

Bridgewater State College

Web Time Entry Quick Reference Guide For Supervisors

TIPS AND REMINDERS

- * Review each timesheet for accuracy before approval.
- * Each pay period is two weeks in length.
- * Pay period ends on a Saturday and timesheets are due by Thursday at 11:59 PM for all department approval levels.
- * E-mail the next departmental approver when timesheets are complete and submitted successfully.
- * Timesheets not submitted in a timely manner will be monitored.
- * Watch the status of your departmental timesheets to verify approval for payment.

OPENING TIMESHEETS

1. Log into **Banner** at <http://banner/>.
2. Choose **BANP Self Service (Info Bear/WFF)**.
3. Click **Enter Secure Area** at BSC Self Service Login.
4. Enter **User ID** and **PIN Number** on User Login Screen.
5. Choose **Employee Info** on Main Menu.
6. Choose **Time Sheet** on Employee Menu.

TIME REPORTING/APPROVER SELECTION

1. Click **radio button** for Approve or Acknowledge Time.
2. Choose act as Self or Proxy from **drop down menu**.
3. Click **Time Sheet** on Time Sheet Selection page.
4. On Approver Selection Page, choose pay period from **drop down menu**.
5. Choose preferred timesheet sort order by clicking **radio button**.
6. Click **Select**.

PROXY SET-UP

1. Click on **Proxy Set-up** at the bottom of Time Selection screen.
2. On Proxy Set-up page, click on **drop down menu** to choose a departmental proxy.
3. Click on **Proxy User Name** and check **Add** box.
(Remove to delete and change your proxy.)
4. Choose **Save**.

TIMESHEET APPROVAL KEYS

- * **Select All, Approve or FYI** - allows you to approve all timesheets for the department after you have reviewed for accuracy.
- * **Reset** - deletes any changes you have made to the timesheet.
- * **Save** - saves the approval for submission.

REVIEWING STUDENT TIMESHEETS

1. Timesheets with **Pending Approval** Status:
 - a. Click on **Student's Name (in red)** to review timesheet.
 - b. You can view actual hours entered by **scrolling down the page**.
 - c. To make changes to hours, click on **Change Record** to adjust.
 - d. Click **Add Comments** if changes are made or comment needed for time worked.
 - e. Click **Delete** to erase changes made by you in error.
 - f. Click **Previous Menu** will return you to Department Summary screen.
 - g. If you agree with hours submitted, click **Approve**.
 - h. Check for Successful Approval Message.
 - i. Click **Exit** to return to home page.
2. Timesheets with **In Progress** Status
 - a. This status means that the student has started the timesheet, but has not submitted it for approval.
 - b. If it is prior to deadline date for submitting, contact the student to submit the timesheet.
 - c. If after student submission deadline but prior to department approval deadline, contact payroll to determine if timesheet can be paid.
 - d. If student timesheet cannot be paid, you must submit the total hours for the pay period on the first Sunday of the next timesheet. You will enter the time as TNS (Time Not Submitted).
 - e. As the supervisor, you should give the student a warning regarding late timesheets. Payroll will monitor the use of the TNS code.
3. Timesheets with **Not Started** Status
 - a. Contact the student if he/she worked during the pay period.
 - b. Follow Steps b - e in the In Progress Status above.
 - c. If the student did not work, the Not Started Status is appropriate.

COMMENTS

- * Click on **Comments** on the Department Summary screen.
- * Enter comments and **Save**.

PRINTING THE TIME SHEET

1. Click the **Preview** button at the bottom of the time sheet
2. Click **File** and **Print** from the browses menu.
3. Be sure to set your printer settings to Landscape layout.
4. Click **OK** button to print your timesheet.
5. To get back to the timesheet, click **Previous Menu**.