



BCCC Banner Web Time Entry FAQ for Employees

Introduction

Banner Web Time Entry is a web-based time entry system that allows you to log into a secure website and enter your hours and leave online from any computer with access to the Internet. Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

NOTE: Employees must request leave time in accordance with College policies and procedures and submit the required documentation. In addition, all leave usage must be entered on the web timesheet prior to the submission date of the payroll and leave documentation submitted to the supervisor for approval.

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 action.

Logging into Banner Employee Self Service for Web Time Entry

Who uses Web time entry?

Currently, all PIN (full-time) Faculty and Staff will enter time using Banner Web Time Entry. In the future, this will be expanded to contractual employees and work study students.

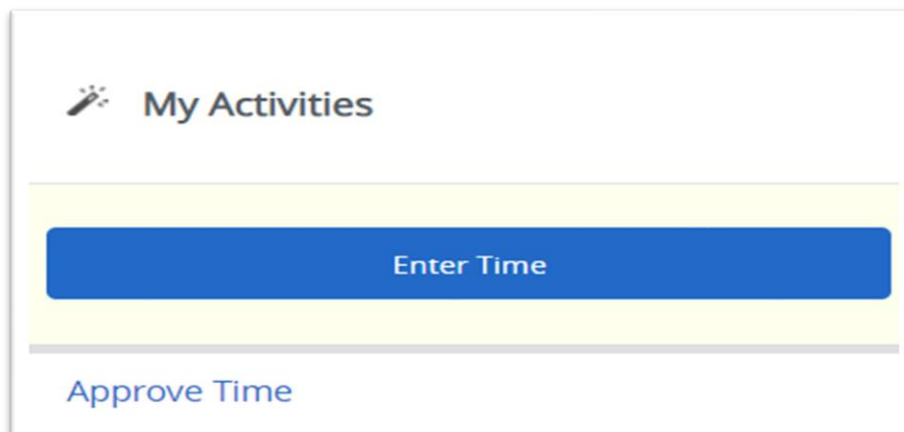
Where can I learn how to enter my time or approve employees' hours?

There are three options available for employees to learn how to enter time online:

- Training sessions are being offered.
- A self-study training guide is available at [BCCC Banner Web Time Entry User Manual for Employees V3.5.pdf](#).
- Time approvers in many departments have already received training and are available to assist employees.

How do I find the online timekeeping system?

Timekeeping is done through the BCCC Banner Self-Service system. You may go directly to the site at [Banner Employee Self-Service](#), or click on Web Time Entry link on the Payroll Office website at bccc.edu/payroll. Use the same BCCC username and password you use for your computer and email. Once you are logged in, click the **Enter Time** button under My Activities.



What information is on the Employee Dashboard?

In addition to timesheet entry and approval, the employee dashboard contains information about your leave balances, title, employee class, department, hire dates, and more.

What if I log into the Self-Service system but I am not able to bring up a timesheet?

Contact the [Human Resources](#) office for assistance.

Entering Time

How do I find out if I am Exempt or Non-Exempt?

For PIN employees, log in to [Banner Employee Self-Service](#) and click on the Employee Summary link. Locate your Employee Class. If your employee class is **Support Staff**, you are classified as **Non-Exempt**. If your employee class is anything else, you are classified as Exempt.

Am I required to enter hours each day on my timesheet?

Non-exempt staff are required to enter hours each day.

Exempt staff are just required to enter leave used.

What do *Non-Exempt* paid employees enter on their timesheets?

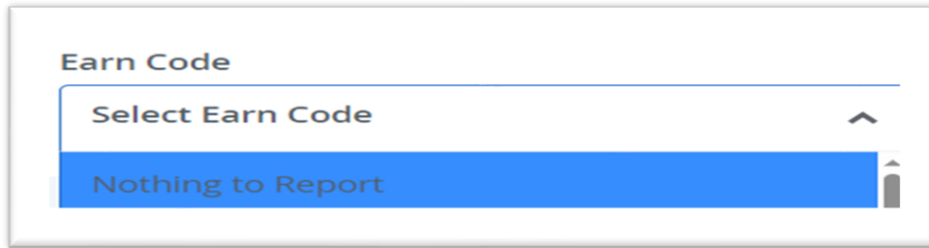
Non-Exempt employees must enter their total hours worked for regular paid time and any leave used.

In addition to regular work time, all paid leave time (such as annual, sick, holiday, jury duty, etc.) must be entered into the proper categories as the leave is used. If you work on a holiday when you are not regularly scheduled to do so, enter those hours on that day.

