

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.

VESSA Leave Unpaid (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
VESSA Leave Holiday (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
VESSA Leave Float Hol (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
FMLA/VESSA Lv Vac (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
FMLA/VESSA Lv Sick (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
FMLA/VESSA Lv Unp (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
Premium Rate .95	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
FMLA-VESSA Lv Hol (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
FMLA/VESSA Lv Float Hol (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
Disaster Serv Volunteer Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
Military Family Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
Organ Donor 1 (organ/marrow)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Er
Total Hours:		7.5	0	7.5	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Next **Return Time**

Submitted for Approval By: You on Mar 19, 2010
 Approved By:
 Waiting for Approval From: Donna Hawk

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.

FMLA/VESSA LV SICK (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
FMLA/VESSA LV Unp (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Premium Rate .95	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
FMLA-VESSA Lv Hol (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
FMLA/VESSA Lv Float Hol (RDG)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Disaster Serv Volunteer Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Military Family Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Organ Donor 1 (organ/marrow)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Total Hours:		22.5	0	7.5	7.5	7.5	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

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.

Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Sunday, Apr 18, 2010	Monday, Apr 19, 2010	Tuesday, Apr 20, 2010	Wednesday, Apr 21, 2010	Thursday, Apr 22, 2010	Friday, Apr 23, 2010	Saturday, Apr 24, 2010	Sunday, Apr 25, 2010	Monday, Apr 26, 2010	Tuesday, Apr 27, 2010
Vacation 1 (rdg)		22.5			7.5	7.5	7.5						
Total Hours:		22.5			7.5	7.5	7.5						
Total Units:			0										

Routing Queue

Name	Action and Date
John Doe	Originated Mar 19, 2010 10:50 am
John Doe	Submitted Mar 19, 2010 10:51 am
Donna Hawk	<u>Approved</u> Mar 19, 2010 10:57 am

Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 18, 2010		100.00		100010	310000	213300	310001				

Buttons: Previous Menu, **Return Time**

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.

Employee ID and Name: 66666666 John Doe | Department and Description: 9 310000 OBFS - UPBSC-Payroll Services
 Title: U65928-00, MANAGER, PAYROLL | Transaction Status: Pending

Buttons: Previous Menu, **Approve**, Return for Correction, Change Record, Delete, Add Comment

Comments | Routing Queue | Account Distribution

Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Sunday, Apr 18, 2010	Monday, Apr 19, 2010	Tuesday, Apr 20, 2010	Wednesday, Apr 21, 2010	Thursday, Apr 22, 2010	Friday, Apr 23, 2010	Saturday, Apr 24, 2010	Sunday, Apr 25, 2010	Monday, Apr 26, 2010	Tuesday, Apr 27, 2010
Vacation 1 (rdg)		22.5			7.5	7.5	7.5						
Total Hours:		22.5			7.5	7.5	7.5						
Total Units:			0										

Comments

Date	Made by	Confidential	Comments
Mar 19, 2010 10:59 am	Donna Hawk	No	Time Sheet Returned

Routing Queue

Name	Action and Date
John Doe	Originated Mar 19, 2010 10:50 am
John Doe	Submitted Mar 19, 2010 10:51 am
Donna Hawk	<u>Pending</u> Mar 19, 2010 10:59 am