



APPROVING TIME SHEETS AND LEAVE REPORTS

Points to remember:

- 1) Bi-weekly employees:
 - a. Non-exempt employees
 - b. Must account for time worked
 - c. Subject to overtime
 - d. Completes time sheets
 - e. Pay (regular and overtime) is dependent on time sheets being approved on time
 - f. Leave balances (accrued and taken) are updated during the payroll process
 - g. The payroll process expects at least 80 hours for the normal full-time employee to be paid their full amount; part-time employees are expected to enter their proportionate amount of hours; Police Officers are different
- 2) Monthly employees:
 - a. Exempt employees
 - b. Only account for time not worked
 - c. Not subject to overtime
 - d. Fill out leave reports
 - e. Leave time is accrued during the payroll process
 - f. Leave time taken is updated when leave report is approved
 - g. Contact the Payroll Department immediately if an exempt employee does not work the full month and does not have enough leave hours to claim to complete the month. Do not wait until time to approve the leave report. Try to be proactive so the employee's pay can be adjusted before payroll is processed (usually around the 25th of the month).
- 3) Payroll calendars and the holiday calendar are published yearly and available on the payroll website.

Log into Banner self-services as normal. Be careful to choose the intended department under “My Choice” and “Pay Period” if you have more than once choice.

The screenshot shows the Banner self-services interface. The browser address bar displays the URL: https://umbansapp5.montevallo.edu:8783/PROD/bwpktais.P_ProcSelectTimeSheetRoll. The page title is "Approver Selection". The navigation menu includes "Personal Information", "Student", "Financial Aid", "Faculty Services", "Employee", and "Finance". The "Employee" tab is active. Below the navigation menu is a search bar with a "Go" button. The main content area is titled "Approver Selection" and contains a "Leave Report" section. The "Leave Report" section has a table with the following data:

Department and Description	My Choice	Leave Period
K, 12551, Athletic Department	<input checked="" type="radio"/>	MN, Jul 01, 2024 to Jul 31, 2024
K, 12559, Softball	<input type="radio"/>	MN, Jul 01, 2024 to Jul 31, 2024
K, 12565, Men's Running	<input type="radio"/>	MN, Jul 01, 2024 to Jul 31, 2024
K, 12568, Sports Medicine	<input type="radio"/>	MN, Jul 01, 2024 to Jul 31, 2024
K, 12578, Women's Lacrosse	<input type="radio"/>	MN, Jul 01, 2024 to Jul 31, 2024

Below the table is a "Sort Order" section with a "My Choice" dropdown menu. The "Sort employees' records by Status then by Name:" option is selected. A "Select" button is located below the sort order options. At the bottom of the page, there is a "RELEASE: 8.21" notice and a copyright notice for 2014.

BW: Bi-weekly employees

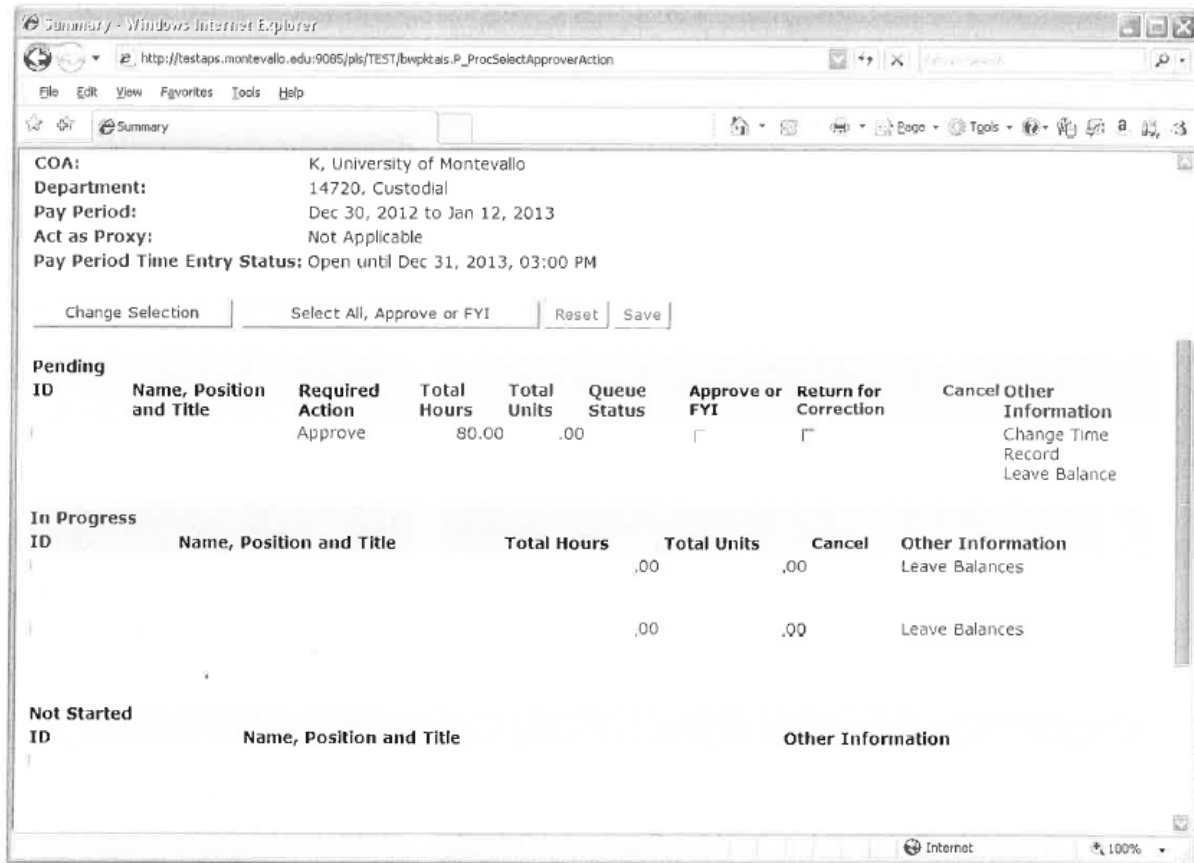
15: student workers and temporary employees

