

**2018**



**Michigan Tech**  
**Human Resources**

**WEB TIME ENTRY FAQs**

# Frequently Asked Questions

## General Topics

### **How do I find my Michigan Tech User ID and ISO Password?**

Your Michigan Tech User ID is your email address, ending right before the '@' symbol. For example, if your MTU email address is jtsmith@mtu.edu, your Michigan Tech User ID is jtsmith. If you are on campus and don't know your Michigan Tech User ID, visit the IT Help Desk in the J.R. Van Pelt Library. You can also make an in-person request to your departmental computer support staff or the Student Service Center in the Administration building. Remember to bring your MTU ID card.

If you are off campus, call the Registrar's Office at (906) 487-2319. They can verify your user name over the phone and reset your password and/or user name. If you've forgotten your ISO password, go to [www.login.mtu.edu](http://www.login.mtu.edu) and answer your ISO secret questions. If you are still having trouble, contact IT User Services at (906) 487-1111 or by email at [it-help@mtu.edu](mailto:it-help@mtu.edu).

### **What is Web Time Entry?**

Web Time Entry (WTE) is an electronic system in which Michigan Tech employees whose departments choose this method of time entry can access, modify, restart and submit time sheets for approval.

### **Is there a notification for employees and approvers reminding them to enter or approve time?**

Yes, email notifications are sent to employees and approvers reminding them to submit and/or approve time sheet(s).

### **How do I set up Direct Deposit?**

To set up Direct Deposit, click on 'Pay Information' under the *Employees* tab. Select 'Direct Deposit Allocation' then click the 'Update Direct Deposit' link. Enter correct information including a routing number, account number and amounts that you may want transferred to different bank accounts (if available). Click 'Save'. Alternatively, a paper [form](#) may be submitted to Payroll Services.

### **Where can I view pay stubs?**

To view pay stubs (including the current pay stub), select 'Pay Information'. After that, click 'Pay Stubs'. From here, choose the year in which you want to see the pay stub(s) and click 'Display'.

### **What are leave balances?**

Leave balances are hours related to vacation, sick, personnel and annual leave time.

### **What if I don't have a designated computer to access my time sheet or perform Approver actions?**

Banweb is accessible from any machine with a web browser and Internet access. All you need to do is log in. You can access personal data and perform any action from any computer or mobile device.

### **How will I get paid if I am unable to submit my time sheet?**

If you have started your time sheet, Payroll will submit on your behalf at the submission deadline. If you have not started your time sheet, contact your supervisor or department timekeeper immediately so they can submit a manual time sheet before the approval deadline.

### **What if I submitted my time sheet but did not receive a paycheck?**

Contact your supervisor immediately for more information. If they can't assist you, contact Payroll Services at (906) 487-2130. You can also email Payroll Services at [payroll@mtu.edu](mailto:payroll@mtu.edu).

### **Can I use the Back button in my browser during Web Time Entry?**

Do not use the Back button; doing so will result in loss of employee data.

### **Do I need to double-click anywhere during Web Time Entry?**

No, you do not need to double-click anywhere. Double-clicking may cause problems with the functionality of Web Time Entry.

### **Can I exit Banweb without submitting my time sheet?**

Yes. Click on the 'Sign Out' link in the upper-right corner of the screen.

### **Can employees share their User ID and ISO Password with a proxy, approver, other staff or friends/parents?**

Due to the confidential nature of information that can be accessed throughout all systems used by Michigan Tech, employees should never share their User ID and ISO Password with anyone.

### **I still have questions, who do I contact?**

First, talk to your supervisor who should be able to answer any questions you may have. If they can't help, contact Payroll Services at (906) 487-2130. You can also email Payroll Services at [payroll@mtu.edu](mailto:payroll@mtu.edu).

## **Approvers/Supervisors**

### **What are my responsibilities as a time approver?**

As a time approver, your main responsibility is to ensure all of your employees have submitted time sheets if they worked during the pay period, to review time sheets for accuracy and to approve time sheets.

### **I forgot to approve a time sheet and the deadline has passed. What do I do?**

Contact your department timekeeper for assistance in submitting a paper time sheet.

### **What do I do when an employee that I'm supposed to approve isn't in my list of employees that I currently approve?**

If this occurs, double check with your department timekeeper to make sure the employee has been properly set up in Banner. If the employee is, contact Payroll Services at (906) 487-2130. You can also email Payroll Services at [payroll@mtu.edu](mailto:payroll@mtu.edu).

### **Why can I see employees that I don't approve?**

Approvers can see a list of all employees in the department who have not started their time sheet. Once an employee starts their time sheet, only their approver can see the time sheet.

