MIDWESTERN
STATE UNIVERSITY

Payroll

BANNER
WEB TIME ENTRY
APPROVER
INSTRUCTION MANUAL

(April 2009)

MIDWESTERN
STATE UNIVERSITY

Payroll

INTRODUCTION

Web Time Entry is the new time keeping method for Approvers at MSU. Approvers will be responsible for submitting and approving student hours worked every pay period. Once the Approver has approved the hours, they will then be processed by Payroll.
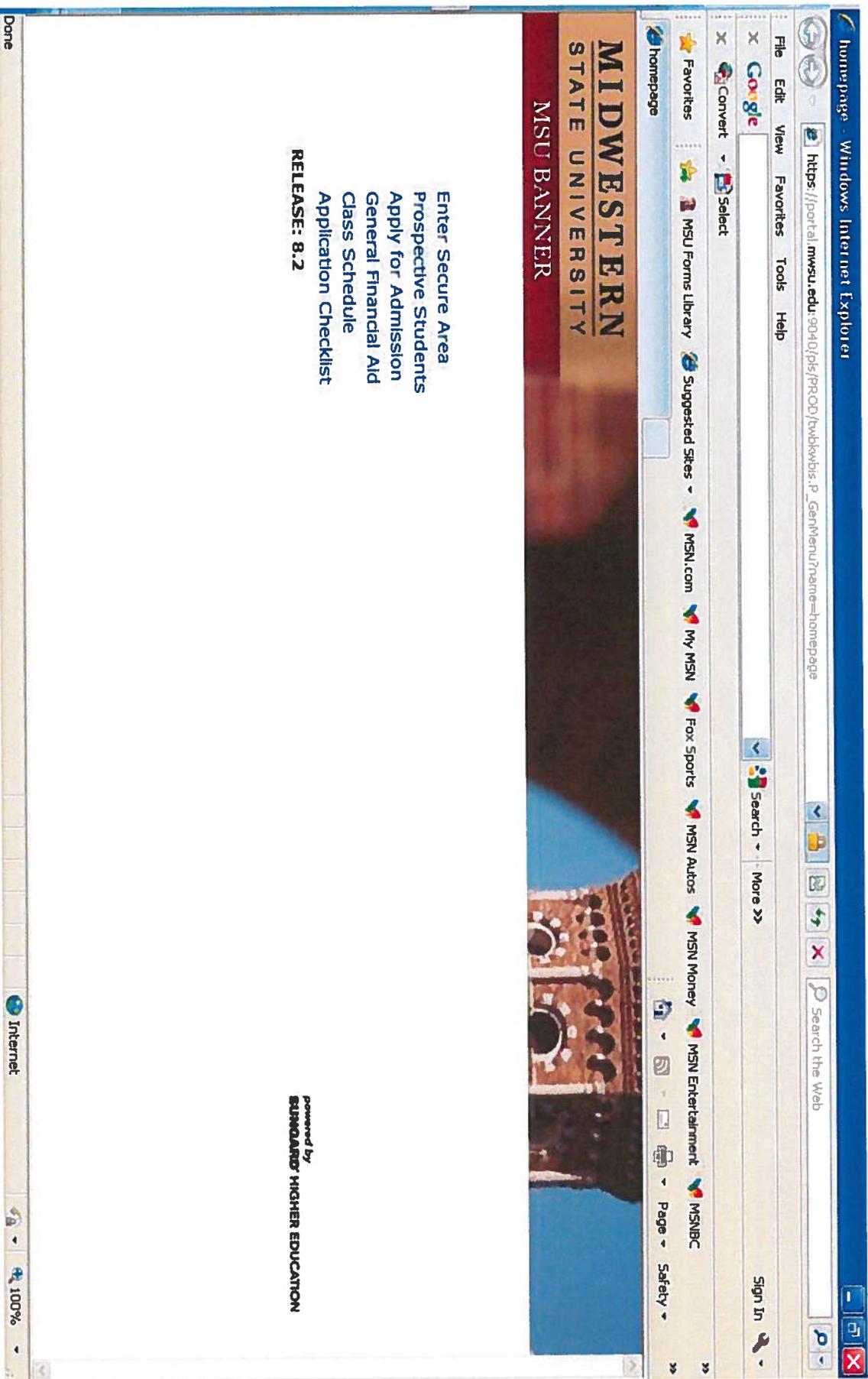
It is the sole responsibility of the Approver to maintain accurate representation of the hours worked. If hours are not submitted on time, they will not be processed by Payroll for that pay period. Hours submitted late will require that a paper timesheet be submitted and manual entry by the Payroll Dept. and will not be processed until the next pay, thereby causing the employee's paycheck to be delayed by an additional two weeks.

DEFINITIONS OF TIME SHEET PERIOD STATUS'

Not Started - The Student has not viewed or entered hours for this pay period.

In Progress - The Student has viewed or entered hours, but have not submitted the hours.

Pending - Hours are waiting approval.

