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BCCC

Baltimore City Community College

# BCCC Banner Web Time Entry User Manual for Employees

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# What is Banner Web Time Entry?

Banner Web Time Entry is our time process for employees to enter timesheets through Banner Employee Self-Service (ESS) portal. The pay calendars remain the same. Below you will find instructions for utilizing Web Time Entry.

# Roles

## Exempt Employees

Exempt employees will utilize this system to report leave taken on a bi-weekly basis. If no leave was taken exempt employees must still complete a timesheet and indicate nothing to report.

## Non-Exempt Employees

Non-exempt employees will utilize this system to report all hours worked as well as any leave taken daily.

## Approver

The supervisor is the approver. The approver can update, change returns, or approve the timesheet submitted by their employee. The approver is responsible for ensuring that all their employees submit their timesheets no later than the timesheet due date. Each timesheet should be reviewed in detail making sure that all time submitted is correct. The timesheets must be approved prior to the time sheet's due date. Employees may not approve their own timesheets.

## Proxy

A proxy is an individual designated by the approver in the Employee Self-Service to act on the approver's behalf to update, change return or approve the timesheet submitted by their employee. Employees cannot be assigned as a proxy to approve their own timesheets. All approvers must assign a proxy in their department. HR and Payroll cannot act as the proxy.

# Responsibilities

## Employee Responsibilities

- Record accurate hours and days on your timesheet and submit the timesheet no later than the timesheet due date.
- Add comments to your timesheet to document any special circumstances (i.e., left work early, arrived late, etc.)
- Review your timesheet for accuracy before submitting it for approval.
- Ensure the timesheet reflects the total regular and leave hours.

## Approver Responsibilities

- Verify the timely submission of all your employees' timesheets
- Notify employees that they need to submit their timesheets when they have not done so.
- Review all submitted timesheets in detail. It is the responsibility of the approver to verify the employee has accurately entered all regular hours and leave taken
- Make any necessary corrections

- If there is enough time for the employee to make the corrections and return it to the approver for submission, then the approver should return the timesheet to the employee.
- If there is not enough time for the employee to make the correction, then the supervisor should make the correction to the timesheet and notify the employee of the change. A comment should be added to the timesheet.
- Approve all timesheets by the timesheet approval deadline
- If you are unable to approve the timesheet, designate a proxy to perform this responsibility in your absence.
- Confirm your proxy can see your employees' timesheets in Employee Self-Service
- Notify your proxy to review and approve timesheets on your behalf when you are not available to perform this function.

### Proxy Responsibilities

- Understand the steps required to approve timesheets
- Assume the role and responsibilities of "acting as approver" when designated by the approver.

## Timeframes and Deadlines

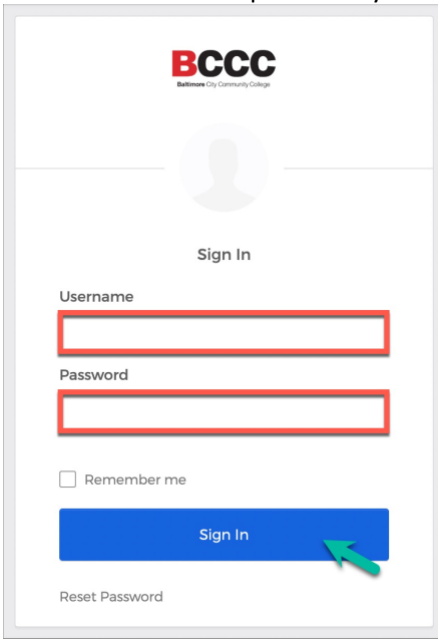
BCCC Payroll Schedule – Please refer to the regular pay calendar for timeframes and deadlines.

## How to Access Web Time Entry

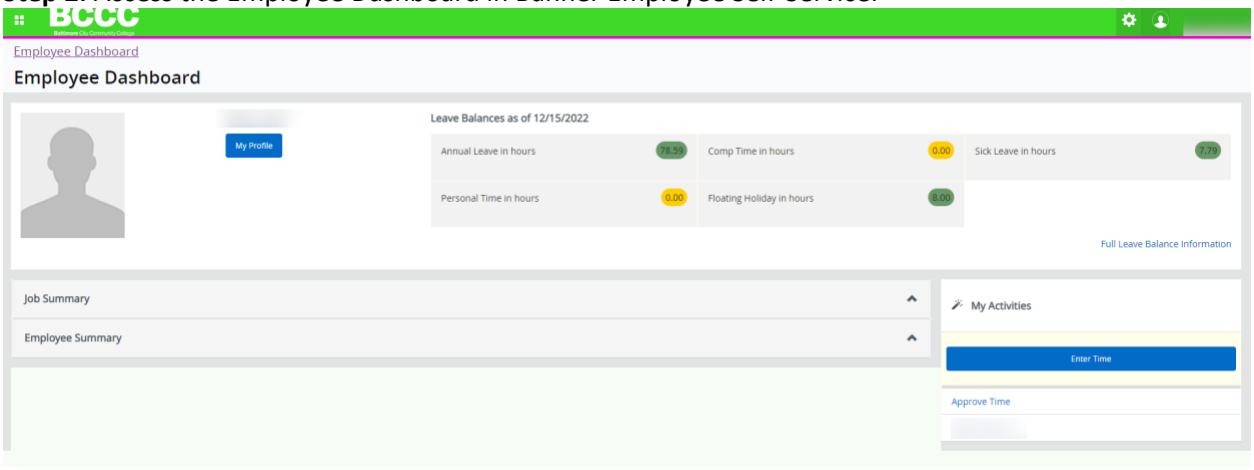
**Note:** Web Time Entry is accessible from any computer with access to the internet.

All employees will access the Employee Dashboard in Banner Employee Self-Service.

**Step 1**: Log onto Banner Employee Self-Service using your BCCC username and password. This is the same username and password you use to access your email.

