

# Processing Web-Time Entry for Employees

Human Resources

1885 – 2010

**Michigan Tech**

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# Beginning the Process

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# Sign into Banweb (https://www.banweb.mtu.edu/)

The screenshot shows a web browser window with the URL [https://www.banweb.mtu.edu/pls/owa/twbkwbis.P\\_WWWLogin](https://www.banweb.mtu.edu/pls/owa/twbkwbis.P_WWWLogin). The page header includes the Michigan Tech logo and a "Sign In" button. The main content area contains a "Michigan Tech Login" form with the following text:

Michigan Tech Login  
Welcome to Michigan Tech's Login Page

**NOTICE:** Supported Web Browsers

- IE 7/8
- Firefox
- Safari

This system is not available from 2 a.m. until 2:30 a.m. EST daily, for system backup processing.

When you are finished, please Exit and close your browser to protect your privacy.

Please enter your campus username and ISO password (This is the same username and password you use for HuskyMail, Husky Hub, and Blackboard) and click login. If you have forgotten your password, or have other questions regarding this login page, please visit <http://www.login.mtu.edu>.

Username

Password

Login

A red arrow points to the Username field with the text "Enter Michigan Tech ISO Userid and Password".

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Click 'Employee Services'.

The screenshot shows the Michigan Tech BANWEB interface. At the top left is the Michigan Tech logo with the tagline "Create the Future" and a "Browse" button. At the top right are "Sign Out" and "Help" links. Below the header, a search bar contains the text "Find a page...". The main content area features a navigation menu with several items: "Personal Information", "Student Services", "Financial Aid", "Employee Services" (highlighted with a red box), "Guest Access", "Student Bill/Confirm Enrollment", and a partially visible "Stuc Enri Parl Broc Sch Dire Infor" item. Below each menu item is a brief description of the services provided. At the bottom right of the page is a "SITE MAP" link.

Michigan Tech  
Create the Future

Sign Out | Help

Browse

Find a page...

WELCOME, *William J. [Name]*, to  
BANWEB!

Personal Information | Student Services | Financial Aid | **Employee Services** | Guest Access | Student Bill/Confirm Enrollment | Stuc Enri Parl Broc Sch Dire Infor

Address information, Safety First Alert, emergency contacts, marital status, and survey

Student Information

View Awards, Status and Other Financial Aid Information.

Employee Information

Guest access to student information.

Michigan Tech Bill.

SITE MAP

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Click 'Time Sheet'.

The screenshot shows a web browser window displaying the Michigan Tech BANWEB Employee Information page. The page title is "Employee - Mozilla Firefox" and the URL is "https://www.banweb.mtu.edu/pls/owa/twbkwbis.P\_GenMenu?name=pmenu.P\_MainMnu". The page features the Michigan Tech logo and a navigation bar with "Sign Out" and "Help" links. Below the navigation bar, there is a search bar and a "Welcome, Department Manager, to BANWEB!" message. The main content area is titled "Home > Employee Information" and contains a grid of links. The "Time Sheet" link, which includes a sub-link "Web Time Entry", is highlighted with a red box. Other links in the grid include "Compensation Statement", "Benefits and Deductions", "Pay Information", "Tax Forms", "Leave Balances", "Most Recent Paystub", "Campus Directory", "Non-Payroll Direct Deposits History", "Non-Payroll Direct Deposit Destination", and "Cost Share". A "SITE MAP" link is located at the bottom right of the page.

<b>Time Sheet</b> Web Time Entry	<b>Compensation Statement</b> Comprehensive Overview of Salary and Benefit Costs to the employee and Michigan Tech	<b>Benefits and Deductions</b> Retirement, health, flexible spending, miscellaneous deductions, and compensation statement	<b>Pay Information</b> Direct deposit allocation, earnings and deductions history, and pay stubs
<b>Tax Forms</b> Federal W4 and W2 information	<b>Leave Balances</b> Vacation, Sick, Personal, and Annual Leave	<b>Most Recent Paystub</b> Your most recent Michigan Tech paystub	<b>Campus Directory</b> Employee Directory
<b>Non-Payroll Direct Deposits History</b> View Direct Deposits (non-Payroll)	<b>Non-Payroll Direct Deposit Destination</b> View/Modify Direct Deposit Repository (non-Payroll)	<b>Cost Share</b> Sponsored Programs Cost Share / Matching Support Authorization Form	

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Select the correct Pay Period and click 'Time Sheet'.

The screenshot shows the Michigan Tech Employee Services portal. At the top left is the Michigan Tech logo with the tagline "Create the Future". To the right are "Sign Out" and "Help" links. Below the logo is a "Browse" button. The main navigation bar includes "Personal Information", "Employee Services", and "Other Payments". A search bar on the right says "Find a page...". The page title is "Time Sheet Selection". Below the title is a breadcrumb trail: "Home > Select Time Sheet". A message box says: "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." Below this is a table with three columns: "Title and Department", "My Choice", and "Pay Period and Status". The "My Choice" column has a green circle icon. The "Pay Period and Status" column has a dropdown menu showing "Feb 19, 2012 to Mar 03, 2012 In Progress". A "Time Sheet" button is highlighted with a red box. In the bottom right corner, there is a "SITE MAP" link.

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# Entering Time for an Exempt Employee

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Click 'Enter Hours' for the day that are you reporting.

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.  
\*\* Account Distribution adjusted on this day.

**Time Sheet**

**Title and Number:** [blurred]  
**Department and Number:** [blurred]  
**Time Sheet Period:** Feb 19, 2012 to Mar 03, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 19, 2012	Monday Feb 20, 2012	Tuesday Feb 21, 2012	Wednesday Feb 22, 2012	Thursday Feb 23, 2012	Friday Feb 24, 2012	Saturday Feb 25, 2012
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Vaca Leav for 9/10 mon	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Award Day	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Business Leave	1	0	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	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Week2

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

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Create the Future

Time Sheet

**Title and Number:** [Blank]  
**Department and Number:** [Blank]  
**Time Sheet Period:** Feb 19, 2012 to Mar 03, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM

**Earning:** Personal Time  
**Date:** Feb 22, 2012  
**Shift:** [Blank]  
**Hours:** [Blank]

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 19, 2012	Monday Feb 20, 2012	Tuesday Feb 21, 2012	Wednesday Feb 22, 2012	Thursday Feb 23, 2012	Friday Feb 24, 2012	Saturday Feb 25, 2012
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Vaca Leave for W-10 mon	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Award Day	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	8	8	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Business Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			16	16	0	0	8	8	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Weeks

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

SITE MAP

In the 'Hours' entry box, enter the hours for that day and select 'Save'. Repeat until finished and access Week 2.

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# Click the 'Preview' button.

