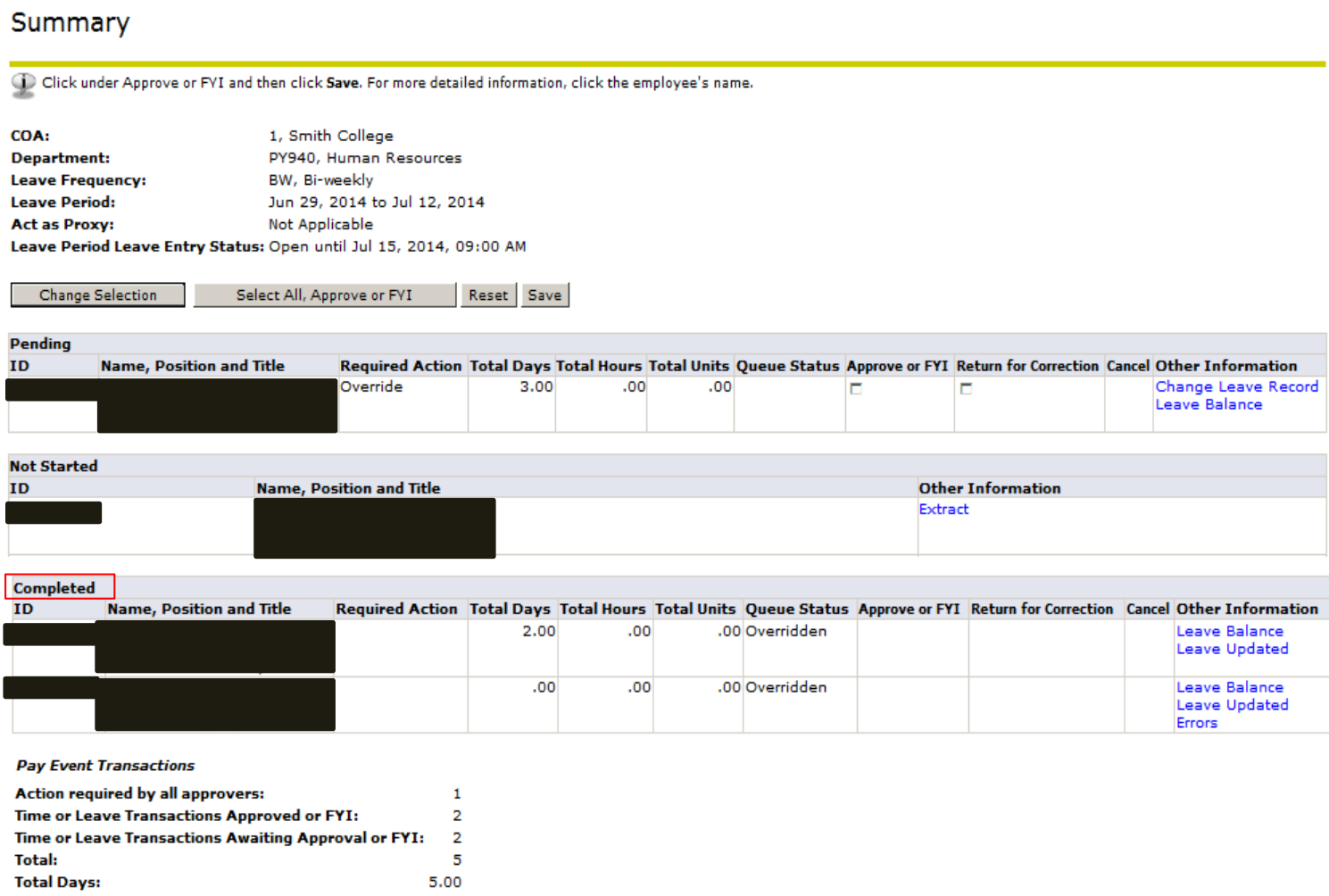
1. Click **Return for Correction** followed by **Previous Menu**.



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



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
[redacted]	[redacted]	Override	3.00	.00	.00		☐	☐		Change Leave Record Leave Balance

Not Started

ID	Name, Position and Title	Other Information
[redacted]	[redacted]	Extract

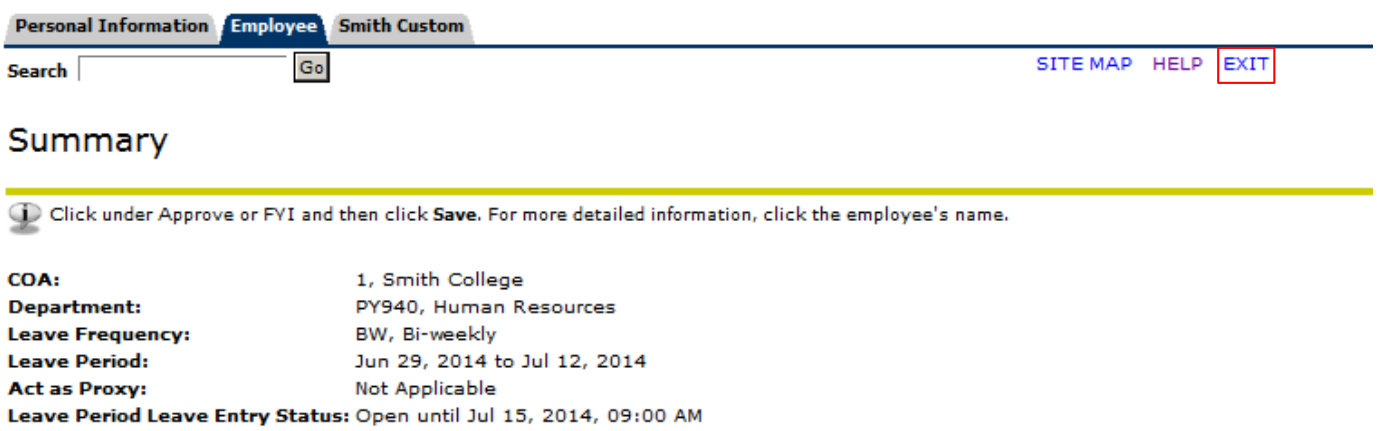
Completed

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