

2016



Michigan Tech
Human Resources

WEB TIME ENTRY (Banweb) GUIDELINES

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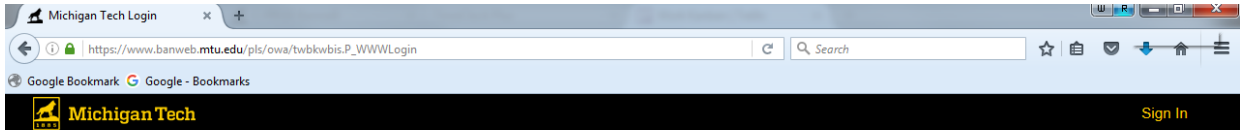
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Logging in – Employee

Web Time Entry is processed through Banweb, using your Michigan Tech ISO Username and Password.

1. Sign in to Banweb: <https://www.banweb.mtu.edu/> (Recommended browser: Mozilla Firefox)



Michigan Tech Login

Welcome to Michigan Tech's Login Page

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

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

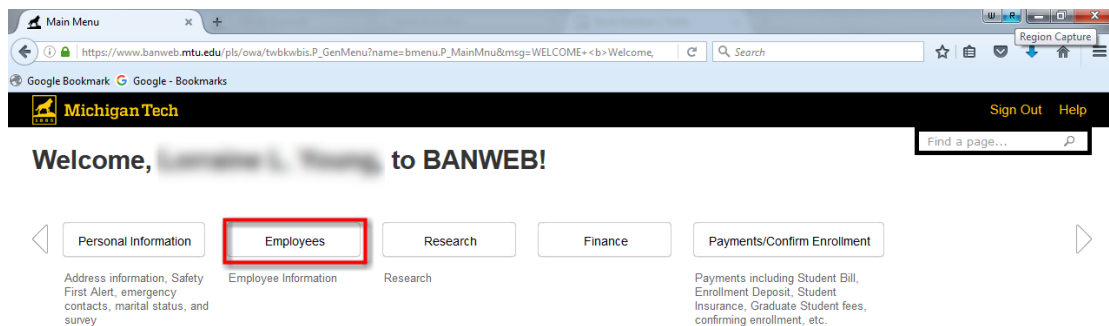
Username

Password

[Login](#)

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2. Click on 'Employees'.



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[SITE MAP](#)

3. Click 'Time Sheet'.

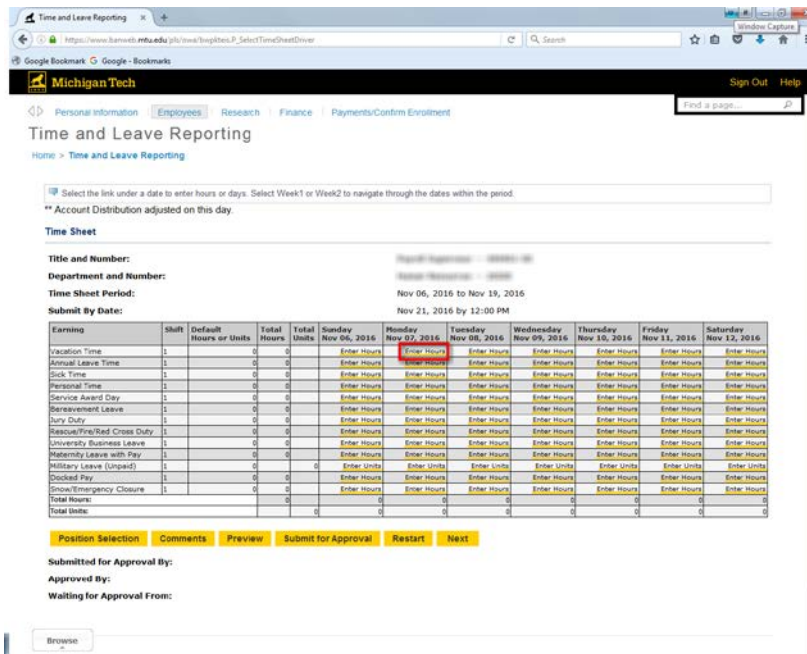
The screenshot shows the Michigan Tech BANWEB homepage. The navigation bar includes 'Personal Information', 'Employees' (highlighted), 'Research', 'Finance', and 'Payments/Confirm Enrollment'. A grid of service links is displayed, with 'Time Sheet' (Web Time Entry) highlighted by a red box. Other links include Compensation Statement, Electronic Personnel Action Forms, Benefits and Deductions, Pay Information, Tax Forms, Leave Balances, Most Recent Paystub, Non-Payroll Direct Deposits History, Non-Payroll Direct Deposit Destination, Open Enrollment, Update Campus Directory, and Salary Planner.

