

Appalachian State University
Web Time Entry Approval for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

The approver MUST be the Department Head. The Department Head should assign a proxy to approve time if needed in his or her absence. The approver is responsible for submitting the Departmental Total page. Entering the amounts in Web Time Entry may be easier if the employees keep records of their time on paper time sheets. A copy of the paper time sheet is attached.

Summary Steps:

1. Login to **Employee Self-Service** to access your **Time Sheet Link**.
2. Click **Approve or Acknowledge Time Sheets**; if acting as proxy, select name of person.
3. Click the **Select** button.
4. Select **Org** and **Pay Period** to approve; select **sort** option
5. Click the **Select** button.
6. Click **employee name** to see detail; click **Approve** button for each employee after checking hours entered.
7. Click the **Save** button.

Please note that the Web Time Entry system does **not** send automatic email notifications to employees of changes in the status of their time sheets. You should personally notify any employees whose time sheets are not approved.

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1. Login

To approve time via the Web, you must access **Employee Self Service**. If you do not know how to access Employee Self Service, follow the instructions on this page. If you already know how to log in, do so and go to page 3.

Instructions to Access Employee Self Service:

On the Appalachian State University home page (<http://www.appstate.edu>), click the **A-Z Index** link at the top of the page. On the next page, click the **E** link at the top of the page. This link will bring you to the E section of the list. Click on the **Employee Self Service** link. Log in using your **User ID** and **Password**.

1. Click **A-Z Index**.

2. Click **E**.

3. Click **Employee Self Service**.

4. Enter your User ID.

5. Enter your Password.


6. Click Login.

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2. Access time sheets for approval

Click on the **Approve or Acknowledge Time** radio button and click the **Select** button. If you are acting as a proxy, select the name of the person for whom you are acting as a proxy from the drop down list and then click on the **Select** button.

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from

Selection Criteria

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

Click here to approve timesheets

Select Self or person's name if you are acting as a proxy

Click here

Select

[Proxy Set Up](#)

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If you have more than one department to approve, choose the department by clicking on the radio button under My Choice. If there is more than one time period to approve, choose the desired time period from the drop down list. Select the sort order in which you wish the records to be displayed, and then click the **Select** button.

Selection

Click the button under COA/Organization to select an organization and choose the Pay ID/Pay Period. Dr

Time Sheet

Department and Description	My Choice	Pay Period
A, 150000, Human Resource Services	<input checked="" type="radio"/>	MN, Feb 16, 2007 to Mar 15, 2007
A, 201200, Continuing Education	<input type="radio"/>	MN, Feb 16, 2007 to Mar 15, 2007
A, 201220, Extension Instruction	<input type="radio"/>	SM, Mar 01, 2007 to Mar 15, 2007
A, 205250, Hubbard Ctr for Fac & Staff	<input type="radio"/>	SM, Mar 16, 2007 to Mar 31, 2007
A, 20525A, Health Promotions	<input type="radio"/>	MN, Jun 16, 2007 to Jul 15, 2007
A, 20540C, ACS-Walkins	<input type="radio"/>	ME, Jul 01, 2007 to Jul 31, 2007
A, 205800, NW Sci & Math Collaborative	<input type="radio"/>	SM, Jan 16, 2007 to Jan 31, 2007
A, 212000, Inst for Health & Human Services	<input type="radio"/>	MN, Mar 16, 2007 to Apr 15, 2007
A, 240102, Learning Assistance	<input type="radio"/>	ME, Aug 01, 2007 to Aug 31, 2007
A, 240105, College Awareness Program	<input type="radio"/>	ME, Sep 01, 2007 to Sep 30, 2007
A, 240300, Admissions	<input type="radio"/>	ME, Sep 01, 2007 to Sep 30, 2007
A, 250750, Pol Science & Criminal Justice	<input type="radio"/>	ME, Sep 01, 2007 to Sep 30, 2007
A, 255100, Computer Information Systems	<input type="radio"/>	MN, Jun 16, 2007 to Jul 15, 2007
A, 265000, College of Fine and Applied Arts	<input type="radio"/>	MN, Jun 16, 2007 to Jul 15, 2007
A, 265302, Printing & Publications	<input type="radio"/>	MN, Jun 16, 2007 to Jul 15, 2007
A, 275014, Library-Materials Processing	<input type="radio"/>	MN, Aug 16, 2007 to Sep 15, 2007
A, 325000, Housing & Residence Life	<input type="radio"/>	MN, May 16, 2007 to Jun 15, 2007
A, 325300, Living Learning	<input type="radio"/>	SM, Jun 16, 2007 to Jun 30, 2007
A, 410000, Physical Plant Administration	<input type="radio"/>	SM, Jun 16, 2007 to Jun 30, 2007
A, 410100, Steam Systems	<input type="radio"/>	MN, Jul 16, 2007 to Aug 15, 2007
A, 410600, Building Services	<input type="radio"/>	MN, Dec 16, 2006 to Jan 15, 2007
A, 415103, Payroll	<input type="radio"/>	MN, Dec 16, 2006 to Jan 15, 2007
		MN, Dec 16, 2006 to Jan 15, 2007
		MN, Feb 16, 2008 to Mar 15, 2008

