

Web Time Entry for FWS Students – FAQ’s

1. What is Web Time Entry?

Web Time Entry is the online time reporting and approval process for all Federal Work Study employees time sheets.

2. Why are we implementing Web Time Entry?

The implementation of Web Time Entry will result in increased accuracy, accountability, accessibility, efficiency, and cost savings.

3. Where do I access my time sheet for Web Time Entry?

You can access your time sheet on U-Online under “Employee Services.”

4. What do the new time sheets look like?

You can view the electronic time sheet on the “Instructions for FWS Students for WTE.” Please enter your time on the first line entitled, “Work Study Students” only.

5. Am I required to enter hours each day?

No. However, it is strongly recommended that students record all hours on a daily basis. By doing so, the time reporting procedure will not be overlooked or forgotten.

6. When is my time sheet due?

Time sheets for Federal Work Study students must be submitted for approval no later than midnight on the Sunday following a pay date.

7. What if I forget to fill out and/or submit my time sheet by the designated time and date?

Federal Work Study students who fail to submit time for approval on Banner Web by the designated time and date must fill out a generic paper time sheet and send it to the Approver for signature by the deadline. Paper time sheets are available on U-Online.

8. What if I have more than one position? More than one supervisor?

FWS students must submit a separate time sheet for each FWS position held at UNE. If you have two positions with two different supervisors, you will have two time sheets, and each time sheet will be routed to the Approver identified for that position. However, if you have one position with two supervisors, one supervisor will be designated as Primary Approver and the other supervisor as FYI. Records are routed to the FYI supervisor for information only. No approval is required by the FYI, since the Primary Approver or Proxy Approver will approve all time reported.

9. What if I need to make a change to the time sheet?

Students can make changes until the time sheet is submitted to the Approver. If you have already submitted your timesheet, your Approver can either make the change for you or send it back to you for correction. If the Approver has already approved the incorrect timesheet, Payroll must be contacted to make the correction.

10. What should students do if they are not able to submit their time sheet?

Contact their Supervisor to approve the time sheet for you or Payroll at payroll@une.edu for assistance.

11. How many past time sheets can I view as an employee?

It is possible to list ALL time sheets routed on Banner Web. Remember to choose the correct time sheet when inputting your time.

12. What is my password when submitting for approval?

The password you use to log into U-Online.

13. What if I submit my time sheet to my Approver on Friday and then end up working on a Saturday?

Communicate with your Approver. If the Approver has not yet approved your time sheet, the Approver can make the change for you OR send it back to you for correction. If it is past the pay period and too late for payroll to adjust, a paper time sheet can be submitted for the missed hours.

14. How will Approvers know when to approve time sheets?

Time sheets must be approved between Sunday after midnight and Tuesday noon time. Once your timesheet has been submitted for approval, it is automatically sent to your Approver.

15. What if my Approver is on vacation?

All Approvers are required to set up a Proxy Approver who is authorized to approve time in the absence of the Approver. Approvers must notify the Proxy Approver if/when they are to approve time.

16. What if the student has not worked an entire payroll period?

Either contact Payroll at payroll@une.edu to move the time sheet to the Approver, or complete a generic paper time sheet when you return.