Web Time Entry for Students

Approver’s Handbook
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Welcome to Web Time Entry!

The Web Time Entry system allows students to individually log onto a secure website and enter the hours worked at their campus jobs online from any computer anywhere. The student’s time is then approved online by the campus employer and sent electronically to Payroll for processing.

This handbook outlines the process used by campus employers to approve the hours their student employees have worked each pay period.

If you have any questions, please call or email:

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Accessing Time Sheet Approvals

1. Access mySwarthmore through this link https://myswat.swarthmore.edu/pls/twbkwbis.P_WWWLogin
   a. Enter your User ID and password. Remember: never share your password!

2. Once logged in, click the Employee link

   ![Employee options](https://example.com/employee_options.png)

3. Click the Time Sheet - Submit or Approve link

   ![Employee Main Menu](https://example.com/employee_main_menu.png)

4. Access time sheets for approval
   a. Click on the Approve or Acknowledge Time radio button. If you are acting as a proxy for someone (see Section 10 for how to assign a proxy), click the check box next to the “Act as Proxy” box and select the name of the person for whom you are acting as a proxy. If you are acting as yourself, leave the “Act as Proxy” box set to “Self.”

   ![Time Reporting Selection](https://example.com/time_reporting_selection.png)

   b. Click on the Select button. You will not be acting as a Superuser.

5. Choose the department and the pay period.
a. If you have more than one department to approve, choose the department by clicking on the radio button under My Choice.

b. Choose the correct time period you wish to approve. (Past pay periods will remain visible during the academic year. It is not possible to make any changes in them.) Select the sort order in which you wish the records to be displayed.
   
   i. Note: You may review Pay Period and corresponding dates at the Human Resources website: www.swarthmore.edu/hr -> Payroll -> Paycheck Schedule

c. Click the Select button. You will be directed to the Department Summary Page
Reviewing and Approving Time

Department Summary page

The Department Summary page shows the status of students’ timesheets in the selected department. You can only approve Pending records. Student employees who have not submitted their time sheet for approval will either appear as In Progress (time sheet has been started) or Not Started (time sheet has not been initiated).

1. To view detail of hours worked by day and type for each student, click on the student’s name. This will take you to the Employee Detailed Information page. You are strongly encouraged to approve hours from the Employee Detailed Information Page, which shows the hours entered by day. In order to meet Federal regulations, you are certifying, by your approval, that the student employee actually worked the hours indicated.

2. However, you may approve hours on the Summary Page. To approve a student employee’s time from this page, click on the check box under Approve or FYI and then press the Save button. A message will appear indicating that the time was successfully approved, and the student(s) will move into the Approved status. If you have approved hours from this page, you are now finished and you may now exit the system.

3. The Reset button only serves to clear a checkmark you have put in a checkbox, before you press the Save button.

Employee Detailed Information page

The Employee Detailed Information page shows in full detail the total hours worked by the student, including hours worked per day during the pay period. From this page, the approver can do the following:
1. **Approve**: Approves the time.
2. **Return for Correction**: Returns the Time Sheet for correction
3. **Delete**: Pressing this button will delete the student’s timesheet – this data will be completely lost!!! If you accidentally press this button, a box will pop up asking you if you are sure you want to delete the transaction.
4. **Add Comment**: The approver can add a comment to the record. This comment can be viewed by you and the student.
5. **Change Record**: If necessary, the approver can change the time that has been entered by the student, before approving it. You must notify the student if you do this!

**Employee Details**

- **Select Next or Previous to access another employee.**
- **Employee ID and Name**: 981530835 Sarah Bradlee Apt
- **Department and Description**: V399999-01 Math Tutor
- **Transaction Status**: Pending

<table>
<thead>
<tr>
<th>Previous Menu</th>
<th>Approve</th>
<th>Return for Correction</th>
<th>Change Record</th>
<th>Delete</th>
<th>Add Comment</th>
</tr>
</thead>
</table>

**Time Sheet**

<table>
<thead>
<tr>
<th>Earnings Special</th>
<th>Shift Rate</th>
<th>Total Hours</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
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<td>6</td>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

**Time In and Out**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Pay</td>
<td>09:00 AM 11:00 AM</td>
<td>09:00 AM 01:00 PM</td>
<td>09:00 AM 01:00 PM</td>
<td>09:00 AM 01:00 PM</td>
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</tbody>
</table>

6. Before exiting, be sure to verify that the Transaction Status of the student employees whom you approved has been changed from Pending to Approved.
Printing Timesheets for Your Records

Past timesheets will remain visible during the academic year. If you also want to keep a printed copy for your records, you may make a screen print from the Employee Detailed Information page or any other page, but you will need to reduce the text size in order to have the timesheet print all on one page:

1. From the Edit pull-down menu at the top of the web page, click on Select All.
2. From the View pull-down menu at the top of the web page, click on Text Size/Smallest.
3. From the File pull down menu at the top of the web page, click on Page Setup, and choose Landscape. Hit OK.
4. Print the timesheet by clicking on the printer icon at the top of the web page.

Assigning a Proxy

Approvers must be set up in the system by payroll personnel. However, approvers are responsible for setting up their own proxies within Banner Web Time Entry. Each supervisor must have one or more proxies who can approve time sheets in his/her absence. A proxy cannot be a student employee. The proxy must be able to verify that the student has worked the hours submitted.

It is important that your student employees know who your proxy is, in case you are absent the day that timesheets must be approved. You are responsible for notifying your student employees who your proxy is.

1) Enter mySwarthmore and Click on Time Sheet - Submit or Approve link

2) Select Proxy Set Up (in center bottom of webpage)
On the Proxy Set Up page, select the Approver by Proxy from the list of users in the drop down list. Check the Add box and click Save.

3) On the Proxy Set Up page, select the Approver by Proxy from the list of users in the drop down list. Check the Add box and click Save.

Ending your session
Log off of your web session, especially if using a public machine, by clicking the **EXIT** link at the top right hand corner of the web page, and then close your browser.
Web Time Entry – Approving Timesheets: Quick Steps

1. Login to Self Service (mySwarthmore)

2. Click on Employee

3. Click on Time Sheet - Submit or Approve

4. Click on Approve or Acknowledge Time; if acting as proxy, select name of person you are acting as proxy for

5. Click on Select button

6. Select Department and Pay Period; select Sort Order

7. Click on Select button

8. Click on student names in Pending status to view hours by day

9. Once in student Employee Details page, select Approve, Return for Correction, or Change Record, as appropriate.

Biweekly Student Payroll Calendar Found Here http://www.swarthmore.edu/x9260.xml