Contents

Logging in – Employee........................................................................................................... 2
Entering Time as an Exempt Employee - Report Exception Time Only ................................. 4
Entering Time as a Non-Exempt (Hourly) Employee ............................................................. 7
Approving Time for an Active Employee – Approver............................................................ 10
Returning a Time Sheet for Correction – Approver .............................................................. 14
Copying Hours - Employee .................................................................................................. 15
Restarting a Time Sheet - Employee ................................................................................... 16
Returning a Time Transaction - Employee ........................................................................... 17
Adding Comments to Time Sheet - Employee ................................................................. 18
Designating a Proxy - Approver ........................................................................................... 19
Tips & Reminders - Employee ............................................................................................. 20
Tips & Reminders - Approver............................................................................................... 20
Time Sheet Status Definitions.............................................................................................. 20
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)

2. Click on ‘Employees’.
3. Click ‘Time Sheet’.

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

4. Review Summary of Reported Time. Click ‘Back’ to edit or submit timesheet.
5. When finished, click ‘Submit for Approval.’

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

4. Review Summary of Reported Time. Click ‘Back’ to edit or submit timesheet.
5. When finished, click on ‘Submit for Approval.’

6. Your time sheet has now been submitted; verify you have submitted your time by looking at the ‘Submitted for Approval By’ area.
Approving Time for an Active Employee – Approver

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

2. Click ‘Employees’.
3. Click ‘Time Sheet’.

4. Click the radio button next to ‘Approve or Acknowledge Time:’ and click ‘Select.’
5. Verify that the correct Department and Pay Period are selected, select Sort Order, and click ‘Select.’

6. Click on the name of the employee whose time sheet you wish to approve.
7. 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’.

8. 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.
Returning a Time Sheet for Correction – Approver

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

2. Verify time sheet was approved and notify employee to correct and resubmit.
Copying Hours - Employee

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

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.
3. 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.

Restarting a Time Sheet - Employee

1. Access your time sheet and click on ‘Restart’.
2. Verify that you want to restart the time sheet entry process and select ‘Submit.’

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

Returning a Time Transaction - Employee

1. 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’. 
2. 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

1. Prior to Clicking 'Submit for Approval', click 'Comments'.
2. Type in any comment and click ‘Save’, then click ‘Previous Menu.’

**Designating a Proxy - Approver**


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.
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.
<table>
<thead>
<tr>
<th>Time Sheet Status</th>
<th>Definition and Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>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.</td>
</tr>
<tr>
<td>Error</td>
<td>Something is wrong with the employee’s record (contact Payroll if necessary).</td>
</tr>
<tr>
<td>In Progress</td>
<td>The time sheet has been started, but not submitted for approval. Employee can submit for approval up to the time entry deadline.</td>
</tr>
<tr>
<td>Pending</td>
<td>The time sheet has been submitted and is waiting for approval.</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>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.</td>
</tr>
<tr>
<td>Approved</td>
<td>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.</td>
</tr>
<tr>
<td>Completed</td>
<td>Payroll has pulled the information and is in the payroll process.</td>
</tr>
</tbody>
</table>