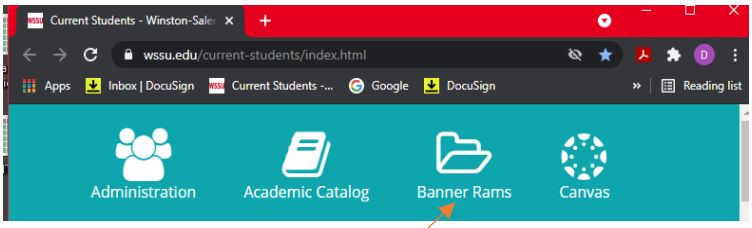
WINSTON-SALEM STATE UNIVERSITY

Supervisor Hourly Employee Timesheet Approval Process

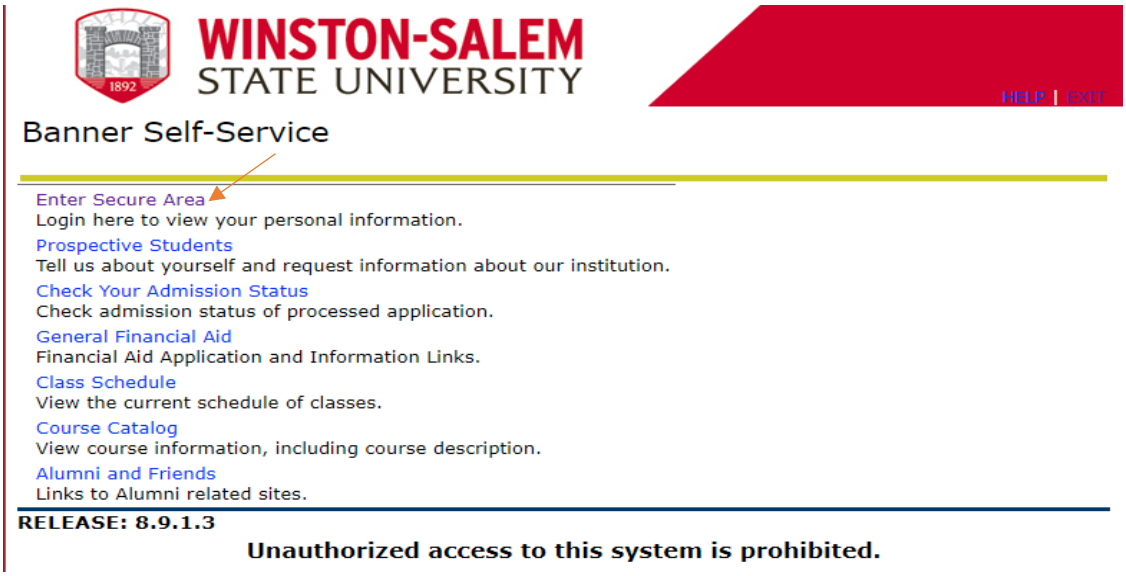
WINSTON-SALEM STATE UNIVERSITY

Connect to portal

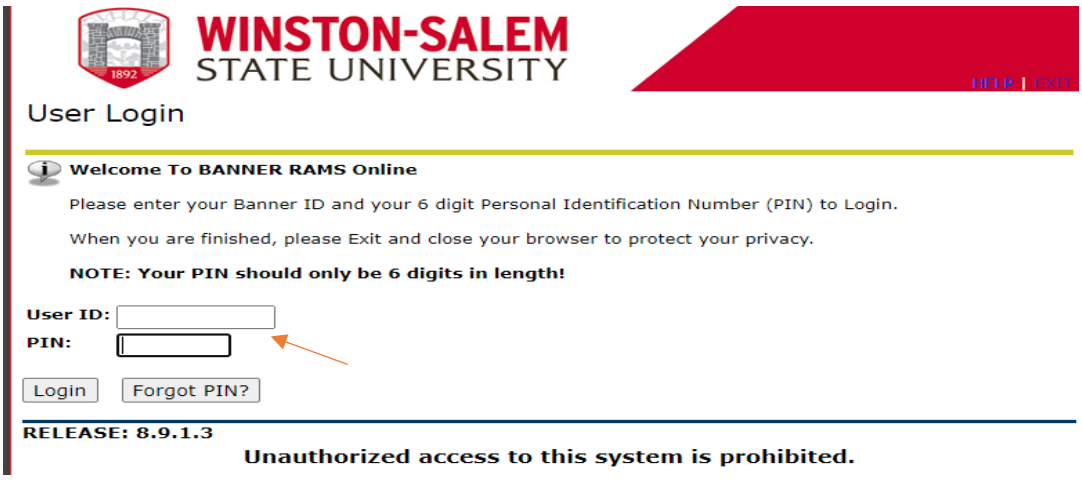
1. **WSSU website Current Students, Banner Rams Folder icon**



