



THE CITADEL

FINANCIAL SERVICES

**Banner Web Time Entry for
Timekeepers & Approvers**



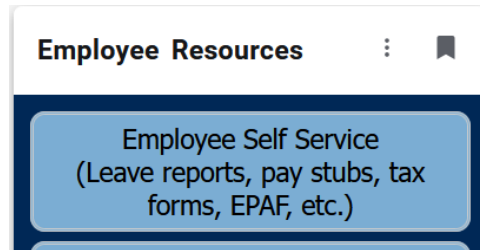
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Accessing Banner Web Time Entry

1. Log onto my.citadel.edu, locate the **Employee Resources** box, and then select **Employee Self Service**.



2. Login with the usual Citadel credentials (username@nation.citadel.edu). Once on the Employee Dashboard select the **Approve Time** button.

Employee Dashboard

Mouse, Mickey M. [My Profile](#)

Leave Balances as of 08/10/2024

Sick Leave in hours	54.28	Annual Leave in hours	45.50	Compensatory Time in hours	0.00
Funeral Leave in hours	0.00	Jury Duty in hours	0.00	Military Leave in hours	0.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 04/30/2024 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

My Activities

- [Enter Time](#)
- [Request Time Off](#)
- [Approve Time](#)**
- [Approve Leave Report](#)
- [Approve Leave Request](#)

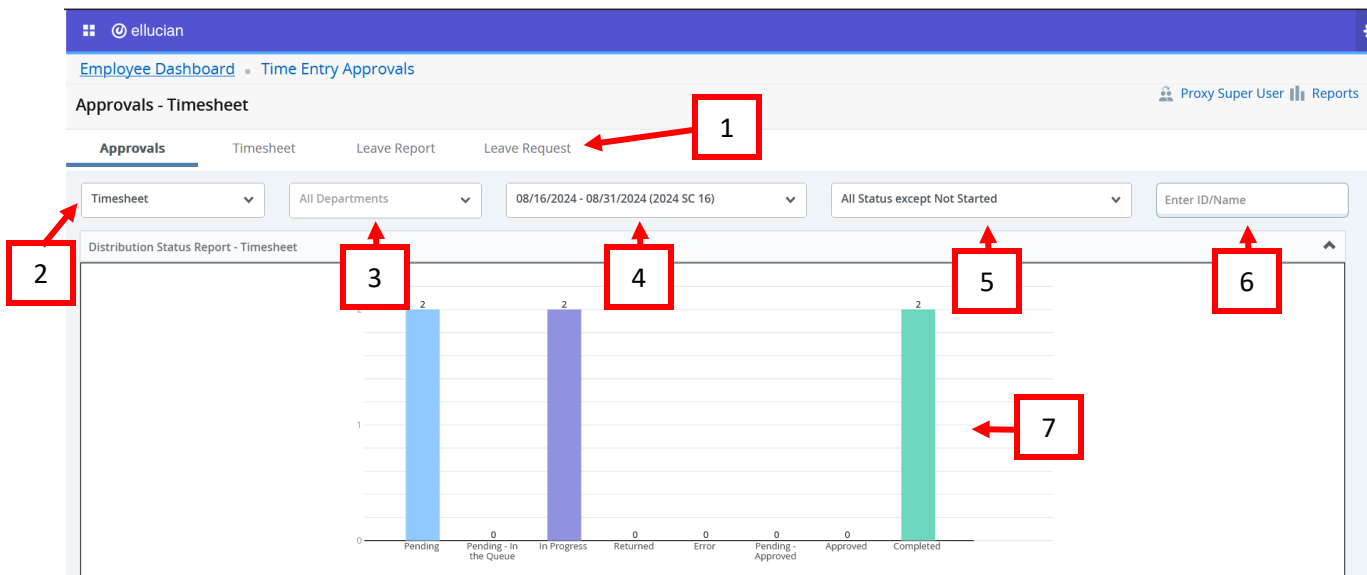
Please Note: If you do not see *Approve Time* on your Employee Dashboard please contact payroll@citadel.edu and ask for access.



