Web Time Entry Guide for Supervisors

If you experience problems or have questions please contact the payroll office.

By email:

payroll@newhaven.edu

By Phone:

Sharon Austin-Christy:	203-931-2995
Christine Zuchinksy:	203-932-7230
Andrea Doody:	203-932-7225
Melissa Mesuda:	203-932-7280

Contents

Logging into Self Service Banner (SSB) 1

Time Sheet Approvals 3

Changing/Correcting a Time Sheet..... 8

Assigning a Proxy to Approve Time Sheets in Your Absence 9

Logging in as a Proxy..... 10

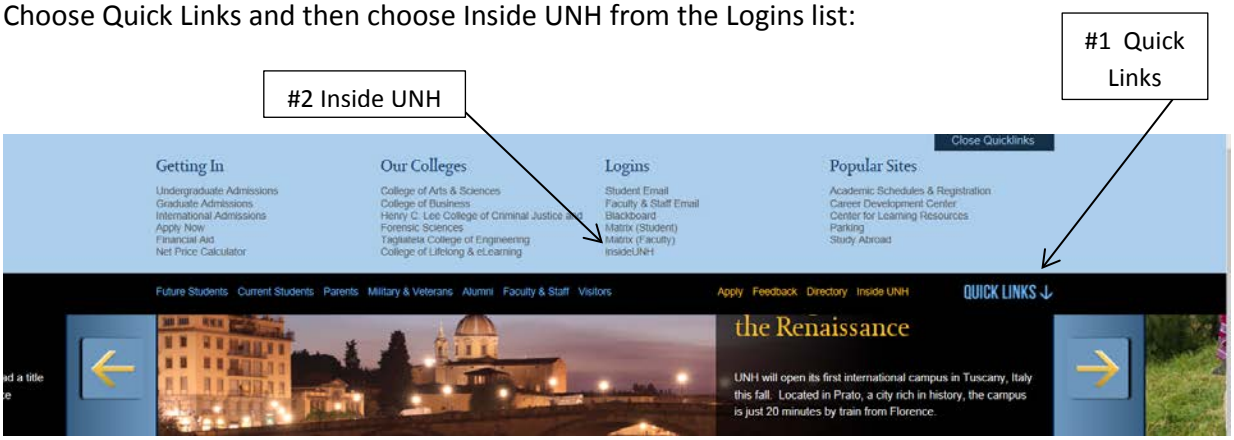
Entering a comment 11

Frequently Asked Questions 12

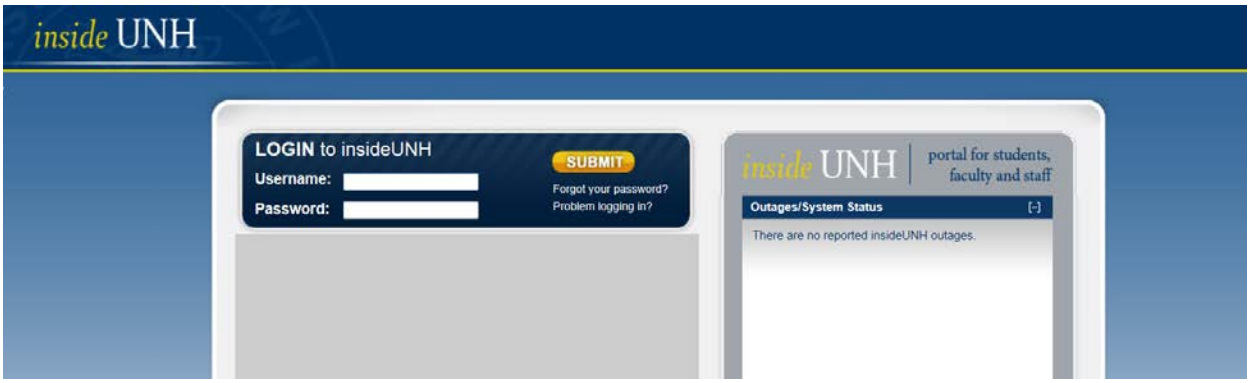
Logging into Self Service Banner

Go to the UNH website: http://www.newhaven.edu/

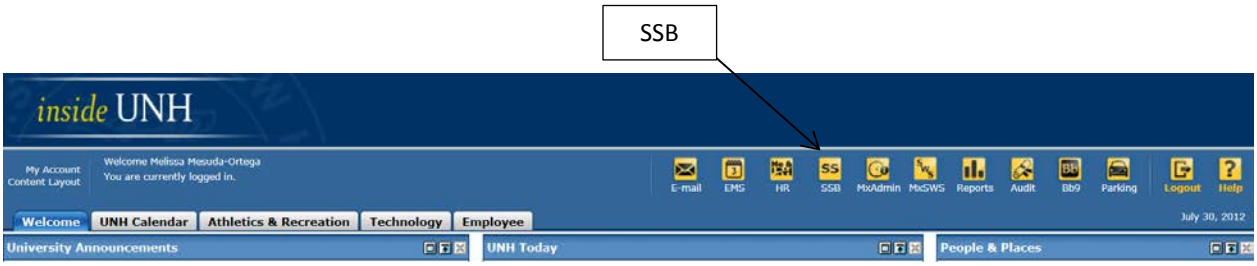
Choose Quick Links and then choose Inside UNH from the Logins list:



When the login screen appears, enter your network Username and Password and click Submit:

