



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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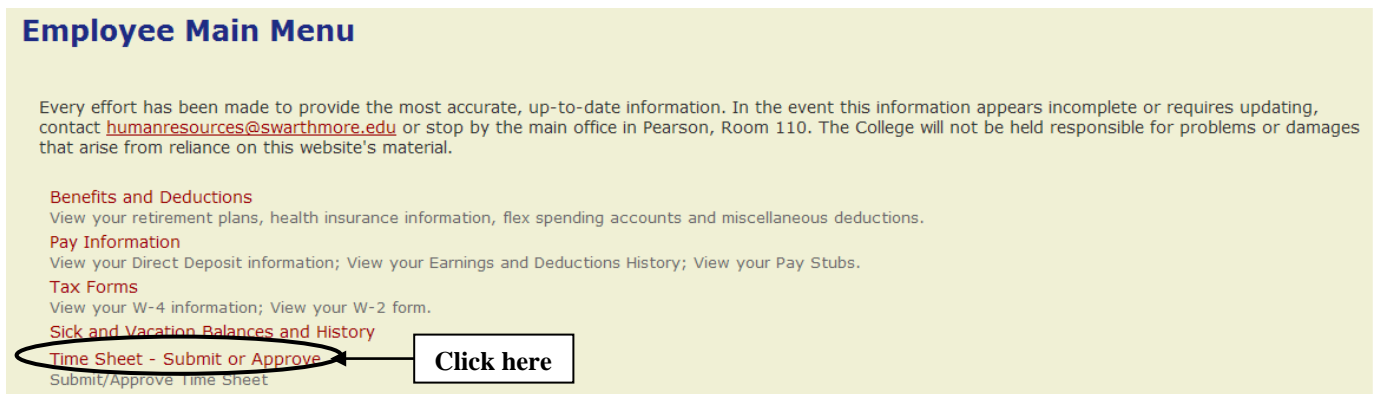
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Accessing Time Sheet Approvals

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



3. Click the **Time Sheet - Submit or Approve** link



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

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

Access my Time Sheet:	<input type="radio"/>	My Choice
Access my Leave Report:	<input type="radio"/>	
Access my Leave Request:	<input type="radio"/>	
Approve or Acknowledge Time:	<input checked="" type="radio"/>	
Act as Proxy:	<input type="checkbox"/>	Self
Act as Superuser:	<input type="checkbox"/>	

Select


[Proxy Set Up](#)

- 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

Approver Selection

 Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

Time Sheet

Department and Description	My Choice	Pay Period
S, 4010, Admissions Office	<input type="radio"/>	ST, Feb 22, 2009 to Mar 07, 2009
S, 5435, Payroll	<input type="radio"/>	ST, Feb 22, 2009 to Mar 07, 2009

Sort Order

Sort employees' records by Status then by Name: My Choice

Sort employees' records by Name:

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.

Department Summary

Select the employee's name to access additional details.

COA:	S, Swarthmore College
Department:	2330, Mathematics
Pay Period:	Mar 08, 2009 to Mar 21, 2009
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Mar 23, 2009, 10:00 A.M.

Select New Department Select All, Approve or FYI Reset Save

ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
901630	W9099 - 01	Approve	6.00	.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Change Time Record

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	1
Total Hours:	6.00
Total Units:	.00

Select New Department Select All, Approve or FYI Reset Save

Click here to view detail for employee (points to employee name)

Click here to approve (points to Approve or FYI checkbox)

Click here to save (points to 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:	901630836 Sarah Bradlee Apt	Department and Description:	S 2330 Mathematics
Title:	W99999-01 Math Tutor	Transaction Status:	Pending

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment
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[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Sunday, Mar 08, 2009	Monday, Mar 09, 2009	Tuesday, Mar 10, 2009	Wednesday, Mar 11, 2009	Thursday, Mar 12, 2009	Friday, Mar 13, 2009	Saturday, Mar 14, 2009	Sunday, Mar 15, 2009	Monday, Mar 16, 2009	Tuesday, Mar 17, 2009	Wednesday, Mar 18, 2009	Thursday, Mar 19, 2009
Regular Student Pay	1	6		2	4										
Total Hours:		6		2	4										
Total Units:			0												

