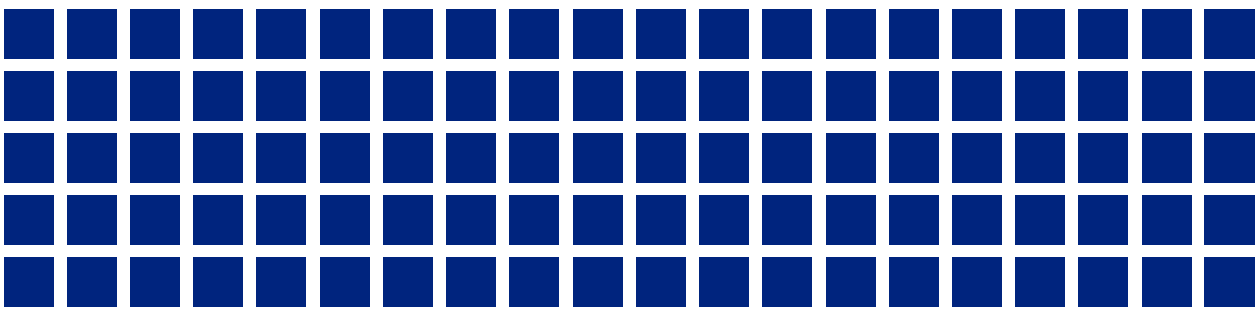
THE UNIVERSITY OF MEMPHIS®

Web Time Entry

For Exempt Employees



Overview

Objectives

Welcome to Web Time Entry training. The objectives of this training course are to:

- Introduce Web Time Entry
- Identify basic navigation of a leave report
- Describe how to enter and submit leave taken for exempt employees
- Identify common WTE mistakes

Intended Audience

University exempt employees that use electronic leave reports in Banner

WTE Introduction

Web Time Entry (WTE) enables non-exempt employees to report their time worked and leave usage via the MyMemphis Portal Web site through Employee Self Service. Employee Self Service is available 24 hours a day, seven days a week, 365 days a year. WTE is a module of the Banner Human Resources administrative system used by the University.

University of Memphis exempt employees enter leave taken on Web-based **leave reports**. There are a number of user roles and leave report transaction statuses that are used in the WTE module.

User Roles

Users may be assigned more than one role in the Web Time Entry process.

Originator

The originator is the creator of the leave report. Once an originator opens a leave report, its status changes from *Not Started* to *In Progress*. Only the originator, or the area superuser, can enter time and submit that *In Progress* leave report for approval.

The originator can make changes to the leave report while the record is in *In Progress, Returned for Correction* or *Error* status. The originator may not make changes after the record has been submitted for approval.

The originator's name is not shown on the leave report until it is submitted, but the name is recorded. The employee's area superuser can review the transaction status of leave reports at any time during the leave period and see the originator of a leave report.

Acknowledger

Time/leave acknowledgers are typically mid-level supervisors or timekeepers who would acknowledge the accuracy of a given set of employees within an organization. Acknowledgers may only indicate that they have reviewed the employee's entries; they may not modify the employee's entries or return records to the employee for correction. Action by the acknowledger is not required for leave reports to be processed. Approvers may approve leave reports regardless of whether an acknowledger has acknowledged them.

Approver

Approvers are typically the financial manager of a department or organization. Approvers have the ability to modify, return, and/or approve leave reports submitted by the originator. An approver's action is required for the leave report to be processed through the system. Should an approver return or modify an employee's leave report, the approver must **promptly notify the employee** of those changes.

Proxy

As noted in the University Policy for Authorized Signatures (Policy UM1303), financial managers (approvers) may appoint academic or administrative/professional employees as the proxy for time and leave reporting. Users with a proxy role in Web Time Entry have the ability to act, and assume some privileges, for another person for approval of time and leave.

Proxies can only be assigned via a request form submitted to Business and Finance Support Services, which can be found on the Web at https://www.memphis.edu/bf/forms/index.php#bfs. Individuals assigned as proxies can not be assigned the role of acknowledger.

Superuser

Superusers are users who have the ability to start, submit, modify, return and/or approve time records. Proxies acting on behalf of a superuser assume the superuser's privileges. Therefore, the proxy can change or approve all time transactions that require the superuser's approval. Entering WTE as a superuser provides the approver with additional management tools and privileges, such as the ability to start, enter time, submit, and approve a time sheet for an absent employee.

Transaction Status

A leave report is assigned a status as it progresses through the WTE process. Possible statuses are:

Not Started: The leave report has not been opened for the pay period.

In Progress: The leave report has been opened for the pay period.

Pending: The leave report has been submitted for approval.