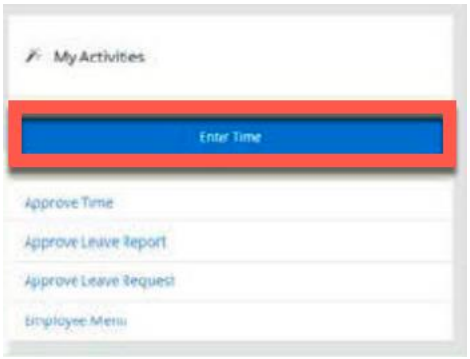


**Step 2:** Access the Employee Dashboard in Banner Employee Self-Service.

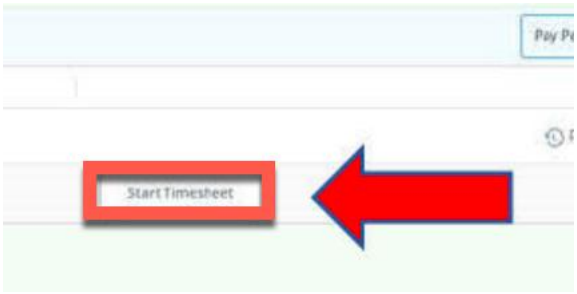



## Exempt (Salaried) Staff Time Entry

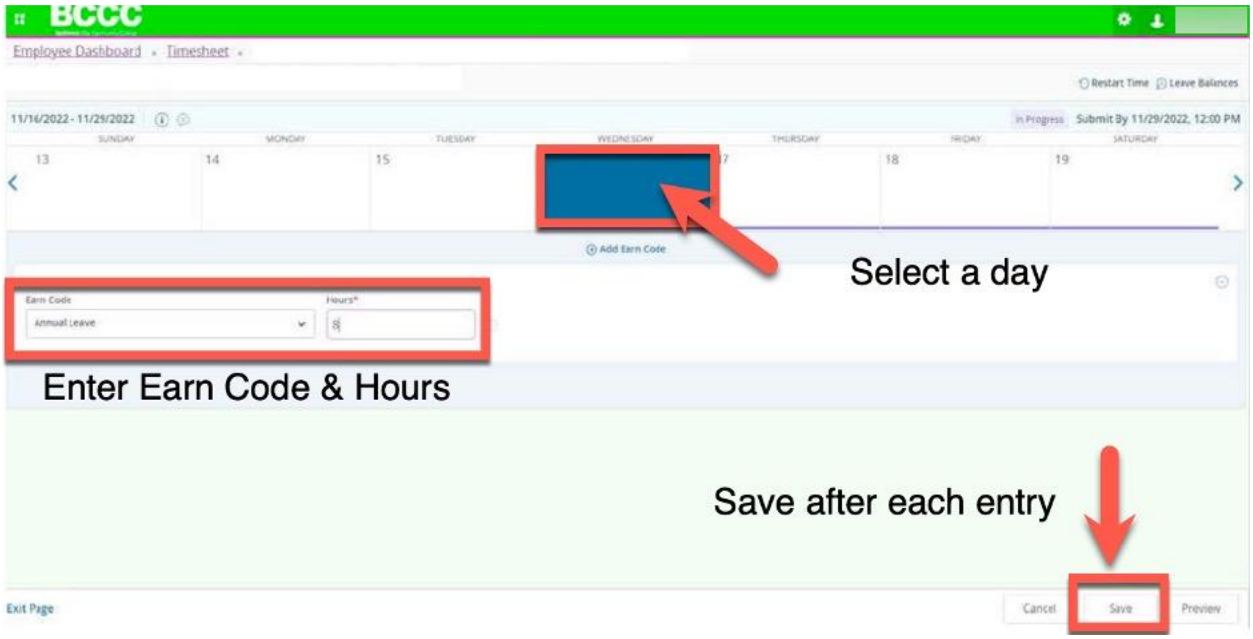
**Step 1:** After logging in, locate "My Activities" and click **Enter Time** to access your timesheets.




**Step 2:** After you have clicked enter time, select **Start Timesheet**. A weekly calendar will appear.



**Step 2:** Enter your time or leave taken for the pay period. Use the < or > buttons to toggle the calendar.

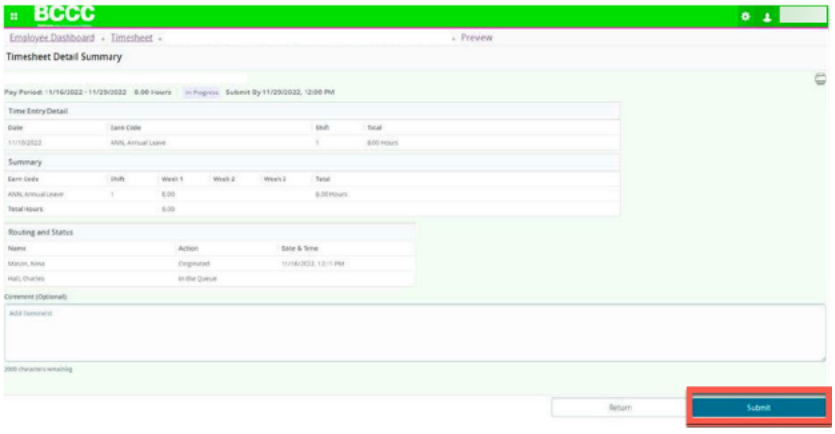



**Tips**

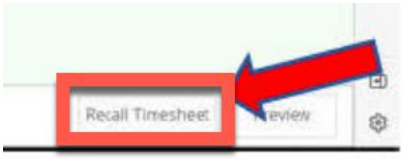
- You will need to hit the Save button after each entry.
- If you have taken leave in the pay period, click on the day you took leave and then select the appropriate earn code and number of hours.
- If you have not taken leave, select **Nothing to Report**, Unit 1.

**Step 3:** Utilize the Preview button to review your timesheet before submitting it for approval. Confirm the hours and leave recorded for the pay period are correct.

**Step 4:** After reviewing your timecard, add comments (optional). When you are ready to submit your timesheet for approval, select the **Submit** button.

