FAQ's

Web Time Entry for Employees

General Questions

When can I start my timesheet and when is the deadline to submit for approval?

You can begin entering hours the first day of the current pay period. You can find payroll deadlines on the calendars published on the HR payroll website http://www.ulm.edu/hr/payroll.html.

Where can I learn how to enter my time?

The HR payroll website has a manual with information, as well as step-by-step instructions and videos http://www.ulm.edu/hr/payroll.html.

I have forgotten my pin number, how can I find out what it is?

You can contact HR at 342-5140 and we can reset your pin.

What if I log into the self-service system but cannot access my timesheet?

Contact payroll services at 342-5140 or payroll@ulm.edu for assistance.

Entering Time

Who has to complete web time and leave entry?

Student workers, casual wage, and administrative GA's will enter time in and time out on web time entry.

Non-exempt employees will enter hours worked per day, overtime/comp time earned, and any leave taken on web time entry.

Exempt employees will only enter any leave taken on web time entry.

Will I have to record holiday pay?

Yes.

Do I need to get approval from my supervisor to work overtime?

Yes, you need to get the Request to Earn Overtime/Comp Time form approved before working any overtime (http://www.ulm.edu/hr/payroll.html). The form should be turned into HR no later than the time sheet due date.

What do I enter if I work on a University closure?

Non-exempt employees will enter hours worked in place of annual leave, and exempt employees will only enter the amount of annual leave (if any) taken. You are required to have authorization to work on university closures (this can be documented in the comments section of the time sheet).

What if I click on Submit for Approval before I finished entering my hours? What if I make an error or need to make a change to the time sheet?

Employees can make changes until the deadline when time sheets are due to the Approver. You can make changes the following was:

- *You can hit "return time" prior to deadline due date and make changes.*
- *Your approver can "return for correction" prior to the employees time sheet due date deadline.*

*NOTE: Once the time sheet submission deadline has passed, changes can only be made by the supervisor.

What if I forget to submit my time sheet?

Employees are required to submit a time sheet each pay period by the appropriate deadline. Approvers are responsible for following up with employees, including students. If a time sheet is not approved by the deadline, then we will request a paper time sheet to be submitted.

When do I need to turn in a paper leave request?

Paper leave requests will only be used for annual leave requests. If your prior request was not submitted electronically or was not approved electronically, then a paper leave request will need to be completed, approved, and sent to human resources by the time sheet deadline.

If annual leave is being requested during the current pay period, then a paper leave request will also need to be completed, approved, and sent to human resources by the time sheet deadline.

NOTE: Sick leave requests and university closure days not require prior approvals; therefore, can be completed in the time sheet only.

Miscellaneous

How do I know what my leave balances are?

You can check leave balances under the Employee tab on Banner Self Service. Clicking on the type of leave will show a summary of the accrual rate and leave used for past pay periods. The leave balances reflected are as of the last day of the previous payroll and based on documentation received in Human Resources.

What if I have more questions or need clarification on something?

If you have difficulty entering or approving time, contact HR at 342-5140 or payroll@ulm.edu.