Approved - Approver has approved the hours.

Completed - The hours have been extracted into the payroll process.

1. Log on to Banner Self Service.
2. Click Enter Secure Area Link.
3. Enter User ID and Pin

https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_GenMenu?name=homepage

File   Edit   View   Favorites   Tools   Help

Google   Convert ▾   Select

Favorites   MSU Forms Library   Suggested Sites ▾   MSN.com   My MSN   Fox Sports   MSN Autos   MSN Money   MSN Entertainment   MSNBC   »

homepage

Search the Web

Search ▾   More »

Sign In

Page ▾   Safety ▾

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MSU BANNER

Enter Secure Area
Prospective Students
Apply for Admission
General Financial Aid
Class Schedule
Application Checklist

RELEASE: 8.2

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Done

Internet   100%

Main Menu - Windows Internet Explorer

https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome

File   Edit   View   Favorites   Tools   Help

Search the Web

Main Menu   Page ▾   Tools ▾

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MSU BANNER

Personal Information | Employee | Finance

ACCESSIBILITY   SITE MAP   HELP   EXIT

Search   Go

Main Menu

Welcome, ▬▬▬▬▬▬▬ to the MSU Web World! Last web access on Dec 11, 2009 at 09:10 am

Personal Information
Update addresses or contact information; Change your PIN.

Employee
Benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 7.4.1

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5. Click "Time Sheet" Link

File   Edit   View   Favorites   Tools   Help

https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

Search the web

Employee

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RETURN TO MENU   SITE MAP   HELP   EXIT

Search [   ] Go

Employee

Time Sheet

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, benefit statement.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information
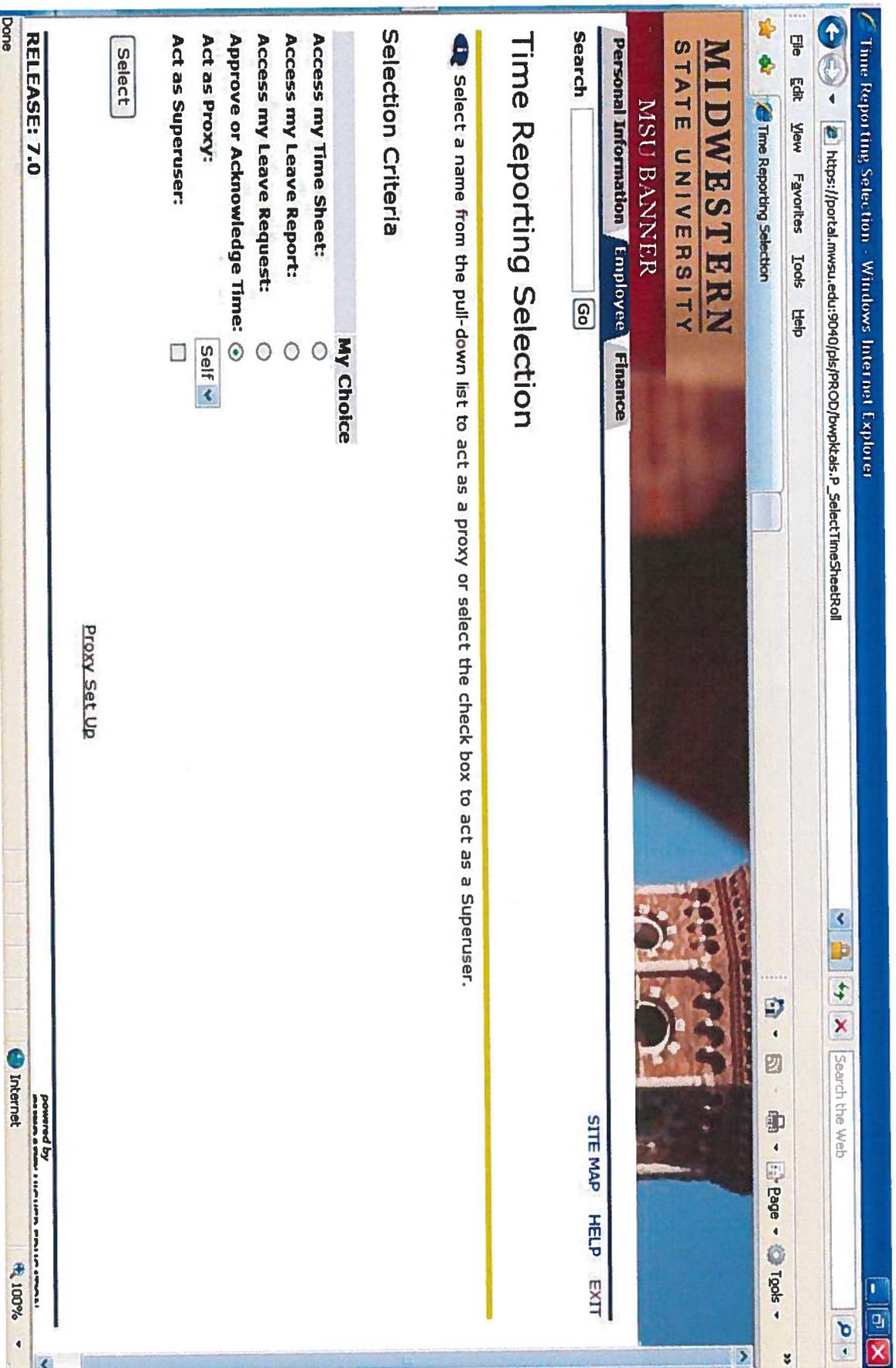
Jobs Summary