The screenshot shows a web browser window with the URL [https://www.banbuck.mtu.edu/pls/owa/bwipkitem.P\\_UpdateTimeSheet](https://www.banbuck.mtu.edu/pls/owa/bwipkitem.P_UpdateTimeSheet). The page title is "Time and Leave Reporting". The Michigan Tech logo is visible at the top left. The main content area is titled "Time Sheet" and contains the following information:

**Title and Number:** [Blank]  
**Department and Number:** [Blank]  
**Time Sheet Period:** Feb 19, 2012 to Mar 03, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM  
**Earning:** [Blank]  
**Date:** Feb 22, 2012  
**Shift:** 1  
**Hours:** 8

Buttons: Save, Copy, Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 19, 2012	Monday Feb 20, 2012	Tuesday Feb 21, 2012	Wednesday Feb 22, 2012	Thursday Feb 23, 2012	Friday Feb 24, 2012	Saturday Feb 25, 2012
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Vaca Leav for 9/10 mon	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Award Day	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Business Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			16	0	0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, **Preview**, Submit for Approval, Restart, Week2

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

SITE MAP

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Select 'Back' once you have checked your hours.

Michigan Tech  
Create the Future

Sign Out | Help

Browse

Personal Information | Student Services | Financial Aid | **Employee Services** | Guest Access | Student Bill/Confirm Enrollment | Other Payments | Find a page...

### Summary of Reported Time

Home > Display Time Sheet Preview

Set your printer layout to Landscape before printing.

Human Resources, 26500

#### Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday, Apr 15, 2012	Monday, Apr 16, 2012	Tuesday, Apr 17, 2012	Wednesday, Apr 18, 2012	Thursday, Apr 19, 2012	Friday, Apr 20, 2012	Saturday, Apr 21, 2012	Sunday, Apr 22, 2012	Monday, Apr 23, 2012	Tuesday, Apr 24, 2012	Wednesday, Apr 25, 2012	Thursday, Apr 26, 2012	Friday, Apr 27, 2012	Saturday, Apr 28, 2012
Regular Rate	1	16				8	8										
<b>Total Hours:</b>		16				8	8										
<b>Total Units:</b>			0														

#### Comments

Date	Made by	Comments
Apr 20, 2012 10:51 am	You	Time Sheet Returned

**Back**

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When finished, select 'Submit for Approval'.

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Create the Future

Time Sheet

**Title and Number:** [Blank]  
**Department and Number:** [Blank]  
**Time Sheet Period:** Feb 19, 2012 to Mar 03, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM

**Earning:** [Blank]      **Personal Time:** [Blank]  
**Date:** Feb 22, 2012  
**Shift:** 1  
**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 19, 2012	Monday Feb 20, 2012	Tuesday Feb 21, 2012	Wednesday Feb 22, 2012	Thursday Feb 23, 2012	Friday Feb 24, 2012	Saturday Feb 25, 2012
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Vaca Leave for 9/10 mon	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Award Day	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Business Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			10		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 Week2

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

SITe MAP

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Your time sheet has been submitted, verify this by looking for the verification message.

The screenshot shows a web browser window with the URL [https://www.banback.mtu.edu/pls/owa/bwipitdm.P\\_TimeSheetButtonsDriver](https://www.banback.mtu.edu/pls/owa/bwipitdm.P_TimeSheetButtonsDriver). The page title is "Time and Leave Reporting" and the breadcrumb trail is "Home > Time Sheet". A red box highlights a message: "Your time sheet was submitted successfully." Below this, the "Time Sheet" section displays the following information:

**Title and Number:** [blurred]  
**Department and Number:** [blurred]  
**Time Sheet Period:** Feb 19, 2012 to Mar 03, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 19, 2012	Monday Feb 20, 2012	Tuesday Feb 21, 2012	Wednesday Feb 22, 2012	Thursday Feb 23, 2012	Friday Feb 24, 2012	Saturday Feb 25, 2012
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Vaca Leav for 9/10 mon	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Award Day	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Business Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			10	0	0	0	0	8	8	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Week2, Return Time

**Submitted for Approval By:** You on Apr 03, 2012  
**Approved By:**  
**Waiting for Approval From:**

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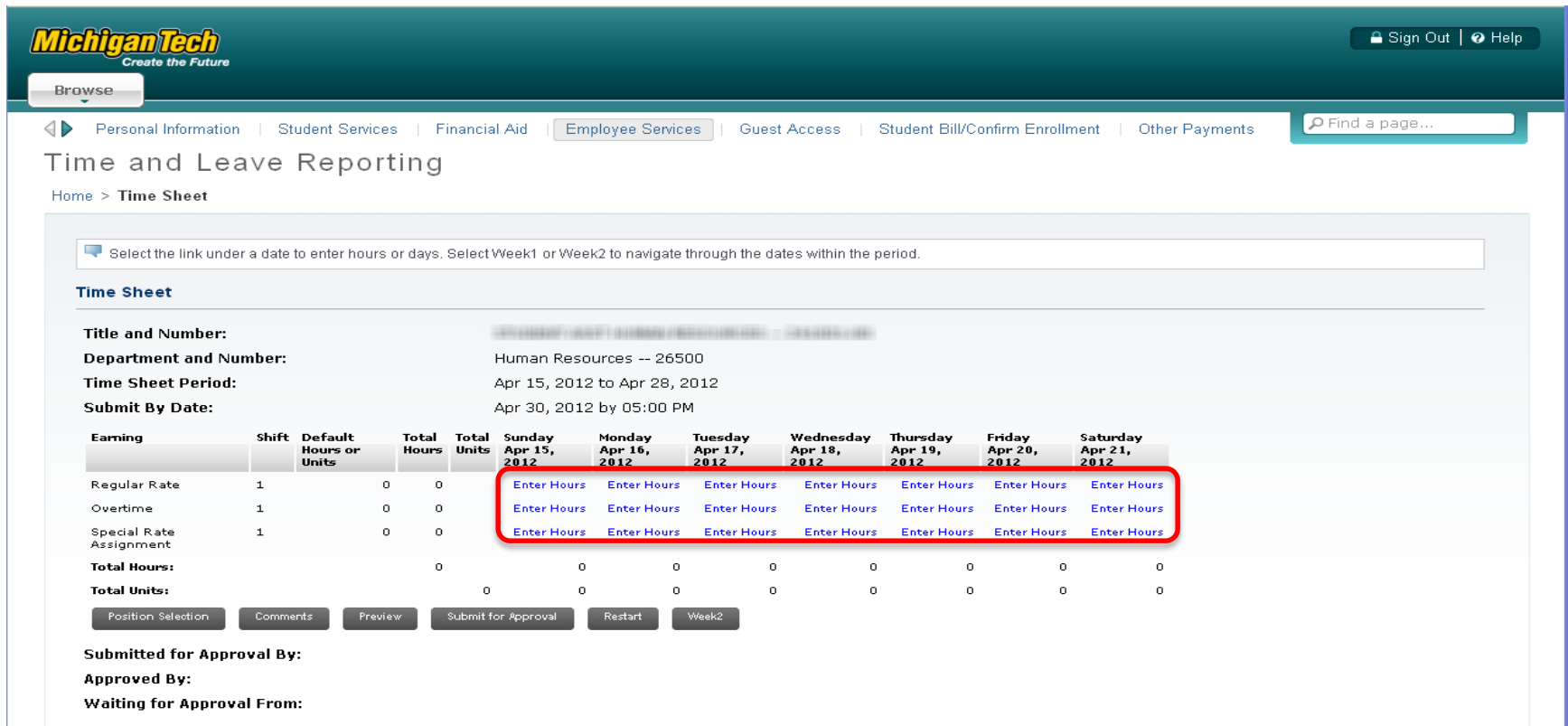
# Entering Time for a Non-Exempt (Hourly) Employee

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For each day worked and for hours including sick and vacation, click 'Enter Hours' for that particular day.