What do *Exempt* paid employees record on their timesheets?

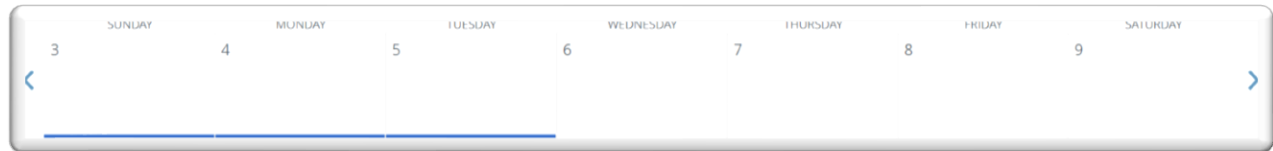
Exempt employees enter exception time only, such as annual (if applicable), sick, personal, jury duty, etc. Holiday time automatically is calculated by the Banner system and should not be entered.

If you did not take any leave in a given pay period, Exempt employees should enter 1 unit of Earn Code "Nothing to Report" on one day within the pay period. Do not enter "Nothing to Report" every day – it should only appear on one day per pay period.




I only see one week of time on my timesheet. How do I get to another week to enter time?

Use the arrows on the left and right of the week grid to toggle to the previous or next week.



What does the "Copy" button do?

If you will be using the same type of leave for more than one day (such as annual/sick leave) and need to enter it several times, you can copy your most recent entry into other days. After entering the earn code on the first

day, press the Copy  button. On the calendar, you can choose what day(s) to copy the earn code to. There is also an option to "Copy to the end of the pay period," if that is applicable.

When done selecting the days, click "Save" at the bottom of the calendar.

Copy Time Entry

Sick Pay : 8.00 Hours (08/29/2023, TUESDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays


Pay Period: 08/23/2023 - 09/05/2023

SUN	MON	TUE	WED	THU	FRI	SAT
20	21	22	23	24	25	26
27	28	29 8.00 Hours	30	31	1	2
3	4	5	6	7	8	9

Cancel Save

After I enter my hours on a day, what should I do?

Click the "Save" button at the bottom of the page. If you enter hours and do not save them, you will receive a warning message if you try to navigate to a different day.

 Are you sure you want to leave this page? You may lose unsaved changes.

No Yes

Will I have to record holiday pay?

Only non-exempt staff are required to enter "Holiday Pay".

When and how do I submit my timesheet to my Approver?

Payroll deadlines are posted on the HR website at <https://www.bccc.edu/Page/3549>. There are deadlines for employee time entry and for the Approver to approve the timesheets for payroll. Clicking "Submit for Approval" will send your timesheet to your Approver.

Once the deadline date and time has expired, you will not be able to submit your timesheet.

What if I click on Submit for Approval before I finish entering my hours? What if I make an error or need to make a change to the timesheet?

Employees can make changes until the timesheet is approved by the Approver. If you submit it prematurely or if you find an error, your Approver can make the change for you or send it back to you for correction. If the Approver has already approved the incorrect timesheet email payroll@bccc.edu.

What if I am sick or on annual leave and can't access the Web Time Entry system?

If you are not at work to complete your timesheet, it can be accessed and submitted through the internet from any computer or smartphone. If you cannot begin or complete your timesheet before the submission deadline due to illness or injury, contact your Approver/Supervisor right away.

What if I forget to submit my timesheet?

Contact your supervisor immediately. **Please note that failure to submit your timesheet by the deadline may result in delays in your paycheck.**

How do I record time worked beyond my normal work day?

In Banner, you record the number of hours that you worked on any given day.

Do I still need to complete a MD Time timesheet?

Effective **March 20, 2024**, you will no longer need to complete a MD Time timesheet.

I am receiving an error "Extraction of time transaction not allowed" when I submit my timesheet.

This error means that you are trying to submit your timesheet after the deadline has passed. If the timesheet approval window is still open,

contact your supervisor to submit it on your behalf. If the approval window has also passed, please contact payroll@bccc.edu for assistance.

Approving Time

What is an Approver? What if he/she is absent or on vacation and does not approve my timesheet?

An Approver is your supervisor or other person designated to approve the hours you have worked during the pay period. Each approver assigns a proxy to approve timesheets in the Approver's absence.

One of my employees accidentally submitted their time before the end of the pay period. How can I unlock their timesheet so they can make corrections and continue entering time for the period?

