

Banner HR/Payroll FAQs - Web Time Entry for Nonexempt Employees

- **Am I required to enter hours each day on my time sheet?**

No, but it is strongly recommended that employees record all hours on a daily basis. Starting a time sheet implies that you expect to be paid. When payroll starts to run, we will be able to identify those time sheets that were started but not completed, and question why they were not finished. .

- **Will I have to record holiday pay?**

Yes, you will have to record holiday hours in order to be paid for the day.

- **In what increments do I record vacation and sick leave usage?**

Vacation and sick leave will continue to be accrued and reported in 10ths of an hour for nonexempt employees.

- **Will some type of notification be sent to those who have not submitted their time sheets to remind them that it is due?**

Emails will be sent three days before, 24 hours before, and 3 hours before they are due.

- **When and how do I submit my time sheet to my Approver?**

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 the time sheets for payroll. Clicking "Submit for Approval" will send your time sheet to your Approver.

- **What if I click on Submit for Approval before I finished entering my hours? What if I make an error or need to make a change to the time sheet?**

Employees can make changes until the time sheet is submitted to the Approver. If you submit it prematurely or if you find an error, your Approver can make the change for you or send it back to you for correction. If the Approver has already approved the incorrect time sheet, Payroll must be contacted.

- **What if I forget to submit my time sheet?**

We recommend that all employees start a time sheet each pay period. Approvers are responsible for following up with employees, including students, if they know they are working and have not submitted their time sheets.

You will receive several email reminders to complete your time sheet. Human Resources may be contacted if your time sheet is not yet started/not completed and you

are unable to do so. If the deadlines have passed, you will need to contact Payroll and complete the paper time sheet available on HR's website under "Forms" at <http://campus.udayton.edu/~hr/hrwebsite/Banner%20Info/Banner.htm>. This form must be approved by the supervisor and the appropriate dean or vice president and submitted to Payroll. Payroll will manually enter the time and you will be paid during the next payroll cycle.

- **What if I am sick or on vacation and can't access the Web Time entry system?**

If you are not at work to complete your time sheet, it can be accessed and submitted through the internet via the UD Portal – Porches. If you are unable to begin or complete your time sheet prior to the submission deadline due to illness or injury, for example, your Approver should contact Human Resources. A Superuser in HR will send the time sheet to your Approver for completion and approval on your behalf.

- **What is an Approver? What if he/she is absent or on vacation and does not approve my time sheet?**

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.

- **What if my Approver misses the time sheet deadline? What if he/she makes an error?**

Because deadlines are critical, reminder emails will be sent to employees and Approvers. In the event a time sheet is not submitted by the Approver deadline, a paper time sheet must be completed and approved by the Approver and the dean or vice president of the division. The paper time sheet is available on HR's website under forms at <http://campus.udayton.edu/~hr/hrwebsite/Banner%20Info/Banner.htm>. Employees will be able to view the status of their time sheet, i.e. whether or not their Approvers have submitted their time sheets to Payroll.

- **What happens if I take time I don't have?**

Current vacation and sick leave balances are available for you to see any time through self-service, and balances should be checked prior to taking leave. If you do not have enough sick or vacation time and you report usage, it will result in a dock in pay.

- **What happens when I reach my maximum vacation accrual?**

Because you are reporting vacation usage and Banner is tracking the balances each pay period, once maximum is reached there will be no further accrual until time is used.

- **How are vacation and sick leave calculated if someone is at the maximum when the time period starts, but they take time during the time period?**

Usage is subtracted first, and then the accrual is added to the balance.

- **I understand that the amount of my paycheck will vary? Why is that?**

Currently the majority of nonexempt employees are paid a fixed amount each pay period. In Banner, nonexempt employees will be required to report all hours worked and vacation or leave taken in a pay period. They will be paid for the number of hours reported each pay period. For those paid on a semi-monthly basis, pay will fluctuate depending on the number of hours in the pay period. This may impact automatic payments established with a bank.

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

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

- **How do I record time worked beyond my normal work day?**

In Banner, you record the number of hours that you worked in any given day. Banner automatically calculates any straight time or overtime pay.

- **What if I work additional hours, but take time off instead of being paid?**

The time worked should not be entered on your time sheet if you take the time 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.

- **What is the process for snow days? Will we get paid for the hours the University is closed?**

An earn code has been established called, "Authorized Leave." In the event of a University closing, employees will be instructed to use that earn code for entering their time. A second earn code is called, "Essential Personnel." If an employee is required to report to work during a University closing, they will be instructed to report their time using this earn code. If your supervisor says you don't have to come in, it is not considered authorized leave. University officials establish when authorized leave is necessary and University policies establish holiday schedules.

The time card is a legal document, and time must be recorded correctly or it is considered fraud.