Web Time Entry Job Aid
for Superusers

Superuser Actions by Time Sheet Status

Status	Superuser Action
Not Started	If not started, your Approver cannot review and approve. You must extract and submit the time sheet on the employee's behalf to ensure it is reviewed and approved on time for payroll.
In Progress	If not submitted in time for approval, your Approver cannot review and approve. You must submit the time sheet on the employee's behalf to ensure it is reviewed and approved on time for payroll.
Pending	Your Approver can approve anytime. Encourage them to approve all time sheet prior to 6:00 pm on Tuesday following the pay period. Remember, time sheets that are not approved on time require paper time sheet submittal and will not be processed until the next pay period.
Return For Correction	The Approver has returned the employee's time sheet for correction. The time sheet is returned to an In Progress status until re-submitted for approval. Encourage your Approver to follow-up with the employee to ensure the employee re-submits the time sheet prior to the approval deadline.
Approved	The Approver has reviewed the employee's time sheet for accuracy, found it to be accurate and have approved it. No Super user action is required.
Auto Approve	When employees like managers and executives submit their time sheets, the time sheet approves automatically. No Super user action is required.

Submit an In Progress Time Sheet

Step 1: At the time sheet Summary page, click on the name of the employee (located under Name, Position, Title and Dept column) whose time sheet status is *In Progress*.

Step 2: The employee's time sheet details appears. Make any adjustments to the time sheet. Superusers have the option of reviewing, entering and overriding time for the employee; however, these tasks are the responsibility of the Approver.

Step 3: Click the **Submit** button.

Step 4: The time sheet is updated and a message appears indicating the time sheet was submitted successfully. To return the Summary page, click the **Previous Menu** button.

Step 5: The Summary Page is displayed. The employee's time sheet now shows a *Pending* status. You may approve the time sheet and/or **Notify your Approver** who now can review and approve the time sheet.

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Extract a Not Started Time Sheet

Step 1: At the time sheet Summary page, click on the name of the employee (located under Name, Position, Title and Dept column) whose time sheet status is *Not Started*.

Step 2: A dialog box appears confirming your request to extract the time sheet. Click **OK**.

Step 3: The employee's time sheet details appears. Make any adjustments to the time sheet. Superusers have the option of reviewing, entering and overriding time for the employee; however, these tasks are the responsibility of the Approver.

Step 4: Click the **Submit** button.

Step 5: The time sheet is updated and a message appears that the time sheet was submitted successfully. To return the summary page, click the **Previous Menu** button.

Step 6: The Summary page is displayed. The employee's time sheet now shows a Pending status. You may approve the time sheet and/or **Notify your Approver** who now can review and approve the time sheet.

Manage WTE Approver Queues

Because the Web Time Entry system uses Banner to authenticate accounts, you must set up and maintain your Approver assignments using Banner. Use the steps below to Assign or change an Approver assignment for a Time Sheet Organization Code.

Step 1: Logon to Academica (academica.wayne.edu) and click the Banner link **OR** logon to Banner directly at www.banner.wayne.edu

Note: if you do not have Banner access, please contact your supervisor to request Banner access using the appropriate form located on C&IT website at http://computing.wayne.edu/forms/

Step 2: The Banner system main screen appears. Open the Banner Routing Queue Rules form by typing **NTRRQUE** in the **Go To** field box (or choose from the drop down list).

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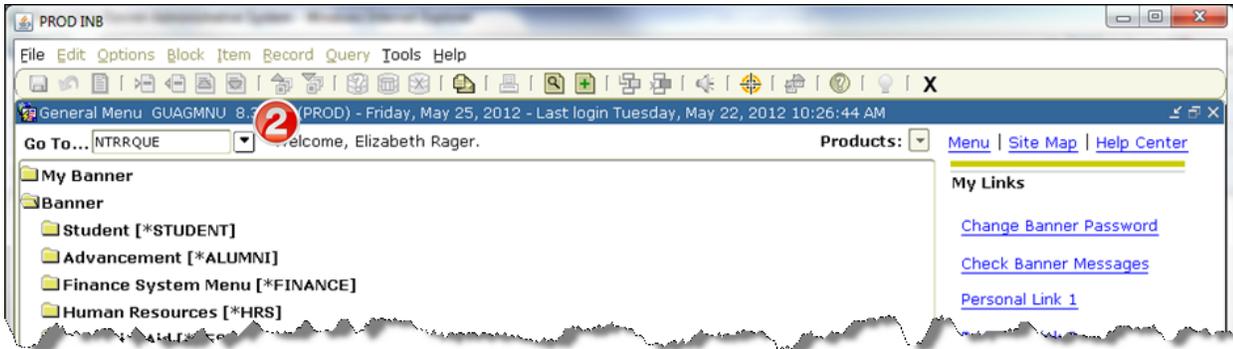
Step 3: Press [Enter]

