Web Time Entry for Staff Supervisors

Rev. 7/14/20 (MU)

Summary

Overview of Steps

- Login to Employee Self-Service
- Select the appropriate pay period
- Review your employee's time sheet
- Approve and submit to the Payroll Office

Job Changes

Job changes within the same pay period will produce two time sheets, one to report hours before the change and one to report hours after the change. If you see two time sheets for your employee, you will need to approve each one so he/she is paid for all hours worked.

Deadlines

Deadlines:
Please follow all deadlines. Time sheets are usually due to the Payroll Office on **Tuesday** after the last day of the pay period. If the deadline is missed, you must submit a paper time sheet. An Excel spreadsheet can be found on the Payroll Office website. Follow this path to find it: *Payroll Office -> Forms -> Staff Timesheets*. Missing the deadline may result in delayed payment.

Setup a Proxy:
The Payroll Office recommends that you select someone in your department to be a proxy to approve your employee's time sheet(s) in your absence so that they will be paid on time. We recommend that you setup a proxy as soon as possible (right now is a good time to setup a proxy). Note that it will take one day for the proxy to have access.

Login to Self-Service
Select "Employee"
Select "Supervisor Functions"
Select "Define Proxy information"
Pick an appropriate person from the list (alphabetical by last name)
Check the "Add" checkbox to the right of the name
Press the "Save" button and watch the person appear on the list

- The proxy cannot be a student
- You may add or remove a proxy at anytime
- Allow 24 hours for the system to change

Important Notes

1. Single-click your mouse. Double-clicking may register as two single clicks, giving you strange results and messages.
2. Do not use your web browser's back button. Use the application's previous button to view the previous screen.
3. Often the same buttons found at the top of the screen can be found at the bottom of the screen.

Need Help or have Questions?

Contact: Cindy Briel, Payroll Coordinator, cbriel@messiah.edu, 717-796-1800 ext. 2903.
Wendy McElwee, Payroll Specialist, payroll@messiah.edu, 717-796-1800 ext. 2902.

A Human Resources Policy Manual can be found on the Human Resources & Compliance website:
https://www.messiah.edu/info/20591/policies/1016/human_resources_manual

Accessing Your Employee's Time Sheet in Self-Service

1. Login to Self-Service either directly through ssb.messiah.edu or through FalconLink.messiah.edu or from the Messiah University main website (by clicking on "Faculty & Staff" menu at the top, and then the quick link to "Self Service Main Menu".)

2. Select "Employee".

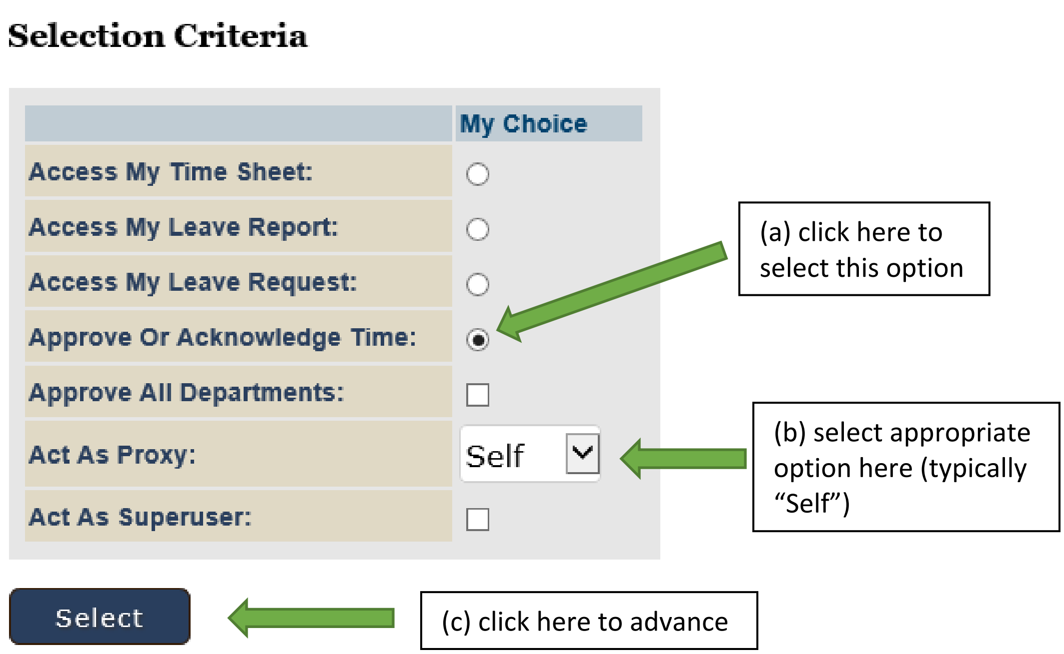
3. Select "Time Sheet Reporting".