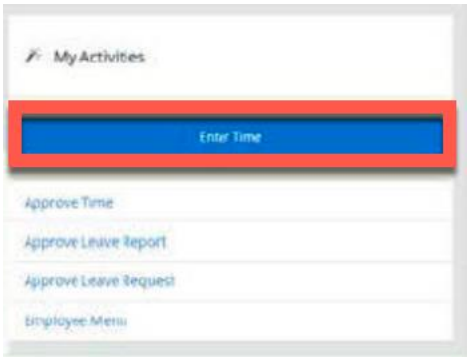


**Note:** An employee can recall a submitted timesheet prior to the supervisor approving the timesheet by clicking on the **Recall Timesheet** button. A recalled Timesheet can be adjusted and resubmitted by using the same steps from above. A timesheet cannot be recalled once it is approved by the supervisor. Additionally, no corrections can be made after timesheets have been approved, or after the pay period has ended.

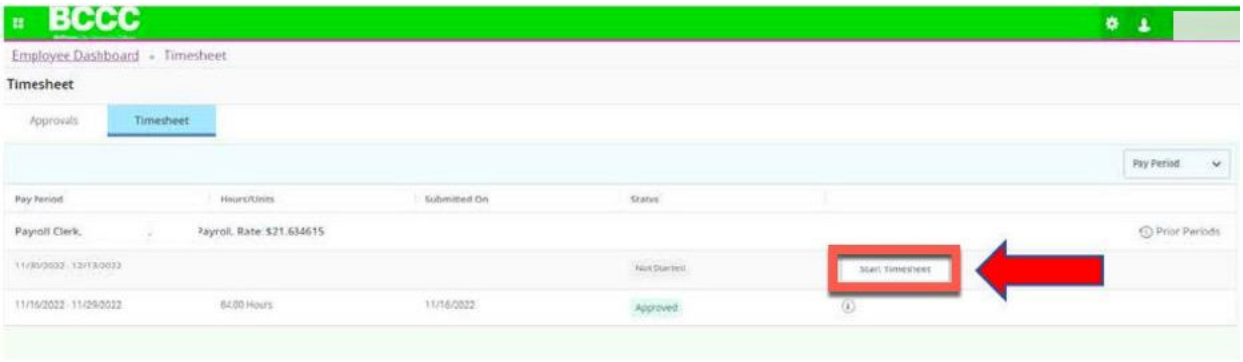



## Non-Exempt (Hourly Overtime Eligible) Time Entry

**Step 1:** After logging in, locate "My Activities" and click **Enter Time** to access your timesheets.

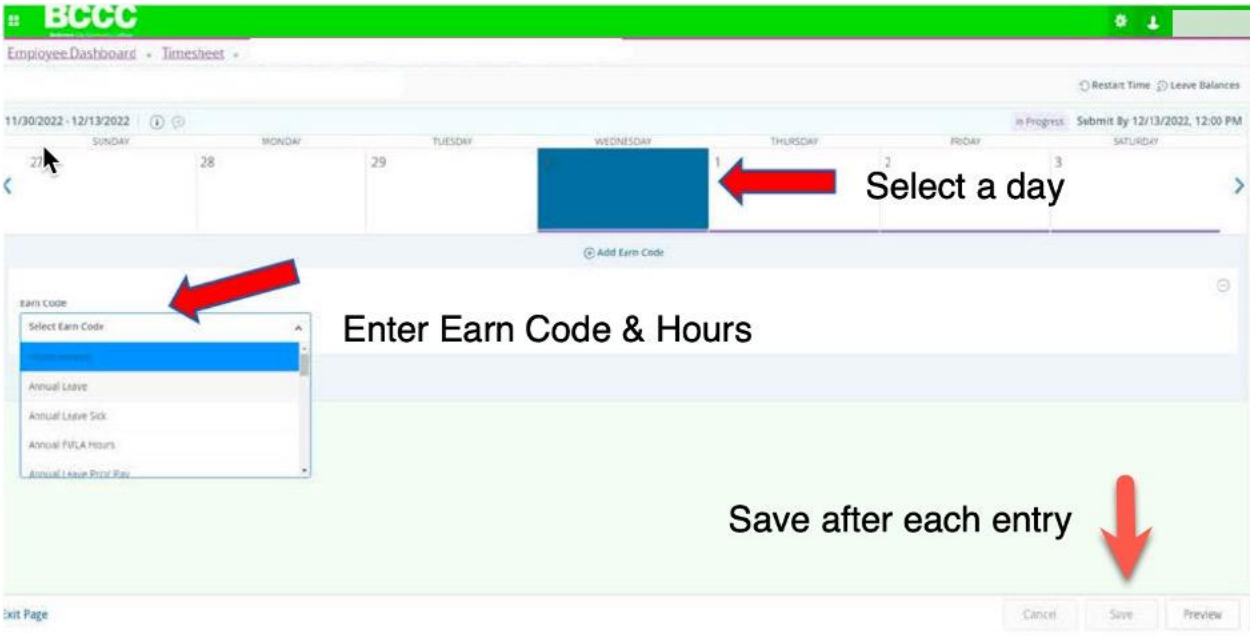



**Step 2**: A Timesheet window will appear. Select, **Start Timesheet** to begin a new pay period.



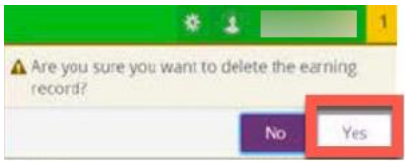

**Note:** The pay periods that are open are displayed. Prior pay periods can be viewed by clicking on the "Prior Periods" button. No changes can be made to previously submitted and approved timesheets.