4. Verify that the correct **Position** and **Pay Period and Status** are selected. Click 'Time Sheet'.

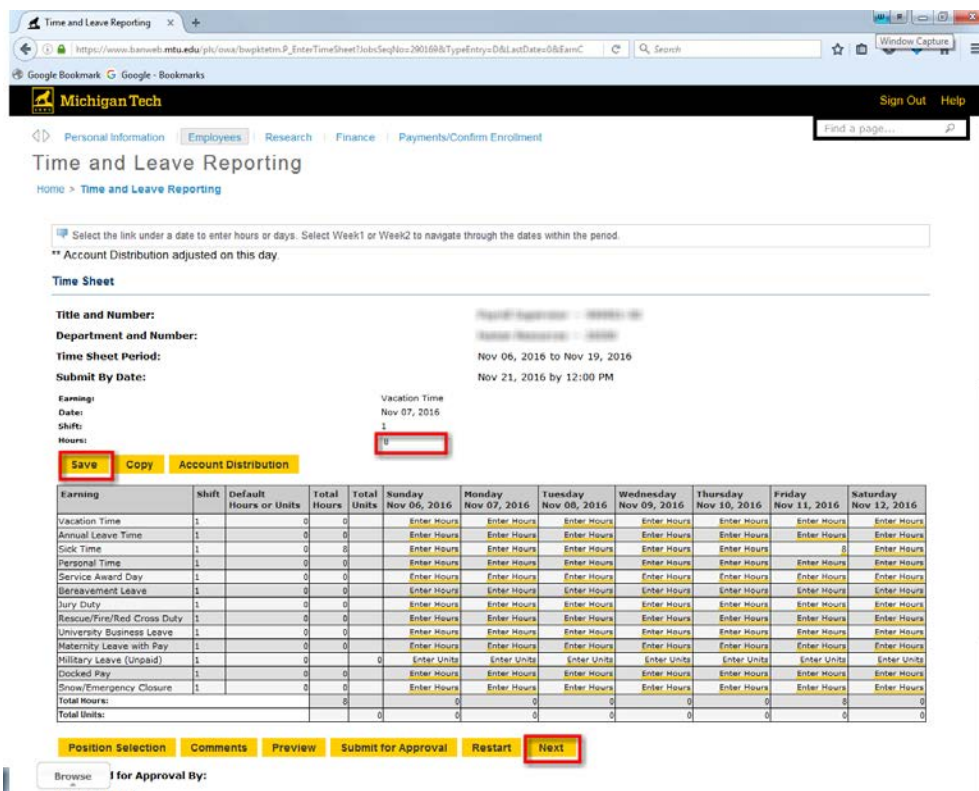
The screenshot shows the 'Time Sheet Selection' page. It features a header with 'Michigan Tech' and navigation links. Below the header, there is a section titled 'Time Sheet Selection' with a breadcrumb trail 'Home > Time Sheet Selection'. A message box says 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' Below this, there is a table with columns 'Title and Department', 'My Choice', and 'Pay Period and Status'. The 'My Choice' column has a radio button selected, and the 'Pay Period and Status' column has a dropdown menu showing 'Nov 06, 2016 to Nov 19, 2016 Not Started'. A 'Time Sheet' button is highlighted with a red box.

Entering Time as an Exempt Employee - Report Exception Time Only

1. Click 'Enter Hours' for the day that you are reporting exception (sick, vacation, etc.) time.



2. In the 'Hours' box, enter the number of hours claimed for that day and click 'Save.' Repeat this step until finished. Week 2 can be accessed by clicking 'Next'.



3. Click 'Preview'.

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: Report Supervisor: 000000-00

Department and Number: Report Resource: 0000

Time Sheet Period: Nov 06, 2016 to Nov 19, 2016

Submit By Date: Nov 21, 2016 by 12:00 PM

Earning: Snow/Emergency Closure
Date: Nov 15, 2016
Shift: 1
Hours: 4

[Save](#) [Copy](#) [Account Distribution](#)

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 13, 2016	Monday Nov 14, 2016	Tuesday Nov 15, 2016	Wednesday Nov 16, 2016	Thursday Nov 17, 2016	Friday Nov 18, 2016	Saturday Nov 19, 2016
Vacation Time	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	8		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
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
Jury 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
University Business 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 Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Snow/Emergency Closure	1	0	4		Enter Hours	Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			20		0	0	4	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

Browse for Approval By:
 Approved By:

4. Review Summary of Reported Time. Click 'Back' to edit or submit timesheet.

Set your printer layout to Landscape before printing.

Time Sheet

Earning Code: Snow/Emergency Closure
Shift: 1
Total Hours: 4

Earning Code	Shift	Total Hours	Total Units	Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday, Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016	Sunday Nov 13, 2016	Monday Nov 14, 2016	Tuesday Nov 15, 2016	Wednesday, Nov 16, 2016	Thursday Nov 17, 2016	Friday Nov 18, 2016	Saturday Nov 19, 2016
Vacation Time	1	8			8												
Sick Time	1	8							8								
Snow/Emergency Closure	1	4											4				
Total Hours:		20			8				8				4				
Total Units:			0														

[Back](#)

5. When finished, click 'Submit for Approval.'

The screenshot shows the Michigan Tech Time and Leave Reporting interface. The page title is "Time and Leave Reporting". Below the navigation menu, there is a search bar and a "Find a page..." field. The main content area includes a "Time Sheet" section with the following details:

- Title and Number:** Report Number: 00000-00
- Department and Number:** Report Number: 0000
- Time Sheet Period:** Nov 06, 2016 to Nov 19, 2016
- Submit By Date:** Nov 21, 2016 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave 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
Personal Time	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
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Rescue/Fire/Red Cross Duty	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
Maternity Leave with Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave (Unpaid)	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Snow/Emergency Closure	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Below the table, there are buttons for "Position Selection", "Comments", "Preview", "Submit for Approval" (highlighted in red), "Restart", and "Next".

