

MichiganTech

Web Time Entry

Quick Reference Guide for Employees

TIPS & REMINDERS

1. 12:00 p.m. (noon) on the Monday after the pay period ends is the normal deadline for submitting a time sheet for approval.
2. Early time sheets can be submitted at any time in the pay period.
3. Time sheets show common earning types that apply to your job.
4. After your time sheet is approved, you cannot make any changes. Contact your approver about changes to an approved time sheet.
5. Leave Balances: Always check your balances! Your balances are located in the Employees menu in Banweb.
6. Need help? Contact Payroll Services for more information.

OPENING YOUR TIME SHEET

1. Type www.banweb.mtu.edu into your web browser.
2. At **Michigan Tech Login**, type your MTU User ID in the Username box. In the Password box, type your password.
3. Click the **Login** button or press Enter.
4. Click the **Employees** menu.
5. Click the **Time Sheet** link.
6. Click the **My Choice** dot for the Title and Department you want to enter time for (if you are an approver, you will have to choose Access my Time Sheet prior to this choice).
7. From the **Pay Period and Status** dropdown box, select the current pay period.
8. Click the **Time Sheet** button.

ENTERING HOURS ON YOUR TIME SHEET

1. Click the **Enter Hours** link under the day to report on and in the row for the *Earning Type* (examples: *Regular Rate, Sick Time, Vacation Time, etc.*).
2. In the **Hours** box, type the number of hours to report for this day of the pay period. If you are reporting a different shift than what is listed, change the number in the **Shift** box.
3. When you are finished, click **Save**.
4. If you wish to enter hours for another Earnings Code, or another day of the pay period, repeat steps 1 thru 3 until complete. To access the days in week two of the pay period, click the **Next** button near the bottom of the time sheet.
5. Entering 0 in any hour field will cause an error with your time sheet.
6. Comp Time Earned and Comp Time Taken should never be entered in the same pay period.

LEAVING A COMMENT ON YOUR TIME SHEET

You can leave a comment on your time sheet that both you and the approver will see when the time sheet is accessed.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet.
Note: Comments on your time sheet are only visible to you in **Preview** mode. Your Approver will check for comments.

SUBMITTING YOUR TIME SHEET

When your time sheet is ready to submit for approval, it's important to preview it first. Check your hours to make sure the days, numbers, and Earning Types are all correct. Make sure to click **Next** to move to the second week of the pay period. When ready, click the **Submit for Approval** button at the bottom of your time sheet. After you submit for approval, the date you submitted your electronic time sheet will appear at the bottom of the time sheet in the Submitted for Approval By area. The person who will be approving your time sheet will appear in the Waiting for Approval From area.

RETURNING YOUR TIME SHEET

If you have submitted your time sheet for approval, but need to make a correction to the time sheet before it is approved, you can select **Return Time** at the bottom of the time sheet to return the time sheet back to yourself. Make any necessary changes, then submit your time sheet for approval.

ADJUSTING YOUR HOURS

To change hours you've entered for a particular day:

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** box, type over the incorrect number with the correct number of hours to report. If you want to remove hours, delete the incorrect hours that were entered to make the box blank.
3. Click the **Save** button.

INDEX OVERRIDES

Employees who work for multiple projects may need to change the index they are normally paid out of to the index they are working on during the pay period.

1. After entering hours and clicking save (step 3 of Entering Hours on your Time Sheet), click on the **Account Distribution** button to override any hours for that day to a different Index.
2. Under the Current Account Distribution, note the Account listed for the current Index. This code will be used in step 6.
3. Under the Update Account Distribution header, locate and select the **Update** link under Hours.
4. Enter the number of hours to charge to the new index in the **Enter hours to be changed** box.
5. Enter in the new index in the **Index** box, then click the **Default from Index** button.
6. Enter in the Account Code in the **Account** box (refer to step 2) and click **Save**.
7. Click the **Previous Menu** button to review your changes.
8. If there are additional hours to override, repeat steps 3 thru 7.
9. When finished, press the **Time Sheet** button to return to your time sheet. These steps can be repeated for any days an override needs to be entered.

COPYING HOURS

When you enter hours for an Earning Type for one day, you can copy the same number of hours for that Earning Type to other days in the pay period. Please refer to **Copying Hours** in the **Web Time Entry Handbook**. The handbook can be referenced at any time on the mtu.edu website.