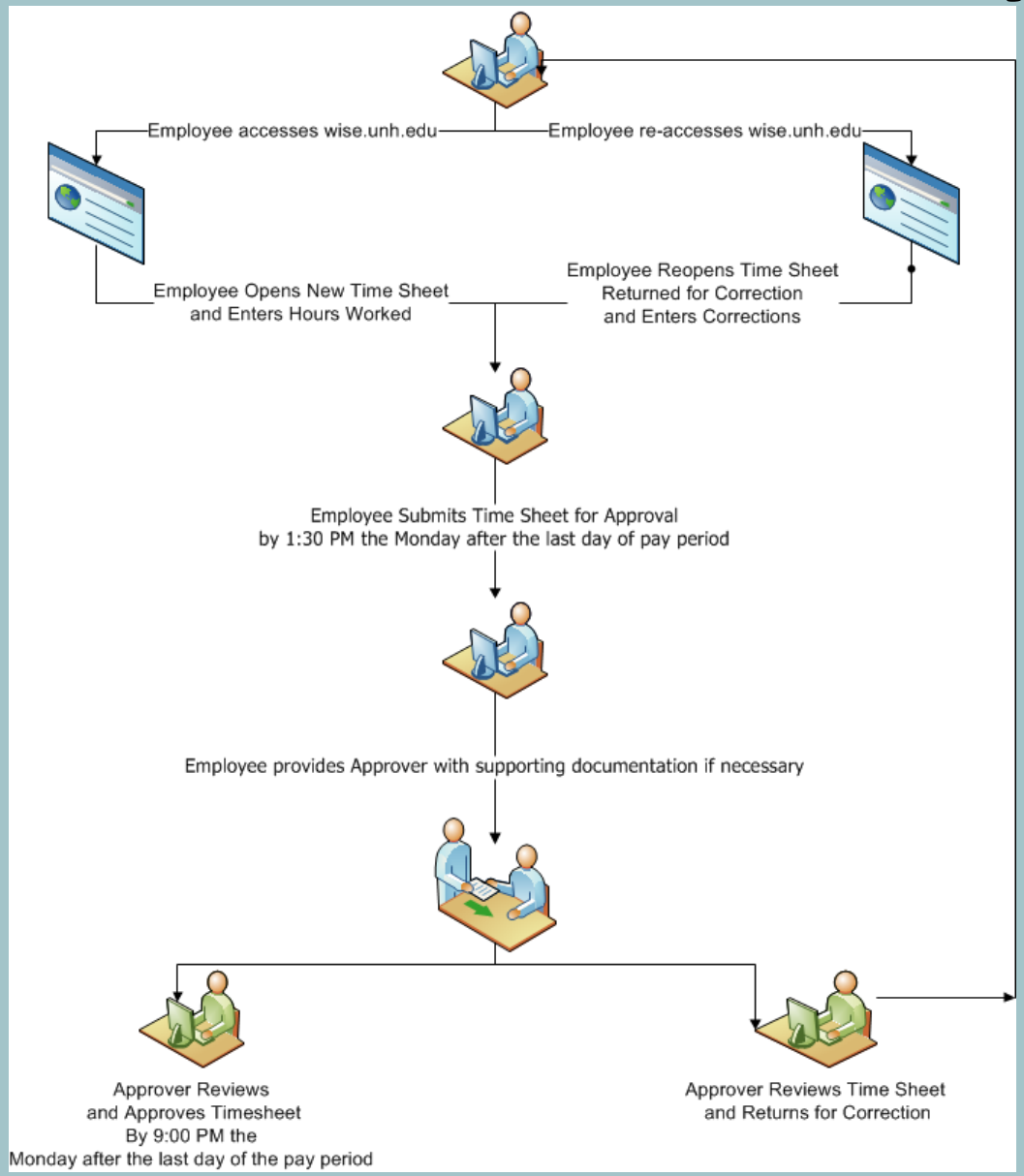
Approver/Proxy
Web Time Entry (WTE)

INTRODUCTION:

- **Working together, Banner Web Time Entry and the Banner HR systems enable employees to enter their time via the Web and submit the time transactions to their supervisor who will review and approve the transaction.**

- **Once approved, the Web transaction will follow the normal payroll process flow and be processed in the normal Banner payroll cycle.**