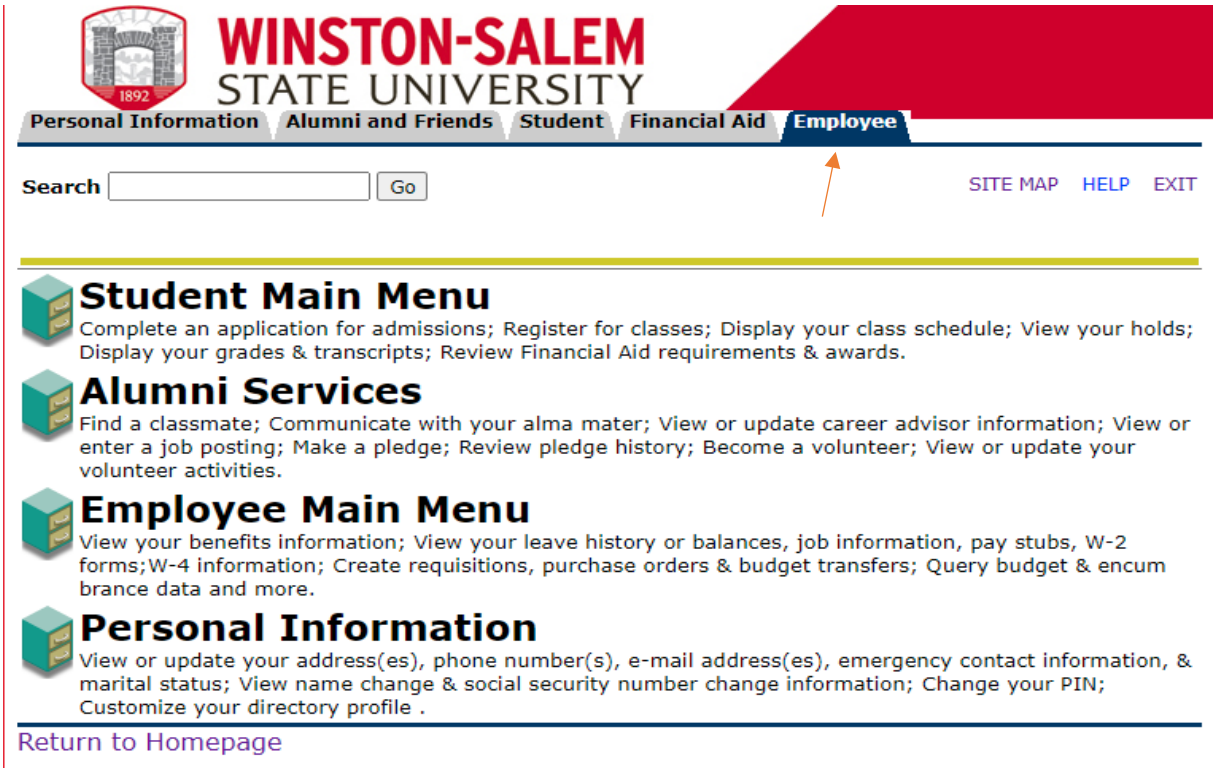
2. **Log into Banner Rams Self-Service**



