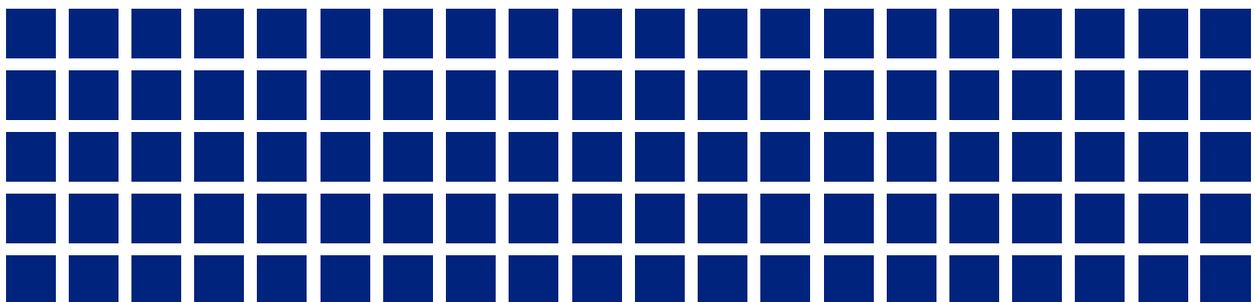


THE UNIVERSITY OF  
**MEMPHIS**®

**Web Time Entry**  
**For Non-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 time sheet
- Describe how to enter and submit time worked and leave taken for non-exempt employees
- Identify common WTE mistakes

## Intended Audience

University non-exempt employees that use electronic time sheets 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.

Most University of Memphis non-exempt employees enter time worked and leave usage on Web-based **time sheets**. There are a number of user roles and time sheet transaction statuses that are used in the WTE process.

## User Roles

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

### Originator

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

The originator can make changes to the time sheet 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 time sheet, but the name is recorded. The employee's area superuser can review the transaction status of time sheets at any time during the pay period and see the originator of a time sheet.

### 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 time sheets to be processed. Approvers may approve time sheets 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 time sheets submitted by the originator. An approver's action is required for the time sheet to be processed through the system, and ultimately for the employee to be paid. Should an approver return or modify an employee's time sheet, the approver must **promptly notify the employee** of those changes.

## Proxy

As noted in the University Policy for Authorized Signatures (Policy BF4000), 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 & Finance Reporting and System Initiatives, 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 time sheet is assigned a status as it progresses through the WTE process. Possible statuses are:

**Not Started:** The time sheet has not been opened for the pay period.

**In Progress:** The time sheet has been opened for the pay period.

**Pending:** The time sheet has been submitted for approval.

**Error:** The time sheet 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 status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error status should be carefully reviewed to ensure that time has been entered correctly, if at all.

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

**Override/Overridden:** The override/overridden status indicates that the time sheet 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:** The time sheet has been approved by the approver. Upon approval, time sheets will continue through the payroll process.