**Step 3:** Enter your time or leave taken for the pay period. Use the < or > buttons to toggle the calendar.



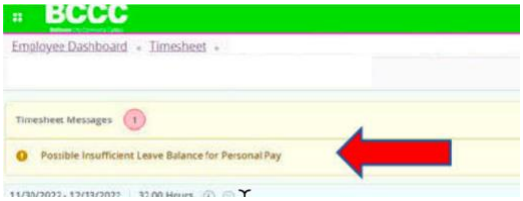

**Time Entry Tips**

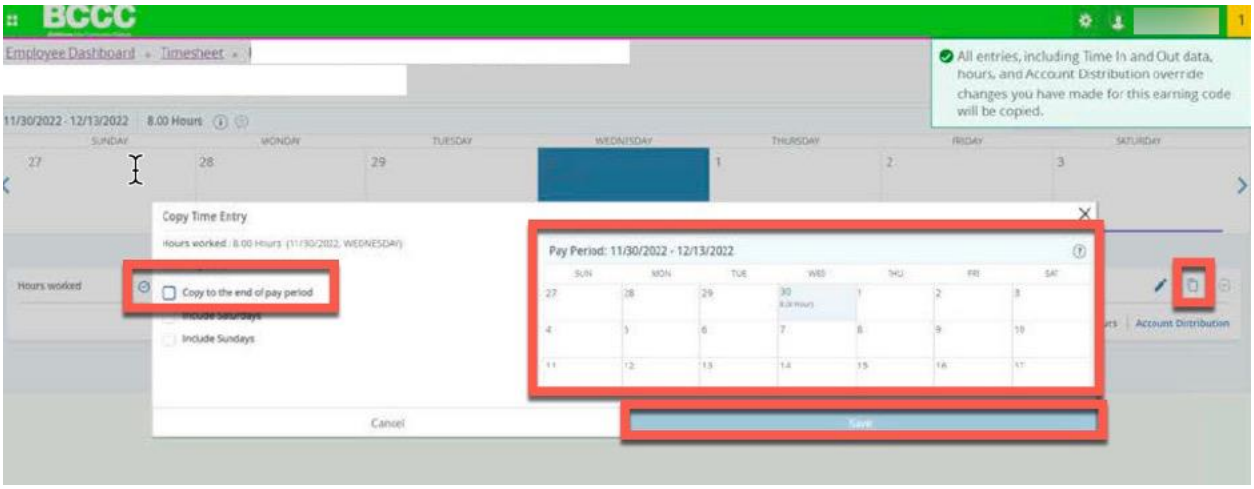
- You will need to hit the Save button after each entry.
- If you have taken leave in the pay period, click on the day you took leave and then select the appropriate earn code and number of hours.
- Click the **Remove** ⊖ button to delete any entries, then hit Save. A prompt will appear.




- Multiple Earn codes can be used in a day. Click Add Earn Code to add another record.

- Review warning dialogue boxes when they appear and address them as needed.



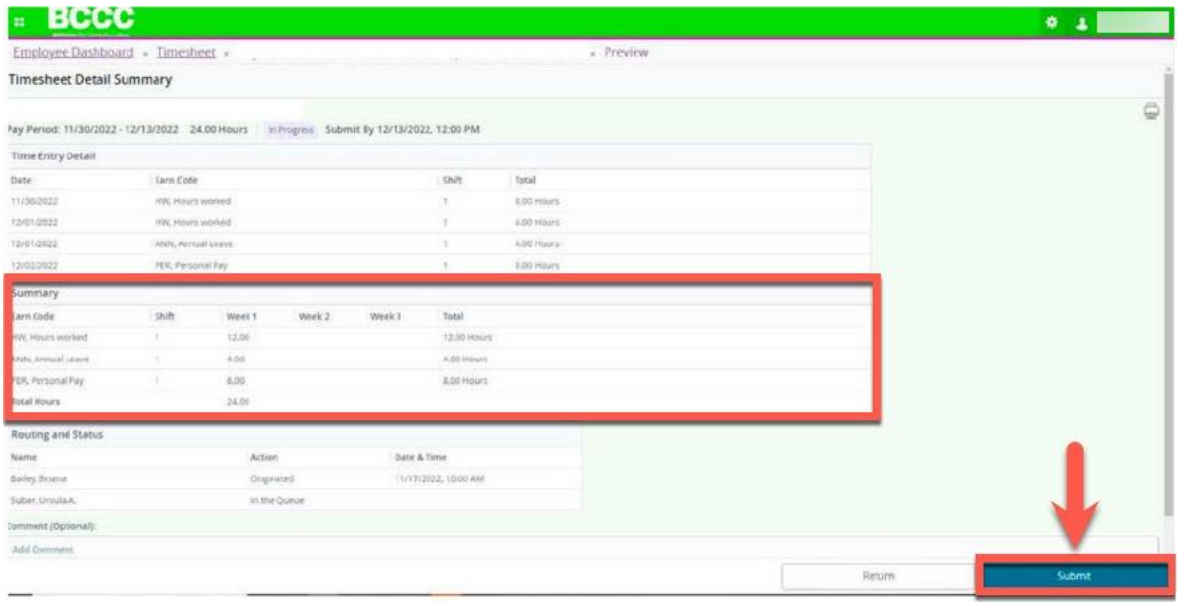



**Note:** You can copy, delete, or modify an entry. To copy, click on the entry you are copying from.

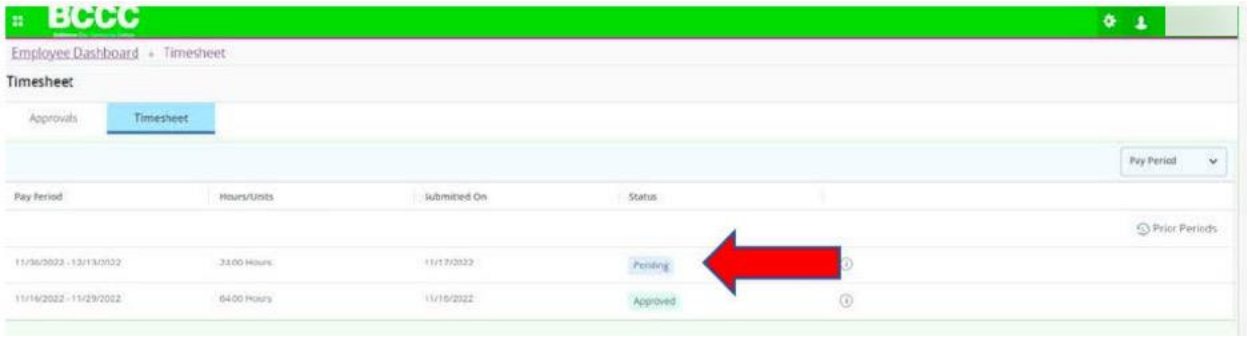
- Click on the pages icon found on the right side of the screen
- A new window will open displaying the full pay period.
- Click the box for each of the days you want to copy, and then click save.
- Time can also be copied by selecting Copy the end of the pay period.