MN: exempt employees; currently still on leave reports

FF: faculty that are paid in 12 months

F9: faculty that are paid in 9 months

As soon as one person in that department has started their time sheet/leave report, you can see the status of all employees. You can look at current records or pull up previous time sheets/leave reports to view an employee's leave balances. Be sure to always look at an employee's time entered and verify that all codes used are correct. If you find an error, return it to the employee for correction and notify the employee. Only "Change Time Record" if the employee is not able to do it.



If an employee's time has an error, there will also be a link in the "Other Information" column. You can click on it and be directed to the error message or click on the employee's name and scroll down to view it.

Pay special attention to error messages:

If it concerns a leave bucket that should not go negative, it could affect their pay (sick, vacation, comp time). These need to be corrected, if necessary. If the employee really did not work and does not have leave time to use, their pay will only reflect the number of hours on the time sheet. Therefore, it could be less than their normal amount.

We have set up earn codes so that we can capture the time. They may be negative when used and then replenish back to zero with the next payroll (bereavement, jury duty, University closing, holidays, on the job injury). These are acceptable and will not negatively affect the employee's pay.

You may set up a proxy to approve time sheets/leave reports for you if you are unable to do so. Click on “Proxy Set Up” and choose the appropriate person. You can also delete someone who is no longer your proxy using the same link.

The screenshot shows a web browser window with the URL https://umbanssapp5.montevallo.edu:8783/PROD/bwptkais.P_SelectTimeSheetRoll. The page header includes the University of Montevallo logo and navigation tabs for Personal Information, Student, Financial Aid, Faculty Services, Employee, and Finance. A search bar is present with a 'Go' button. The main content area is titled 'Time Reporting Selection' and contains a note: "Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser." Below this is a 'Selection Criteria' section with the following options:

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

At the bottom left of the criteria section is a 'Select' button. At the bottom right is a link labeled 'Proxy Set Up'. The footer of the page includes 'RELEASE: 8.21' and '© 2024 Ellucian Company L.P. and its affiliates.'

Setting up a proxy gives them access to see the same employee information that you see. They will be able to see all departments and employees that you have access to, their leave balances, and time sheets/leave reports (past or current). Therefore, be careful with who you set up and for how long. You may choose to only set up your supervisor as proxy. You can also delete a proxy at any time. You can assign a proxy if you know you will be unavailable to approve one month and then delete them after that period of time. Remember, you can access this anywhere that you have internet access. Be sure to delete any proxy you may have set up before you leave UM.

TIPS FOR APPROVING TIME SHEETS AND LEAVE REPORTS

- 1) Set reminders on your calendar for approving time sheets and leave reports (remember, they have different deadlines).
- 2) Have the payroll calendars and holiday calendars available and/or bookmarked on the internet.
- 3) Give your staff a deadline to have their time sheets/leave reports submitted prior to your deadline to approve.
 - a. Ensure that adequate time is given to ask questions, return for correction (if necessary), the employee to make changes, resubmit, review, and approve by the deadline.
 - b. If your internal deadline has passed, you can login and approve time and contact employees that have not started or have not submitted their time sheet/leave report.
- 4) Do not wait until the last minute to approve time sheets/leave reports.
- 5) If you know that you will be out of town and will not have internet access, assign someone as your proxy. You may also wish to remove their proxy access once you return.
- 6) We know that unusual circumstances arise. If you find yourself in a situation that prevents you from approving time sheets/leave reports, contact the Payroll Department immediately. They will work with you to ensure your staff is paid in the most expeditious way. However, please note that this may be the next payroll, depending on when they are contacted and how long it takes to get the proper documentation.
- 7) Protect your personal information! Never give your PIN to anyone. Banner self-services gives access to view and change student, employee, and finance data. If you are an approver, it give access to view information about other employees.
- 8) If you have issues with your PIN, please contact the Payroll Department.