

## **TIMESHEET QUICK REFERENCE GUIDE**

### **Banner Time Sheets**

Banner Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical time sheets. The Web Time Entry system will allow the employee to log into a secure website and enter the hours and leave online from any web enabled device. The employee's time sheet is then approved online by the employee's approver and sent electronically for processing.

This document is designed to be a quick reference guide for the various roles and functions within Web Time Entry.

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## Roles and Responsibilities:

### Classified Employees

Classified staff will be responsible for filling out their timesheets and accounting for all their time every pay period.

- Timesheets are available at the start of each pay period.
- Timesheets can be filled out at any point during the pay period, up to **3:00 pm** deadline on **Timesheet Cut Off** day. You can find the schedule here: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/>
- Approvers have until **6:00 am following Timesheet Cut Off** day to approve timesheets on EagleNet.
- Employees are encouraged to enter their hours worked in EagleNet each day.
- In order to be paid correctly, an electronic timesheet must be submitted on EagleNet prior to Timesheet Cut Off deadline.
- If an employee misses the electronic submission deadline, a paper timesheet needs to be filled out and approved by the supervisor. Paper timesheets must be submitted to Payroll by **12:00 noon on Payroll Run day**. Paydays and Web Timesheet Deadlines schedule can be found here: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/>
- Blank paper timesheets for Classified employees can be found here:
  - 1-15<sup>th</sup> of the month: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/forms/>
  - 16<sup>th</sup>- 31<sup>st</sup> of the month: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/forms/>

### Exempt Employees (Eligible for Overtime)

Exempt staff that are eligible for overtime (E2 classification) will be responsible for filling out their timesheets and accounting for all their time every pay period.

- Timesheets are available at the start of each pay period.
- Timesheets can be filled out at any point during pay period, up to **3:00 pm** deadline on **Timesheet Cut Off** day. You can find the schedule here: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/>
- Approvers have until **6:00 am following Timesheet Cut Off** day to approve timesheets on EagleNet.
- Employees are encouraged to enter their hours worked in EagleNet each day.
- In order to be paid correctly, an electronic timesheet must be submitted on EagleNet prior to Timesheet Cut Off deadline.
- If an employee misses an electronic submission deadline, a paper timesheet needs to be filled out and approved by the supervisor. Paper timesheets must be submitted to Payroll by **12:00 noon on Payroll Run day**. Paydays and timesheet deadline schedules can be found here: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/>

- Blank paper timesheets for Exempt employees can be found here:
  - 1-15<sup>th</sup> of the month: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/forms/>
  - 16<sup>th</sup>- 31<sup>st</sup> of the month: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/forms/>

### **Exempt Employees (Overtime Ineligible)**

Exempt staff will utilize their timesheets only for reporting any leave taken during the pay period.

### **Student and Non-Student Hourly Employees**

- Timesheets are available at the start of each pay period.
- Timesheets can be filled out at any point during the pay period, up to **3:00 pm** deadline on **Timesheet Cut Off** day. You can find the schedule here: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/>
- Student employees should keep in mind:
  - If a student has more than one on-campus position they will need to select the position that they are entering hours for according to the title, department, budget number or position number.
  - Please note that although you may only hold one position, there can be more than one timesheet due to different budget numbers specified by your supervisor. In this case, student employees should contact their supervisor to verify which hours to log on which timesheet.
- You must select the clock in the right-hand corner and scroll with your mouse or arrows on your keyboard to the time of the day and for am/pm to enter the hours worked on the specific date. Then select “set” and move to the leave time.
  - Remember to exclude lunch breaks (required when working over 5 hours in a shift)
  - Shifts should be entered at intervals of 15 minutes in the 00:00 format (i.e., 10:00, 10:15, 10:30)
  - Remember to click the SAVE button at bottom right before you leave the page or submit your timesheet
- Approvers have until **6:00 am following Timesheet Cut Off** day to approve timesheets on EagleNet.
- Employees are encouraged to enter their hours worked in to EagleNet each day
- To be paid, an electronic timesheet must be submitted on EagleNet prior to Timesheet Cut Off deadline.
- If an Employee misses the electronic submission deadline, a paper timesheet needs to be filled out and approved by the supervisor. Paper timesheets must be submitted to Payroll by **12:00 noon on Payroll Run day**. Paydays and Web Timesheet Deadlines schedule can be found here: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/>
- Blank paper timesheets for Students and Non-Student Hourly employees can be found here:
  - 1-15<sup>th</sup> of the month: [https://in.ewu.edu/financialservices/wp-content/uploads/sites/44/2018/02/Hourly Time sheet 1 -15 PDF0.pdf](https://in.ewu.edu/financialservices/wp-content/uploads/sites/44/2018/02/Hourly_Time_sheet_1_-15_PDF0.pdf)
  - 16<sup>th</sup>- 31<sup>st</sup> of the month: [https://in.ewu.edu/financialservices/wp-content/uploads/sites/44/2018/02/Hourly Time sheet 16 -31 PDF.pdf](https://in.ewu.edu/financialservices/wp-content/uploads/sites/44/2018/02/Hourly_Time_sheet_16_-31_PDF.pdf)

