



SUNGARD SUMMIT 2010
Today's Priorities. Tomorrow's Possibilities.

Banner Web Time Entry 8.X Enhancements

Presented by: Charlie Westfall,
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April 13, 2010
Session ID 1220

Session Rules of Etiquette

- Please turn off your cell phone/pager
- If you must leave the session early, please do so as discreetly as possible
- Please avoid side conversation during the session

Thank you for your cooperation!

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Introduction

- Review changes and enhancements to Web Time Entry
- Assist in evaluating the new features for implementation and training
- *Introducing* the new Cascading Style Sheet available for ESS 8.3

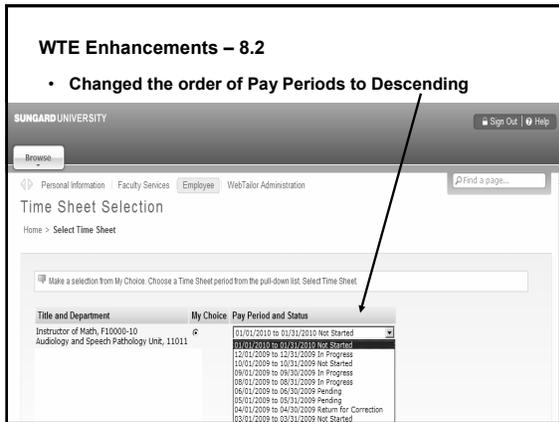
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Agenda

- Order of Approver Pay Period List
- View of Leave Balances for Approvers
- Display of employee Job Title for Approvers
- Limit the number of Pay Periods to display
- Allow Approver to Select All Organizations
- Insufficient Leave Message for employees
- Return/Resubmit of Time
- Clock In/Out function for Hourly employees

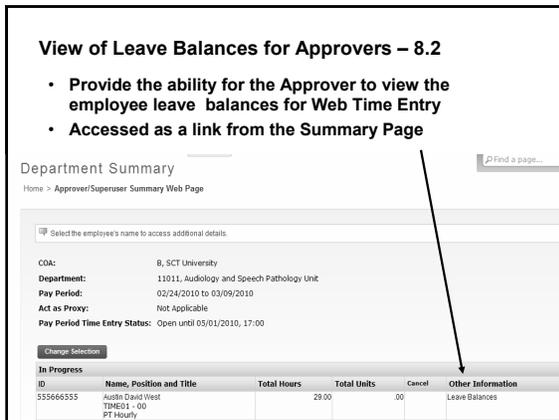
WTE Enhancements – 8.2

- Changed the order of Pay Periods to Descending



View of Leave Balances for Approvers – 8.2

- Provide the ability for the Approver to view the employee leave balances for Web Time Entry
- Accessed as a link from the Summary Page



Return/Resubmit of Time- 8.3

- Employees can 'recall' their Time Sheet prior to approval, if it has not been approved
- Approvers can 'recall' their approval of the Time Sheet
- Return Time button is removed once extracted by PHPMTIM

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Personal Information | Faculty Services | **Employee** | WebTutor Administration

Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your time sheet was submitted successfully.

Time Sheet

Title and Number: SOE Faculty - F1901-04
Department and Number: Audiology and Speech Pathology Unit - 11011
Time Sheet Period: 03/01/2010 to 03/31/2010
Submit By Date: 04/02/2010 by 17:00

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 03/01/2010	Tuesday 03/02/2010	Wednesday 03/03/2010	Thursday 03/04/2010	Friday 03/05/2010	Saturday 03/06/2010	Sunday 03/07/2010
Regular Pay	1	0	175		Enter Hours					Enter Hours	Enter Hours
Supplemental Pay	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Vacation Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			184	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Buttons: **Print** **Comments** **Preview** **Back** **Return Time**

Submitted for Approval By: You on 03/02/2010

Return/Resubmit of Time – 8.3

- Upon a Time Sheet return, a notation is added into the Comment table for tracking purposes
- Changes can then be made and the document can be submitted again
- Time document proceeds through the normal path for Approval and extract with Mass Time (PHPMTIM)

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Clock In and Out for Web Timesheets 🕒

- Ability to override clock time with an explanation or submit past or future time within pay cycle
- An available Luminus channel with clock icon for direct timesheet access from the portal
- Persistent Warning message for missing 'Clock Out' records and the employee cannot submit unless they are updated

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Clock In and Out for Web Timesheets 🕒

Step 1 - Set-up and Control

- Enabled on Employee Class Rule Form (PTRECLS)
- Clock In/Out cannot be enabled unless Time In/Out is checked
- Typically only used for positive, hourly employees

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Employee Class Rule: PTRECLS @ 2 (110280)

Employee Class: 14

General | **Time Entry Rules** | Position Defaults | Regulatory | Eligible Earnings | Other Leave Categories | Other Benefits Categories

Time Entry Method: Payroll Time Entry
Time Entry Day: N/A
Printed Time Sheet Method: Time Sheet (Individual)
Payroll Time Entry Breakdown: Daily
Leave Report Entry Method: None (Payroll)
Leave Report Payroll ID: BW [Bi-Weekly]

Time Entry Approvals Rules

Time Entry Type: None

- Approval Required for Exception Time
- Time In and Out Required
- Clock In and Out
- Can Request Leave in Advance
- Override Labor Distribution on Web
- Override Labor Distribution for Department

Time In/Out must be enabled before allowing Clock In/Out

Questions & Answers

Thank You!

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Please complete the online class evaluation form
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