Paperless Payroll

Approver's Handbook

Welcome to Paperless Payroll!

Paperless Payroll is the Web Time Entry system that allows employees to individually log onto the pilots.up.edu secure website and enter the hours worked online from any computer anywhere (on campus or off campus). The employee time is approved online by the designated approver or their proxy and then it is sent electronically to payroll for processing.

This handbook outlines the process used by approvers and proxies to approve the hours their employees have worked each pay period.

If you have any questions, please call or email:

Denise Carder
Payroll Supervisor
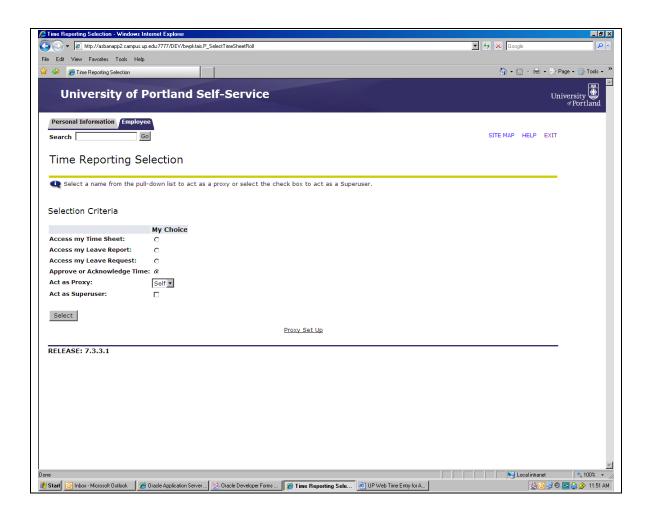payroll@up.edu

Thank you!

-Denise

1. Login to Web Time Entry through Employee Self Service

You will log into **pilots.up.edu** in order to access the Self-Service link. You can access this from any computer on or off campus.

Enter your network User ID and password (*not* your Banner password).
Remember – NEVER share your password!
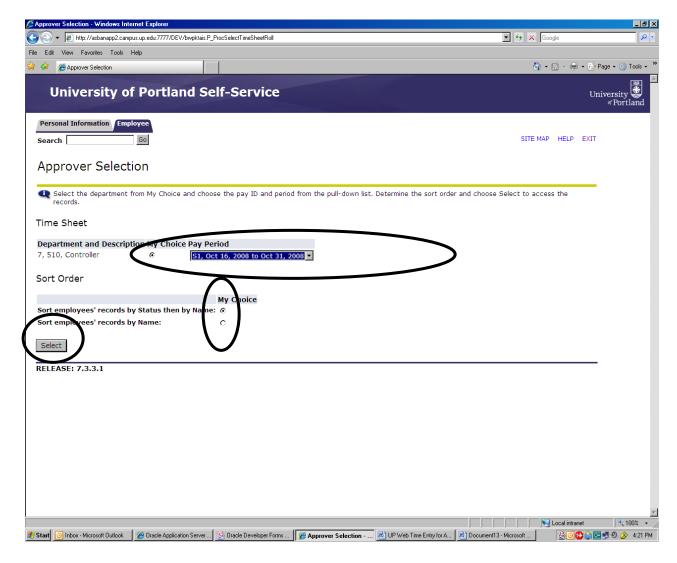
2. Access Time Sheets for Approval

Once you are logged in click on the **Approve or Acknowledge Time** button. If you are acting as a proxy for someone (see section 8 for how to assign a proxy), click the box next to the "Act as Proxy" box and select the name of the person for whom you are acting as a proxy. If you are acting as the original approver leave the "Act as Proxy" box set to self.

Your screen will automatically show up with a dot in the Approve or Acknowledge Time spot. If you need to change the sort order of the employees, click in the My Choice area to change the default. Click on the **Select** button. You will not be acting as a Superuser.

3. Choose the Department and Pay Period

If you have more than one department to approve, choose the department by clicking on the radio button under **My Choice**. *Important:* Choose the correct time period you wish to approve. (Past pay periods will remain visible for review although it is not possible to make any changes to them).

Select the sort order in which you wish the records to be displayed. Click the **Select** button.

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4. Summary page

The Summary page shows the status of employee timesheets in the selected department. *Important:* 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).

To view the detail of hours worked by day and type for each employee, click on their name. This will take you to the **Employee Detailed Information** page. You must approve hours from the Employee Detailed Information Page, which shows the hours entered by day. You are certifying, by your approval, that the employee actually worked the hours indicated.