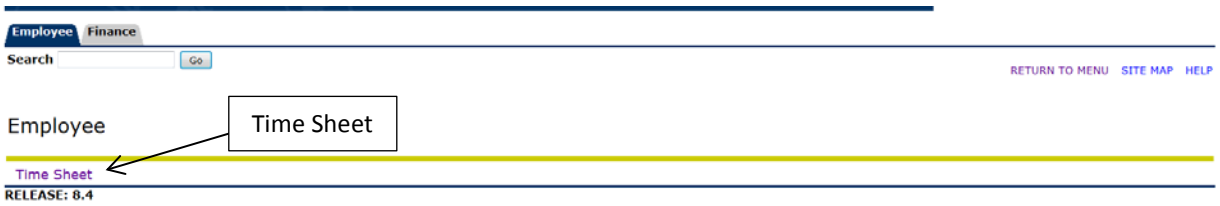


To access Self Service Banner (SSB), click on the SSB icon at the top of the page:

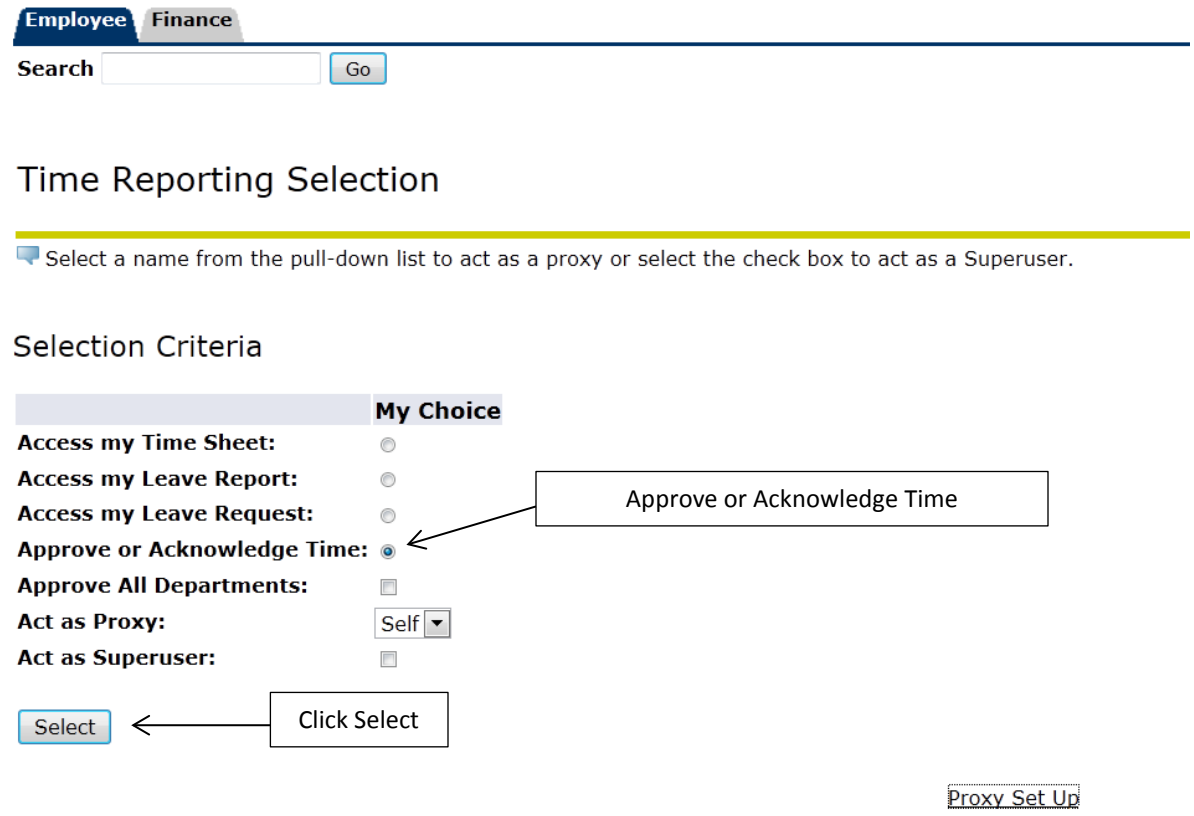


When the Main Menu appears, click on Employee:

When the Employee menu appears, click on Time Sheet:



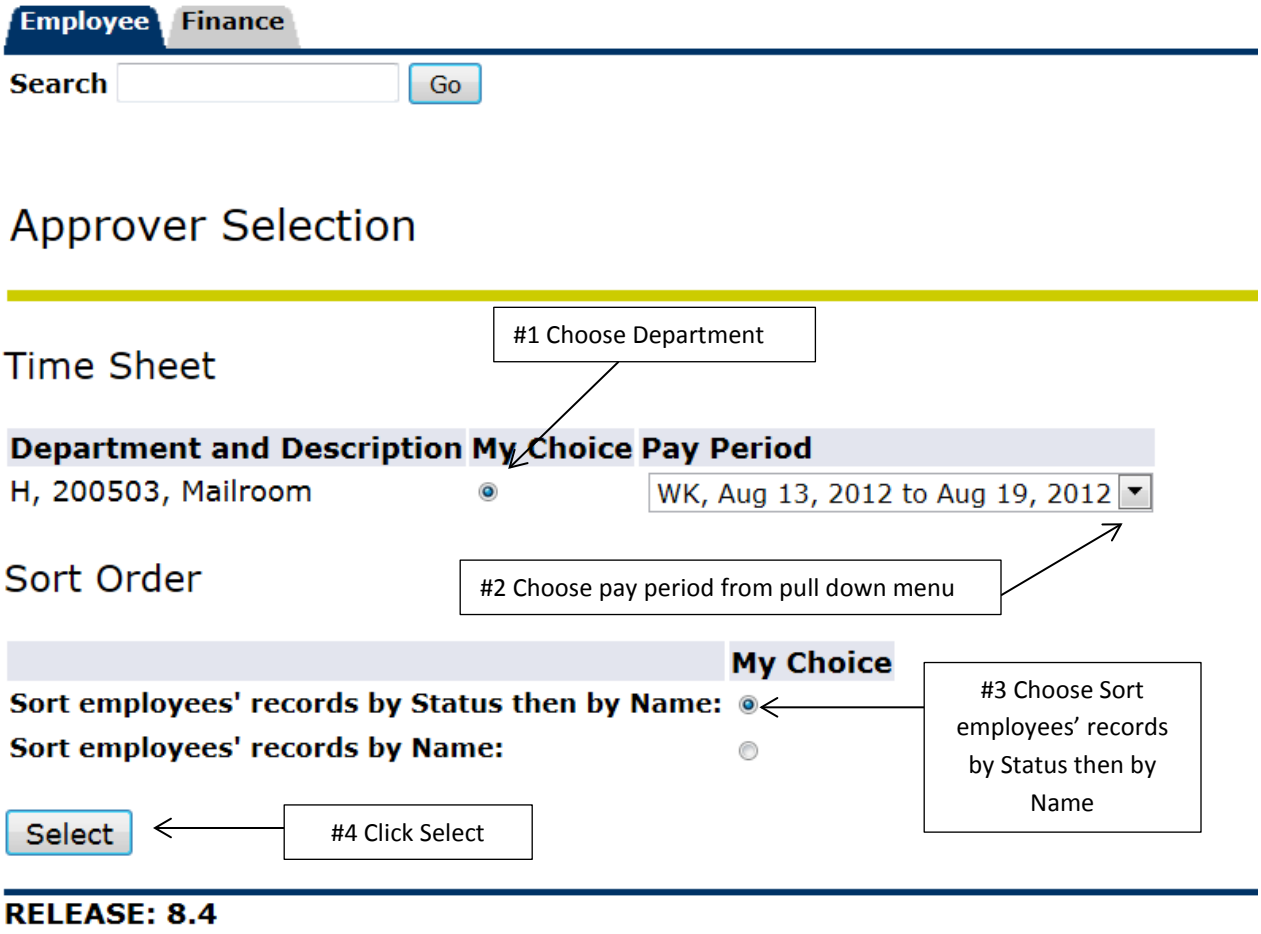
When the Time Reporting Selection menu appears, choose Approve or Acknowledge Time and then hit the Select button:



Time Sheet Approval

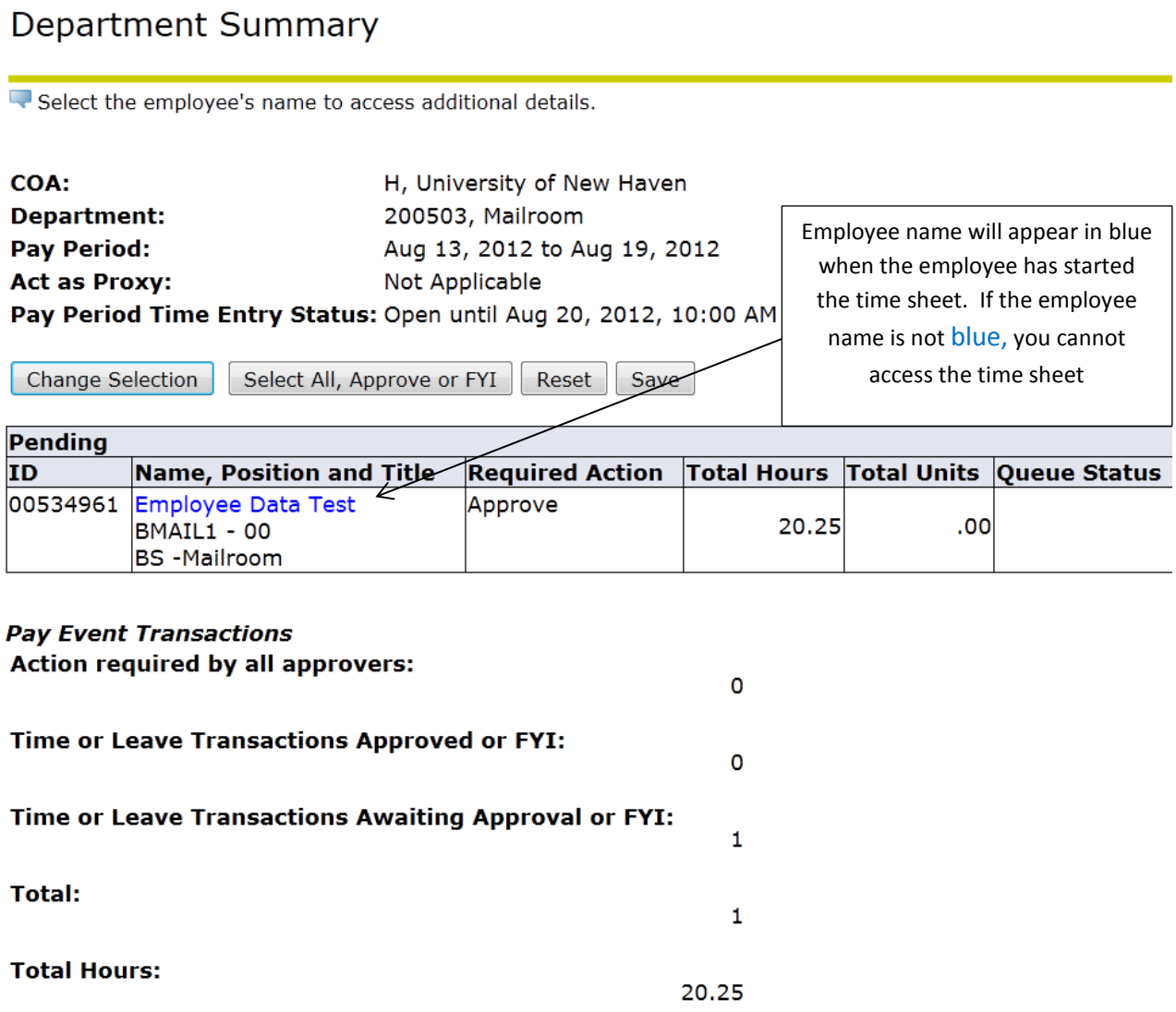
When the Approver Selection screen appears:

- Choose the department (should only be one department listed unless you are supervising employees in more than one department)
- Choose the pay period you wish to review – the current pay period will automatically be displayed
- Choose 'Sort employees' records by Status then by Name'
- Click Select.



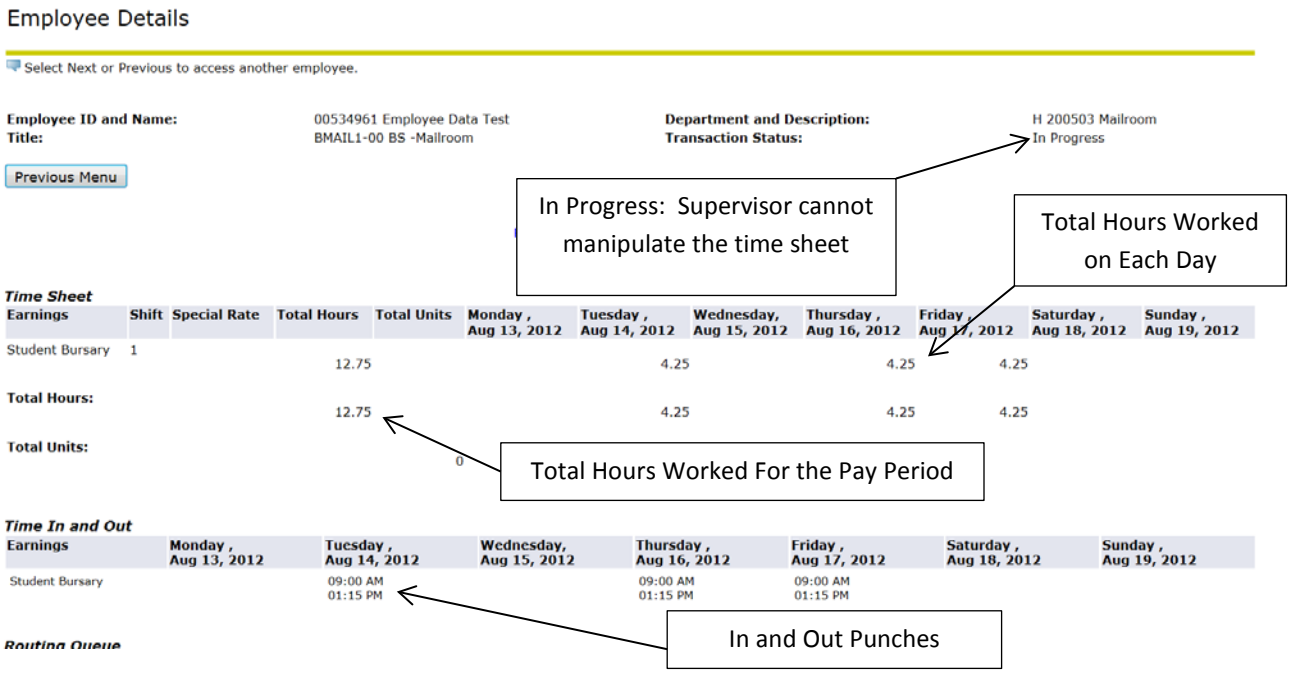
When the Department Summary menu appears, you will see a list of your employees***. Time sheets can only be viewed by supervisors after the employee begins to use it.*** ***If an employee has not started a time sheet, you will not be able to access it.*** Once the employee starts a time sheet, you will see the employee name displayed in Blue.

Click on the employee name to view the time sheet.

