

QUICK REFERENCE GUIDE

Banner Time Sheets and Leave Reports

Banner Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical Time Sheets and Leave Reports. The Web Time Entry system will allow the Employee to log into a secure website and enter the hours and leave online from any computer with access to the Internet. The Employee's Time Sheet or Leave Report is then approved online by his/her Approver and sent electronically for processing.

This document is designed to be a quick reference guide for the various roles and functions within Web Time Entry. Select a link below to review roles, responsibilities, quick references to Web Time Entry functions, and Frequently Asked Questions.

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Roles

Exempt Employees

Exempt Staff, Administrators and 12 Month Faculty will utilize this system for Leave Reporting where they will record any leave taken during the reporting period. The Leave Reporting period is the 1st of the month through the last day of the month. Exempt Employees must submit their Leave Reports through Web Time Entry to their Approver no later than the 5th of the month following the reporting month as outlined in the Leave Reporting Calendar. Leave Reports are submitted only for a Pay Period in which leave is taken.

Nonexempt Employees

Nonexempt (overtime eligible) Employees will utilize the system for Leave Reporting where they will record any leave taken during the reporting period. The Leave Reporting period is the 1st of the month through the last day of the month. They will also report overtime hours through the leave reporting system. All overtime MUST be approved in advance by your supervisor and VP. All eligible overtime will be paid on the following month's paycheck after it has been received. Overtime may not be banked to use as comp time. Once your leave report has been submitted and approved by your supervisor, HR will review leave and overtime and determine the rate at which it is owed. An employee must physically work more than 40 hours in one week to be paid time and a half for overtime.

Nonexempt Employees must submit their Leave Reports through Web Time Entry to their Approver no later than the 5th of the month following the reporting month as outlined in the Leave Reporting Calendar. Leave Reports are submitted only for a Pay Period in which leave is taken or overtime is worked.

Part-Time and Student Employees

Part-Time and Student Employees will report their hours using Web Time Entry. All hours entered must reflect the accurate hours and days the work is performed. The Pay Period for Part-Time and Student Employees will be semi-monthly (twice a month). Part-Time and Student Employees must submit their completed Time Sheet to their Approver by the submission date as outlined in the Payroll Calendar for Part-Time Staff and Student Employees. If no hours are worked during a pay period it is not necessary to submit a time sheet.

Approver

An Approver is the individual who has the ability to update, change, return, or approve the Time Sheet and/or Leave Report submitted by their Employee. The Approver is responsible for ensuring that all of their Employees submit their time worked or leave taken for the Pay or

Leave Period. Each Time Sheet and Leave Report should be reviewed in detail making sure that the time submitted is correct, and that the time is assigned to the proper leave or earnings type. The time or leave needs to be approved (and if necessary corrections are made and communicated) prior to the payroll deadlines. An Employee should NEVER approve their own Time Sheet or Leave Report.

Proxy

Proxy is the individual designated by the Approver in the system to act on their behalf to update, change, return, or approve the Time Sheet and/or Leave Report submitted by their Employee. If you have been designated as a Proxy for an Approver, you will be able to modify, return, and approve Time and Leave Reports on behalf of that Approver. An employee should NEVER approve their own Time Sheet or Leave Report.

Department Time Entry

Some departments will record time through another process called Department Time Entry. A designated person in the department collects the Time Sheet and Leave Report information for all of their Employees and enters it in the system for submission to Payroll for processing.

Responsibilities

Employee Responsibilities

1. Initiate your Time Sheet at the beginning of the Pay Period. (Part-Time and Student Employees) by opening the Time Sheet, record time in and time out for that day, and save.
2. Record accurate hours and days on your Time Sheet / Leave Report.
3. Use appropriate Earning / Leave Codes to ensure pay is in accordance with Blinn College policy.
4. Check your leave balances to verify availability of hours claimed. ***NOTE:** Entry of leave balances in excess of available balance may result in reduction of payment amount.*
5. Add Comments to your Time Sheet / Leave Report to document special circumstances, changes to your normal work schedule, or any other important information.
6. Review your Time Sheet / Leave Report for accuracy BEFORE submitting it for approval.
7. Submit your Time Sheet / Leave Report prior to the deadlines established in the Time Sheet / Leave Reporting Calendars.
8. Remember, after the Employee Submit By Date on the Time Sheet / Leave Reporting Calendars, you cannot submit for approval or make any changes to a Time Sheet or Leave Report. Your Approver will need to submit or make changes to the Time Sheet or Leave Report on your behalf before the Approver Submit By Date.