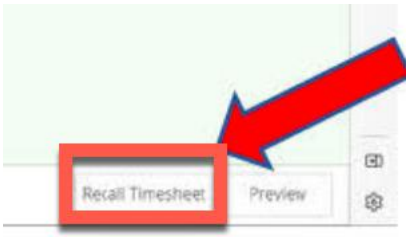
**Step 4:** Utilize the Preview button to review your timesheet before submitting it for approval. Confirm total hours by earn code and total hours per week are accurate.

**Step 5:** After reviewing your timecard, add comments (optional). When you are ready to submit your timesheet for approval, select the **Submit** button. You will receive a message that says, "Timesheet successfully submitted."



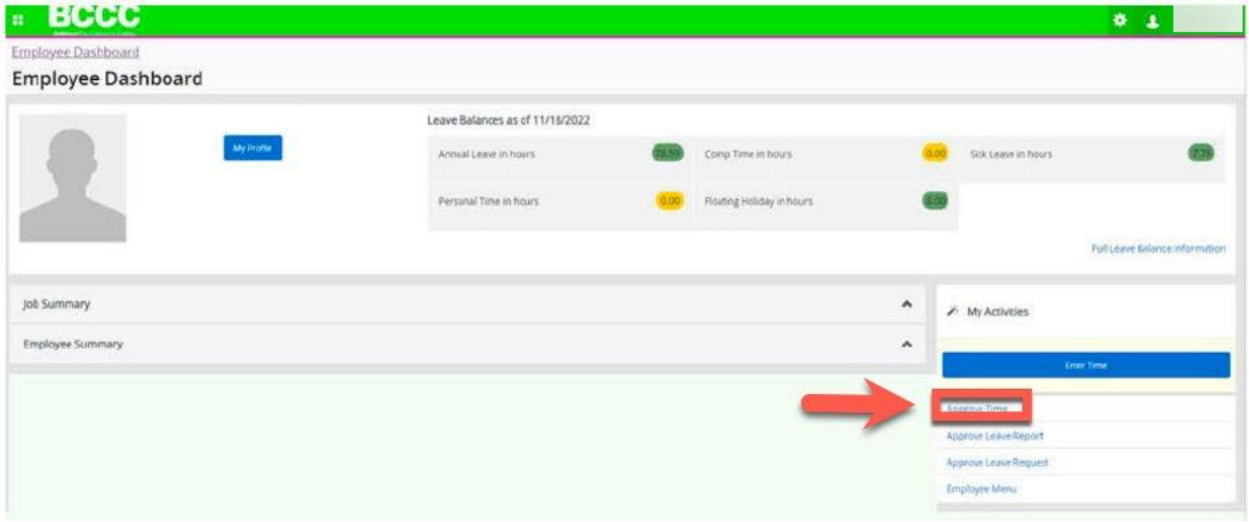
**Note:** An employee can recall a submitted timesheet prior to Supervisor approval by opening the pending timesheet and then clicking on the **Recall Timesheet** button. A recalled timesheet can be adjusted and resubmitted. A timesheet cannot be recalled once it has been approved by the supervisor.



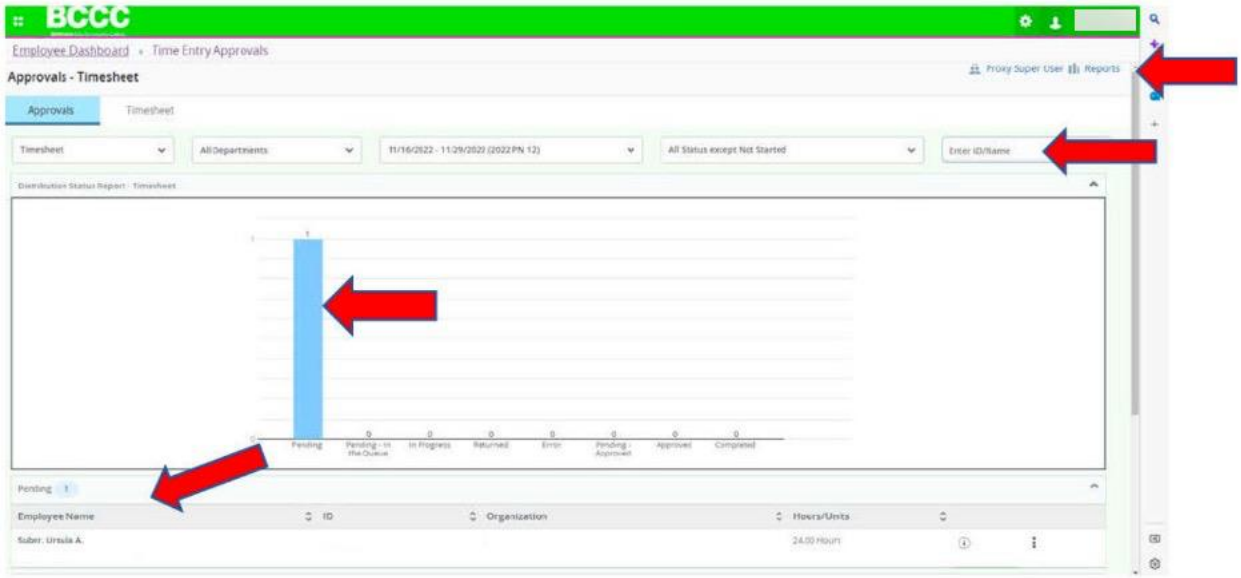




## Approver Process

**Step 1:** After logging in, locate "My Activities" and click **Approve Time** to access the timesheets that you need to act on.



