



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 These rules/guidelines apply to all Payroll Approvers, however, rules are superseded by the [Administering Work and Leave Time Reports](#) policy.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)
- Associate Dean (E6)
- 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), unless Academic Administrator
- Faculty – Permanent Part-Time Salaried (F2), unless Academic Administrator
- Faculty – Temporary Part-Time Salaried (F3), unless Academic Administrator
- 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](#).

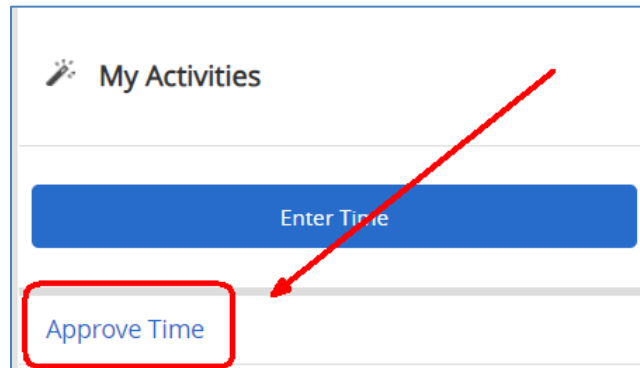
Time Sheet Approval Deadline

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):

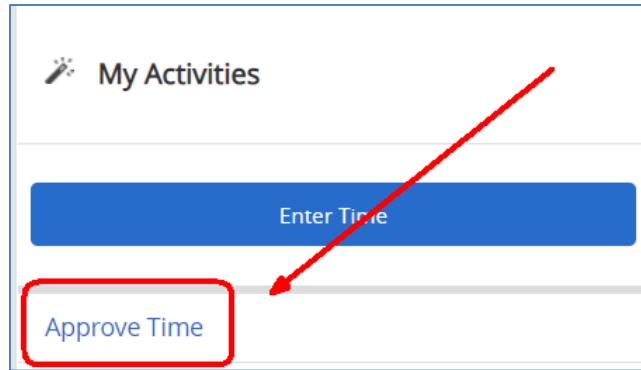
- Login to [Web4U](#)
- Click **Approve Time**



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](#)
- Click **Approve Time**



- Click **Proxy Super User** in upper right corner
- Check **Act as Time Entry Superuser** box
- If you are acting as a **Proxy**, select who you are acting as a proxy for

- Click **Navigate to Time & Leave Approvals application** in bottom right corner
- Filter by **Pay Period, Department, Time Sheet Status, and/or WID/Name**

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](#).

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”](#).

Returned

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”](#).

Error

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

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](#).

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.

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”](#).

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 by reviewing the **Details** (if time sheet is not correct, click on [Return for Correction](#) and notify employee)

Preview

IT Business Analysis, 998100-00, 1, 5336, Business & Financial Systems Ops

Pay Period: 11/16/2020 - 11/30/2020 | 72.00 Hours

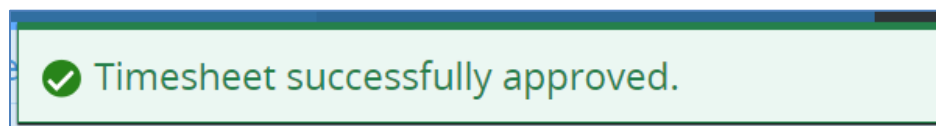
Submitted On: 11/25/2020, 04:48 PM

Earning Distribution		
Earn Code	Shift	Total
Total Hours Worked Each Day	1	56.00
Vacation Leave	1	8.00
Sick Leave/Monthly Accruals	1	8.00
Total Hours		72.00
Total Units		0.00

Details

Return for correction Approve

- Once time sheet has been reviewed for accuracy, click **Preview**, then **Approve**
- If successful, you’ll see a message similar to below and the time sheet transaction status will change to [Approved](#)