- If the timesheet is submitted past **Payroll Run** deadline, the Employee will not get paid until the following pay period.
- **Approvers:** If you do not approve your employee's timesheets prior to deadline, those timesheets will not be processed until an approval is received by the payroll office. This will delay your employee's pay.

### Approver

An Approver is the individual who can update, change, return, or approve the timesheet submitted by their Employee. The Approver is responsible for ensuring that all their employees submit their time worked or leave taken for the pay period. Each timesheet should be reviewed in detail making sure that the time submitted is correct, and that the time is assigned to the proper leave or earnings code. The time or leave needs to be approved (and, if necessary, corrections are made and communicated) prior to the payroll deadlines.

### Proxy

A Proxy is the individual designated by the Approver to act on their behalf to update, change, return, or approve the time sheet submitted by their employee(s). It is a good idea for every payroll approver to set up at least one proxy in the event they are not available to approve timesheets for the time sheet approval deadline. If you have been designated as a Proxy for an Approver, you will be able to modify, return, and approve time on behalf of that Approver.

### Department Time Entry

Some departments (Dining Services) will record time through another process called Department Time Entry. A designated person in the department collects the timesheet information for their employees and enters it in the system for submission to Payroll for processing. This is currently utilized in Dining Services for their student employees.

### Employee Responsibilities

1. Record accurate hours and days on your Time Sheet.
2. Use appropriate Earning / Leave Codes to ensure pay is in accordance with Eastern Washington University policy.
3. Check your leave balances to verify availability of hours claimed. ***NOTE:** Entry of leave balances in excess of current available balance may result in reduction of payment amount.*
4. Add Comments to your Time Sheet to document special circumstances, changes to your normal work schedule, or any other important information.
5. Review your Time Sheet for accuracy BEFORE submitting it for approval.

6. Submit your Time Sheet prior to the deadlines established in the timesheet calendars. Employees are encouraged to add these deadlines to their calendar(s).
7. Remember, after the Employee Submit by Date, you cannot submit for approval or make any changes to a Time Sheet. Your Approver will need to return for correction, make changes or submit the Time Sheet on your behalf before the Approver Submit by Date.
8. If an employee is unable to begin or complete their timesheet prior to submission deadline due to illness or injury the Approver should contact Human Resources.

[Paydays and Web Timesheet Schedules](#)

**Approver Responsibilities**

1. Verify Employees have initiated and submitted their Time Sheets for every pay period.
2. Designate at least one Proxy to perform your responsibilities in your absence. *Note: A proxy will always receive the Pending Timesheet Notice email each time an employee submits their timesheet. A proxy can ignore this email if not acting as a proxy for that pay period.*
3. Notify your Proxy to review and approve timesheets on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all employees have submitted their time sheets for approval prior to the Employee Submit by Date established in the timesheet calendars. Approvers are encouraged to add these deadlines in to their calendar(s).
5. Notify employees that they need to submit their time sheet when they have not done so.
6. Review all submitted time sheets in detail. It is the responsibility of the Approver to verify that their Employee has accurately entered the hours and days the work is performed, and that leave taken is in accordance with EWU policy.
7. When corrections are necessary:
  - a. If time permits prior to the Employee Submit by Date, return the timesheet with errors to the employee for correction.
  - b. If after the Employee Submit by Date but before the Approver Submit by Date, make the necessary correction, and send written communication to the Employee informing them of the change. **NOTE:** *The Approver is the last opportunity to address or correct any errors prior to processing.*
  - c. If corrections are needed after the Approval Submit by Date, the Approver should contact Human Resources for directions on how to correct timesheets.
8. Add Comments documenting changes you made to a submitted timesheet BEFORE approving. Comments cannot be added to timesheet which have already been approved.
9. Approve all time sheets individually prior to the Approver Submit by Date.
10. If an employee is unable to begin or complete their timesheet prior to submission deadline due to illness or injury the Approver should contact Human Resources.