Submitted for Approval By: [Name]
 Approved By: [Name]
 Waiting for Approval From: [Name]

6. Your time sheet has now been submitted; verify you have submitted your time by looking at the 'Submitted for Approval By' area.

The screenshot shows the Michigan Tech Time and Leave Reporting interface. The page title is "Time and Leave Reporting". Below the navigation menu, there is a search bar and a "Find a page..." field. The main content area includes a "Time Sheet" section with the following details:

- Title and Number:** Report Number: 00000-00
- Department and Number:** Report Number: 0000
- Time Sheet Period:** Nov 20, 2016 to Dec 03, 2016
- Submit By Date:** Dec 05, 2016 by 12:00 PM

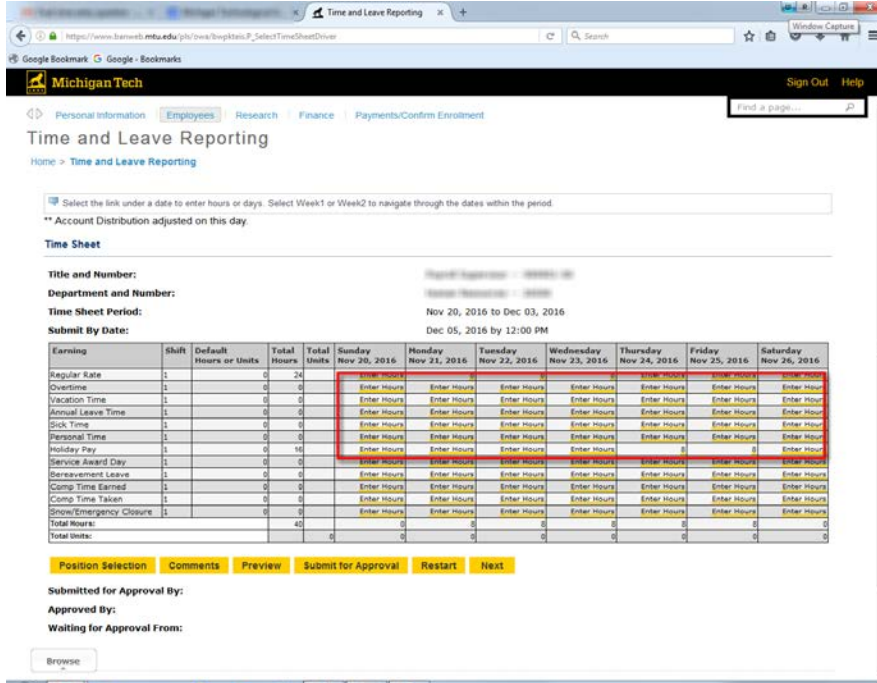
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 20, 2016	Monday Nov 21, 2016	Tuesday Nov 22, 2016	Wednesday Nov 23, 2016	Thursday Nov 24, 2016	Friday Nov 25, 2016	Saturday Nov 26, 2016
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave 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
Personal Time	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
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Rescue/Fire/Red Cross Duty	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
Maternity Leave with Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave (Unpaid)	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Snow/Emergency Closure	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Below the table, there are buttons for "Position Selection", "Comments", "Preview", "Next", and "Return Time".

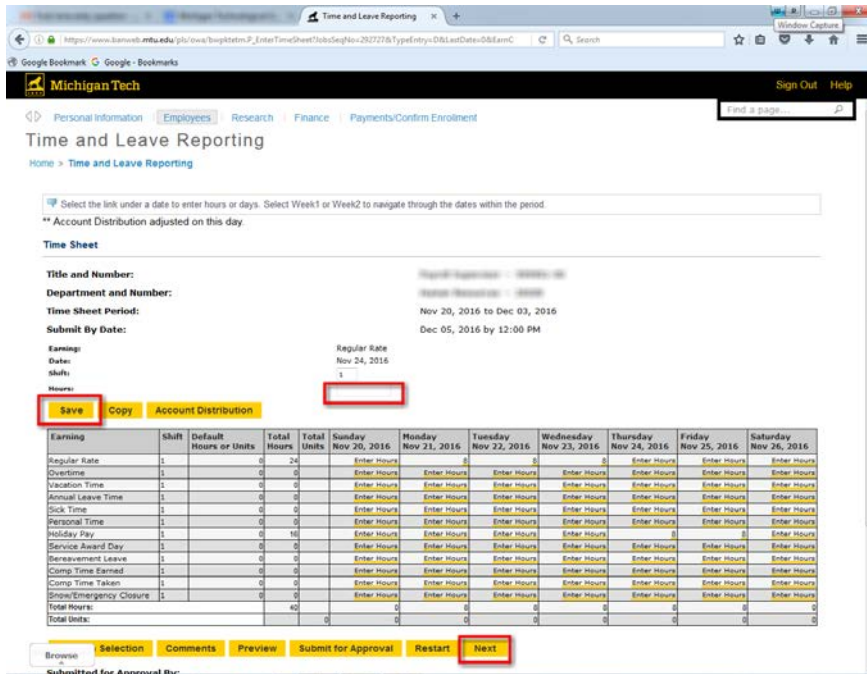
Submitted for Approval By: You on Dec 02, 2016
 Approved By: [Name]
 Approval From: [Name]