The screenshot shows the Michigan Tech website's 'Time and Leave Reporting' section. At the top, there is a navigation bar with 'Michigan Tech Create the Future' logo and links for 'Sign Out' and 'Help'. Below this is a breadcrumb trail: 'Home > Time Sheet'. A search bar is also present. The main content area is titled 'Time and Leave Reporting' and includes a sub-header 'Time Sheet'. A message box instructs users to 'Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.' Below this, the 'Time Sheet' details are shown: 'Title and Number:' (blurred), 'Department and Number: Human Resources -- 26500', 'Time Sheet Period: Apr 15, 2012 to Apr 28, 2012', and 'Submit By Date: Apr 30, 2012 by 05:00 PM'. A table follows with columns for 'Earning', 'Shift', 'Default Hours or Units', 'Total Hours', 'Total Units', and dates from Sunday, Apr 15, 2012 to Saturday, Apr 21, 2012. The 'Enter Hours' links for each date are highlighted with a red box. Below the table are buttons for 'Position Selection', 'Comments', 'Preview', 'Submit for Approval', 'Restart', and 'Week2'. At the bottom, there are fields for 'Submitted for Approval By:', 'Approved By:', and 'Waiting for Approval From:'.

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.

**Time Sheet**

**Title and Number:** [REDACTED]

**Department and Number:** Human Resources -- 26500

**Time Sheet Period:** Apr 15, 2012 to Apr 28, 2012

**Submit By Date:** Apr 30, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 15, 2012	Monday Apr 16, 2012	Tuesday Apr 17, 2012	Wednesday Apr 18, 2012	Thursday Apr 19, 2012	Friday Apr 20, 2012	Saturday Apr 21, 2012
Regular Rate	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	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>
Special Rate Assignment	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

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Week2](#)

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

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Browse

Find a page...

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.

**Time Sheet**

**Title and Number:** STUDENT ASST HUMAN RESOURCES -- Z41001-00  
**Department and Number:** Human Resources -- 26500  
**Time Sheet Period:** Apr 15, 2012 to Apr 28, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM

**Earning:** Regular Rate  
**Date:** Apr 18, 2012  
**Shift:** 1  
**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 15, 2012	Monday Apr 16, 2012	Tuesday Apr 17, 2012	Wednesday Apr 18, 2012	Thursday Apr 19, 2012	Friday Apr 20, 2012	Saturday Apr 21, 2012
Regular Rate	1	0	16		Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Rate Assignment	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			16		0	0	8	8	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Week2

Submitted for Approval By:

Approved By:

Waiting for Approval From:

In the 'Hours' entry box, enter the hours for that day and select 'Save.'. Repeat until finished and access Week 2.

# Enter hours for Week 2 if needed and click on the 'Preview' button.

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Sign Out | Help

Browse

Personal Information | Student Services | Financial Aid | **Employee Services** | Guest Access | Student Bill/Confirm Enrollment | Other Payments

Find a page...

## Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.

### Time Sheet

**Title and Number:** STUDENT ASST HUMAN RESOURCES -- Z41001-00  
**Department and Number:** Human Resources -- 26500  
**Time Sheet Period:** Apr 15, 2012 to Apr 28, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 22, 2012	Monday Apr 23, 2012	Tuesday Apr 24, 2012	Wednesday Apr 25, 2012	Thursday Apr 26, 2012	Friday Apr 27, 2012	Saturday Apr 28, 2012
Regular Rate	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	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>
Special Rate Assignment	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

Position Selection | Comments | **Preview** | Submit for Approval | Restart | Week1

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

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Select 'Back' once you have checked your hours.

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Sign Out | Help

Browse

Personal Information | Student Services | Financial Aid | **Employee Services** | Guest Access | Student Bill/Confirm Enrollment | Other Payments

Find a page...

### Summary of Reported Time

Home > Display Time Sheet Preview

Set your printer layout to Landscape before printing.

Human Resources, 26500

#### Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday, Apr 15, 2012	Monday, Apr 16, 2012	Tuesday, Apr 17, 2012	Wednesday, Apr 18, 2012	Thursday, Apr 19, 2012	Friday, Apr 20, 2012	Saturday, Apr 21, 2012	Sunday, Apr 22, 2012	Monday, Apr 23, 2012	Tuesday, Apr 24, 2012	Wednesday, Apr 25, 2012	Thursday, Apr 26, 2012	Friday, Apr 27, 2012	Saturday, Apr 28, 2012
Regular Rate	1	16				8	8										
<b>Total Hours:</b>		16				8	8										
<b>Total Units:</b>			0														

#### Comments

Date	Made by	Comments
Apr 20, 2012 10:51 am	You	Time Sheet Returned

**Back**

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# When finished, select 'Submit for Approval'.

**Michigan Tech**  
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Sign Out | Help

Browse

## Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.

### Time Sheet

**Title and Number:** STUDENT ASST HUMAN RESOURCES -- Z41001-00  
**Department and Number:** Human Resources -- 26500  
**Time Sheet Period:** Apr 15, 2012 to Apr 28, 2012  
**Submit By Date:** Apr 30, 2012 by 05:00 PM

**Earning:** Regular Rate  
**Date:** Apr 22, 2012  
**Shift:** 1  
**Hours:**

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 22, 2012	Monday Apr 23, 2012	Tuesday Apr 24, 2012	Wednesday Apr 25, 2012	Thursday Apr 26, 2012	Friday Apr 27, 2012	Saturday Apr 28, 2012
Regular Rate	1	0	16		<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	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>
Special Rate Assignment	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>			16		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 Week1

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

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Your time sheet has been submitted, verify this by looking for the verification message.

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Sign Out | Help

Browse

Personal Information | Student Services | Financial Aid | **Employee Services** | Guest Access | Student Bill/Confirm Enrollment | Other Payments

Find a page...

### Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.