Navigating the Time Entry Approval Page

This section will explain the various aspects of the Time Entry Approval Page.

1. These tabs allow navigating between the:
 - Approvals** page – For Timekeepers to approve timesheets
 - Timesheet** page – For employees who clocking in and out
 - Leave Report** – For exempt employees who enter leave through Banner Leave Entry (not on the timesheets)
 - Leave Requests** – To view leave requests entered
2. Leave this dropdown on **Timesheet** to approve timesheets.
3. If you approve more than one Departments timesheets you may select a specific Department or keep it on All Departments.
4. Navigate between various pay periods to view the timesheets
5. This allows selection of the various statuses that the timesheets are in. This is explained in the next section.
6. To view a specific employee in a pay period, enter their name or CWID here
7. This graph represents the number of employees in each status.





Timesheet Statuses Explained

During a pay period the timesheet status will change when an employee starts a timesheet, submits their timesheet, and when the approver approves the timesheet. These statuses (with the green arrows) below are the most used in Banner Web Time Entry.

In Progress: An employee has started a timesheet. A timekeeper cannot make edits to the timesheet

Pending: An employee has submitted a timesheet for approval. The timekeeper needs to approve the timesheet, make edits to the timesheet, or send it back for correction.

Completed: A timekeeper has approved a timesheet and it is ready for payroll

Returned: A timekeeper has returned a timesheet for correction

Error: This status is rare. If there is an error on a timesheet, try exiting the approver page and going back in. If this does not resolve the error contact payroll@citadel.edu.

These statuses (in red) are not used in approving timesheets:

Pending – In the Queue

Pending - Approved

Approved

Pending	0	←
Pending - In the Queue	0	←
In Progress	0	←
Returned	0	←
Error	0	←
Pending - Approved	0	←
Approved	0	←
Completed	3	←



Verifying Timesheets

Important: Employees are required to submit their timesheets at the end of each pay period.

Timesheets need to be submitted by an employee **on the last day of the pay period, the 15th or 30th/31st of every month**. It is the employee's responsibility to make sure their timesheets are accurate. Timekeepers do not have the ability to submit timesheets on behalf of the employee.

If there are employees with the timesheet status of **In Progress** they will need to be contacted to submit their timesheets. Timekeepers can only edit and approve timesheets that have been submitted and have the status of **Pending**.

If an employee is expected to be out of the office at the end of the pay period and will not be able to submit their timesheet, they are allowed to enter their hours in prior to the final day of the pay period and submit their timesheet.

Missing punches

Missing punches will be rare. When employees preview and submit their timesheets for approval Banner Web Time Entry will notify employees with the error, *clock out is missing*. This will need to be corrected before an employee can submit their timesheet for final approval. If an employee has not submitted their timesheets, timekeepers will not be able to edit timesheets and there could be missing punches.

If a timekeeper would like to check for missing punches prior to employee timesheet submit day use the following steps:

1. Under the In Progress status select an employee

In Progress 3				
Employee Name	ID	Organization	Hours/Units	
Security Specialist II, CS0073-00		C-60001, Commandant of Cadets	8.00 Hours	ⓘ ⓘ ⋮
Student Tour Guide, CS0360-00		C-20401, Admissions	9.50 Hours	ⓘ ⓘ ⋮
Mouse, Mickey M. Cartoon Character Administrator, 005719-00	10636814	C-27401, Health and Human Performance	78.50 Hours	ⓘ ⓘ ⋮



