



Approving Time Sheets in Web4U

User Guide

Payroll and Information Services

hr.payroll@wwu.edu



WESTERN WASHINGTON UNIVERSITY

HUMAN RESOURCES

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Overview

This user guide instructs Payroll Approvers in how to approve time sheets electronically in Web4U. There are links throughout the user guide that link to other pages within the document, as well as outside websites, so the user guide is best utilized electronically. These rules/guidelines apply to all Payroll Approvers, however, rules are superseded by the [Administering Work and Leave Time Reports](#) policy.

What is a Payroll Approver?

A Payroll Approver is an employee who has been set up with the necessary permissions to electronically approve time sheets.

- Payroll Approvers can be set up as the [Default Approver](#) for a department, an [Override Approver](#) for particular employees or a [Proxy](#) for another Payroll Approver
- Supervisors should be set up as the Payroll Approver for the employees who directly report to them
- **ALL** Payroll Approvers must abide by the university's [Administering Work and Leave Time Reports](#) policy as well as be aware of the [Payroll Approver Responsibilities](#)

What is a Default Approver?

The Default Approver is the main Payroll Approver for a particular department.

- The Default Approver is automatically defaulted as the Payroll Approver for **ALL** employees (including new employees) in a particular org code **unless an [Override Approver](#) is specified on a Personnel Action Form**
- For most departments, Default Approvers should hold the role of supervisor, manager or director for the department
- To see who is set up as the Default Approver for a particular org code, go to the [NTRRQUE](#) screen in Banner

What is an Override Approver?

Override Approvers are Payroll Approvers who are set up to approve time sheets in place of the Default Approver.

Example: A department has a director with 5 managers who report to him/her and the managers each have employees who report to them.

Options:

1. *The director could be set up as the [Default Approver](#) and approve the time sheets for the 5 managers as well as the employees who report to the managers*

OR

2. The 5 managers could be set up as **Override Approvers** and approve the time sheets for their own employees

To see who is set up as the Override Approver for a particular employee, go to the [NBAJQUE](#) screen in Banner.

How Do I Become a Payroll Approver?

Follow instructions on [Requesting Payroll Approver Permissions](#). The instructions also include how to cancel Payroll Approver permissions.

What is a Superuser?

A Superuser is a Payroll Approver who has the ability to extract, update, submit and approve **ALL** electronic time sheets *before or after* the [Web Time Entry](#) deadline regardless of the [Time Sheet Transaction Status](#) and without being limited to a specific org code. For this reason, payroll limits the number of employees who have Superuser permissions and recommends that only one supervisor, manager or director be set up as a Superuser in each department. To request Superuser permissions, the Payroll Approver's supervisor must email Payroll Services at hr.payroll@wwu.edu.

How Do I Know if I'm a Superuser?

- Run the [PWRROUT](#) report in Banner using your department's org code(s)
- The Superuser column indicates who in the department is a Superuser

Helpful Banner Reports & Forms

NWRAPPR – List of Employees Assigned to a Payroll Approver

Payroll Approvers can run this report using their W# to see a list of who they are set up to approve time sheets for. It will also show the [Time Entry Method](#) of each employee's time sheet. If the list appears to be inaccurate, see section below on [Changing Payroll Approvers](#).

PWRROUT – Web Time Entry Routing

Payroll Approvers can run this report using their org code to see which employees have a time sheet assigned to this department, what the employee's position number is and who is set up as their Payroll Approver and Payroll Approver's [Proxy](#). It will also show which Payroll Approvers are set up as a [Superuser](#). The [Default Approver](#) for the department is listed at the top of each page. If the list appears to be inaccurate, see section below on [Changing Payroll Approvers](#).

PWRETIM – Time Sheet Status

Payroll Approvers can run this report multiple times using their org code to see what the [Time Sheet Transaction Status](#) is for any given pay period. It will show if and when the time sheet was entered (started), submitted and approved and by whom. It will also show the hours and/or leave that was entered on each time sheet. *Note: this report will not show time sheets that have a transaction status of [Not Started](#).*

PWRTIME – Web Time Entry List

Payroll Approvers can run this report for a particular pay period and org code to see a list of employees who have time sheets along with the employee's termination date, funding information, position number, pay rate, [Time Sheet Transaction Status](#) and more.

PWRCLVE – Department Leave Report

Payroll Approvers can run this report using their department org code or the employee's time sheet org code to see a list of their employee's leave balances. It will also show how much of a particular type of leave was used in the current month and year.

NTRRQUE – Default Approvers

This Banner screen will show who is set up as the [Default Approver](#) for an org code. See below screen shot for an example.

The screenshot displays the 'Routing Queue Rules' window for NTRRQUE 8.3 (WWIS). The interface includes several input fields and a table of approvers.

COA: 1
Position: [Empty]
Reports To: [Empty]

Organization: 5410 Human Resources
Position Type: [Empty]

Approval Category: WTE E/A of Time Entry

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
1	<input checked="" type="checkbox"/>	998737 Asst Vice President - HR	Ms. Chyerl Gaye Wolfe-L	Approve
[Empty]	<input type="checkbox"/>	[Empty]	[Empty]	[Empty]

NBAJQUE – Override Approvers

This Banner screen will show who is set up as the [Override Approver](#) for an employee. See below screen shot for an example.

Override Approvals Queue NBAJQUE 8.8 (WWIS)

ID: W00558963 Summers, Megan Monica
Position: 997974 Suffix: 00

Approval Category
WTE E/A of Time Entry

Approver Sequence	Approver Position	Approver or Incumbent	Approver Action
1	997535 Payroll Manager	W01037051 Mrs Sarah Mae Crawford	Approve

Types of Employees

The following lists the different types of employees along with corresponding job class codes:

- Classified Employee – Permanent Full-Time Salaried *based on hours* (C1)
- Classified Employee – Permanent Part-Time Salaried *based on hours* (C2)
- Classified Employee – Temporary Hourly (C3)
- Professional Staff – Permanent Full-Time Salaried (E1)
- Professional Staff – Permanent Part-Time Salaried (E2)
- Professional Staff – Temporary Hourly (E3)
- Professional Staff – Temporary Salaried (E4)
- Executive Officer (E5)
- Faculty – Permanent Full-Time Salaried (F1)
- Faculty – Permanent Part-Time Salaried (F2)
- Faculty – Temporary Part-Time Salaried (F3)
- Faculty – Temporary Hourly (F4)
- Librarian – Permanent Full-Time Salaried (L1)
- Librarian – Permanent Part-Time Salaried (L2)
- Librarian – Temporary Salaried (L3)
- Student – Hourly (S1)
- Student – Salaried (S2)
- Student – Salaried Graduate TAs & RAs (S3)
- Student – Hourly Graduate Research Assistant (S4)
- Student – Hourly Work Study (S5)

Time Entry Method

The time entry method indicates the type of time sheet each employee is set up with. Time sheets can be set up as “Employee Time Entry” or “Department Time Entry” based on the type of employee.