### Proxy Responsibilities

1. Understand the required steps to approving timesheets and related policies.
2. Assume the role and responsibilities of 'Acting Approver' when designated by the Approver.
3. Remember to remove yourself as 'Acting Approver' when you have completed the approval of timesheets for the period designated by the Approver.

### Timeframes and Deadlines

All *Classified, Exempt Eligible for Overtime (E2), and Exempt Not Eligible for Overtime* employees are responsible for submitting their electronic time sheet to their Approver by the employee submit by date on the time sheet. Timesheet processes are subject to audit.

All *Part-time and Student Employees*, timesheets should be initiated at the beginning of the pay period. In order to be paid each pay period, a timesheet must be submitted by the deadline. Without a timesheet, the Approver is unable to approve time, and without the Approver's or Proxy's approval, the Employee may NOT be paid until the following pay period.

Paydays and web timesheet schedules are located here:

<https://inside.ewu.edu/financialservices/office-of-controller/payroll/>

### **Payday schedule:**

- Employees are paid twice a month - on the 10<sup>th</sup> and the 25<sup>th</sup>.
- 1<sup>st</sup>-15<sup>th</sup> – paid on the 25<sup>th</sup> of the month.
- 16<sup>th</sup>-31<sup>st</sup> – paid on the 10<sup>th</sup> of the following month.
- If the 10<sup>th</sup> or 25<sup>th</sup> falls on a Saturday, employees will be paid on the Friday before.
- If the 10<sup>th</sup> or 25<sup>th</sup> falls on a Sunday, employees will be paid on the following Monday.

### **Logging On To Web Time Entry**

1. Go to <https://inside.ewu.edu/>. Sign into Eaglenet with your SSO log on and go to **Employees**, select **Timesheets for Staff and Students**. After verifying the correct pay period select Start Timesheet (once timesheet has been started it will be *In Progress* status)

Employee Dashboard • Timesheet

Timesheet

Approvals

Pay Period  Hours/Units Submitted On Status  Pay Period

HR Consultant 1, C99702-00, E, 44000, Human Resources Office  Prior Periods

10/01/2021 - 10/15/2021 Not Started

- Once you have started the timesheet you will be directed to the calendar. Select the day you want to add hours to and it will be highlighted. Select *+Add Earn Code*

HR Consultant 1, C99702-00, E, 44000, Human Resources Office  Restart Time  Leave Balances

10/01/2021 - 10/15/2021  In Progress Submit By 10/18/2021, 03:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	5	6	7	8	9	

Earn Code

- After selecting the Earn Code enter number of hours reporting in the Hours Tab. Once the Earn Code and Hours have been entered select the SAVE tab at the bottom of the page. Note: you can enter in more than one earn code per day if necessary (for example: 8 hours of Reported Hours Worked and 8 hours of Shift Differential).

Employee Dashboard • Timesheet • HR Consultant Assistant 1, C99203-00, E, 44000, Human Resources Office  Restart Time  Leave Balances

HR Consultant Assistant 1, C99203-00, E, 44000, Human Resources Office

11/01/2020 - 11/15/2020 11.00 Hours  In Progress Submit By 11/17/2020, 03:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	3	4 5.00 Hours	5 6.00 Hours	6	7	

Earn Code  Hours

Preview

Reported Hours Worked	1	8.00
Total Hours		8.00
Total Units		0.00

**Weekly Summary**



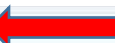
Week	Total Hours
Week 1	

Cancel Submit

- After all time and hours have been entered for the pay period and you are ready to submit go to the PREVIEW tab at the bottom of the page and SUBMIT.

## Other Functionalities Associated with Timesheet Web Entry

**Comments:** Comments may be added to your timesheet. Comments are for reference only. If communications are needed, directly email your Approver or Proxy. If you need to communicate with Human Resources or Payroll, contact them directly.