Error: The leave report may have been submitted with no hours entered or hours listed under earnings codes that do not accrue leave (i.e. military leave, voting leave, etc.). Records can also appear in error or warning status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error or warning status should be carefully reviewed to ensure that time has been entered correctly, if at all.

Returned For Correction: The leave report has been returned for correction by the approver (or superuser) to the originator. The necessary corrections must be made and the leave report must be resubmitted before the leave period deadline.

Override/Overridden: The override/overridden status indicates that the leave report is being reviewed and approved by the approver while he/she has assumed the role of superuser. By assuming this role in the system, the approver is "overriding" the regular

approval status. When an action is performed while assuming the superuser role, the status will change to "overridden."

Approved: Monthly leave usage is not tied to the monthly payroll. A leave report goes immediately to *Completed* status upon approval and bypasses the *Approved* status.

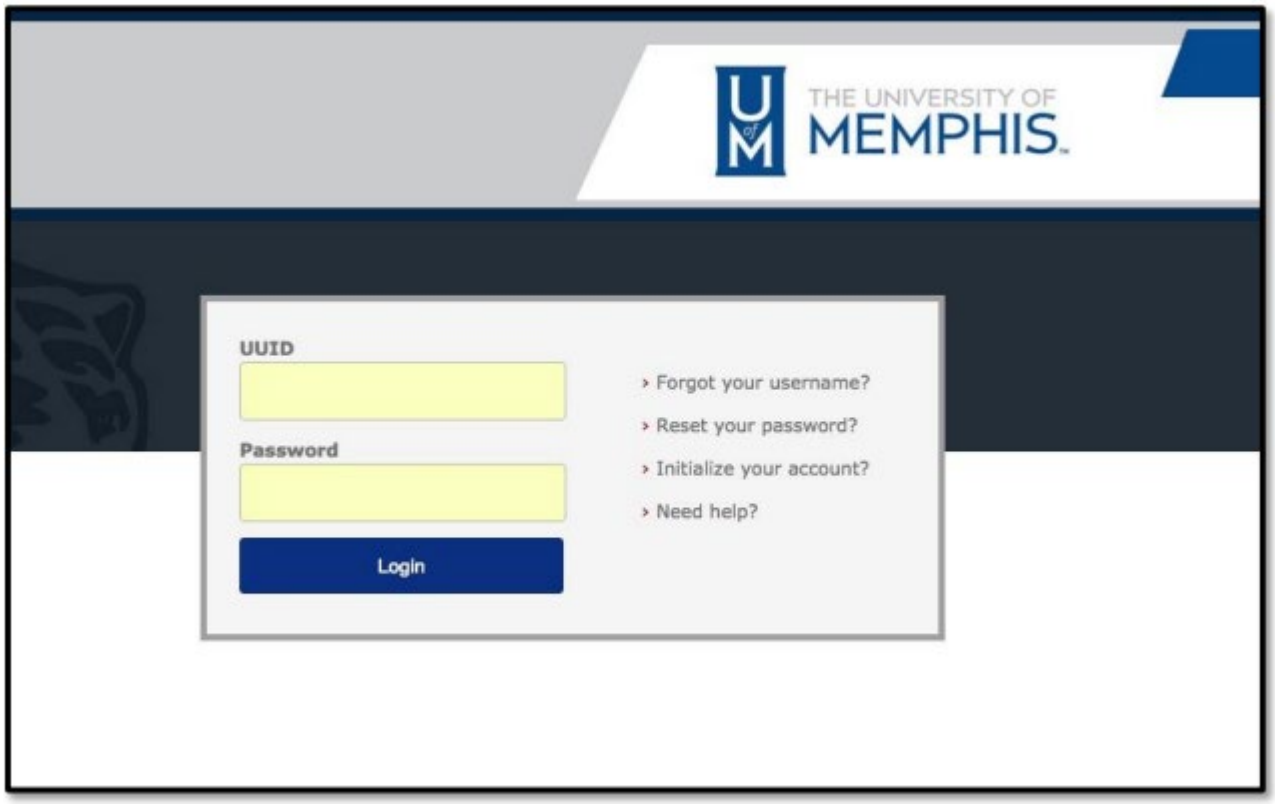
Completed: A leave report in *Completed* status has been successfully approved and any reported leave usage has been deducted from appropriate leave balances.