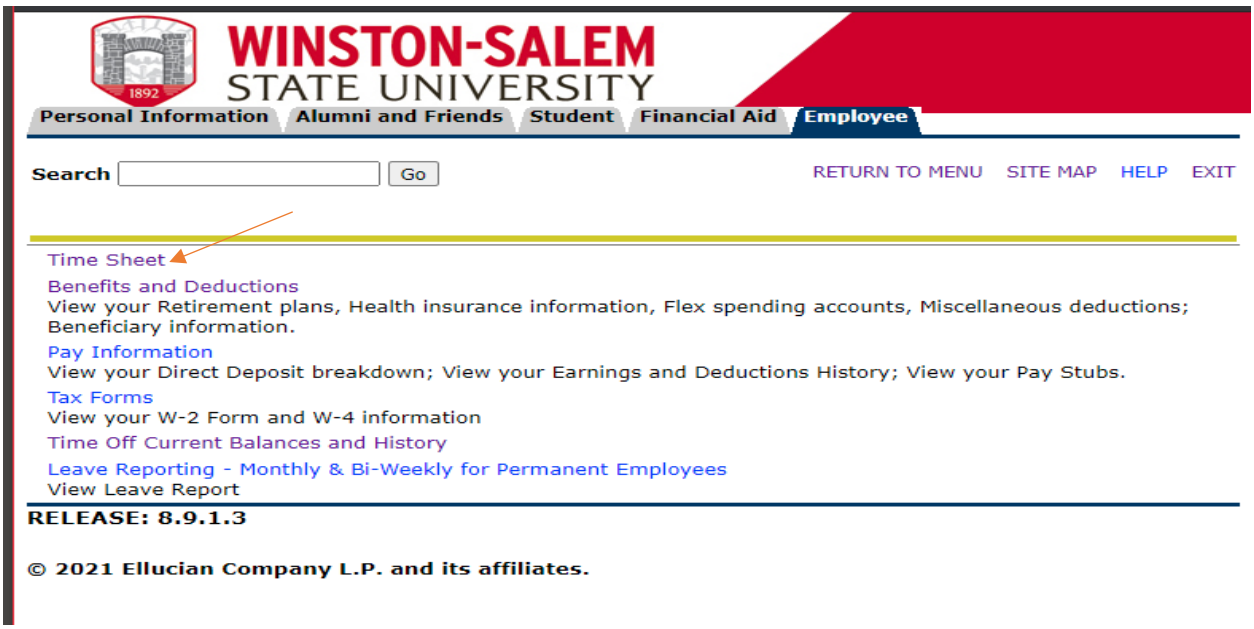
3. **Enter secure ID**



4. Go to the EMPLOYEE tab



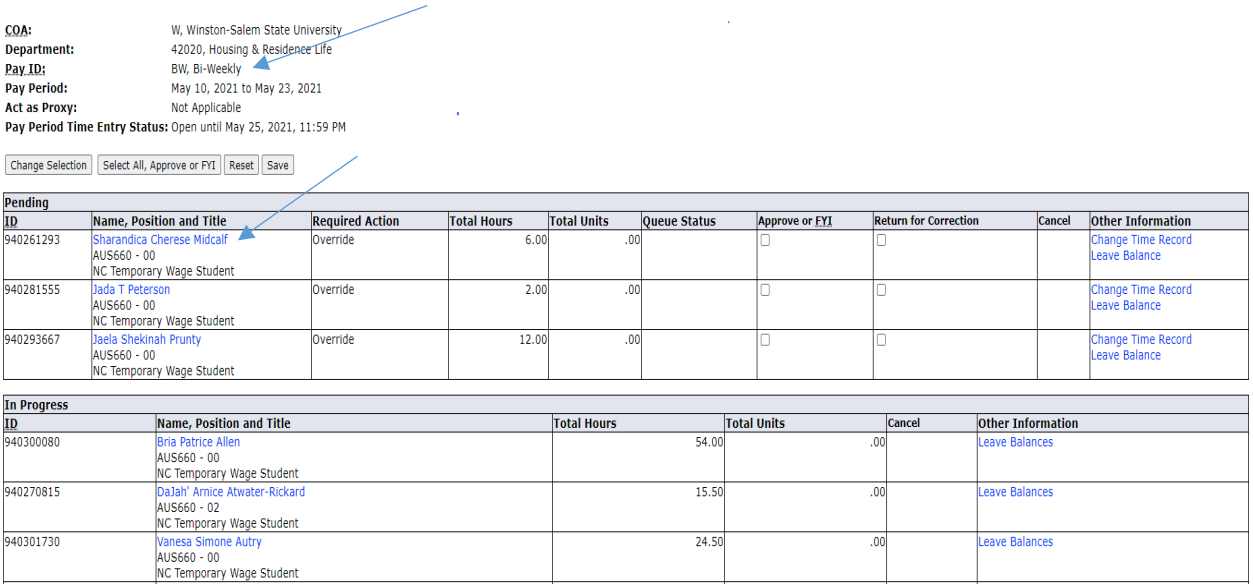
5. Select TIME SHEET



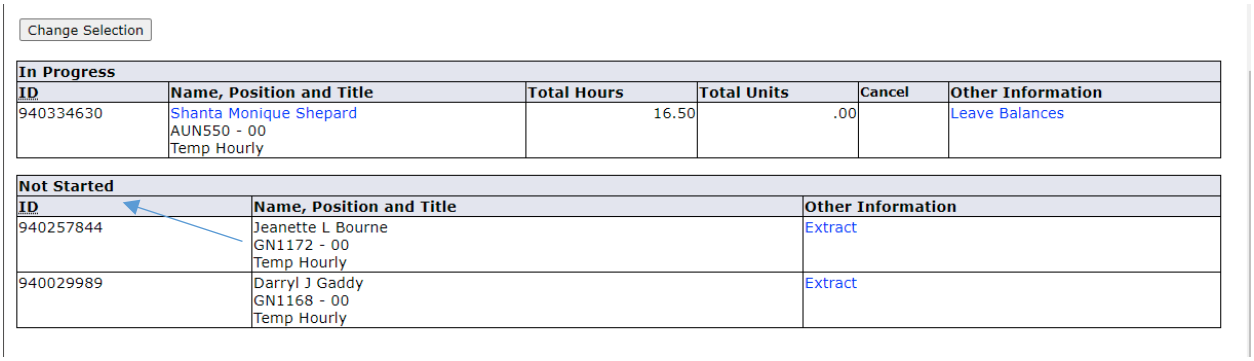
6. Under Selection Criteria, **Choose Approve or Acknowledge Time**. And click the **Select** button.

Viewing the timesheet

7. All employees assigned to a supervisor designated by employee class, will show on this form. To view an employee's timesheet, **click on the employees name.**



8. Employees that did not submit a timesheet (**Not Started**) will also be displayed. These require no action unless you can verify the employee truly worked.



Change Selection

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
940334630	Shanta Monique Shepard AUN550 - 00 Temp Hourly	16.50	.00		Leave Balances

Not Started		
ID	Name, Position and Title	Other Information
940257844	Jeanette L Bourne GN1172 - 00 Temp Hourly	Extract
940029989	Darryl J Gaddy GN1168 - 00 Temp Hourly	Extract

9. **Queue Statuses**: Approved, Pending, In Progress, Not Started, Error or Returned for Correction.