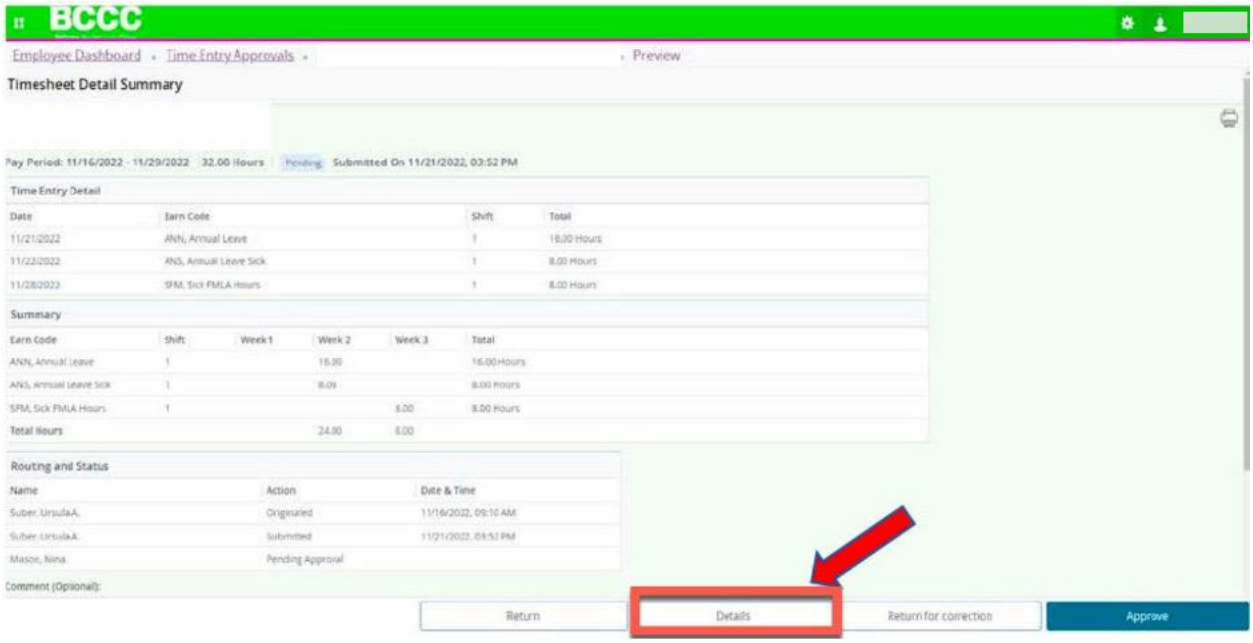
**Step 2**: A window will open to show the status of the timesheets for your team.




**Approver Time Approval Tips:**

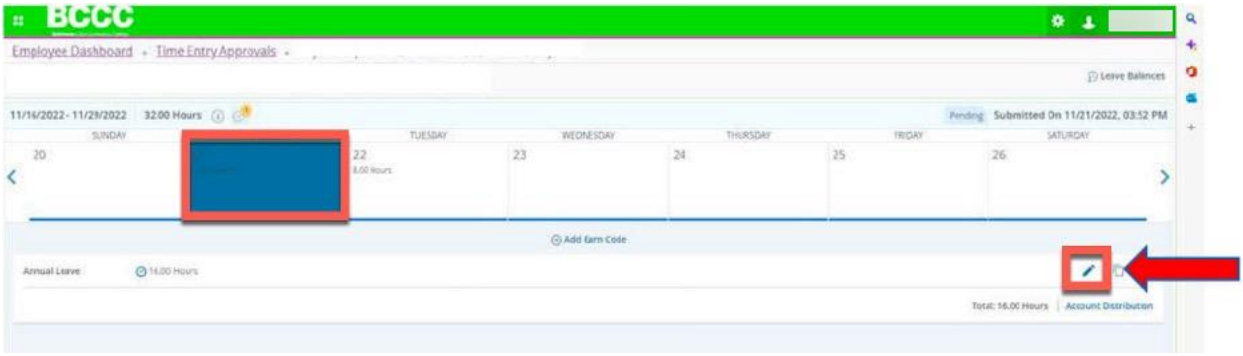
- There are drop-downs that allow you to filter results
- An entered earnings report is available by clicking "Reports" in the upper right corner.
- You can either click on the bar graph to pull up the list of timesheets ready for you to approve or scroll down until you see the names of employees who have timesheets pending.
- A supervisor can return timesheet for correction if they notice an error. A comment is required.

**Step 3:** Select an employee. A Summary box will display. Click on **Details** to see the daily entries and comments.



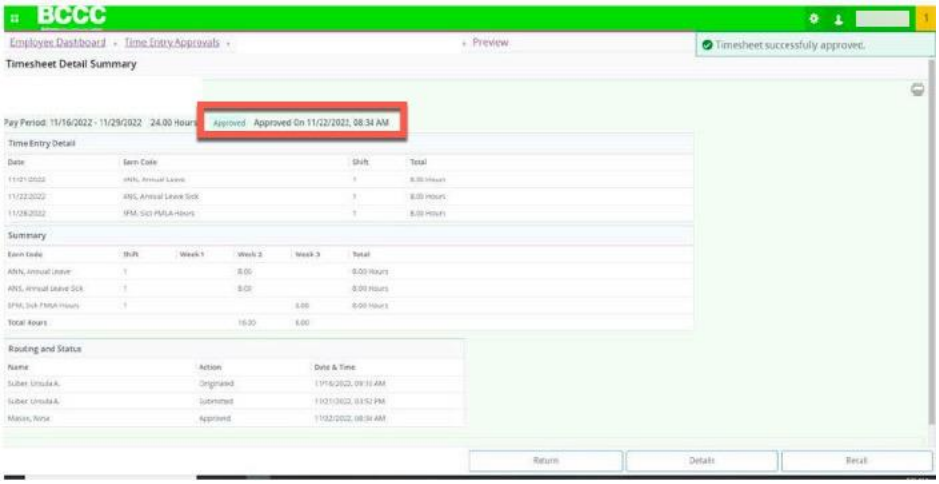
**Step 4:** Click on the **Message** button to review timesheet messages.

