

Banner Web Time Entry 8.X Enhancements

Presented by: Charlie Westfall, SunGard Higher Education 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

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- 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

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WTE Enhancements – 8.2 • Changed the order of Pay Periods to Descending SUNCARD UNIVERSITY Styr Orle 1 Period Styr Orle 1 Pe



















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	2011	ВК	2	2	02-JAN-2011	15-JAN-2011	31-JUL-2011	31-JUL-2011
	2011	BK	3	1	16-JAN-2011	29-JAN-2011	31-JUL-2011	31-JUL-2011
	2011	ВК	4	2	30-JAN-2011	12-FEB-2011	31-AUG-2011	31-AUG-2011
	2011	BK	5	1	13-FEB-2011	26-FEB-2011	31-AUG-2011	31-AUG-2011
	2011	BK	6	2	27-FEB-2011	12-MAR-2011	30-SEP-2011	30-SEP-2011
	2011	BK	7	1	13-MAR-2011	26-MAR-2011	30-SEP-2011	30-SEP-2011
	2011	ВК	8	2	27-MAR-2011	09-APR-2011	31-OCT-2011	31-OCT-2011
	2011	BK	9	3	10-APR-2011	23-APR-2011	31-OCT-2011	31-OCT-2011
	2011	BK	10	1	24-APR-2011	07-MAY-2011	30-NOV-2011	30-NOV-2011
	2011	BK		5	08-MAY-2011	21-MAY-2011	20 NOV 2011	20 NOV 201



Limit the number of Pay Periods to display - 8.2

- Implementation considerations:
- Install script will populate the new 'Approver Web Access Date' with the same date as the 'Employee Web Access Date'
- Manually review these dates to see if they are appropriate for historical viewing of records

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Insufficient Leave Message for employees - 8.3

- This function is automatic when employee enters Leave
 Time
- Provides notification to the employee of 'Possible insufficient Leave Balance' for hours that exceed current balance
- · Warning is also provided on the Copy function
- Employee warnings are enabled for Time Sheets and Leave Reports
- Compares entered Leave time with Current Balance

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Title and Number:					SOE - Fa	culty F11001	-04				
Department and N	umber:				Audiolog	y and Speech R	athology Unit	11011			
Time Sheet Period					03/01/20	010 to 03/31/2	010				
Submit By Date:					04/03/20	010 by 17:00					
Earning:					Vacation	Pay					
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Sick Pay	1	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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Return/Resubmit of Time- 8.3

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- 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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Title and Number:					SOE -	Faculty F110	01-04					
Department and N	umber:				Audiol	ogy and Speec	h Pathology Ur	vit 11011				
Time Sheet Period	Ŀ				03/01	/2010 to 03/31	/2010					
Submit By Date:					04/03	/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 03/05/2010	Sunday 03/07/2010	
Regular Pay	1	0	178		Enter Hours	8	8	8	8	Enter Hours	Enter Hours	
Supplemental Pay	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Vacation Pay	1	0			8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Side Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hears	Exter Hours	Enter Hours	
Total Hours:			184		8	8	1	8	8		0	
Total Units:					0	0	0	0	٥	0	0	
Position Selection		Comments	Pre	view	Next	Retarn Tene	← 8	Submitte	ed Time	can be	e 'recalle	ed'

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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03/05/201	0 11:1	2			Austin	David West			No			Time Sheet Re	umed				
03/05/201	0 10:3	7			Austin	David West			No			Time Sheet Re	umed				
03/05/201	0 10:3	3			Austin	David West			No			Time Sheet Re	umed				
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Clock In and Out for Web Timesheets

- Provides 'electronic timekeeping'
- Ability for the employee to enter time by clicking on a 'clock'
- Clock In/Out works along with Time In/Out functionality
- System logs time stamp for 'Clock In' from the server
- 'Clock Out' by clicking the clock icon later in the day

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Clock In and Out for Web Timesheets ③

- 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

Step 1 - Set-up and Control

Enabled on Employee Class Rule Form (PTRECLS)

Clock In and Out for Web Timesheets

- Clock In/Out cannot be enabled unless Time In/Out is checked
- Typically only used for positive, hourly employees

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SEmployee Class Rules PTRECLS 8.	2 (s10b80) 202022		0.000.000.000		00000000000000000000000000000000000000
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 (Individua) *			
Payroll Time Entry Breakdown:	Daily *				
Leave Report Entry Method:	None (Payroll)	٣			
Leave Report Payroll ID:	BW Bi-Weekly				
Time Entry Approvals Rule	s				
Time Entry Type:	None	٣			
	Approval Required	for Exception T	ime		
	Time In and Out R	equired 🛶		Time In/Out m	ust be enabled
	Clock In and Out			before allowin	g Clock In/Out
	Can Request Leav	e in Advance			
	✓ Override Labor Di	stribution on We	b		
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- Other exceptional time should be specified without Clock functionality Sick, Vacation, Holiday, Travel Time...) When employees are not present

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ADV	Advanced Pay						2						
DOC	Docked Pay		2				2						
FCA	FLSA Cash Overtime Comp						2						
HOL	Holiday Pay		2			2	2	2	2				
ONE	One time payment												
OT	Overtime Pay						2						
REG	Regular Pay					1	2	2	2				
SIC	Sick Pay		2	~					2				
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	Clock	In and	Out	for Web	Time	sheet	S			
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