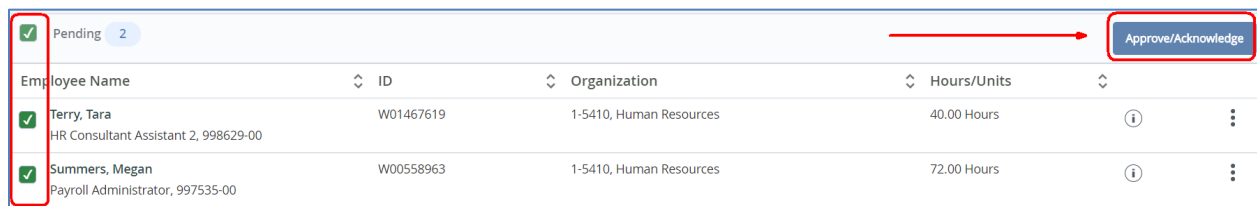


- If there is an error, see [Fixing Time Sheets with an “Error”](#)
- Click **Exit Page** to go back and approve other “Pending” time sheets using these same instructions

Approving Multiple “Pending” Time Sheets

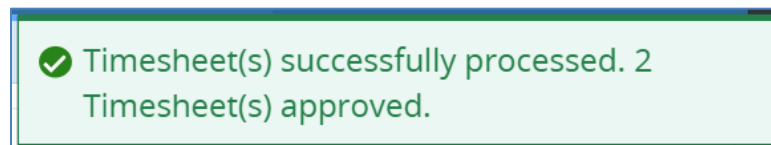
You can approve more than one “Pending” time sheet at a time. To approve multiple “Pending” time sheets, follow these instructions:

- 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 and reviewing the **Details**
- For each time sheet you want to approve, place a checkmark to the left of each employee’s name **OR** place a checkmark to the left of the Pending status title to place a checkmark next to all employee’s names



<input checked="" type="checkbox"/>	Pending 2						<input type="button" value="Approve/Acknowledge"/>
Employee Name	ID	Organization	Hours/Units				
<input checked="" type="checkbox"/> Terry, Tara HR Consultant Assistant 2, 998629-00	W01467619	1-5410, Human Resources	40.00 Hours				
<input checked="" type="checkbox"/> Summers, Megan Payroll Administrator, 997535-00	W00558963	1-5410, Human Resources	72.00 Hours				

- Click **Approve/Acknowledge**
- 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”](#)



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 **Recall**

Preview ✕

Payroll Administrator, 997535-00, 1, 5410, Human Resources

Pay Period: 11/16/2020 - 11/30/2020 | 72.00 Hours

Approved On: 11/25/2020, 05:11 PM

Earning Distribution		
Earn Code	Shift	Total
Total Hours Worked Each Day	1	62.00
Vacation Leave	1	8.00
Sick Leave/Monthly Accruals	1	2.00
Total Hours		72.00
Total Units		0.00

Recall **Details**

- Time Sheet transaction status will change to [Pending](#)
- To edit time sheet:
 - Click on employee's name
 - Click **Details**
 - Click on date you'd like to edit
 - Click **Edit** or **Delete** icon to make any necessary edits

11/16/2020 - 11/30/2020 | 72.00 Hours ⓘ 🗨️ 1 Pending Submitted On 11/25/2020, 04:45 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23 8.00 Hours	24 8.00 Hours	25 8.00 Hours	26 <i>Thanksgiving Day</i>	27 <i>Thanksgiving Holiday</i>	28

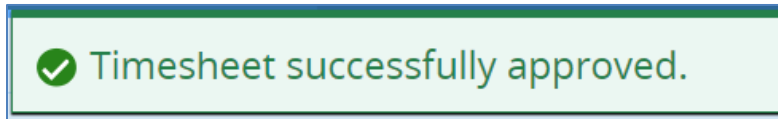
⊕ Add Earn Code

Total Hours Worked ⊕ 8.00 Hours Each Day ✎ 🗑️ 🔄

Total: 8.00 Hours | [Account Distribution](#)

- Click **Save**, **Preview**, then **Approve**

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

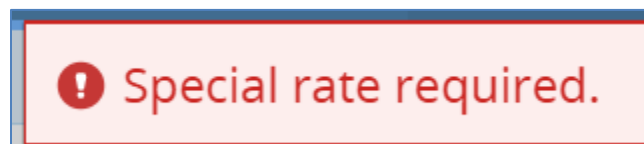
Fixing Time Sheets with an "Error"

Click here for a list of [Error Messages & Troubleshooting Tips](#). To find out what type of error the time sheet has, click on **Red Triangle** to the right of the employee's name.