**⚠ Your time sheet was submitted successfully.**

#### Time Sheet

**Title and Number:** [REDACTED]

**Department and Number:** Human Resources -- 26500

**Time Sheet Period:** Apr 15, 2012 to Apr 28, 2012

**Submit By Date:** Apr 30, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 15, 2012	Monday Apr 16, 2012	Tuesday Apr 17, 2012	Wednesday Apr 18, 2012	Thursday Apr 19, 2012	Friday Apr 20, 2012	Saturday Apr 21, 2012
Regular Rate	1	0	16		Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Rate Assignment	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			16		0	0	8	8	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | **Week2** | Return Time

**Submitted for Approval By:** You on Apr 23, 2012

**Approved By:**

**Waiting for Approval From:** [REDACTED]

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# Approving Time for an Active Employee

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Click on the 'Employee Services' box.

The screenshot shows the Michigan Tech BANWEB interface. At the top left is the Michigan Tech logo with the tagline "Create the Future". To the right are "Sign Out" and "Help" links. Below the logo is a "Browse" dropdown menu. The main header area contains a search bar with the text "Find a page..." and a welcome message: "Welcome, William J. [Name], to BANWEB!". Below the header is a horizontal navigation bar with several menu items: "Personal Information", "Student Services", "Financial Aid", "Employee Services", "Guest Access", "Student Bill/Confirm Enrollment", and "Stu Enrr Parl Brox Sch Dire Infor". The "Employee Services" item is highlighted with a red rectangular box. Below each menu item is a brief description of the services provided. At the bottom right of the navigation bar is a "SITE MAP" link.

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Create the Future

Sign Out | Help

Browse

Find a page...

WELCOME, **William J. [Name]**, to  
**BANWEB!**

Personal Information | Student Services | Financial Aid | **Employee Services** | Guest Access | Student Bill/Confirm Enrollment | Stu Enrr Parl Brox Sch Dire Infor

Address information, Safety First Alert, emergency contacts, marital status, and survey

Student Information

View Awards, Status and Other Financial Aid Information.

Employee Information

Guest access to student information.

Michigan Tech Bill.

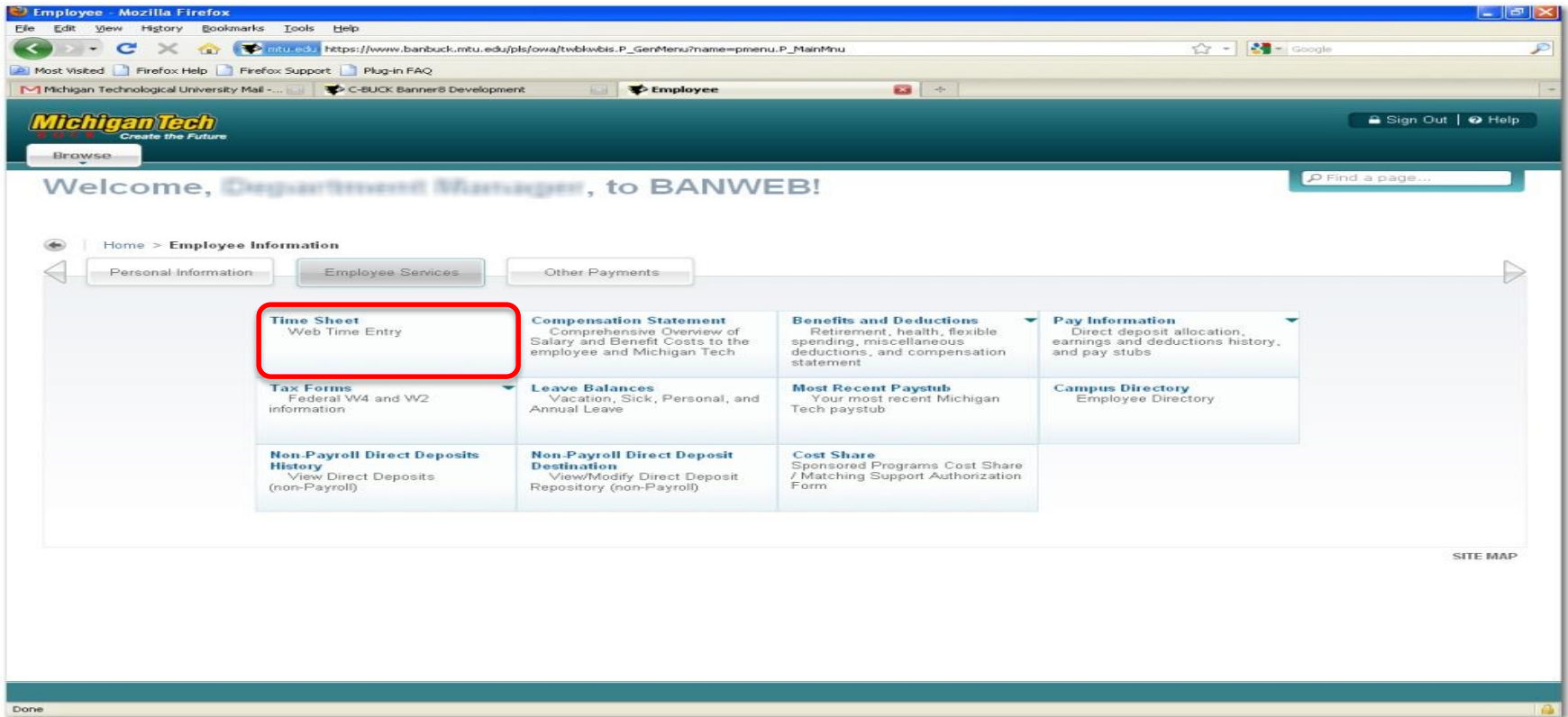
SITE MAP

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Click on 'Time Sheet.'