Approver Responsibilities

1. Verify Employees have initiated their Time Sheets at the beginning of the Pay Period.
2. Designate at least one Proxy to perform your responsibilities in your absence.
3. Notify your Proxy to review and approve Time Sheets / Leave Reports on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all Employees have submitted their Time Sheets / Leave Reports for approval prior to the Employee Submit By Date established in the Time Sheet / Leave Reporting Calendars.
5. Notify Employees that they need to submit Time Sheet / Leave Report when they have not done so.
6. Review all submitted Time Sheets / Leave Reports in detail. It is the responsibility of the Approver to verify the Employee has accurately entered the hours and days the work is performed and leave taken is in accordance with College policy.
7. When corrections are necessary:
 - a. If time permits prior to the Employee Submit By Date, return Time Sheet / Leave Report with errors to Employee for correction. Notify the Employee of the returned Time Sheet / Leave Report as the Employee will not receive any other type of notification.
 - b. If after the Employee Submit By Date but before the Approver Submit By Date, make the necessary correction, and send written communication to the Employee informing them of the change. *NOTE: The Approver is the last opportunity to address or correct any errors prior to processing.*
 - c. If corrections are needed after the Approval Submit By Date, the Approver should contact Human Resources for directions on how to correct Time Sheets and Leave Reports.
8. Add Comments documenting changes you made to a submitted Time Sheet / Leave Report BEFORE approving. Comments cannot be added to Time Sheets / Leave Reports which have already been approved.
9. Approve all Time Sheets / Leave Reports individually prior to the Approver Submit By Date.

Proxy Responsibilities

1. Understand the required steps to approving Time Sheets / Leave Reports and related policies.
2. Assume the role and responsibilities of 'Acting Approver' when designated by the Approver.
3. Remember to remove yourself as 'Acting Approver' when you have completed the approval of Time Sheets / Leave Reports for the period designated by the Approver. See Approvers – Acting as a Proxy section of this User's Guide.

Timeframes and Deadlines

For Part-time and Student Employees, Time Sheets should be initiated at the beginning of the Pay Period. In order to be paid each month, a Time Sheet must be submitted by the deadline. Without a Time Sheet, the Approver is unable to approve time, and without the Approver's or his/her Proxy's approval, the Employee may NOT be paid until the following Pay Period.

All Employees are responsible for submitting their electronic Time Sheet or Leave Report to their Approver by the Employee Submit by Date on the Time Sheet or Leave Reporting Calendar. Leave Reports do not need to be submitted if no leave is taken that month. If the Employee was not scheduled to work during a pay period the Time Sheet does not need to be submitted or approved. NOTE: *Submitting a Time Sheet with "0" hours worked may cause errors.*

Logging On To Web Time Entry

Access to the Web Time Entry System is through the MyBlinn portal which is accessible from any computer with access to the Internet.

1. Using the internet, access the MyBlinn portal at my.blinn.edu
2. Enter your network username and password in the SECURE ACCESS LOGIN area. This is the same username and password that you use to log on to your computer and access your email.



The image shows a screenshot of the MyBlinn web portal's login page. At the top, there is a blue header with the 'myBLINN Stay Connected!' logo. Below the header, the page is titled 'Secure Access Login'. There are two input fields: 'User Name:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Cancel'. Underneath the login section, there is a link for 'Browser Information'. At the bottom of the page, there are two links: 'Forgot Password?' and 'Questions?'.

3. The TIME SHEET and LEAVE REPORT links can be accessed on the Employee tab.
4. From the Employee tab access the Banner Self-Service folder and open the Employee folder.
5. Because of the sensitive nature of payroll information, you should NEVER share your password with anyone. It is also important to log off of the system when you have finished.

Part-Time and Student Employees Time Entry

From the Employee folder select **TIME SHEET** and select the appropriate Pay Period for the position you wish to record your hours.

1. Click the **ENTER HOURS** link for the appropriate day and earning category.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 16, 2016	Monday Oct 17, 2016
Staff Part Time Regular Pay	1		0	0		Enter Hours
Total Hours:				0		0
Total Units:				0		0

2. Enter your time in and out to the nearest quarter hour in the **TIME IN/TIME OUT** box which appears at the top of the page. See table below for assistance in calculating and entering hours worked.