10/16/2021 - 10/31/2021    In Progress Submit By 11/02/2021, 03:00 PM



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
17	18	19	20	21	22	23

Add Earn Code

Earn Code





Select Earn Code

**Copy:** You can utilize this function if you work the same number of hours on multiple days.

10/16/2021 - 10/31/2021 8.00 Hours   In Progress Submit By 11/02/2021, 03:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
17	18	19	20	21	22	23

Add Earn Code

Reported Hours Worked 8.00 Hours    

Total: 8.00 Hours [Account Distribution](#)



**Preview:** Will display the entire pay period and will show the hours or leave entered for each day.

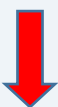
HR Consultant 1, C99702-00, E, 44000, Human Resources Office Restart Time Leave Balances

10/16/2021 - 10/31/2021 | 8.00 Hours In Progress Submit By 11/02/2021, 03:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
17	18	19 8.00 Hours	20	21	22	23

Add Earn Code

Reported Hours Worked 8.00 Hours Total: 8.00 Hours Account Distribution



Exit Page Cancel Save Preview

## Time Sheet Status Definitions

<b>Not Started</b>	The employee has not yet opened or started to enter hours on the Time Sheet. An approver will be unable to see the timesheet if an employee has not started.
<b>In Progress</b>	The Time Sheet has been started or opened by the employee but has not been submitted for approval.
<b>Pending</b>	The Time Sheet has been completed by the employee and submitted for approval. The Time Sheet is waiting for the Approver (or Proxy) to approve. The Approver may send back for a correction and, therefore, could be in the queue pending further action for the employee.
<b>Approved</b>	The Time Sheet has been approved. An approved Time Sheet will be electronically sent to payroll for processing.
<b>Completed</b>	The Time Sheet has been approved and processed.
<b>Returned for Correction</b>	The Time Sheet has been returned by the Approver (or Proxy) to the employee for correction. The employee will need to make changes and submit again.

## Approvers – Getting Started

1. Log into EagleNet using your SSO login *or* click on the Pending Timesheet Notice email.
2. Approvers will receive *Pending Timesheet Notice* emails when their employees have submitted their timesheet. Proxies will receive these emails as well. A Proxy can ignore these emails if not acting as a Proxy for that pay period.
3. Click on the **EMPLOYEE** tab.
4. From the Employee tab access the Banner Self-Service folder and open the Employee folder.
5. Select Time Sheet and then select **Approve or Acknowledge Time**.
6. If you are responsible for approving employees in multiple departments, you will need to select the department and pay period you wish to review for approval.
7. **Approving Time Sheets:**
  - a. You must review each Employee individually to verify the accuracy of their Time Sheet; click on the Employee's name to evaluate their hours.
  - b. You may **APPROVE** the submitted hours, **RETURN FOR CORRECTION**, **CHANGE RECORD**, or **ADD COMMENT**.
  - c. Now, click on the **SAVE** button.
8. If a Time Sheet is not in a “Pending” status and it is before the Employee Submit by Date according to the Time Sheet Calendar, contact the Employee and ask that they submit their timesheet.

### **Approvers - Time Sheet Corrections**

Sometimes problems on a timesheet are found after the employee has sent it to you for approval. There are several avenues to correct a timesheet depending on the circumstances. If you are unsure which method of correction to use, contact HR immediately. Remember, it is much easier to make corrections before the payroll has processed than after.

### **Approvers - Return for Corrections**

Before you Approve, if you find problems on a Time Sheet which the employee must correct, you can use **RETURN FOR CORRECTION**. Adequate time should be allowed for the Employee to make changes to their record prior to the Employee Submit by Date on the Time Sheet Calendar for the payroll period.

***NOTE:*** *If an Approver uses **RETURN FOR CORRECTION** for a Time Sheet, you must add a COMMENT within the timesheet.*

1. Click the **ADD COMMENTS** button.
2. Type a message to the Employee explaining what corrections are needed for their Time Sheet to be approved.
3. Click the **SAVE** button.
4. Click the **PREVIOUS MENU** button to return to the time sheet.
5. Click the **RETURN FOR CORRECTION** button.
6. Click the **PREVIOUS MENU** button to return to the Approver Summary page.

### Approvers - Change Time

Before you approve, you may need to make a correction to an employee's timesheet as the Approver. The Approver may change the Employee's timesheet by clicking **DETAILS**. The Approver is taken to a screen which will act as the Employee and make the necessary corrections to the employee's record. The Approver may then approve it.