Employee Time Entry

When a time sheet is set up as “Employee Time Entry”, the employee will have a time sheet in Web4U to complete. This time entry method is set up for most employees and allows employees to enter and submit their own time and leave.

Department Time Entry

When a time sheet is set up as “Department Time Entry”, a representative from the department will enter the employee’s leave and/or hours on their behalf. The employee will not see a time sheet in Web4U to complete. This time entry method is primarily set up for:

- Executive Officers (E5)
- Faculty – Temporary Hourly (F4)
- Librarians – Permanent Full-Time Salaried (L1)
- Employees with Non-Uniform Positions

See [Department Time Entry](#) section below for instructions on entering and approving time sheets in PHATIME.

Employees with no Time Sheets

The following types of employees do not have time sheets and get paid their full semi-monthly salary each pay period without having to enter hours on a time sheet in Web4U:

- Professional Staff – Temporary Salaried (E4)
- Faculty – Permanent Full-Time Salaried (F1)
- Faculty – Permanent Part-Time Salaried (F2)
- Faculty – Temporary Part-Time Salaried (F3)
- Student – Salaried (S2)
- Student – Salaried Graduate TAs & RAs (S3)

Time Sheet Deadlines

Web Time Entry Deadline

This is the due date and time for employees with time sheets set up as [Employee Time Entry](#) to complete their time sheet and submit it for approval. These dates can be found on the [Payroll Schedule](#).

Time Sheet Approval Deadline

This is the due date and time for Payroll Approvers to approve time sheets. These dates can be found on the [Payroll Schedule](#). Email reminders of deadlines along with Payroll tips are sent out by Payroll. If you currently don't receive these emails but would like to, email Payroll at hr.payroll@wwu.edu.

Accessing Time Sheets to Approve in Web4U as a Non-Superuser

On the [Time Sheet Approval Deadline](#) day, follow these instructions to access time sheets to approve in Web4U (note: if you are a [Superuser](#) or acting as a proxy for a Superuser, see [Accessing Time Sheets to Approve in Web4U as a Superuser](#) below):

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- Select **Approve or Acknowledge Time**
- If you are a [Proxy](#), select who you are **Acting as a Proxy** for

Selection Criteria

My Choice

Access my Time Sheet: ☐

Access my Leave Report: ☐

Access my Leave Request: ☐

Approve or Acknowledge Time: ☒

Approve All Departments: ☐

Act as Proxy: Self ▼

Act as Superuser: ☐

Select

- Click **Select**
- In the **Time Sheet** section, select the **Department & Current Pay Period**
- Choose your **Sort Order**

Time Sheet

Department and Description	My Choice	Pay Period
1, 5410, Human Resources	<input checked="" type="radio"/>	SM, 11/01/2014 to 11/15/2014 ▼

Leave Request

Department and Description	My Choice	Pay Period
1, 5410, Human Resources	<input type="radio"/>	SM, 11/01/2014 to 11/15/2014 ▼

Sort Order

Sort employees' records by Status then by Name: **My Choice**
 Sort employees' records by Name: ☐

- Click **Select**

Accessing Time Sheets to Approve in Web4U as a Superuser

On the [Time Sheet Approval Deadline](#) day, follow these instructions to access time sheets to approve in Web4U (note: if you are not a [Superuser](#) or you are acting as a proxy for a Non-Superuser, see [Accessing Time Sheets to Approve in Web4U as a Non-Superuser](#) above):

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- Select **Approve or Acknowledge Time**
- If you are a [Proxy](#), select who you are **Acting as a Proxy** for
- Check the **Act as [Superuser](#)** box

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"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▼
Act as Superuser:	<input checked="" type="checkbox"/>

- Click **Select**
- Select **Time Sheets** as Type of Records
- Select the **Current Pay Period & Department**

- Choose your **Sort Order**

Type of Records: Time Sheets ▼

Year: 2014 ▼

Pay ID: SM, SemiMonthly ▼

Pay Number: 12 ▼

COA: 1, Western Washington University

Department: 5410, Human Resources ▼

Sort Order

Sort employees' records by Status then by Name: ☒ **My Choice**

Sort employees' records by Name: ☐

Select

- Click **Select**

Time Sheet Transaction Statuses

All time sheets have a transaction status depending on where the time sheet is in the process. The following explains what each transaction status means.

Pending

A time sheet with a transaction status of “Pending” has been submitted and is ready to be approved. See below for [Approving a “Pending” Time Sheet](#) or [Approving Multiple “Pending” Time Sheets](#).

Approved

A time sheet with a transaction status of “Approved” has been approved and sent to Payroll; no further action is required. See below for [Adjusting a Time Sheet after It’s Already Been Approved](#).

Error

A time sheet with a transaction status of “Error” has an error. See below for [Fixing Time Sheets with an “Error”](#).

Returned for Correction

A time sheet with a transaction status of “Returned for Correction” has been returned to the employee for correction. See below for more information on [Time Sheets “Returned for Correction”](#).

In Progress

A time sheet with a transaction status of “In Progress” has been opened but not yet submitted for approval. See below for more information on [Time Sheets “In Progress”](#).

Not Started

A time sheet with a transaction status of “Not Started” has not yet been opened or submitted for approval. See below for more information on [Time Sheets “Not Started”](#).

Completed

A time sheet with a transaction status of “Completed” has been approved and sent to Payroll. It’s now past the [Time Sheet Approval Deadline](#), so no changes can be made unless a [Time Sheet Adjustment Request](#) form is completed.

