

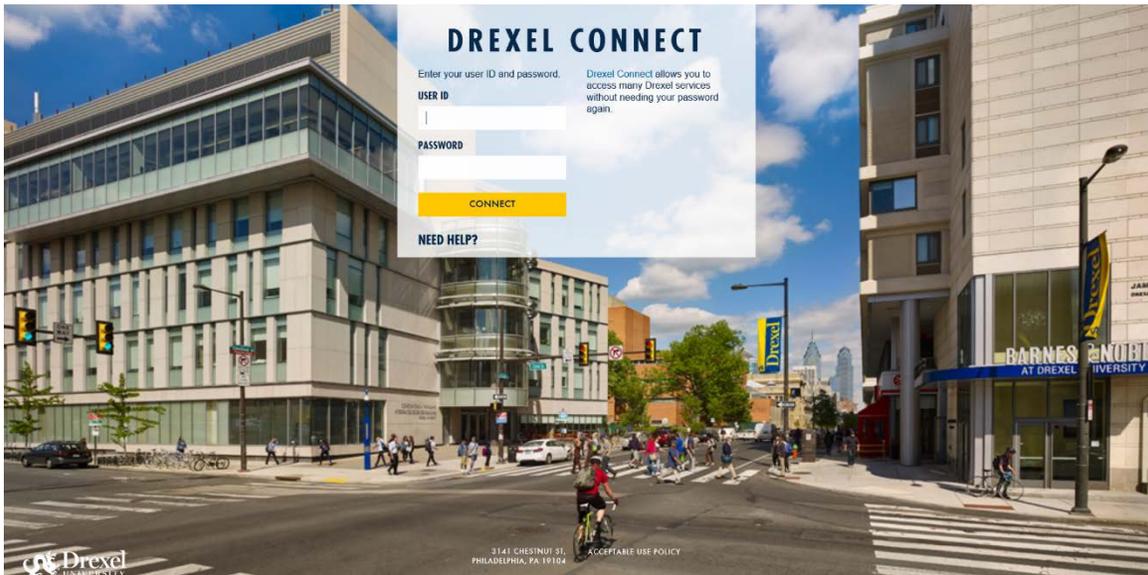
Web*Time Entry Approvals

Please Note: *These instructions are intended to provide the supervisors of non-exempt employees with basic information required to approve their employees' time sheets each pay period. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems approving your employees' time sheets, please contact the Payroll Department at payroll@drexel.edu.*

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One portal

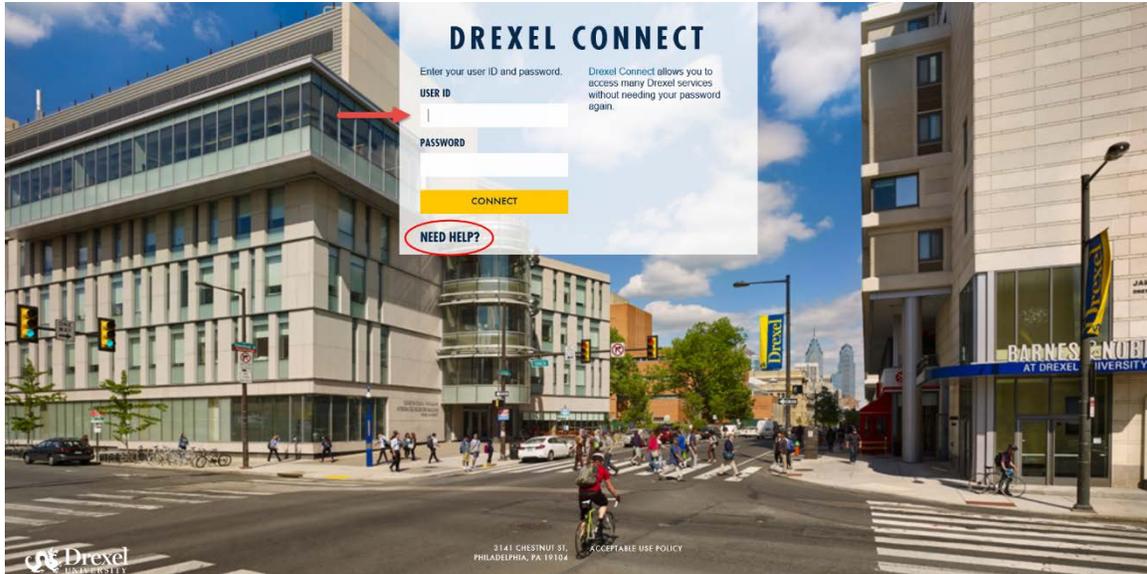
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