2. Under **Timesheet Information** all the time punches and comments can be viewed.

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
11/18/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM			12:00 PM		
11/18/2024	010, Semi-Monthly Earnings	1	4.50	01:00 PM					
11/19/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM			12:00 PM		
11/19/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/20/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM			12:00 PM		
11/20/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/21/2024	010, Semi-Monthly Earnings	1	3.75	08:30 AM			12:15 PM		
11/21/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/22/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM		Forgot to clock	12:00 PM		Forgot to clock
11/22/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/25/2024	170, Annual Leave	1	7.50	08:00 AM			03:30 PM		
11/26/2024	170, Annual Leave	1	7.50	08:00 AM			03:30 PM		
11/27/2024	170, Annual Leave	1	7.50	08:00 AM			03:30 PM		

Missing punch needs corrected

Comments can be viewed

Verifying Total Hours Worked

Full Time Non-Exempt employees:

Important: All **Full-Time employees** are required to have a **minimum of 37.5 hours** on their timesheet each week (Sunday-Saturday). Time off needs to be entered on their timesheets if their hours are not at 37.5 for the week. If an employee forgot to clock in/out for a day working hours need to be entered.

How to Check Total Hours for the week:

1. Under the **Pending** timesheets select an employee

Employee Name	ID	Organization	Hours/Units	
Mouse, Mickey M. Cartoon Character Administrator, 005719-00	10636814	C-27401, Health and Human Performance	82.50 Hours	?
[Redacted]	[Redacted]	[Redacted]	83.50 Hours	?

2. Scroll down until you see **Summary**. In the **Total Hours** row at the bottom of the table check that each full week in the pay period has 37.5 hours minimum.

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
010, Semi-Monthly Earnings	1	7.50	30.50	30.00	68.00 Hours
170, Annual Leave	1		7.00	7.50	14.50 Hours
Total Hours		7.50	37.50	37.50	



Hourly Employees (Cadets, Graduate Assistants, Work Study, and Hourly Temps)

Cadets, Graduate Assistants (GA's), and Work Study employees do have a limit to the number of hours they can clock each week. Please monitor that they do not go over the following maximum hours:

Cadets: 20 hours each week

Graduate Assistants: 20 hours each week

Work Study: 10 hours each week

Editing an Employees Timesheet or Returning a Timesheet for Correction

Important: Timekeepers can make edits to an employee's timesheet but only if the employee has submitted their timesheet for approval and the timesheet has the status of *Pending*. If the employee's timesheet still has an *In Progress* status, a timekeeper cannot make edits.

Timekeepers can also send timesheets back to an employee for correction with a comment instead of editing the timesheet themselves.

Editing Hours Worked on a Timesheet:

Editing of hours worked may be needed if an employee forgot to clock in for a whole day and they do not have the correct total hours for the week.

How to edit hours worked:

1. Access the **Approve Time** Page
2. Under the **Pending** status select an employee's timesheet

Employee Name	ID	Organization	Hours/Units		
Mouse, Mickey M. Cartoon Character Administrator, 005719-00	10636814	C-27401, Health and Human Performance	82.50 Hours	i 2	⋮
██████████ Administrative Assistant, 005766-00	██████████	██████████	83.50 Hours	i	⋮

3. At the bottom of the screen select **Details**



Employee Dashboard » Time Entry Approvals » Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance » Preview

Timesheet Detail Summary

10636814, Mouse, Mickey M.

Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance

Pay Period: 08/16/2024 - 08/31/2024 82.50 Hours Pending Submitted On 08/10/2024, 03:15 PM

Date	Earn Code	Shift	Total
08/16/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/19/2024	010, Semi-Monthly Earnings	1	8.00 Hours
08/20/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/21/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/22/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/23/2024	170, Annual Leave	1	7.00 Hours
08/26/2024	170, Annual Leave	1	7.50 Hours
08/27/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/28/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/29/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/30/2024	010, Semi-Monthly Earnings	1	7.50 Hours

Return Details Return for correction Approve

- Navigate to the day that needs adjusting. The arrows on either end of the week can be used to select different weeks in a pay period.
- Click on the day that a punch in/out is needed.
- Under **Earn Code** select **Semi-Monthly Earnings** to enter hours worked.
- Add in the **In Time** and then add a comment explaining the reason for the missing punch. Then add in an **Out Time** and add a comment here too.
- Click on **Save** once the in time, out time, and comments are all filled in. Once saved, a message in the top right-hand corner will appear saying *Timesheet data successfully saved*.
- Select **Add More Time** if additional time entries are needed.



