BANNER
WEB TIME ENTRY

APPROVER
INSTRUCTION MANUAL

(April 2009)

INTRODUCTION

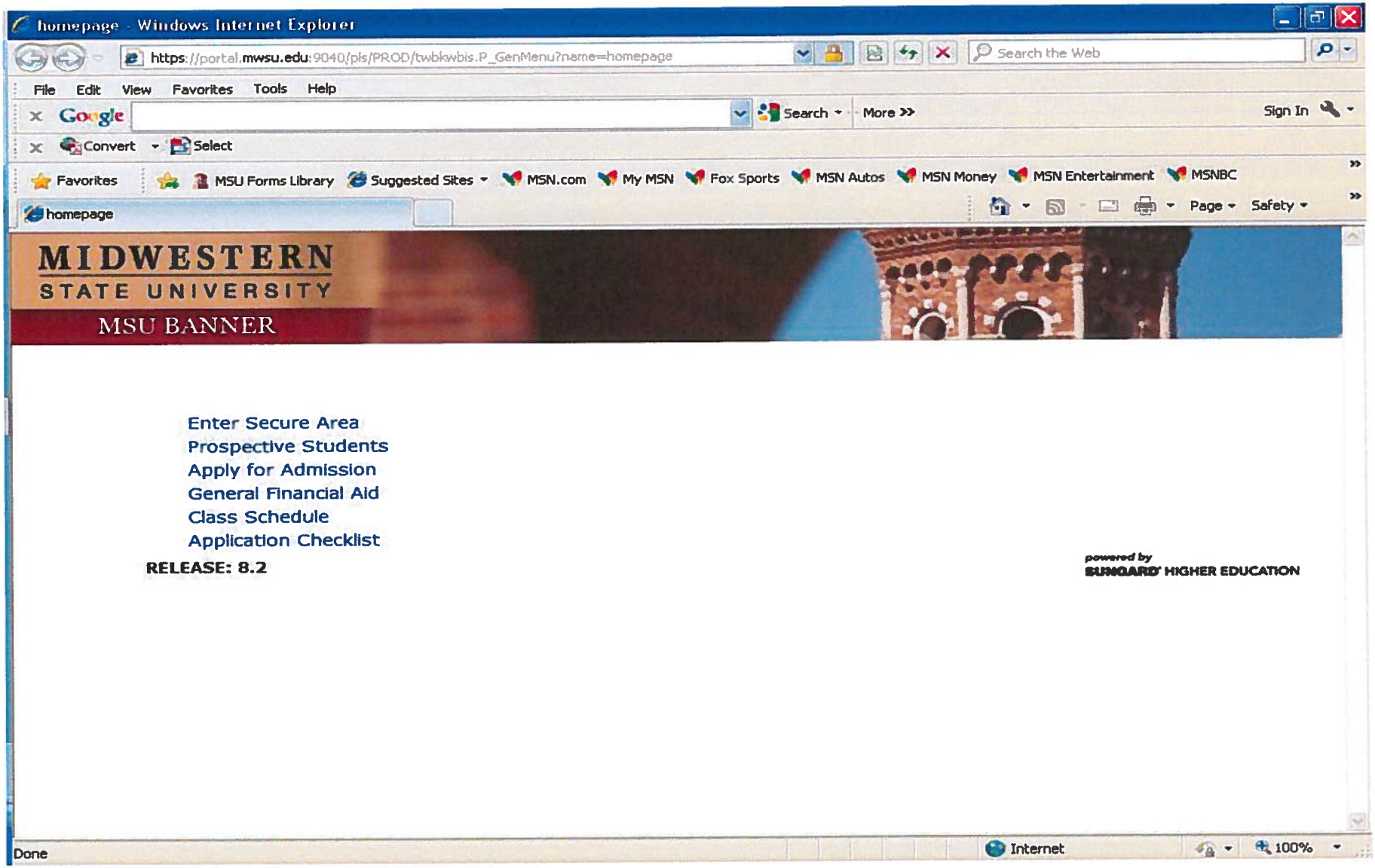
Web Time Entry is the new time keeping method for Approvers at MSU. Approvers will be responsible for submitting and approving student hours worked every pay period. Once the Approver has approved the hours, they will then be processed by Payroll.