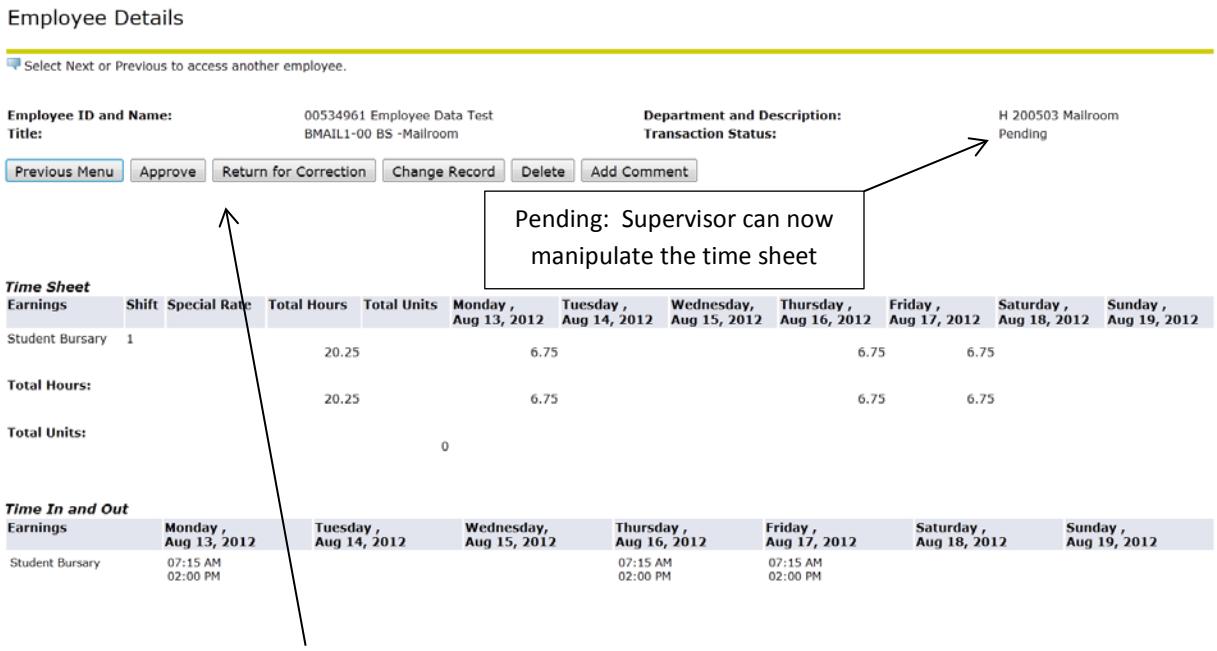


When the Employee Details menu appears you can see the status of the time sheet, the total hours worked for the pay period, and the In and Out punches for each day worked.

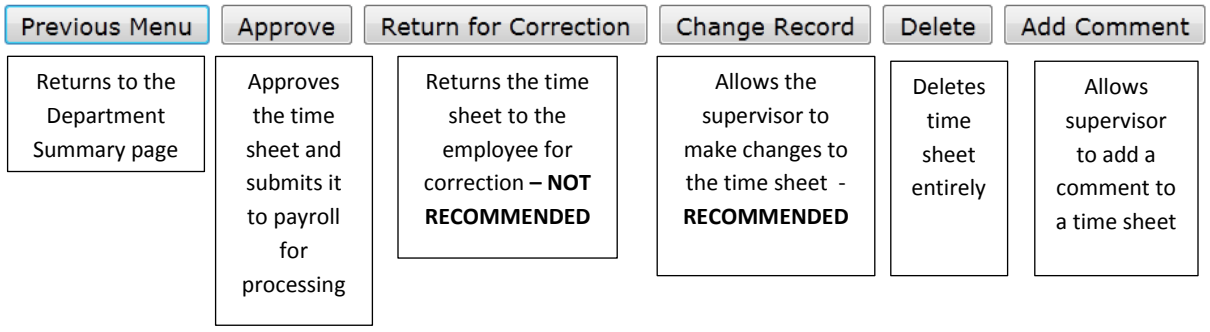
You will not be able to make changes to the time sheet until the employee submits the time sheet for your approval. Notice the transaction status in the example below is 'In Progress'. The Transaction Status will change to 'Pending' after the employee submits it for your approval and you will then be able to make any necessary changes to the time sheet and approve it.



When the employee submits the time sheet for approval, you will notice that the Transaction Status at the top of the Employee Details page has changed to 'Pending'. Now you are able to make changes to the time sheet if needed, and approve it for processing.

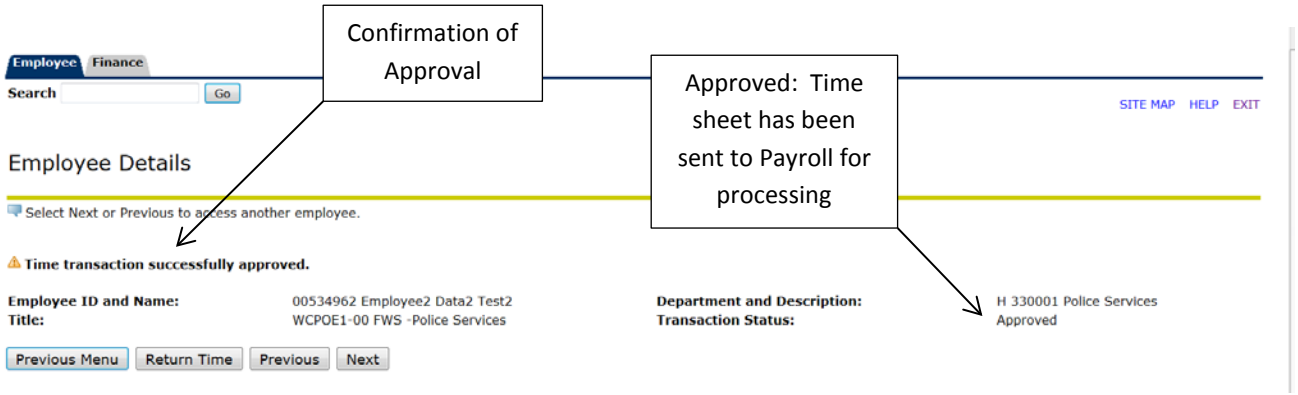


A new series of action buttons will also be present on the Employee Details screen after the employee submits the time sheet for approval:



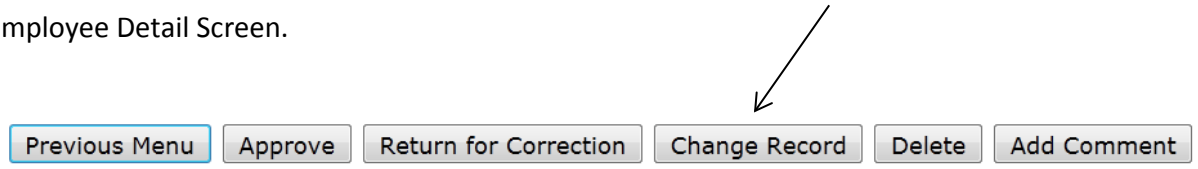
Note The Payroll Office recommends that supervisors make any final changes needed to time sheets once they are submitted for supervisor approval using the 'Change Record' button. Returning the time sheet to the employee for correction is very time consuming and could cause a time sheet to be submitted to payroll too late for processing. However, we DO suggest using the 'Return for Correction' button to return a time sheet to an employee who accidently submits the time sheet for approval before the end of the pay period.

Once you are satisfied that the time sheet is correct, click the Approve button. You will see a confirmation appear at the top of the time sheet and the Transaction Status will change to 'Approved'. This time sheet has been sent to payroll to be processed. If any adjustments are needed after you approve a time sheet, please contact the Payroll Office for assistance.

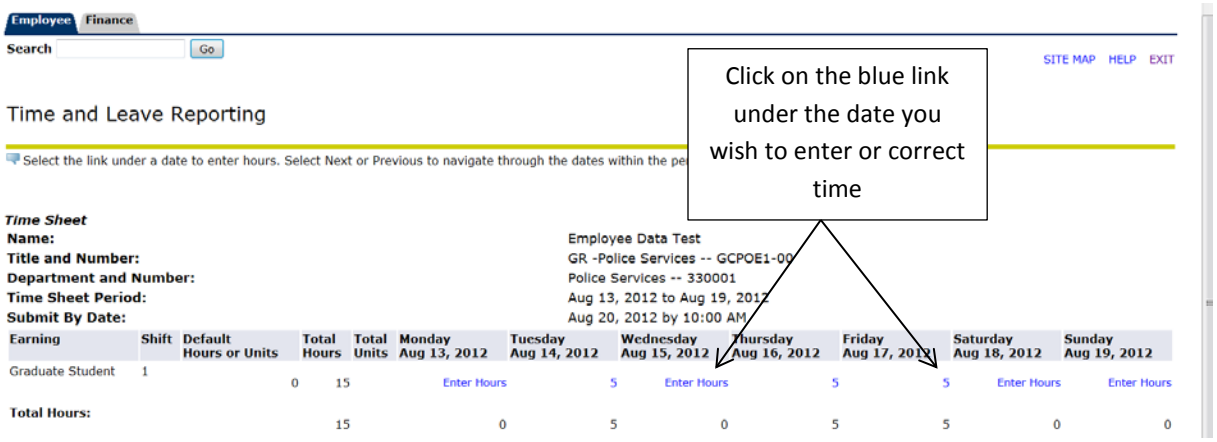


Changing/Correcting a Time Sheet

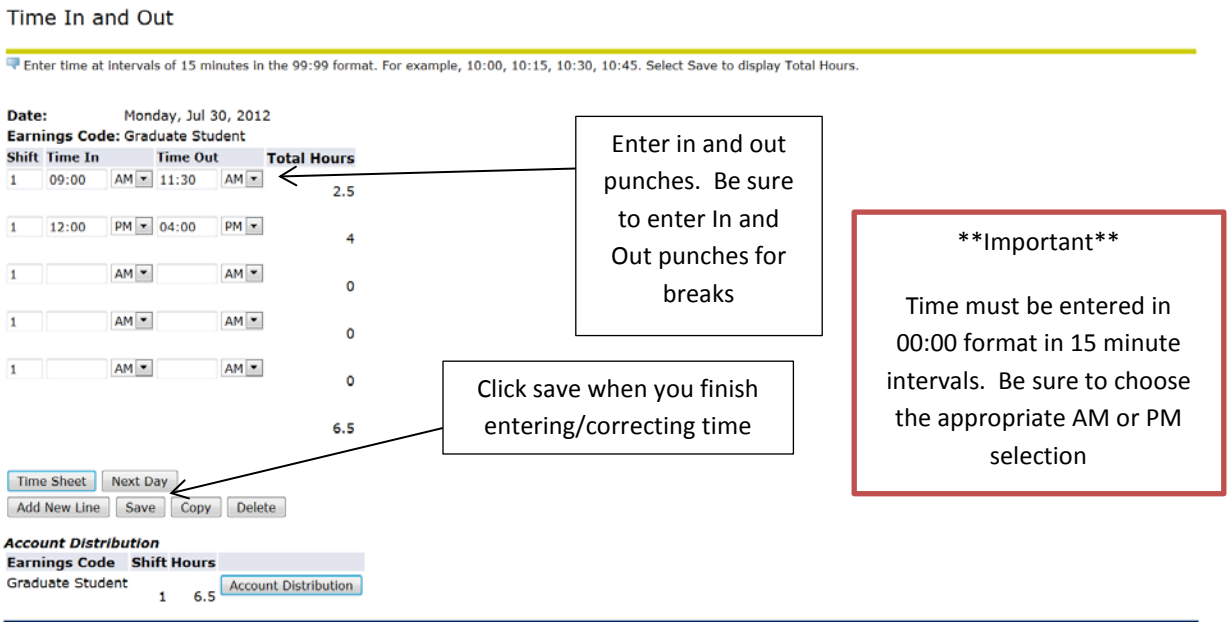
If you need to add time or correct a time sheet, click on the 'Change Record' button on the Employee Detail Screen.



