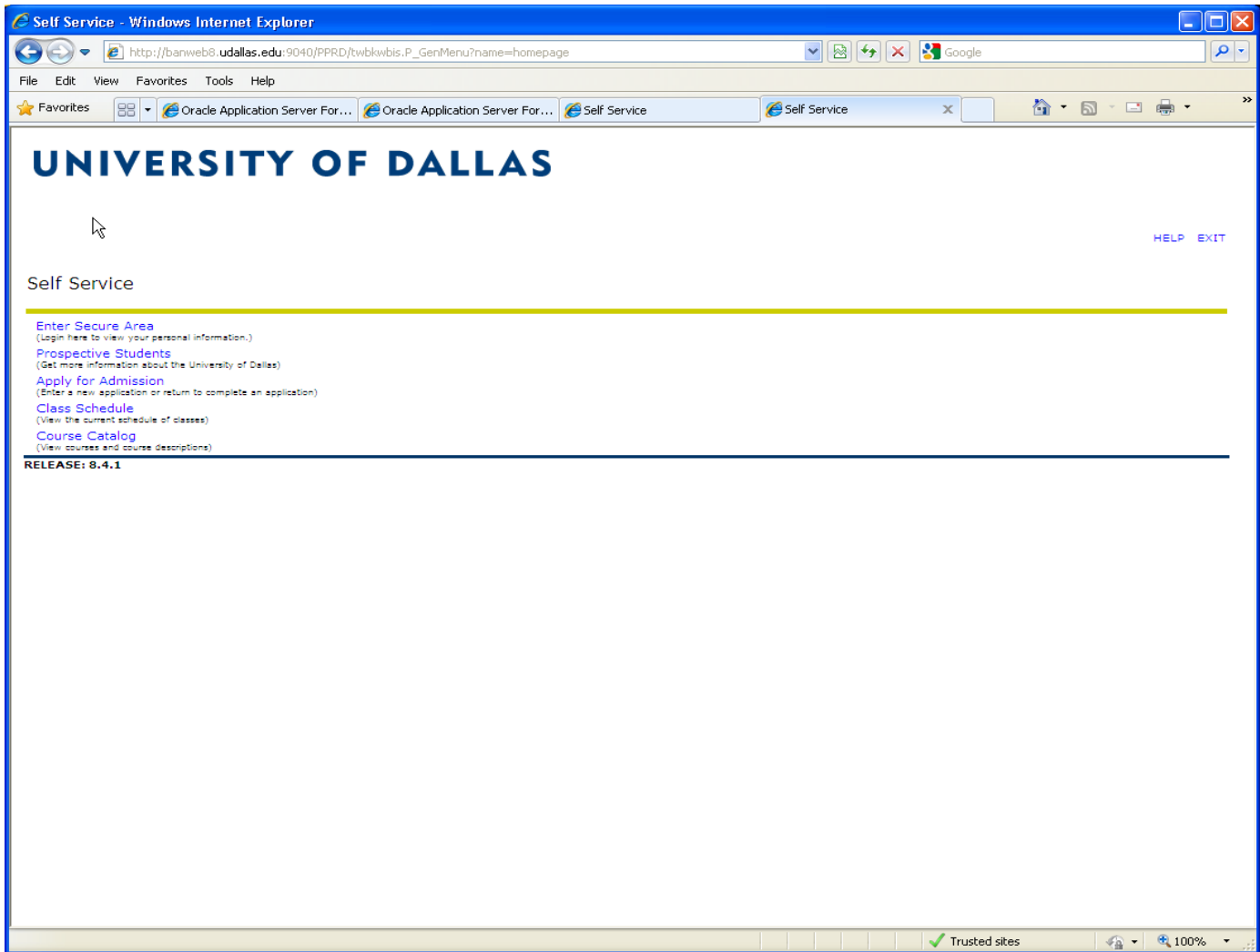




# Banner Web Time Entry

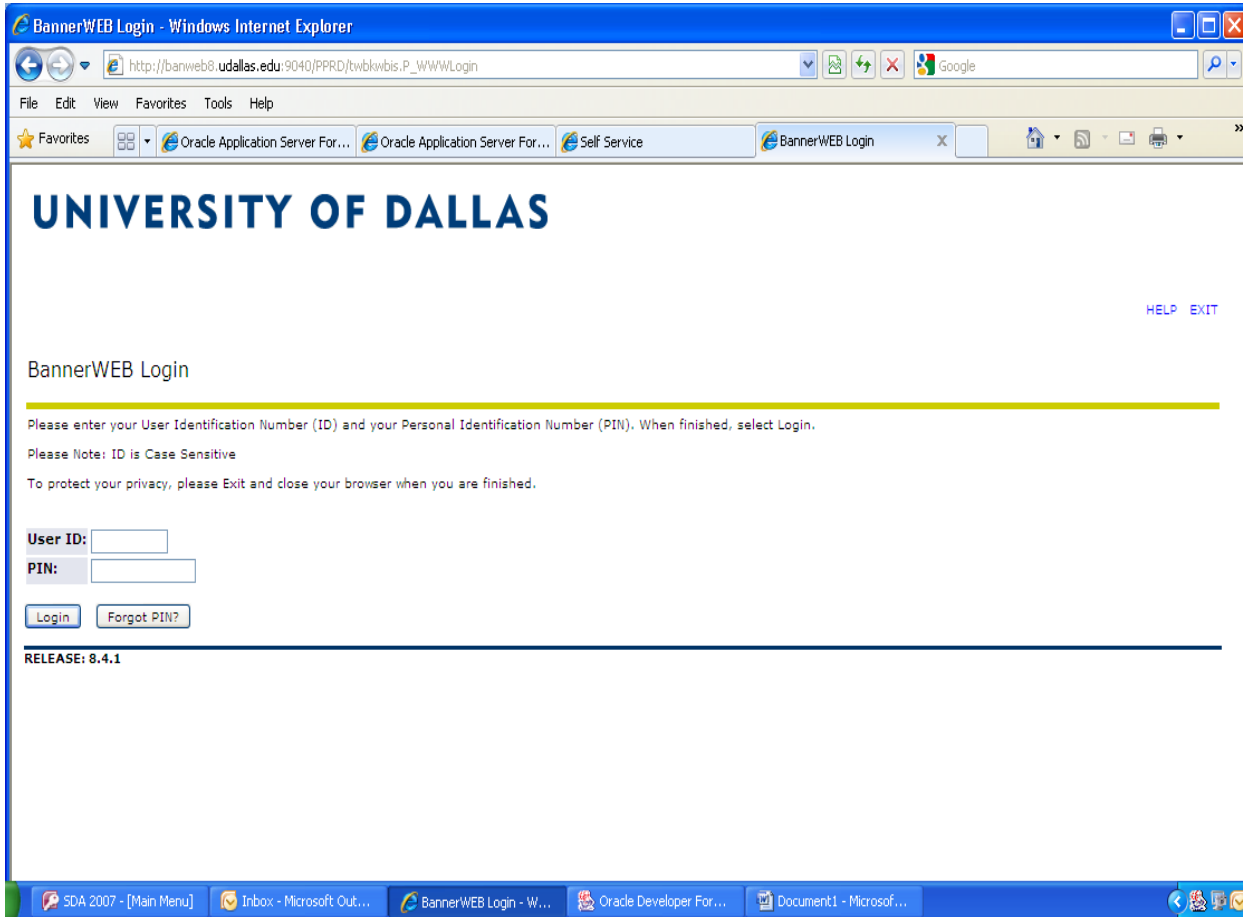
University of Dallas