Step 4: Enter the Time Sheet Org Code in the **Organization** field (or choose from the drop down list).
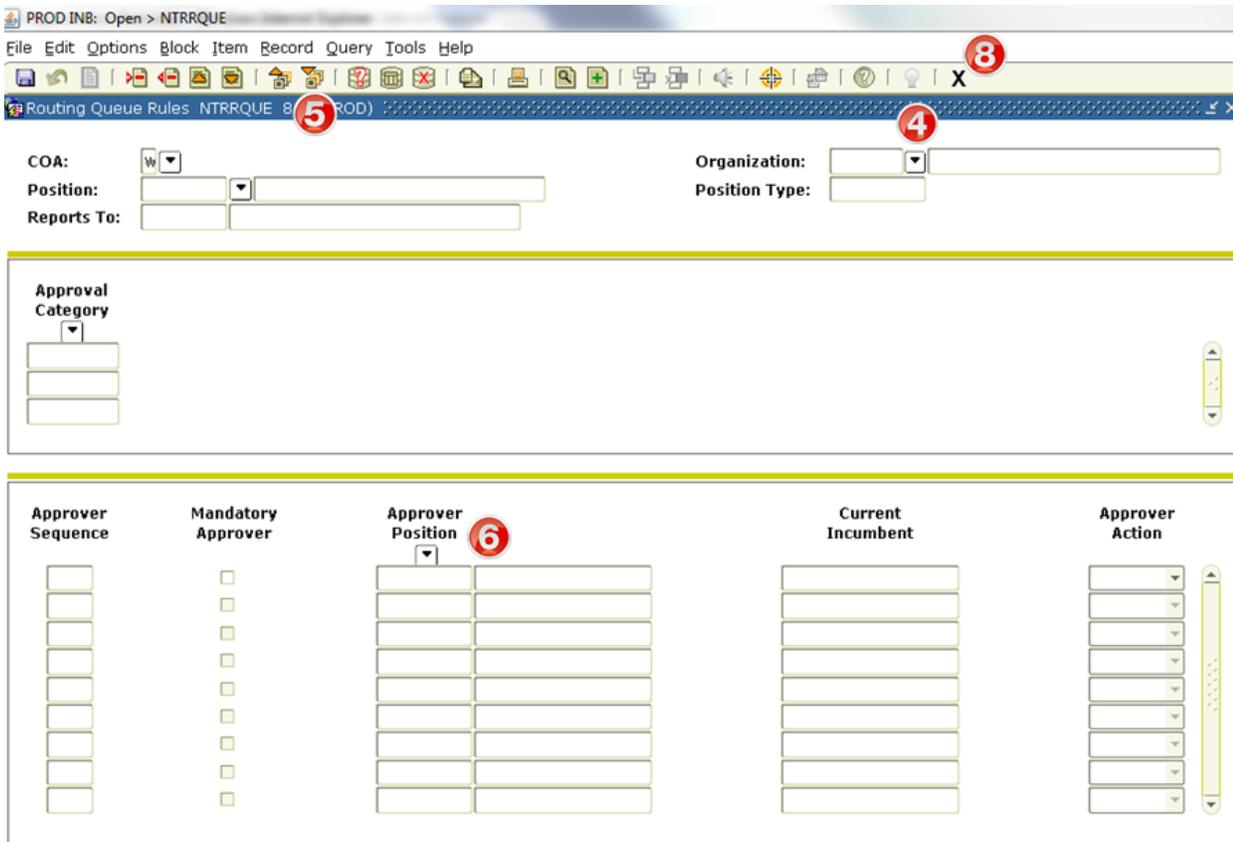
Step 5: Click **Next Block** button (or press the [Ctrl] + [Page Down] keys) two times.

Note: If there is an existing Approver assigned, their information auto populates

Step 6: Type the Approver's position number in the **Position Number** field box or replace the existing Approver's position number with the new Approver's Position Number in the Position Number field box to change Approver assignment.

Step 7: Save the form by pressing the F10 key

Step 8: The Approver assignment has been completed. Exit the form.