Accessing Your Time Sheet

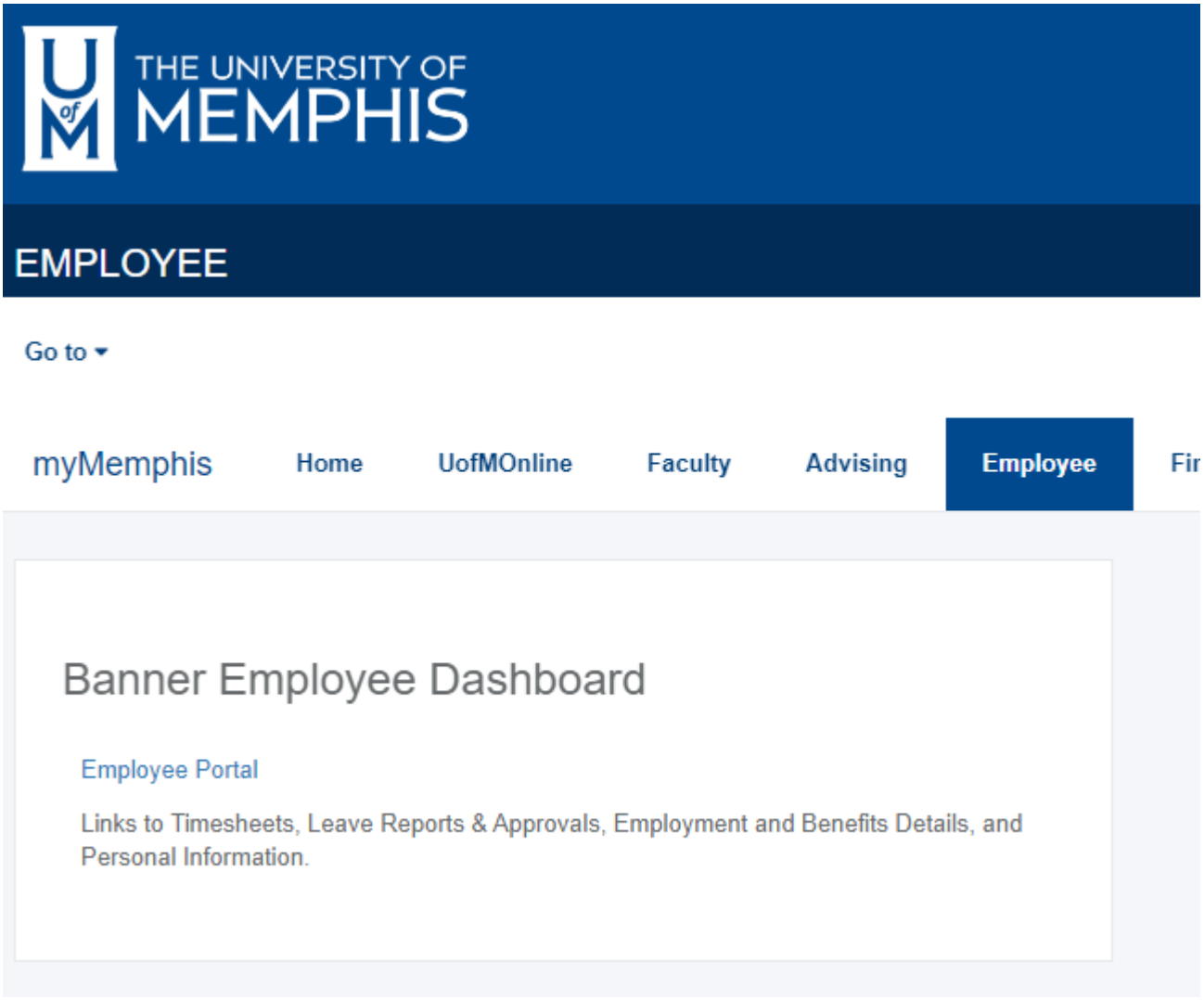
The official MyMemphis Web site is https://my.memphis.edu. Log into the Portal using your UUID and password. Your UUID is your Universal User ID. The username and password required to enter the Portal are the same username and password you use to login to your University e-mail and UMdrive accounts. When logging in, keep in mind that your login is case sensitive. If you have trouble logging in, contact the ITD Helpdesk at (901) 678-8888.

For more information on using and navigating the Portal, view the Spectrum Portal training on the Web at https://bf.memphis.edu/spectrum/Portal.pdf.