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



4. Click "Employee " Link

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

Main Menu

MIDWESTERN STATE UNIVERSITY

MSU BANNER

Personal Information | Employee | Finance

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, [redacted] 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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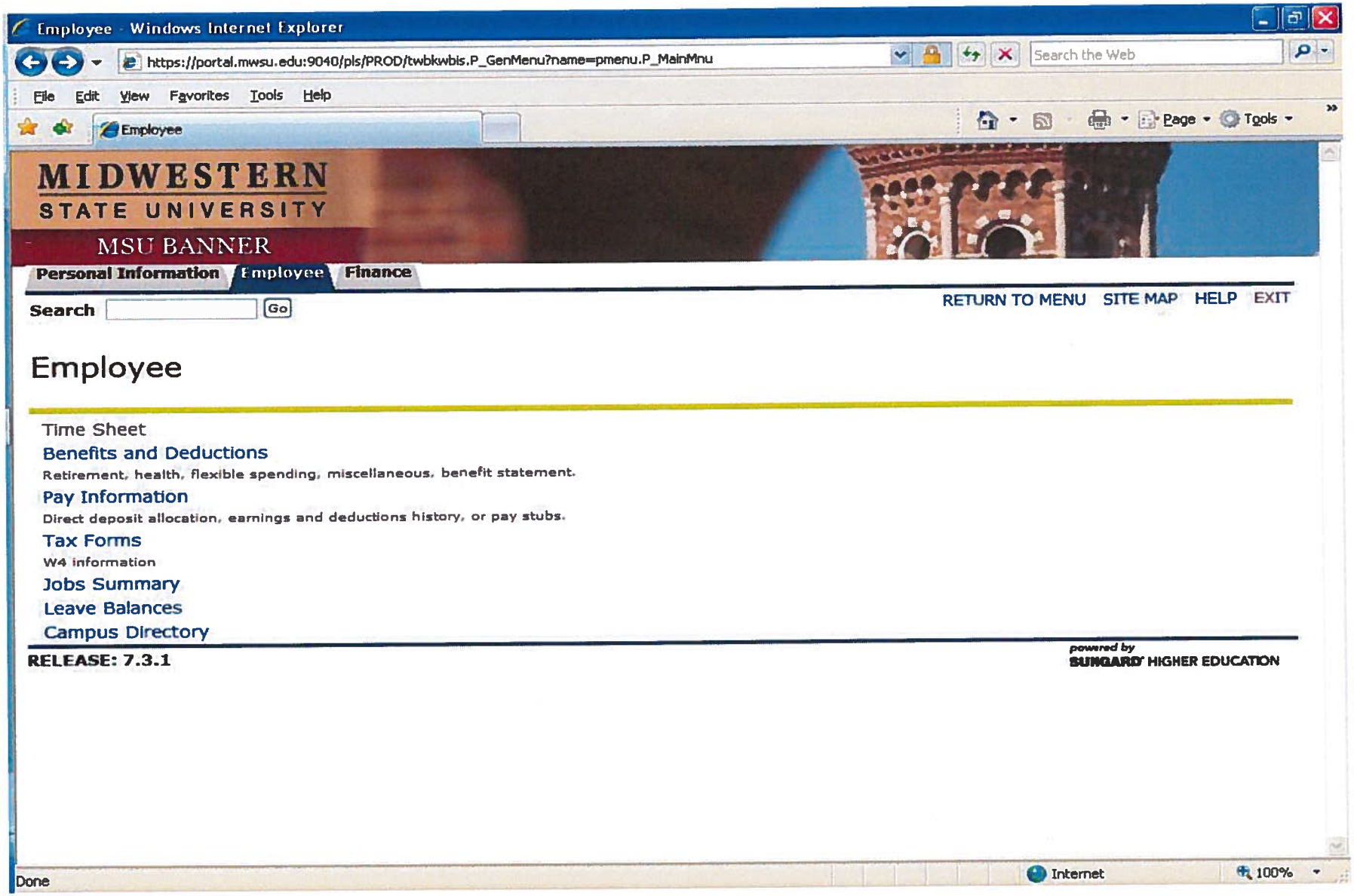
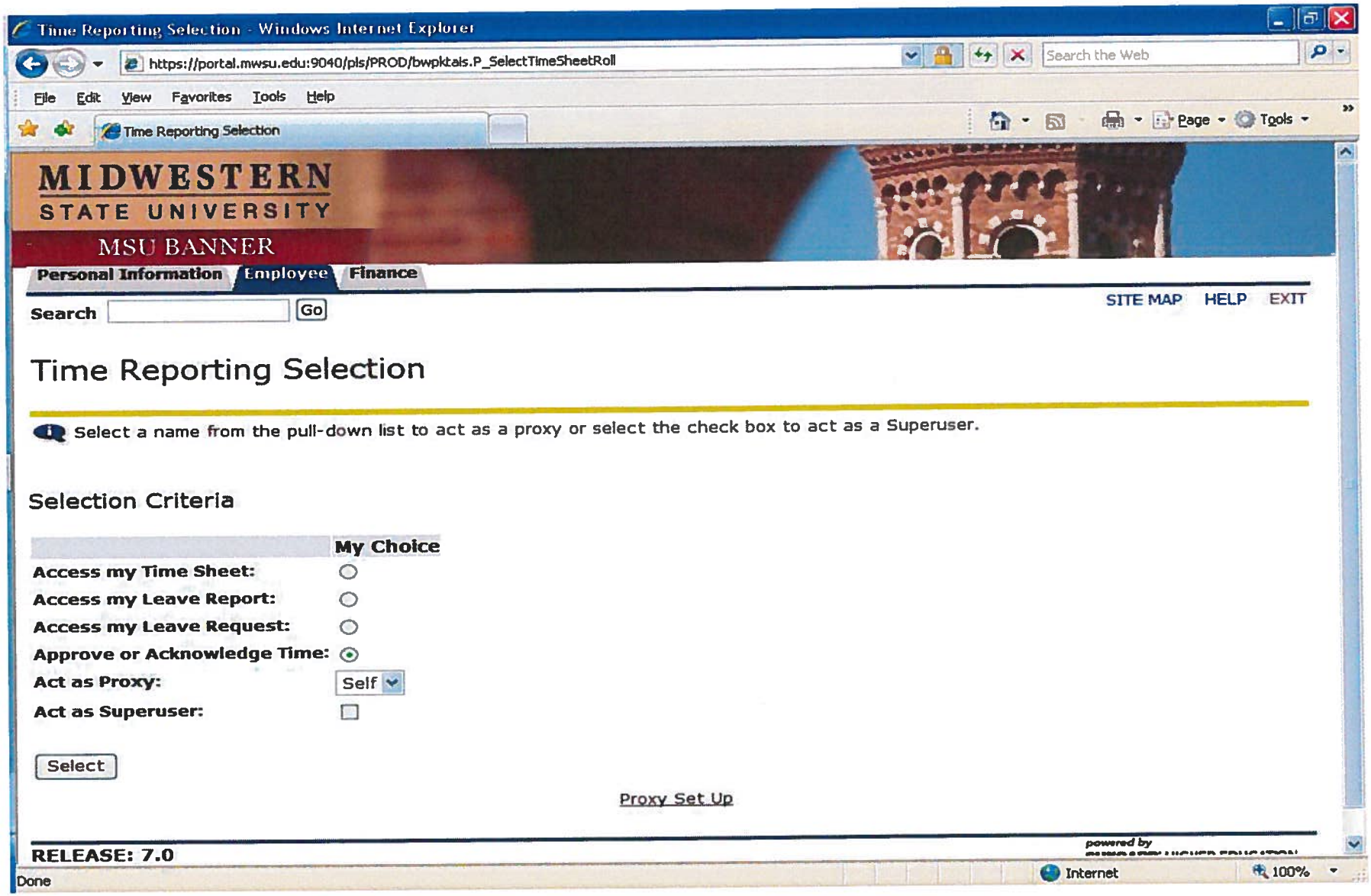
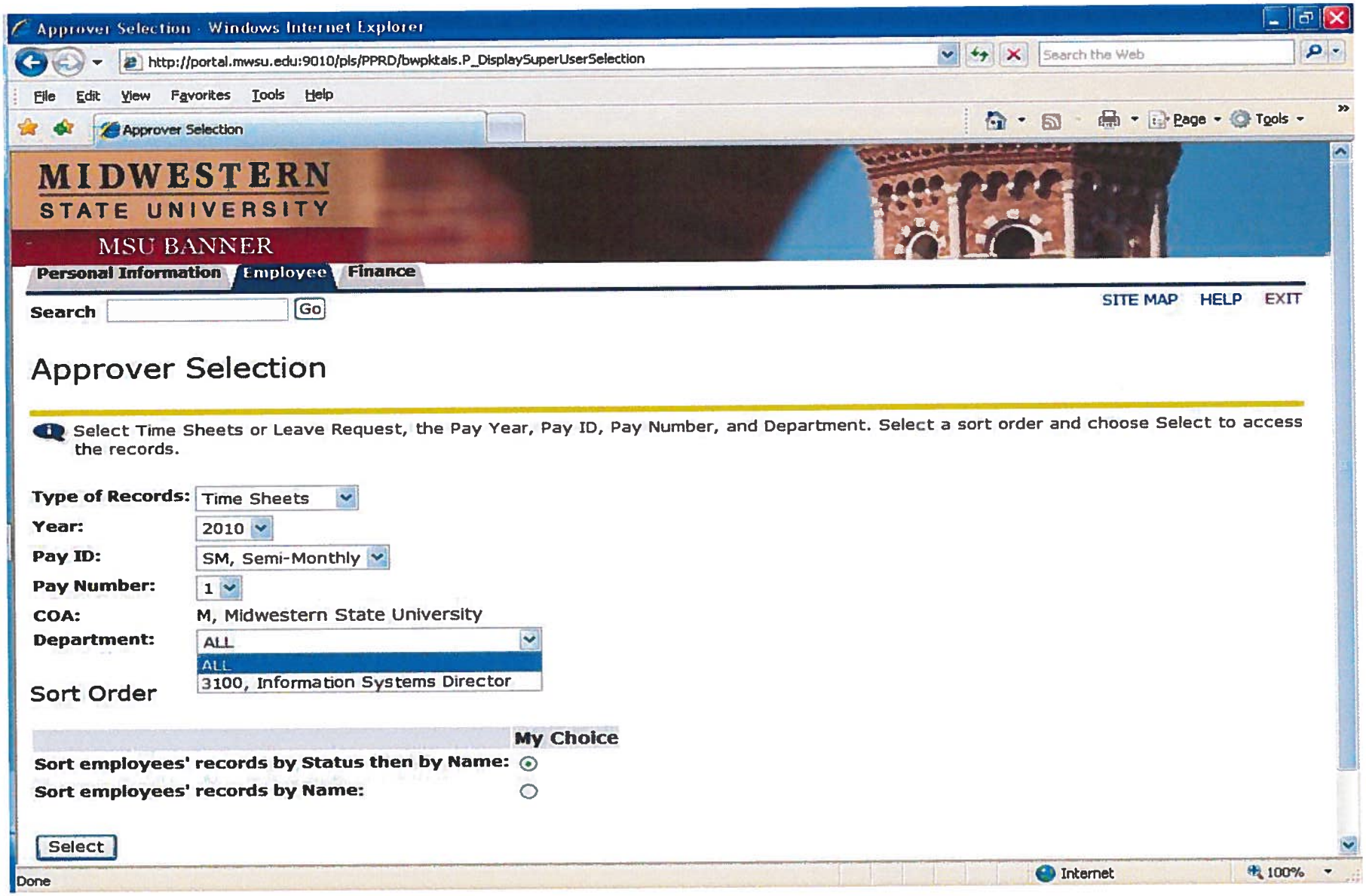
5. Click “Time Sheet” Link