Approving a “Pending” Time Sheet

A time sheet with a transaction status of “Pending” has been submitted and is ready to be approved. To approve a “Pending” time sheet, following these instructions:

- If you haven’t already done so, follow instructions above on [Accessing Time Sheets to Approve in Web4U](#)
- Locate time sheets with a transaction status of **Pending**
- Click on the **Employee’s Name**
- Ensure time sheet is correct (if time sheet is not correct, click on [Return for Correction](#) and notify employee)
- Click on **Approve**

Employee ID and Name:
Title:

W00558963 Megan Monica Summers
997974-00 Fiscal Specialist 1

Department and Description:
Transaction Status:

1 5410 Human Resources
Pending

Previous Menu

Approve

Return for Correction

Cancel

Change Record

Delete

Add Comment

Previous

Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , 06/01/2014	Monday , 06/02/2014	Tuesday , 06/03/2014	Wednesday, 06/04/2014	Thursday , 06/05/2014	Friday , 06/06/2014	Saturday , 06/07/2014	Sunday , 06/08/2014	Monday , 06/09/2014	Tu
Total Hours Worked Each Day	1		63.42		0	8	8		8				8	
Sick Leave/Monthly Accruals	1		16.58					8		8				
Total Hours:			80		0	8	8	8	8	8			8	
Total Units:				0										

- If successful, you’ll see a message similar to below and the time sheet transaction status will change to [Approved](#)
- If there is an error, see [Fixing Time Sheets with an “Error”](#)
- Click **Previous Menu** to go back and approve other “Pending” time sheets using these same instructions

⚠ Time transaction successfully approved.

Employee ID and Name: W00558963 Megan Monica Summers
Title: 997974-00 Fiscal Specialist 1

Department and Description: 1 5410 Human Resources
Transaction Status: Approved

Previous Menu Previous Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , 06/01/2014	Monday , 06/02/2014	Tuesday , 06/03/2014	Wednesday, 06/04/2014	Thursday , 06/05/2014	Friday , 06/06/2014	Saturday , 06/07/2014	Sunday , 06/08/2014	Monday , 06/09/2014	Tu
Total Hours Worked Each Day	1		63.42		0	8	8		8				8	
Sick Leave/Monthly Accruals	1		16.58					8		8				
Total Hours:			80		0	8	8	8	8	8			8	
Total Units:				0										

Approving Multiple “Pending” Time Sheets

You can approve more than one “Pending” time sheet at a time. To approve multiple “Pending” time sheets, follow these instructions:


- If you haven’t already done so, follow instructions above on [Accessing Time Sheets to Approve in Web4U](#)
- Locate time sheets with a transaction status of **Pending**
- Ensure time sheets are correct by clicking on each employee’s name
- For each time sheet you want to approve, place a checkmark in the **Approve or FYI** box **OR** click on **Select All, Approve or FYI** to place a checkmark in all boxes

COA: 1, Western Washington University
Department: 5410, Human Resources
Pay Period: 10/16/2014 to 10/31/2014
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until 11/07/2014, 01:00 PM

Change Selection **Select All, Approve or FYI** Reset Save

Pending						
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI
W00632732	Amanda Leigh Ingram 998629 - 00 Human Resource Consult Asst 2	Approve	97.50	.00		<input checked="" type="checkbox"/>
W00284672	Constance Eileen Swigart-Harris 997188 - 00 Human Resource Consult Asst 2	Approve	98.00	.00		<input checked="" type="checkbox"/>
W01204161	Nathaniel William Tyler WSIWSP - 00 Clerk 3	Approve	29.25	.00		<input checked="" type="checkbox"/>

- Click **Save**
- If successful, you'll see a message similar to below and the time sheet transaction statuses will change to [Approved](#)
- If there is an error, see [Fixing Time Sheets with an "Error"](#)

 **3 record(s) have been Approved/Acknowledged.**

COA: 1, Western Washington University

Department: 5410, Human Resources

Pay Period: 10/16/2014 to 10/31/2014

Act as Proxy: Not Applicable

Pay Period Time Entry Status: Open until 11/07/2014, 01:00 PM

Change Selection

Adjusting a Time Sheet after It's Already Been Approved

A time sheet with a transaction status of "Approved" has been approved and sent to Payroll. You can make corrections to a time sheet after it's already been approved **as long as it's prior to the [Time Sheet Approval Deadline](#)**. If it's after the Time Sheet Approval Deadline, you'll need to complete a [Time Sheet Adjustment Request](#) form.

To make a correction to a time sheet after it's already been approved, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Time Sheets to Approve in Web4U](#)
- Locate time sheets with a transaction status of **Approved**
- Click on the **Employee's Name**
- Click **Return Time**

Employee ID and Name: W01164656 Robert Benjamin Harvey

Title: 998763-00 Fiscal Analyst 2

Department and Description: 1 5410 Human Resources

Transaction Status: Approved

Previous Menu
Return Time
Next

[Comments](#) | [Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday, 02/16/2015	Tuesday, 02/17/2015	Wednesday, 02/18/2015	Thursday, 02/19/2015	Friday, 02/20/2015	Saturday, 02/21/2015	Sunday, 02/22/2015	Monday, 02/23/2015	Tuesday, 02/24/2015	Wednesday, 02/25/2015
Total Hours Worked Each Day	1		72		0	8	8	8	8	8		8	8	
Total Hours:			72		0	8	8	8	8			8	8	
Total Units:				0										

- Time Sheet transaction status will change to [Pending](#)
- Click **Change Record** to make any necessary corrections (*note: you may need to enter the time in and time out in the HH:MM format*)

Time transaction successfully returned.

Employee ID and Name: W01164656 Robert Benjamin Harvey
 Title: 998763-00 Fiscal Analyst 2
 Department and Description: 1 5410 Human Resources
 Transaction Status: Pending

Previous Menu Approve Return for Correction **Change Record** Delete Add Comment Next

[Comments](#) | [Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , 02/16/2015	Tuesday , 02/17/2015	Wednesday , 02/18/2015	Thursday , 02/19/2015	Friday , 02/20/2015	Saturday , 02/21/2015	Sunday , 02/22/2015	Monday , 02/23/2015	Tuesday , 02/24/2015	Wednesday , 02/25/2015
Total Hours Worked Each Day	1		72		0	8	8	8	8			8	8	
Total Hours:			72		0	8	8	8	8			8	8	
Total Units:				0										

- **Save** corrections and click **Approve** at bottom of time sheet

Previous Menu Preview Comments **Approve** Next

- If successful, you'll see a message similar to below and the time sheet transaction status will change back to "Approved"

The time sheet was approved successfully.

Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It's recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department's files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

Fixing Time Sheets with an "Error"

Click here for a list of [Error Messages & Troubleshooting Tips](#). To find out what type of error the time sheet has, click on **Errors** under the **Other Information** column or go down to the **Error and Warning Messages** section.

Error				
ID	Name, Position and Title	Total Hours	Total Units	Other Information
W00284672	Constance Eileen Swigart-Harris 997188 - 00 Human Resource Consult Asst 2	100.00	.00	Change Time Record Comments Leave Balance Errors

Error and Warning Messages				
Earning	Shift	Time Entry Date	Hours	Message
Overtime Pay	1			*ERROR* Special rate required.

The most common time sheet error message is **"Special Rate Required"**.

Example of error message:

❗ Special rate required. Overtime Pay, Shift1

OR

❗ Special rate required.

This error will occur if you attempt to approve a time sheet in Web4U for an employee who reported any of the following on their time sheet:

- Call Back Pay
- Hours Worked Over Appointment Percent
- Holiday Premium Pay
- Overtime Pay
- Stand By Pay

These time sheets must be approved through **PHATIME in Banner**, not Web4U.

Approving Time Sheets in Banner

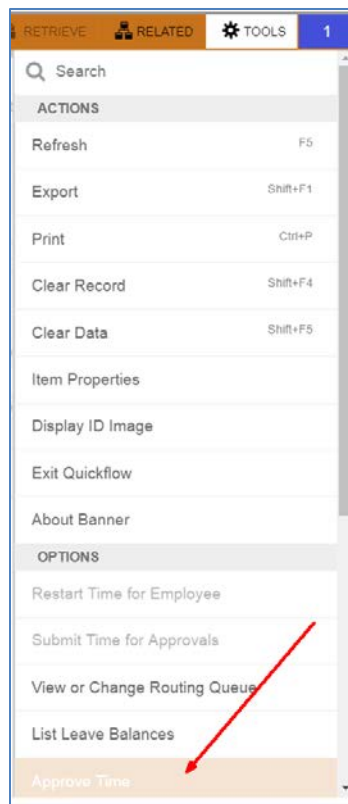
- Login to [Banner](#)
- Enter **PHATIME** in search bar & hit Enter
- Fill out the top of the screen similar to the below example using ***your org code*** and the ***correct pay period***
- If you are a [Superuser](#), check the Superuser box in the upper left-hand corner

The screenshot shows the Banner PHATIME search interface. A red box on the left highlights the 'Superuser' checkbox (which is checked), the 'Time Entry Method' dropdown (set to 'All'), and the 'Organization' dropdown (set to '5410'). To the right of the organization dropdown is the text 'Human Resources'. Another red box on the right highlights the 'Transaction Status' dropdown (set to 'All (Except not Started)'). Other visible fields include 'Entry by' (set to 'Time Sheet'), 'COA' (set to '1'), 'Year' (set to '2018'), 'Payroll ID' (set to 'SM'), and 'Payroll Number' (with '20' entered).

- Alt page down
- Arrow down to find employee's time sheet
- The transaction status will be [Error](#) (note: transaction status might be [Pending](#) if you didn't first attempt to approve it in Web4U)

JOBS						Insert	Delete			
ID	Last Name	First Name	Position	Suffix	Status	Method				
W01033210	Camacho	Katie	997974	00	Error	Web				
1 of 1 Per Page										
TIME ENTRY							Insert	Delete		
Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Oct 01	Tue Oct 02	Wed Oct 03	Thu Oct 04
HRS	Total Hours Worked Each ...		1	0.000000		90.00	10.00	8.00	8.00	
OVT	Overtime Pay		1	0.000000		2.00	2.00			
						Total	92.00	12.00	8.00	8.00
						Total Units	0.00			
1 of 1 Per Page										

- If hours entered are correct, go up to **Tools** in upper right-hand corner & **Approve Time**



- Transaction status will change to [Approved](#)
- The **Special Rate** will default

User ID: BYKERS Proxy For: Superuser: ☒ Entry by: Time Sheet Time Entry Method: All COA: 1

Organization: 5410 Human Resources Transaction Status: All (Except not Started) Year: 2018 Payroll ID: SM SemiMonthly Payroll Number: 20 10/01/2018 to 10/15/2018

Time transaction successfully approved.

ID	Last Name	First Name	Position	Suffix	Status	Method
W01033210	Camacho	Katie	997974	00	Approved	Web

1 of 1 Per Page

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Oct 01	Tue Oct 02	Wed Oct 03	Thu Oct 04
HRS	Total Hours Worked Each ...		1	0.000000		90.00		10.00	8.00	8.00
OVT	Overtime Pay		1	19.730010		2.00	2.00			
	Total					92.00	12.00	8.00	8.00	
	Total Units					0.00				

- If you go back into Web4U, you will now see this time sheet with a transaction status of [Approved](#)

Time Sheets “Returned for Correction”

Time Sheets with a transaction status of “Returned for Correction” have been returned to the employee for a correction to be made. **Employees must be notified if their time sheet was returned to them for correction; they won’t automatically receive a notification.**

Once the employee corrects the time sheet, they must submit it again for approval by the [Time Sheet Approval Deadline](#). If the employee **does not** make the correction(s) before the Time Sheet Approval Deadline, here are your options:

- A [Superuser](#) can submit it on behalf of the employee, make the necessary corrections and approve it by the [Time Sheet Approval Deadline](#) (see below for instructions for [Approving a Time Sheet “Returned for Correction”](#)),
- The employee’s supervisor can complete a [Time Sheet Adjustment Request](#) form by 3:00 p.m. on the [Time Sheet Approval Deadline](#) day, OR
- You can leave the time sheet alone
 - If the time sheet is for a salaried employee ([C1, C2, E1, E2, E5, L1, L2 & L3](#)), they will still receive their regular salary but can report any exception time on their next available time sheet with comments indicating when the exception time occurred
 - If the time sheet is for an hourly employee ([C3, E3, F4, S1, S4 & S5](#)) they *will not* get paid but can report any hours as **Late Hours** on their next time sheet with comments indicating when the hours were actually worked

Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It’s recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department’s files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

Approving a Time Sheet “Returned for Correction”

If a time sheet was returned for correction but the employee **does not** make the correction(s) before the [Time Sheet Approval Deadline](#) and you would still like to approve the time sheet on behalf of the employee, follow these instructions (*note: only a [Superuser](#) can approve a time sheet with a transaction status of “Returned for Correction”*):

- If you haven’t already done so, follow instructions above on [Accessing Time Sheets to Approve in Web4U as a Superuser](#)
- Locate time sheets with a transaction status of **Returned for Correction**
- Click on the **Employee’s Name**
- Click **Submit**

Employee ID and Name: W00008887 Douglas Wayne Adelstein
Title: 998425-00 Associate Dir Human Resources
Department and Description: 1 5410 Human Resources
Transaction Status: Returned for Correction

[Previous Menu](#) Submit [Previous](#) [Next](#)

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , 02/16/2015	Tuesday , 02/17/2015	Wednesday, 02/18/2015	Thursday , 02/19/2015	Friday , 02/20/2015	Saturday , 02/21/2015	Sunday , 02/22/2015	Monday , 02/23/2015	Tuesday , 02/24/2015	Wednesday, 02/25/2015
Vacation	1		40		8	8	8	8	8	8				
Leave														
Total Hours:			40		8	8	8	8	8	8				
Total Units:				0										

- Time Sheet transaction status will change to [Pending](#)
- Click **Change Record** to make the necessary corrections (*note: you may need to enter the time in and time out in the HH:MM format*)

⚠ Time transaction successfully submitted.

Employee ID and Name: W00008887 Douglas Wayne Adelstein
Title: 998425-00 Associate Dir Human Resources
Department and Description: 1 5410 Human Resources
Transaction Status: Pending

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

[Routing Queue](#) | [Account Distribution](#)


Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , 02/16/2015	Tuesday , 02/17/2015	Wednesday, 02/18/2015	Thursday , 02/19/2015	Friday , 02/20/2015	Saturday , 02/21/2015	Sunday , 02/22/2015	Monday , 02/23/2015	Tuesday , 02/24/2015	Wednesday, 02/25/2015
Vacation	1		40		8	8	8	8	8	8				
Leave														
Total Hours:			40		8	8	8	8	8	8				
Total Units:				0										

- **Save** corrections and click **Approve** at bottom of time sheet

[Previous Menu](#) [Preview](#) [Comments](#) Approve [Next](#)

- If successful, you’ll see a message similar to below and the time sheet transaction status will change to [Approved](#)

 **The time sheet was approved successfully.**

Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It's recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department's files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

Time Sheets "In Progress"

Time Sheets with a transaction status of "In Progress" have been opened but not yet submitted for approval. ***It is the responsibility of the employee to complete their time sheet and submit it for approval by the [Web Time Entry](#) deadline.***

If an employee **does not** submit their time sheet for approval by the Web Time Entry deadline, here are your options:

- You can submit it on behalf of the employee, make any necessary corrections and approve it by the [Time Sheet Approval Deadline](#) (see below for instructions for [Approving a Time Sheet "In Progress"](#)), OR
- You can leave the time sheet alone
 - If the time sheet is for a salaried employee ([C1, C2, E1, E2, E5, L1, L2 & L3](#)), they will still receive their regular salary but can report any exception time on their next available time sheet with comments indicating when the exception time occurred
 - If the time sheet is for an hourly employee ([C3, E3, F4, S1, S4 & S5](#)) they *will not* get paid but can report any hours as **Late Hours** on their next time sheet with comments indicating when the hours were actually worked

Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It's recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department's files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

Approving a Time Sheet "In Progress"

If an employee **does not** submit their time sheet for approval by the [Web Time Entry](#) deadline and you would still like to approve the time sheet on behalf of the employee, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Time Sheets to Approve in Web4U](#)
- Locate time sheets with a transaction status of **In Progress**

- Click on the **Employee's Name**
- Click **Submit**

Employee ID and Name: W01061588 Kyaa Dost
 Title: WSIWSP-00 Program Support Staff 3
 Department and Description: 1 5410 Human Resources
 Transaction Status: **In Progress**

Previous Menu **Submit** Cancel Previous Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , 06/01/2014	Monday , 06/02/2014	Tuesday , 06/03/2014	Wednesday , 06/04/2014	Thursday , 06/05/2014	Friday , 06/06/2014	Saturday , 06/07/2014	Sunday , 06/08/2014	Monday , 06/09/2014	Tuesday , 06/10/2014
Hourly Regular Pay	1		13			5	5		3					
Total Hours:			13			5	5		3					
Total Units:				0										

- Click **Change Record** to make any necessary corrections (*note: you may need to enter the time in and time out in the HH:MM format*)
- If no corrections to make, just click **Approve**

Time transaction successfully submitted.

Employee ID and Name: W01061588 Kyaa Dost
 Title: WSIWSP-00 Program Support Staff 3
 Department and Description: 1 5410 Human Resources
 Transaction Status: **Pending**

Previous Menu **Approve** Return for Correction Cancel **Change Record** Delete Add Comment Previous Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , 06/01/2014	Monday , 06/02/2014	Tuesday , 06/03/2014	Wednesday , 06/04/2014	Thursday , 06/05/2014	Friday , 06/06/2014	Saturday , 06/07/2014	Sunday , 06/08/2014	Monday , 06/09/2014	Tuesday , 06/10/2014
Hourly Regular Pay	1		13			5	5		3					
Total Hours:			13			5	5		3					
Total Units:				0										

- **Save** corrections and click **Approve** at bottom of time sheet

Previous Menu Preview Comments **Approve** Next

- If successful, you'll see a message similar to below and the time sheet transaction status will change to [Approved](#)

The time sheet was approved successfully.

Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It's recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department's files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

Time Sheets “Not Started”

Time Sheets with a transaction status of “Not Started” have not yet been opened or submitted for approval. ***It is the responsibility of the employee to complete their time sheet and submit it for approval by the [Web Time Entry](#) deadline.***

If an employee ***does not*** open or submit their time sheet for approval by the Web Time Entry deadline, here are your options:

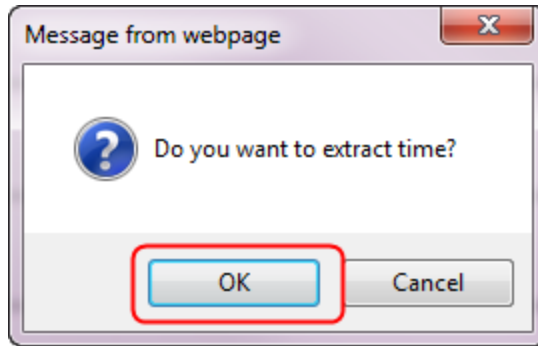
- A [Superuser](#) can extract the time sheet, submit it on behalf of the employee, add in the applicable hours and/or leave and approve it by the [Time Sheet Approval Deadline](#) (see below for instructions for [Approving a Time Sheet “Not Started”](#)),
- The employee’s supervisor can complete a [Time Sheet Adjustment Request](#) form by 3:00 p.m. on the [Time Sheet Approval Deadline](#) day, OR
- You can leave the time sheet alone
 - If the time sheet is for a salaried employee ([C1, C2, E1, E2, E5, L1, L2 & L3](#)), they will still receive their regular salary but can report any exception time on their next available time sheet with comments indicating when the exception time occurred
 - If the time sheet is for an hourly employee ([C3, E3, F4, S1, S4 & S5](#)) they *will not* get paid but can report any hours as **Late Hours** on their next time sheet with comments indicating when the hours were actually worked

Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It’s recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department’s files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

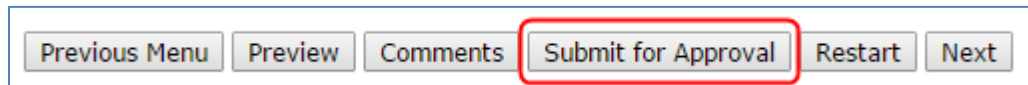
Approving a Time Sheet “Not Started”

If an employee ***does not*** open or submit their time sheet for approval by the [Web Time Entry](#) deadline and you would still like to enter hours and approve the time sheet on behalf of the employee, follow these instructions (*note: only a [Superuser](#) can approve a time sheet with a transaction status of “Not Started”*):

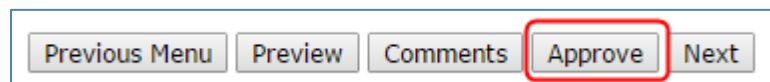
- If you haven’t already done so, follow instructions above on [Accessing Time Sheets to Approve in Web4U as a Superuser](#)
- Locate time sheets with a transaction status of **Not Started**
- Click on **Extract** to the right of the name
- Click **OK** to extract time



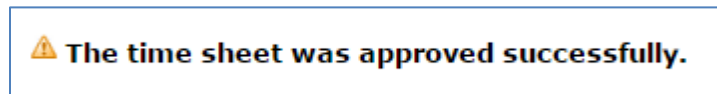
- Enter in applicable hours (*note: you may need to enter the time in and time out in the HH:MM format*)
- **Save** hours and click **Submit for Approval** at bottom of time sheet



- Click **Approve**



- If successful, you'll see a message similar to below and the time sheet transaction status will change to [Approved](#)



Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It's recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department's files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

Time Sheet Transaction Status Matrix

Below is a summary chart showing what Employees, Payroll Approvers & [Superusers](#) can do based on the [Time Sheet Transaction Status](#) when the [Web Time Entry](#) period is open and closed.

Web Time Entry Period Open

What you can do to a timesheet based on your role...			
Time Sheet Transaction Status	Employee	Payroll Approver	Superuser
Not Started	Extract/Open	Nothing	Extract (as long as someone else in org has a time sheet started)
In Progress	Enter Hours Restart Submit for Approval	Nothing	Submit
Pending	Return	Approve Return for Correction Change Record Delete	Approve Return for Correction Change Record Delete
Returned for Correction	Enter Hours Restart Submit for Approval	Nothing	Submit
Approved	Nothing	Return	Return

Web Time Entry Period Closed

What you can do to a timesheet based on your role...			
Time Sheet Transaction Status	Employee	Payroll Approver	Superuser
Not Started	Nothing	Nothing	Extract
In Progress	Nothing	Submit (as long as employee started time sheet)	Submit (as long as employee started time sheet)
Pending	Nothing	Approve Return for Correction Change Record Delete	Approve Return for Correction Change Record Delete
Returned for Correction	Submit (as long as employee started time sheet)	Nothing (as long as employee started time sheet)	Submit Change Record Restart Delete
Approved	Nothing	Return	Return

Department Time Entry

For time sheets set up as Department Time Entry, it's recommended that departments enter leave and/or hours worked in **PHATIME in Banner**, rather than Web4U.

Follow these instructions for entering and approving hours for an employee with a Department Time Entry time sheet:

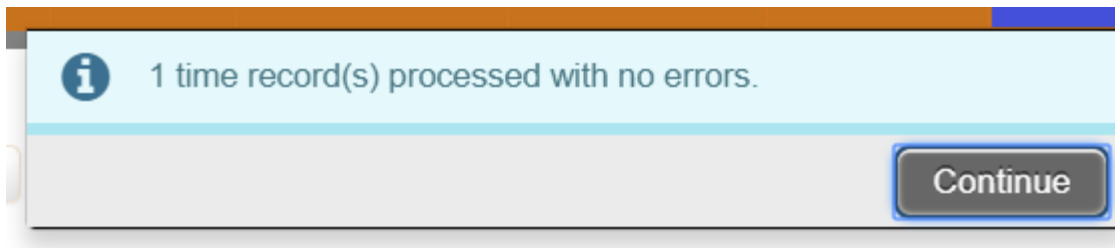
- Login to [Banner](#)
- Enter **PHATIME** in search bar & hit Enter
- Fill out the top of the screen similar to the below example using **your org code** and the **correct pay period**
- If you are a [Superuser](#), check the Superuser box in the upper left-hand corner

The screenshot shows the top section of the PHATIME form. The 'User ID' is 'BYKERS'. The 'Proxy For' field is empty. The 'Entry by' dropdown is set to 'Time Sheet'. The 'COA' dropdown is set to '1'. The 'Transaction Status' dropdown is set to 'Not Started'. The 'Payroll ID' is 'SM' with a frequency of 'SemiMonthly'. The 'Payroll Number' is '20' for the period '10/01/2018 to 10/15/2018'. The 'Organization' is '5410' with a dropdown showing 'Human Resources'. The 'Time Entry Method' is set to 'All'. The 'Superuser' checkbox is checked.