Sort Order

Sort employees' records by Status then by Name: My Choice

Sort employees' records by Name:

Select


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3. Approve Time Sheet

You can only approve Pending records. Employees who have not submitted their time sheet for approval will either appear as In Progress (time sheet has been started) or Not Started (time sheet has not been initiated).

Summary

 Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the emp

COA: A, Appalachian State University
Department: 415400, Business Systems
Pay Period: Dec 16, 2007 to Jan 15, 2008
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 16, 2008, 05:00 P.M.

Pending					
ID	Name and Position	Required Action	Total Hours	Total Units	
900004733	Karen Trivette Main 062261 - 00	Approve	48.00	.00	

In Progress			
ID	Name and Position	Total Hours	
900004733	Karen Trivette Main 023281 - 00		

Not Started	
ID	Name and Position
900001735	Richard Brian Shook 063731 - 00

Pay Event Transactions

Action required by all approvers:	1
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	2
Total Hours:	48.00
Total Units:	.00

To approve an employee's time, click on the employee's name that you wish to approve. The detail of the employee record will appear on the Employee Detailed Information page. If the employee's record is not correct, you can click the button. Be aware that Banner does **not** notify the employee that it has been returned. However, when the employee logs in to Self Service and looks at the time sheet, it will be in a Returned for Correction status. There are also buttons to , , and as shown in the next illustration.

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http://testofmssb.appstate.edu:9130/pls/BRTEST9/bwpktais.P_ProcDeleteAppr
Welcome to myASU | ... Employee Detailed L. x

File Edit View Favorites Tools Help
Home Star Gear

Convert Select
Page Safety Tools

Appalachian State Univers... Employee Self Service Banner ASUVPN Core Banking ePrint Intellectek List Serv WebFocus

Personal Information **Employee** Finance
SITE MAP EXIT

Employee Detailed Information

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

Employee ID and Name: 900002546 Patricia K. Wood
Title: 000041-00 Tech Support Analyst

Department and Description: A 415103 Payroll
Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Non Student Regular Hours	1		16		4	6	6												
Total Hours:			16		4	6	6												
Total Units:				0															

Routing Queue

Name	Action and Date
Patricia K. Wood	Originated Aug 04, 2014 04:39 pm
Patricia K. Wood	Submitted Aug 05, 2014 02:10 pm
Tracy G. Greene (Mandatory)	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jul 01, 2014	100.00		338010	120000	611180	207				

Previous Menu Approve Return for Correction Change Record Delete Add Comment

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

RELEASE: 8.9

Windows Taskbar: 2:28 PM 8/5/2014

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Once you have verified that the employee's record is correct, click the Button. You should get the message below indicating that the time was successfully approved.

In addition, the Routing Queue information at the bottom of the time sheet will also indicate the approved status.