**Step 5:** Approvers can make corrections to the timesheet from the details page by selecting the Edit button. Select the day you want to edit and click the Edit button. After each edit, click the **Save** button.

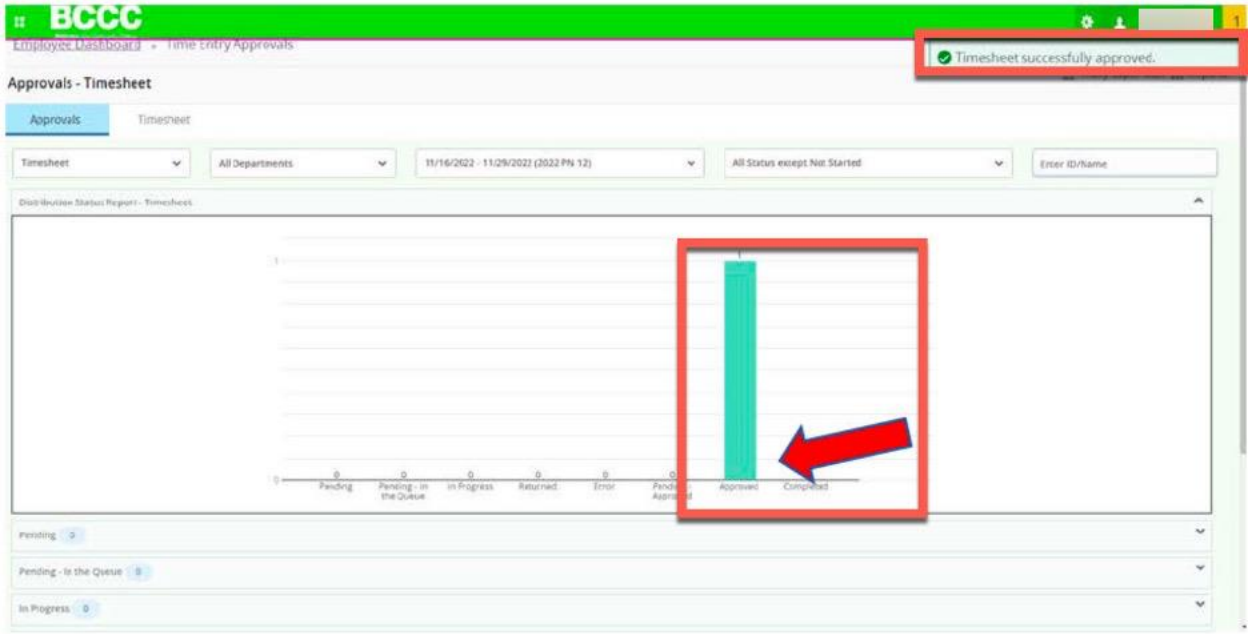



**Step 4:** Utilize the Preview button to review your employee's timesheet before submitting it for approval or returning it for correction. Confirm total hours by earn code and total hours per week are accurate.

**Step 5:** Once the timesheet is approved, a message will display indicating it was successfully approved and the status of the timesheet changes to approved. Hit Return to go back to the dashboard.



**Step 6:** The dashboard now reflects the approved status.




## How to Assign a Proxy

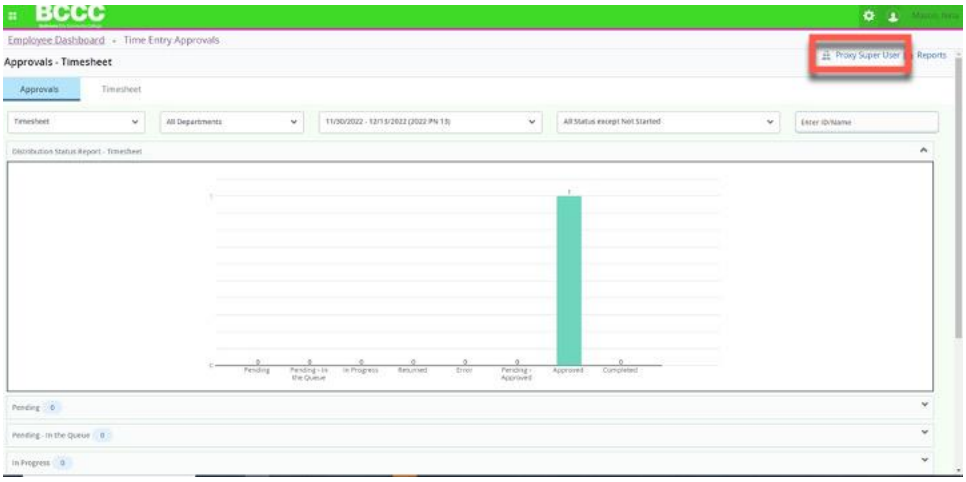
**Step 1:** Log onto Banner Employee Self-Service for Time Approval

**Step 2:** Access the Web Time Entry system which is accessible from any computer with access to the internet.

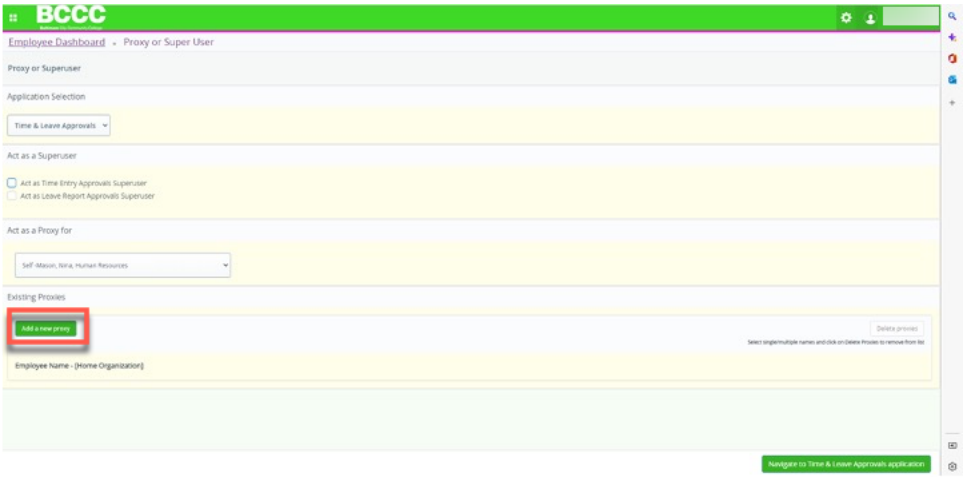
**Step 3:** Enter your network username and password. This is the same username and password you use to access your email.