- Tab through the fields past **Payroll Number** and enter **Employee's W#** then **click OK**
- ***WARNING*** - Make sure W# entered is correct or you may end up extracting all time sheets for the department

The screenshot shows the 'Time Entry Selection Criteria PHATIME 9.3.7 [W1] (PPRD)' dialog box. The 'Begin' date is '10/01/2018', the 'End' date is '10/15/2018', and the 'Check' date is '10/25/2018'. The 'Employee ID' field is 'W01164656' and is highlighted with a red box. The 'Last Name' field is empty. The 'OK' button is highlighted with a red box.

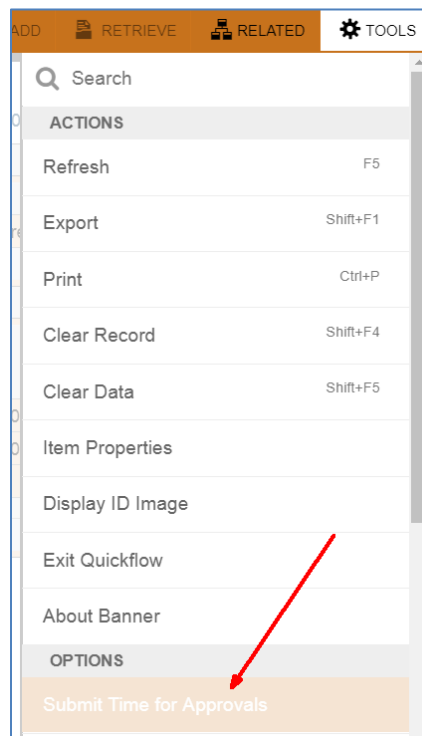
- Click **Yes** to extract time to begin time entry
- Click **Continue**



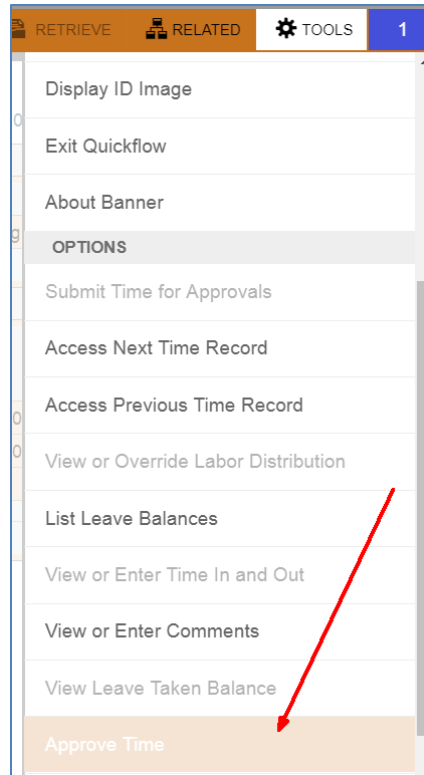
- Alt page down to the **Time Entry** area
- Enter applicable earn code(s)
- Tab & enter applicable hours each day

TIME ENTRY							Insert		
Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Oct 01	Tue Oct 02	Wed Oct 03
HRS	Total Hours Worked Each ...		1	0.000000		32.00	8.00	8.00	8.00
					Total	32.00	8.00	8.00	8.00
					Total Units	0.00			

- Once all hours are entered, go up to **Tools** in upper right-hand corner & **Submit Time for Approvals**



- Time Sheet transaction status will change to Pending
- Go up to **Tools & Approve Time**



- Time Sheet transaction status will change to [Approved](#)

User ID: BYKERSProxy For: Superuser: ☒Entry by: Time SheetTime Entry Method: AllCOA: 1

Organization: 5410Human ResourcesTransaction Status: In ProgressYear: 2018Payroll ID: SMPayroll Number: 2010/01/2018 to 10/15/2018

Time transaction successfully approved.

JOB'S

ID	Last Name	First Name	Position	Suffix	Status	Method
W01164656	Harvey	Robert	998763	00	Approved	Web

TIME ENTRY

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Oct 01	Tue Oct 02	Wed Oct 03	Thu Oct 04
HRS	Total Hours Worked Each ...		1	0.000000		32.00	8.00	8.00	8.00	
					Total	32.00	8.00	8.00	8.00	
					Total Units	0.00				

- If you go back into Web4U, you will now see this time sheet with a transaction status of [Approved](#)

Proxies

A Proxy is an employee who is set up by the Payroll Approver to approve time sheets on the Payroll Approver's behalf.

- Every Payroll Approver should set up at least one proxy in the event they are not available to approve time sheets by the [Time Sheet Approval Deadline](#)
- Only Payroll Approvers can set up or remove their own proxy
- The proxy will log in as themselves in Web4U and select the Payroll Approver's name they are acting as a proxy for
- The proxy will have the same permissions as the Payroll Approver (including [Superuser](#) permissions)
- The [PWRROUT](#) report in Banner can be run for a specific org code to see who the designated proxies are for each Payroll Approver

Adding a Proxy

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- Click on **Proxy Set Up**

Selection Criteria

My Choice

Access my Time Sheet:

☐

Access my Leave Report:

☐

Access my Leave Request:

☐

Approve or Acknowledge Time:

☒

Approve All Departments:

☐

Act as Proxy:

Self

Act as Superuser:

☐

Select

Proxy Set Up

- Click the drop down arrow under **Name** and select proxy (**sorted by last name**)
- Check the **Add** box
- Click **Save**

Proxy Set Up

Name	Add	Remove
Megan Monica Summers, SUMMERM2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Chyerl Gaye Wolfe-Lee, WOLFE"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Removing a Proxy

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- Click on **Proxy Set Up**

Selection Criteria

My Choice

Access my Time Sheet: ☐

Access my Leave Report: ☐

Access my Leave Request: ☐

Approve or Acknowledge Time: ☒

Approve All Departments: ☐

Act as Proxy:

Act as Superuser: ☐

- Check the **Remove** box next to the Proxy you want to remove
- Click **Save**

Proxy Set Up

Name	Add	Remove
Megan Monica Summers, SUMMERM2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chyerl Gaye Wolfe-Lee, WOLFE	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Sally Ann Abbott, ABBOTTS2"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approving Time Sheets as a Proxy

Proxies must first access the time sheets and select whom they are acting as a proxy for (see instructions above on [Accessing Time Sheets to Approve in Web4U](#)). This user guide can be used as instructions for approving time sheets as a proxy.

