Return Time Feature in Web Time Entry

The upgrade to Banner 8.3 includes a Return Time enhancement to Employee Self-Service Web Time Entry.

Return Time Steps for Originators/Employees

A timesheet submitted by the Originator (employee) to the Approver changes transaction status from In Progress to Pending. Previously, Pending timesheets were not accessible to the employee, and errors in data entry were sent on to the Approver. With the Banner upgrade to 8.3, after an employee completes the time transaction and submits it for approval, he/she can make changes to the timesheet by clicking the Return Time button.

When the Originator clicks the Return Time button, the timesheet is returned for correction. The employee can make corrections to the time, or restart the timesheet and begin again. After the corrections are made, the employee can click the Submit for Approval button to resend the timesheet to the Approver.

NOTE: Originators can only retract Pending timesheets. If an Approved timesheet needs correction, they should notify their Approver or Superuser prior to payroll calculation when possible.
Return Time Steps for Approvers

The same function is available for the approval of time. If an Approver approves a timesheet, he/she can recall the transaction by clicking the Return Time button.

In this case, the transaction reverts back to the Pending status. The Approver can edit the timesheet by clicking the Change Record button and then the Approve button to approve the timesheet, or the timesheet can be returned to the Originator for corrections by clicking Return for Correction.

Note that time entry deadlines have not changed.