Date: Monday, Oct 17, 2016
Earnings Code: Staff Part Time Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1			0
1			0
1			0
1			0
1			4

Entering Hours Format Guidelines

Sample Start Time	Nearest Quarter Hour Worked
8:00 - 8:07	8:00
8:08 - 8:22	8:15
8:23 - 8:37	8:30
8:38 - 8:52	8:45
8:53 - 9:00	9:00

3. Click **SAVE**. If you have not finished entering your hours for the entire Pay Period, you can now exit the system and return at a later date (within the Pay Period) to complete your data entry and submit for approval. It is recommended you enter hours on your Time Sheet on at least a weekly basis.
4. Enter **COMMENTS** as needed. The COMMENTS area is used to annotate any information pertinent to the Time Sheet.

5. Click on **SUBMIT FOR APPROVAL** only after you have completed entering hours for the entire Pay Period. If you were not scheduled to work during the pay period the Time Sheet does not need to be submitted or approved. *NOTE: Submitting a Time Sheet with "0" hours worked may cause errors. The deadline to submit your time sheet to your approver is generally Monday at noon following the end of the pay period. Reference the Time Sheet Deadline Calendar on the Banner Resource Links.*
6. Verify that the Time Sheet has been submitted by reviewing the bottom of the screen. The "SUBMITTED FOR APPROVAL BY" field should display the date on which you submitted your Time Sheet. You may also log in again before the Approver Submit By Date to verify that your Approver has approved your Time Sheet.

Submitted for Approval By:	You on Nov 08, 2016
Approved By:	
Waiting for Approval From:	Supervisor Test 1

7. See the Web Time Entry tutorial and demonstration in the Banner Training Links for more detailed instructions.

Full Time Employees Leave Entry

Full Time Exempt and Nonexempt Staff, and Faculty will not record hours worked. However, you will need to report if any leave was taken during the pay period – this is referred to as Leave Reporting. The Leave Reporting system is not a leave request form. Leave must be requested and approved by your Approver before it can be taken. Leave Reports do not need to be submitted when no leave is taken. You may log in again before the Approver Submit By Date to verify that your Leave Report has been approved.

1. From the Employee folder select **LEAVE REPORT** and select your position and reporting period to enter your leave.
2. Click the **ENTER HOURS** link for the appropriate day and leave category.

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016	Wednesday Nov 02, 2016	Thursday Nov 03, 2016	Friday Nov 04, 2016	Saturday Nov 05, 2016
Discretionary Time		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

3. Enter your hours in the **HOURS** box which appears at the top of the page. Leave is allowable in no less than one hour increments.

Earning:	Personal Time
Date:	Nov 01, 2016
Hours:	<input type="text" value="8.0"/>
<input type="button" value="Save"/>	<input type="button" value="Copy"/>

4. Click **SAVE**. If you have not finished entering your leave for the entire Leave Reporting Period, you can now exit the system and return at a later date prior to the Employee Submit by Date on the Leave Reporting Calendar to complete your entry and submit for approval. Leave Reports should be submitted to the Approver no later than the 5th of the month following the reporting month as outlined in the Leave Reporting Calendar.
5. Enter **COMMENTS** as needed. The COMMENTS area is used to annotate any information pertinent to the Leave Report.
6. Click on **SUBMIT FOR APPROVAL** only after you have completed entering hours for the entire Leave Reporting Period.
7. See the Leave Reporting tutorial and demonstration in the Banner Training Links for more detailed instructions.

Nonexempt Employees Overtime Reporting

Nonexempt Employees will also report overtime hours through the leave reporting system. All overtime MUST be approved in advance by your supervisor and VP. All eligible overtime will be paid on the following month's paycheck after it has been received. Overtime may not be banked to use as comp time. Once your leave report has been submitted and approved by your supervisor, HR will review leave and overtime and determine the rate at which it is owed. An employee must physically work more than 40 hours in one week to be paid time and a half for overtime.

1. From the Employee folder select **LEAVE REPORT** and select your position and reporting period.
2. Click the **ENTER HOURS** link on the Report Overtime Earning line for the day you worked overtime.

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016
Discretionary Time	0		Enter Hours
Personal Time	0		Enter Hours
Vacation Time	0		Enter Hours
Sick Time	0		Enter Hours
Report Overtime	0		Enter Hours
Total Hours:	0		0
Total Units:		0	0

3. Enter your hours in the **HOURS** box which appears at the top of the page rounding to the nearest quarter hour. See table below for guidance.

Earning:	Report Overtime
Date:	Nov 01, 2016
Hours:	<input type="text" value="1.25"/> x
<input type="button" value="Save"/> <input type="button" value="Copy"/>	

Entering Hours Format Guidelines

Sample Start Time	Nearest Quarter Hour Worked
:00 - :07	:00
:08 - :22	:25
:23 - :37	:50
:38 - :52	:75
:53 - :00	1:00

4. Click **SAVE**. If you have not finished entering your leave and overtime for the entire Leave Reporting Period, you can now exit the system and return at a later date prior to

the Employee Submit by Date on the Leave Reporting Calendar to complete your entry and submit for approval.