Use these arrows to navigate to a different week.

More entries can be added by selecting Add More Time

Please Note:

- A comment is required for missed punches. The entry time will not save without a comment.
- Banner Web Time Entry will allow entries to be saved without a **clock out** and a **comment**. Please make sure both are entered before selecting save.
- Time can be entered by selecting the clock symbol and scrolling to the correct hour and minute
- Time can also be entered by typing, for example, 08:30 -> *space bar* -> am -> *Tab* -> add comment -> *Tab* -> 12:00 -> *space bar* -> pm -> *Tab* -> add comment

Entering Time Off/Leave

Time off is entered in Banner Web Time Entry on the timesheets. The following types of leave are available to enter:

- Sick
- Sick Leave Family
- Annual
- Military
- Court
- Funeral
- Leave Without Pay
- Inclement Weather
- Administrative Closure
- Paid Parental Leave – 2 weeks



- Paid Parental Leave – 6 Weeks

How to Enter Leave:

1. Access the **Approve Time** Page
2. Under the **Pending** status select an employee's timesheet

Employee Name	ID	Organization	Hours/Units	
Mouse, Mickey M. Cartoon Character Administrator, 005719-00	10636814	C-27401, Health and Human Performance	82.50 Hours	i 2 ⋮
██████████ Administrative Assistant, 005766-00	██████████	██████████	83.50 Hours	i ⋮

3. At the bottom of the screen select **Details**
4. Under **Earn Code** click on the dropdown select the leave type. The scroll bar may be need to view the other leave types.
5. Enter a **Start Time** and **End Time** in order to reach the required hours (Example: 08:00 am and 03:30 pm, to get 7.5 hours).
6. Select **Save** once fully entered. Both a Start Time and End Time need to be entered. The entry will not save without both of these entered.
7. To add leave to a day that already has regular working hours select **Add Earn Code** and select a different leave type from the dropdown menu.

Employee Dashboard - Timesheet - Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance

Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance

11/16/2024 - 11/30/2024 53.25 Hours i ⋮ In Progress Submit By 12/31/2024, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

24 25 26 27 28 29 30

Thanksgiving Day 7.50 Hours
Day after Thanksgiving 7.50 Hours

+ Add Earn Code

Earn Code Start Time* End Time* Hours

Annual Leave 08:00 AM 03:30 PM 7.50

+ Add More Time

Exit Page Cancel Save Preview

Using the Copy Function to Enter Leave on Multiple Days
 When entering multiple days of leave, the copy function can be used.



1. After saving the first leave entry, select the **copy symbol** on the right-hand side.

2. Multiple days on the calendar can be selected by clicking on a day. To deselect a day just click on it again. Select **Save** once finished.

Returning a Timesheet for Correction

Instead of editing a timesheet, Timekeepers can send the timesheet back to the employee for them to correct themselves. Once the employee edits their own timesheet make sure they submit it back for re-approval.

1. Access the **Approve Time** Page
2. Under the **Pending** status select an employee's timesheet

Employee Name	ID	Organization	Hours/Units	
Mouse, Mickey M. Cartoon Character Administrator, 005719-00	10636814	C-27401, Health and Human Performance	82.50 Hours	i 2 ⋮
Administrative Assistant, 005766-00			83.50 Hours	i ⋮

3. Scroll down to the bottom of the screen to the **Comment box** and leave a comment explaining the reason for the returned timesheet. Once the comment is entered select **Return for Correction**. A comment is needed before the timesheet can be returned. An error, *please enter a comment to proceed* will appear if no comment is left.
4. Make sure that the employee re-submits their timesheet again for re-approval.