Entering Time as a Non-Exempt (Hourly) Employee

1. For each day worked and for leave time for eligible employees, click 'Enter Hours' for that particular day.



2. In the 'Hours' box, enter the number of hours claimed for that day and select 'Save.' Repeat this step until finished. Do not enter '0' hours. Week 2 can be accessed by clicking 'Next'.



3. Click 'Preview'.

Michigan Tech
Sign Out Help

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.
** Account Distribution adjusted on this day.

Time Sheet

Title and Number: [Redacted]
Department and Number: [Redacted]
Time Sheet Period: Nov 20, 2016 to Dec 03, 2016
Submit By Date: Dec 05, 2016 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 20, 2016	Monday Nov 21, 2016	Tuesday Nov 22, 2016	Wednesday Nov 23, 2016	Thursday Nov 24, 2016	Friday Nov 25, 2016	Saturday Nov 26, 2016
Regular Rate	1	0	24	0	Enter Hours	0	0	0	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave 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
Personal Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	16	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	0	0
Senior Award Day	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Reassignment Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Snow/Emergency Closure	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			40	0	0	0	0	0	0	0	0
Total Units:			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:

Browse

4. Review Summary of Reported Time. Click 'Back' to edit or submit timesheet.

Michigan Tech
Sign Out Help

Personal Information Employees Research Finance Payments/Confirm Enrollment

Summary of Reported Time

Home > Summary of Reported Time

Set your printer layout to Landscape before printing.

Location: [Redacted] Human Resources, 26500

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday Nov 20, 2016	Monday Nov 21, 2016	Tuesday Nov 22, 2016	Wednesday Nov 23, 2016	Thursday Nov 24, 2016	Friday Nov 25, 2016	Saturday Nov 26, 2016	Sunday Nov 27, 2016	Monday Nov 28, 2016	Tuesday Nov 29, 2016	Wednesday Nov 30, 2016	Thursday Dec 01, 2016	Friday Dec 02, 2016	Saturday Dec 03, 2016
Regular Rate	1	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Holiday Pay	1	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Hours:		40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Units:			0														

Back

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Browse

5. When finished, click on 'Submit for Approval.'

Michigan Tech
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.
** Account Distribution adjusted on this day.

Time Sheet

Title and Number: [Redacted]
Department and Number: [Redacted]
Time Sheet Period: Nov 20, 2016 to Dec 03, 2016
Submit By Date: Dec 05, 2016 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 20, 2016	Monday Nov 21, 2016	Tuesday Nov 22, 2016	Wednesday Nov 23, 2016	Thursday Nov 24, 2016	Friday Nov 25, 2016	Saturday Nov 26, 2016
Regular Rate	1	0	24		Enter Hours	8	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
Vacation Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave 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
Personal Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	8	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
Comp Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	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
Total Hours:			40		0	0	0	0	0	0	0
Total Units:			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:
Browse

6. Your time sheet has now been submitted; verify you have submitted your time by looking at the 'Submitted for Approval By' area.

Michigan Tech
Home > Time and Leave Reporting
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.
Your time sheet was submitted successfully.
** Account Distribution adjusted on this day.

Time Sheet

Title and Number: [Redacted]
Department and Number: [Redacted]
Time Sheet Period: Nov 20, 2016 to Dec 03, 2016
Submit By Date: Dec 05, 2016 by 12:00 PM

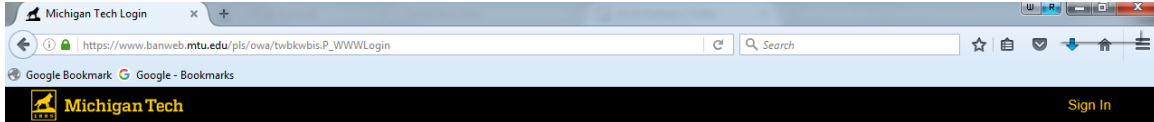
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 20, 2016	Monday Nov 21, 2016	Tuesday Nov 22, 2016	Wednesday Nov 23, 2016	Thursday Nov 24, 2016	Friday Nov 25, 2016	Saturday Nov 26, 2016
Regular Rate	1	0	40.5		Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	1	0	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	13.5		Enter Hours	Enter Hours	Enter Hours	8	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
Holiday Pay	1	0	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	8	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
Comp Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	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
Total Hours:			80		0	0	0	0	0	0	0
Total Units:			0		0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Dec 02, 2016
Approved By:
Waiting for Approval From:
Browse