4. At this point, you may or may not see a menu similar to the one below. The menu only appears if you access to more than one option. The menu allows you to select either your time sheet, your leave report or the time sheets for the employees whom you supervise.

   (a) If you see the menu, click the little circle to select the "Approve Or Acknowledge Time" option.

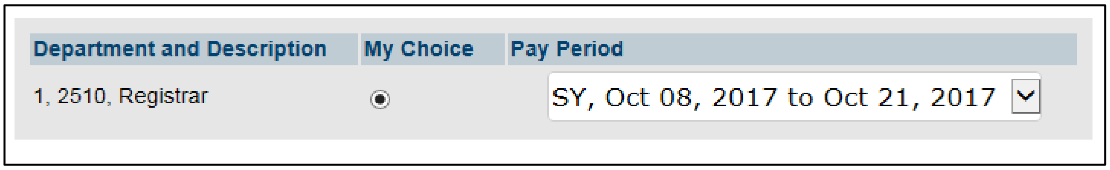
   (b) If you are acting as a proxy for a supervisor, then select that supervisor from the "Act as Proxy" drop down menu. If you are the supervisor, then leave this option on "Self."

   (c) Then press the "Select" button at bottom of the menu.



5. You will see a list of one or more departments. Click the little circle under the "My Choice" column to select a department to review. Then use the dropdown box on the right to select the particular pay period that you would like to review. This example only shows one department is available.

   Note: If you get a message that says "No records available" or the drop down contains no dates, that means that none of your employees have started a time sheet.



6. Once the department and pay period are selected, press the "Select" button to proceed to review the time sheets of employees you selected. The list will be sorted according to the option you have selected.

   Notes: (A) If you have an employee with multiple job assignments under your supervision, multiple time sheets will be available for your review. You will need to select and review each one individually.

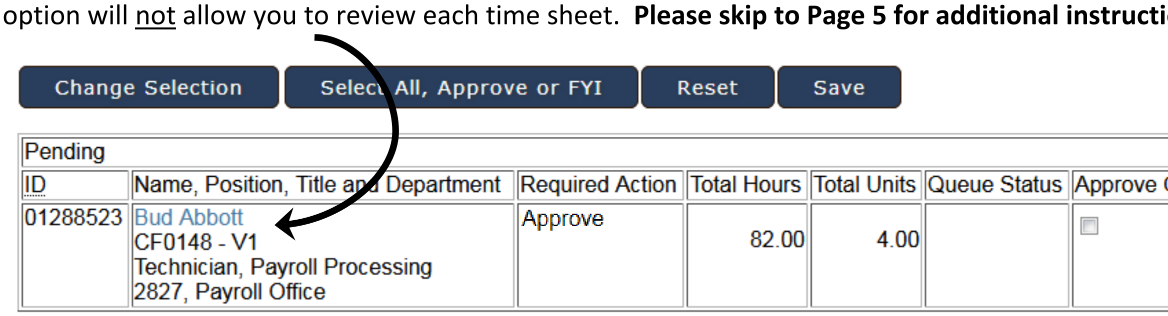
   (B) If an employee's job assignment changed for some reason (such as a pay raise, hours change or org# change), depending on the date when the change occurred, you may see two time sheets for the same job – one for the part of the pay period before the change occurred and one for the part after the change. You will need to select and review each one individually.

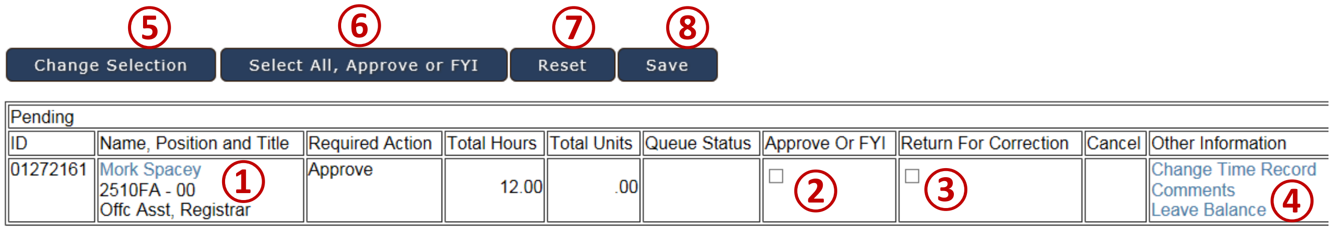
   (C) Here is a list of the status indicators that you may see associated with the time sheets, depending on where they are in the process. *Details follow later in this document.*

Not Started	= your employee has not opened the time sheet to start it
In Progress	= your employee opened the time sheet to start to enter hours
Pending	= your employee sent the time sheet to you for approval
Approved	= you have approved the time sheet
Completed	= the payroll office has received the time sheet
Error	= usually means 0 hours were entered (not an error)

7. You will see a list of your employees who have a job in the department that you selected previously. (The example below only shows one employee.) If you find that you have selected the wrong department, simply click on the "Change Selection" button to return to the previous screen.

