Michigan Tech

Web Time Entry

Quick Reference Guide for Approvers

TIPS & REMINDERS

1. Be on the lookout for misapplication of Earn Codes, such as Sick Time and Overtime.
2. Hours must be submitted on the day worked. To submit time for a previous pay period, a paper timesheet must be used.
3. The standard deadline for approving timesheets is 2:00 p.m. on the Monday of pay week. Deadline changes are communicated via e-mail and Tech Today notices.
4. Timesheets can be approved at any time in the pay period.
5. Remind employees to check Leave Balances.
6. **Return for Correction should only be used when sufficient time exists to meet the submission and approval deadlines.**
7. Need help? Contact Payroll Services for more information.

TIMESHEET SUMMARY

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 – Web Time Entry** link.
6. Under **My Choice,** click **Approve or Acknowledge Time.** *Note:* If you are approving time on behalf of another approver, select the appropriate choice from the **Act as Proxy** dropdown box.
7. From the **Pay Period** dropdown box, select the current pay period.
8. Select the **Sort Order** you wish to view.
9. Click the **Select** button.

REVIEWING & APPROVING A TIMESHEET

1. In the Other Information column, look for and review links for *Comments* or *Labor Overrides*.
2. In the **Name, Position and Title** column, click the employee's name.
3. Review the submitted timesheet in detail. Be sure to scroll down to view all information.
4. Click the **Approve** button (or **Return for Correction**). *Note:* The page will refresh and display a message that the timesheet was approved.
5. Click the **Previous Menu** button.

RETURN FOR CORRECTION

If you find problems on a timesheet that the employee must correct, return the timesheet for correction as follows:

1. Click the **Return for Correction** button.
2. Click the **Previous Menu** button to return to the Summary page.
3. Instruct the employee to revise and resubmit the timesheet prior to the standard noon deadline.

OVERRIDING A TIME ENTRY

You may need to make a correction to an employee's time sheet.

1. Click the **Change Time Record** link in the *Other Information* column.
2. Click the link for the hours or entry to be changed.
3. Type the correct hours, or click **Account Distribution** to correct an index override. If the hours should be zero, leave cell blank.
4. Click the **Save** button.
5. Click the **Comments** button.
6. Type a message indicating the corrections made.
7. Notify the employee of the corrections.

DESIGNATING A PROXY

Approvers must designate at least one proxy—a person who can approve timesheets in their absence. Remember to notify your proxy when you will be absent.

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3. Click the **Login** button or press Enter.
4. Click the **Employees** menu.
5. Click the **Time Sheet – Web Time Entry** link.
6. Click **Proxy Set Up** link.
7. From the dropdown box, select the person you want designated as your proxy.
8. Click the box under **Add**.
9. Click the **Save** button.
10. Repeat to add additional proxies.