Error 1				
Employee Name	ID	Organization	Hours/Units	
Vallejo, Chris HR Consultant Assistant 2, C35410-00	W00846296	1-5410, Human Resources	10.00 Hours	<div>Special rate required.</div>

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

Example of error message:



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:

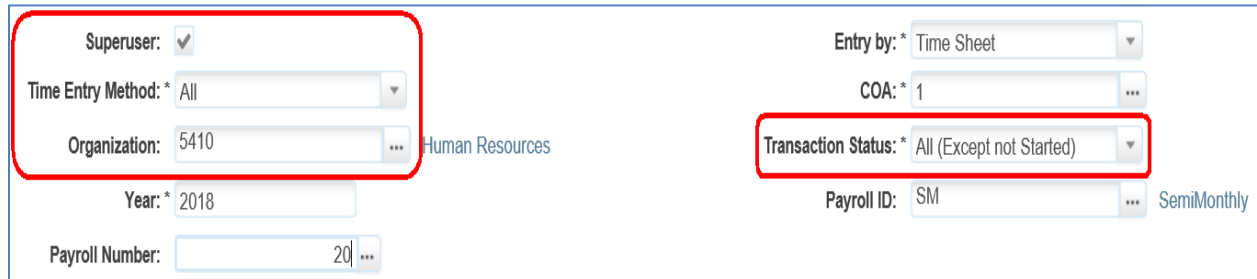
- Call Back Pay
- Hours Worked Over Appointment Percent
- Holiday Premium Pay
- Overtime Pay
- Stand By Pay

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



Superuser: ☒

Time Entry Method: * All

Organization: 5410 Human Resources

Year: * 2018

Payroll Number: 20

Entry by: * Time Sheet

COA: * 1

Transaction Status: * All (Except not Started)

Payroll ID: SM SemiMonthly

- 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

ID

Last Name

First Name

Position

Suffix

Status

Method

W01033210

Camacho

Katie

997974

00

Error

Web

1 of 1

5

Per Page

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

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

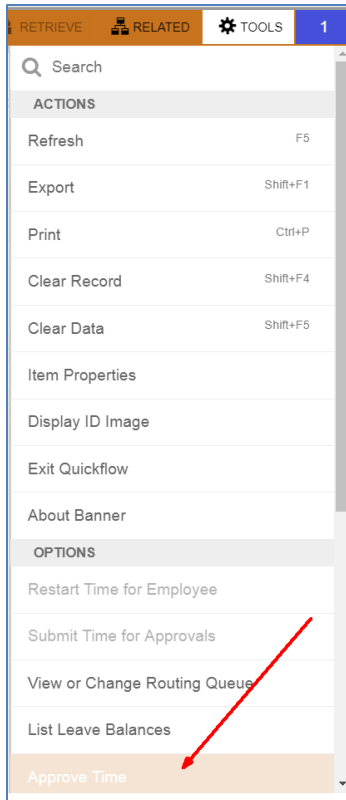
0.00

1 of 1

10

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.

JOBS

ID

Last Name

First Name

Position

Suffix

Status

Method

W01033210

Camacho

Katie

997974

00

Approved

Web

1 of 1

5 Per Page

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

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, E6, L1, L2 & L3](#)), they will still receive their regular salary but can report any leave taken on their next available time sheet with comments indicating when the leave was actually taken
 - 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**
- Click on the **Employee’s Name**
- Click **Details** to make the necessary corrections
- Click **Save, Preview**, then **Submit**

Pay Period: 11/16/2020 - 11/30/2020 | 80.00 Hours

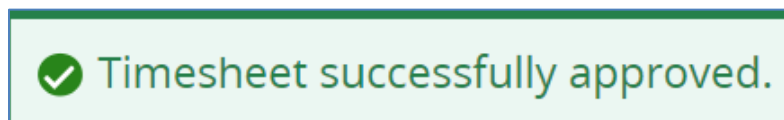
Submit By: 11/30/2020, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Total Hours Worked Each Day	1	80.00
Total Hours		80.00
Total Units		0.00