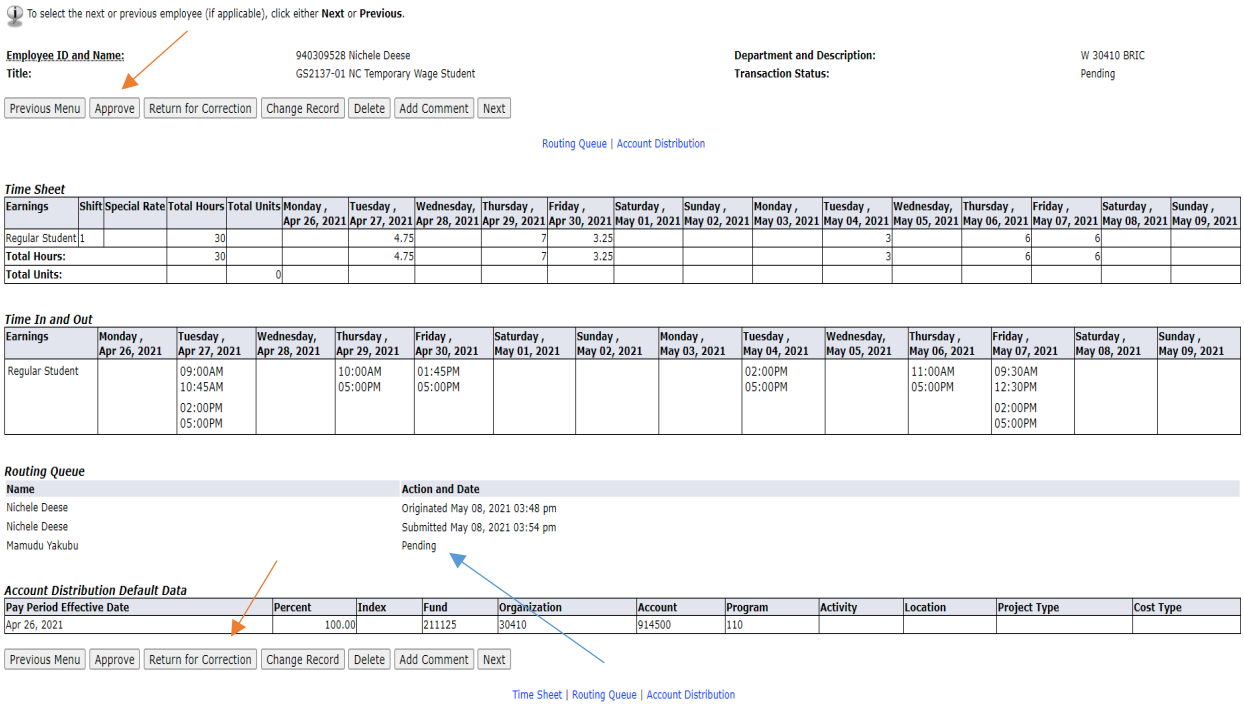
10. Check the daily times entered. If a departmental log in/log out sheet is also used, be sure to cross reference for accuracy.

11. Look for hours entered on a Holiday or during a time when the university is closed. If incorrect, return the timesheet to employee for correction.

12. If a timesheet is returned to the employee for correction and it is not re-submitted for approval by the deadline, it will not be paid. The employee will need to submit a Late Timesheet for payment in the next cycle.

13. Look for hours that overlap. *Example below*. Employee cannot enter 11:15am, because they did not clock out until 12:00pm. The hours overlap.

MONDAY	**15th**	
time in	8:00 am	
time out	12:00pm	Total 3.00 hours
time in	11:15 am	
time out	2:00pm	Total 2.75 hours


To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: 940309528 Nichele Deese
Title: GS2137-01 NC Temporary Wage Student
Department and Description: W 30410 BRIC
Transaction Status: Pending