1. Click the **DETAILS** button at bottom of screen.
2. Click on the day(s) that need corrections and input and/or edit the correct earn codes.
3. Click the **COMMENTS** button. Type a message indicating the corrections you've made. If an Approver uses **CHANGE TIME**, they must add a **COMMENT AND** notify the Employee of the change
4. Click the **SAVE** button.
5. Click the **PREVIEW** button to return to the time sheet.
6. Click the **APPROVE** button.
7. Click **RETURN** to return to the main timesheet page

Time Entry Detail

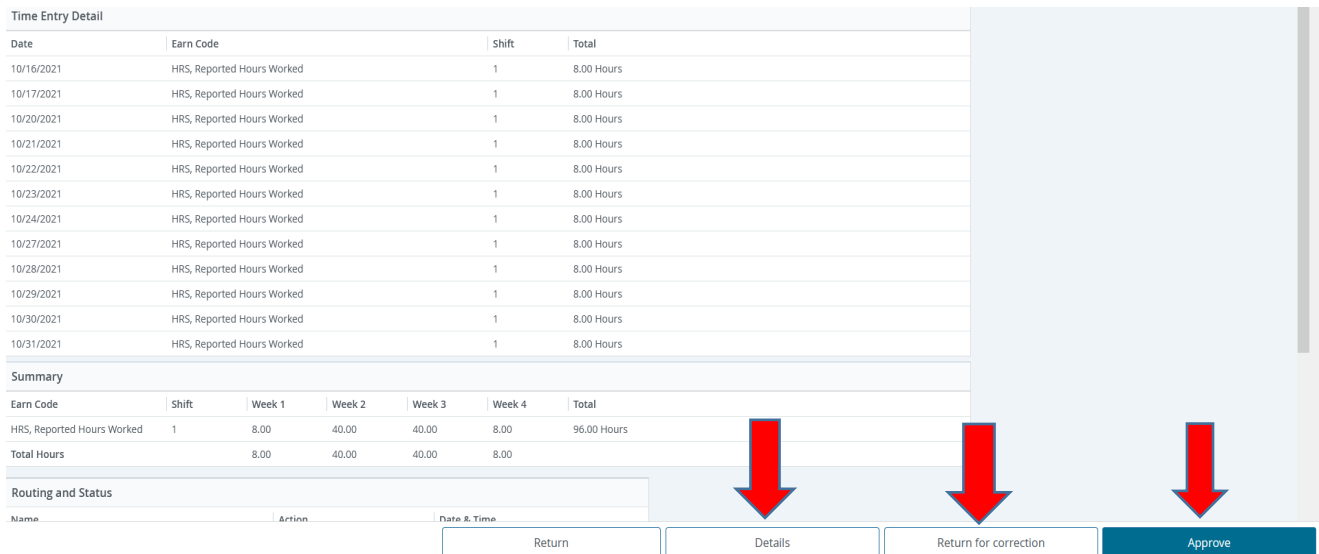
Date	Earn Code	Shift	Total
10/16/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/17/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/20/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/21/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/22/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/23/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/24/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/27/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/28/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/29/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/30/2021	HRS, Reported Hours Worked	1	8.00 Hours
10/31/2021	HRS, Reported Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Total
HRS, Reported Hours Worked	1	8.00	40.00	40.00	8.00	96.00 Hours
<b>Total Hours</b>		8.00	40.00	40.00	8.00	

Routing and Status

Name	Action	Date & Time
	Return	
	Details	
	Return for correction	
	Approve	



### Approvers - Return Time

If an error is discovered after a timesheet is approved and before the Approver Submit by Date has past, you can retrieve the timesheet and make the necessary corrections.

1. Click on the **RETURN TIME** button at the bottom of the Time Sheet.
2. You may then return the Time Sheet to the Employee for corrections or make the corrections yourself.
3. After corrections are made, make sure Time Sheet status is "PENDING".
4. To approve the Time Sheet, click **APPROVE**.
5. If an error is discovered past the Approver Submit by Date on the timesheet calendar, contact HR immediately.
6. **Make sure to notify the employee of the changes you made to their timesheet.**

### Approvers - Designating a Proxy

It is best practice for each Approver to have at least one Proxy who can approve timesheets in their absence. The Proxy must be an employee working within the same department who can verify that the employee has worked the hours submitted or the leave taken.