**Step 4:** From the Employee Dashboard select **Approve Time.**

**Step 5:** Click the **Proxy Super User** button located at the top right corner of the screen.




**Step 6:** Under Existing Proxies select the **Add New Proxy** button.




**Step 7:** In the selection box, type the proxy's name and hit **enter**. Once you are finished, select the **Navigate to Time and Leave Approvals Application** button.

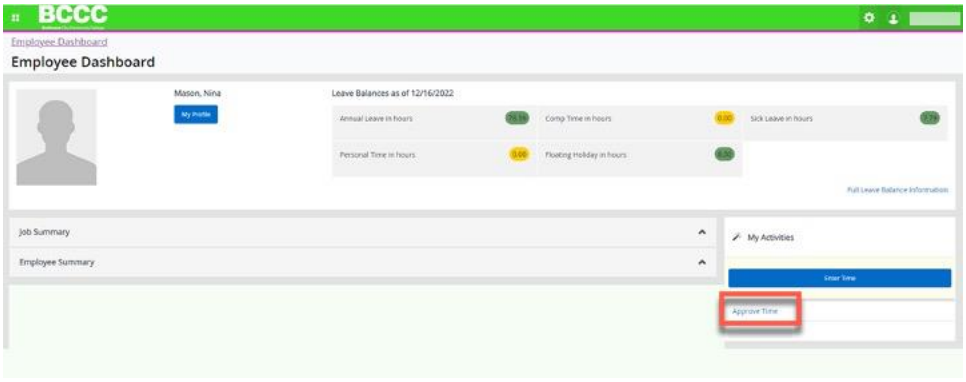
# How to Act as a Proxy

**Step 1:** Log onto Employee Self-Service for Time Approval.

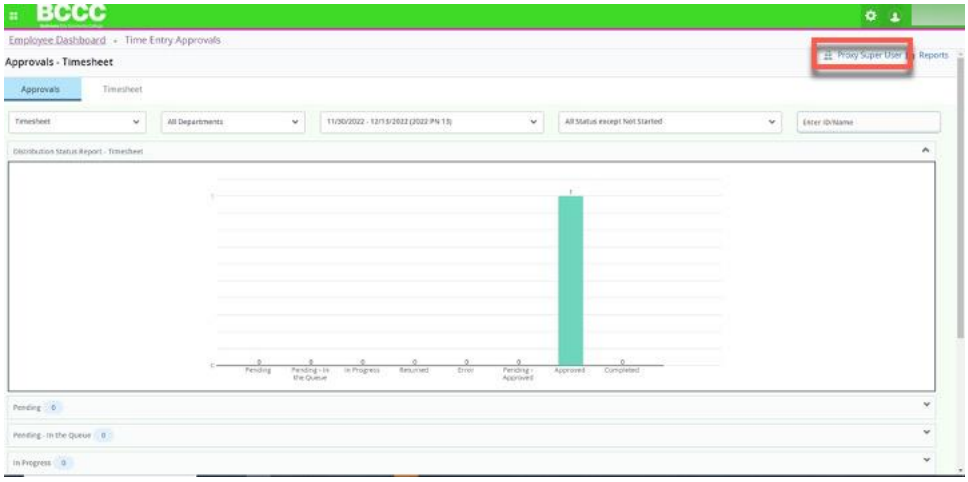
**Step 2:** Access the Web Time Entry system which is accessible from any computer with access to the internet.

**Step 3:** Enter your network username and password.  This is the same username and password you use to access your email.

**Step 4:** From the **Employee Dashboard** select the **Approve Time** button.

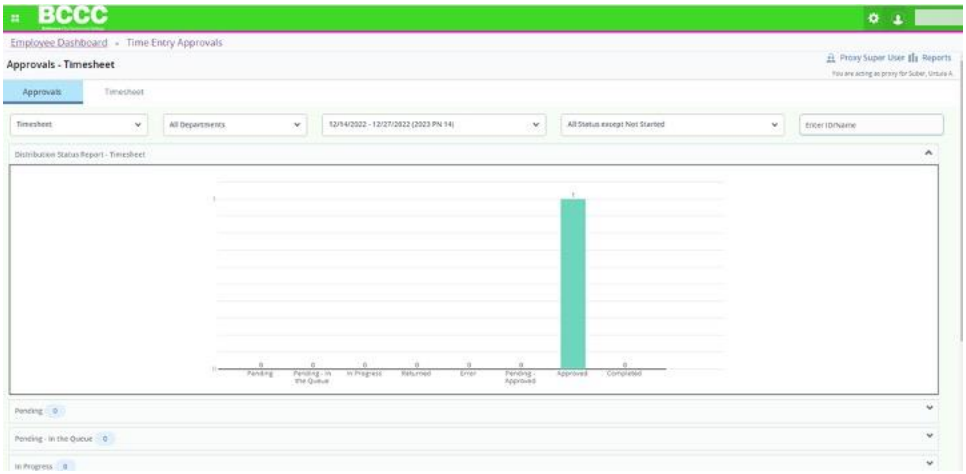



**Step 5:** Click the **Proxy Super User** button located at the top right corner of the screen.



**Step 6:** Under Act as Proxy for select the person you are proxying for and then click **Navigate to Time & Leave Approvals Application**.

**Step 7:** You will now see the approval dashboard for the person you are acting as a proxy for. Follow the instructions for Approver Responsibilities above.




## Technical Assistance

For system-specific error messages after logging in please contact Hr_group@bccc.edu for support.

For all other IT support, contact ITS Helpdesk at 410-462-7411 or helpdesk@bccc.edu.