Time In and Out

Earnings	Sunday, Mar 08, 2009	Monday, Mar 09, 2009	Tuesday, Mar 10, 2009	Wednesday, Mar 11, 2009	Thursday, Mar 12, 2009	Friday, Mar 13, 2009	Saturday, Mar 14, 2009	Sunday, Mar 15, 2009	Monday, Mar 16, 2009	Tuesday, Mar 17, 2009	Wednesday, Mar 18, 2009	Thursday, Mar 19, 2009	Friday, Mar 20, 2009	Saturday, Mar 21, 2009
Regular Student Pay	09:00 AM 11:00 AM	09:00 AM 01:00 PM												

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:

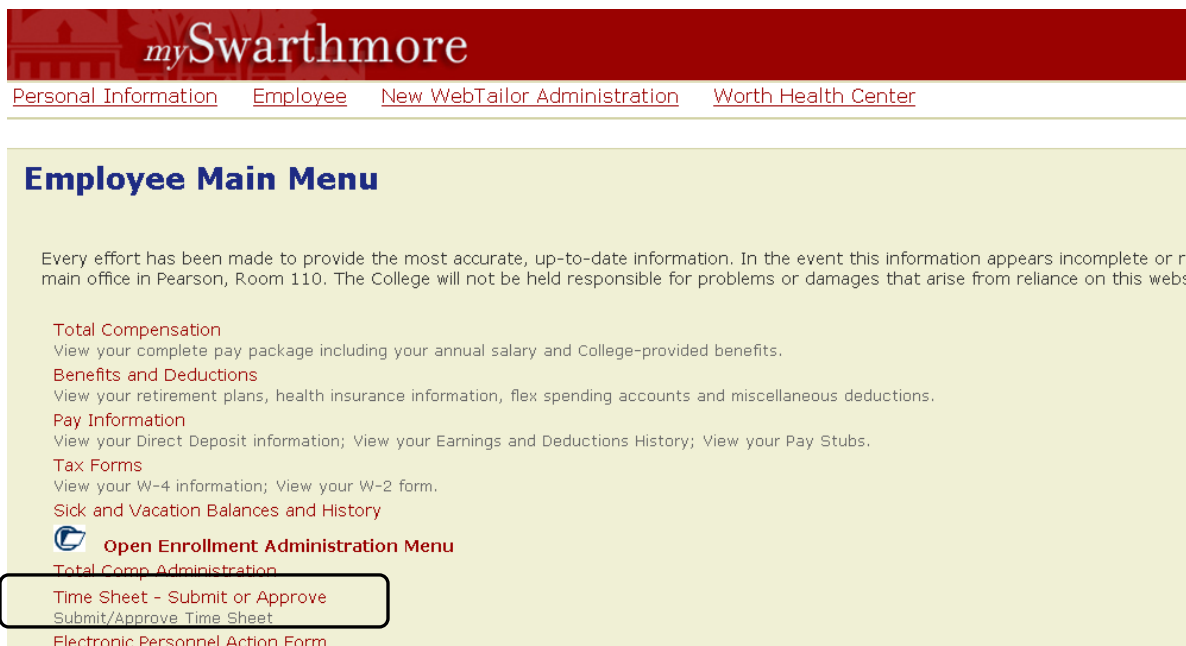
1. From the Edit pull-down menu at the top of the web page, click on Select All.
2. From the View pull-down menu at the top of the web page, click on Text Size/Smallest.
3. From the File pull down menu at the top of the web page, click on Page Setup, and choose Landscape. Hit OK.
4. Print the timesheet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



The screenshot shows the mySwarthmore website header with navigation links: [Personal Information](#), [Employee](#), [New WebTailor Administration](#), and [Worth Health Center](#). Below the header is the **Employee Main Menu** section. It contains several menu items with descriptions: **Total Compensation** (View your complete pay package including your annual salary and College-provided benefits.), **Benefits and Deductions** (View your retirement plans, health insurance information, flex spending accounts and miscellaneous deductions.), **Pay Information** (View your Direct Deposit information; View your Earnings and Deductions History; View your Pay Stubs.), **Tax Forms** (View your W-4 information; View your W-2 form.), and **Sick and Vacation Balances and History**. There is also an **Open Enrollment Administration Menu** icon. At the bottom of the menu, the link **Time Sheet - Submit or Approve** is highlighted with a black rectangular box. Other links at the bottom include **Submit/Approve Time Sheet** and **Electronic Personnel Action Form**.

- 2) Select Proxy Set Up (in center bottom of webpage)

Time Reporting Selection

 Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy_Set_Up](#)

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.

Proxy Set Up

Name	Add	Remove
Kimberly Miller Fremont, KFREMONT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

[Time Reporting Selection](#)

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>