It is important that your Proxy(s) know they have been authorized to be your Proxy in the event you are absent the day that timesheets must be approved. You should also advise your employees of who your Proxy is to assure them that their timesheets will be approved in a timely manner and who they need to contact if they realize they have made an error on their timesheet.

### Assigning someone as your proxy is a two - step process:

1. Complete the Web Time Entry Proxy Set Up Request Form. [Proxy Set Up Request Form](#) and email to: [HR@ewu.edu](mailto:HR@ewu.edu) You may also access this Proxy Set Up Request Form on the HR Forms webpage: <https://inside.ewu.edu/hr/forms>
2. Click on Approvals within your timesheet. You will click on Proxy Super User (top right hand side). At the bottom left you will see a black Add a New Proxy button. You may then click on the name of the desired proxy from the drop-down menu.
3. You may also delete a proxy from this page. Delete Proxies button on bottom right.

### Approvers - Acting as A Proxy

If you have been designated as a Proxy for an Approver, you may be asked to act on the Approver's behalf when they are unable. Please refer to the Roles and Responsibilities section

for your responsibilities as Proxy. When the Approver requests you to act in your Proxy role as ‘Acting Approver’, follow the steps below:

1. Log in to EagleNet and select Proxy Super User on top right-hand corner



Employee Dashboard » Time Entry Approvals

Approvals - Timesheet Proxy Super User

Approvals Timesheet

Timesheet All Departments [ ] All Status except Not Started Enter ID/Name

2. Select Act as a Proxy for drop down menu and select the name of the person for whom you are approving time.



Employee Dashboard » Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser  
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Mackey, Kenlyn S. - [Human Resources Office]

Existing Proxies

Add a new proxy Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Lincoln, Caren L. - [Human Resources Office]

3. Click **SELECT**.
4. You may now view and approve Time Sheets as ‘Acting Approver’.
5. Once you have completed approving for the assigned period, repeat steps 1 – 3 above, selecting “Self” in the “Act as Proxy” drop-down box to remove yourself as Acting Approver when you have completed the approval of timesheets for the period designated by the Approver.
6. It is recommended that a proxy should never start/update their own timesheet while acting as a proxy as this will cause errors and will not let the proxy submit their own timesheet.

## Frequently Asked Questions - Employees

### 1. WHERE DO I FIND MY TIME SHEET?

Go to <https://inside.ewu.edu/> Sign into Eaglenet with your SSO log on and go to **Employees**, select **Timesheet for Staff and Students**. After verifying the correct pay

period select Start Timesheet (once timesheet has been started it will be *In Progress* status). Time can be entered and approved from any web enabled device.

**2. WHAT IF MY TIME SHEET IS NOT LISTED OR MY POSITION (TITLE AND DEPARTMENT) IS NOT LISTED ON THE POSITION SELECTION SCREEN?**

Please contact your Approver and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been completed.

**3. I JUST STARTED AND DON'T HAVE A TIME SHEET YET OR USERNAME/PASSWORD. HOW WILL I REPORT MY TIME WORKED?**

Your timesheet and log in information will be available as soon as Human Resources has received complete information from your supervisor. If this is not received by end of first pay period a paper timesheet may be filled out.

**4. I RECENTLY HAD A CHANGE IN MY POSITION AND/OR PAY RATE. WILL MY TIME SHEET REFLECT MY NEW RATE?**

Yes. If your rate of pay has changed, you will enter time on your timesheet as before and your new rate of pay will be applied during payroll processing. If you have moved to a new position, you will see a timesheet for the new position. Be sure to use the new timesheet only.

**5. WHAT IF I ACCIDENTALLY SUBMITTED MY TIME SHEET BEFORE I WAS FINISHED ENTERING HOURS FOR THE ENTIRE PAY PERIOD?**

If your timesheet is still in a pending status and it is prior to the Submit to Approver date, you can click Return Time from your timesheet and make corrections. You may also contact your Approver so that he/she can return it to you electronically for changes or make changes for you. If your Approver has already approved your timesheet your Approver will need to contact Human Resources.

**6. WHAT IF I SUBMITTED MY HOURS, BUT I MADE A MISTAKE?**

Contact your Approver. If your Approver has not already approved the timesheet, they can return it to you electronically for changes or they can make changes for you. If your Approver has already approved your timesheet, or the deadline has passed, your Approver will need to contact either Human Resources or Payroll. The Employee can also click the **Return Time** button if the timesheet is in a pending status.

