BANNER
Web Time Entry

Online Time Sheet Approvals for Supervisors
Is your student employee in the system?

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

- If they were just hired, it will take a few working days to process their paperwork and to make their time sheet available in OnePort. If, after a few days have passed and you still do not see their 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.

Username
Password
Click here
Main Menu

Click on Employment Main Menu
Employee Page

Click on *Time Sheet*
Supervisors are *strongly encouraged* to designate one or more proxies who can approve time sheets on their behalf in case the supervisor is away or cannot access time sheets for some reason.

1. Click on “Proxy Set Up”
2. The “Proxy Set Up” page will appear.
Proxy Set Up

1. Click the name drop-down arrow
2. Select the name of the person you want to be your proxy
3. Check mark the “Add” button
4. Click the “Save” button
5. The name of your proxy will appear above the drop-down list
   You can add more proxies by repeating the same procedure
6. Click on “Time Reporting Selection”
1. The “Approve or Acknowledge Time” button should be pre-selected.

2. Next to “Act as Proxy”, leave it as “Self” if you are the main approver (supervisor). If you are a proxy, click on the drop down arrow and choose the name of the person for whom you are the proxy.

3. Click on “Select”
This page is divided into three categories:

- Department and Description
- My Choice
- Pay Period

You may have only one department or multiple departments.

1. Choose the Department
2. Choose the Pay Period (use the drop-down arrow to access the correct pay period)
3. Click the “Select” button
See next slide for explanation of different statuses.
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.
Pending Time Sheets

This is the list of all the employees that are in your queue that are awaiting your approval.

There may be one or more employees

Click on the hyperlink of the employee’s name to view the time sheet detail
Review the time sheet and verify that the hours entered are correct.

Time 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

If there are questions about the hours, contact the employee.

Do NOT click the “Return for Correction” button if it is close to the employee cut-off deadline (Monday at 5 PM) and the employee does not have time to correct it.
To make a correction on the time sheet, click the “Change Record” button.

1. Click on the hours that correspond to the date you want to correct.
2. Add, change, or delete hours the box that pops up above.
3. Click the “Save” button if there are no more corrections.
Always leave a comment on the time sheet after you make a correction.

1. Click on the “Add Comment” button

2. Write a brief description of why you made a correction on the time sheet

3. Click “Save”
1. Click the “Approve” button when the time sheet is complete and correct.

2. A message will appear at the top indicating that the time transaction has successfully been approved.

3. A time & date stamp will show at the bottom of the time sheet.

4. Click “Previous Menu” to go back to the Department page.

5. If you find a mistake after approving the time sheet, click “Return Time”. Make necessary corrections. Click the “Approve” button again.
Explaination of time sheet buttons

- Previous Menu - This button will take you back to the department page
- Approve – Use this button to approve the time sheet
- Return for Correction – If the employee has submitted their time sheet in error and still has more hours to enter, the supervisor can click this button to send the time sheet back to the employee. Only use this button if there is enough time for the employee to make the corrections before the Employee Cut-Off Deadline
- Change Record - The supervisor can click on this if they need to correct the time sheet
- Delete – NEVER use this button! – it will erase the entire time sheet
- Add Comments – Click this button to open the box where supervisors can leave comments whenever they make a change to the employee’s time sheet
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...

- The Bi-Weekly Payroll Calendar lists pay period start and end dates, time sheet cut-off deadlines, and pay dates. Payroll will send out emails if there are adjustments to deadlines.

- Failure to submit/approve time sheets by posted deadlines can result in a delay of payment.

- It is the supervisor’s responsibility to set up their own proxies. We strongly recommend that supervisors set up one or more proxies.

- Proxies do not receive reminder emails about deadlines from the Payroll Dept. If you are not going to be able to approve time sheets by the scheduled deadlines, you must notify your proxy.
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