8. Click on the employee's name to review their time sheet. Do not use the "Select All…" button. That option will not allow you to review each time sheet. **Please skip to Page 5 for additional instructions**.





Screen Notes for the Employee Selection Screen:

Notes: (A) Read the important notes on page 1.

(B) Typically, you would click on the employee's name, which would take you to a screen that appears on the next page of these instructions. Below describes the rest of the buttons on the screen, which you do not need to review at this time.

① To review the employee's time sheet, click on their name.

② You can check the "Approve Or FYI" box to select the employees that you would like to approve all at once. The Payroll Office does **not** recommend this. The Payroll Office strongly recommends that you click on each employee's name to review each individual time sheet and use the approve button on that screen. See the next page for further instructions.

③ You can check the "Return for Correction" box to select the time sheets that you would like to return to the employee for correction. The Payroll Office does **not** recommend this. The Payroll Office strongly recommends that you click on each employee's name to review each individual time sheet and use the return for correction button on that screen. See the next page for further instructions.

④ The "Other Information" column will alert you to possible errors and will allow you to perform some other functions, such as correcting the time sheet yourself. ("Leave Balance" is only meaningful for your employees who accrue paid time off, such as vacation time.)

⑤ The "Change Selection" button will return to the previous screen for you to select a different department.

⑥ The "Select All, Approve or FYI" button will put a check mark in all of the boxes in the "Approve Or FYI" column. If you choose this method you will be unable to review the individual time sheet. Typically you will not select this option.

⑦ The "Reset" button will uncheck any box that you had checked, so you may start over.

⑧ The "Save" button will perform the action indicated by any box that you have checked. The Payroll Office does **not** recommend that you select multiple time sheets. It would be best if you review each individual time sheet and use the action buttons found on that screen. See the next page for further instructions.

Reviewing and Approving Your Employee's Time Sheet

After clicking on the employee's name, you will see their time sheet, as in the following example. You will be able to see the entire pay period (or partial period if the employee was only employed for part of the period). You may need to scroll to the right to see all of the days in the pay period.

Employee ID And Name:	01288523 Bud Abbott	**Department And Description:**	
Title:	CF0148-V1 Technician, Payroll Processing	**Transaction Status:**	

Previous Menu (1) | Approve (2) | Return for Correction (3) | Change Record (4) | Delete (5) | Add Comment (6)

Routing Queue | Account Distribution (8)

Time Sheet

Earnings (7)	Shift	Special Rate	Total Hours	Total Units	Sunday, Mar 17, 2019	Monday, Mar 18, 2019	Tuesday, Mar 19, 2019	Wednesday, Mar 20, 2019	Thursday, Mar 21, 2019	Friday, Mar 22, 2019	Saturday, Mar 23, 2019	Sunday, Mar 24, 2019	Monday, Mar 25, 2019	Tuesday, Mar 26, 2019	Wednesday, Mar 27, 2019
Regular Pay	1		23				8	7	8						
Vacation	1		8							8					
Sick	1		1					1							
Holiday Pay	1		16										8	8	
Emergency Closed Pay	1		8			8									
Essential (Regular Sched)	1			1		1									
Essential (Not Reg Sched)	1		2			2									
Essential (Christmas Closed)	1			3											
Christmas Closed Pay	1		24												
Total Hours:			82			10	8	8	8	8			8	8	
Total Units:				4		1									

Routing Queue (9)

Name	Action and Date
Bud Abbott	Originated Mar 28, 2019 11:01 am
Bud Abbott	Submitted Apr 02, 2019 09:11 am
Cynthia Ann Briel	Pending

Screen notes are continued on the next page…

Screen Notes for the Time Sheet Review Screen:

★ Note: Read the important notes on page 1.

① The "Previous Menu" button will return you to the previous screen, the list of your employees.

② The "Approve" button will give your official approval and will submit the time sheet to the Payroll Office for processing. When this button is pressed, the screen will refresh and display "**Time transaction successfully approved**" at the top of the screen.

