

## **Banner HR/Payroll FAQs - Approver/Proxy**

- **When do I need to approve employee time sheets and leave reporting?**

Payroll deadlines will continue to be published at <http://campus.udayton.edu/~finance/finance/payroll.php/> There are deadlines for employee time entry as well as for the Approver to approve for payroll.

- **What do I as an Approver do if my employee is out sick on the day the time sheet/leave report is due but hasn't started/completed his/her time sheet/leave report?**

If the employee is unable to start or complete his/her time sheet, please contact the Office of Human Resources. One of the Superusers there will start or open the employee's time sheet/leave report, and send it to you for completion and/or approval.

- **What if I have questions about leaves?**

If you need more information about the HR leave policy, please consult the Leaves of Absence policy in the appropriate employee handbook which can be accessed at <http://campus.udayton.edu/~hr/hrwebsite/Benefits/benefits.htm>.

- **What do I do if an employee accidentally submits an incomplete time sheet/leave report?**

As an Approver, you may complete the time sheet/leave report yourself, or if the deadline is not too close, you may send it back for correction.

- **What if an employee finds an error in his/her time sheet/leave report after I have approved it?**

If you have already approved the time sheet, it has been submitted to Payroll. The employee must notify Payroll. If you have already approved the leave report, the employee must contact HR.

- **How can I view previous time periods that I have approved?**

Historical time sheets and leave reports are available through the Approver channel for one year through self-service.

- **What do I do if I know that I will be out during the time that I would normally be approving web time entry/leave reporting?**

If you are unable to perform your duties as an Approver, please notify your Proxy to act on your behalf. Make sure that appropriate security access has been given to your Proxy through Human Resources.

- **Once I have designated a Proxy, can I limit their access/security to certain Approver's areas, e.g. only nonexempt approvals but not exempt.**

Yes, there are two different approval queues.

- **How will I let my Proxy know that I need him/her to approve time sheets/leave reports?**

You will need to communicate directly with your Proxy if you need him/her to approve the time sheets/leave reports for your queue.

- **How do I add or remove a Proxy?**

Please look at the instructions on adding/removing a Proxy on the training link at [http://community.udayton.edu/provost/it/training/porches\\_training\\_resources.php](http://community.udayton.edu/provost/it/training/porches_training_resources.php)

- **What if the exempt employee takes time he/she doesn't have? A nonexempt?**

Leave balances should be checked before granting a leave request. For exempt employees, it will result in a negative balance for any time less than a full day. However, exempt employees cannot, by law, be docked for any time less than a full day. Pay should be docked in full day increments for any leave that is taken but has not yet been earned. A form entitled "Unpaid personal leave form for exempt employees" can be found on the HR website under forms at:

<http://campus.udayton.edu/~hr/hrwebsite/Banner%20Info/Banner.htm>

For nonexempt employees, balances should be checked prior to approving a leave request because if a nonexempt employee does not have enough sick or vacation time and reports usage, it will result in a dock in pay.

- **Some of the leave reports list salary continuation, while others refer to sick leave. Why is that?**

Different words will appear for different exempt employees depending on their start date at UD and the type of leave benefit for which they are eligible. Note that if the employee has salary continuation and reports sick day usage, the system will show a negative balance which reflects time taken during the fiscal year. It does not impact the salary continuation balance which continues to be calculated manually on a case-by-case basis by Human Resources when there is a need for an extended leave.

- **Is it better to return a time sheet/leave report to an employee/student for correction or to correct it myself?**

Always return it for correction provided there is sufficient time to do so.

- **I noticed a button entitled Select All, Approve or FYI on the Department Summary screen? Can I use it to approve all time sheets and leave reports?**

It is not recommended. While this button does allow you as an Approver to approve all the time sheets and leave reports in that particular queue, you are responsible for making sure that each employee has recorded his/her time or leave appropriately, and that he/she is able to record a leave against current leave balances. You cannot assure the accuracy of the time sheets/leave reports without reviewing each of them individually.

- **What if the web time entry/leave reporting goes down?**

If Porches is not working, you will be able to access your time sheet/leave report through the internet via Banner self-service. More information on that will be forthcoming.

- **What if a nonexempt employee works additional hours, but takes time off instead of being paid?**

The time worked should not be entered on the time sheet if time is taken off (compensatory time) in lieu of pay. Compensatory time can only be taken in the **same pay period**. If time worked exceeds 40 hours in a work week, the time off must equal one and one half times the hours worked over 40. Compensatory time cannot be accrued from one pay period to the next.

- **How will students be entering time?**

It depends on where they work. In most University departments, students will use web time entry. In UDRI, they will be using DELTEK. The Arena will keep its current system, and some will use Department Time Entry. Students should check with their supervisors to determine the appropriate time entry method.