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , Apr 26, 2021	Tuesday , Apr 27, 2021	Wednesday, Apr 28, 2021	Thursday , Apr 29, 2021	Friday , Apr 30, 2021	Saturday , May 01, 2021	Sunday , May 02, 2021	Monday , May 03, 2021	Tuesday , May 04, 2021	Wednesday, May 05, 2021	Thursday , May 06, 2021	Friday , May 07, 2021	Saturday , May 08, 2021	Sunday , May 09, 2021
Regular Student	1		30			4.75		7	3.25				3		6	6		
Total Hours:			30			4.75		7	3.25				3		6	6		
Total Units:				0														

Time In and Out

Earnings	Monday , Apr 26, 2021	Tuesday , Apr 27, 2021	Wednesday, Apr 28, 2021	Thursday , Apr 29, 2021	Friday , Apr 30, 2021	Saturday , May 01, 2021	Sunday , May 02, 2021	Monday , May 03, 2021	Tuesday , May 04, 2021	Wednesday, May 05, 2021	Thursday , May 06, 2021	Friday , May 07, 2021	Saturday , May 08, 2021	Sunday , May 09, 2021
Regular Student		09:00AM 10:45AM 02:00PM 05:00PM		10:00AM 05:00PM	01:45PM 05:00PM				02:00PM 05:00PM		11:00AM 05:00PM	09:30AM 12:30PM 02:00PM 05:00PM		

Routing Queue

Name	Action and Date
Nichele Deese	Originated May 08, 2021 03:48 pm
Nichele Deese	Submitted May 08, 2021 03:54 pm
Mamudu Yakubu	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 26, 2021	100.00		211125	30410	914500	110				

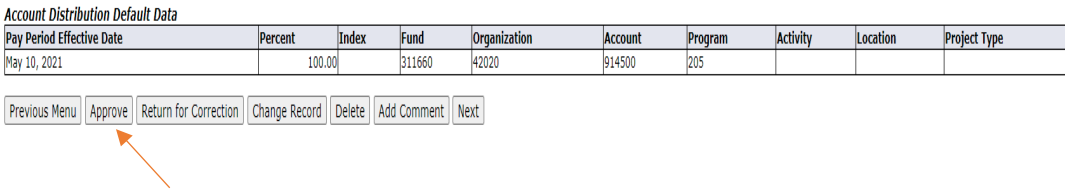
Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

Time Sheet | Routing Queue | Account Distribution

14. The timesheet should be in **Pending** status waiting on review and approval. If the timesheet states **In Progress** or **Error**; contact the employee. **Return for Correction** . Repeat steps with each employee in your queue to approve each timesheet.

15. If it is determined that an employee *should not* have entered hours for the current pay period, please contact Payroll Services to confirm that the timesheet should be deleted. This will prevent an overpayment.

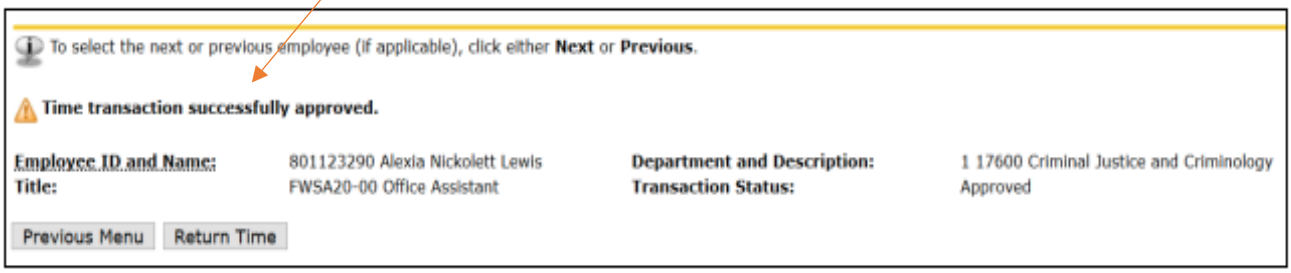
16. Supervisors must review each daily entry to ensure hours are accurate. You can **Return for Correction** if you spot an error. If no errors are detected the timesheet can be approved. Click the **Approved** button.