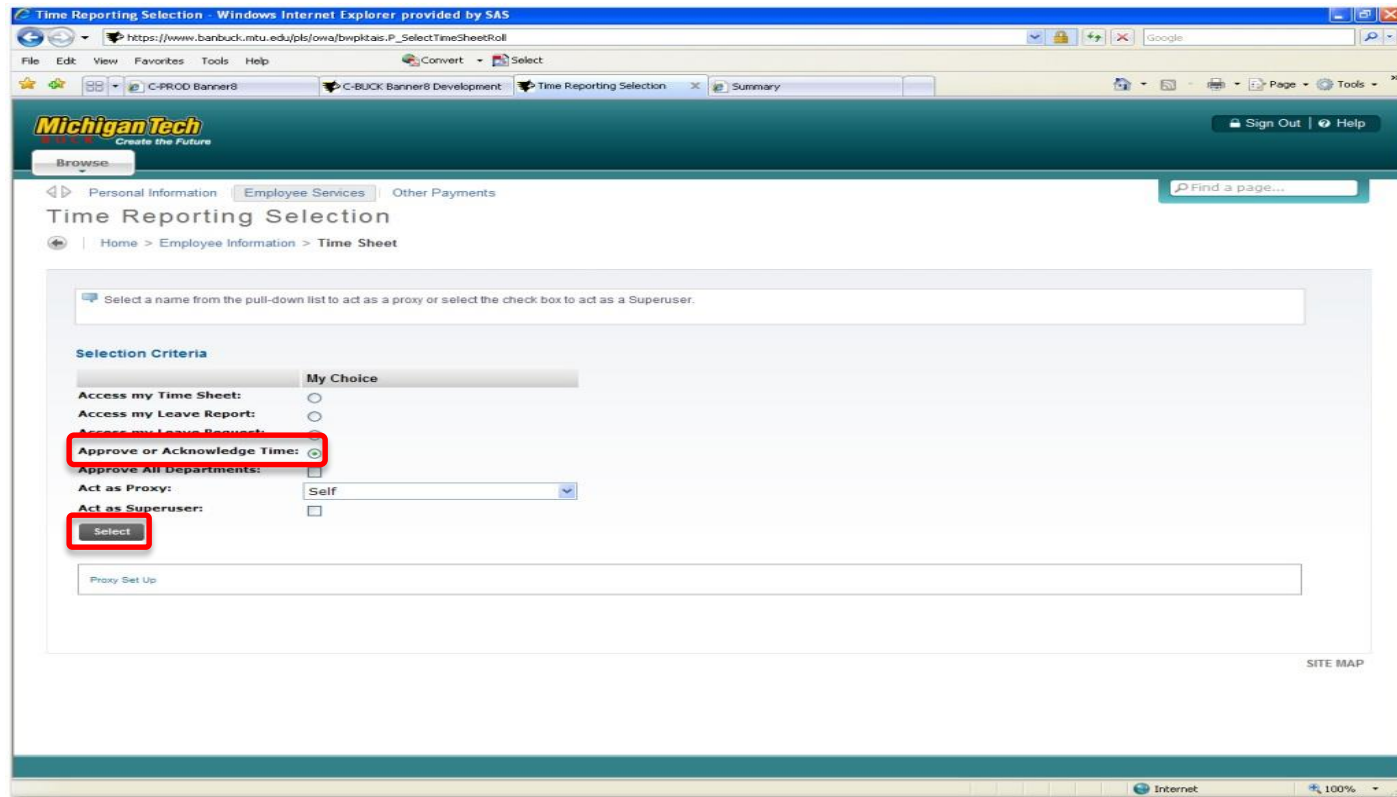
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Place a mark next to 'Approve or Acknowledge Time'  
and click 'Select.'

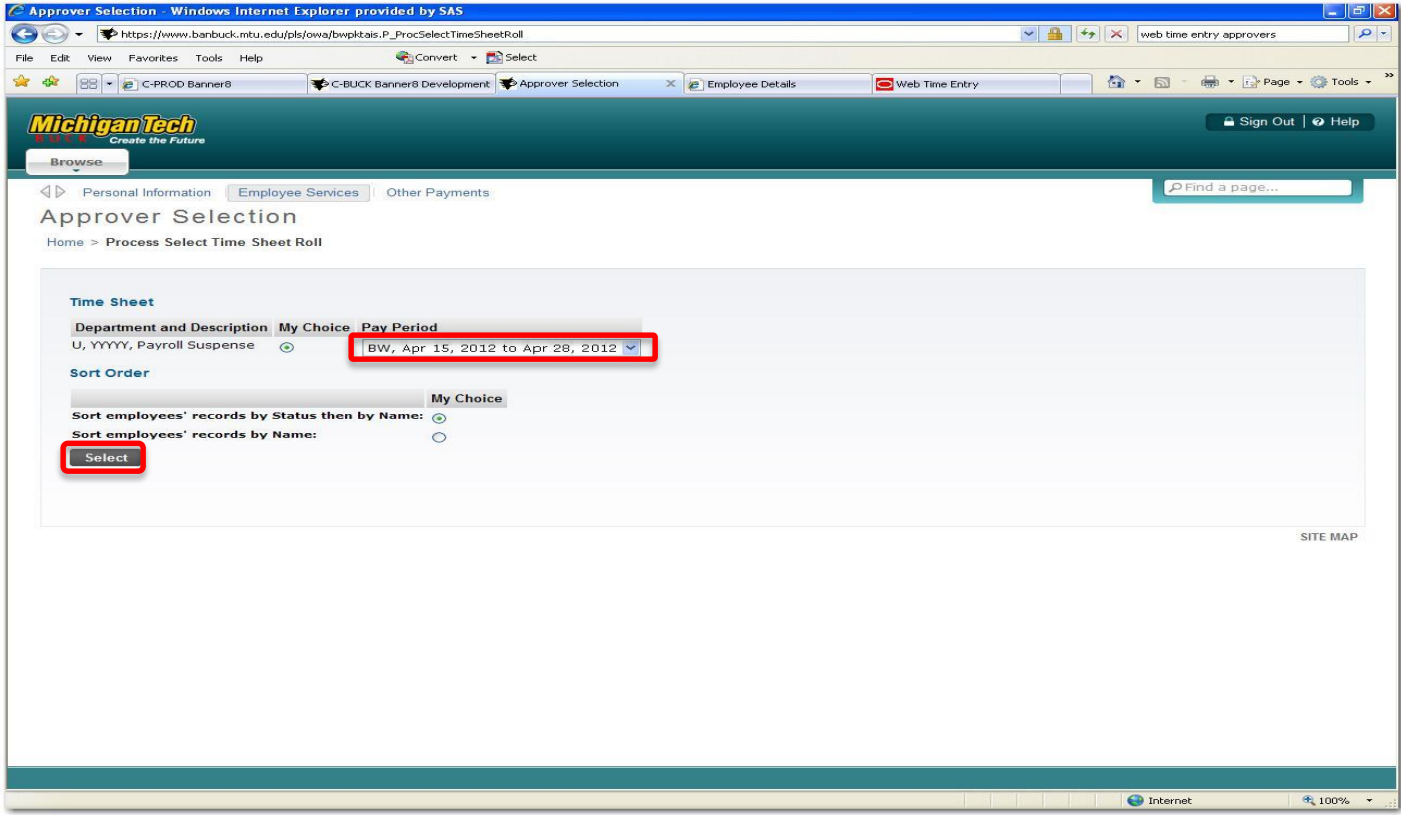


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Choose the correct Pay Period and click 'Select'.



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Click on the employee's name that is requesting Time Sheet approval.