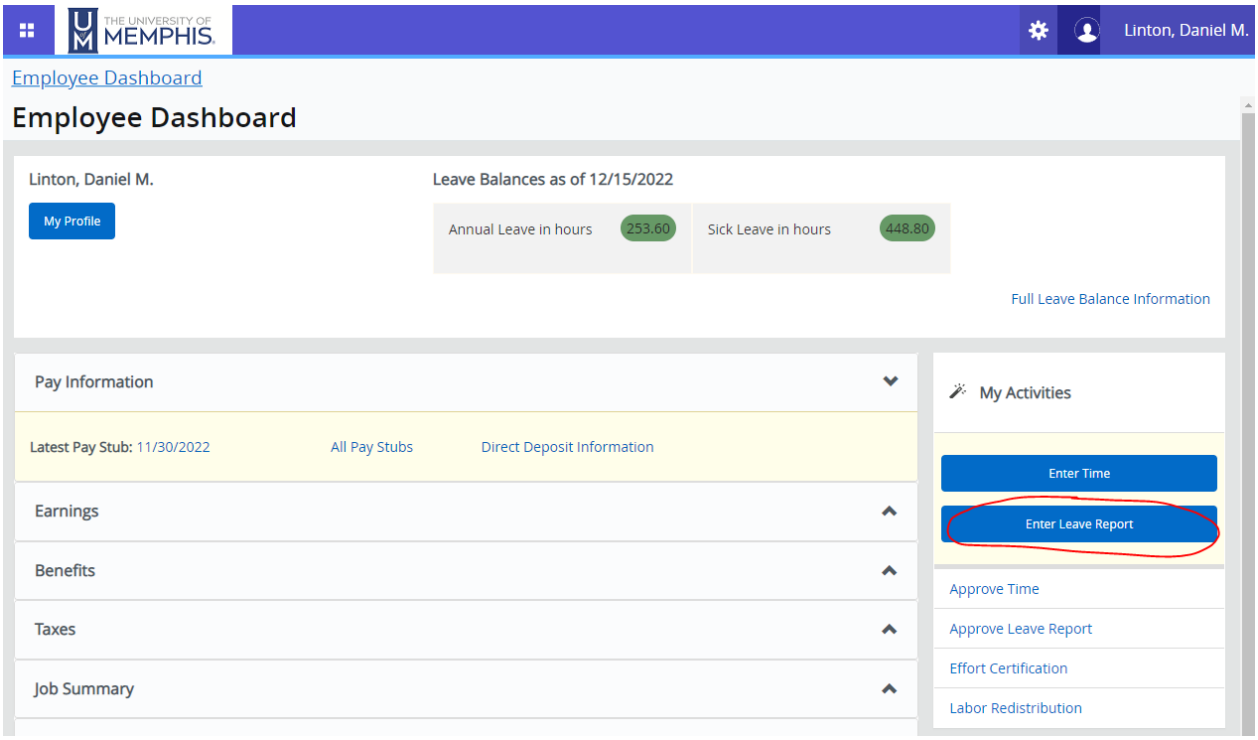
After entering your username and password, click on the **Login** button to enter the Portal.



Under the **Employee** tab you will find a portlet in the top left called **Banner Employee Dashboard**. All non-exempt employees using WTE will use the **Employee Portal** link within this portlet to access their time sheets.



Once the **Employee Dashboard** page appears, look in the rightmost column for a button under **My Activities** that says **Enter Leave Report**. Click that button to enter your leave report.