Log on to Banner Self Service Information System. Double click 'Enter Secure Area'.

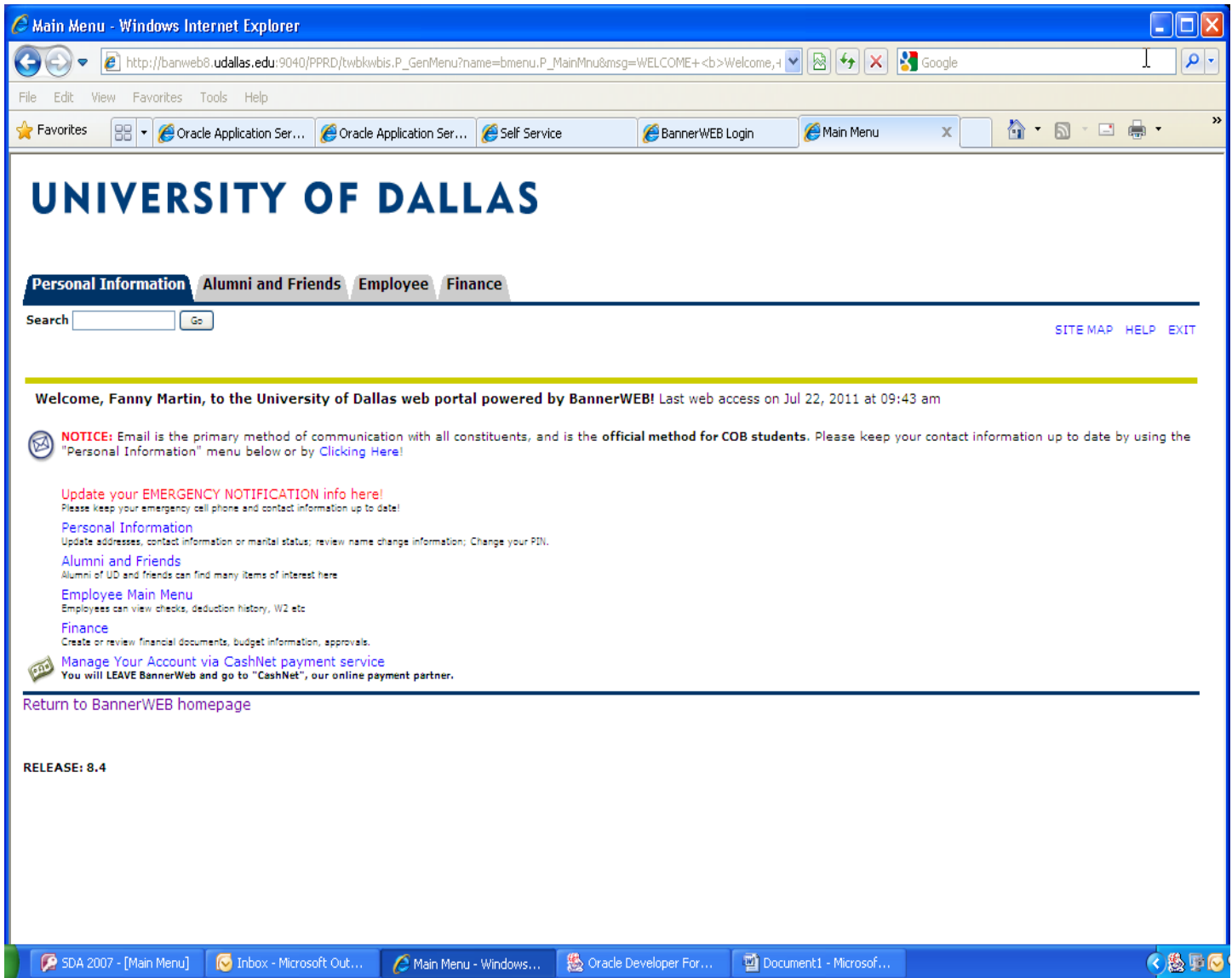
### Can anybody else get access to my personal data?