Select the employee from your list of employees. Click "Return for Correction." Be sure your employee knows you've unlocked their timecard and that they must again click "Submit for Approval" once they've reached the end of the pay period. Employees can only make corrections to their timesheets until the employee submission deadline. If it is after the employee submission deadline, the approver needs to make the appropriate corrections prior to the approval deadline.

I've found that one of my employees' time records is not accurate. What should I do?

If there is sufficient time prior to the employee submission deadline, it is recommended that you "Return for Correction" with comments indicating why the timesheet was returned. Your employee will receive an automated notification from payroll@bccc.edu with the comments. After a timesheet has been returned for correction, the employee must again click "Submit for Approval" prior to the submission deadline once they've made the required corrections.

If the Approver's deadline has already passed, the approver should email payroll@bccc.edu.

What statuses will approvers and proxies see on timesheets?

NOT STARTED – This is where we begin. You have not opened the timesheet.

IN PROGRESS – The timesheet has been opened and entries have begun but it has not been submitted for approval.

ERROR – Time entry must be corrected. Possibly, no hours were entered; or insufficient leave balances available.

PENDING – Timesheet has been submitted; and is awaiting approval.

RETURNED FOR CORRECTION – Approver has returned the timesheet to Employee for correction and re-submittal.

APPROVED – Timesheet has been approved and will continue through the payroll process.

COMPLETED - Timesheet has been received and processed by the Payroll office.

What if one of my employees has not started or submitted their timesheet by the deadline?

If the employee has not started their timesheet yet, please email payroll@bccc.edu so they can start it on the employee's behalf. After the timesheet has been started, as an approver, you can submit for an employee prior to the approval deadline. If the approval deadline has already passed, email payroll@bccc.edu immediately. **Please note that failure to submit timesheets by the deadline may result in delays in your paycheck.**

How do I know if my biweekly employees are entering their time daily?

On your "Approved Time" screen, you will see "Not Started" if an employee has not opened their timesheet in the current pay period. Check this regularly and notify your employees to enter time as needed.

I am a supervisor, but I do not see the approve option on the Web Time Entry system.

Please contact payroll@bccc.edu so you can be set up as an approver.

Proxy Set Up For Timesheet Approvers

What is a proxy?

A proxy is a person who can act as an Approver/Supervisor in your absence.

Why designate a proxy?

It is strongly encouraged that each approver/supervisor has a back-up proxy that can assist in time sheet approvals in the event that the approver/supervisor is unexpectedly out of the office. The proxy is not contacted with regular time sheet reminders; he/she is only contacted when the Payroll team is unable to contact the supervisor/approver.

When should I use a proxy?

Approvers/Supervisors are responsible for setting up a proxy who can approve time sheets in his/her absence. A proxy cannot be a non-supervisory employee and should be able to verify that the employee has worked the hours submitted. It is important that an approver's proxy knows they have been authorized to serve as a proxy in the event the approver is absent the day time sheets must be approved.

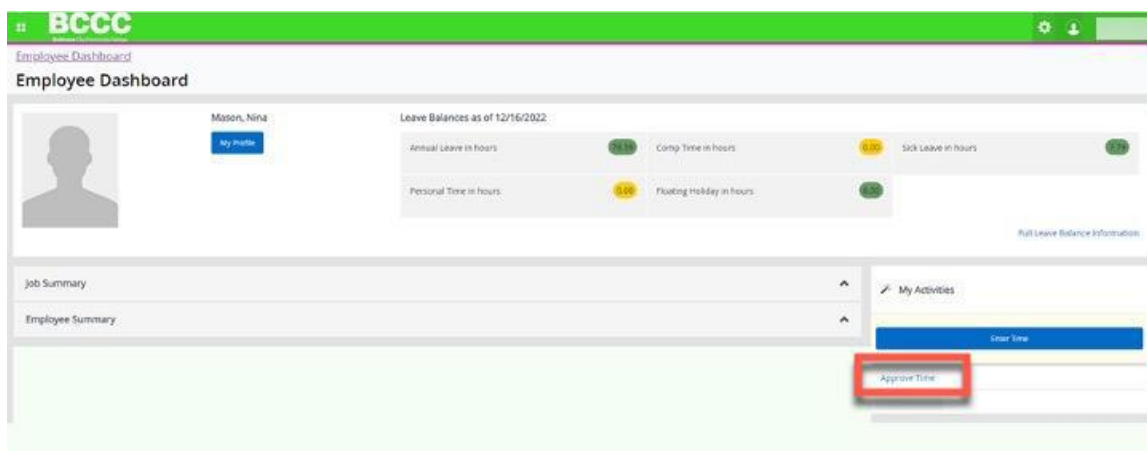
How can an approver/supervisor assign a proxy?

