FAQ's

Web Time Entry for Supervisors

What if I need to have my employee make a correction on his/her time sheet?

You may enter comments on what needs to be corrected and return it to them only if it is before the employees deadline to submit their time sheet. You can also make the correction and let your employee know what was corrected.

What do I do if someone isn't in my list of people to approve and s/he should be?

Contact payroll services at 342-5140 or payroll@ulm.edu to verify the correct supervisor has been established for that position.

What if time/leave entry is closed and I discover that there was an error on a time sheet?

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

What if I am on leave and cannot approve time sheets?

You should establish one or multiple proxies to approve time in your absence.

What happens if I approve a leave request when the employee does not have the leave available?

Banner will only take leave that is available in the leave buckets, and then go to a leave without pay status once all of the leave has been exhausted. It is the supervisor's responsibility to review employee leave balances before approving leave requests.

How do I approve leave requests?

- *You can sign into Banner Self-Service and approve electronic leave requests through the "Approve or Acknowledge Time" selection criteria. All electronic leave requests must be approved before the pay period opens.*
- *Sick leave requests can be approved through web time entry and document approval through the comments section.*
- *If you miss approving an electronic leave request, then an approved paper request will need to be submitted to HR by the time sheet deadline.*
- *If you want to disapprove an electronic leave request, then you will submit the request back to the employee for correction with comments on why it was disapproved.*

***TIP:** When you complete your time sheet, review and approve any leave requests out there before the new pay period opens.*

How do I know what my employees leave balances are?

- *You can review leave balances when you go in to approve leave requests or time sheets (click on "leave balances"). We recommend you review leave balances before you approve any leave requests or time sheets.*

Who enters hours worked and who enters leave only?

- *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.*