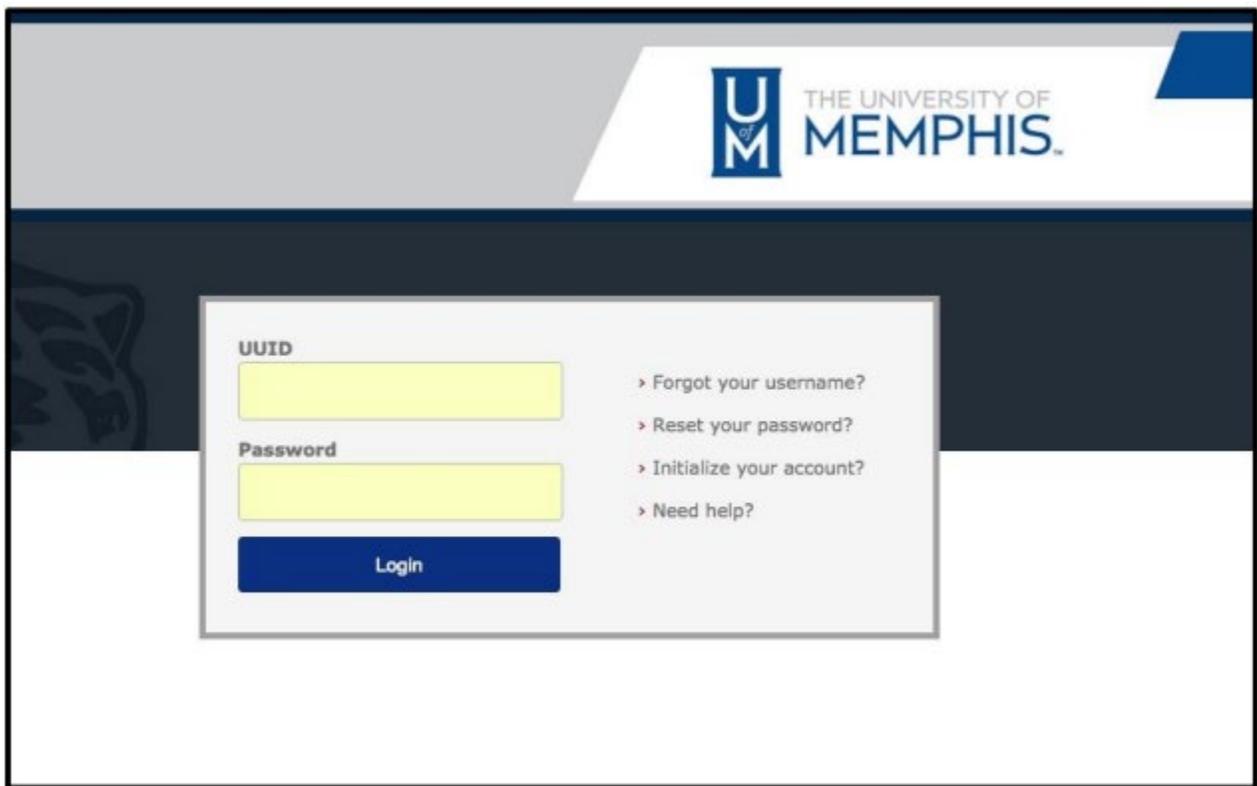
**Completed:** The time sheet has been received and processed by the Payroll office.

## 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.



The screenshot shows the login page for the University of Memphis. At the top right, the University of Memphis logo is displayed, consisting of a blue 'U' with a white 'M' inside, followed by the text 'THE UNIVERSITY OF MEMPHIS.' Below the logo, there is a dark blue header bar. The main content area is white and contains a login form. The form has two input fields: 'UUID' and 'Password', both highlighted in yellow. Below the 'Password' field is a blue 'Login' button. To the right of the input fields, there are four links: '> Forgot your username?', '> Reset your password?', '> Initialize your account?', and '> Need help?'. The background of the page is dark blue with a faint, stylized graphic of a person's head.

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.

The screenshot shows the Banner Employee Dashboard interface. At the top left is the University of Memphis logo, consisting of a stylized 'U' and 'M' with 'of' in between, followed by the text 'THE UNIVERSITY OF MEMPHIS'. Below the logo is a dark blue horizontal bar with the word 'EMPLOYEE' in white capital letters. Underneath this bar is a 'Go to' dropdown menu. A navigation menu follows with several tabs: 'myMemphis', 'Home', 'UofMOnline', 'Faculty', 'Advising', 'Employee' (which is highlighted in a dark blue box), and 'Fir'. The main content area contains a portlet titled 'Banner Employee Dashboard'. Inside this portlet, there is a link for 'Employee Portal' and a descriptive text: 'Links to Timesheets, Leave Reports & Approvals, Employment and Benefits Details, and Personal Information.'

Once the **Employee Dashboard** page appears, look in the rightmost column for a button under **My Activities** that says **Enter Time**. Click that button to enter your time sheet.

The screenshot displays the 'Employee Dashboard' for Daniel M. Linton. At the top, the University of Memphis logo and the user's name are visible. Below the header, the dashboard is divided into several sections. On the left, there is a 'My Profile' button. The main section shows 'Leave Balances as of 12/09/2022' with two cards: 'Annual Leave in hours' at 253.60 and 'Sick Leave in hours' at 448.80. A link for 'Full Leave Balance Information' is located below these cards. The dashboard is organized into two columns. The left column contains expandable sections for 'Pay Information', 'Earnings', 'Benefits', 'Taxes', and 'Job Summary'. The right column is titled 'My Activities' and contains a list of buttons: 'Enter Time' (highlighted with a red circle), 'Enter Leave Report', 'Approve Time', 'Approve Leave Report', 'Effort Certification', and 'Labor Redistribution'. The 'Enter Time' button is a blue rectangle with white text.