The only way anybody can get access to your personal data through BannerWeb is by entering your identification number AND the PIN that is known only to you. **DO NOT** give anyone your PIN.

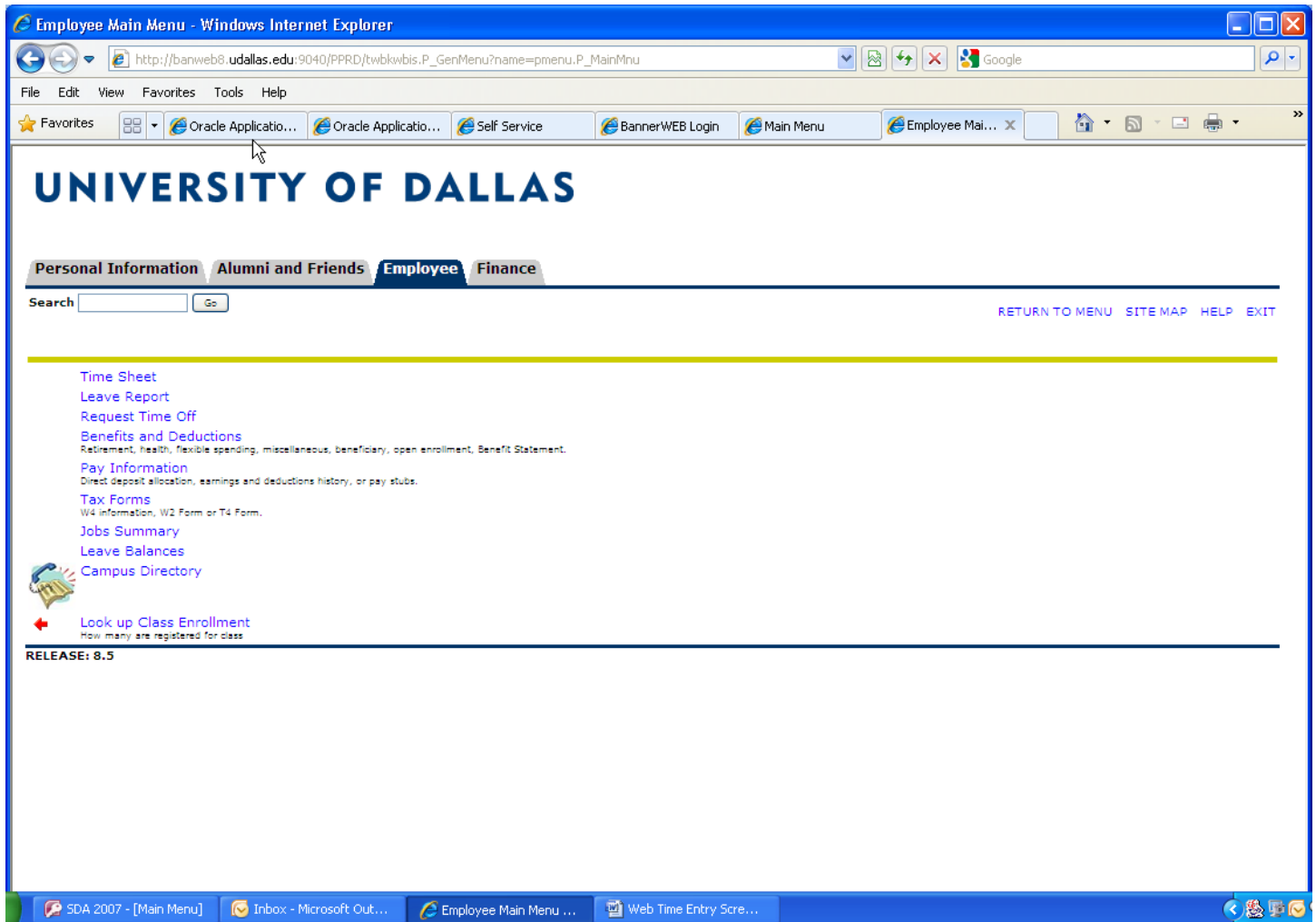


- Your ID number is your University of Dallas ID number ( 900xxxxxx)
- PIN number (Max 6 characters. First time log-in birthday date, mmddyr). Please re-set to your personal PIN number. Please do not share your PIN number.
- The user PIN is good for 365 days before it expires and requires the person to change it.
- The PIN can now be alphabetic and numeric with a length between 6 and 15 characters. No special characters allowed.
- The resetting of a PIN will continue to be the person's birth date like mmddyy.
- Banner Web now allows up to 6 login attempts before lock out.
- So, the initial PIN (or the re-set PIN) is still the 6-digit birthdate, but they can change it to a longer mixture of alphanumeric characters.
- If you have forgotten your PIN and you have set up your 'Forgot PIN' question, you can use the 'Forgot PIN?' button on the login screen. First you must put in your User ID and then click on 'Forgot PIN?'. You will be asked the security question that you set up for yourself. You must answer this question correctly in order to have the system reset your PIN to your six-digit birth date. You can only use the birth date once to log in and then you will be asked to change your PIN to a new number. Create a new PIN (six numbers only, no letters).

- If you can't remember your PIN, even with the 'Forgot Pin' question, please email IT support at [vgaines@udallas.edu](mailto:vgaines@udallas.edu) or [jconner@udallas.edu](mailto:jconner@udallas.edu). They may ask, for security reasons, for identifications purposes, your UD ID # to re-set your PIN. We do not make changes to your PIN over the phone. Once you have gotten your PIN reset, you can log into Banner Web and set up your 'Forgot PIN' question for future PIN resets.



