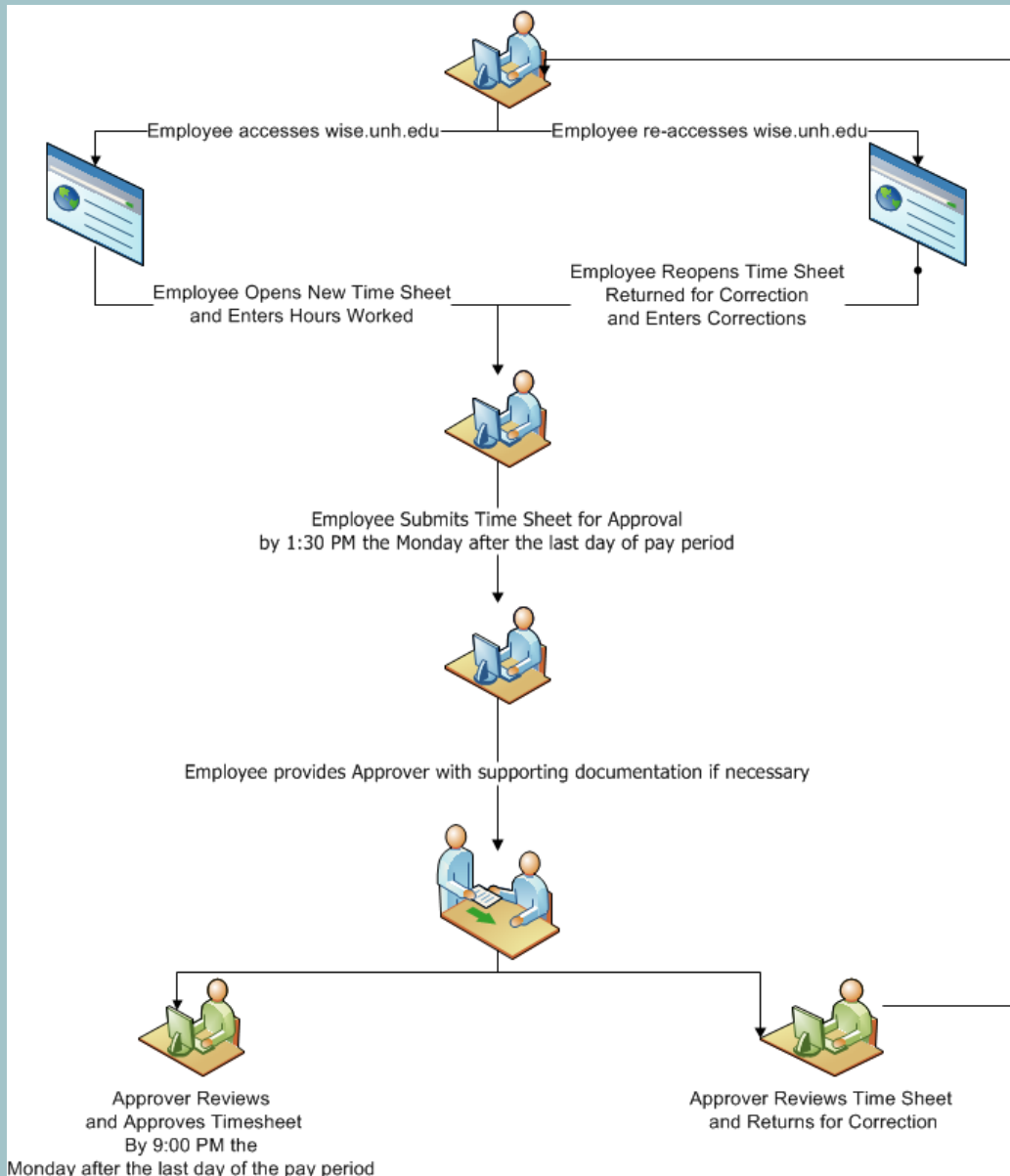


Approver/Proxy Web Time Entry (WTE)