Weekly Summary	
Week	Total Hours

[Delete](#)
[Submit](#)
[Details](#)

- Time Sheet transaction status will change to [Pending](#)
- Click **Preview** again, then **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 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

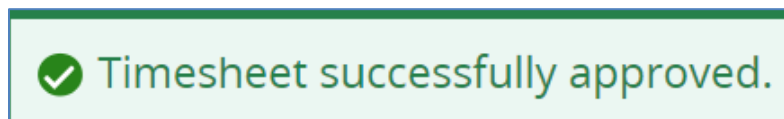
- You can leave the time sheet alone
 - If the time sheet is for a salaried employee ([C1, C2, E1, E2, E5, E6, L1, L2 & L3](#)), they will still receive their regular salary but can report any exception time on their next available time sheet with comments indicating when the exception time occurred
 - 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 **Details**
 - Make any necessary corrections
 - Click **Preview**, then **Submit**
- To approve, click **Preview** again, then **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 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:

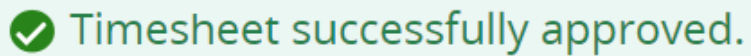
- A [Superuser](#) can extract the time sheet, submit it on behalf of the employee, add in the applicable hours and/or leave and approve it by the [Time Sheet Approval Deadline](#) (see below for instructions for [Approving a Time Sheet “Not Started”](#)),
- The employee’s supervisor can complete a [Time 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, E6, 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 **Start Timesheet** to the right of the name
- Enter applicable hours on time sheet
- Click **Preview**, then **Submit**
- To approve, click **Preview** again, then **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 Banner PHATIME interface. On the left, a red box highlights the 'Superuser' checkbox (checked), 'Time Entry Method' dropdown (set to 'All'), 'Organization' field (set to '5410' with 'Human Resources' as a suggestion), and 'Year' field (set to '2018'). On the right, another red box highlights the 'Transaction Status' dropdown (set to 'Not Started'). Other visible fields include 'User ID: BYKERS', 'Proxy For' (empty), 'Entry by' (set to 'Time Sheet'), 'COA' (set to '1'), 'Payroll ID' (set to 'SM' with 'SemiMonthly' as a suggestion), and 'Payroll Number' (set to '20' with a date range of '10/01/2018 to 10/15/2018').

- 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

20 ... 10/01/2018 to 10/15/2018

the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Time Entry Selection Criteria PHATIME 9.3.7 [W1] (PPRD)

Begin 10/01/2018

End 10/15/2018

Check 10/25/2018

Employee

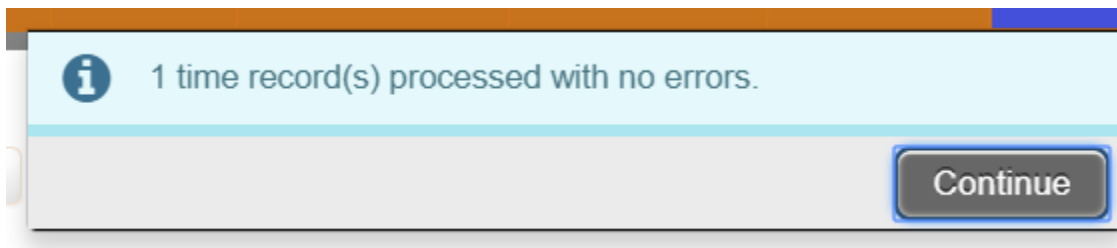
ID W01164656 ...

