

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.

The screenshot shows the 'LAWRENCE VOYAGER' logo at the top left. On the top right, there are links for 'SITE MAP', 'HELP', and 'LOGOUT'. Below these is a navigation bar with 'Personal Information', 'Employee Services', 'AR/FA Administration', and 'Surveys'. The main heading is 'Time Reporting Selection'. An information icon (i) is followed by the text: 'Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.' Under the heading 'Selection Criteria', there are several options: 'Access my Time Sheet:' with a radio button, 'Access my Leave Report:' with a radio button, 'Access my Leave Request:' with a radio button, 'Approve or Acknowledge Time:' with a radio button that is selected and circled in black, 'Act as Proxy:' with a dropdown menu showing 'Self', and 'Act as Superuser:' with a dropdown menu showing 'Select' which is also circled in black. Two callout boxes are present: one on the right pointing to the 'Approve or Acknowledge Time' radio button with the text 'Click here to approve time sheets', and one at the bottom pointing to the 'Select' dropdown menu with the text '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 displayed. Navigation links include 'SITE MAP', 'HELP', and 'LOGOUT'. A menu bar contains 'Personal Information', 'Employee Services', 'AR/FA Administration', and 'Surveys'. The main heading is 'Approver Selection'. Below it, an information icon and text instruct the user to select a department, pay ID, and period. The 'Time Sheet' section contains a table with columns for 'Department and Description', 'My Choice', and 'Pay Period'. Two rows are visible: 'L, 3401, Campus Activities Office' and 'L, 4101, Admissions Office'. The 'My Choice' column has radio buttons, and the 'Pay Period' column has dropdown menus. The 'Sort Order' section has two radio buttons for sorting by 'Status then by Name' and 'Name'. A 'Select' button is at the bottom left. Annotations include circles around the radio buttons and dropdown menus, and a box with the text 'Choose a department and a pay period (ST = Student Payroll, BW = Biweekly Payroll)'. A 'Click Select' box points to the 'Select' button.

LAWRENCE VOYAGER

SITE MAP HELP LOGOUT

Personal Information Employee Services AR/FA Administration Surveys

Approver Selection

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

Sort employees' records by Status then by Name: My Choice
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.

If the deadline has passed for the Student/Employee to submit their Time Sheet and the Time Sheet is In Progress, as an approver you can access the Time Sheet, Submit for Approval, and then Approve 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	[REDACTED] 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

i 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

Buttons: 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.

The screenshot shows a time sheet interface with the following fields and table:

Earning: Hourly Regular (No FICA)
Date: Jul 19, 2005
Shift: 1
Hours: 5

Buttons: Save, Copy, Comments, Approve, Next

Earning	Shift	Default Hours or Units	Total Hours	Total 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	Enter Hours	5	Enter Hours
Total Hours:			43		6	5	5	5	0	5	0
Total Units:				0	0	0	0	0	0	0	0

Return for Correction: Sends the timesheet back to the employee. The employee receives an electronic notification that you have returned their timesheet. If the student does not respond timely, this could delay time sheet submission to Payroll.

Supervisors may want to make the necessary changes and note with comments, then submit for approval to payroll and send the employee an e-mail stating their timesheet has been changed.

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.

Comments

i Enter or edit comments until you submit the record for approval. Ignore the confidential checkbox. Note that all comments are viewable only by the employee, the approver, and payroll.

Employee: [Redacted]
Pay Period: Jul 17, 2005 to Jul 30, 2005

Made By: M. J. Clements
Comment Date: Jul 27, 2005
Confidential Indicator:

Enter or Edit Comment: Hours changed 7/26/2005 from 4 to 8 hours

Save Previous Menu

Type your comment explaining the changes you made to the time sheet

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

Web Time Entry Proxy Set-up

If a supervisor will be absent at the end of a pay period, they may have a proxy approve time sheets.

Each supervisor can create his/her own proxy on the Web, on the Proxy Setup Form in Voyager.

Here are detailed setup steps:

1. Supervisor will e-mail Payroll with the name of the proxy.
2. Payroll will create records so the proxy can approve time. The proxy must have the same organizations as the supervisor.
3. Supervisor will use Voyager to designate the person as his/her proxy.
 - a. After logging on to Voyager, navigate to Employee Menu - Time Sheet.
 - b. In the Time Selection screen, select the link Proxy Set Up (Hint: The link appears at the bottom of the screen).
 - c. In the Proxy Setup screen, choose from the list of proxies. If your proxy isn't listed, contact payroll, who will review setup in Banner.
 - d. Click the Add checkbox.
 - e. Click Save.
 - f. You now can log out of Voyager or click the Time Reporting Selection link to approve time sheets.

Proxy Instructions

- When the proxy logs on to Voyager, he/she will navigate to Employee Menu - Time Sheet.
- In the Time Reporting Selection screen, the proxy will click Approve or Acknowledge Time.
- From the Act as Proxy drop-down list, he/she should choose the person for whom he/she is acting as proxy.
- When the proxy clicks Submit, he/she should follow general steps for approving time sheets.

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 (x6539 or x6723) 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.

...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 deadline has passed and the student/employee can no longer access their time sheet and the time sheet is In Progress, you can submit the time sheet for approval and then approve the time sheet.

If the deadline has passed and the time sheet has not been started, then contact payroll to extract the time sheet. However, then you as an approver will have to update the hours and submit for approval before approving.

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 (x6539 or x6723).

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.*