

Lawrence University Web Time Entry for Approvers

As a supervisor, you have the authority to approve your employees' and student employees' time sheets on Voyager. Review time sheets for accuracy. Modify records if needed. When you approve the time sheets, the data will be transferred to Payroll.

Log in

To approve time via the Web, log in to Voyager:


<http://bannerweb.lawrence.edu>

Reminder: To log in, enter your LU username (in capital letters) or your LU ID and your PIN. Call the Helpdesk at x6570 if you've forgotten your PIN.

On the Voyager Web page, click on Employee Menu.

From the Employee Services menu, select Time Sheet.

Employee Services

 Please direct any questions to Human Resources and Payroll at ext. 6564 or ext. 6539.

Pay Information
View your pay stubs, direct deposit allocations, and earnings/deductions history

Benefits and Deductions
View a listing of your employee benefits including amounts you contribute and amounts Lawrence contributes

Leave Balances
View leave balances, accruals, and amount taken


Tax Forms
View your W-4 authorizations and your W-2 form (beginning January 2006)

Time Sheet
Submit time sheets for your student job(s) beginning October 2005!

Click here

Access time sheets for approval

To access the list of employees you supervise, first click the Approve or Acknowledge Time radio button. Click the **Select** button.

LAWRENCE  VOYAGER

SITE MAP HELP LOGOUT

Personal Information Employee Services AR/FA Administration Surveys

Time Reporting Selection

i Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self
Act as Superuser:	

Select

Click here to approve time sheets

Click here

Select the record

Choose a department by clicking on the corresponding radio button under My Choice.

From the drop-down Pay Period and Status list, choose the time period you wish to approve (the most recent pay period appears by default).

Select the sort order for which you wish records to be displayed.

Click the **Select** button. This will take you to the Department Summary screen.

The screenshot shows the 'Approver Selection' section of the Lawrence Voyager HR system. At the top, the logo 'LAWRENCE VOYAGER' is visible, along with navigation links for 'SITE MAP', 'HELP', and 'LOGOUT'. Below this is a breadcrumb trail: 'Personal Information Employee Services AR/FA Administration Surveys'. The main heading is 'Approver Selection'. An information icon (i) is followed by instructions: 'Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.' The 'Time Sheet' section contains a table with two rows. The first row has 'L, 3401, Campus Activities Office' selected with a radio button, and a dropdown menu showing 'ST, Jul 17, 2005 to Jul 30, 2005'. The second row has 'L, 4101, Admissions Office' with an unselected radio button and the same dropdown menu. Below the table is the 'Sort Order' section, which has a 'My Choice' dropdown and two radio buttons: 'Sort employees' records by Status then by Name:' (selected) and 'Sort employees' records by Name:'. At the bottom left is a 'Select' button. Annotations include circles around the selected radio button, the dropdown menu, and the 'Select' button. A box labeled 'Click Select' points to the button. Another box labeled 'Choose a department and a pay period (ST = Student Payroll, BW = Biweekly Payroll)' points to the radio button and dropdown menu.

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SITE MAP HELP LOGOUT

Personal Information Employee Services AR/FA Administration Surveys

Approver Selection

i Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

Time Sheet

Department and Description	My Choice	Pay Period
L, 3401, Campus Activities Office	<input checked="" type="radio"/>	ST, Jul 17, 2005 to Jul 30, 2005
L, 4101, Admissions Office	<input type="radio"/>	ST, Jul 17, 2005 to Jul 30, 2005

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

Click Select

Choose a department and a pay period (ST = Student Payroll, BW = Biweekly Payroll)

Viewing the detailed time sheet

The Department Summary screen will list employees. They will be grouped by time sheet status.

You can approve time sheets in Pending status only. A time sheet is in Pending status when the employee has submitted his/her time sheet for approval.

Time sheets that have not been submitted for approval will appear either as

- In Progress (time sheet has been started by the employee) or
- Not Started (time sheet has not been initiated)

If a time sheet is listed as In Progress or Not Started, contact the employee and ask that he/she submit the time sheet.

COA:	L, Lawrence University					
Department:	4101, Admissions Office					
Pay Period:	Jul 17, 2005 to Jul 30, 2005					
Act as Proxy:	Not Applicable					
Pay Period Time Entry Status:	Open until Aug 02, 2005, 12:01 P.M.					
Select New Department						
Select All, Approve or FYI						
Reset	Save					
Pending						
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve FYI
L00	STUCWS - 10	Approve	20.00	.00		<input type="checkbox"/>

**Time sheets in Pending status
await the supervisor's approval**

Approving the time sheet


If you need to change the time sheet, see instructions below for changing the record before approval.