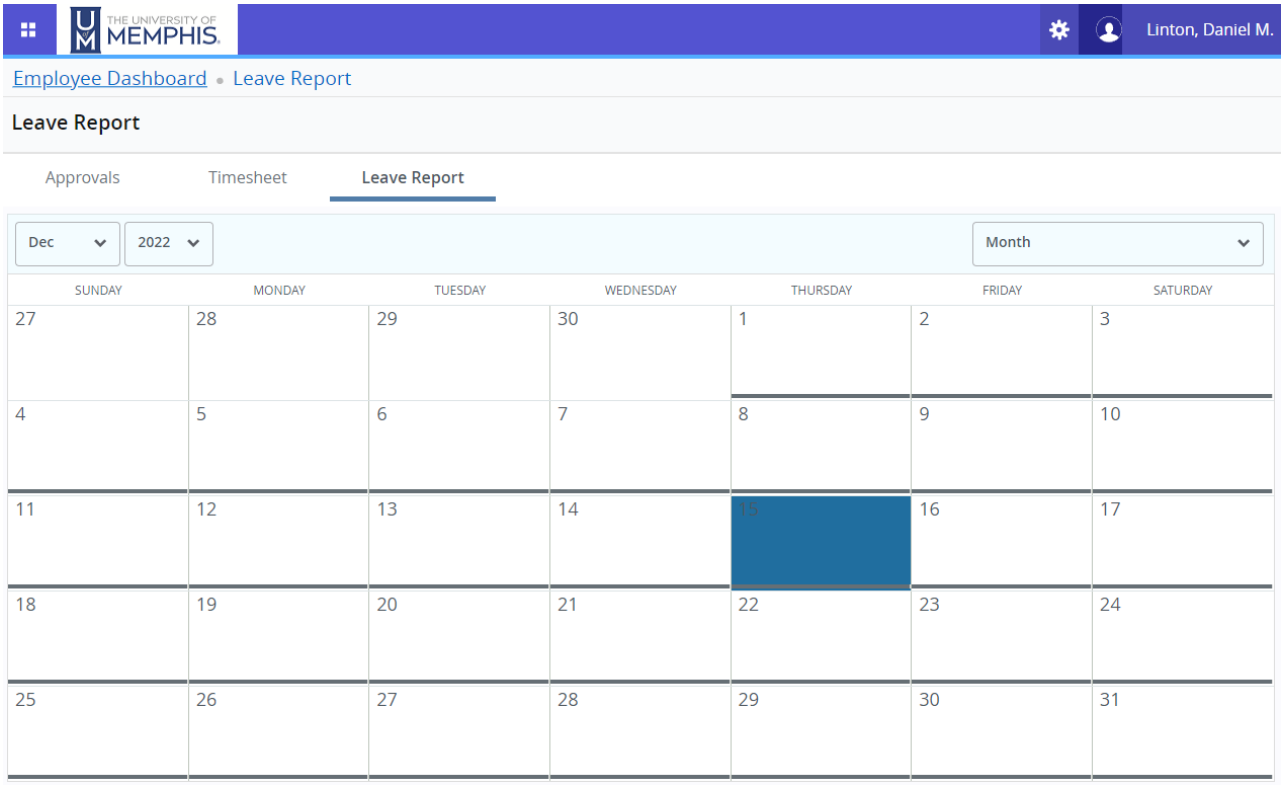


Monthly Leave Reporting

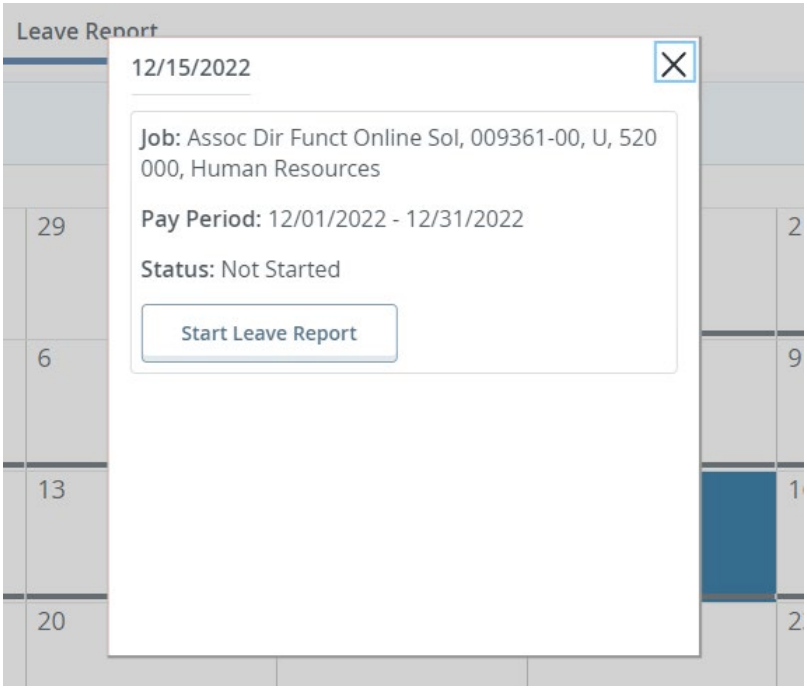
During each pay period, employees should submit their time sheets for approval and payroll processing. Time sheets must be submitted according to payroll deadlines. You may review payroll deadlines by visiting **Payroll Schedules** link on Payroll's website at https://www.memphis.edu/payroll/schedules.php.