The screenshot shows a web browser window displaying a 'Department Summary' page. The page has a navigation bar with 'Personal Information', 'Employee Services', and 'Other Payments'. Below the navigation bar, there is a search box and a 'Find a page...' button. The main content area is titled 'Department Summary' and includes a breadcrumb trail: 'Home > Approver/Superuser Summary Web Page'. A message box says 'Select the employee's name to access additional details.' Below this, there are several key-value pairs: 'COA: U, MTU Chart of Accounts', 'Department: U, MTU Chart of Accounts', 'Pay Period: Apr 15, 2012 to Apr 28, 2012', 'Act as Proxy: Not Applicable', and 'Pay Period Time Entry Status: Open until Apr 30, 2012, 05:00 PM'. A 'Change Selection' button is present. The 'In Progress' section contains a table with columns: 'ID', 'Name, Position and Title', 'Total Hours', 'Total Units', 'Cancel', and 'Other Information'. The first row in this table has 'M-123456789' in the ID column, 'C. BUCK' in the Name, Position and Title column (highlighted with a red box), '16.00' in Total Hours, and '.00' in Total Units. The 'Other Information' column for this row contains links for 'Comments' and 'Leave Balance'. Below the 'In Progress' section is the 'Not Started' section, which also has a table with columns: 'ID', 'Name, Position and Title', and 'Other Information'. It lists several roles: 'Web Time Student', 'Student Hourly', 'Web Time Student', 'Student Grader', 'Web Time Student', and 'Student Lab'. At the bottom, there is a 'Pay Event Transactions' section with a note: 'Action required by all approvers...'. The browser window title is 'Summary - Windows Internet Explorer provided by SAS' and the address bar shows 'https://www.banbuck.mtu.edu/pls/owa/bwvptais.P\_ProcSelectApproverAction'.

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Place a checkmark in the Approve or FYI section and click 'Save'.

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Personal Information | Employee Services | Other Payments

### Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

COA: U, MTU Chart of Accounts  
Department:   
Pay Period: Apr 15, 2012 to Apr 28, 2012  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until Apr 30, 2012, 05:00 PM

Change Selection | Select All, Approve or FYI | Reset | **Save**

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
M59976187		Approve	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
M	Web Time Student	
M	Student Hourly Web Time Student	
M	Student Grader Web Time Student	
M	Student Lab	

Pay Event Transactions

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Look for the verification message that says 'Approved/Acknowledged' and that the Quest Status says 'Approved'.

The screenshot shows a web browser window with the URL [https://www.banbuck.mtu.edu/pls/owa/bwpktais.P\\_UpdateTransactionStatus](https://www.banbuck.mtu.edu/pls/owa/bwpktais.P_UpdateTransactionStatus). The page title is "Department Summary" and it is part of the "Approver/Superuser Summary Web Page". A message at the top states "1 record(s) have been Approved/Acknowledged." Below this, a table lists employee records. The first record in the "Approved" section has a "Queue Status" of "Approved".

Select the employee's name to access additional details.

1 record(s) have been Approved/Acknowledged.

COA: U, MTU Chart of Accounts  
Department: [View Department Summary](#)  
Pay Period: Apr 15, 2012 to Apr 28, 2012  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until Apr 30, 2012, 05:00 PM

Change Selection

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
M:00000000	<a href="#">View Employee Details</a>		16.00	.00	Approved				<a href="#">Comments</a> <a href="#">Leave Balance</a>

Not Started		
ID	Name, Position and Title	Other Information
M:00000000	Web Time Student	
M:00000000	Student Hourly	
M:00000000	Web Time Student	
M:00000000	Student Grader	
M:00000000	Web Time Student	
M:00000000	Student Lab	

Pay Event Transactions

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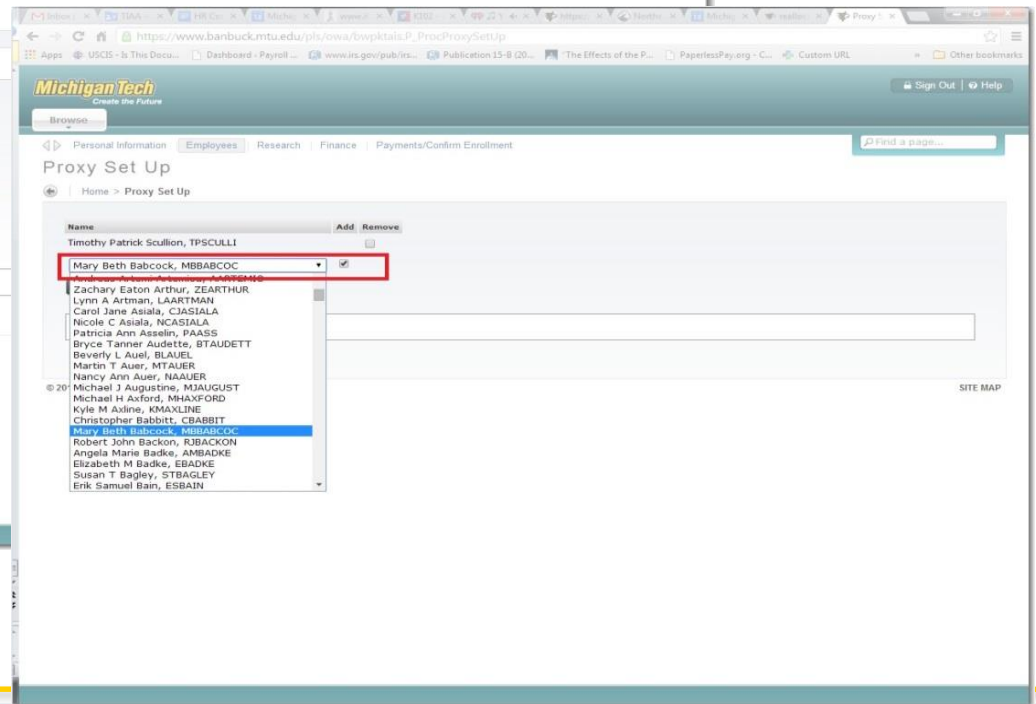
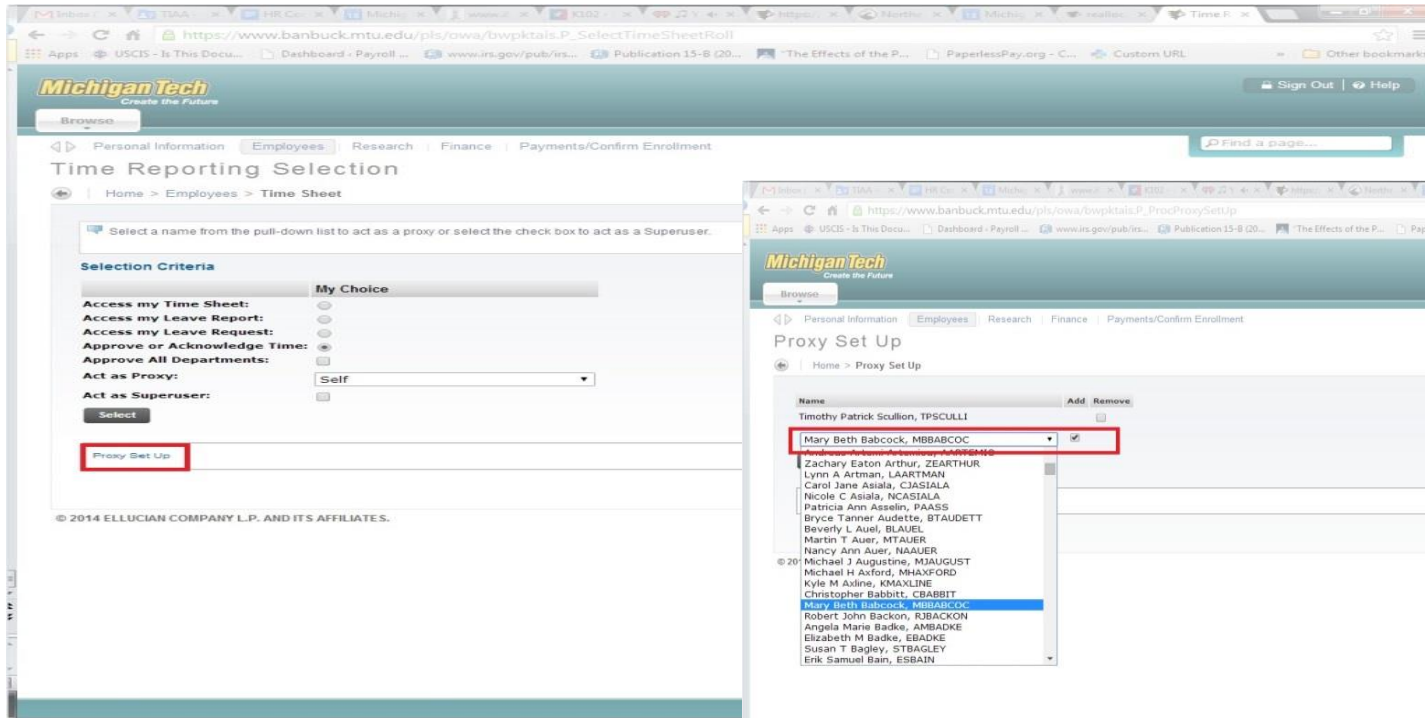
# Proxy Set Up