**7. I LEFT A COMMENT ON MY TIME SHEET. WILL MY APPROVER BE NOTIFIED IT IS THERE?**

Your Approver can view the comments left on your timesheet once it is submitted to them, but there is no email notification or pop-up to alert them to look for it. You will want to communicate to your Approver that you placed a comment on your timesheet.

**8. THERE WAS A HOLIDAY DURING THIS PAY PERIOD. HOW DO I RECORD MY TIME?**

Holidays are not paid unless paid time (hours worked, vacation, sick, personal holiday, shared leave, etc.) of at least 30 minutes is used on the employee's regularly scheduled

day prior to the holiday. Employees should enter “Reported Hours Worked” for the holiday day as there is no holiday timesheet earning code.

**9. WHAT IF I MISSED THE SUBMISSION DEADLINE?**

It is important that you plan ahead and know the deadlines. The Time Sheet calendars are posted on the payroll home page at: <https://inside.ewu.edu/financialservices/office-of-controller/payroll/> . If you miss a submission deadline you will need to contact your Approver and submit a paper timesheet. Employees are encouraged to enter timesheet deadlines into their calendar(s).

## Frequently Asked Questions - Approver / Proxy

### 1. WHEN DO I NEED TO APPROVE EMPLOYEE TIME SHEETS ONLINE?

Approvers must approve Employee timesheets by the Approver Submit by Date on the Time Sheet Calendars. Employees should submit their timesheets by the end of their shift on their last working day of the pay period. As their Approver, you will want to go into the system to ensure their timesheets are in PENDING status. If they are not, you should notify the employee to remind them to submit their timesheet.

### 2. WHAT WILL MY EMPLOYEES BE SUBMITTING FOR ME TO APPROVE?

Each category of Employee follows slightly different web time entry procedures:

<u>EMPLOYEE CLASSIFICATION</u>	<u>DOES WHAT?</u>
<b>Part-Time Staff and Student Employees</b>	Report hours worked on electronic timesheet and submit by deadline.
<b>Full-Time Classified and Exempt employees that are eligible for overtime</b>	All hours are accounted for (hours worked and leave hours) every pay period and an electronic timesheet is submitted every pay period.
<b>Exempt Staff – not eligible for overtime</b>	Only report leave taken on timesheet and submit by deadline. If no leave was taken a timesheet does not need to be filled out for that pay period.

### 3. I DO NOT SEE WHAT I AM LOOKING FOR IN MY APPROVAL QUEUE. WHAT IS WRONG?

In order for the link to your approvals for a given pay period to appear in your Approve or Acknowledge Time queue, one of your employees must begin a timesheet for the pay period. Remind your employees to open their timesheets near the beginning of every pay period. This will not only allow you to see your list of approvals, but it will also assure that everyone in your department has a timesheet and is set up to be paid.

### 4. I SENT MY EMPLOYEE'S TIME SHEET BACK TO THEM FOR CORRECTION. WILL THE EMPLOYEE BE ALERTED THAT THEY SHOULD MAKE CORRECTIONS AND RE-SUBMIT THEIR TIME SHEET?

Yes, the employee will receive an email that their timesheet has been returned. Please note that if a timesheet is modified and/or submitted on behalf of the employee the employee must be notified. Never return for correction after the Employee Submit by Date.



**5. 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 employee's timesheets by the designated time, your Proxy must approve them on your behalf. If you know you will be absent on the day approvals are due, or if for some reason you are unable to access the Internet or EagleNet portal, make arrangements with your Proxy to act on your behalf to approve the employee hours by the deadline.

**6. MY EMPLOYEE'S RATE OF PAY HAS CHANGED DURING THIS PAY PERIOD. IS THIS AUTOMATICALLY REFLECTED ON THE TIME SHEET?**

Yes. Once the change to the rate of pay have been approved it will be applied during payroll processing. If your employees rate of pay has changed, the employee should continue to enter time on their timesheet as before. If the employee's position has changed, a new timesheet will be available for the employee after the position have been approved and processed.

**7. CAN I VIEW PREVIOUS TIME PERIODS THAT I APPROVED?** Yes, you can view any pay period approved through the Banner time entry system for up to six months.

*NOTE: The timesheet is a legal document and time must be recorded correctly or it is considered payroll fraud. Such infractions will result in the appropriate disciplinary actions.*

## Resources/Contacts

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### **Student Employment**

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### **Payroll**

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