Selecting a Leave Report

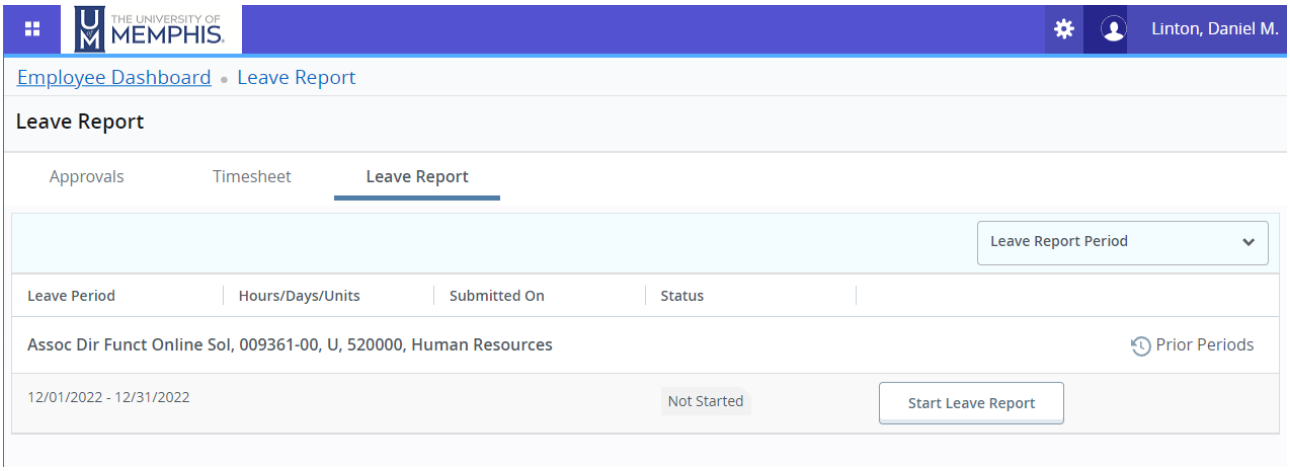
The initial screen displayed after clicking **Enter Leave Report** will be a calendar view of the current month. You may toggle the dropdown box in the top right to change from Month view to Pay Period view if you choose.



If you stay in Month view, click on the date square for which you wish to report leave, and then you will be asked to select which leave report for which you wish to enter hours. This screen will appear even if you only have one position. Click **Start Leave Report** for the appropriate choice.



Should you choose to toggle to Leave Report Period view, you will see a list of available positions for which you may report leave. Click **Start Leave Report** for the appropriate record to enter hours for that position.



Individuals may have multiple positions for a variety of reasons, including:

- You may have begun the pay period in one position and moved to another position during the same pay period.
- Under special circumstances a change may be made to your timekeeping organization code, thus creating a new time sheet.

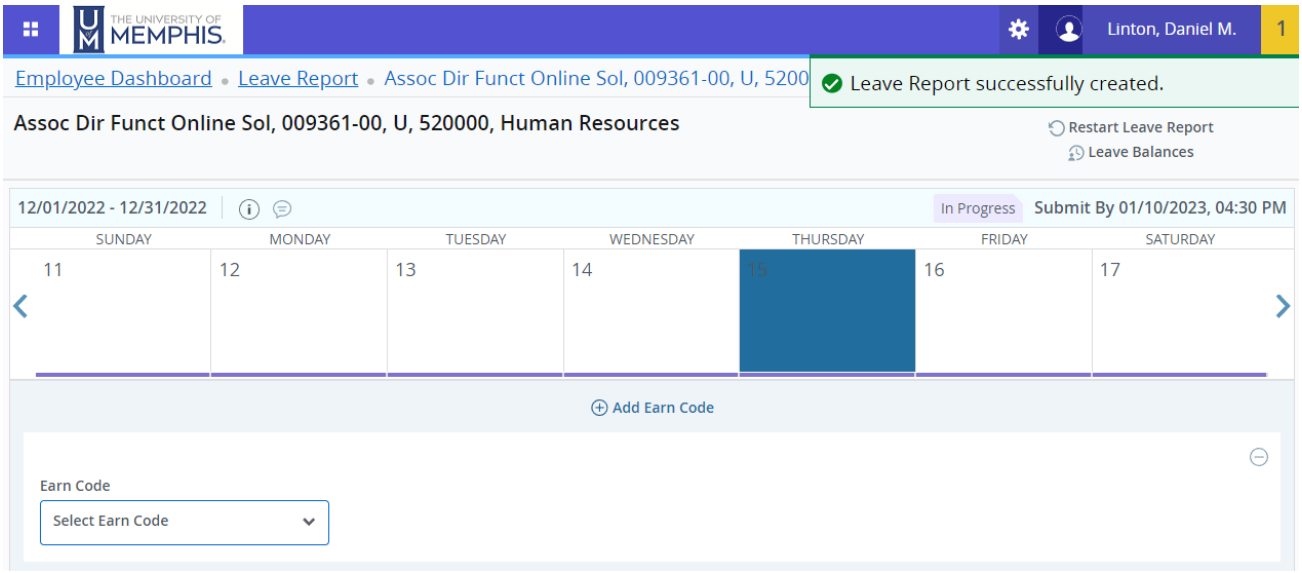
Contact your supervisor for help with matching position numbers to the correct job or if you are unsure on how to proceed with entering leave on multiple leave reports.

Once you, the leave report originator, open the leave report, its status changes from *Not Started* to *In Progress,* even if you do not make any entries. Once you start your leave report, only you (or your area superuser in most cases) can complete and submit it for approval.

You may access your leave report as many times as you like during the reporting period; all leave does not have to be entered at once. However, once you have submitted your leave report for approval, you cannot make any changes.

