

WEB TIME ENTRY

FAQS FOR APPROVERS

What is the deadline to approve time sheets?

Time sheets must be approved by the supervisor by 4:00 p.m. three days following the end of the pay period.

I did not approve the time sheets by 4 p.m. May I approve them after the deadline?

Although Web-time Entry does not restrict you from approving the time sheets after deadline, your approval will not be recognized by the Payroll Office because the time records are moved into the payroll process at 4:00.

What if an employee does not submit their time sheet by the deadline?

The supervisor must contact the Payroll Office for further guidance.

What if an employee submits a time sheet and there is an error on it?

Once the employee submits the time, you will be able to adjust the time on their time sheet until your approval submission time. Policy requires that you add a comment explaining any changes and notify the employee that a change was made.

What if I want someone to be able to approve time sheets on my behalf?

You will be setting up a proxy to approve the time sheets. It can be done from the Time Reporting Selection screen – the available individuals are listed alphabetically by last name. Note; if the individual you want to add as a proxy is not listed, please complete a Banner Time Sheet Proxy Approval Request Form found under <http://www.sjstate.edu/businessoffice.html>. Each approver is required to set up at least one proxy.

What if I am out of the office on the day that time sheets have to be approved?

You technically may approve time from any place where you have Internet access and can log on to MySJRState. If you will not have Internet access on the day they must be approved, then you should ask your proxy to approve them.

Am I required to set up a proxy?

We **require** all approvers to set up at least one proxy. Unexpected circumstances do arise, and this ensures that there is someone else who can approve them.

If I don't approve the time sheets by the deadline, will my employees still be paid?

Yes, if your proxy approves them. If there is still no approval when payroll is run, we will have to ask your VP to allow payment of the employee. If there are extenuating circumstances, please contact the payroll office.

One of my employees has not submitted a time sheet or missed reporting hours for a previous pay period. What is the process to pay them at this time?

Email payrolloffice@sjrstate.edu to request a Web-time Entry Exception Form with the reason it is being submitted late. The form will be sent in campus mail to your department. Please ask the employee to complete the form. Then the supervisor will sign it and return the completed form with required attachments to the Payroll Office. The date the form is received in the Payroll Office will determine when the employee will be paid. It is not acceptable to add hours worked from a previous pay period to the current electronic time sheet.

Can I use my smartphone (iPhone, BlackBerry, Android, etc.) or iPad to update and submit my timesheet?

Yes. The smartphone browsers are compatible with the MySJRState website.