5. Enter **COMMENTS** as needed. The COMMENTS area is used to annotate any information pertinent to the Leave Report or Overtime Reporting.
6. Click on **SUBMIT FOR APPROVAL** only after you have completed entering hours for the entire Leave Reporting Period. Leave Reports should be submitted to the Approver no later than the 5th of the month following the reporting month as outlined in the Leave Reporting Calendar.
7. See the Overtime Reporting tutorial in the Banner Resource Links for a detailed demonstration.

Logging Off

It is important that you log off of your web session, especially if using a public machine. Clicking the **LOGOUT** icon at the top right hand corner will log you out of both the Web Time Entry system and the MyBlinn portal. If you have additional tasks to complete on the MyBlinn portal before you log-off, you may click the **BACK TO EMPLOYEE TAB** link found in the upper left hand corner.

Other Functionalities Associated with Web Time and Leave Entry

Comments: Comments may be added to your Time Sheet / Leave Report by clicking here. Comments are for reference only. If communications are needed, directly email your Approver or Proxy. If you need to communicate with Human Resources or Payroll, contact them directly.

Copy: You can utilize this function if you work the same number of hours on multiple days.

Position Selection: Returns user to the Position Selection screen.

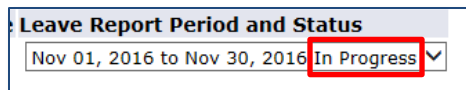
Preview: Will display the entire pay period and will show the hours or leave entered for each day. You may print it if you want a hard copy of what you have entered.

Previous / Next: Click on PREVIOUS or NEXT to toggle back and forth between weeks in the time sheet or leave report.

Restart: If the Time Sheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and allow you to start over and make corrections.

Return Time: When used by the Employee, this button retrieves a submitted Time Sheet in order for the Employee to make corrections (if still in pending state). When used by the Approver, this button retrieves an approved Time Sheet from Payroll for further action by the Approver (before end of approval period). In order to be paid, a retrieved Time Sheet must be submitted and approved prior to the Approver Submit By Date on the Time Sheet Deadline Calendar.

Time Sheet / Leave Report Status Definitions



The screenshot shows a window titled "Leave Report Period and Status". Inside the window, there is a text field containing "Nov 01, 2016 to Nov 30, 2016" and a dropdown menu with "In Progress" selected. A red box highlights the "In Progress" text in the dropdown menu.

Not Started: The Employee has not yet started to enter hours on the Time Sheet / Leave Report.

In Progress: The Time Sheet / Leave Report has been started by the Employee, but has not been submitted for approval.

Pending: The Time Sheet / Leave Report has been completed by the Employee and submitted for approval. The record is waiting for the Approver (or Proxy) to approve. The Approver may send back for a correction and therefore, could be in the queue pending further action from the Employee.

Approved: The Time Sheet / Leave Report has been approved. An approved Time Sheet has been electronically sent to payroll for processing. An approved Leave Report is automatically processed and has electronically docked the approved time from the Employee's leave balances.

Completed: The Time Sheet / Leave Report has been approved and processed.

Returned For Correction: The Time Sheet / Leave Report has been returned by the Approver (or Proxy) to the Employee for correction.

Approvers

1. Log into the MyBlinn portal using your network username and password. This is the same username and password you use to log into your computer and access your email.
2. Click on the **EMPLOYEE** tab.
3. From the Employee tab access the Banner Self-Service folder and open the Employee folder.
4. Select Time Sheet or Leave Report, and then select **Approve or Acknowledge Time**.
5. If you are responsible for approving employee's in multiple departments, you will need to select the department and time period you wish to review for approval.
6. **Approving Time Sheets or Leave Reports:**
 - a. You must review each Employee individually to verify the accuracy of their Time Sheet / Leave Report, click on the Employee's name to evaluate their hours.
 - b. Here, you may **APPROVE** the submitted hours, **RETURN FOR CORRECTION**, **CHANGE RECORD**, or **ADD COMMENT**.



- i. **Do not use the DELETE button** as this deletes the Time Sheet or Leave Report and is irretrievable.
 - ii. **Do not use the Select All, Approve or FYI button** as this will mark all entries as Approved and you must first review each one individually.
 - c. Now, click on the **SAVE** button.
7. If a Time Sheet is not in a "Pending" status and it is before the Employee Submit By Date according to the Time Sheet Calendar, contact the Employee and ask that he/she submit the Time Sheet or Leave Report.