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>

User Login - Windows Internet Explorer

https://wisetest.unh.edu:8878/Atst/twblwbs.P_WWWLogin

University System of New Hampshire Web Information System for Employees

HELP EXIT

User Login

WISE Tips

- Your **User ID** is your USNH ID, the unique 9-digit number used to track you within the USNH Human Resources system.
- PINs** are case-sensitive and must be exactly 6 characters (letters, numbers, or punctuation).
- Be careful when entering your PIN as your account will be locked after three (3) attempts. Use the **Forgot PIN?** button below to avoid having your account locked. If your account is locked, or you need assistance, call the UNH IT Help Desk at (603) 862-4242.
- To edit your **Security Question** choose Personal Information after logging into WISE.
- When you are finished using WISE, please **Exit** and close your browser to protect your privacy.

Logging in for the First Time?

- Your initial PIN is your date of birth in MMDDYY format.
- You will be prompted to change your PIN upon your first visit to the system.
- You will be required to enter your new PIN twice, before selecting Login, to access your WISE account.

Forgot Your PIN?

If you have previously logged in and have forgotten your PIN, enter your **User ID**: below and then click on **Forgot PIN?** Make sure you enter your User ID before clicking on Forgot PIN? so the system will recognize your account.

User ID:

PIN:

Login Forgot PIN?

Enter User ID (full 9 of ID) & PIN
Click Login

RELEASE: 8.3

Web Time Entry (WTE) Approver/Proxy

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

University System of New Hampshire Web Information System for Employees

Personal Information **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet or Leave Request Selection

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

Selection Criteria

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

5. Choose – Approve or Acknowledge Time

6. Click Select

Note: If acting as Proxy on behalf of another approver select their name from Act as Proxy List

[Proxy Set Up](#)

RELEASE: 8.3

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 [SITE MAP](#) [HELP](#) [EXIT](#)

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
Y, YCFS10, AVC Finance Office	<input checked="" type="radio"/>	B2, Oct 02, 2010 to Oct 15, 2010
	<input type="radio"/>	B2, Oct 02, 2010 to Oct 15, 2010
	<input type="radio"/>	B2, Sep 18, 2010 to Oct 01, 2010
	<input type="radio"/>	B2, May 15, 2010 to May 28, 2010
	<input type="radio"/>	B2, May 01, 2010 to May 14, 2010
	<input type="radio"/>	B2, Apr 17, 2010 to Apr 30, 2010
	<input type="radio"/>	B2, Apr 03, 2010 to Apr 16, 2010

Sort Order

Sort employees' records by Status then by

Sort employees' records by Name:

RELEASE: 8.3

7. Choose TSORG and Pay Period

8. Click Select

Done Internet 100%

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/bwplktais.P_ProcSelectApproverAction

File Edit View Favorites Tools Help

Search Watch TV Radio Games E-mail Weather CNN Facebook

Summary

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
	Karen J Brown YB0164 - 00 SENIOR BUSINESS SERVICES ASSIS	Approve	75.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		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
	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	
	Minerva Mouse YB0147 - 00 SR BUSINESS SERVICES ASSISTANT	75.00	.00		Leave Balances	

Not Started		
ID	Name, Position and Title	Other Information
	Jesse Ainsworth	

Internet 100%

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

The screenshot shows a web browser window titled 'Employee Details - Windows Internet Explorer'. The address bar shows a URL from wisetest.unh.edu. The page content includes several data tables:

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	Friday, Oct 01, 2010
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 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM 01:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM	08:00 AM 12:00 PM 05:00 PM 01:00 PM 05:00 PM

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

Done

Internet 100%

Time Sheet | Routing Queue | Account Distribution

RELEASE: 8.3.0.1

Web Time Entry (WTE)

Example: OS Hourly Earnings (Regular) & Holiday Leave

Employee Details - Windows Internet Explorer

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

Employee Details

[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	Friday, Oct 01, 2010
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 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

Earnings	Shift	Time Entry Date	Hours	Message
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Done

Web Time Entry (WTE)

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

Employee Details - Windows Internet Explorer

https://wisetest.unh.edu:8878/utst/bwptkais.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	Friday, Oct 01, 2010
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	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 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							01:00 PM 05:00 PM

Done