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Click on Proxy Set Up. Place a check in the 'add' box and select from the employee list.

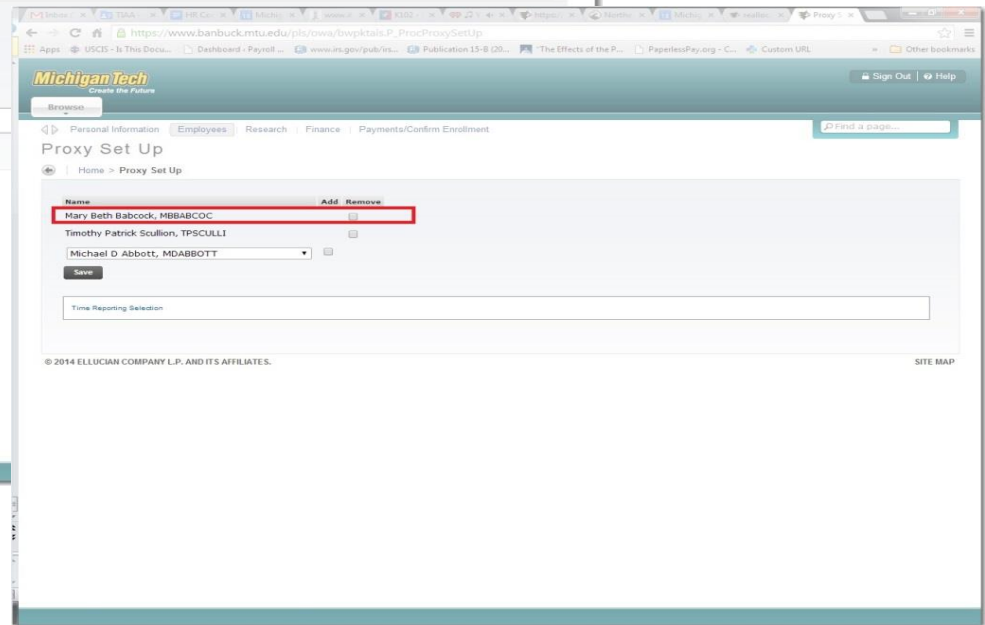
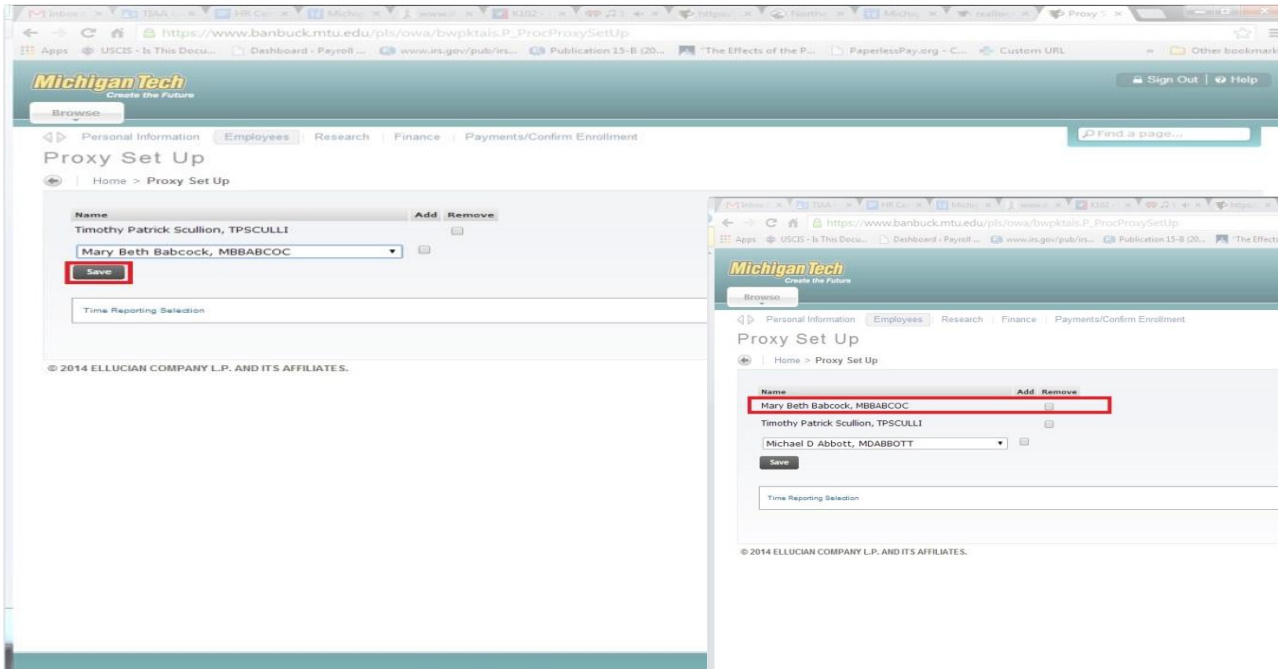


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Confirm select and click “Save”.



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- Questions

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# Index Overrides

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.  
\*\* Account Distribution adjusted on this day.