Step 1: Log onto [Banner Employee Self-Service](#) for Time Approval

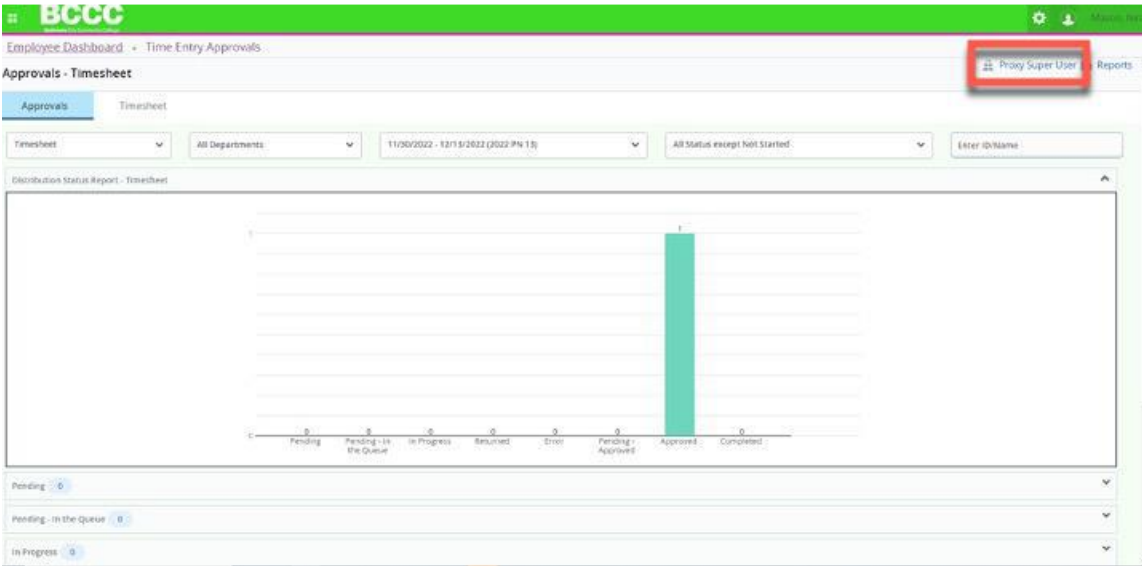
Step 2: Access the Web Time Entry system which is accessible from any computer with access to the internet.

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

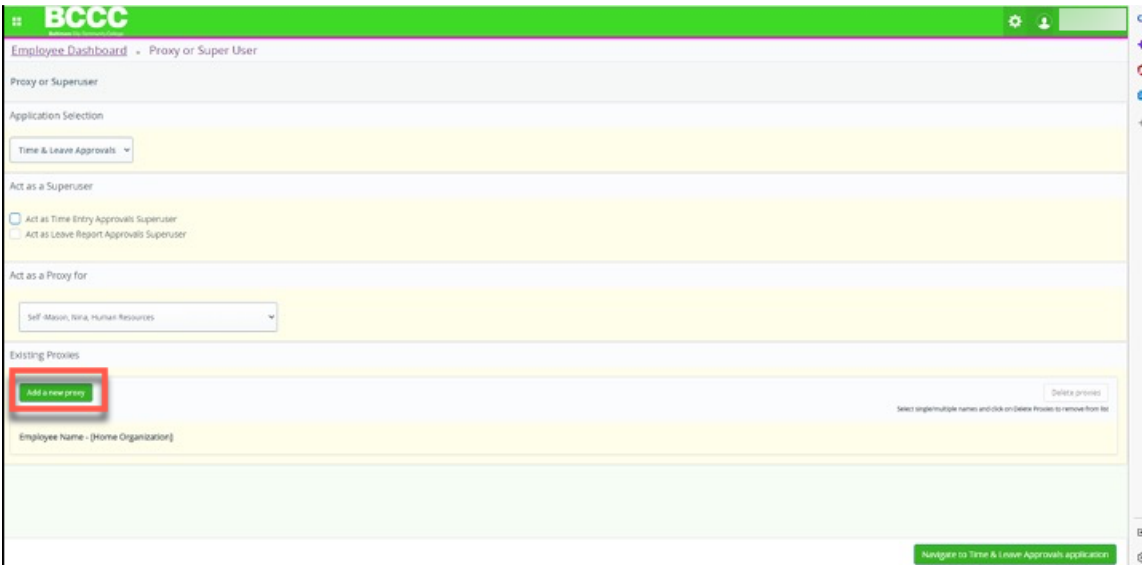
Step 4: From the Employee Dashboard select **Approve Time**.