The screenshot displays the Oracle Fusion Middleware interface for time entry approval. The browser address bar shows the URL: http://testofmslab.appstate.edu:9130/pls/BRTST9/bwplapp_P_ButtonsDriver. The page title is "Employee Detailed Information".

Employee Detailed Information

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

Time transaction successfully approved.

Employee ID and Name: 900002546 Patricia K. Wood
 Title: 000041-00 Tech Support Analyst
 Department and Description: A 415103 Payroll
 Transaction Status: Approved

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Non Student Regular Hours	1		16			4	6	6											
Total Hours:			16			4	6	6											
Total Units:				0															

Routing Queue

Name	Action and Date
Patricia K. Wood	Originated Aug 04, 2014 04:39 pm
Patricia K. Wood	Submitted Aug 05, 2014 02:10 pm
Tracy G. Greene	Approved Aug 05, 2014 02:35 pm ←

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jul 01, 2014	100.00		338010	120000	611180	207				

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

RELEASE: 8.9

2:36 PM
8/5/2014

Please note that the Web Time Entry system DOES NOT send automatic email notifications to employees of changes in the status of their time sheets. You should personally notify any employees whose time sheets are not approved.

Appalachian State University
SM HOURLY WAGE EMPLOYEE TIME RECORD

Please complete this form in its entirety before submitting to Time Originator

Pay Period Ended _____ Scheduled Pay Date _____
mm/dd/yy mm/dd/yy

Department Name _____
 & Timesheet Organization Number _____ Position # _____

Budget Code: Fund _____ Org _____ Account _____ Program _____

Employee Type: S = Student Temporary W = Student - Work Study T = Non-Student Temporary

Use the letter representing the employee type in the blank of the earn code. (Please see above)

Employee's Banner ID _____

Employee's Name _____
Last First MI Suffix

Shift _____ Hourly Rate \$ _____

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	<u>OR</u>	
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Earn Code																	Sub Total
X__R																	
X__H																	
X__O																	
Total Hours																	

I certify that the above Account No., Hourly Rate, and Hours Data are correct to the best of my knowledge.

 Employee Date

 Department Head/Supervisor Date

This record must be kept by all Departments and is subject to audit by the Payroll Department, University, State and Federal Auditors. Retain for 2 years then transfer to University Archives for Retention.

Earn Codes

X_R = 100% of all regular hours worked not greater than 40. Per ASU workweek. (Monday 12 am thru Sunday midnight).
 Including hours worked on a holiday.

X_H = All hours worked on a holiday to receive premium pay.

X_O = All overtime hours worked over 40 in an ASU workweek (Monday 12 am thru Sunday midnight).

**SM Payroll
Department Totals**

Complete this form by adding all Employee Time Sheets by Earn Code to determine your Departmental Totals for the pay period. Submit one form per Department.

Pay period# _____ Month/Year _____ Fiscal Year _____

Department Name _____ TS Organization Number _____

Employee Type: S = Student Temporary W = Work Study T = Non-Student Temporary

Earn Code Totals	
XSR	
XSH	
XSO	
XWR	
XWH	
XWO	
XTR	
XTH	
XTO	

Earn Codes

X_R = 100% of all regular hours worked not greater than 40. Per ASU workweek. (Monday 12 am thru Sunday midnight).

X_H = All hours worked on a holiday to receive premium pay.

X_O = All overtime hours worked over 40 in an ASU workweek (Monday 12am thru Sunday midnight).

I certify that I am the Originator or Originator's Proxy for this department and the above Department Hours Data were calculated from Employee Time Sheet Totals and are correct to the best of my knowledge.

Departmental Originator or Originator's Proxy _____ Date _____ Phone Number _____

I certify that I am the Approver or Approver's Proxy for this department and that the above Department Hours Data were calculated from Employee Time Sheet Totals and are correct to the best of my knowledge.

Departmental Approver or Approver Proxy _____ Date _____ Phone Number _____

Please fax to Payroll Office at #3297 or #7219