Account Distribution Default Data

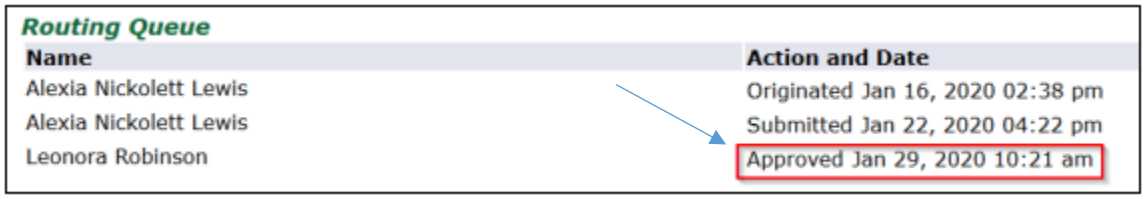
Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type
May 10, 2021	100.00		311660	42020	914500	205			

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

- After the timesheet has been approved, the following information will be displayed. **Time transaction successfully approved.**



- The Routing Queue at the bottom of the page will show an approved status as well as the date and time approved.



Approval Queue Example : The following example shows an employee, Sally, starting a timesheet and then submitting it for approval. There are two approvers in the queue; Bill approves the time first followed by Jim.

As each of these people performs a specific action in the queue, the Required Action field displayed on the timesheet will show the approver the action he/she is required to take to move the timesheet along in the routing queue.

The timesheet will have a status of In Progress once Sally starts her timesheet. When it is submitted to the queue, it becomes Pending . Only after the final approver approves it, does it change to Approved. If there is only one assigned approver, the *approved* status will immediately update.

The following chart shows the combination of the timesheet status, which Sally will see, and queue statuses for Bill and Jim. As Sally's timesheet moves through the queue it can only be given to one approver at a time.

1. First, Sally enters time against her timesheet and saves it. Before Bill and Jim approve this time transaction, their queue statuses are In the Queue. No action is required.

2. When Sally submits her timesheet, the transaction is Pending for Bill. Action is required by Bill.

3. After Bill approves the timesheet, his queue status becomes Approved and Jim's queue status becomes Pending. Action is required by Jim

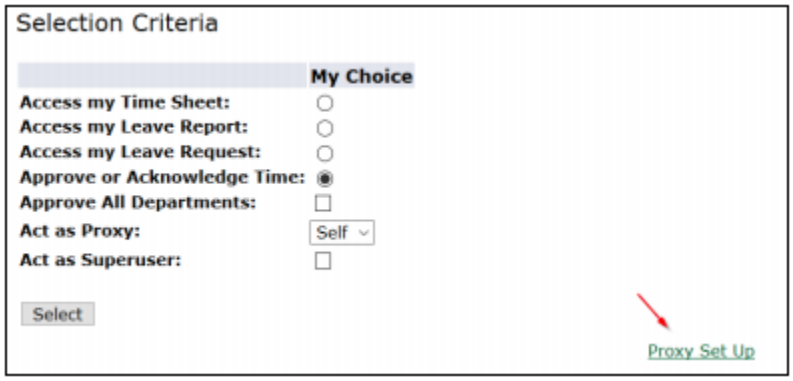
4. Finally, Jim approves the transaction. His queue status then becomes Approved. At this point, the status of Sally's timesheet becomes Approved. This timesheet is now ready to be included when the payroll begins for that time period.