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: Type the person's name in the box and choose their name in the drop-down menu. They will then be added to the Existing Proxies list. Once added, they can act as your proxy for timesheet approvals.



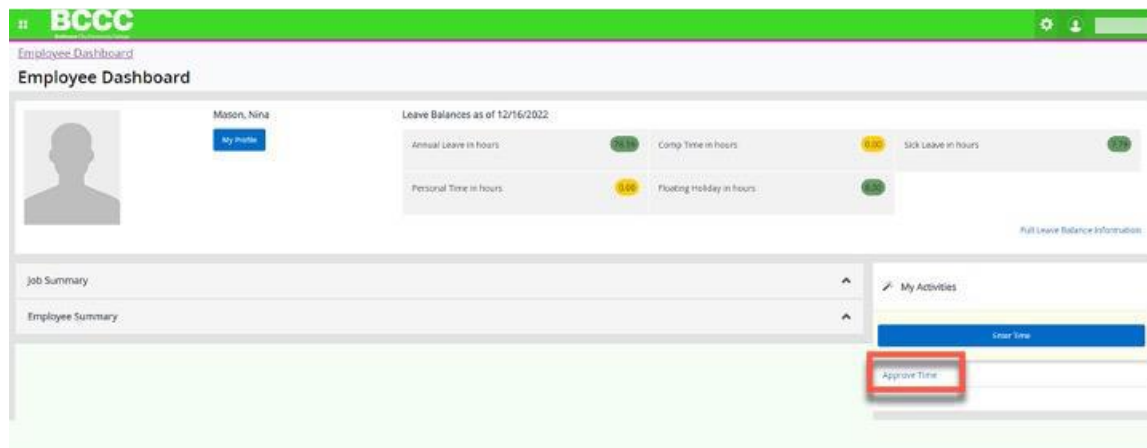
How to Act as a proxy?

Step 1: Log onto [Employee Self-Service](#) for Time Approval.

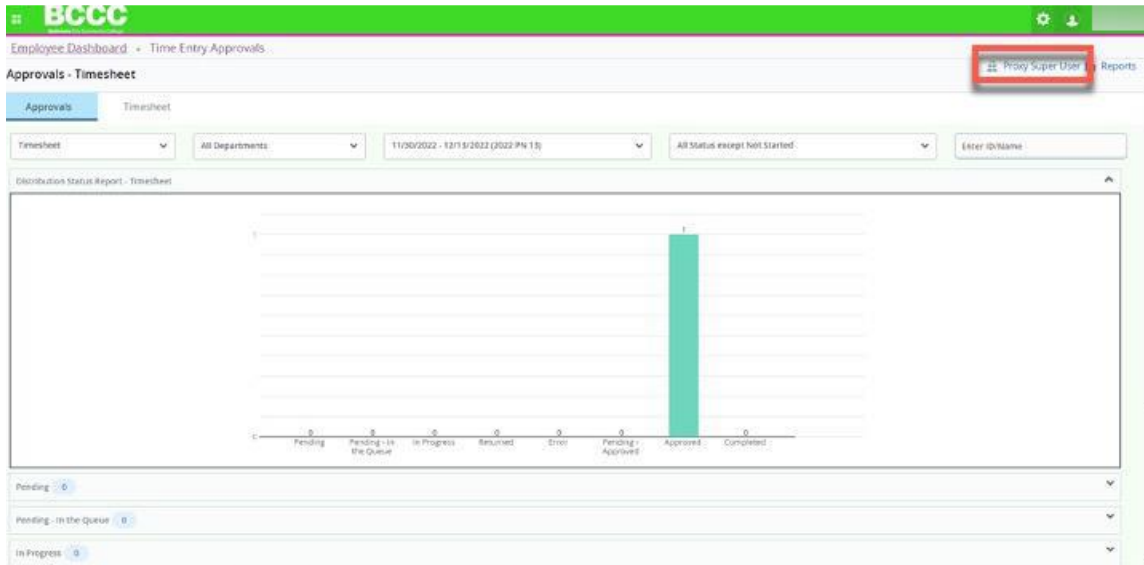
Step 2: Access the Web Time Entry system which is accessible from any computer with access to the internet.

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.