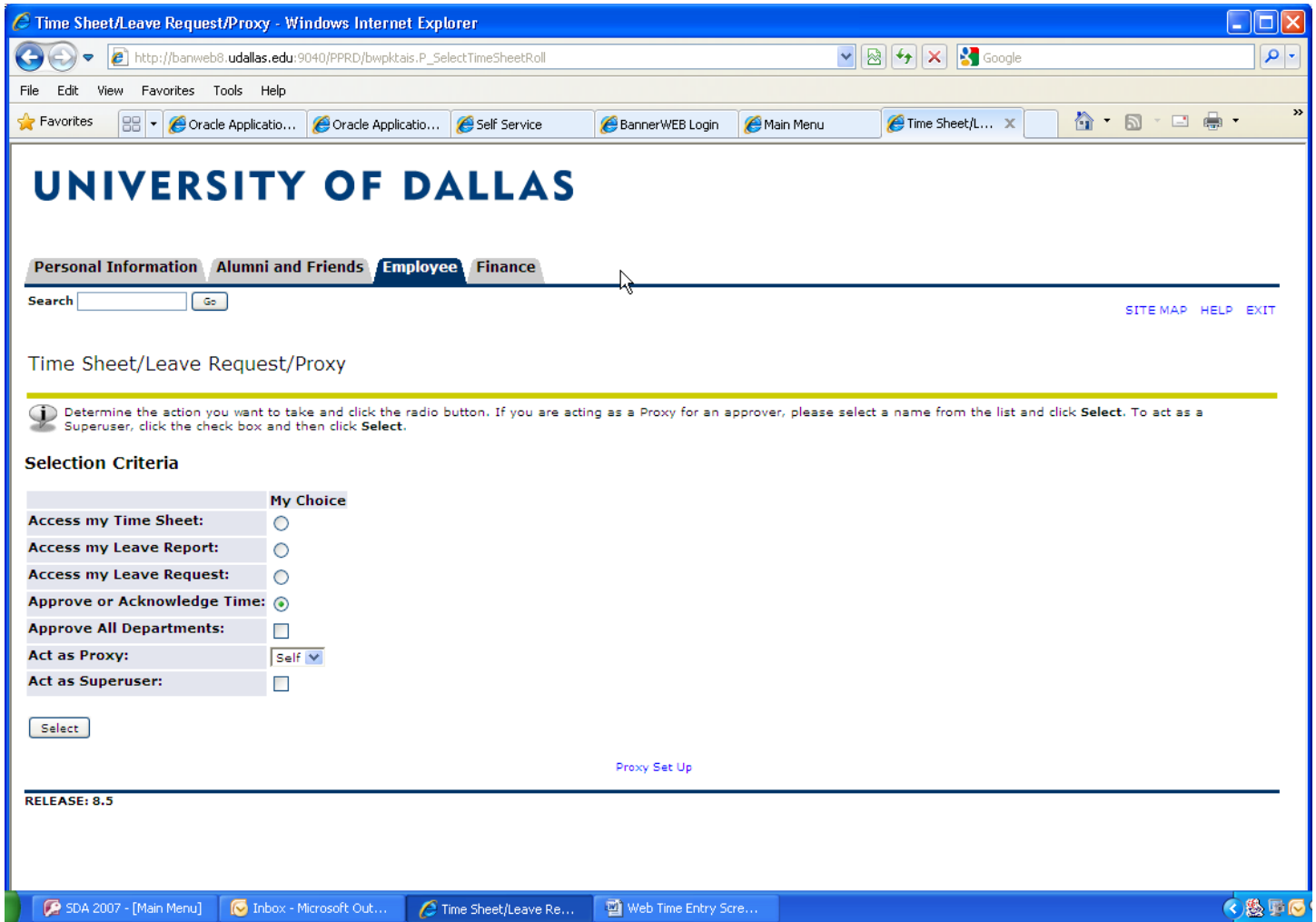
- From the list of Options Tab, at the top, choose, 'Employee'



- Students and Hourly employees entering time worked will click 'Timesheet', for inputing hours.
- Staff salaried administrative exempt employees entering exception time will click on "Leave Reporting".
- Approvers "Approving/Acknowledging' time will click on either Leave Reporting or Time Sheets depending on who you are approving time.

Also on this form, unrelated to Web Time Entry :

- History of your Leave Report (both sick and vacation).
- You can submit a leave request to Request Time Off.
- Pay Information will show as history of all past payroll direct deposit or pay stubs since 2004.
- View copies of your W-2's, years 2004 through last year.



- On this screen, you will 'click' the Access my Time Sheet.
- If you are an 'Approver', Super-User or have Proxy to approve timesheets, you will 'click' the appropriate box and continue, with the 'Select' Button.

Note: **Do Not USE the Back arrow button** in your Web Browser (the upper left corner of the screen) to navigate through BannerWeb, it causes error messages to appear on the time sheet and Leave Report when submitted.

If you have two jobs, both jobs will be listed. If you have transferred from one position to another in the middle of a pay period, you will see both jobs open. You will need to enter time on both jobs for that pay period.

The screenshot displays the BannerWeb interface for the University of Dallas. The browser window title is "http://banweb8.udallas.edu:9040/PPRD/bwptais.P\_ProcSelectTimeSheetRoll - Windows Internet Explorer". The address bar shows the URL "http://banweb8.udallas.edu:9040/PPRD/bwptais.P\_ProcSelectTimeSheetRoll". The page features a navigation menu with tabs for "Personal Information", "Alumni and Friends", "Employee" (selected), and "Finance". Below the menu is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Position Selection" and includes an information icon and the instruction: "To select a position, click under Position, choose the Time Sheet Period and click Select." Below this is a table with two columns: "Title and Department" and "My Choice Pay Period and Status". The table contains one row: "Payroll Coordinator, SN9896-00" and "Jul 23, 2011 to Aug 05, 2011 Not Started". A "Time Sheet" button is located below the table. The page footer indicates "RELEASE: 8.3".

