

Web Time Entry Frequently Asked Questions

The purpose of this document is to outline Frequently Asked Questions regarding Banner Web Time Entry.

1. When will this change take effect and how will the first payroll work?

Non-exempt (hourly) employees will notice the change on their first paycheck in 2012. There will be three paychecks disbursed in the transition period in January as follows:

For Non-Exempt Staff: The January 2nd paycheck will be from work completed December 1st thru December 15th. The January 10th paycheck will be from work completed December 16th thru 31st, and the January 25th paycheck will be from work completed January 1st thru 15th. **Please note: Even though the State of Texas payday is January 2nd, that is also a banking holiday, so your direct deposit may credit on the following business day, January 3rd.*

For Student Employees: The January 5th paycheck will be from work completed December 1st thru December 15th. The January 10th paycheck will be from work completed December 16th thru 31st, and the January 25th paycheck will be from work completed January 1st thru 15th.

For All Non-Exempt Employees: Normal semi-monthly payroll schedules will then take over in February 2012 wherein work completed on the 16th thru 31st will be paid on the 10th of the following month, and work completed on the 1st thru the 15th will be paid on the 25th.

2. Which paycheck will my insurance premiums and retirement contributions be deducted from?

All deductions, including insurance, retirement, SECC, taxes, etc. will be split evenly between the two paychecks. Longevity pay cannot be disbursed in two payments, and therefore will be paid in full on the 2nd paycheck of the month, along with Hazardous Duty pay (if applicable).

3. Are student employees included in this switch to web time entry and semi-monthly payroll?

Yes, student employees are also non-exempt (hourly) and will have the same process to enter their time, and have the same payroll periods as staff non-exempt employees.

4. Are all Universities in the State of Texas going to this pay system?

Although several other Universities have gone to a semi-monthly payroll for their non-exempt employees; the decision to make the change was made at our local level, and not mandated by the State of Texas or the Texas Tech University System.

5. What if the approver is on vacation and not available to approve?

The system is available through the internet via RamPort— 7 days a week/ 24 hours a day to approve - or the approver can setup a proxy through employee self-service to approve for them in their absence. Proxies are to resemble the University Succession Plan.

Web Time Entry Frequently Asked Questions

6. What if the employee is on vacation and not able to enter their time?

The system is available through the internet via RamPort– 7 days a week/ 24 hours a day to submit time. If the employee is unable to access a computer, they will need to contact Payroll, so Payroll could extract the employee's timesheet and submit it to the Approver, and then the Approver can enter the hours and approve the timesheet; if no hours are entered into WTE, the employee will not get paid.

7. What if the employee has opened their timesheet, but has not sent it to the approver, can the approver update the timesheet?

No, the approver can only update timesheets that have been submitted for approval.

8. Will system know when holidays occur?

No, the approver would need to catch incorrect holiday entries—the same as the current paper timesheet process except the timesheet is no longer routed through HR.

9. What if employee works the holiday?

The employee should enter regular work hours if working a holiday. They will need to enter hours on Equivalent Time Earned so that they have those hours available to take at a later date. Refer to OP 52.19.

10. What if the timesheet is submitted with the employee working the holiday instead of putting in holiday pay or employee time is entered for working a day that the employee did not work, how would this be fixed?

The approver and employee are responsible for the accuracy of the timesheet. If the timesheet has been submitted to the approver, and the approver feels the timesheet is inaccurate, then the approver should return it to the employee for correction if time permits, or make the corrections to the employee time sheet before approval is made.

11. Are there controls to ensure that the employee does not enter 150 hours within a time period?

No, it is the responsibility of the approver to ensure accuracy – the same as the current paper timesheet process except the timesheet is no longer routed through HR; Payroll should also have reports/edits to help with extreme outliers.

12. What is the week start and end date/time for OT calculations?

Under FLSA regulations, the week begins on Monday and ends on Sunday for overtime calculations.

Web Time Entry Frequently Asked Questions

13. How do I correct time in a day?

If the timesheet has already been approved, the approver will need to contact Payroll Services to correct the time. If the timesheet has been submitted for approval, the approver can return the timesheet for the employee to correct. If the timesheet has been returned for correction or has not been submitted for approval, the employee should click the field with the incorrect hours. This will bring up a screen to enter the hours. At this point, the employee enters the correct number of hours and saves the timesheet. If the hours should not be entered for that earnings code for that day, the employee should highlight the hours and hit <delete>. This will then put “Enter Hours” back into the field. Note: the employee should not enter a 0 in the field as that causes the timesheet preview to misrepresent the hours as it will move all hours in that earnings code to one day later in the time period. The approver is allowed to make corrections to an employee’s time sheet once it has been submitted for approval.

14. Is there a total field on the timesheet to indicate how many total hours should be entered for the pay period?

No, you will need to calculate the number of hours that you should have in the pay period. All semi-monthly pay periods will have 10, 11, or 12 days. Please refer to the [Payroll Calendar](#). A full time employee would have:

- 80 hours in a 10-day pay period
- 88 hours in an 11-day pay period
- 96 hours in a 12-day pay period

15. What if an employee is scheduled to be on vacation at the end of a pay period, can they submit their timesheet early?

Yes, an employee can enter their hours up to the last day prior to vacation, then enter the vacation hours through the end of the pay period and submit the time before the pay period actually ends.

Note: Once a timesheet has been submitted, the hours can only be corrected by the employee if the approver returns the timesheet to the employee for correction.

16. Once the pay period is open, should I complete my timesheet for the entire period at the beginning?

No, you should enter time on a daily basis and **SAVE** it. Once all time is recorded for the pay period, **SUBMIT** the timesheet for approval. Note: Do not **SUBMIT** time on a daily basis because once the timesheet is submitted for approval, it cannot be updated by the employee unless it is returned for correction by the approver.

Web Time Entry Frequently Asked Questions

17. Why can't I see future pay periods in Self-Service?

Pay periods are open on the first day of the period and close two business days after the period expires, therefore you can only see the periods that are currently open.

18. What happens if I get a pay increase in the middle of a pay period?

The system will calculate pay based on the old rate until the date the new rate is effective, then it will calculate pay based on the new rate.

19. Can a supervisor enter hours for an employee?

No, the supervisor would have to know the employee's ASU user name and password.

20. How will I get notified if my timesheet has been returned for correction?

Your approver is responsible for notifying you if the timesheet has been returned. You will not get an electronic notification at this time.

21. Why can't I update my hours – the box to enter hours is gone?

Look at the bottom of the timesheet to see if you have sent it for approval. If you have sent it for approval, you cannot update it. Your approver will have to return it to you for correction. If you have not submitted it for approval, contact Human Resources.

22. What will be the deadline date(s) for the Supervisor/Approver to approve the timesheet?

Please see the 2012 Payroll Calendar for approval deadline dates.

23. How do I figure out what my hourly rate is?

Take your yearly base salary and divide it by 2080, the number of working hours in a year. If you do not know your base salary, please login to RamPort, click on the Work Life tab, then click on Jobs Summary. Click on your most recent job title, then you can find your salary there. For example: if your yearly salary is \$30,000, divided by 2080 hours, your hourly rate is \$14.42.

24. Why are we making the change?

The University is moving to web time entry for efficiency, reduction in data entry errors and as part of the "go-green" effort by eliminating the need for paper timesheets and leave forms. We are moving to a twice monthly payroll to allow for the time lag to process a payroll based on time worked as opposed to exception pay without increasing the number of days between when an employee begins a pay period and when the employee is actually paid for that pay period.

25. What do I do if I cannot open my timesheet?

Contact Human Resources at 942-2168 or hr@angelo.edu.