On the Time and Leave Reporting menu, click on the link under the date you need to change/correct time.



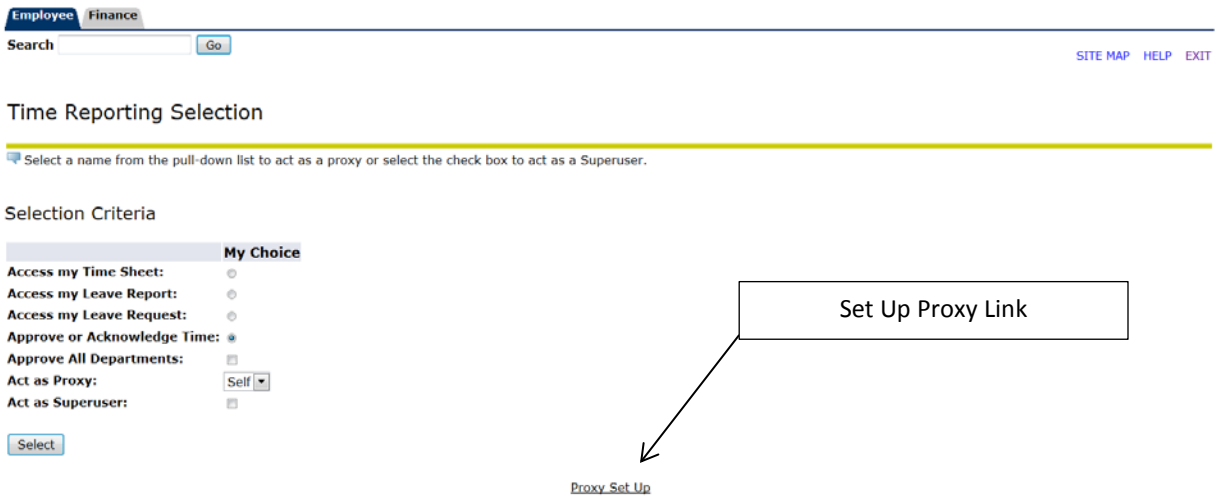
The Time In and Out menu will appear. You can either enter time or correct the time record for that day and click 'Save'.



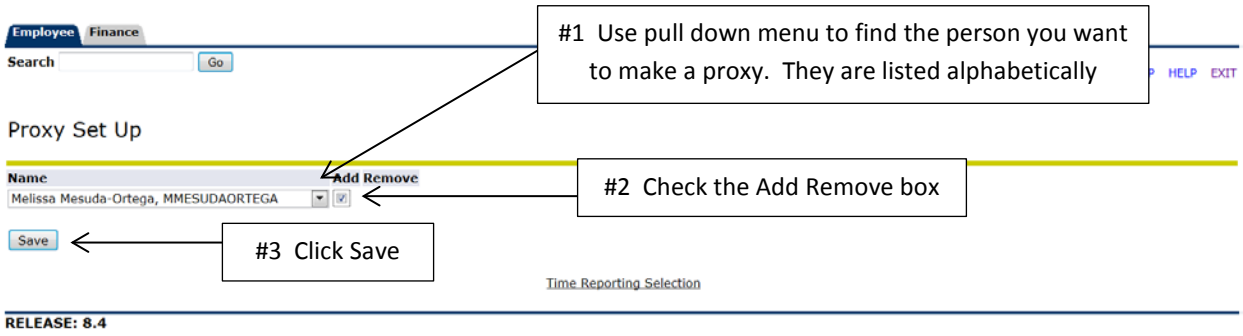
Assigning a Proxy to Approve Time Sheets in Your Absence

Each supervisor must set up at least one proxy to perform time sheet approvals in their absence.

Click on Proxy Set up at the bottom of the Time Reporting Selection screen.