- On this screen, you will see a drop down list of all available timesheets and their status. The status is where the timesheet is in the payroll process. (Completed =processed for payment; Pending =waiting for approval, Approved = waiting for the payroll process to pull the time, Not started=no hours entered yet).
- Be very **careful** , you may have more than one job and there may be more than one pay period open at a time.

- **NOTE: you can start entering time as soon as it becomes available; however, there is a cut-off time that will freeze your timesheet and will not allow any additional changes, which will be 11:59 on Monday night following the last day of the pay period, which is the previous Saturday. By this time, you must submit it for approval in order to receive your paycheck with this pay cycle.**
- Click on the 'Time Sheet' button at the bottom to access the timesheet and start entering your hours.

Note: if you have transferred from one position to another in the middle of a pay period, you will see both jobs open. You will need to enter time for the corresponding days worked in each job for that pay period.

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### Time Sheet

*To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.*

**Time Sheet**  
**Title and Number:** Payroll Coordinator -- SN9896-00  
**Department and Number:** Business Office -- 73101  
**Time Sheet Period:** Jul 23, 2011 to Aug 05, 2011  
**Submit By Date:** Aug 05, 2011 by 01:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011	Thursday Jul 28, 2011	Friday Jul 29, 2011
Regular Pay	1	80	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Overtime Regular (Straight)	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Overtime (1 1/2)	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:** \_\_\_\_\_  
**Approved By:** \_\_\_\_\_  
**Waiting for Approval From:** \_\_\_\_\_

RELEASE: 8.5.0.3

- This screen shows you your timesheet, the top line is your hours (units) for the current pay period. You will need to click on the 'Enter the Units' link under each day you worked in order to enter your time for that day.

- The students will have an 'student adjustment hours' earnings code and staff have a 'retro-payment' earnings code for missing hours or hours they were not paid at all for on prior payrolls and should have been. Those hours should be entered on one of these earnings.
- Note: Student, temporary employees, and bi-weekly full-time staff have different earnings codes; please note where you are putting your earnings.
- You will be brought to the top of your time sheet to enter the hours worked. The time can be entered as whole numbers (4, 7, 10, etc.) or out to two decimals places (2.25, 4.45, 8.75). Once you have entered the hours, click on **SAVE** and your time will be populated into the column/row combination where you started.
- **Shortcut**: If you work the same number of hours each day, you may choose to copy these hours for the whole pay period. This is done by first entering the hours for one day worked, then clicking on the "Copy" button, after which you your full pay period will be displayed.

http://banweb8.udallas.edu:9040/PPRD/bwpkteis.P\_SelectTimeSheetDriver - Windows Internet Explorer

http://banweb8.udallas.edu:9040/PPRD/bwpkteis.P\_SelectTimeSheetDriver

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## Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

**Time Sheet**

**Title and Number:** Payroll Coordinator -- SN9896-00  
**Department and Number:** Business Office -- 73101  
**Time Sheet Period:** Jul 23, 2011 to Aug 05, 2011  
**Submit By Date:** Aug 05, 2011 by 01:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011	Thursday Jul 28, 2011	Friday Jul 29, 2011
Regular Pay	1	80	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular (Straight)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (1 1/2)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

RELEASE: 8.5.0.3

SDA 2007 - [Main Menu] Inbox - Microsoft Out... http://banweb8.udall... Web Time Entry Scre...

- Check the box beneath each day to copy your hours to that day. Your hours will be copied only to the selected days. If you want to copy to each day of the week, check the box labeled **Copy from date displayed to end of pay period.**
- Once you have entered information for copying time, click on Time Sheet to return to your time sheet view and then click **SAVE**. **If you do not save your time entry and you close your time sheet, your time entered will be lost and you will need to re-enter your hours worked.**
- You may **Exit at anytime**. All time entered and saved will be retained for processing, or for history.

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Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

**Earnings Code:** Vacation, Shift 1  
**Date and Hours to Copy:** Jul 28, 2011, 8 Hours  
**Copy from date displayed to end of the pay period:**   
**Include Saturdays:**   
**Include Sundays:**

Copy by date:

Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011	Thursday Jul 28, 2011	Friday Jul 29, 2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Jul 30, 2011	Sunday Jul 31, 2011	Monday Aug 01, 2011	Tuesday Aug 02, 2011	Wednesday Aug 03, 2011	Thursday Aug 04, 2011	Friday Aug 05, 2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 8.5

Preview Web Page - Windows Internet Explorer

http://banweb8.udallas.edu:9040/PPRD/bwplctm.P\_TimeSheetButtonsDriver

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Be sure to set your printer to landscape before printing the document.

