How to Approve a Timesheet in Banner Self-Service

Timesheets are <u>due by 10 am</u> on the Monday preceding a Friday paycheck date.
Timesheets <u>must be approved by 1 pm</u> on the Monday preceding a Friday paycheck date.

Your may require your employees to complete and submit their timesheets by end of day Friday.

1. Log in to myWings
2. Go to your Staff tab
3. Under My Applications, select "Employee Self Service"
4. Select "Time Sheet"
5. Under Selection Criteria click "Approve or Acknowledge Time, then "Select"

| Employee Services | Finance Information | Financial Aid | Personal Information | Student Services |

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please s

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	⦿
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

6. If you approve timesheets for employees in multiple departments, you will need to approve one department at a time. Choose the department for which you want to open timeseets and then "Select."

If you are approving timesheets on the day they are due, the timesheets for the new pay period will appear first in the list under "Pay Period." Select the drop down arrow to select the prior pay period.

Approving Time:

7. In the **Pending** section, open each timesheet by selecting the employee's name.
    - If the employee is exempt (A&P), they have default earnings and only need to report exceptions to their regular hours such as leave usage.
    - If the employee is non-exempt (Support Staff or A&P non-exempt), they must report all hours worked <u>and</u> leave usage.

8. **Review** each timesheet carefully before approving time. Specifically, check for the following:
    - ☑ If leave was used, check the leave balance to make sure employee has the hours accrued.
    - ☑ If leave was used and employee has a compensatory time balance, the comp time should be used before other types of leave.
    - ☑ Make sure all regular hours reported were hours worked.
    - ☑ Make sure all partial hours are reported to the nearest quarter hour:
        - .25 = 15 minutes
        - .5 = 30 minutes
        - .75 = 45 minutes

    Overtime/Compensatory Time:

    - ☑ Review any reported overtime or compensatory time. Overtime/compensatory time is paid to non-exempt employees who physically work over 40 hours in a work week. The work week is from Saturday to Friday. Overtime/compensatory time is ***not*** earned for working over 8 hours in one day. If the employee used leave in the same work week, the leave hours do not count as hours worked for overtime calculations.

Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA:	U, University of North Florida
Department:	202100, Facilities Planning
Pay Period:	Nov 05, 2016 to Nov 18, 2016
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Nov 21, 2016, 01:00 PM

[Change Selection] [Select All, Approve or FYI] [Reset] [Save]

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
N00430886	Richard A Elmore 340960 - 00 Asst Director	Approve	32.00	.00		☐	☐		Change Time Record Leave Balance

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
N00621613	Angela Marie Johnson 334950 - 00 Executive Secretary	81.00	1.00		Leave Balances

Employees with a timesheet "In Progress" still need to submit their timesheet for approval.

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9. Take action on the timesheet. You will have the following options:
   - Previous Menu: takes you to the previous screen
   - Approve: this is a final approval of the timesheet, you will not be able to make changes
   - Return for Correction: returns the timesheet back to the employee
   - Change Record: you may correct the hours yourself (use this option if it is past 10 am on the day timesheets are due)
   - Delete: this will delete the entire timesheet and change its status back to Not Started.
   - Add Comment – use this feature to add notes, especially if you are returning the timesheet or correcting it yourself.
   - Next: this will take you to the next employee's timesheet

Employee Detailed Information

💬 To select the next or previous employee (if applicable), click either **Next** or **Previous**.

| Employee ID and Name: | N00430886 Richard A Elmore |
| Title: | 340960-00 Asst Director |

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment] [Next]

Routing Que

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Nov 05, 2016	Sunday , Nov 06, 2016	Monday , Nov 07, 2016	Tuesday , Nov 08, 2016	Wednesd; Nov 09, 2
Annual Leave	1		32					8	8	
Total Hours:			32					8	8	
Total Units:				0						

Routing Queue

Name	Action and Date
Richard A Elmore	Originated Nov 12, 2016 04:18 pm
Richard A Elmore	Submitted Nov 12, 2016 04:19 pm
Zak Ovadia	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization
Nov 05, 2016	100.00	325006	325000	202100

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment] [Next]

Flexible Schedule Adjustments

A&P non-exempt employee schedules may be adjusted where possible to maintain a 40 hour work week. For example, work assignments that are predictable could be assigned at the beginning of the workweek (rather than, for instance, late in the day on Friday for an employee who typically works Monday through Friday) in order to manage overtime hours.

Example: An A&P non-exempt employee is required to work additional hours in the beginning of a work week to accomplish a project: 2 extra hours on Monday, 2 extra hours on Tuesday and 1 extra hour on Wednesday.   If the employee continues to work their regular schedule the remainder of the week, they will work 45 hours and earn 5 hours of overtime or compensatory time.

Using a flexible schedule adjustment, the employee may alter their schedule so they work fewer hours in the later part of the same week. It is not permissible to have the employee work 35 hours in week-two to balance out an 80 hour pay period. The Fair Labor Standards Act (FLSA) requires that overtime be compensated for any hours worked over 40 in any one work week.

Example with Overtime

Earning	Saturday 10/22	10/23	10/24	10/25	10/26	10/27	Friday 10/28	Total Hours
Reg			10	10	9	8	3	40 Reg
Overtime							5	5 OT

Example of a Flexible Schedule Adjustment

Earning	Saturday 10/22	10/23	10/24	10/25	10/26	10/27	Friday 10/28	Total Hours
Reg			10	10	9	8	3	40 Reg
Overtime								0 OT