Approving Time for an Active Employee – Approver

1. Sign in to Banweb: <https://www.banweb.mtu.edu/> (Recommended browser: Mozilla Firefox)



Michigan Tech Login

Welcome to Michigan Tech's Login Page

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

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

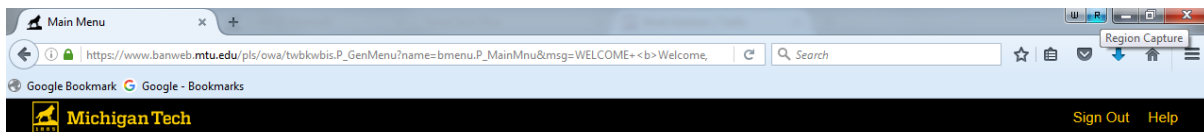
Username

Password

[Login](#)

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2. Click 'Employees'.



Welcome, **XXXXXXXXXX** to BANWEB!

Personal Information	Employees	Research	Finance	Payments/Confirm Enrollment
Address information, Safety First Alert, emergency contacts, marital status, and survey	Employee Information	Research		Payments including Student Bill, Enrollment Deposit, Student Insurance, Graduate Student fees, confirming enrollment, etc.

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[SITE MAP](#)

3. Click 'Time Sheet'.

The screenshot shows the BANWEB 'Employees' page. At the top, there is a navigation bar with 'Michigan Tech' logo, 'Sign Out', and 'Help'. Below this is a search bar and a 'Find a page...' dropdown. The main content area features a grid of menu items. The 'Time Sheet' item, which includes a sub-link for 'Web Time Entry', is highlighted with a red rectangular box. Other menu items include 'Compensation Statement', 'Electronic Personnel Action Forms', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Leave Balances', 'Most Recent Paystub', 'Non-Payroll Direct Deposits History', 'Non-Payroll Direct Deposit Destination', 'Open Enrollment', 'Update Campus Directory', 'Summary of Current and Future Deductions', and 'Salary Planner'. At the bottom of the page, there is a copyright notice for 2016 Ellucian Company L.P. and its affiliates, a 'RELEASE: 8.13' label, and a 'Browse' button.

4. Click the radio button next to 'Approve or Acknowledge Time:' and click 'Select.'

The screenshot shows the 'Time Reporting Selection' page. At the top, there is a navigation bar with 'Michigan Tech' logo, 'Sign Out', and 'Help'. Below this is a search bar and a 'Find a page...' dropdown. The main content area features a breadcrumb trail: 'Home > Employees > Time Sheet'. Below the breadcrumb is a text box with a dropdown arrow and the instruction: '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. It includes a 'My Choice' button and several options with radio buttons: 'Access my Time Sheet:', 'Access my Leave Report:', 'Access my Leave Request:', 'Approve or Acknowledge Time:' (which is selected), and 'Approve All Departments:'. There are also two checkboxes: 'Act as Proxy:' (with a 'Self' dropdown) and 'Act as Superuser:'. At the bottom of the selection criteria is a red 'Select' button. Below the selection criteria is a 'Proxy Set Up' link.

- Verify that the correct Department and Pay Period are selected, select Sort Order, and click 'Select.'

- Click on the name of the employee whose time sheet you wish to approve.

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information	
998735 - 00	Office Assistant 5	0.00	0.00		Leave Balances	
998731 - 00	Office Assistant 6	16.00	0.00		Leave Balances	

Not Started		
ID	Name, Position and Title	Other Information

- Verify that the time entered is correct and entered on the line for the correct earn code and under the correct day of the week. Click 'Approve'.

The screenshot shows the 'Employee Details' page for an employee with ID 998735-00. The 'Transaction Status' is 'Pending'. In the routing menu, the 'Approve' button is highlighted with a red box. Below the routing menu is a 'Time Sheet' table with columns for days of the week and rows for 'Regular Rate', 'Total Hours', and 'Total Units'. The 'Total Hours' row shows 8 hours for each day from Sunday to Saturday.

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Dec 04, 2016	Monday Dec 05, 2016	Tuesday Dec 06, 2016	Wednesday, Dec 07, 2016	Thursday Dec 08, 2016	Friday Dec 09, 2016	Saturday Dec 10, 2016	Sunday Dec 11, 2016	Monday Dec 12, 2016	Tuesday Dec 13, 2016	Wednesday, Dec 14, 2016	Thursday Dec 15, 2016	Friday Dec 16, 2016	Saturday Dec 17, 2016
Regular Rate	1		80			8	8	8	8	8			8	8	8	8	8	8
Total Hours:			80			8	8	8	8	8			8	8	8	8	8	8
Total Units:				0														

- Look for the verification message that says "Time transaction successfully approved". The transaction status will say "Approved" and the Routing Queue will indicate "Approved" with the date and time of approval.