Fanny Martin  
Payroll Coordinator, SN9896-00 Business Office, 73101

**Time Sheet**

Earning Shift Code	Total Hours	Total Units	Saturday, Jul 23, 2011	Sunday, Jul 24, 2011	Monday, Jul 25, 2011	Tuesday, Jul 26, 2011	Wednesday, Jul 27, 2011	Thursday, Jul 28, 2011	Friday, Jul 29, 2011	Saturday, Jul 30, 2011	Sunday, Jul 31, 2011	Monday, Aug 01, 2011	Tuesday, Aug 02, 2011	Wednesday, Aug 03, 2011	Thursday, Aug 04, 2011	Friday, Aug 05, 2011
Regular Pay 1	77		8		8	8	8	8	8	5			8	8	8	8
Vacation 1	8								8							
Overtime (1.1 / 1.2)	4							4								
<b>Total Hours:</b>	89		8		8	8	8	12	16	5			8	8	8	8
<b>Total Units:</b>		0														

RELEASE: 8.5

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- Once all of your work hours have been entered, it is a good idea to **Preview** your time sheet before submission. This allows you to view the earn codes and days associated with the time entered.

http://banweb8.udallas.edu:9040/PPRD/bwpkteci.P\_UpdateCopy - Windows Internet Explorer

http://banweb8.udallas.edu:9040/PPRD/bwpkteci.P\_UpdateCopy

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## Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

**Time Sheet**

**Title and Number:** Payroll Coordinator -- SN9896-00  
**Department and Number:** Business Office -- 73101  
**Time Sheet Period:** Jul 23, 2011 to Aug 05, 2011  
**Submit By Date:** Aug 05, 2011 by 11:59 PM

**Earning:** Vacation  
**Date:** Jul 28, 2011  
**Shift:** 1  
**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011	Thursday Jul 28, 2011	Friday Jul 29, 2011	
Regular Pay	1	80	77		8	Enter Hours		8	8	8	8	5
Vacation	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		8	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular (Straight)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (1 1/2)	1	0	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours		4	Enter Hours	Enter Hours
<b>Total Hours:</b>			89			8	0	8	8	12	16	5
<b>Total Units:</b>				0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

- After you have previewed your time and confirmed that the hours worked are correct, click on **Submit for Approval** - at the bottom of the time sheet page.  
**NOTE:** Once submitted, you cannot change your time sheet. However, if necessary, your approver can make changes, if the timesheet has not been approved.
- The Approver also has the option of adding comments to your timesheets. To view them, just select the timesheet form the list, select any comment that might have been added.

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http://banweb8.udallas.edu:9040/PPRD/bwpkteci.P\_UpdateCopy

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## Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

**Time Sheet**

**Title and Number:** Payroll Coordinator -- SN9896-00  
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**Time Sheet Period:** Jul 23, 2011 to Aug 05, 2011  
**Submit By Date:** Aug 05, 2011 by 11:59 PM

**Earning:** Vacation  
**Date:** Jul 28, 2011  
**Shift:** 1  
**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011	Thursday Jul 28, 2011	Friday Jul 29, 2011	
Regular Pay	1	80	77		8	Enter Hours		8	8	8	8	5
Vacation	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		8	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular (Straight)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (1 1/2)	1	0	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours		4	Enter Hours	Enter Hours
<b>Total Hours:</b>			89			8	0	8	8	12	16	5
<b>Total Units:</b>				0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

- **Position Selection:** This will bring you back to the start of your timesheet where you choose the position and pay period for which you want to enter time
- **Comments:** This button allows you to enter comments for your Approver
- **Note:** if you need to delete any comments, you must highlight the comments and delete them using the space bar, **not the delete key.**
- **Restart:** This **clears** all information that has been entered and/or saved on your time sheet for the position and pay period selected.
  - You can also check the status of the approval at any time by logging back into Self Service, choosing Employee, then Timesheet, and choosing the pay period you wish to see from the drop down list of available timesheets.

http://banweb8.udallas.edu:9040/PPRD/bwpkteis.P\_SelectTimeSheetDriver - Windows Internet Explorer

http://banweb8.udallas.edu:9040/PPRD/bwpkteis.P\_SelectTimeSheetDriver

File Edit View Favorites Tools Help

Search  Go

SITE MAP HELP EXIT

## Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

**Time Sheet**

**Title and Number:** Payroll Coordinator -- SN9896-00  
**Department and Number:** Business Office -- 73101  
**Time Sheet Period:** Jul 23, 2011 to Aug 05, 2011  
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Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011	Thursday Jul 28, 2011	Friday Jul 29, 2011	
Regular Pay	1	80	77		8	Enter Hours		8	8	8	8	5
Vacation	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		8	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular (Straight)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (1 1/2)	1	0	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours		4	Enter Hours	Enter Hours
<b>Total Hours:</b>			89		8	0	8	8	12	16	5	
<b>Total Units:</b>				0	0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

RELEASE: 8.5.0.3

Trusted sites 100%

- When the timesheet is opened it will be for a **bi-weekly pay period**. You will need to input your regular hours worked and/or any exception hours such as Vacation, Sick Pay, Jury Duty, etc. Input any hours associated with paid excused time, leaves, overtime, etc. Find the row that corresponds to the earning code for which you are entering time. Follow the row across to the column to the day worked.
- **Note:** Employees are also responsible to know how much accrued time they have (vacation/sick) available to use. If you input time and you don't have it to use, you will be docked to cover that time. To view your current leave balances at any time, please go to **Accrued Leave Balances**, on the first page of the Banner Web, on the Employees Services Menu.

**Note:**

1. After Preview, you may do one of the following:
  - a. Input for comments for your Approver
  - b. Submit for approval
  - c. Restart your timesheet.
2. To confirm that your timesheet was submitted successfully, review the information at the bottom of your timesheet. BannerWeb updates the **“Submitted for Approval By”** with the date you submitted your timesheet. It also populates the **“Waiting for Approval From”** field with your Approver’s name.
3. Once your Approver has approved your time, the **“Approved By”** field will also be populated with the date when the time sheet has been approved.
4. You may Exit at any time. All time entered and saved will be retained for processing or history.

**Position Selection Button:** This will bring you back to the time sheet page if you need to input time for a second job/position.

**Comment:** This button allows you to enter comments for your Approver to see.

**Submit For Approval:** When you are satisfied that you have entered all time correctly, click on the **Submit button** for Approval

**Note:** Once submitted, you cannot change your timesheet. However, if necessary, your approver can.

**Restart:** This clears all information that has been entered and/or saved on the time sheet you are currently in. Be very careful not to restart your timesheet, unless you really need to start from the beginning.