Action	Status	Queue Status	Required Action
Sally starts time entry on Employee Self-Service	*In Progress*	Bill - *In the Queue*	N/A
		Jim - *In the Queue*	N/A
Sally submits time sheet	*Pending*	Bill - *Pending*	Bill-Approve
		Jim - *In the Queue*	Jim-N/A
Bill approves time	*Pending*	Bill - *Approved*	Bill-N/A
		Jim - *Pending*	Jim-Approve
Jim approves time	*Approved*	Bill - *Approved*	N/A
		Jim - *Approved*	N/A

Designating a Proxy

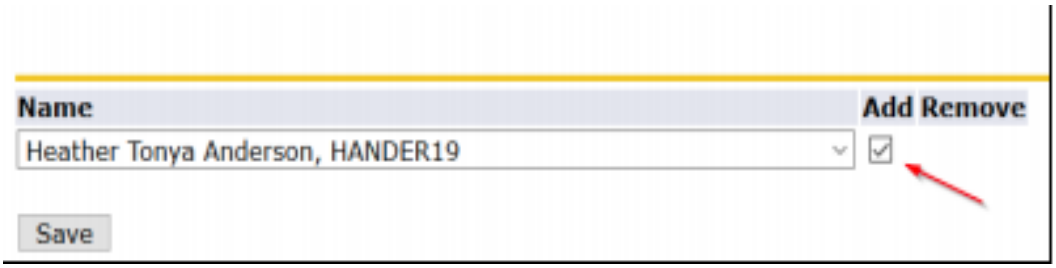
● A proxy can be set up and/or reviewed at any time to allow another person in the department to approve time if the supervisor is not available.

- **Select Proxy Set** up at the bottom of the Timesheet/Leave Request/Proxy page.

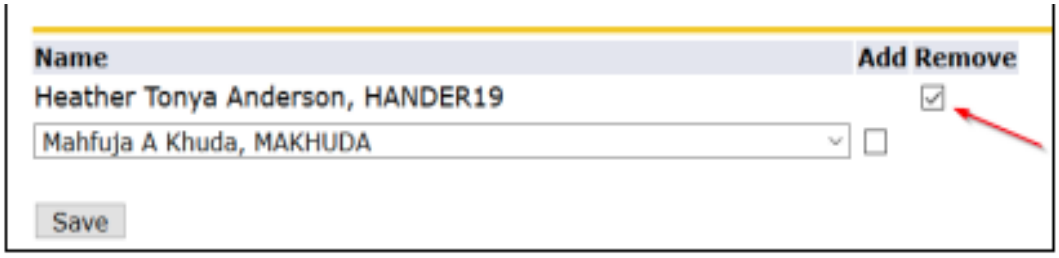


- On the **Proxy Set Up** page, select the drop-down arrow to display a list of users available to choose as a proxy. Select the name/user ID of the proxy from the list. (Note: While in the drop-down menu, a name/user id can be quickly found by typing the first letter of the proxy's name.)

- Once the proxy is selected, check the **Add** box and click the **Save** button.



- To remove a proxy, go back to the Proxy Set Up page and check the Remove box. Click the Save button.



Note : Email 2payroll@wssu.edu if the supervisor is out and you need to approve a timesheet (either because no proxy is set up or the proxy is also out).

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POINTS TO REMEMBER

❑ Supervisors must approve timesheets by the Tuesday after the end of the pay period, by 3:30pm.

❑ A campus wide email notification will be sent the Friday before timesheets are due reminding employees and supervisors to complete, review, approve and submit by the deadline.

❑ Best practice is to log into Self Service Banner each day during the pay period to ensure your employees are clocking in/out and/or entering their time daily.

❑ Encourage employees to enter hours worked in WTE (Web Time Entry) daily using the clock in/out feature.

❑ If it is realized that an approver position is vacant, notify Human Resources and Payroll Services so that a new approver can be assigned prior to the start of the pay cycle.

❑ If you receive the message: "**You have no records available at this time**, " check with your employee(s) to see if they have entered time. Records will not display until the timesheet has been started and time has been entered.

❑ When returning a timesheet for corrections, call or email the employee and let them know *why* you are returning the timesheet.

❑ If a timesheet is approved by mistake, email 2payroll@wssu.edu to have the timesheet returned to you.

❑ **Timesheets that are not approved by the due date will cause employees to not be paid on time. Electronic Late Paper time sheets will be paid in the next pay cycle**. Supervisors must inform the employee that pay will not be received.