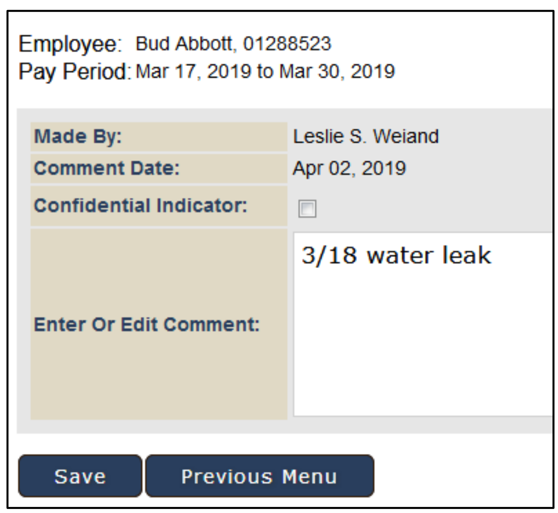
③ The "Return for Correction" button will allow you to send the time sheet back to the employee for them to make corrections. **NOTE: the employee is NOT notified that you are returning the time sheet. Please be sure to tell your employee that you have returned the sheet for corrections.

④ The "Change Record" button will allow the supervisor to make changes. As a supervisor, you are permitted to make corrections to your employee's time sheet on their behalf. The Payroll Office only recommends doing so when it is not possible to return the time sheet to the employee for them to make corrections. For example, you could add hours for the last couple of days of the pay period if the employee had a sudden illness and could not be in the office to complete their time sheet on time. You would want to complete the time sheet so that the employee could be paid on time. When you change the time sheet, the Payroll Office recommends that you also add a comment to explain the changes you made. (See the employee's user guide for screenshots and instructions to enter hours.)

⑤ The "Delete" button will allow you to delete the time sheet so that the employee can start over.

**NOTE: the employee is NOT notified that you have deleted the time sheet. Please be sure to tell your employee that he/she must recreate the time sheet.

⑥ The "Add Comment" button will allow you to add comments. You may add or edit comments at any time, until you approve the time sheet. Use the "Confidential Indicator" check box to hide the comment from the employee. Press "Save" button to save. When you are finished with this screen, press the "Previous Menu" button to return to the previous screen.



**NOTE: the Payroll Office will NOT review comments. If you have something important to tell the Payroll Office, please communicate that information through email or a phone call. The employee is also not notified. If appropriate, let your employee know that you made a comment.

Screen notes are continued on the next page…

⑦ The various types of earnings are listed on the left-hand side. The "Special Rate" column is not used. You will also see two total columns. For technical reasons, some type of earnings are defined as "units" instead of "hours." The definition does not affect one's pay.

Earnings Definitions

Regular Pay	= used for entering your regular time worked
Vacation	= used for scheduled time off
Sick	= used for recording sick time, doctor appointments etc.
Sick - Pandemic	= used for recording sick time related to a pandemic
Personal	= used for recording unscheduled time off
Holiday Pay	= used only for days designated by the university as HR-approved holidays
Funeral	= used for attending a funeral
Closed Pay	= used for any time that the campus is closed due to an emergency
Essential (Regular Sched)	= used by an essential employee who works their regular schedule while the university is closed
Essential (Not Reg Sched)	= used by an essential employee that is called into work on a day or evening off
Christmas Closed	= used by all eligible employees during Christmas week
Essential (Christmas Closed)	= used by an essential employee that is required to work on a Christmas Closed day

⑧ The "Routing Queue" and "Account Distribution" links will move the screen focus to that section of the page. For reference, the default account distribution will be printed at the bottom of the screen.

⑨ After you have approved and submitted the time sheet to the Payroll Office, you can monitor the status by viewing the Routing Queue status lines at the bottom of the screen.

Time Sheet Status Indicators

- Not Started
  - Your employee has not opened the time sheet to start it.
  - Your employee must take the first step to open the time sheet.
  - You have no options when the time sheet is in this status.

- In Progress
  - Your employee has opened the time sheet to start to enter hours but has not finished it and/or submitted it for your approval.
  - If no hours are recorded, your employee may have either not entered anything or not saved after they entered information.

- Pending
  - Your employee sent the time sheet to you for approval. They are done entering their hours.
  - As a supervisor, you should open each employee's time sheet to make sure the hours are entered correctly for each day.

- Approved
  - You have approved the time sheet.

- Completed
  - The payroll office has received the time sheet and begun or completed payment processing.