If, however, the time sheet is accurate, click the **Approve** button to approve the record. This will send the time sheet data to Payroll for processing.

Be sure to verify that the employee's time sheet transaction status has changed from Pending to Approved, as listed on the Time Sheet screen.

Select **Previous Menu** to approve other time sheets as necessary, or click Log Out to end your Voyager session.

Employee Details

 Select Next or Previous to access another employee.

Employee ID and Name: L00 [redacted] **Department and Description:** L 4101 Admissions Office
Title: STUCWS-10 Student Assistant **Transaction Status:** Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#)

[Resulting Queue] **Click here to approve**

Earnings Shift Special	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
Rate	Hours	Units	Jul 17, 2005	Jul 18, 2005	Jul 19, 2005	Jul 20, 2005	Jul 21, 2005	Jul 22, 2005	Jul 23, 2005	Jul 24, 2005	Jul 25, 2005	Jul 26, 2005	Jul 27, 2005	Jul 28, 2005
Hourly Regular (No FICA)	1	20		4	4		4					4		
Total Hours:		20		4	4		4					4		
Total Units:		0												

Changing the record

If the employee has incorrectly reported his or her hours, click the **Change Record** button on the Employee Details screen.

For the day on which reported time must be modified, click on the hours listed. The Time and Leave Reporting screen will appear. Make changes as needed. Click **Save**.

Repeat for any other day for which corrections are needed on this time sheet. Click **Next** to update hours for the second week in the pay period.

Follow steps below for entering comments explaining the time sheet changes.

Enter your changes to hours for the date listed

Save your work

Earning	Shift	Default Hours or Units	Total Hours Units	Sunday Jul 17, 2005	Monday Jul 18, 2005	Tuesday Jul 19, 2005	Wednesday Jul 20, 2005	Thursday Jul 21, 2005	Friday Jul 22, 2005	Saturday Jul 23, 2005
Hourly Regular (No FICA)	1	0	43	6	5	5	5	0	5	0
Total Hours:			43	6	5	5	5	0	5	0
Total Units:			0	0	0	0	0	0	0	0

Click Comments

Click Next to update week 2 of the pay period.

Entering comments

You must store a comment whenever you make a change to a time sheet for any reason.

On the Time and Leave Reporting screen (and on the Employee Details screen), click the **Comments** button to advance to the Comments screen.

Type a message explaining the changes. Click **Save**. Do *not* use the Confidential checkbox, which would hide the comment from the employee. *Any comment you type must be viewable by your employee.*

Click **Previous Menu** to return to the Time and Leave Reporting screen. Click **Approve**, which will send the time sheet data to Payroll for processing.

The employee will be able to view the comment when he/she logs on to his/her Voyager time sheet for that pay period.

Save your comment. Click Previous Menu to return to the detailed time sheet screen.

Return for Correction: Sends the timesheet back to the employee. Note: The employee will not have any electronic notification that you have returned their timesheet. This could delay time sheet submission to Payroll. Supervisors should make the necessary changes and note with comments, and for the time being, send the employee an e-mail stating their timesheet has been returned for correction. Payroll will work with IT to see if an electronic notification is available.

WHAT IF...

...My employee's time sheet isn't listed on Voyager?

Perhaps you haven't submitted job information to payroll for processing; call payroll (x6540) for assistance.

...An employee tells me he/she forgot to enter several hours of time worked for a previous payroll?

The employee can enter those hours on the next time sheet. Remind the employee to store a comment with the time sheet. The comment should clearly list the date and number of hours worked. If the employee cannot wait for the next pay period, contact Payroll for assistance (x6539).

...The employee doesn't submit the time record for approval?

Contact the employee as soon as possible, reminding him/her to update the record on Voyager. If the employee cannot be reached, contact payroll for assistance (x6540).

There are some features we are not currently using:

Account Distribution button (on the Time and Leave Reporting screen)

The employee's job record has been set up so that the wages are charged to the correct department. If changes are needed, contact payroll staff for assistance (x6540).

Delete: Timesheet will be automatically deleted and all hours set to zero. The employee would need to resubmit their timesheet and would have no electronic notification that the timesheet had been deleted.

Comment Confidential indicator: Hides the comment from the employee. *Any comment you type must be viewable by your employee.*