

Banner HR/Payroll FAQs - General

- **What is Banner Web Time Entry/Leave Reporting and why are we implementing it?**

Banner Web Time Entry and Leave Reporting, available in self-service, replaces the current electronic timekeeping system and paper time cards for nonexempt hourly employees and the quarterly Paid Time Off cards for both nonexempt and exempt employees. In addition, all part-time employees including active retirees will complete a time sheet through Porches, faculty excluded. Most student employees will also use this system to report time worked, however, they should check with their supervisors for additional instructions for submitting time card data.

- **How do I access Web Time Entry/Leave Reporting?**

You may access Web Time Entry/Leave reporting through the UD portal, Porches at <http://porches.udayton.edu>. Go to the HR Connections tab to access your time sheet/leave report.

- **How often will I submit a time sheet/leave report?**

Every pay period.

- **Where can I learn more?**

For a complete selection of training materials and videos, please go to the following website:

http://community.udayton.edu/provost/it/training/porches_training_resources.php

For other important resources, please go to the HR website at:

<http://www.udayton.edu/HR>

- **How can I customize the Time Reporting/Time Approval channels on self-service?**

The default setting on the number of rows displayed is three (3). Use the pencil icon located in the top right corner of each channel box to personalize the number of rows you want displayed. The **More** link which may appear at the bottom of your channels (if you have more than three rows of data) will show you the complete list of rows in the channel, or you can personalize the settings.

- **How do I exit Web Time Entry/Leave Reporting without submitting the time sheet/leave report?**

Click on the Save button.

- **Can employees do Web Time Entry, Leave Reporting or Approval using a Blackberry or similar device?**

Not currently, but this might be offered through Banner in the future.

- **Can I fill in my time sheet/leave report in advance, or does each day become available only on the actual day?**

You may fill in your time sheet in advance; this is especially encouraged if you are taking vacation. Your Approver will have the ability to edit or return the time sheet/leave report to you for correction. Each day of the pay period is displayed at the beginning of the pay period. Banner only shows 7 days on a screen and there is a button at the bottom of the page that takes you to the next week.

- **Should I share my Novell Login with an Approver, Proxy or other employee?**

No, anyone who has your Novell Login is able to access your personal/confidential information, e.g. banking information, pay stubs, W2 form

- **What if I have more than one position? More than one Approver?**

All employees have a primary position at UD, while some employees also have a secondary role. Employees must submit a separate time sheet for each position held at UD. If you have two positions with two different supervisors, you will have two time sheets (unless you are on another system, e.g. at UDRI or UD Arena), and each time sheet will be routed to the Approver identified for that position.

- **Will teaching assistants be inputting their time electronically through Porches or will they still use time cards?**

Graduate and undergraduate students will enter time through web time entry. There are some exceptions, for example, the Arena, UDRI, Dining Services & Facilities Management. Graduate assistants will continue to be paid a stipend and will not be utilizing this new system.

- **Definitions:**

Exempt employees are salaried staff members who are administrative, professional or library faculty.

Nonexempt employees are hourly staff members who are technical or administrative support, as well as the majority of student employees.

An **Approver** is your supervisor or other person designated to approve the hours you have worked during the pay period. A **Proxy** has been assigned for each Approver to approve time sheets in the Approver's absence.

A **Superuser** is an Approver who has the ability to start a time sheet for a nonexempt employee or a leave report for an exempt employee in his/her absence.

- **What if I have more questions or need clarification on something?**

For technical problems, contact the UDit Help Desk at 9-3888. For HR questions, email us at GoAskHR or call 9-2541. For Payroll questions, please call 9-2949.