Approvers - Time Sheet / Leave Report Corrections

Sometimes problems on a Time Sheet or Leave Report are found after the Employee has sent it to you for approval. There are several avenues to correct a Time Sheet or Leave Report depending on the circumstances and Time Sheet / Leave Report status. If you are unsure which method of correction to use, contact HR immediately. Remember, it is much easier to make corrections before the payroll has processed than after.

Approvers - Return for Corrections

Before you Approve, if you find problems on a Time Sheet or Leave Report which the Employee must correct, you can use **RETURN FOR CORRECTION**. Adequate time should be allowed for the Employee to make changes to his/her record prior to the Employee Submit By Date on the Time Sheet Calendar for the Payroll Period.

***NOTE:** If an Approver uses **RETURN FOR CORRECTION** for a Time Sheet or Leave Report, you must add a **COMMENT** and notify the Employee that you have returned the Time Sheet or Leave Report for correction. The Employee **WILL NOT BE** electronically or automatically notified.*

1. Click the **ADD COMMENTS** button.
2. Type a message to the Employee explaining what corrections are needed for their Time Sheet / Leave Report to be approved.
3. Click the **SAVE** button.
4. Click the **PREVIOUS MENU** button to return to the time sheet.
5. Click the **RETURN FOR CORRECTION** button.
6. Click the **PREVIOUS MENU** button to return to the Approver Summary page.

Approvers - Change Time / Leave Record

Before you approve, you may need to make a correction to an Employee's Time Sheet / Leave Report yourself as the Approver.

The Approver may change the Employee's Time Sheet / Leave Report by clicking **CHANGE TIME/LEAVE RECORD**. The Approver is taken to a screen in which he/she will act as the Employee and make the necessary corrections to the Employee's record. The Approver may then approve it.

1. Click the **CHANGE TIME/LEAVE RECORD** link in the Other Information column.
2. Click the link at the intersection of the earning type and date which needs to be changed.
3. Type the correct entries.
4. Click the **SAVE** button.
5. Click the **PREVIOUS MENU** button to return to the time sheet.
6. Click the **COMMENTS** button. Type a message indicating the corrections you've made. If an Approver uses **CHANGE TIME/LEAVE RECORD**, they must add a **COMMENT AND** notify the Employee.
7. Click the **SAVE** button.
8. Click the **PREVIOUS MENU** button to return to the Time Sheet / Leave Report.
9. Click the **APPROVE** button.
10. The page will refresh and display a message that the Time Sheet / Leave Report was approved.

11. Click the **PREVIOUS MENU** button to return to the Summary page.

Approvers - Return Time

Once a Leave Report is Approved, the Employee's Leave Balances are immediately adjusted. You will need to contact Human Resources for errors on Approved Leave Reports.

If an error is discovered after a Time Sheet is approved and before the Approver Submit By Date has past, you can retrieve the Time Sheet and make the necessary corrections. In order to be paid, retrieved Time Sheets must be Approved by the Approver Submit By Date on the Time Sheet Calendar.

1. Click on the **RETURN TIME** button at the bottom of the Time Sheet.
2. You may then return the Time Sheet to the Employee for corrections or make the corrections yourself.
3. After corrections are made, make sure Time Sheet status is "PENDING".
4. To approve the Time Sheet, click **APPROVE**.
5. If an error is discovered past the Approver Submit By Date on the Time Sheet Calendar, contact HR immediately.

Approvers - Late Time Entry

Once a Leave Report is Approved, the Employee's Leave Balances are immediately adjusted. You will need to contact Human Resources for errors on Approved Leave Reports.

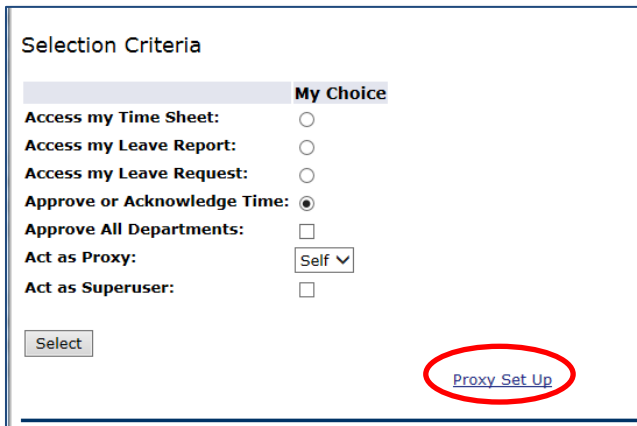
If an error is found after you have approved a Time Sheet, and the Approver Submit By Date has already past, you will need to contact HR immediately. If Late Time is required due to an Employee not submitting hours worked on a previous Time Sheet, the employee must complete a LATE TIME SHEET form found on the HR forms webpage. If late time sheets are submitted by an employee on a recurring basis, HR will require additional levels of approval signatures on the time sheet.