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Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

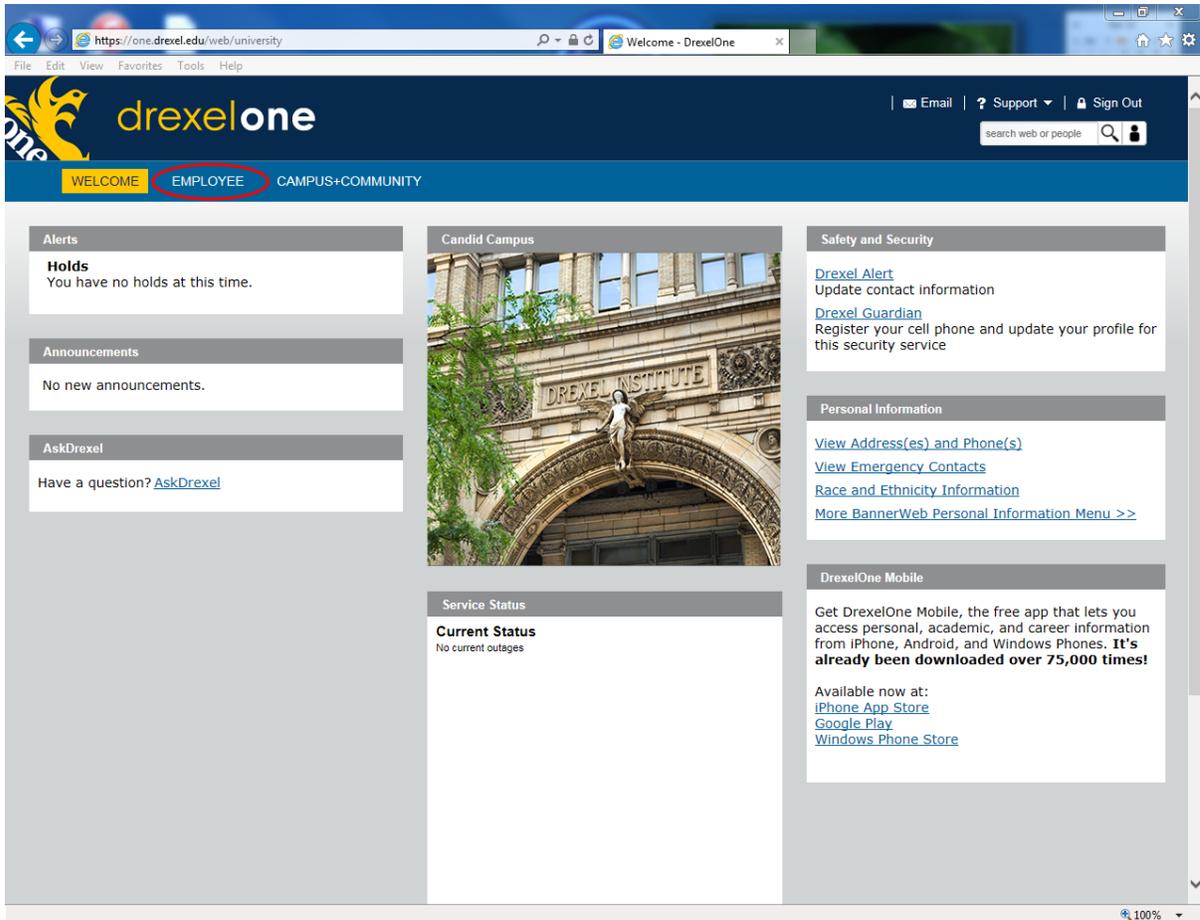


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Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.