The screenshot shows the 'Employee Details' page after approval. A red box highlights the message "Time transaction successfully approved." The 'Transaction Status' is now "Approved". The routing queue shows the approval action: "Approved Dec 02, 2016 03:30 pm". The 'Time Sheet' table shows a different set of earnings, including 'Vacation Time' and 'Sick Time', with a total of 80 hours and 0 units.

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Nov 20, 2016	Monday Nov 21, 2016	Tuesday Nov 22, 2016	Wednesday, Nov 23, 2016	Thursday Nov 24, 2016	Friday Nov 25, 2016	Saturday Nov 26, 2016	Sunday Nov 27, 2016	Monday Nov 28, 2016	Tuesday Nov 29, 2016	Wednesday, Nov 30, 2016	Thursday Dec 01, 2016	Friday Dec 02, 2016	Saturday Dec 03, 2016
Regular Rate	1		49.5			8	8						8	8	8	7	2.5	
Vacation Time	1		1													1		
Sick Time	1		13.5					8										5.5
Holiday Pay	1		16						8	8								
Total Hours:			80			8	8	8	8	8			8	8	8	8	8	8
Total Units:				0														

Returning a Time Sheet for Correction – Approver

1. If you discover an error in time entry and time allows, click 'Return for Correction'.

The screenshot shows the Michigan Tech Employee Details page for an employee with ID 998735-00. The time sheet is currently in a 'Pending' status. The 'Return for Correction' button is highlighted in red, indicating the action to be taken.

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Dec 04, 2016	Monday Dec 05, 2016	Tuesday Dec 06, 2016	Wednesday, Dec 07, 2016	Thursday Dec 08, 2016	Friday Dec 09, 2016	Saturday Dec 10, 2016	Sunday Dec 11, 2016	Monday Dec 12, 2016	Tuesday Dec 13, 2016	Wednesday, Dec 14, 2016	Thursday Dec 15, 2016	Friday Dec 16, 2016	Saturday Dec 17, 2016
Regular Rate	1		80			8	8	8	8	8			8	8	8	8	8	8
Total Hours:			80			8	8	8	8	8			8	8	8	8	8	8
Total Units:				0														

2. Verify time sheet was approved and notify employee to correct and resubmit.

The screenshot shows the Michigan Tech Employee Details page for the same employee. The time sheet status is now 'Returned for Correction'. The 'Return for Correction' button is no longer visible, and the 'Routing Queue' shows the transaction is 'In the Queue'.

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Dec 04, 2016	Monday Dec 05, 2016	Tuesday Dec 06, 2016	Wednesday, Dec 07, 2016	Thursday Dec 08, 2016	Friday Dec 09, 2016	Saturday Dec 10, 2016	Sunday Dec 11, 2016	Monday Dec 12, 2016	Tuesday Dec 13, 2016	Wednesday, Dec 14, 2016	Thursday Dec 15, 2016	Friday Dec 16, 2016	Saturday Dec 17, 2016
Regular Rate	1		80			8	8	8	8	8			8	8	8	8	8	8
Total Hours:			80			8	8	8	8	8			8	8	8	8	8	8
Total Units:				0														

Copying Hours - Employee

1. To copy hours to other dates, enter hours into the 'Hours' box, then click 'Copy'.

Michigan Tech
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.
** Account Distribution adjusted on this day.

Time Sheet

Title and Number: [blank]
Department and Number: [blank]
Time Sheet Period: Nov 06, 2016 to Nov 19, 2016
Submit By Date: Nov 16, 2016 by 12:00 PM

Earnings: [blank]
Date: Nov 07, 2016
Shifts: 1
Hours: [red box]

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016
Vacation Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave 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
Personal Time	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
Reassignment Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Rescue/First Aid Cross Duty	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
Maternity Leave with Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave (Unpaid)	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Snow/Emergency Closure	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours											
Total Units											

Position Selection Comments Preview Submit for Approval Restart Next

Browse For Approval By: [blank]
Approved By: [blank]

2. Place checkmarks in the appropriate dates and click 'Copy.'

Note: To copy all remaining work days after the day you entered to copy, you can use the "Copy from date displayed to end of the pay period" box instead of choosing individual days. If you want to include Saturdays or Sundays in this type of copy, select the appropriate box.

Michigan Tech
Sign Out Help

Personal Information Employees Research Finance Payments/Confirm Enrollment Find a page...

Home > Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: [blank]
Date and Hours to Copy: Vacation Time, Shift 1
Nov 07, 2016, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 13, 2016	Monday Nov 14, 2016	Tuesday Nov 15, 2016	Wednesday Nov 16, 2016	Thursday Nov 17, 2016	Friday Nov 18, 2016	Saturday Nov 19, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

- Look for the verification message that says “Your hours have been copied successfully” and click ‘Time Sheet’ to return to the weekly time entry selection.

Michigan Tech Sign Out Help

Personal Information Employees Research Finance Payments/Confirm Enrollment Find a page...

Copy

Home > Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Your hours have been copied successfully.