**Time Sheet**

**Title and Number:** Grader MEEM 2110 -- ZU0017-00  
**Department and Number:** Mechanical Engr-Engr Mechanics -- 22600  
**Time Sheet Period:** Jul 20, 2014 to Aug 02, 2014  
**Submit By Date:** Dec 31, 2014 by 05:00 PM

Earnings: Regular Rate  
Dates: Jul 21, 2014  
Shift: 1  
Hours: 0

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 20, 2014	Monday Jul 21, 2014	Tuesday Jul 22, 2014	Wednesday Jul 23, 2014	Thursday Jul 24, 2014	Friday Jul 25, 2014	Saturday Jul 26, 2014
Regular Rate	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Rate Assignment	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Rate Assignment	1	0	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	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0	0

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# Index Overrides

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Account Distribution

Home > Account Distribution

**Current Account Distribution**

Type of Pay: Regular Rate, Shift 1  
Day and Date: Monday, Jul 21, 2014

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
A11069	G00000	22601	P641	02				

Select Update or a number under Hours or Units to change the account distribution.

**Update Account Distribution**

Total Hours Available, Regular Rate: 8

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Hours
									Update
									Total: 0

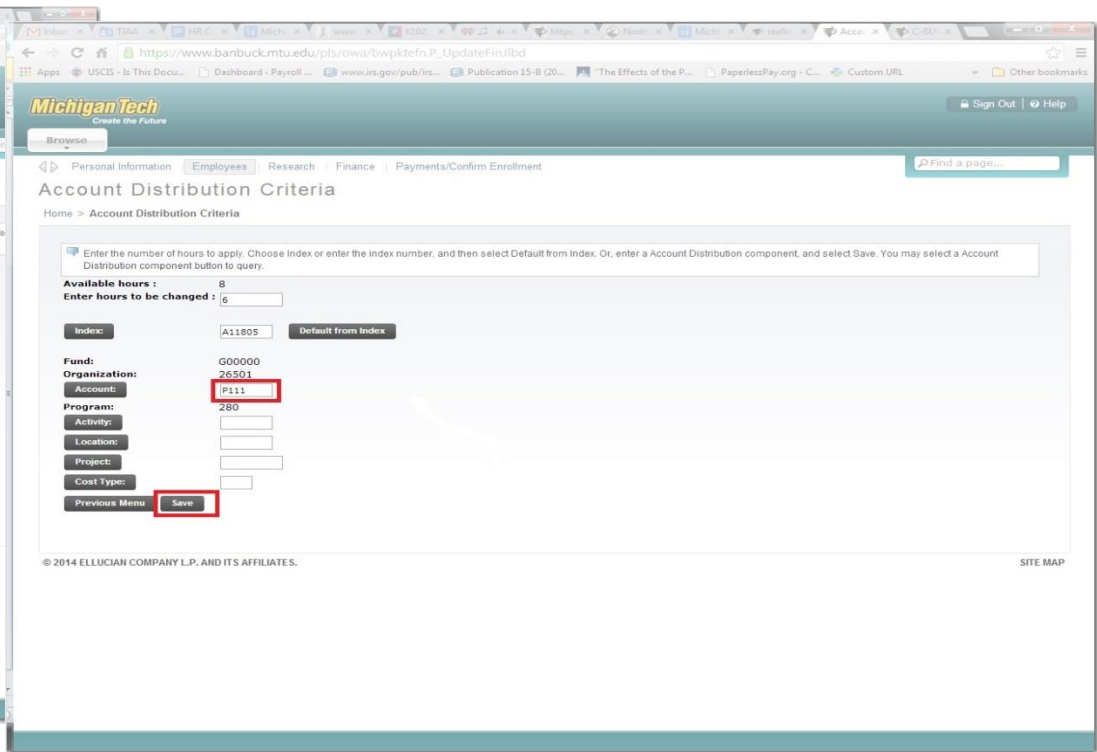
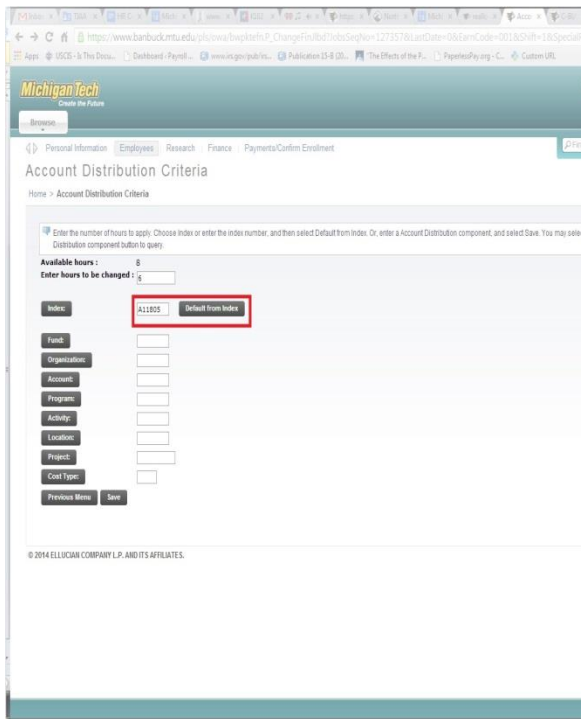
Copy Time Sheet Previous Menu

© 2014 ELLUCIAN COMPANY L.P. AND ITS AFFILIATES. SITE MAP

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Personal Information Employees Research Finance Payments/Confirm Enrollment

### Account Distribution

Home > Account Distribution

Current Account Distribution

Type of Pay: Regular Rate, Shift 1  
Day and Date: Monday, Aug 18, 2014

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
A11805	S00000	26501	F111	280				

Select Update or a number under Hours or Units to change the account distribution.

Update Account Distribution

Total Hours Available, Regular Rate: 0

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Hours
A11805	S00000	26501	F111	280					0
									Total: 0

Copy Time Sheet Previous Menu Next Day

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Personal Information Employees Research Finance Payments/Confirm Enrollment

### Time and Leave Reporting

Home > Time and Leave Reporting

Select the link under a date to enter hours or days. Select Week1 or Week2 to navigate through the dates within the period.

Your time sheet was submitted successfully.  
\*\* Account Distribution adjusted on this day.

Time Sheet

Title and Number: Manager of Payroll Services -- P41004-00  
Department and Number: Human Resources -- 26500  
Time Sheet Period: Aug 17, 2014 to Aug 30, 2014  
Submit By Date: Sep 01, 2014 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 17, 2014	Monday Aug 18, 2014	Tuesday Aug 19, 2014	Wednesday Aug 20, 2014	Thursday Aug 21, 2014	Friday Aug 22, 2014	Saturday Aug 23, 2014
Regular Rate	1	80	80		Enter Hours	8	8	8	8	8	Enter Hours
Vacation Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave for 9/10 Mnth	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Award Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Maternity Leave with Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave (Unpaid)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Duty Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Rescue/Fire/Red Cross Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Snow/Emergency Closure	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Business Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	8	8	8	8	8	0
Total Units:			0		0	0	0	0	0	0	0

Position Selection Comments Preview Week2 Return Time

Submitted for Approval By: You on Aug 18, 2014  
Approved By:  
Waiting for Approval From: Renee Hiller

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