Web*Time Entry Approvals

Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window displaying the DrexelAlert Emergency Contact Information Update page. The browser address bar shows the URL: https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P_DisplayEmployeeAddress. The page header includes the Drexel University BannerWeb Information System logo and navigation tabs for Personal Information and Employee Services. The main content area features the DrexelAlert logo and the title "DrexelAlert Emergency Contact Information Update". A yellow horizontal line separates the title from the instructions. The instructions state: "Please verify/enter your preferred mobile phone number below." Below this, there is a paragraph explaining the system's purpose and a paragraph detailing the notification process. A form section titled "Mobile Phone" contains a text input field with the number "215 555 0123" and a green checkmark icon. Below the input field is a checkbox labeled "I do not have a mobile phone." and a paragraph of acknowledgment text. At the bottom of the form is a "Submit" button, which is highlighted with a red arrow. The page footer includes the text "RELEASE: 000" and a zoom level of 100%.

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Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

Drexel University BannerWeb Information System

Personal Information Employee Services

FACULTY AND STAFF ADDRESS VERIFICATION

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to hris@drexel.edu your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

Employee Campus Mailing Address(es)	Employee Campus Mailing Phone(s)
Current: January 1, 2010 - ?	Primary: (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

Employee Home Address(es)	Employee Home Phone(s)
Current: January 1, 2010-?	Primary: (215) 555-0123
123 Main Street Hometown, USA 12345	✓

Employee Work Location Address(es)	Employee Work Location Phone(s)
Current: January 1, 2010 - ?	Primary: (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

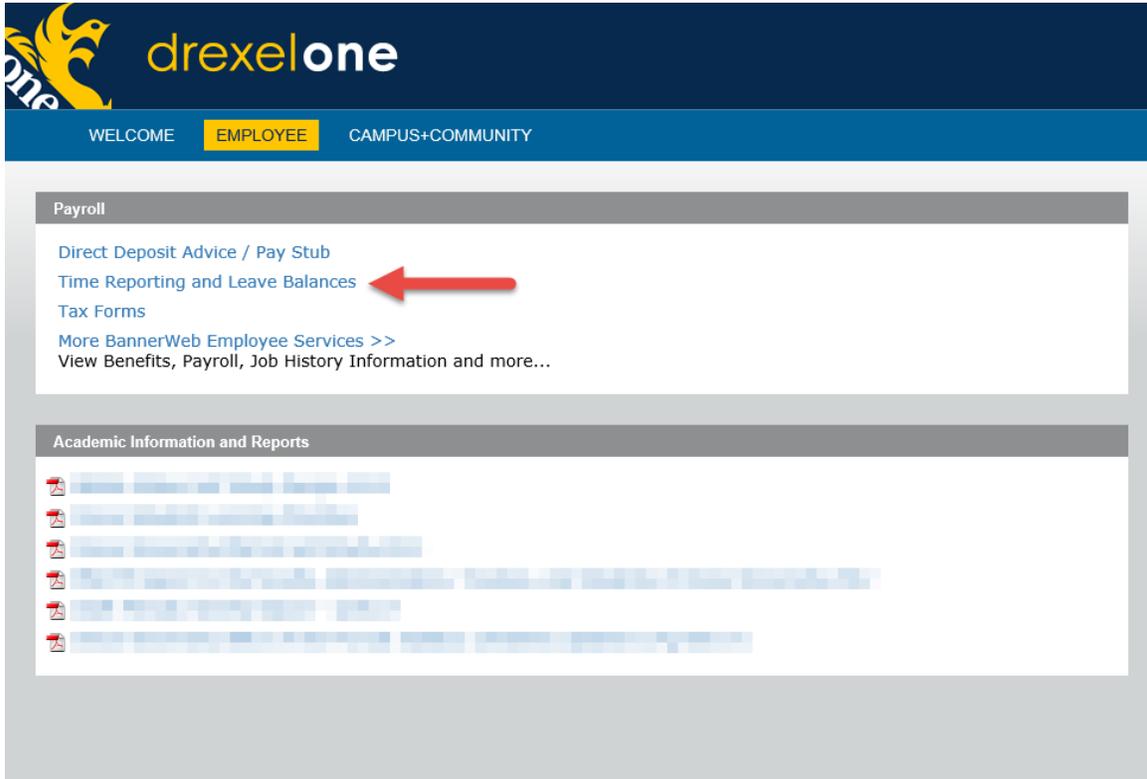
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Web*Time Entry Approvals

Step 4. Select from the Employees Main Menu

Click the “Time Reporting and Leave Balances” link.



