

## **Frequently Asked Questions about Time Entry and Payroll**

**Updated March 2, 2016**

### **TIME ENTRY FAQs :**

#### **Why can't I get to a Web time sheet when I click on the Time Entry link on the Banner Web?**

- 1) Any changes made by H/R after time sheet has been opened by the employee will be reflected on the next payroll. A paper time sheet will be required for that pay cycle.
- 2) If the web entry deadline has passed.  
Attempts to access web entry after 12 noon on the timesheet cut off day will not work. A paper timesheet must be submitted to payroll.

Please contact Human Resources if you are unable to access your timesheet on line.

HR Phone Numbers:

Staff Contact: 240-567-5363

Student/Temp Contact: 240-567-5375

#### **How do I know when to look on the Web for an available time sheet?**

The time sheets are available for time entry on the first Wednesday of the pay period.

#### **When should I complete my time sheet?**

The Payroll Office recommends that early in the pay period each employee should access his/her time sheet and enter the hours and/or leaves anticipated for the pay period. Re-access the time sheet before the time cutoff to make any changes or updates. Record the correct type of leave used, even if there is an insufficient balance. The system will automatically default any excess sick and personal leave to annual leave and excess annual leave to leave without pay.

***All time must be submitted and approved before the deadline of 12 noon on the time sheet cut off day.***

#### **When should I submit my time entry for approval?**

The cutoff for web time entry is 12 noon on the last day of the pay period, which is usually a Friday. Check the calendar for any change in cutoffs due to a holiday or other calendar requirement.

***The cutoff time is always noted on the top of the web time sheet.***

The Payroll Office recommends that each unit request an earlier internal deadline to allow all the Approver's time to complete the approvals. Staff employees must follow their approver's deadline.

#### **How do I make a change to my time sheet after I submit and/or it is approved?**

Web entry time sheet can be changed by clicking on **Return Time**. If clicked by the approver, it will return the time entry form back to "Pending". If clicked by the employee, it will return the time entry form back to "In Progress".

#### **What if I do not submit a time sheet to my supervisor for approval by the deadline?**

You will be required to submit a paper timesheet with your Supervisors approval.

***You will not be paid on that pay cycle and you will have to wait until the following pay period for the back pay.***

#### **What if my Approver does not approve my time sheet by the deadline?**

Payroll staff members have the capability to approve your time. However, they have no way of determining that the hours are correct and will attempt to get a time sheet approval from the supervisor.

#### **How do I check my leave balance?**

From MYMC, click on the "leave Balance" icon.

#### **I am a part-time employee but I am working full time.**

#### **How do I record my hours?**

You cannot report more hours as regular pay or leave than your position is budgeted for. You must record all hours worked or leave on each day according to your normal work schedule. ALL additional hours must be recorded as

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OTR (overtime regular) until you work more than forty hours in one week and become eligible for OTS or OTP (overtime straight and overtime pay). Never record additional hours as REGULAR PAY.

### **Can Exempt employee be paid overtime?**

NO, hours worked in excess of 40 in a given week will be paid at straight time.

### **How do I record overtime worked?**

Non-exempt employees are entitled to overtime pay if hours worked are over 40 hours in a given week. For web entry submission, record your overtime worked on the line for overtime under each day the overtime was worked. On paper timesheet record overtime worked over 40 hours on the overtime line and enter the code OTP. Follow the line to the day of the week worked. Under each day record your overtime, must have regular hours over 40 in a given week before one can claim overtime.

### **I am an Approver. What if I am unable to approve a time sheet for one or more of my staff because of an unexpected absence?**

As an Approver you are responsible for establishing a backup process (assigning a Proxy) for approvals when you are unavailable to approve time sheets before the deadline. You must have one or more Proxies set up in Banner so that they can approve time sheets in your place when they are notified that you will be absent. You have the ability to access Banner Web Time Entry from any PC at any location outside of the College as long as it has internet capabilities.

### **How do I select and/or change my proxy?**

Only full time college employee can act as proxies. Students and Temps are not allowed to proxy. From your approval queue, stroll down to the bottom; click on Proxy button. From the drop down menu select the desired name and click SAVE.

To delete a person, from the drop down menu select the desired name and click DELETE.

### **Can my proxy have a proxy?**

NO

### **Who can sign paper time sheets?**

The account manager in each area grants signature authority for his/her area of responsibility usually to the immediate supervisor. The supervisor should sign for the individuals supervised. If no authorization is on file, the next level up on the chain of command has authority.