# Entering Time & Leave

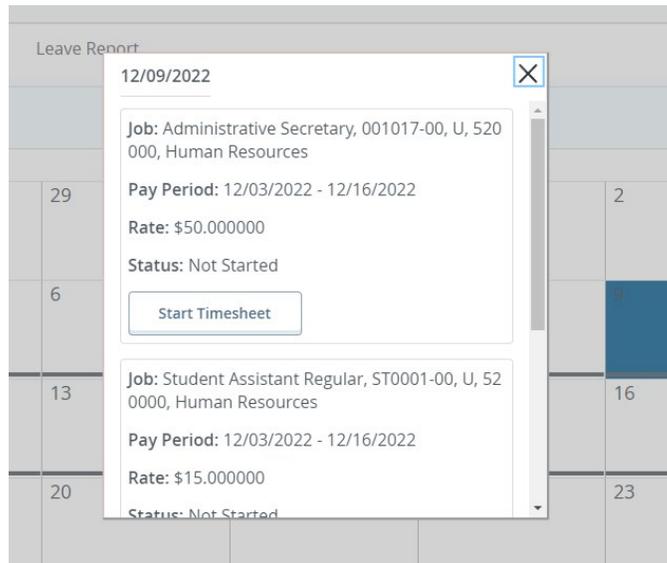
During each pay period, employees should submit their time sheets for approval and payroll processing. Time sheets must be submitted according to payroll deadlines. You may review payroll deadlines by visiting **Payroll Schedules** link on Payroll’s website at <https://www.memphis.edu/payroll/schedules.php>.

## Selecting a Time Sheet

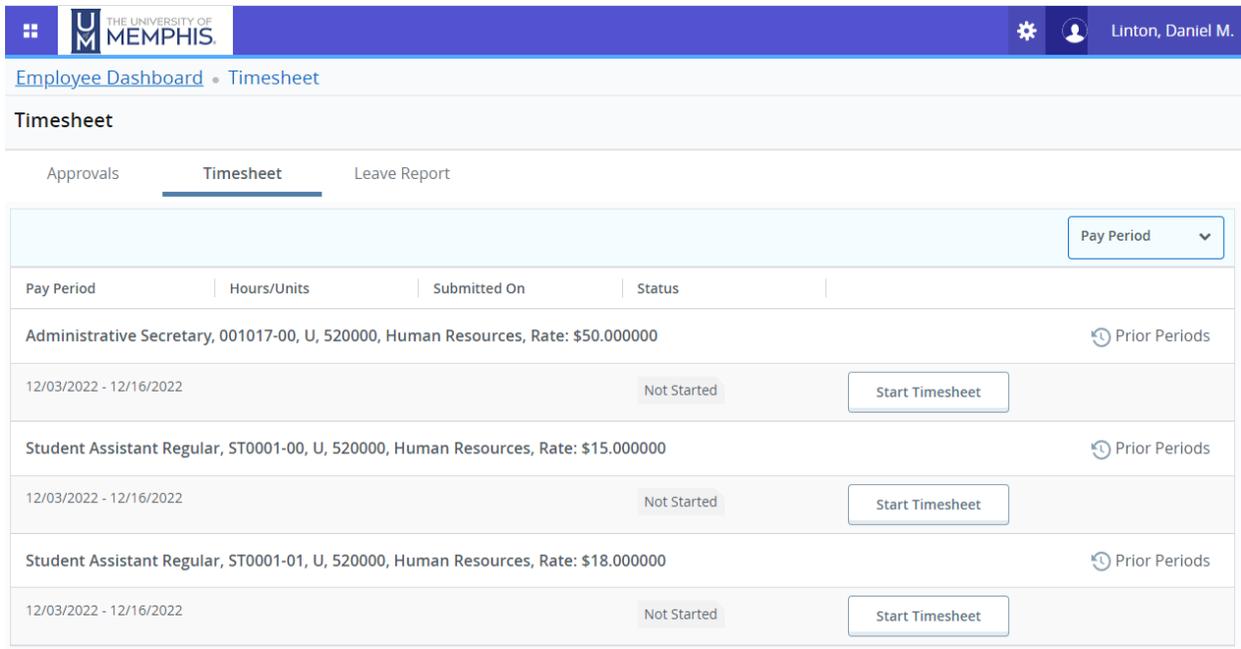
The initial screen displayed after clicking **Enter Time** will be a calendar view of the current month. You may toggle the dropdown box in the top right to change from Month view to Pay Period view if you choose.