Web*Time Entry Approvals

Step 5. Select “Time Sheet”

From the Time Reporting Menu, click the “Time Sheet” link.



Time Reporting Menu

-  [Time Sheet](#) 
For non-exempt hourly employees paid biweekly.
Create or approve time sheet to report hours for current pay period, or view past time sheets.
-  [Leave Reporting](#)
For exempt salaried employees paid monthly.
Create or approve leave to report hours for current pay period. View past leave time.
-  [View Leave Balances and Activity](#)

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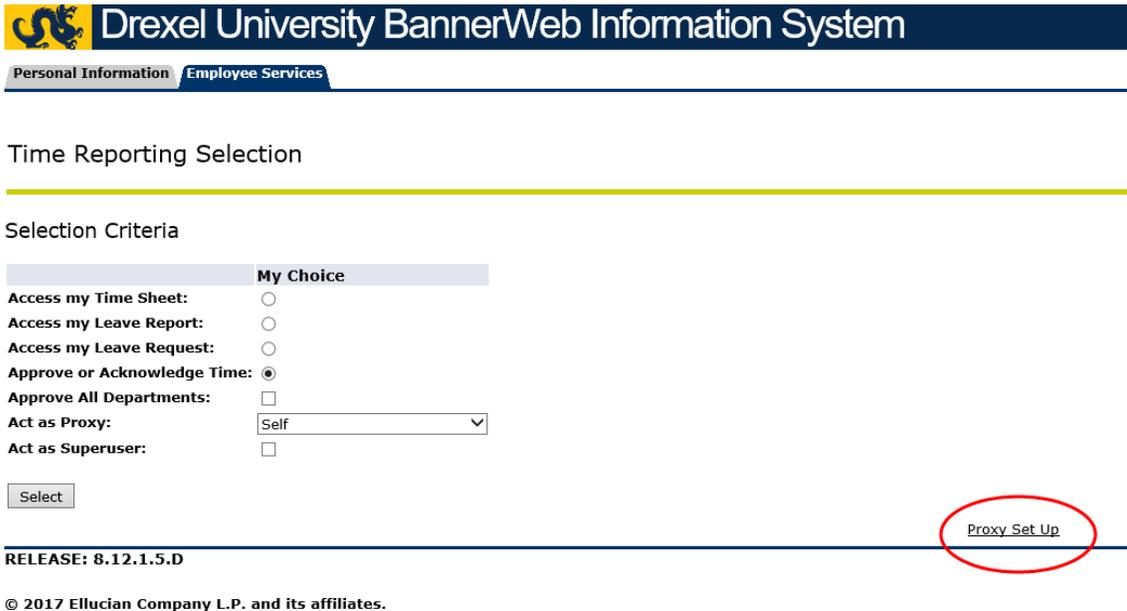
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Step 6. Set Up a Proxy

The first time you log in as an approver, you should set up proxy. A proxy is an individual that you designate to approve time sheets on your behalf in case of your absence. You may set up more than one proxy if you wish to provide additional coverage for your department. If you have already set up a proxy, or are logging in as someone else's proxy, skip to Step 8.

Click the "Set Up Proxy" link at the bottom center of the Time Reporting Selection menu.



Drexel University BannerWeb Information System

Personal Information | Employee Services

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

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Web*Time Entry Approvals

Step 7. Add (Remove) Proxy

Select the individual you would like to designate as your proxy from the drop-down list on the Proxy Set Up screen. Check the “Add” box next to the drop-down list and click “Save”.

A list of your proxies will be displayed above the drop-down list. If you should ever wish to remove a proxy, click the “Remove” box next to the proxy’s name and click “Save”.

Use the “Time Reporting Selection” link at the bottom center of the screen to return to the Time Reporting Selection Menu.