### **What is a proxy?**

A proxy is someone you designate to approve your employee's time sheets when you are unable to do so. You must tell the proxy to approve time sheets, they will not receive reminders.

### **Am I required to set up a proxy?**

Yes, you are required to set up a proxy. You can set up more than one proxy.

### **How do I delete a proxy?**

On the *Selection Criteria* page, click the Proxy Set Up link. From the Name area, select the person you want to delete as a proxy. Click in the box under 'Remove' then click 'Save'.

## Regular Employee

### **Can I submit a paper time sheet to my supervisor instead of using Web Time Entry?**

To find out if you can submit paper time sheets instead of using Web Time Entry, contact your supervisor or department timekeeper.

### **What information do I need to have so I can start my time sheet?**

You need to know which days and how many hours each day you worked.

### **Do I still need to submit a time sheet if I did not work any hours for that pay period?**

No, you should not submit a blank time sheet.

### **How do I enter overtime hours?**

To enter overtime, enter total hours of overtime worked for particular days (using the overtime earn code) as you would do for a regular shift.

### **How do I enter leave balances?**

When entering time, you will enter hours using the appropriate earn code (Vacation, Sick, Annual Leave, etc.). Always check your leave balances before entering leave.

### **Can I print a copy of my time sheet?**

Yes, you can print a copy of your time sheet. Depending on your browser, the steps for printing will vary. To print from Firefox, follow these steps; Click on the 'File' menu then select 'Print'. Choose the printer you want the time sheet sent to and verify any other print settings. Select 'OK'.

### **Am I required to enter hours at the end of each work day?**

To find out if you are required to enter hours each work day, contact your supervisor or department timekeeper.

### **Can I view previous time sheets that I submitted?**

Yes, you can view previously-submitted time sheets for the 9 previous pay periods. Click on the *Employees* tab. Click on 'Time Sheet' then click the 'Access my Time Sheet' button. Click Select, then choose the pay period you wish to view. Click Time Sheet. Alternately, all hours paid are summarized on your pay stub for each individual pay period.

### **How do I restart a time sheet?**

To restart your time sheet, click on 'Restart' in the *Time and Leave Reporting* screen and then confirm that you want to restart your time sheet and enter new hours.

### **I only see one week of time on my time sheet. How do I access the second week for that pay period?**

To access the second week of the pay period, click on 'Next'.

### **What if I made a mistake entering hours but did not submit my time sheet?**

If you did not submit your time sheet yet, access the time sheet and make the necessary changes to any days, remembering to never enter zero hours, or click 'Restart' to clear all hours entered and start a new time sheet.

**What if I submitted incorrect hours?**

If your time sheet has not been approved, you have the option of returning the time sheet for correct time entry. Please see "How do I return a time sheet?" for steps on how to do so. If your time sheet has been approved, contact your supervisor or department timekeeper.

**I submitted my time sheet but need to add more hours, what do I do?**

If you have submitted your time sheet before the 12:00 (noon) deadline on the Monday following the end of the pay period, you may return the time sheet. For steps on how to return a time sheet for corrections, please see "How do I return a time sheet?" If you realize that you made mistakes after the deadline passed, talk to your immediate supervisor so they can make the necessary corrections or submit a manual time sheet.

**What if I clicked 'Submit for Approval' before I was finished entering hours into the time sheet?**

In this case, you have the option to return your time sheet and make the necessary corrections. Please see "How Do I return a time sheet?" for more information.

**What if I have more than one position?**

If you have more than one position in the Time Sheet Selection menu, place a mark next to the position that has the time sheet you want to fill out, restart, return or submit.

**What if I entered hours for the wrong position?**

If you entered hours for the wrong position, either edit those days or restart the entire time sheet. For assistance on restarting your time sheet, see "How do I restart a time sheet?" After the entered hours have been removed, select the correct position in the Time Sheet Selection menu and enter correct hours.

**Once I submitted my time sheet, how can I ensure that it is approved by my supervisor and I get paid?**

You can check the status of your submitted time sheet by choosing the current pay period from the 'Time Sheet Selection' screen. From the next screen, you will see the name of the approver in the 'Approved By:' row near the bottom of the screen.

**Can anyone else access my time sheet?**

Only you, your supervisor and their proxy and Payroll can access your time sheet.

**What if the current Pay Period doesn't appear in the selection menu?**

Check with your supervisor who may need to contact Payroll Services for additional assistance.

**Does Banweb automatically enter University holidays?**

Exempt employees take no action for entering University holidays. Non-exempt/hourly employees must enter those hours on their time sheets.