Approvers - Designating a Proxy

Approvers are responsible for setting up their own Proxies within Banner Web Time Entry. Each Approver must have at least one Proxy who can approve Time Sheets / Leave Reports in their absence. The Proxy must be a full time employee working within the same department/division who can verify that the employee has worked the hours submitted or the leave taken.

It is important that your Proxy(s) know they have been authorized to be your Proxy in the event you are absent the day that Time Sheets / Leave Reports must be approved. You should also advise your Employees of who your Proxy is to assure them that their Time Sheets / Leave Reports will be approved in a timely manner and who they need to contact if they realize they have made an error on their Time Sheet / Leave Report.

1. From the **EMPLOYEE** folder select Time Sheet or Leave Report and then click **Proxy Set Up** link found at the bottom of the Selection Criteria screen.



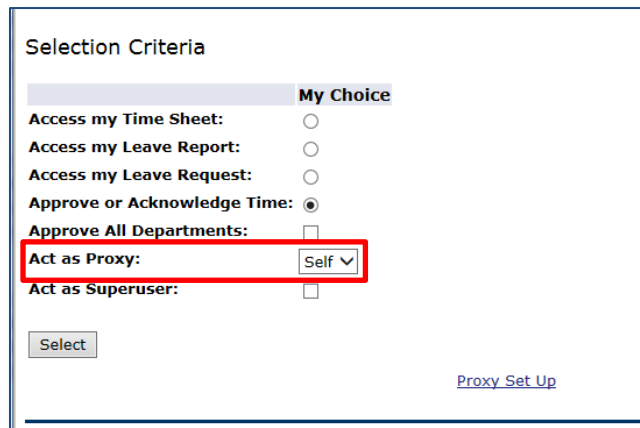
The screenshot shows a web form titled "Selection Criteria". It contains several rows of options, each with a radio button or checkbox. The options are: "Access my Time Sheet:" (radio button), "Access my Leave Report:" (radio button), "Access my Leave Request:" (radio button), "Approve or Acknowledge Time:" (radio button, selected), "Approve All Departments:" (checkbox), "Act as Proxy:" (dropdown menu showing "Self"), and "Act as Superuser:" (checkbox). At the bottom left is a "Select" button. At the bottom right is a blue link labeled "Proxy Set Up", which is circled in red.

2. On the **PROXY SET UP** screen, use the drop down menu to choose the name of the person who will be your Proxy. Click the **ADD** check box and click **SAVE**.
3. Repeat these steps to add an additional Proxy, or click the **REMOVE** check box to remove an existing Proxy.
4. If the chosen Proxy's name is not available in the drop down box, contact Human Resources.

Approvers - Acting as A Proxy

If you have been designated as a Proxy for an Approver, you may be asked to act on the Approver's behalf when they are unable. Please refer to the Roles and Responsibilities section for your responsibilities as Proxy. When the Approver requests you to act in your Proxy role as 'Acting Approver', follow the steps below:

1. From the **EMPLOYEE** folder select **Time Sheet** or **Leave Report**.
2. From the drop-down box under **Act As Proxy**, select the name of the person for whom you are approving time. If you do not see the Approver's name, the Approver has not designated you as their Proxy. Contact the Approver and have them follow the steps in the Approvers - Designating a Proxy section of this User's Guide.



The screenshot shows a 'Selection Criteria' form with the following options:

- Access my Time Sheet:**
- Access my Leave Report:**
- Access my Leave Request:**
- Approve or Acknowledge Time:**
- Approve All Departments:**
- Act as Proxy:** (highlighted with a red box)
- Act as Superuser:**

At the bottom left is a 'Select' button, and at the bottom right is a link labeled 'Proxy Set Up'.

3. Click **SELECT**.
4. You may now view and approve Time Sheets and Leave Reports as 'Acting Approver'.
5. Once you have completed approving for the assigned period, repeat steps 1 – 3 above, selecting "Self" in the "Act As Proxy" drop-down box to remove yourself as Acting Approver when you have completed the approval of Time Sheets / Leave Reports for the period designated by the Approver.