Web Time Entry (WTE)



Process Flow

Web Time Entry (WTE)

- Web Time Entry – Must enter “Time In” & “Time Out”
  - Time must be entered and approved in order for employee to be paid
  - No Default Work Schedules

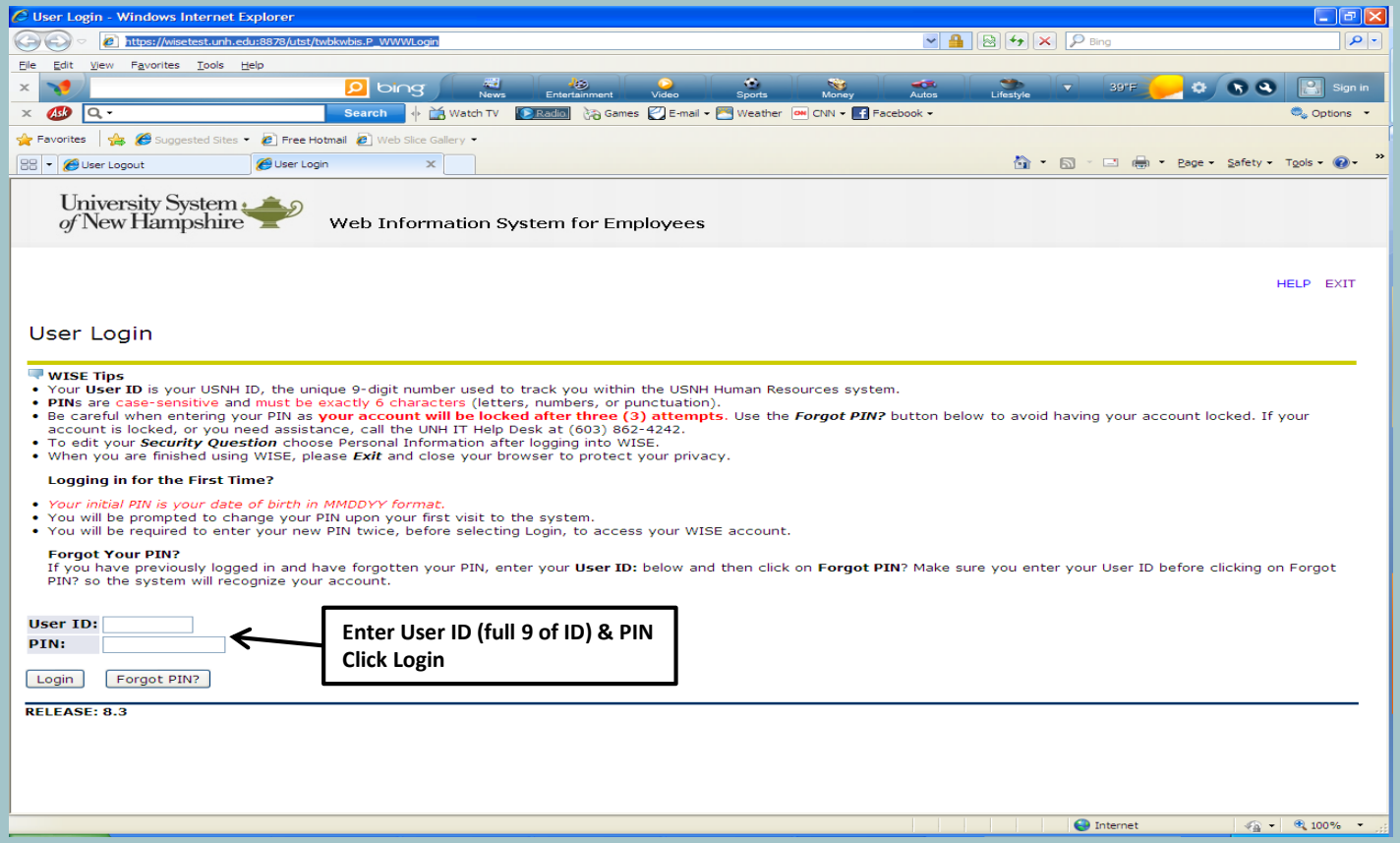
- Deadlines
  - Employee Submission - Normally 2:30pm on Monday following Pay Period end date
  - Approval - Normally 9:00pm on Monday following Pay Period end date

