Employees:

Help! I cannot open my time sheet?

You must have system settings and an approver established to open your timesheet.   Please contact the Payroll Department at x1470.

When should I enter my time?

Open your timesheet on the first day of the pay period. Record your time as often as you would on the paper timesheet.

When are Web Time Entry time sheets due?

Submit your time sheet to your supervisor on or before the "Submit by Date" shown on the electronic time sheet.

I have more than one job. Can I report all of my time on one time sheet?

No. You will have an electronic time sheet for each position listed on the **Time Sheet Selection** page. On the **Time Sheet Selection** page in Self-Service, select the **My Choice** radio button next to the position you are reporting.

Can I make changes to my timesheet?

You may make corrections to your timesheet during the pay period before the time sheet is approved.
- Change your time sheet entries any time prior to submitting the time sheet for approval.
- If you submitted your time and it has yet to be approved, click "**Return Time**" to correct the time sheet and resubmit it for approval.
- Supervisors can return time for correction before the "*Submit by Date*".

Can I fill out my time sheet in advance? How long in advance?

Time sheets are open at the beginning of each pay period.   You can enter your entire work schedule at any time before the "*Submit By Date*".

What happens when I am unable to complete or submit my timesheet for approval?

Your supervisor may act on your behalf by completing a paper timesheet.

If you have opened your time sheet, your supervisor can print it.

However, it is your responsibility to submit your time sheet.

How do I report FMLA and Leaves with or without Pay?

Please use the **Comments** option to describe the time taken. Your comments should include the date of leave, leave description and number of hours taken and also the family relation in cases of sick or bereavement leave and FMLA. (Example: 4/23, Sick, daughter, 8 hours.)

What should I do with the Request for Leave form?

The Request for Leave form will continue to be used for internal department approvals and record keeping. Classified (ACE) employee documents should be retained in your department. Only administrative (APAS and exempt) employee forms should be sent to the HR Employee Processing Center.

What should I do if my supervisor changes?

For student employee changes:
Notify Payroll, x1470.

For all other employee changes:
Notify Human Resources, x1508, Option 1.

Web Time Entry FAQ

What should I do if I miss the deadline to submit my time sheet?

If the timesheet was opened before the "*Submit by Date*", please complete these steps:

- Print a copy of the electronic time sheet;
- Make any necessary corrections or additions,
- Both you and your supervisor should sign/date the timesheet;
- Submit to Payroll ASAP.

Note: Please make certain the employee's name and Banner ID are on the timesheet.

If the timesheet was not opened:

- Please have your supervisor send a request to payroll@ysu.edu.
    - Include in the request, the employee's name, Y-Number, Department, FOAPAL number, and pay period.
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Approvers & Proxies

How do I determine who to select as my proxy?

A proxy is someone who will act on your behalf to approve time. Your proxy should be at or above your level of authority and can certify that time reported is accurate.

What do I do when I do not see my proxy listed in the "Proxy Setup" list?

If your proxy is not in the list of names as persons who can serve as proxy, please download the Request for Banner Access form. Ask your proxy to complete the form and deliver it to Computer Services, Meshel Hall, 4th floor or fax it to (330) 941-1473.

When their paperwork has been processed, you may add them as proxy.

What do I do when an employee has not started or submitted their time sheet at the end of a pay period?

If it is before the employee "Submit by Date" and the employee is available, ask the employee to complete and submit their time sheet. Otherwise, see *"What should I do if I miss the*

deadline to submit my time sheet?" in the Employee FAQs.

When is the deadline for me to approve a time sheet?

The cutoff date is shown on the electronic time sheet as the "**Pay Period Time Entry Status**". If you miss the deadline; please contact Payroll at x1470 ASAP.

Should I make corrections to a time sheet when I find an error?

No. Please send the time sheet back to the employee by selecting "**Return for Correction**". Notify the employee of their returned time sheet because no notice is generated by the system. This must occur before the employee "*Submit By Date*".

What if I approve time and now it needs changing?

If the time sheet is in a "Completed" status, contact Payroll at x1470.

If it is *not* in "*Completed*" status and the employee "*Submit By Date*" has not passed, click **Return Time** found inside the approved time sheet. Then click the **Return for Correction** option to return the timesheet to the employee for changes. Notify employee of the required changes.

The employee must re-submit their corrected time sheet before the "*Submit By Date*".

What should I do if there is a change of supervisor for an employee?

Student employee changes:
　　Notify Payroll, x1470.

All other employee changes:
　　Notify Human Resources, x1508, Option 1.

Employees and supervisors must complete time sheet transactions by their respective deadlines.
Time sheets are closed after the *Submit By or Pay Period Time Entry Status* date elapses.