Leave in Advance/Leave Request

Entering leave in advance is an option that allows an employee to enter and submit leave up to 3 months in advance. This does not take the place of a [Department Leave Request](#) or [Special Leave Request](#) form; it is entry of leave in advance, not a request for permission to be on leave.

This will be most helpful to employees who plan to be on leave for at least a full pay period and won't be available to submit their time sheet. The leave can either be paid (e.g. vacation or sick) or unpaid (e.g. cyclic).

More information on Leave Entry in Advance can be found [here](#).

To determine if an employee submitted leave in advance, follow these instructions (note: only a [Superuser](#) can view and approve leave in advance):

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- Select **Approve or Acknowledge Time**
- If you are a [Proxy](#), select who you are **Acting as a Proxy** for
- Check the **Act as Superuser** box

Selection Criteria

My Choice

Access my Time Sheet: ☐

Access my Leave Report: ☐

Access my Leave Request: ☐

Approve or Acknowledge Time: ☒

Approve All Departments: ☐

Act as Proxy: Self

Act as Superuser: ☒

Select

- Click **Select**
- Select **Leave Request** as Type of Records
- Select the **Current Pay Period & Department**

Type of Records: Leave Request
Year: 2014
Pay ID: SM, SemiMonthly
Pay Number: 14
COA: 1, Western Washington University
Department: 5410, Human Resources

Sort Order
 My Choice
 Sort employees' records by Status then by Name: ☒
 Sort employees' records by Name: ☐

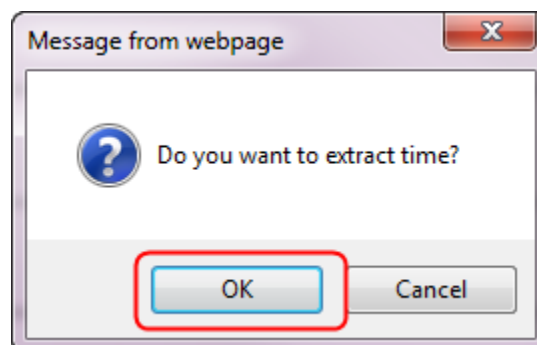
Select

- If no records appear for your department, then no employees have submitted leave in advance for that pay period
- If an employee has submitted leave in advance, see instructions below for [Approving Leave in Advance as a Superuser](#)

Approving Leave in Advance as a Superuser

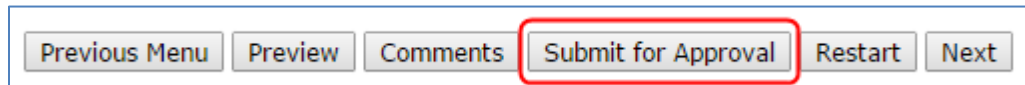
Follow these instructions to approve leave in advance (note: only a [Superuser](#) can view and approve leave in advance):

- Follow instructions above on [Accessing Time Sheets to Approve in Web4U as a Superuser](#)
- Locate the employee's time sheet (it should have a transaction status of **Not Started**)
- Click on **Extract** to the right of the name
- Click **OK** to extract time



- The leave entered in advance should automatically populate into the time sheet

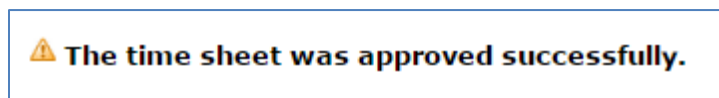
- Ensure time sheet is correct and click **Submit for Approval** at bottom of time sheet



- Click **Approve**



- If successful, you'll see a message similar to below and the time sheet transaction status will change to [Approved](#)



Remember: if a time sheet is modified and/or submitted on behalf of an employee, the employee must sign off that they agree with the changes made and what was submitted. It's recommended that the employee initial a printed version of their final time sheet or the [Time Sheet Adjustment Request](#) form if used. This must be kept in the department's files for auditing purposes (see [Guide for Maintaining Payroll Documentation](#)).

How Do I Correct a Time Sheet After the Deadline?

If you have a correction that needs to be made to a time sheet after the [Time Sheet Approval Deadline](#), you have until 3:00 p.m. on the Time Sheet Approval Deadline day to complete a [Time Sheet Adjustment Request \(TAR\)](#) form. **The form must be approved by the employee's supervisor.** Payroll will then make the necessary corrections for the current pay period.

Any adjustment requests received after 3:00 p.m. will need to be adjusted either by Payroll on the following pay period or by the employee on their next available time sheet. You'll know the corrections have been made when you receive the locked Esign form back from Payroll. **It is the supervisor's responsibility to ensure that the employee signs the completed form indicating that they approve the adjustments made to their time sheet.**

*Note: this form is NOT to be used to adjust **positive time reporting** (Total Hours Worked Each Day) for salaried employees since these hours are for reporting purposes only and do not affect the employee's pay. If hours worked are not reported correctly when time sheet is submitted, please do one of the following:*

- Print a copy of the time sheet from Web4U, write in the correct number of hours worked and have the employee and supervisor sign, OR

- Fill out a [Time and Attendance Record Sheet](#) with the correct hours and have the employee and supervisor sign.

These forms are kept in your department for auditing purposes and do not need to be sent to Payroll (see [Guide for Maintaining Payroll Documentation](#)).

Changing Payroll Approvers

To change who is set up as the [Default Approver](#) for an org code or the [Override Approver](#) for an employee, complete a [Request to Change Payroll Approver](#) form. If a Payroll Approver is terminating or moving into a new position, make sure to notify Payroll as soon as possible with whom the new Payroll Approver will be or what the Payroll Approver's new position number will be. Employees won't be able to open their time sheets if their Payroll Approver is no longer in an active position.

Training

Payroll training can be found on the [Human Resources Professional Development & HR Training](#) website. You can also email Payroll at hr.payroll@wwu.edu to schedule one-on-one training.

Questions/Suggestions

Payroll can be reached at hr.payroll@wwu.edu or 360-650-2991 for any questions or suggestions.