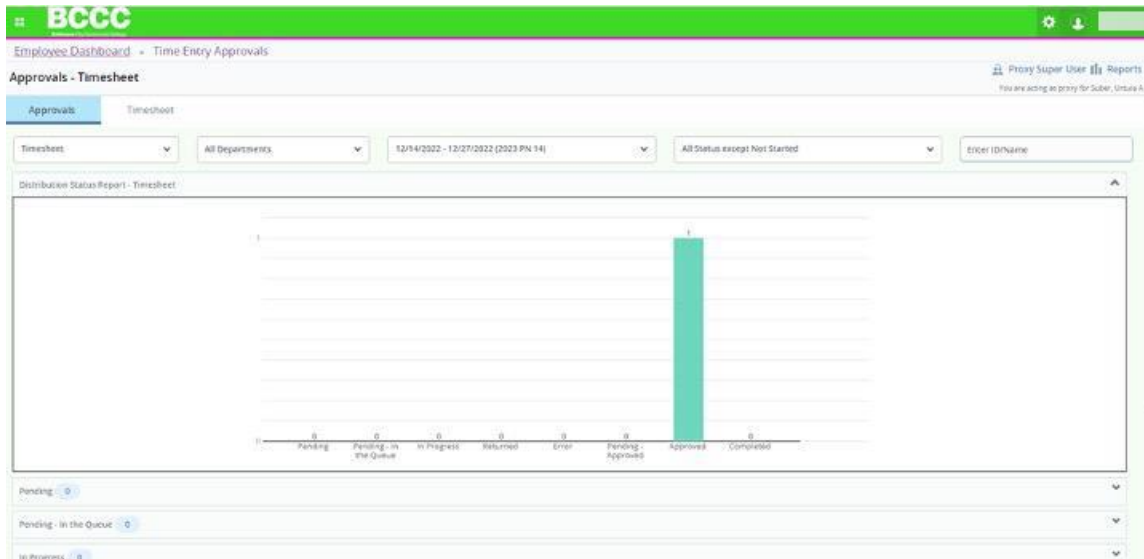
Step 5: Click the **Proxy Super User** button located at the top right corner of the screen.



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



Step 7: You will now see the approval dashboard for the person you are acting as a proxy for. To approve the timesheet, follow the guidance in the Approver Process section of the [BCCC Web Time Manual Entry Manual for Employees](#).



How to delete a proxy?

Step 1: Log onto [Employee Self-Service](#) for Time Approval.

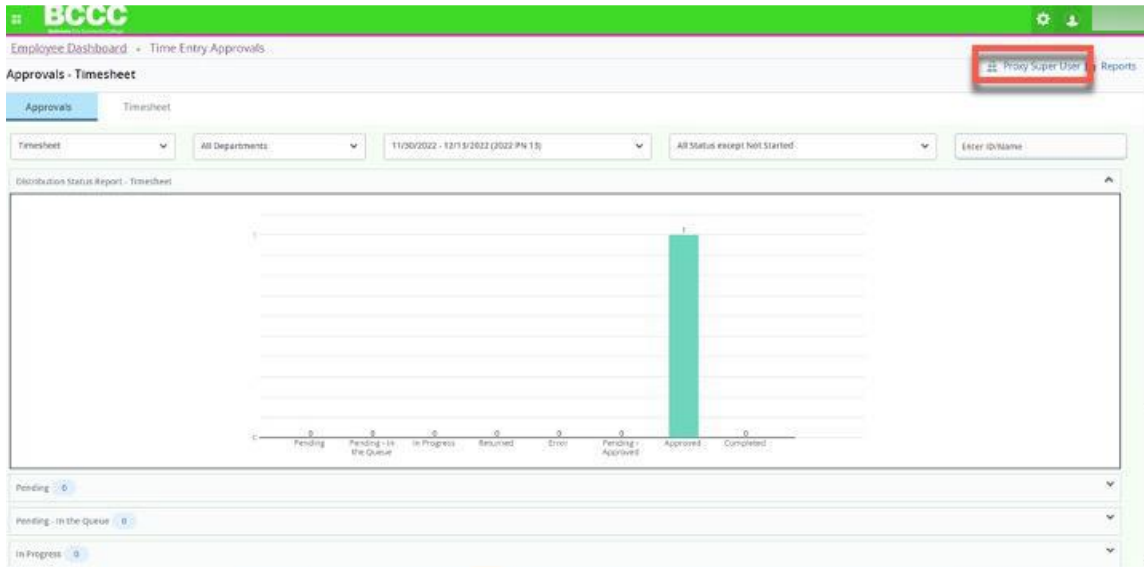
Step 2: Access the Web Time Entry system which is accessible from any computer with access to the internet.