- Email Notifications to Employees, Approvers, & Proxies
  - Pre-Deadline
  - Outstanding Timesheets
  - Return for Correction
  - Special Notices

Web Time Entry (WTE)

Approver/Proxy

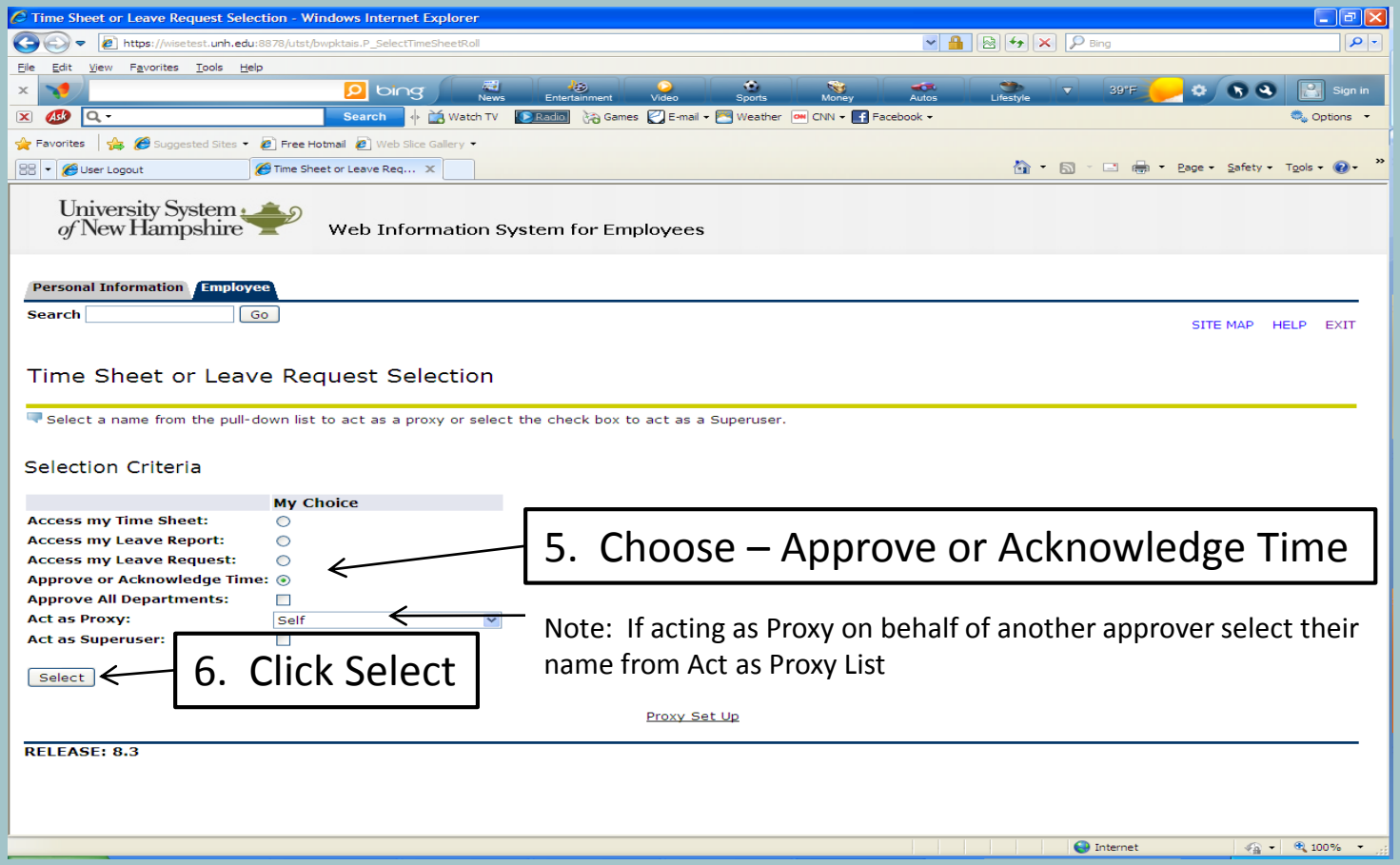
1. Log into VPN - https://connect.vpn.unh.edu
2. Go to WISE website – https://wise.unh.edu