### **What if time sheets are due and no one is around to sign a paper time sheet or correction?**

Print a copy of the time sheet. Put a note on the original that says "signature to follow" and send to Payroll. When the person with signature authority or the employee returns, get the time sheet signed and send it to Payroll. This option is not available to Work Study Students. Their timesheets must be approved before they are submitted to Payroll.

### **What do I do if the hours on the time sheet need to be changed?**

Print the approved web entry (landscape to show the two week pay cycle), make sure the Employee Name and MC ID is on the timesheet. Mark your changes, sign and have your employee sign also, approve and forward to Payroll for processing. If it is a paper time sheet use your office copy, mark your changes, both supervisor and employee must sign before it is forwarded to Payroll for processing. Alternatively, if it is before the deadline, **click return time** and correct on the web. Approval is required after any correction.

### **How do I record my time if I work alternate hours?**

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Record your hours worked under the days worked. A day not scheduled to work should be left blank. Total hours for the week should equal 40 or your scheduled work hours.

**I am a Federal Work Study employee, and I submitted my timesheet to my approver but my approver failed to approve it. Will I be paid?**

No. Federal guidelines state that hours worked by federal work study must be monitored and approved. Payment will be delayed until payroll receives a signed and approved paper timesheet.

**I am a temporary employee. I started my web entry but I forgot to click the submit button. I went back after the deadline to submit but my web entry was gone. What happen to the web entry that I started?**

After 12 noon on Friday, the web entry cut-off time, no web time entry is permitted. If no paper timesheet is received by the payroll office by the following Monday at 10 am the employee will not be paid. A paper timesheet must be submitted and will be paid on the following pay cycle.

**What if overtime is not to be charged to my regular account?**

For a paper timesheet, write the account number in the blank space on the left next to the word "other" and have the account manager initial it. If time is entered on the web, have the account manager e-mail payroll with the Name, MC ID#, date, hours worked and the account to charge.

**I am a student employee and I work in two different departments within the college. Do I get overtime for the combined hours if more than 40 hours a week?**

No. Student employees are not paid overtime.

**I am a temporary employee and I submitted 80 hours for a pay cycle. I only worked 40 hours and the other 40 is Spring Break (holiday). I was only paid for 40 hours. Why?**

Temporary employees have no holiday pay benefits. You are only paid the hours worked.

**How is Time Reported for a College Holiday?**

The Time System automatically records Holiday hours on your timesheet based on the work schedule set up in your HR/Payroll record. If the pre-populated Holiday Hours are incorrect, please correct the Holiday Hours and submit your time to your Supervisor for approval.

**How do I report time for a day that the College is Closed?**

For those employees who are scheduled to work on a day the College is Closed and not designated as essential personnel or not otherwise required to work, administrative leave shall be granted for the hours which the College is closed.

Employees should report their normal work hours in the time sheet row entitled "Administrative Leave." Those employees with an alternative work schedule agreement should report their administrative leave in accordance with their normal work schedule as outlined in their respective agreements. Any other scheduled leave taken when administrative leave is granted should also be reported as administrative leave.

Casual Temporary Employees, Students and Work Study:

Per our procedure, no administrative leave is granted for casual temporary employees, students or Work Study. Those casual temporary employees who were required to work should report hours worked per normal practice.

**How do I report my time for a day that the College is Closed and I am required to work?**

Work During the Closing

Those employees designated as essential personnel or otherwise required to work during the closing should report their time as follows:

Non-Exempt: A non-exempt employee required to work during the closing should enter the hours worked during their normal work hours on the time sheet in the row entitled "Essential Pay Overtime." For hours

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worked outside their normal work hours, enter all such time as “Essential Personnel Premium.” Hours granted as administrative leave should be entered on the time sheet in the row entitled “Administrative Leave.”

Exempt-Essential: An exempt employee who is designated as Essential Personnel and required to work during the closing should enter actual hours worked on the time sheet in the row entitled “Essential Pay Straight.” For hours worked outside their normal work hours, enter all such time as “OTS.” Hours granted as administrative leave should be entered on the time sheet in the row entitled “Administrative Leave.”

Exempt-Required to Work: All exempt required to work during the closing and not designated as essential may be granted straight overtime at the discretion of their first line administrator. If such permission is granted, employees should enter actual hours worked on the time sheet in the row entitled “OTS,” hours granted as administrative leave should be entered on the time sheet in the row entitled “Administrative Leave.