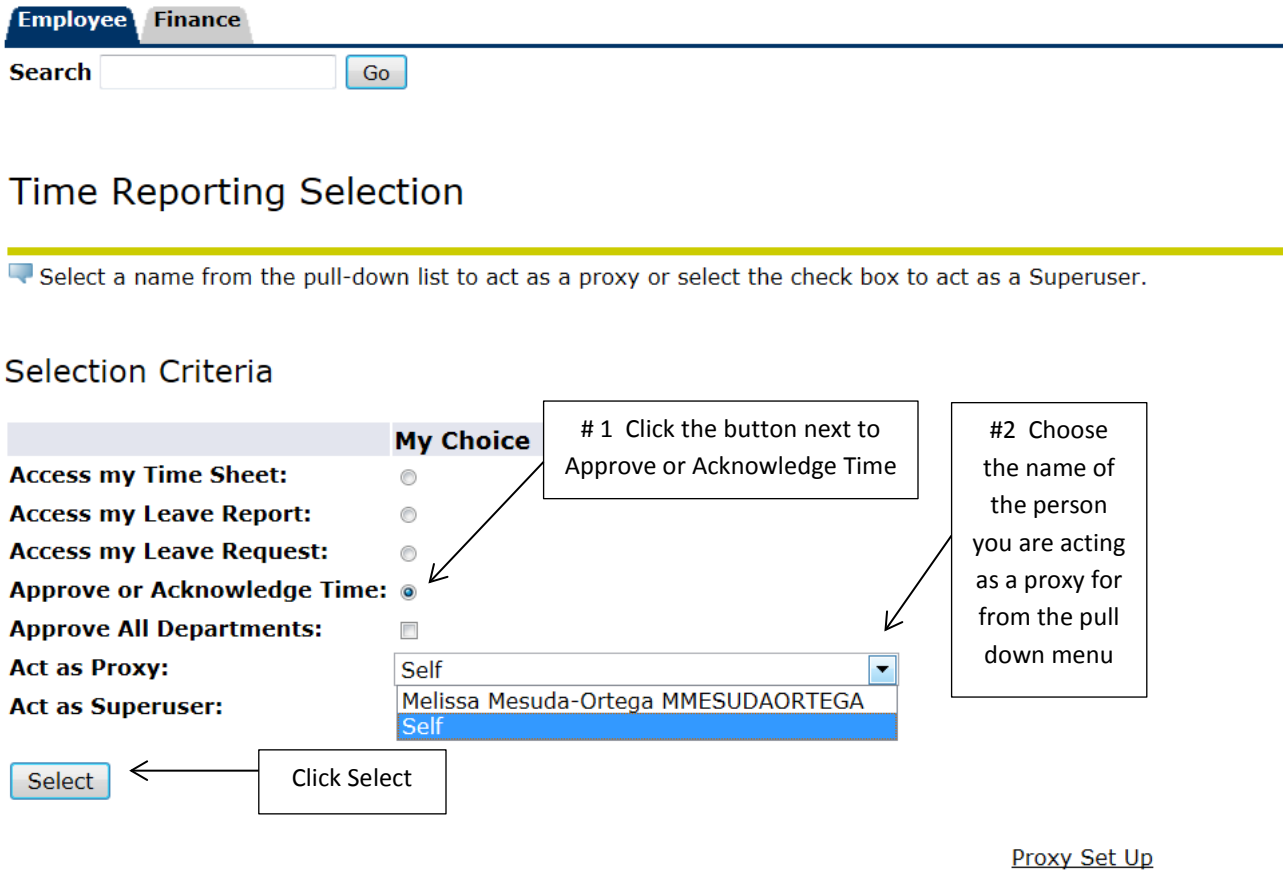
Use the pull down arrow to find the person you want to make a proxy and select that person. Click in the check box next to the name you selected and click Save. The name of the person you chose will display on top of the pull down menu box after you click Save. You can select as many proxies as you need. ***You can assign as many proxies as you want. Remember, anyone you assign as a proxy can view all the time sheets you are responsible for. Only regular employees can be supervisors or proxies. <u>No students or adjuncts can be set up as supervisors or proxies.</u>***



*****If you are unable to find the name of the person you want to make a proxy, contact the Payroll Office for assistance.***

Logging in as a Proxy

To login as a Proxy follow the same login steps outlined above, but when the Time Reporting Selection Menu appears, choose the name of the person you are acting as a proxy for from the pull down menu and click on Select. Then follow the same instructions for reviewing and approving time sheets outlined above.



***** If you do not see the name of the person you wish to act as a proxy for, first contact the person you need to act as a proxy for to be sure they set you up as a proxy. Then, if you are still unable to login as a proxy, contact the Payroll Office.***

Entering a Comment

A comment can be placed on a time sheet by the employee or supervisor. Comments made on time sheets can only be viewed by the employee and the supervisor.

Do not use the comment function if you need to discuss a time sheet with the Payroll Office, please call or send an email.

- Click on the 'Add a Comment' button on the time sheet to access the Comments menu
- Enter your comment
- Click on 'Save'
- Use the 'Previous Menu' button to return to the time sheet

Frequently Asked Questions

Q: What is the deadline for employees to submit their time sheets to me for approval?

A: Employees will have until ***10:00 a.m. on Monday*** to submit the previous week's time sheet. If they do not submit the time sheet by the deadline, you will not be able to approve it and the employee will not be paid on the upcoming pay day. ***It is strongly recommended that you encourage your employees to fill out their time sheet daily and submit it immediately after their last shift for the week.***

Q: What is the deadline for supervisor approvals for time sheets?

A: All supervisor approvals must be completed no later than Tuesdays at 9:00 a.m. ***After the deadline, supervisors will not be able to access or approve time sheets.***

Q: What if I am unable to approve time sheets for my employees because I am out of the office?

A: ***All supervisors must have at least one proxy approver set up*** to approve time sheets in their absence. Please see the Assigning a Proxy instructions for details. If for some reason both you and your proxy are unable to approve time sheets, contact the Payroll Office immediately. Unapproved time sheets may cause a delay in payment for your employee.

Q: What do I do if I can't see one of my employee's time sheets?

A: Contact the Payroll Office for assistance as soon as possible.

Q: What do I do if I see a time sheet for an employee that I do not supervise?

A: You might be able to see a list of names of other employees working in your department that you do not supervise, **but you should not be able to access their time sheets**. If you are able to access the time sheet of an employee you do not supervise, contact the payroll office immediately.