Time Sheet Navigation & Entering Time

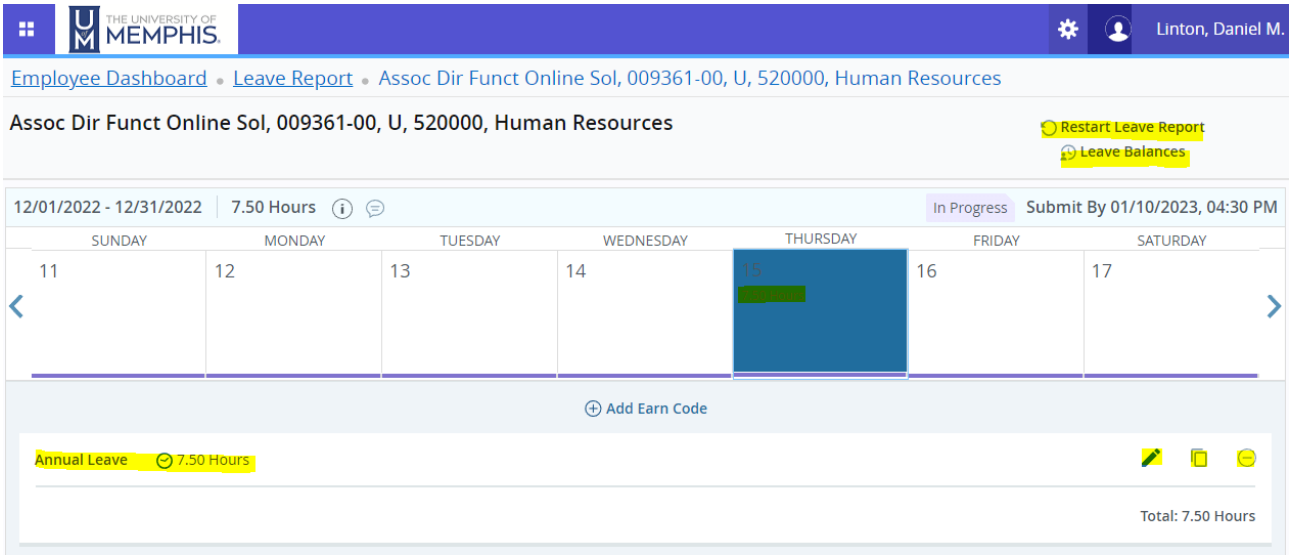
Upon opening your leave report, your selected position, position number & suffix, org number, department, and pay rate information is displayed across the top of the screen. Additionally, your month view calendar will shift to a week view. Click on the block for the specific date for which you wish to report leave. Your leave report displays one work week at a time. To advance to another week of the pay period, click on the arrows on either side of the displayed grid.



In the Earn Code dropdown box that appears underneath the grid, select the type of leave you wish to report (Annual Leave, Sick Leave, FMLA Leave, Inclement Weather, Bereavement, Jury Duty, etc.) and the number of hours you wish to report. Only report hours to the first digit after the decimal (e.g. 7.5, not 7.45). Then click the **Save** button at the bottom right of your screen.

Once you have saved your entry, you may edit it using the pencil icon on the right side of the line item. You may copy the same entry to other dates by using the duplicated paper icon, and you may delete the line item by using the circled minus icon.

You may restart the entire timesheet by clicking **Restart Leave Report** in the upper right. You may also review your current annual and sick leave balances by clicking **Leave Balances** in the upper right.



Reporting Partial Hours

University Policy (HR5029 -Time Keeping and Leave Reporting) states that hours are to be reported using only whole hours and tenths of and hour; for example, 3, 7.5, 4.3, 8.1.

Use the following chart to as a guide to converting minutes to tenths of an hour:

1 - 6 minutes	= .1 hour
7 - 12 minutes	= .2 hour
13 - 18 minutes	= .3 hour
19 - 24 minutes	= .4 hour
25 - 30 minutes	= .5 hour
31 - 36 minutes	= .6 hour
37 - 42 minutes	= .7 hour
43 - 48 minutes	= .8 hour
49 - 54 minutes	= .9 hour
55 - 60 minutes	= 1.0 hour

Previewing/Printing, Commenting, & Submitting your Leave Report

Previewing (Printing) the Leave Report

You may preview your leave report at any time by clicking on the **Preview** button in the bottom right. The preview feature displays the pay period in boxes vertically down the page. You may print this page if desired but do not click **Submit** unless ready to relinquish access to the time sheet.

Entering Comments

You may add comments to your time sheet on the Preview screen by typing them in the **Comments** field at the bottom. Enter your message and click on the **Return** button to save the entry and retain access to the leave report. Enter your message and click on the **Submit** button to save the entry and relinquish access to the leave report.