# Working with Routing Queues in Banner

Each department is responsible for maintaining its own Routing Queue(s) for each Timesheet Organization. The Superuser for each Timesheet Organization is responsible for setting up and maintaining the Routing Queue.

Note: There can only be one (1) Routing Queue per Timesheet Organization (Orgn). If a department has more than one Orgn, a Routing Queue needs to be set up for each Timesheet Orgn (i.e., 22401, 22101, 22208, etc. all within GSM).

The Approver role within the Routing Queue is set up by the position of the Approver. If an Approver leaves his/her position, or the position is changed/modified, the Routing Queue will be invalid, until your Superuser updates it with a new Approver or Approver information.

The Routing Queue will need to be updated prior to timesheet extraction with the information of the employee who will fill the newly vacated position or with information of another employee chosen to be the Approver for the Routing Queue. Timesheets in any other status than "Not Started" will be inaccessible for entry and approval.

These jobs aids contain information about establishing and modify time approval Routing Queues including:

- Establishing a Routing Queue in NTRRQUE
- Establishing Multiple Approvers
- Establishing Acknowledgers
- Changing the Approver in NTRRQUE
- Overriding a Routing Queue
- Tips on Correcting an invalid Routing Queue
- Working with Proxy and Superuser roles

## Establishing the Routing Queue in NTRRQUE

Each Routing Queue requires at least one Approver in an active position who will be approving the department timesheets within the COA and Timesheet Organization (ORG). Approvers must be from non-pooled positions.

### Before you start –

The following information is needed before you begin setting up a Routing Queue:

1. Chart of Accounts (COA)
2. Timesheet Organization(s)
3. Approvers
4. Acknowledgers (optional)

Oracle Developer Forms Runtime - Web: Open > NTRRQUE

File Edit Options Block Item Record Query Tools Help

Routing Queue Rules NTRRQUE 8.3 (PROD)

COA: 1  
 Position:   
 Reports To:   
 Organization: 73101 Business Office  
 Position Type:

**Approval Category**  
 TIME Web Time Entry & Approval

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
1	<input type="checkbox"/>	SE9905 Interim Director of Finan	Mr. Leonard Allen Robert	Approve
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Approver Position Description:  
 Record: 1/1 | <OSC>

1. Open **Routing Queue Rules Form (NTRRQUE)**.
2. Enter **COA** (Chart of Account) Always #1.
3. Enter your **ORGN**.
4. Click the **Next Block** button.
5. Under **Approval Category**, select **Time Entry and Approval**.
6. Type 1 in the **Approver Sequence** field, tab to the **Approver Position** field and type the position number for the approver.  
**NOTE: Never** check the Mandatory Approver box, this will make the form invalid, and stop the payroll process!
7. In **Approver Action** field, Select **Approve**.
8. Click the 'save' button.

## Establishing Multiple Approvers:

Each of the Approvers assigned **HAVE** to approve the timesheet, in the order they are sequenced. If a timesheet is returned for correction, BOTH approvers have to approve the correction again. Therefore, having multiple Approvers is not a practice recommended due to the risk of delaying payment to employees.

If any Approver in the Routing Queue for the timesheet organization is not available during the limited time to approve a timesheet, the timesheet will remain in a PENDING status and the employees in the timesheet ORG will not be paid.

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
1	<input type="checkbox"/>	SE9905 Interim Director of Finan	Mr. Leonard Allen Robert	Approve
2	<input checked="" type="checkbox"/>	SE9994 Executive Administrative	Ms. Catherine L. McCalet	Approve
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Approver Action: Record: 2/2 | ... | <OSC>

The Procedure for setting up multiple Approvers in the Routing Queue is the same for setting up a Single Approver (see the previous page).

## Establishing an Acknowledger

An Acknowledger can only **VIEW** the timesheet and cannot interfere with the approval process or change records submitted by the Originator. No action is required of an Acknowledger for the timesheet to move along a Routing Queue or to be Approved.

Acknowledgers are included whenever an authorized person should be informed of the timesheet details of an employee. An example of this is when an employee works for one person (the Acknowledger) in the department, but his/her Approver is a different person. An example, the Library, GSM, and Facilities - In these cases, the Acknowledger wishes to be informed of the details of the employee's timesheet.

Oracle Developer Forms Runtime - Web: Open > NTRRRQUE

File Edit Options Block Item Record Query Tools Help

Routing Queue Rules: NTRRRQUE 8.3 (PROD)

COA: 1 Organization: 73101 Business Office  
 Position: Position Type:

Reports To:

Approval Category: TIME Web Time Entry & Approval

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
1	<input type="checkbox"/>	SE9905 Interim Director of Finan	Mr. Leonard Allen Robert	Approve
2	<input checked="" type="checkbox"/>	SE9994 Executive Administrative	Ms. Catherine L. McCalet	Approve
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Approver Action:  
Record: 2/2 <OSC>

Departments establish **Acknowledgers** by selecting **"FYI" (instead of "Approve")** option in the Approver Action field in the Routing Queue.