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

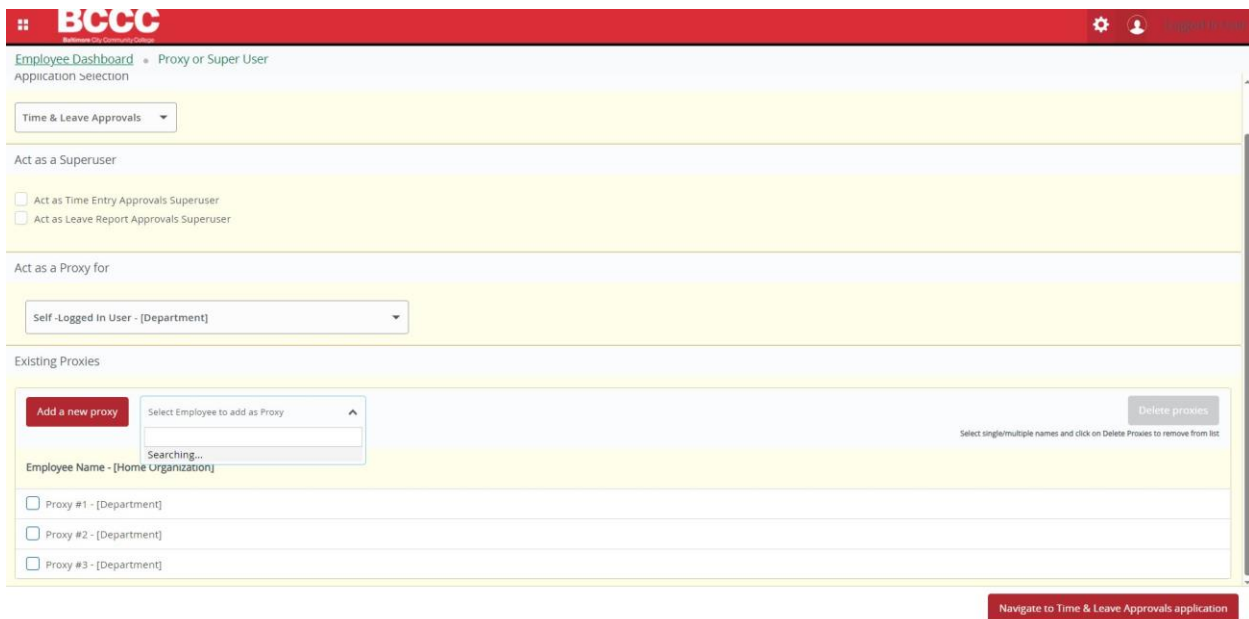
Step 4: From the **Employee Dashboard** select the **Approve Time** button.
Step



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



Step 6: Under the Existing Proxies section, check the box next to the person's name you want to remove and press the **Delete proxies** button. They will then be removed from the Existing Proxies list.



Miscellaneous

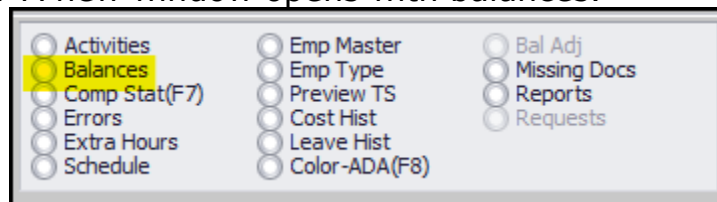
What is the deadline for reporting leave before MD Time is retired by HR?

By close of business, **Monday, March 18**, report all prior leave to HR so the HR team can ensure all leave taken has been recorded.

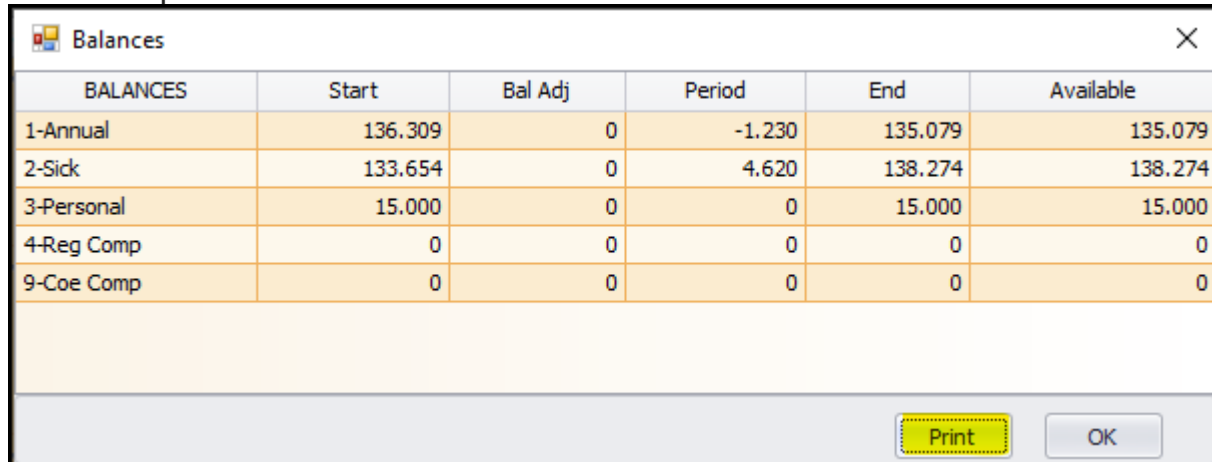
How do I print my leave balances in MD Time?