Leave Balances

Campus Directory

RELEASE: 7.3.1

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Done   Internet   100%

6. If your are the Approver, make your "My Choice" selection "Approve or Acknowledge Time" and click "Select. If you are acting as a "Proxy", select the name of the person you are acting as Proxy for and click "Select".

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Personal Information   Employee   Finance

SITE MAP   HELP   EXIT

Search [   ] Go

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice	
Access my Time Sheet:	○	
Access my Leave Report:	○	
Access my Leave Request:	○	
Approve or Acknowledge Time:	⦿	Self ▾
Act as Proxy:		
Act as Superuser:	☐	

Proxy Set Up

[Select]

RELEASE: 7.0

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7. Select Pay Number. You will only be able to see completed or current pay numbers.
8. By clicking on the drop down box select your department and click "Select".

Approver Selection - Windows Internet Explorer

File   Edit   View   Favorites   Tools   Help

http://portal.mwsu.edu:9010/pls/PPRD/bwpktais.P_DisplaySuperUserSelection

Search the Web

Approver Selection

Page ▾   Tools ▾

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SITE MAP   HELP   EXIT

Search [   ] [Go]

Approver Selection

Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Department. Select a sort order and choose Select to access the records.

Type of Records: Time Sheets ⌄

Year: 2010 ⌄

Pay ID: SM, Semi-Monthly ⌄

Pay Number: 1 ⌄

COA: M, Midwestern State University

Department: ALL
3100, Information Systems Director ⌄

Sort Order

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

[Select]

Done   Internet   100%

9. Notice at the "Pay Period Time Entry Status: Open until Dec 31, 2009, 5:00 P.M." This means that you must have all timesheets approved by that time, after that time stated you or the employee will not longer be able to access this pay period.

10. You will be able to determine who has not opened their timesheet (Not Started Status) and who has opened but not completed their timesheet (In Progress) and who has completed their timesheet (Pending).

11. Pending status allows you to make changes, add comments or approve the timesheet. By clicking the employees name you will be able to access timesheet. NOTE: Once the timesheet has been approved you must contact the Payroll Dept. to make any other changes or adjustments.

Summary - Windows Internet Explorer

http://portal.itwsu.edu:9010/pls/PPRD/bwpkabcs.P_ProcSelect.SuperUserAction

File Edit View Favorites Tools Help

Summary

Act as Proxy: Not Applicable

Pay Period Time Entry status: Open until Dec 31, 2009, 05:00 P.M.

[Select New Department]   [Select All, Approve or FYI]   [Reset] [Save]

Pending

ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
	Nizale Tysita Augustus SD13SW - 00	Override	44.00	.00		☐		Change Time Record

In Progress

ID	Name and Position			Total Hours	Total Units			Other Information
	Karu Anto SD13SW - 00			.00	.00			

Not Started

TD	Name and Position							Other Information
	Ashton Thomas Dalrymple SD13SW - 00							Extract
	Lovell Felix SD13SW - 00							Extract
	Michael O'Neil Georges SD13SW - 00							Extract
	Prexious Gojit SD13SW - 00							Extract
	Kevaughan Kelon Graham SD13SW - 00							Extract
	Kerba Harris SD13SW - 00							Extract
	Yonel Yonica Hunte							Extract

Internet   100%

Employee ID and Name: ▪▪▪▪ Nicole Lystra Augustus   **Department and Description:** M 3100 Information Systems Director

Title: SD13SW-00 SA - Computer Labs   **Transaction Status:** Pending

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday, Dec 01, 2009	Wednesday, Dec 02, 2009	Thursday, Dec 03, 2009	Friday, Dec 04, 2009	Saturday, Dec 05, 2009	Sunday, Dec 06, 2009	Monday, Dec 07, 2009	Tuesday, Dec 08, 2009	Wednesday, Dec 09, 2009	Thursday, Dec 10, 2009
Student 1 Hourly														
Total Hours:			44		44	4	4	4	4			4	4	4
Total Units:				0		4	4	4	4			4	4	4

Routing Queue | Account Distribution

Routing Queue

Name	Action and Date
Nicole Lystra Augustus	Originated Dec 11, 2009 03:16 pm
Nicole Lystra Augustus	Submitted Dec 11, 2009 03:17 pm
Jimmy Van Hall	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Dec 01, 2009	100.00		73107	3100	7014	17	99999			

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