Earnings Code: Vacation Time, Shift 1
 Date and Hours to Copy: Nov 07, 2016, 8 Hours
 Copy from date displayed to end of the pay period:
 Include Saturdays:
 Include Sundays:
 Copy by date:

Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 13, 2016	Monday Nov 14, 2016	Tuesday Nov 15, 2016	Wednesday Nov 16, 2016	Thursday Nov 17, 2016	Friday Nov 18, 2016	Saturday Nov 19, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

Restarting a Time Sheet - Employee

- Access your time sheet and click on ‘Restart’.

Michigan Tech Sign Out Help

Personal Information Employees Research Finance Payments/Confirm Enrollment Find a page...

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.
 ** Account Distribution adjusted on this day

Time Sheet

Title and Number:
 Department and Number:
 Time Sheet Period: Nov 06, 2016 to Nov 19, 2016
 Submit By Date: Nov 18, 2016 by 12:00 PM

Earnings: Vacation Time
 Date: Nov 07, 2016
 Shifts: 1
 Hours: 8

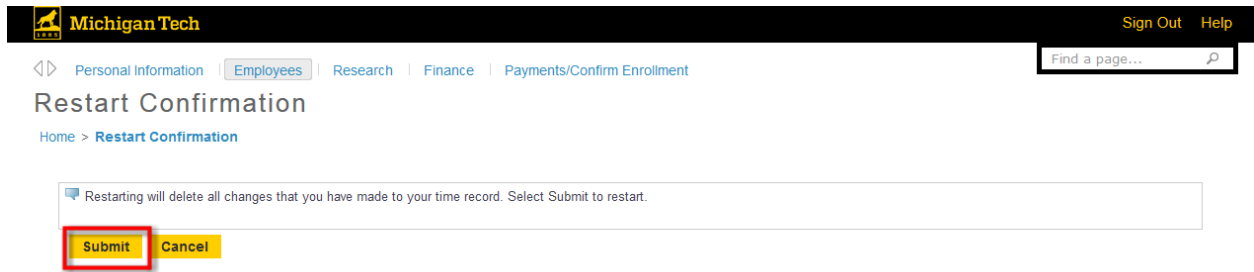
Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016
Vacation Time	1	0	40	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave 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
Personal Time	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
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Rescue/Fire/Red Cross Duty	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
Maternity Leave with Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave (Unpaid)	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Snow/Emergency Closure	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			40	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Browse Her Approval By:
 Approved By:

- Verify that you want to restart the time sheet entry process and select 'Submit.'



- You will be brought back to the Time and Leave Reporting screen. You may now enter your correct hours.

Returning a Time Transaction - Employee

- If you click 'Submit for Approval' in error, your time sheet can be retrieved from your supervisor's approval queue if it has not been approved. Click 'Return Time'.

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.
⚠ No hours entered.
**** Account Distribution adjusted on this day.**

Time Sheet

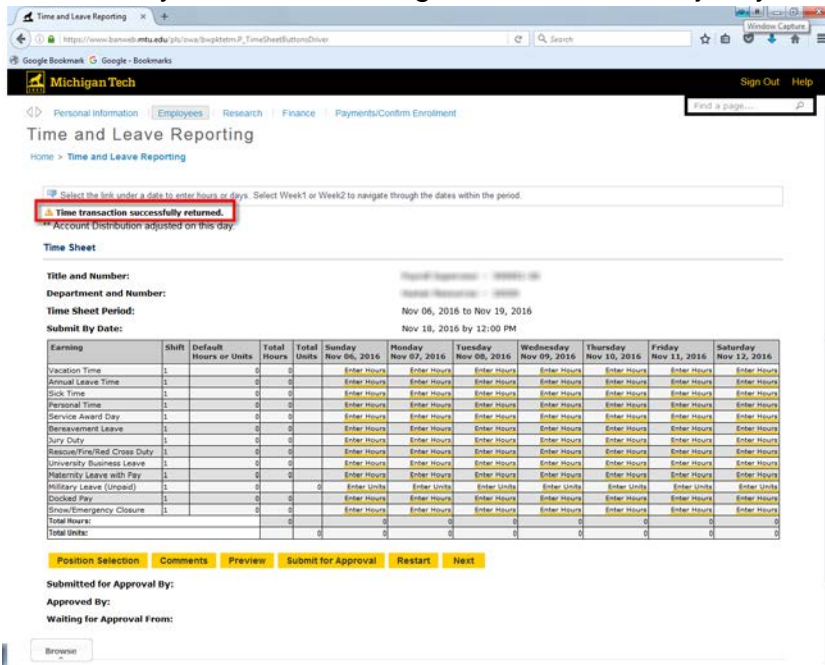
Title and Number: [Redacted]
Department and Number: [Redacted]
Time Sheet Period: Nov 06, 2016 to Nov 19, 2016
Submit By Date: Nov 18, 2016 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016
Vacation Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave 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
Personal 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
Jury 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
University Business 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 Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0							