Web Time Entry (WTE)

Approver/Proxy

3. **Click Employee Tab or Select Employee Services**
4. **Click Time Sheet Link**



Web Time Entry (WTE)

Approver/Proxy

Approver Selection - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwpktais.P_ProcSelectTimeSheetRoll

University System of New Hampshire — Web Information System for Employees

Personal Information | Employee

Search Go

SITE MAP HELP EXIT

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
Y, YCFS10, AVC Finance Office	◉	B2, Oct 02, 2010 to Oct 15, 2010

B2, Oct 02, 2010 to Oct 15, 2010
B2, Sep 18, 2010 to Oct 01, 2010
B2, May 15, 2010 to May 28, 2010
B2, May 01, 2010 to May 14, 2010
B2, Apr 17, 2010 to Apr 30, 2010
B2, Apr 03, 2010 to Apr 16, 2010

Sort Order

Sort employees' records by Status then by Name: ○

Sort employees' records by Name: ○

Select

RELEASE: 8.3

7. Choose TSORG and Pay Period
8. Click Select

Web Time Entry (WTE) Approver/Proxy

9. Select Name of Pending Record you wish to Review

Summary - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwpktais.P_ProcSelectApproverAction

COLLEGE WORKSTUDY SUPERVISOR/DESIGNEE CERTIFICATION:
When you Approve the time sheet displayed below you certify that this student has been authorized to participate in the College Work Study Program at the rate specified, that he or she has worked the hours and the work has been performed in a satisfactory manner.

ALL OTHER SUPERVISORS/DESIGNEES CERTIFICATION:
When you Approve the time sheet displayed below you certify that this employee has worked the hours noted above.

COA: Y, University System of New Hampshire
Department: YCFS10, AVC Finance Office
Pay Period: Sep 18, 2010 to Oct 01, 2010
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Dec 31, 2010, 09:00 P.M.

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	Return for Correction	Cancel	Other Information
[redacted]	Karen J Brown YB0164 - 00 SENIOR BUSINESS SERVICES ASSIS	Approve	75.00	.00		☐	☐		Change Time Record Comments Leave Balance

Approved

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
[redacted]	Brenda L Stone YB0154 - 00 SENIOR BUSINESS SERVICES ASSIS		75.00	.00	Overridden				Leave Balances

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
[redacted]	Minerva Mouse YB0147 - 00 SR BUSINESS SERVICES ASSISTANT	75.00	.00		Leave Balances

Not Started

ID	Name, Position and Title	Other Information
[redacted]	Jesse Ainsworth	

Note: Different Status of Records

Web Time Entry (WTE)
Approver/Proxy Review of Time Entered

10. Select appropriate Button - Approve, Return for Correction, etc

Note: Comments are added prior to Approval or Returning for Correction

Employee Details - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwpktais.P_ProcDeleteAppr

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Sep 18, 2010	Sunday, Sep 19, 2010	Monday, Sep 20, 2010	Tuesday, Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday, Sep 23, 2010	Friday, Sep 24, 2010	Saturday, Sep 25, 2010	Sunday, Sep 26, 2010	Monday, Sep 27, 2010	Tuesday, Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday, Sep 30, 2010	F C 2
120-Hourly Earnings (OS)	1		80				8	8	8	8	8				8	8	8	8
Total Hours:			80				8	8	8	8	8				8	8	8	8
Total Units:				0														

Time In and Out

Earnings	Saturday, Sep 18, 2010	Sunday, Sep 19, 2010	Monday, Sep 20, 2010	Tuesday, Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday, Sep 23, 2010	Friday, Sep 24, 2010	Saturday, Sep 25, 2010	Sunday, Sep 26, 2010	Monday, Sep 27, 2010	Tuesday, Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday, Sep 30, 2010	Friday, Oct 01, 2010
120-Hourly Earnings (OS)			08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM			08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM

Routing Queue

Name	Action and Date
Mickey Mouse	Originated Oct 13, 2010 04:51 pm
Gerard P Lamoureux	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Sep 18, 2010	10.00		9DC001	YCFS12	617F10	020	YEX000			
	90.00		9DC001	YCFS12	617F10	020	YCS000			