Resources

Go to Blinn Human Resources webpage, select the Training and Development Link, then select Banner Training to find these Banner Resource Links:

- Time Sheet Deadline Calendar
- Leave Report Deadline Calendar
- Tutorials for Time Entry, Leave Reporting, and Overtime Reporting
- Approver Training
- Banner FAQ's
- Late Time Sheet, Leave Report, Overtime Report forms

Frequently Asked Questions - Employee

1. WHERE DO I FIND MY TIME SHEET/LEAVE REPORT?

On the MyBlinn portal, click on the **EMPLOYEE** tab. Click on the the **Banner Self-Service** folder and open the **Employee** folder. Select TIME SHEET or LEAVE REPORT. Click on the **Time Sheet / Leave Report** for the position and period for which you are wanting to report hours.

2. WHAT IF MY TIME SHEET IS NOT LISTED OR MY POSITION (TITLE AND DEPARTMENT) IS NOT LISTED ON THE POSITION SELECTION SCREEN?

Please contact your Approver and/or Office of Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been completed.

3. I JUST STARTED (OR HAVE JUST COME BACK FROM A LONG ABSENCE) AND DON'T HAVE A TIME SHEET YET OR USERNAME/PASSWORD. HOW WILL I REPORT MY TIME WORKED?

Your Time Sheet and log in information will be available as soon as Human Resources has received complete information from your Supervisor and you have updated the necessary paperwork.

4. I RECENTLY HAD A CHANGE IN MY POSITION AND/OR PAY RATE. WILL MY TIME SHEET / LEAVE REPORT REFLECT MY NEW RATE?

Yes. If your rate of pay has changed, you will enter time on your Time Sheet as before and your new rate of pay will be applied during payroll processing. If you have moved to a new position, you will see a Time Sheet or Leave Report for the new position. Be sure to use the new Time Sheet only.

5. WHAT IF I ACCIDENTALLY SUBMITTED MY TIME SHEET/LEAVE REPORT BEFORE I WAS FINISHED ENTERING HOURS FOR THE ENTIRE PAY PERIOD?

If the Time Sheet is still in a pending status and it is prior to the Submit to Approver date, you can click Return Time from your Time Sheet and make corrections. You may also contact your Approver so that he/she can return it to you electronically for changes or make changes for you. If your Approver has already approved your Time Sheet, or the deadline has passed, your Approver will need to contact Payroll. If your Approver has already approved your Leave Report, your Approver will need to contact Human Resources.

6. WHAT IF I SUBMITTED MY HOURS, BUT I MADE A MISTAKE?

Contact your Approver. If he/she has not already approved the Time Sheet, he/she can return it to you electronically for changes or he/she can make changes for you. If your Approver has already approved your Time Sheet, or the deadline has passed, your Approver will need to contact Payroll. The Employee can also click the **Return Time** button if the Time Sheet is in a pending status.

7. WHAT IF I DID NOT RECEIVE A PAY CHECK BUT I SUBMITTED HOURS?

Check the status of your Time Sheet. If it was approved, contact Payroll. If it was not approved, speak to your Approver.

8. I LEFT A COMMENT ON MY TIME SHEET/LEAVE REPORT. WILL MY APPROVER BE NOTIFIED IT IS THERE?

Your Approver can view the comments left on your Time Sheet /Leave Report once it is submitted to them, but there is no email notification or pop-up to alert them to look for it. You will want to communicate to your Approver that you placed a comment on your Time Sheet/Leave Report.

9. THERE WAS A HOLIDAY DURING THIS PAY PERIOD. HOW DO I REPORT THAT ON MY TIME?

It is not necessary make any entry on the leave report for holidays unless you physically worked on that day.

10. WHAT IF I MISSED THE SUBMISSION DEADLINE?

It is important that you plan ahead and know the deadlines. The Time Sheet and Leave Reporting Calendars are posted on the Human Resources webpage under Training and Development and Banner Training Links. If you miss a submission deadline you will need to contact your Approver. If you do not submit hours worked on a previous time sheet, you must complete a Late Time Sheet form found on the HR forms webpage and the Banner Resource Links. The time sheet must be signed by the employee, the supervisor, and possibly, the VP.

11. CAN ANYONE ELSE ACCESS MY HOURS?

Only your Approver, his/her Proxy, and Payroll can access your hours.

12. SHOULD EMPLOYEES SHARE THEIR USERNAME AND PASSWORD WITH A PROXY, APPROVER, OTHER STAFF OR FRIENDS/PARENTS?

Due to the confidential and sensitive nature of information that can be accessed through the entire Self Service system, Employees should never share their Username and password with anyone.