The screenshot displays the 'Employee Dashboard' for 'Timesheet'. At the top, there is a navigation bar with the University of Memphis logo, a settings gear, and the user's name 'Linton, Daniel M.'. Below the navigation bar, there are three tabs: 'Approvals', 'Timesheet' (which is selected), and 'Leave Report'. The main area shows a calendar for December 2022. The calendar has columns for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. The dates are arranged in a grid. The date '16' is highlighted in a dark blue color, indicating the current selection. Other dates are in a light grey color. The calendar also includes dropdown menus for the month ('Dec') and the year ('2022').

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



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



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

- You may be an employee with multiple positions working under multiple organizations (e.g. a student worker), and/or working under multiple grants.
- 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 time on multiple time sheets.

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

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

## Time Sheet Navigation & Entering Time

Upon opening your time sheet, 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 time. Your time sheet 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.

The screenshot displays the 'Timesheet' interface for an Administrative Secretary. At the top, the user is identified as 'Linton, Daniel M.'. The breadcrumb trail shows: Employee Dashboard > Timesheet > Administrative Secretary, 001017-00, U, 520000, Human Resources, Rate: \$50.000000. Below this, the job title and rate are repeated, along with 'Restart Time' and 'Leave Balances' options. The main area shows a week view for the period 12/03/2022 - 12/16/2022. The calendar grid highlights Friday, December 10th, which is marked as 'In Progress'. Below the calendar is an 'Add Earn Code' section with a dropdown menu for 'Earn Code' (currently set to 'Regular Bi-Weekly Pay') and an input field for 'Hours'.

In the Earn Code dropdown box that appears underneath the grid, select the type of time you wish to report (Regular Bi-Weekly Pay, Straight Overtime, Premium Overtime, Holiday Pay, Annual Leave, Sick Leave, 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 Time** in the upper right. You may also review your current annual and sick leave balances by clicking **Leave Balances** in the upper right.

The screenshot displays the 'Employee Dashboard' for Daniel M. Linton. The main section is titled 'Administrative Secretary, 001017-00, U, 520000, Human Resources, Rate: \$50.000000'. It shows a timesheet for the period 12/03/2022 - 12/16/2022 with a total of 7.50 hours reported. The calendar grid shows hours reported on Friday (12/10/2022) and Saturday (12/11/2022). The 'Add Earn Code' section contains one entry: 'Regular Bi-Weekly Pay' for 7.50 hours. The interface includes buttons for 'Restart Time', 'Leave Balances', 'Exit Page', 'Cancel', 'Save', and 'Preview'.

## 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 an 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 Time Sheet

### Previewing (Printing) the Time Sheet

You may preview your time sheet 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 time sheet. Enter your message and click on the **Submit** button to save the entry and relinquish access to the time sheet.

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

### Submitting the Time Sheet

When you are finished entering time and leave hours, click on the **Preview** button on the bottom right to review your entries before submitting your time sheet 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 time sheet, 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 time sheet, but you cannot make changes unless the approver returns the time sheet 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 Time

The copy feature of Web Time Entry is useful when you wish to enter the same number of 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.

Copy Time Entry
✕

Regular Bi-Weekly Pay : 7.50 Hours  
(12/09/2022, FRIDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Pay Period: 12/03/2022 - 12/16/2022						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9 7.50 Hours	10
11	12	13	14	15	16	17

Cancel
Save

## Extra Information: Reporting Overtime

Overtime compensation for non-exempt employees is calculated by the week. However, overtime is reported for the two-week pay period and must be correctly calculated by the employee.

Overtime pay includes actual hours worked and holiday hours. Any hours other than holiday hours and work hours are excluded from overtime compensation. (e.g., sick and annual leave hours are excluded from overtime compensation.)

There are two types of overtime earnings: straight overtime and premium overtime.

Straight Overtime (Overtime 1.0 Earning Code) is calculated when an employee has accrued 37.5 hours during a single work week, and has additional work or holiday hours up to 40 hours during the same week. Straight overtime compensation is an employee's regular rate of pay.

Premium Overtime (Overtime 1.5 Earning Code) is calculated when an employee has accrued 40 hours during a single work week, and has additional work or holiday hours during the same week. Premium overtime is one and one-half times the employee's regular rate of pay.

The time sheet totals hours as they are entered, it does not separate overtime totals by the week. Be cautious when entering overtime hours as the totals that accumulate may not be a direct reflection of a single week in the pay period.

## Common WTE Mistakes

- When you open your time sheet 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 time sheet 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.
- If the University closes for inclement weather and you are instructed to not report to work, that day’s time should be entered in the Inclement Weather line item of your time sheet rather than on the Regular Hours line item.

## 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.