Last Name

OK

Cancel

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

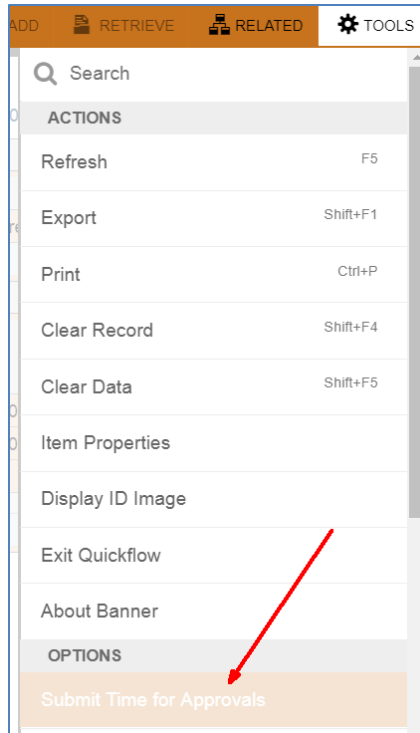


- Alt page down to the **Time Entry** area
- Enter applicable earn code(s)
- Tab & enter applicable hours each day

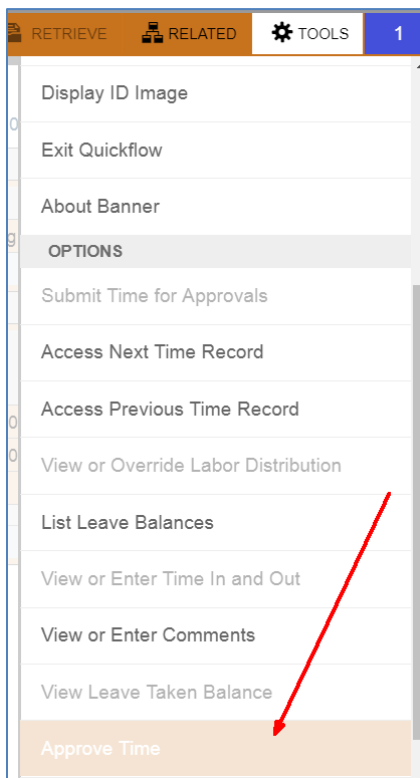
TIME ENTRY							Insert		
Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Oct 01	Tue Oct 02	Wed Oct 03
HRS	Total Hours Worked Each ...		1	0.000000		32.00	8.00	8.00	8.00
					Total	32.00	8.00	8.00	8.00
					Total Units	0.00			

1 of 1 Per Page

- 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: BYKERS Proxy For: Superuser: ☒ Entry by: Time Sheet Time Entry Method: All COA: 1
 Organization: 5410 Human Resources Transaction Status: In Progress 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
W01164656	Harvey	Robert	998763	00	Approved	Web

1 of 1 Per Page

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	8.00
					Total	32.00	8.00	8.00	8.00	8.00
					Total Units	0.00				

1 of 1 Per Page

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

Proxies

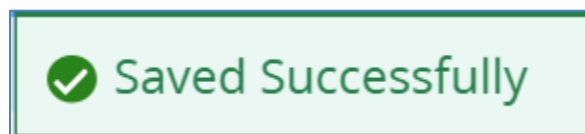
A Proxy is an employee who is set up by the Payroll Approver to approve time sheets on the Payroll Approver's behalf.

- 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](#)
- Click **Approve Time**
- Click **Proxy Super User** in upper right corner
- Under **Existing Proxies**, click on **Add a new proxy**

- Click **Select Employee to add as Proxy** and select proxy (**sorted by last name**)
- If successful, you will see the below message in the upper right corner



Removing a Proxy

- Login to [Web4U](#)
- Click **Approve Time**
- Click **Proxy Super User** in upper right corner
- Under **Existing Proxies**, put checkmark next to proxy you'd like to delete

[Employee Dashboard](#) • Proxy or Super User

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

☐ Act as Time Entry Approvals Superuser

☐ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Mrs. Crawford, Sarah - [Human Resources] ▾

Existing Proxies

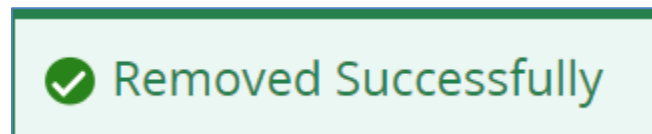
[Add a new proxy](#)

Employee Name - [Home Organization]

☐ Ms. Aune-Johnson, Lea - [Human Resources]

☒ Ms. Wolfe-Lee, Chyerl - [Human Resources]

- Click **Delete proxies**
- If successful, you will see the below message in the upper right corner



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.

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.***

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.