BANNER
Web Time Entry

Online Time Sheet Submission for Hourly - Rate Student Employees
Are you in the system?

- Did you complete and submit all the necessary paperwork?
  - ✓ I-9 Employment Eligibility Verification
  - ✓ Student Employment Contract
  - ✓ W-4, NC-4 and Direct Deposit Enrollment

- If you were just hired, it will take a few working days to process your paperwork and to make your time sheet available in OnePort. If, after a few days have passed and you still do not see your job assignment in OnePort, contact the Student Employment Coordinator in the Payroll Dept.
UNC Asheville Website

http://www.unca.edu - Click on the OnePort link
Login to OnePort

Enter your Username and Password. Click *Login* button.
Click on Employment Main Menu
Click on *Time Sheet*
Time Sheet Selection

- This page is divided into three categories:
  1. Title and Department
  2. My Choice
  3. Pay Period and Status

- If you have more than one hourly job on campus, each job will have a separate time sheet.
Making the right choices:

1. Select the radio button under the column “My Choice” associated with the job
2. Use the drop-down menu to select the correct Pay Period and Status
   
   Careful: If it is after Sunday at midnight when one pay period closes, you will have more than one active time sheet... be sure to choose the right one!
3. Click the “Time Sheet” button
This page is divided into four sections:

1. **Job Summary**
2. **“Enter Hours” section**
3. **Action buttons**
4. **Time sheet status**
1. Click the “Enter Hours” link under the date you worked. The screen will change.

2. Enter hours worked in the box labeled “Hours”

3. Click the “Save” button.

Note: Do NOT change the “Shift” code

*** IMPORTANT ***
All hours worked must be rounded to the nearest quarter hour and expressed in decimal form:
- 15 minutes = .25 hours
- 30 minutes = .50 hours
- 45 minutes = .75 hours
• Click the “Next” button to display the second week of the pay period

• Repeat the same process for entering hours worked

• Click the “Save” button and “Log Out”
The Federal Work Study time sheet requires you to enter the time you started and ended your shift.

- You must enter the time in intervals of 15 minutes in HH:MM format (example: 10:15 AM and 2:45 PM).

- The system will calculate your total hours worked and display them on the right. The total hours will be in decimal format.
1. Click the “Enter Hours” link under the date you worked. The screen will change.

2. Enter your “Time In” and “Time Out” and AM or PM.

3. Click the “Save” button.

4. Click the “Time Sheet” button to return to previous page to “Log Out”.

Note: Do NOT change the “Shift” code.
Pay Attention to the Functions

- Position Selection
- Comments
- Preview
Position Selection

- The “Position Selection” button allows you to return to the Time Sheet Selection page.
- If you have multiple jobs, choose another job to enter hours.
The “Comments” button allows you to leave a message regarding your time sheet.

Click the “Save” button when you are done.

Note: Comments can never be erased, so make sure they are appropriate for work!
The “Preview” button shows you a Summary of Reported Time for the entire 2 week pay period.
Explanation of Status

**Not Started** – Employee has not opened the time sheet for this pay period.

**In Progress** – Employee has opened the time sheet, but may or may not have keyed any hours. The time sheet has not been submitted by the employee to the supervisor for approval.

**Pending** – Employee has opened the time sheet, keyed hours worked, and submitted it to their supervisor for approval.

**Approved** – Employee has opened the time sheet, keyed the hours worked, and submitted the time sheet to their supervisor for approval. The supervisor has approved the time sheet. The time sheet is awaiting payroll processing.

**Completed** – Employee has opened the time sheet, keyed hours worked, and submitted it to their supervisor. The supervisor has approved the time sheet. The Payroll Department has processed the time sheet for payment.

**Return for Correction** – Employee has opened the time sheet, keyed hours worked, and submitted it to their supervisor. The supervisor has reviewed and found discrepancies and returned the time sheet to the employee for correction. The employee must make corrections and re-submit the time sheet to their supervisor. The supervisor must then approve the time sheet prior to bi-weekly cut-off deadline.
Time sheets must be submitted to your supervisor for approval before the cut-off time on the due date. Click the “Submit for Approval” button in order to send it to your supervisor.

If you have multiple jobs, each job must be submitted separately.

*** IMPORTANT ***
Before you click the "Submit for Approval" button, check your time sheet for accuracy. Once the time sheet has been submitted, you cannot make any changes. Your time sheet will be sent to your supervisor for Approval.
Bi-Weekly Payroll Calendar

- The Bi-Weekly Payroll Calendar is the driver for the Web Time Entry online time sheet.

- Please refer to this calendar for all pay period start and end dates, submission deadlines and pay dates.
Things to remember...

• *** YOU ARE RESPONSIBLE FOR YOUR TIME SHEET ***

• By entering your hours worked on a daily basis, your time sheet will be up-to-date and accurate.

• The “Next” button allows you to enter hours worked for the second week of the pay period.

• Always click the “Save” button before you logout.

• Remember to click the “Submit for Approval” button by the Employee’s Cut-Off deadline (usually Mondays at 5:00PM).

• Refer to the Bi-Weekly Payroll Calendar for pay period start and end dates, time sheet cut-off deadlines, and pay dates.

• Failure to submit your time sheet to your supervisor by the posted deadline will result in a delay of pay.
Payroll Department

Hours: Monday – Friday  8:00 am to 5:00 pm
Location:  104 Phillips Hall
Phone:  828.251.6665

Gabriel Ciampi – Student Employment Coordinator
Location:  115A Phillips Hall
Phone:  828.250.2352

Barb Terry – Accounting Specialist / Payroll
Location:  104 Phillips Hall
Phone:  828.251.6661

Josh Cavenaugh – Payroll Manager
Location:  105 Phillips Hall
Phone:  828.250.2389