Currently you may not approve hours on the Summary Page. If you do this the information does not pull into payroll and your employees will show up as **pending** instead of approved.

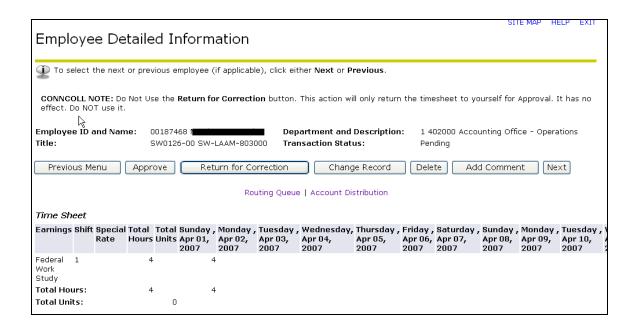## 5. Employee Detailed Information page

On the **Employee Detailed Information** page, the approver can do the following:

Approve: Approves the time.

Delete: Pressing this button will irretrievably delete the employee's timesheet. If you accidentally press this button, a box will pop up asking you if you are sure you want to delete the transaction.

Add Comment: The approver can add a comment to the record. This comment can be viewed by you, the employee, and payroll.

Change Record: If necessary, the approver can change the time that has been entered by the employee, before approving it. You must notify the employee if you do this!

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Employee Detailed Information

SITE MAP   HELP   EXIT

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

CONNCOLL NOTE: Do Not Use the **Return for Correction** button. This action will only return the timesheet to yourself for Approval. It has no effect. Do NOT use it.

| Employee ID and Name: | 00187468 ███████████ | Department and Description: | 1 402000 Accounting Office - Operations |
| Title: | SW0126-00 SW-LAAM-803000 | 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, Apr 01, 2007	Monday, Apr 02, 2007	Tuesday, Apr 03, 2007	Wednesday, Apr 04, 2007	Thursday, Apr 05, 2007	Friday, Apr 06, 2007	Saturday, Apr 07, 2007	Sunday, Apr 08, 2007	Monday, Apr 09, 2007	Tuesday, Apr 10, 2007
Federal Work Study	1		4			4								
Total Hours:			4			4								
Total Units:				0										

Before exiting, be sure to verify that the status of the employees whom you approved has been changed from Pending to Approved.

6. Printing

Past timesheets will remain visible for reviewing purposes. If you also want to keep a printed copy for your records, you may make a screen print from the **Employee Detailed Information**.

7. Ending your session

Log off of your web session, especially if using a public machine, by clicking the **EXIT** link at the top right hand corner of the web page. Close out of the web browser.

8. Assigning a Proxy

Approvers must be set up in the system by payroll personnel. However, approvers are responsible for setting up their own proxies within Banner Web Time Entry. Each supervisor must have one or more proxies who can approve time sheets in his/her absence. A proxy cannot be a student employee. The proxy must be able to verify that the employee has worked the hours submitted. All approvers are encouraged to set up two proxies.

It is important that your employees know who your proxy is, in case you are absent the day that timesheets must be approved. You are responsible for notifying your employees who your proxy is.

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a) From the **Employee Services** Menu, choose **Time Sheet**.

b) Click on the link in the center at the bottom of the page called **Proxy Set Up**.

c) From the drop down menu, choose the name of the person who will be your proxy. If you want to designate a new proxy who is not on the pull-down menu, notify payroll.

d) Click the **Add** check box.

e) Click **Save**.

9. Frequently Asked Questions and Answers

a. When do I need to approve timesheets online?

It is your responsibility to review and approve employee hours in a timely fashion within the payroll deadlines. Student employees should have their timecards entered for your approval by noon on timecard cutoff day. Semi-monthly and monthly employees must submit by 3:00pm on timecard cutoff day. The approver must have all of their timecards approved for payroll by 9:00am the following morning. At that point the computer will stop allowing any further changes to the current period timecards. This means that if they are not completed the employees will not be paid. There are a few exceptions caused by holidays or breaks but that is already calculated into the processing calendar so you don't have to worry about it. Please see the Student, Semi-Monthly and Monthly Payroll Calendar for exact deadlines and dates.

Student employees must submit their timesheet hours by noon on the due date. Semi-monthly and Monthly employees must input and submit their hours by 3:00pm on the due date. As their supervisor, you will need to go into the system at that time and see if their hours are in Pending status. If they are not, you need to notify the employees and that you have to approve the hours and they need to give you the complete information in order to do so.