- Error
  Here is a list of some of the errors we have seen.
  - Your employee opened their time sheet and hit "Submit for Approval" without entering and saving any information. If they intend to report that they did not work any hours during the pay period, <u>they MUST enter and save zero (0) hours</u> one day before submitting for approval. (The system considers no hours entered to be an error.)
  - Your employee or a supervisor double-clicked on a button.
  - Hitting the web browsers back button can also create an error.
  - Errors usually go away when the employee or supervisor reopens the time sheet. If it does not please contact the Payroll Office.

Common Error Messages

ERROR MESSAGE *(revised 3/14/18)*	WHAT IT MEANS/HOW TO CORRECT
The Employee sees: "You have no records available at this time. Please contact payroll …"	The routing/approval queue has an error. The Payroll Office will need to investigate and set the NBAJOBS record to "via the web". Make sure you are clicking on correct type of record, time and correct payroll dates.
The Approver sees: "You have no records available at this time. Please contact payroll…"	Happens when ALL of the supervisor's employees are in the "Not Started" status. To fix have at least one person start their time sheet. Then the supervisor should be able to see all of them.
The Approver sees: "You have no records available at this time. Please contact payroll…"	If at least one employee has started the current time sheet. The Payroll Office will need to check NBAJQUE to make sure the correct person is set up as the supervisor.
The Employee sees: "Your records cannot be processed at this time. Please contact payroll…"	The Payroll Office will need to first check PHIDERR to see the specific errors. If the error states the supervisor's position is vacant, then a new supervisor would need to be identified. The Payroll Office would then established the supervisor in NBAJQUE.
"No hours entered"	The employee tried to submit time sheet without entering time. If the employee did not work, they will need to enter and save a zero (0) entry in at least one day, and submit for approval. That should erase error.
"Submit not allowed"	The employee has already submitted their time sheet for approval and have tried to submit again. This can occur if the employee double-clicks on the *Submit for Approval* button or if the employee attempts to use the web browser's back button to make changes after it has been submitted. The error can probably be safely ignored.
"Approval not allowed"	The supervisor accidentally double-clicked on the approve button or used the back arrow on the web browser to return to records already approved. The error can probably be safely ignored.
"Access denied. You do not have permission to access this service"	Your access may not be supported by your web browser or blocked by a firewall. This error may also occur when trying to use mobile device such as a phone. Try another computer or device.
"Time transaction already exists"	This error can occur when the employee already started a time sheet and clicks on the web browser's back button. Start from the beginning and try again.

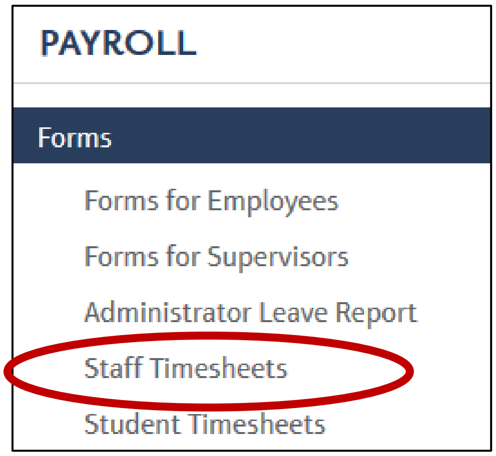
Frequently Asked Questions

Q. Will the Payroll Office send us reminders?

A. The Payroll Office will send out reminders to the employee on the last Friday of the pay period and to the supervisor on the Monday following the last day of the pay period. Note that the system does not generate the reminders automatically – they must be sent manually by payroll staff.

Q. What if my employee misses the submission deadline?

A. The employee will need to go to use the timesheet Excel spreadsheet found on the Payroll Office's website, under the "Forms" section. Follow instructions you will find in the time sheet file. Then print it, acquire signatures, and submit it to the Payroll Office immediately. (Hand-carry it to the Payroll Office.) If feasible, the Payroll Office will include the late time sheet in the current payroll. However, <u>the employee will more than likely be paid on the next payroll because they have missed the deadline.</u>



Q. What if I and my proxy both miss the submission deadline?

A. Contact the Payroll Office for assistance. You may or may not need to submit a paper time sheet based on the particular situation.

Q. What if my hours were submitted and approved on the wrong pay period?

A. The supervisor can view the time sheet and perform the following actions. (1) Press the "Return Time" button to place the time sheet back into the "pending" status, for your further action. (2) The press the "Return for Correction" button to send it back to the student for correction. Contact your student to let them know what you did. The student will then need to enter time into the time sheet for the correct pay period and resubmit it to you.

Q. What if my employee did not work during the pay period?

A. The Payroll Office would like all employees to submit a time sheet. If they worked NO hours they will need to open their time sheet, enter and save a zero (0) in at least one day, then "Submit for Approval". For clarification purposes, the employee or the supervisor will may also want to enter a comment, such as "No hours worked."