## Changing the Approver in NTRRQUE

Oracle Developer Forms Runtime - Web: Open > NTRRQUE

File Edit Options Block Item Record Query Tools Help

Routing Queue Rules NTRRQUE 8.3 (PROD)

COA: 1 Organization: 73101 Business Office  
 Position: Position Type:

Approval Category  
 TIME Web Time Entry & Approval

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
1	<input type="checkbox"/>	SE9905 Interim Director of Finan	Mr. Leonard Allen Robert	Approve
2	<input checked="" type="checkbox"/>	SE9994 Executive Administrative	Ms. Catherine L. McCalet	Approve
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Approver Action:  
 Record: 2/2 <OSC>

1. Open the Routing Queue Rules Form (**NTRRQUE**)
2. Enter **COA (1)**
3. Enter your **ORGN**
4. Click the **Next Block** button
5. Under **Approval Category**, select **Time Entry and Approval**
6. Click the line showing **Approver Sequence 1**
7. From the **Record Menu**, **Select Remove**. The name and position number of the Approver will be removed.
8. Type 1 in the **Approver Sequence** field, tab to the **Approver Position** field and type the position number for the new Approver
9. Click the **Save** button.



## Setting up and Maintaining Proxies

Proxies serve as backups for Department Originators for each unit. Each Department needs to establish a Proxy/Proxies to perform several key functions.

1. They can submit timesheets when Department Originator/Approver is out sick;
2. If department has a large number of timesheets to approve Proxy can help.

A Proxy and Approver/Organizer are directly tied, if one employee is terminated and security access is terminated, therefore, so is the Proxies access. With this said, it is very important to keep active and up-to-date your Approver/Organizer and Proxies of your Department/Orgn.

Oracle Developer Forms Runtime - Web: Open > NTRPROX

File Edit Options Block Item Record Query Tools Help

Electronic Approval Proxy Rules: NTRPROX 8.2 (PROD)

User ID: CMUNDY

Electronic Approval Other Modules

Proxy

Proxy ID

>> MEG

Ms. Marguerite B. Johnson

Activity Date

27-JUL-2011

Proxy Modules

Modules

TIME Time Entry

FRM-40400: Transaction complete: 2 records applied and saved.

Record: 1/1

### Before you start:

1. **The Electronic Approval Proxy Rules Form (NTRPROX)** is used to establish Proxies for Department Originators.
2. Prior to establishing Proxies, the Proxies' security access must be confirmed.

3. Open **NTRPROX, Electronic Approval Proxy Rules Form**, the users ID of the employee accessing the form displays in the USER ID field, this field **CANNOT** be changed; therefore, the Department Originators must establish their own Proxies.
4. Click **Next Block**
5. Click the **Other Modules** tab to see any current Proxies and to set up a new Proxy
6. Enter **Proxy ID** (I have found this is their email name w/o the udallas.edu after), their full name defaults in the name field
7. Click **Next Block**
8. **Enter TIME** in the Module field
9. **Click Save button, to add the Proxies – list is complete.**

### **About SUPERUSERS**

**Superusers have access that allows them to extract, enter, and approve timesheets.** Their access begins at Midnight on Saturday and ends at 1 PM Thursday, Superusers' functions are:

- Access to make changes to a timesheet after the Noon deadline
- Delete or remove hours entered incorrectly, and then re-extract to enter the corrected hours
- Make changes to the Routing Queue through NTRRQUE

Superusers cannot have Proxies. If the Department Originator extracts before noon Tuesday but does not enter the time, the Superuser will receive a warning message stating they cannot edit the timesheet. (They can still submit without edits.) By Submitting, this will send the timesheet into an error status where the Superuser can "Remove the Record". Once this has been completed, the Superuser can extract, enter time, submit the timesheet for approval and approve the timesheet before 1 PM.

### **Important Reminders**

#### **Wage Timesheets (Web Time Entry)**

Wage Timesheets are considered state records and any falsification is considered fraud and could be grounds for termination. Falsification includes, but is not limited to, the following:

- Misrepresenting hours worked
- Having an employee submit a web timesheet for approval before the hours have been physically worked
- Changing an employee's web timesheet without documenting the change in the comment section and informing the employee

The Web timesheet should be submitted after all the hours are worked for the pay period and before the period deadline. When an employee submits a web timesheet to the approver, they must enter their PIN. The PIN is the electronic signature verifying that all the hours submitted are true and accurate record of their time.

When a supervisor approves a web timesheet, the supervisor is certifying that all information contained is correct and the employee worked the hours shown on the web timesheet.

## Overview

The mission of the Payroll Office is to ensure that all employees of the University are paid timely and accurately while maintaining compliance with Federal, State, and University regulations and policies. To this end, the Payroll Office needs to receive timely, correct, and complete information from the University community. Our hope that this training will give you the tools needed to ensure accurate payment of compensation in addition to also provide a more complete understanding of the Payroll process.

## Introduction

The Banner Payroll/HR offices provides Electronic Approvals of Time Entry to support all staff and students who are required to report time worked and/or exception time taken. The following is a guide on how to use Banner Web, how to complete time entry, and how to approve time.

## Staff

For questions regarding your paycheck, please contact Cathy Mundy at extension 5195 / [cmundy@udallas.edu](mailto:cmundy@udallas.edu), or Fanny Martin at extension 5375 / [fmartin@udallas.edu](mailto:fmartin@udallas.edu)

For questions regarding employment please contact Leah Looten at x 5749 / [llooten@udallas.edu](mailto:llooten@udallas.edu) or benefit issues, please contact Daphne F. Perry at x5255 / [dperry@udallas.edu](mailto:dperry@udallas.edu)

For technical questions on how to use BannerWeb, please contact Vince Gaines at [vgaines@udallas.edu](mailto:vgaines@udallas.edu) or Jeff Conner at [jconner@udallas.edu](mailto:jconner@udallas.edu)

## Students

For questions regarding your paycheck, please contact Fanny Martin in the Payroll office at [fmartin@udallas.edu](mailto:fmartin@udallas.edu)

For questions regarding jobs, please contact either Leah Looten in HR, [llooten@udallas.edu](mailto:llooten@udallas.edu) or Taryn Anderson in Financial Aid, [taryn@udallas.edu](mailto:taryn@udallas.edu)