Print a copy of your final leave balances by following the steps below:

1. Open your timesheet and press the **Balances** button at the bottom. A new window opens with balances.



2. Press the **Print** button and print the document to a PDF or printer.

A screenshot of a window titled 'Balances' with a close button (X) in the top right corner. The window contains a table with the following data:

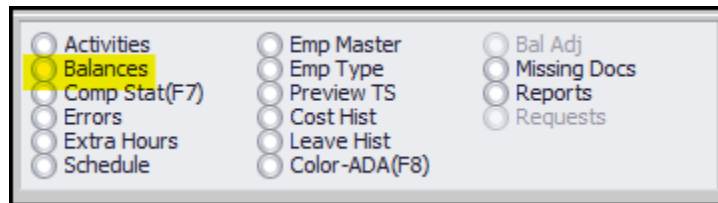
BALANCES	Start	Bal Adj	Period	End	Available
1-Annual	136.309	0	-1.230	135.079	135.079
2-Sick	133.654	0	4.620	138.274	138.274
3-Personal	15.000	0	0	15.000	15.000
4-Reg Comp	0	0	0	0	0
9-Coe Comp	0	0	0	0	0

At the bottom right of the window, there is a 'Print' button and an 'OK' button.

How do I compare my leave balances in Web Time and MD Time?

Before March 20, please follow the instructions below to compare your leave balances. If you notice any discrepancies, please reach out to payroll@bccc.edu. What do you need to do?

- Compare your leave balances in Banner Web Time to make sure they are correct.
 1. Log in to [Banner Employee Self Service](#)
 2. Your leave balances are displayed at the top of the screen
 3. In a separate browser window, log in to [MDTime](#)
 4. Open your timesheet and press the **Balances** button at the bottom. A new window opens with balances.
 5. Compare your balances side by side.



MD Time Employee Balances

BALANCES	Start	Bal Adj	Period	End	Available
1-Annual	526.993	0	6.770	533.763	533.763
2-Sick	724.748	0	4.620	729.368	729.368
3-Personal	32.000	0	-8.000	24.000	24.000

Leave Balances as of 08/29/2023

Annual Leave in hours	526.99	Comp Time in hours	0.00	Sick Leave in hours	724.73
Personal Time in hours	24.00	Floating Holiday in hours	8.00		

[Full Leave Balance Information](#)

PLEASE NOTE:

- a. Please compare the **Start** balance in MD Time to the leave balances in Banner. You are not losing any time, it is simply a difference in how the two systems function in displaying the balances. Banner does not display time accrued in the current period until the end of the pay period, whereas MD Time displays it before it has been accrued.
- b. If you have more than 24 hours of Personal time in MD Time, it will be split between Personal Time and Floating Holiday in Banner.

c. MD Time utilizes 3 decimal places, where Banner only uses 2, so you will see that the balances are rounded to 2 decimal places in Banner.

What if I have more questions or need clarification on something?

If you have difficulty entering or approving time, contact your supervisor.

What happens if I take time I don't have?

Current annual and sick leave balances are available for you to see any time through Banner Self- Service, and balances should be checked prior to taking leave. If you do not have enough sick or annual time and you report usage, **it will result in a dock in pay.**

How do I know what my leave balances are?

You can check leave balances on the [Banner Employee Self Service Dashboard](#).

How do I add a comment when I submit my Timesheet?

Employees can add comments as needed to explain leave usage or other issues regarding time entry. Supervisors must add comments when returning a timesheet for correction, changing a timesheet due to an employee absence on the deadline day for submission (for example, if the employee call in to use sick or annual leave after the employee has submitted their timesheet) to payroll. When adding comments, please ensure that the comments are professional in nature.