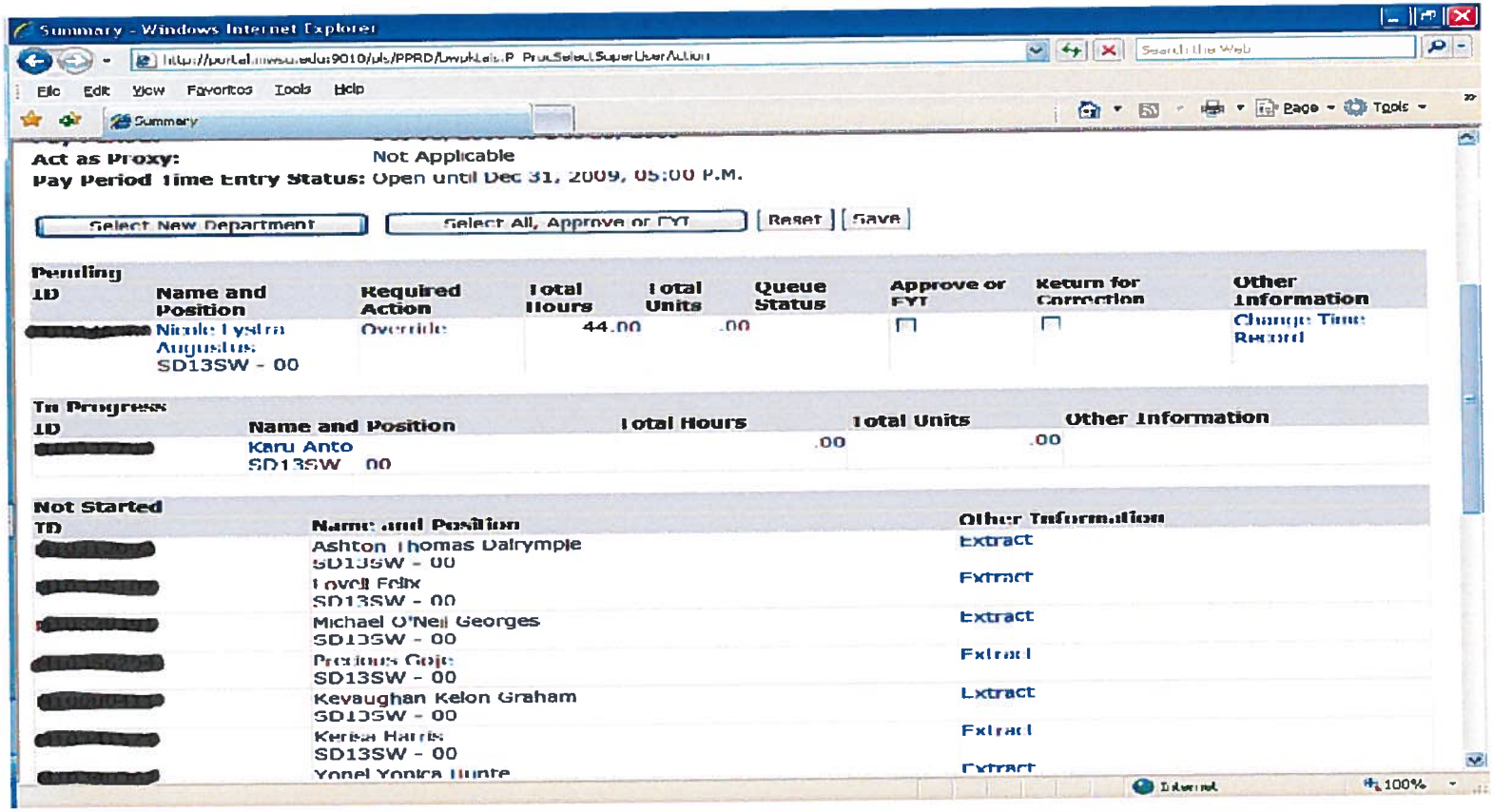
6. If your are the Approver, make your "My Choice" selection "Approve or Acknowledge Time" and click "Select. If you are acting as a "Proxy", select the name of the person you are acting as Proxy for and click "Select".



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”.



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.



Employee Details - Windows Internet Explorer

http://portal.mwsu.edu:9010/pls/PPRD/bwpktals.P_ProcDeleteAppr

File Edit View Favorites Tools Help

Employee Details

Employee ID and Name: [redacted] Nicole Lystra Augustus

Department and Description: M 3100 Information Systems Director

Title: SD13SW-00 SA - Computer Labs

Transaction Status: Pending

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Routing Queue | Account Distribution

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	Thursd Dec 10, 2009
Student Hourly	1		44		4	4	4	4			4	4	4	
Total Hours:			44		4	4	4	4			4	4	4	
Total Units:				0										

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 07, 2009	100.00		23107	3100	7014	12	99999			

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