Employee Dashboard » Time Entry Approvals » Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance » Preview

Timesheet Detail Summary

10636814, Mouse, Mickey M.

Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance

Pay Period: 08/16/2024 - 08/31/2024 | 82.50 Hours | Pending | Submitted On 08/10/2024, 03:15 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
08/16/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/19/2024	010, Semi-Monthly Earnings	1	8.00 Hours
08/20/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/21/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/22/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/23/2024	170, Annual Leave	1	7.00 Hours
08/26/2024	170, Annual Leave	1	7.50 Hours
08/27/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/28/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/29/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/30/2024	010, Semi-Monthly Earnings	1	7.50 Hours

Return Details **Return for correction** Approve

Inclement Weather and Administrative Closures

During emergencies such as hurricanes, when states of emergency are issued by the state and employees are ordered to shelter in place, the earn code ***Inclement Weather*** can be entered.

During other occasions, such as Citadel events, when employees are sent home early, the earn code ***Administrative Closure*** can be entered.

These earn codes are entered in the same manner as entering leave (please refer to Entering Time Off/Leave). During these occasions if an employee is working, they should clock in as usual and work together with the department and timekeeper to have the correct hours entered to reach 37.5 hours by the end of the week.

Please be mindful **not to let the inclement weather hours push an employee into overtime** (above 40 hours per week) if they have already worked a substantial number of hours in the week. Total hours worked plus the inclement weather hours should equal 37.5 for the week.

How to Approve Timesheets

1. Access the ***Approve Time*** Page



2. Under the **Pending** status select an employee's timesheet

Employee Name	ID	Organization	Hours/Units	
Mouse, Mickey M. Cartoon Character Administrator, 005719-00	10636814	C-27401, Health and Human Performance	82.50 Hours	
██████████ Administrative Assistant, 005766-00	██████████	██████████	83.50 Hours	

3. Once the timesheet has been verified and any issues have been resolved select the **Approve** bottom on the bottom right hand side.

Employee Dashboard - Time Entry Approvals - Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance - Preview

Timesheet Detail Summary

10636814, Mouse, Mickey M.
Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance
Pay Period: 08/16/2024 - 08/31/2024 82.50 Hours **Pending** Submitted On 08/10/2024, 03:15 PM

Date	Earn Code	Shift	Total
08/16/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/19/2024	010, Semi-Monthly Earnings	1	8.00 Hours
08/20/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/21/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/22/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/23/2024	170, Annual Leave	1	7.00 Hours
08/26/2024	170, Annual Leave	1	7.50 Hours
08/27/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/28/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/29/2024	010, Semi-Monthly Earnings	1	7.50 Hours
08/30/2024	010, Semi-Monthly Earnings	1	7.50 Hours

Return Details Return for correction **Approve**

Banner Web Time Entry Symbols Library

Below is a list of symbols in Banner Web Time Entry

Add Earn Code

Select to add in an earn code such as Semi-Monthly Earnings or various leave types



Select to Navigate through the weeks



Select to edit any saved time entry



Select to delete any time entry



Only time off entries can be copied to other days. Select this symbol to copy leave to another day

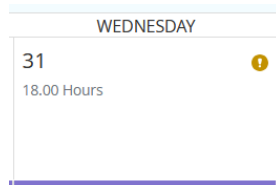


Select the comment icon to read or leave comments for a timesheet



A correction needs to be made on the timesheet. This will display on the Timesheet list screen and on the day the error is found in the timesheet. Once the day with the error is selected (screenshot 1), the error message will display at the top of the timesheet (screenshot 2).

Screenshot 1:



Screenshot 2:



Restart time will clear all entries on a timesheet. Only ever select this if you want to delete all time entries.

 Restart Time

 Leave Balances

Leave Balances will display the balances of all leave types

For any questions please email payroll@citadel.edu