13. WHY ARE THE HOURS I ENTERED ON THE WRONG DAY ON THE PREVIEW SCREEN?

You may have entered a zero somewhere on the Time Sheet. The zero will not affect the time you get paid for, but the preview screen will not display correctly. If you don't have any time to report for a day, just leave it blank.

Frequently Asked Questions - Approver / Proxies

1. WHEN DO I NEED TO APPROVE EMPLOYEE TIME SHEETS/LEAVE REPORTS ONLINE?

Approvers must approve Employee Time Sheets and Leave Reports by the Approver Submit By Date on the Time Sheet and Leave Report Calendars. Please refer to the deadline Calendars which are available on the Human Resources webpage under the Training and Development and Banner Training Links. Employees should submit their Time Sheets by the end of their shift on their last working day of the pay period. The deadline to submit your time sheet to your approver is generally Monday at noon following the end of the pay period. As their Approver, you will want to go into the system to ensure their Time Sheets are in PENDING status. If they are not, you should notify the Employees to remind them to submit their Time Sheet.

2. HOW DO I KNOW MY EMPLOYEE HAS SUBMITTED THEIR TIME SHEET / LEAVE REPORT?

From the Banner Self-Service folder you will open the Employee folder and select Time Sheet or Leave Report. Then you may select Approver or Acknowledge Time to view Employees Time Sheets and Leave Reports. The Time Sheet or Leave Report listed for the Employee should display a PENDING status.

3. WHAT WILL MY EMPLOYEES BE SUBMITTING FOR ME TO APPROVE?

Each category of Employee follows slightly different web time entry procedures. Time Sheet and Leave Reporting Calendars for each Employee classification are found on Banner Resource Links on the Human Resources Training and Development webpage.

EMPLOYEE CLASSIFICATION	DOES WHAT?
Part-Time Staff and Student Employees	Report hours worked on Time Sheet and submit semi-monthly
Full-Time Nonexempt Staff	Report leave taken and overtime worked on Leave Report and submit monthly

Exempt Staff, Administrators, 12-Month Faculty	Report leave taken on Leave Report and submit monthly
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4. I DO NOT SEE WHAT I AM LOOKING FOR IN MY APPROVAL QUEUE. WHAT IS WRONG?

In order for the link to your approvals for a given pay period to appear in your Approve or Acknowledge Time queue, one of your Employees must begin a Time Sheet for the pay period. Remind your Employees to open their Time Sheets near the beginning of every pay period. This will not only allow you to see your list of approvals, it will also assure that everyone in your department has a Time Sheet and is set up to be paid.

5. I SENT MY EMPLOYEE’S TIME SHEET / LEAVE REPORT BACK TO THEM FOR CORRECTION. WILL THE EMPLOYEE BE ALERTED THAT THEY SHOULD MAKE CORRECTIONS AND RE-SUBMIT THEIR TIME SHEET/LEAVE REPORT?

No, there will be no email notification or pop-up to alert them. You will need to communicate to the Employee that you have sent their Time Sheet / Leave Report back to them for correction. Never return for correction after the Employee Submit By Date.

6. I LEFT A COMMENT ON MY EMPLOYEE’S TIME SHEET / LEAVE REPORT BEFORE I SENT IT BACK TO THEM FOR CORRECTION. WILL THE EMPLOYEE BE NOTIFIED IT IS THERE?

No. Employees can view the comments left on their Time Sheet, but there is no email notification or pop-up to alert them to look for it. You will want to communicate to the Employee that you placed a comment on the Time Sheet / Leave Report.

7. CAN I VIEW PREVIOUS TIME PERIODS THAT I APPROVED?

Yes, you can view any pay period approved through the Banner Time Entry system for several months.

8. HOW WILL MY EMPLOYEES GET PAID IF I AM OUT AND UNABLE TO APPROVE TIME FOR THAT PAY PERIOD? If you are unable to approve your Employees’ Time Sheets or Leave Reports by the designated time, your Proxy must approve them on your behalf. If you know you will be absent on the day approvals are due, or if for some reason you are unable to access the Internet or MyBlinn portal, make arrangements with your Proxy to act on your behalf to approve the Employee hours by the deadline.

9. MY EMPLOYEE’S RATE OF PAY HAS CHANGED DURING THIS PAY PERIOD. IS THIS AUTOMATICALLY REFLECTED ON HIS/HER TIME SHEET?

Yes. Once the change to the rate of pay has been approved and processed it will be applied during payroll processing. If your Employee’s rate of pay has changed, the Employee should continue to enter time on their Time Sheet as before. If the Employee’s position has changed, a new Time Sheet will be available for him/her after the position have been approved and processed.