Your comments are not confidential; acknowledgers and approvers can view these comments when reviewing the time sheet.

Submitting the Leave Report

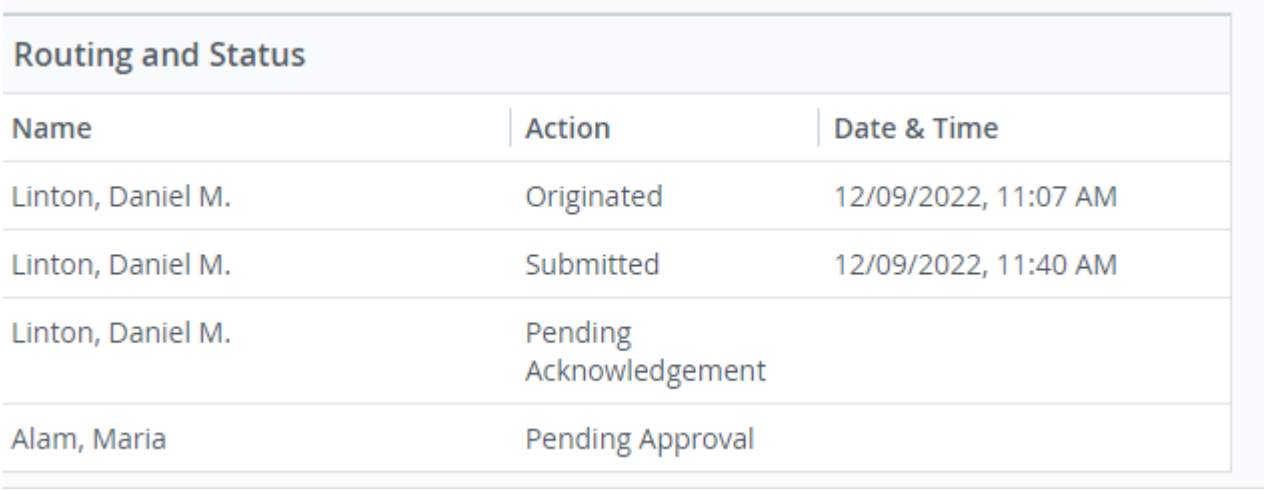
When you are finished entering leave hours, click on the **Preview** button on the bottom right to review your entries before submitting your leave report for approval.

Be careful when entering time as very few error checks take place upon submission. For example, if you mistakenly enter 75 hours instead of 7.5 hours in a single day, the system will **NOT** reject the entry.

When ready, click the blue **Submit** button to submit the record to your approver. Upon submission, a message appears near the top of the form indicating that it was either successfully submitted or that it may have errors.

After submitting the leave report, its status changes from *In Progress* to *Pending*. It will remain in pending status until the designated approver takes some kind of action. At this point you are permitted to view the leave report, but you cannot make changes unless the approver returns the leave report for correction or if the time sheet is in *Error* status.

Scroll to the bottom of the form to see that the system recorded when the time sheet was submitted and who is responsible for its approval.



Routing and Status

Name	Action	Date & Time
Linton, Daniel M.	Originated	12/09/2022, 11:07 AM
Linton, Daniel M.	Submitted	12/09/2022, 11:40 AM
Linton, Daniel M.	Pending Acknowledgement	
Alam, Maria	Pending Approval	

Extra Information: Copying Leave

The copy feature of Web Time Entry is useful when you wish to enter the same number of leave hours for multiple days.

You can click on the single checkbox **Copy to the end of the pay period** to copy hours from the date that was selected, such as the first day of the pay period, to the end of the pay period; select the **Include Saturday** and **Include Sunday** checkboxes when applicable.

When you are finished, click on the **Save** button to return to your time sheet.

Common WTE Mistakes

- When you open your leave report for the first time each pay period, always enter and save time on at least one day, even if you enter a zero (0) for that day. If you open the leave report and do nothing, your area superuser will not be able to access the time sheet in your absence.

- Employees should enter a zero (0) in one day of their time sheet when no hours were worked for that pay period. It does not matter into which day or earning code the zero is entered. Not entering a zero results in a "No Hours Entered" error that prevents the time sheet from correctly processing through the system. Remember, reporting a zero is also an acknowledgement that you took no leave during a month; reporting a zero is as important as reporting actual hours used as doing so ensures an accurate leave balance.

- If the University closes for inclement weather and you are instructed to not report to work, that day's leave should be entered in the Inclement Weather line item of your leave report.

Contact Information

For troubleshooting, view the Employee Self Service online help for Web Time Entry.

For additional assistance, call the ITD Helpdesk at 678-8888.