

MichiganTech

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. The normal deadline for approving timesheets is 2:00 p.m. on the Monday of pay week.
3. Timesheets can be approved at any time in the pay period.
4. Remind employees to check Leave Balances.
5. Return for Correction should only be used when sufficient time exists to meet the approval deadline.
6. 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 normal 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 0, 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 should designate at least one proxy—a person who can approve timesheets in their absence.

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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.