If for some reason you are unable to approve the employee's hours by the deadline, please call payroll at ext. 8338 as soon as possible. If the payroll processing has not yet been finalized for that payroll, we may be able to add the hours in.

The payroll processing calendars are available on the payroll page of the website https://www.up.edu/payroll/pay-schedules.html.

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b. What if the name of my proxy is not on the proxy drop down list?

Please contact Denise Carder at ext. 7334 or Martha Martinez at ext. 7338.

c. Once the employee submits his/her time, can they make corrections to it?
Yes, they can recall the timesheet and make corrections if the approver has not already approved the hours. After it is approved you will need to contact payroll at ex. 7338. There is also a form on the payroll webpage to fill out for missing hours. Please fill it out and return to payroll for processing.

d. How will my employees' get paid if I am out and unable to approve time for that pay period?
If you are unable to approve your employees' timesheets by the designated time, your proxy must approve them on your behalf. You are responsible for assigning at least one proxy for this specific reason.

e. Can I view previous time periods that I approved?
Yes, you can view a pay period that was entered into Banner Web Time Entry for 2 months.

f. What happens if I didn't notice that an employee's time is wrong?
If the time submitted is incorrect and gets approved as such, then you will need to contact payroll at ext. 7338 or send an email to payroll@up.edu.

g. What happens if Web Time Entry goes down?
Because Web Time Entry is internet based it is possible that the system may be down at times. If this down time were to impact the processing of payroll, employees, approvers, and proxies would be notified of changes to the payroll schedule.

h. What if my employee doesn't get paid?
There are numerous reasons why an employee would not receive an expected paycheck. Please check with your employee to see if any of these situations have occurred:

Supervisor did not approve hours by the deadline. It is in the employees' best interest to check with their supervisor and make sure he/she approved the submitted hours in Web Time Entry by the deadline. Supervisors and employees alike should be aware of the approval deadlines.

Employee entered hours but did not submit hours. Employees should be sure and click the "submit for approval" button once they are done entering their hours worked for the entire pay period.

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Employee did not enter hours in Web Time Entry. Enter and submit the hours by the deadline. If the deadline has passed you will need to fill out the missing hours form on the payroll web page and forward it to the payroll office.

Employee can't see his/her position in Web Time Entry. Either an approval deadline was missed or the employee's position has not been set up in the system. Please contact payroll office as soon as possible. (payroll@up.edu ext.7338)

Employee entered the hours on the wrong position. The employee can delete the hours or restart the timesheet for that pay period unless it has been submitted and the hours have been approved by their supervisor. If this happens contact the payroll office as soon as possible (payroll@up.edu ext. 7338).

Employee clicked submit before entering all hours. An employee can recall their timesheet and make corrections or request their supervisor to add remaining hours on behalf of the employee before the approval deadline. Supervisors can click "change record" on the employees Employee Detail Information Page and add in the hours.

i.   What if I have trouble logging into the pilots website?

Call the Help Desk at ext. 7000.

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Web Time Entry – Approving Timesheets
Quick Summary of Steps

1. Access Web Time Entry by logging onto the Self Service link at pilots.up.edu.

2. Enter your network ID and password and click on **Login** button.

3. Click on **Employee**.

4. Click on **Time Sheet**.

5. Click on **Approve or Acknowledge Time**; if acting as proxy, select name of person you are acting as proxy for.

6. Click on **Select** button.

7. Select **Department** and **Pay Period**; select **Sort Order.**

8. Click on **Select** button.

9. Click on employee names in **Pending** status to view hours by day.

10. To approve, click on **Approve** button for each employee.

11. Click the **Save** button.

12. Be sure timesheet is saved; wait for confirmation.

Web Time Entry Terminology:

Approver: The person responsible for "signing" a timesheet

Save: This will keep the entries you have made until you are ready to submit all of your time.

Submit: This will send the time to your supervisor for approval.

ESS: Employee Self Service. The area on the pilots website that you log in to add time to your time sheet.

Exception Time Only: This means you record only absences for sick, vacation, and jury duty or bereavement time.

Proxy: The person who is authorized by your supervisor to approve time sheets when they are away from the office.

Comments: Anything that the employee or the supervisor enters into the comments section can be viewed by the employee, the supervisor and the payroll department, please be kind.

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