Position Selection **Comments** **Preview** **Next** **Return Time**

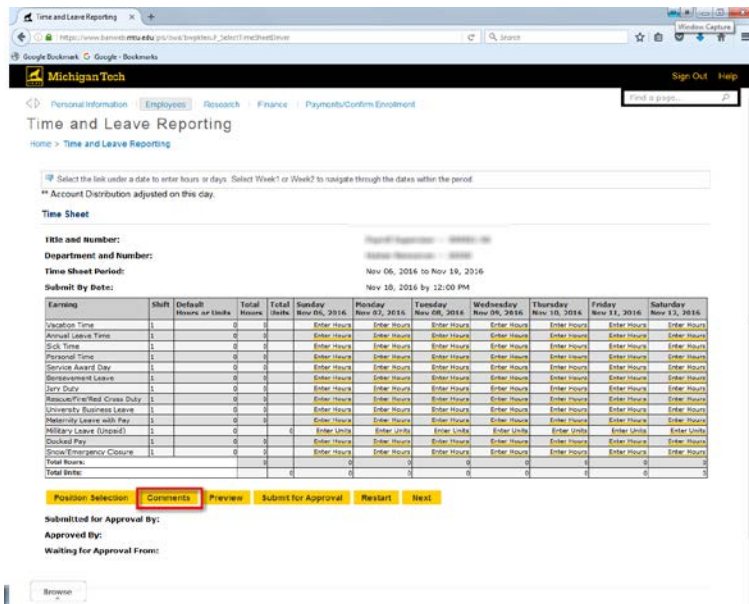
Submitted for Approval By: [Redacted] You on Nov 08, 2016
Approved By: [Redacted]
Waiting for Approval From: [Redacted]
 Browse

- Your time sheet has now been returned; verify by looking at the 'Time transaction successfully returned' message. You can now adjust your time sheet and resubmit.



Adding Comments to Time Sheet - Employee

- Prior to Clicking 'Submit for Approval', click 'Comments'.



2. Type in any comment and click 'Save', then click 'Previous Menu.'

Michigan Tech Sign Out Help

Personal Information Employees Research Finance Payments/Confirm Enrollment Find a page...

Comments

Home > Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Nov 08, 2016
Enter or Edit Comment:

Save Previous Menu

Made By: You
Comment Date: Nov 08, 2016
Comment: Time Sheet Returned

Designating a Proxy - Approver

1. On the *Selection Criteria* page, click 'Proxy Set Up'.

Michigan Tech Sign Out Help

Personal Information Employees Research Finance Payments/Confirm Enrollment Find a page...

Time Reporting Selection

Home > Employees > Time Sheet

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser:

Selection Criteria

My Choice

Access my Time Sheet:
Access my Leave Report:
Access my Leave Request:
Approve or Acknowledge Time:
Approve All Departments:
Act as Proxy: Self
Act as Superuser:

Select

Proxy Set Up

2. From the **Name** dropdown box, select the person you want designated as a proxy.

3. Click the box under 'Add'.

4. Click the 'Save' button.

Michigan Tech Sign Out Help

Personal Information Employees Research Finance Payments/Confirm Enrollment Find a page...

Proxy Set Up

Home > Proxy Set Up

Name Add Remove

MARTIN, JAMES

Save

Time Reporting Selection

Tips & Reminders - Employee

- 12:00 p.m. (noon) on the Monday after the pay period ends is the normal deadline for submitting a time sheet for approval.
- Early time sheets can be submitted at any time in the pay period.
- Time sheets show common earning types that apply to your job.
- After your time sheet is approved by your supervisor, you cannot make any changes. Contact your Approver about any changes to an approved time sheet.
- Leave Balances: Always check your balances! It's easy to do at the Employee tab in Banweb.
- Do not enter '0' in hour fields.
- Do not use your browser's 'Back' button.

Tips & Reminders - Approver

- Be on the lookout for misapplications of Earning Codes, such as *Sick Leave* instead of *Vacation*.
- The deadline for approving time sheets is Monday at 2:00 p.m.
- Remind employees to check Leave balances regularly.
- Return for Correction should only be used when sufficient time exists for the employee to resubmit and the approver to approve prior to the approval deadline.
- Change Time Entry should only be used to make corrections when there is a time constraint.
- Do not use your browser's 'Back' button
- On the Department Summary page, approvers will see information for all department employees with the time sheet status of Not Started. Time sheets in other statuses can only be seen by the employee's approver.

Time Sheet Status Definitions

The following are definitions for each of the statuses of a time sheet and what actions to take next.

Time Sheet Status	Definition and Action
Not Started	The time sheet has not been started by the employee. The time sheet can be started and submitted by the employee up to the time entry deadline.
Error	Something is wrong with the employee's record (contact Payroll if necessary).
In Progress	The time sheet has been started, but not submitted for approval. Employee can submit for approval up to the time entry deadline.
Pending	The time sheet has been submitted and is waiting for approval.
Return for Correction	If submitted for approval and the approver disagrees with the time entered, the time sheet can be returned for correction, altered, and submitted again for approval. This can occur only prior to the time entry deadline.
Approved	The time sheet is approved and ready for Payroll. Once a time sheet reaches this status, you can no longer adjust the time. To make changes after this point, you will need to submit a paper timesheet to the Payroll department. You should contact Payroll and notify them of the change.
Completed	Payroll has pulled the information and is in the payroll process.