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

Time Sheet | Routing Queue | Account Distribution

RELEASE: 8.3.0.1

Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular) & Comp Time Usage

Employee Details - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwpktais.P_ProcDeleteAppr

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Sep 18, 2010	Sunday , Sep 19, 2010	Monday , Sep 20, 2010	Tuesday , Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday , Sep 23, 2010	Friday , Sep 24, 2010	Saturday , Sep 25, 2010	Sunday , Sep 26, 2010	Monday , Sep 27, 2010	Tuesday , Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday , Sep 30, 2010	F C 2
120-Hourly Earnings (OS)	1		78				6	8	8	8	8			8	8	8	8	
914-Comp Time Usage - 3P & WTE	1		2				2											
Total Hours:			80				8	8	8	8	8			8	8	8	8	
Total Units:				0														

Time In and Out

Earnings	Saturday , Sep 18, 2010	Sunday , Sep 19, 2010	Monday , Sep 20, 2010	Tuesday , Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday , Sep 23, 2010	Friday , Sep 24, 2010	Saturday , Sep 25, 2010	Sunday , Sep 26, 2010	Monday , Sep 27, 2010	Tuesday , Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday , Sep 30, 2010	Friday , Oct 01, 2010
120-Hourly Earnings (OS)			08:00 AM 12:00 PM 01:00 PM 03:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM			08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM
914-Comp Time Usage - 3P & WTE			03:00 PM 05:00 PM											

Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular) & Holiday Leave

Employee Details - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwpktais.P_ProcDeleteAppr

Error or Warning Messages | Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Sep 18, 2010	Sunday , Sep 19, 2010	Monday , Sep 20, 2010	Tuesday , Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday , Sep 23, 2010	Friday , Sep 24, 2010	Saturday , Sep 25, 2010	Sunday , Sep 26, 2010	Monday , Sep 27, 2010	Tuesday , Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday , Sep 30, 2010	F C 2
120-Hourly Earnings (OS)	1		72						8	8	8	8			8	8	8	8
314-Holiday Pay (not worked)	1		8					8										
Total Hours:			80					8	8	8	8	8			8	8	8	8
Total Units:				0														

Time In and Out

Earnings	Saturday , Sep 18, 2010	Sunday , Sep 19, 2010	Monday , Sep 20, 2010	Tuesday , Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday , Sep 23, 2010	Friday , Sep 24, 2010	Saturday , Sep 25, 2010	Sunday , Sep 26, 2010	Monday , Sep 27, 2010	Tuesday , Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday , Sep 30, 2010	Friday , Oct 01, 2010
120-Hourly Earnings (OS)				08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM			08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM
314-Holiday Pay (not worked)			08:00 AM 04:00 PM											

Error and Warning Messages

Earning	Shift	Time Entry Date	Hours	Message

Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular) & Earn Time Usage

Employee Details - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwpktais.P_ProcDeleteAppr

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Sep 18, 2010	Sunday , Sep 19, 2010	Monday , Sep 20, 2010	Tuesday , Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday , Sep 23, 2010	Friday , Sep 24, 2010	Saturday , Sep 25, 2010	Sunday , Sep 26, 2010	Monday , Sep 27, 2010	Tuesday , Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday , Sep 30, 2010	F C 2
120-Hourly Earnings (OS)	1		40											8	8	8	8	
420-Earned Time Usage Pay	1		40				8	8	8	8	8							
Total Hours:			80				8	8	8	8	8			8	8	8	8	
Total Units:				0														

Time In and Out

Earnings	Saturday , Sep 18, 2010	Sunday , Sep 19, 2010	Monday , Sep 20, 2010	Tuesday , Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday , Sep 23, 2010	Friday , Sep 24, 2010	Saturday , Sep 25, 2010	Sunday , Sep 26, 2010	Monday , Sep 27, 2010	Tuesday , Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday , Sep 30, 2010	Friday , Oct 01, 2010
120-Hourly Earnings (OS)										08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 01:00 PM 05:00 PM
420-Earned Time Usage Pay			08:00 AM 04:00 PM	08:00 AM 04:00 PM	08:00 AM 04:00 PM	08:00 AM 04:00 PM	08:00 AM 04:00 PM							