Approving Time Sheets in Web4U

User Guide

Payroll and Information Services
hr.payroll@wwu.edu
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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 These rules/guidelines apply to all Payroll Approvers, however, rules are superseded by the Administering Work and Leave Time Reports policy.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 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.
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.

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

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](image)

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

![Time Sheet](image)

- 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

- Click Select
- Select Time Sheets as Type of Records
- Select the Current Pay Period & Department
- Choose your Sort Order

- 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

- 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
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
• 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”

![Message showing 3 record(s) have been Approved/Acknowledged.]

**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

![Time Sheet table]

• 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*)
• Save corrections and click Approve at bottom of time sheet

![Time sheet with approved transaction]

• 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.

<table>
<thead>
<tr>
<th>Error ID</th>
<th>Name, Position and Title</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>W00284672</td>
<td>Constance Eileen Swigart-Harris 997188 - 00 Human Resource Consult Asst 2</td>
<td>100.00</td>
<td>0.00</td>
<td>Change Time Record Comments Leave Balance Errors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Error and Warning Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning</td>
</tr>
<tr>
<td>Overtime Pay</td>
</tr>
</tbody>
</table>

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** (see Approving Time Sheets in PHATIME section).

**Approving Time Sheets in Banner**

- Login to **Banner**
- Go to **PHATIME**

  ![Banner PHATIME Screen](image)

- 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 right-hand corner

  * Ctrl 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)*
- If hours entered are correct, go up to **Options & Approve Time**

- Transaction status will change to **Approved**
- The **Special Rate** will default

- 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**
• 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)

![Image of Time Sheet Transaction Status]

- Save corrections and click Approve at bottom of time sheet

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

![Image of Approving Time Sheet]

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
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**

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

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], [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**

⚠️ **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 Sheet Transaction Status Matrix**

Below is a summary chart showing what Employees and Payroll Approvers (both Non-Superusers & 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

<table>
<thead>
<tr>
<th>Time Sheet Transaction Status</th>
<th>Employee</th>
<th>Non-Superuser</th>
<th>Superuser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>Extract</td>
<td>Extract</td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td>Update</td>
<td>Submit</td>
<td>Submit</td>
</tr>
<tr>
<td>Returned for Correction</td>
<td>Update</td>
<td>Submit</td>
<td>Submit</td>
</tr>
<tr>
<td>Pending</td>
<td>Return</td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td>Approved</td>
<td>Return</td>
<td>Return</td>
<td>Return</td>
</tr>
</tbody>
</table>

### Web Time Entry Period Closed

<table>
<thead>
<tr>
<th>Time Sheet Transaction Status</th>
<th>Employee</th>
<th>Non-Superuser</th>
<th>Superuser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td></td>
<td>Extract</td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td>Submit</td>
<td>Submit</td>
<td>Submit</td>
</tr>
<tr>
<td>Returned for Correction</td>
<td>Update</td>
<td>Submit</td>
<td>Submit</td>
</tr>
<tr>
<td>Pending</td>
<td>Approve</td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td>Approved</td>
<td>Return</td>
<td>Return</td>
<td>Return</td>
</tr>
</tbody>
</table>
Non-Uniform Positions
Some employees are set up with non-uniform positions. Only overtime ineligible employees can be hired in these types of positions. The time sheets for these positions are set up as Department Time Entry. For these time sheets, the department must input the number of hours worked and the rate to pay the employee through PHATIME in Banner, not Web4U.

Follow these instructions for entering and approving hours for an employee with a non-uniform position:

- Login to Banner
- Go to PHATIME

- 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 right-hand corner

- 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

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

- Ctrl page down to the Time Entry area
- Enter YN – Hourly Non Uniform Pay as the earn code
- Tab & enter in the hourly rate the employee should be paid in the Special Rate field
- Tab & enter in the hours worked each day (note: you may need to double click on the day and enter the time in and time out in the HH:MM format)

- Once all hours are entered, go up to Options & Submit Time for Approvals
- Time Sheet transaction status will change to **Pending**
- Go up to Options & Approve Time

- Time Sheet transaction status will change to **Approved**

- 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](#)

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

- Login to Web4U
- Select Employee tab
- Select Time Sheets
- Click on Proxy Set Up

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

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

![Submit for Approval button](image)

• Click **Approve**

![Approve button](image)

• 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.](image)

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.