Drexel University BannerWeb Information System

Personal Information Employee Services

Proxy Set Up

Name	Add	Remove
Severus T Snape, STS48	<input type="checkbox"/>	<input type="checkbox"/>
Lord Voldemort, LV74	<input type="checkbox"/>	<input type="checkbox"/>
Albus P Dumbledore, APD52	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

Time Reporting Selection

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Step 8. Select “Approve or Acknowledge Time”

Use the radio button in the “My Choice” column to select the “Approve or Acknowledge Time” option.

If you are logging in as a proxy for someone else, select that person’s name from the drop-down menu in the “Act as Proxy” option. If you are not logging in as a proxy, this option should read “Self”.

Click the “Select” button.



Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

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Web*Time Entry Approvals

Step 9. Select Pay Period

If you are an approver for both Web*Time Entry and Exempt Leave Reporting, you will see options for both systems on the Approver Selection screen. To approve non-exempt time sheets, make sure you select the options under the “Time Sheet” section. The “My Choice” indicator will default to the “Time Sheet” option. If you are an approver for Web*Time Entry only, you will only see the Time Sheet section.

If you are responsible for multiple departments, select which one you would like to approve by clicking the radio button in the “My Choice” column next to the department name.

Select the pay period to approve from the list in the drop-down box next to the department name. Make sure to select the correct pay period, since the current period will be open before the previous period closes.

You may change the sort order, if you wish, by clicking the radio button next to your choice. Click the “Select” button.



Selection

Time Sheet

Department and Description	My Choice	Pay Period
D, 1234, Home Department	<input checked="" type="radio"/>	BD, Aug 16, 2008 to Aug 29, 2008 BD, Aug 16, 2008 to Aug 29, 2008 BD, Aug 30, 2008 to Sep 12, 2008 BD, Sep 13, 2008 to Sep 26, 2008

Leave Report

Department and Description	My Choice	Leave Period
D, 1234, Home Department	<input type="radio"/>	MD, Oct 01, 2007 to Oct 31, 2007

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

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Web*Time Entry Approvals

Step 10. Select Employee's Time Sheet

In the Summary screen, select the time sheet you wish to approve. Click on the name of the employee to view the time sheet detail.

Note: *Although there is an option to select all time sheets for approval, we recommend that approvers do not use it. View each time sheet individually to make sure that the correct types and amounts of hours are reported on the appropriate days.*

Approvers will only be able to approve a time sheet once it has been submitted by the employee. These time sheets will show a status of "Pending". Approvers should follow up with employees who have worked during the pay period and whose time sheets are "Not Started" or "In Progress" to make sure they are submitted and approved by the last working day of the pay period.

We recommend that all time sheets be submitted and approved on the last working day of the pay period. However, extra time has been allowed to accommodate unforeseen events. The submission cutoff is noted at the top of the Summary screen and the approval cutoff is two hours later.

Drexel University BannerWeb Information System

Personal Information Employee Services HELP EXT

Summary

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.
*****NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

COA: D, Drexel University
Department: 3221, Fantasy Island
Pay Period: May 12, 2007 to May 25, 2007
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until May 29, 2007, 09:00 A.M.

Change Selection Select All Approve or FYI Reset Save

Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
154032166	Bugs M Bunny M00085 - 09	Approve	86.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments	

Not Started		
ID	Name and Position	Other Information
650461363	Ann Raggedy M000B7 - 00	

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	1
Total Hours:	86.00
Total Units:	.00

Change Selection Select All Approve or FYI Reset Save

RELEASE: 8.14

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Web*Time Entry Approvals

Step 11. Review and Approve Time Sheet

Review your employee’s time sheet to make sure that all hours have been reported, in the correct amounts and on the correct days. Use the scroll bar at the bottom of the screen to view days that do not appear on the current screen.

If changes need to be made to the time sheet, you may use the “Change Record” option to make the changes yourself or the “Return for Correction” option to send the time sheet back to the employee. *Be careful* when using the “Return for Correction” option to make sure that sufficient time is available before the submission deadline for the employee to update and resubmit the time sheet.

Once you are satisfied that the time sheet is correct, click on the “Approve” button. The employee will receive an e-mail confirmation.

Use the “Previous Menu” button to return to the Summary screen. If you have more time sheets to review and approve, return to step 10 and select the next employee. Once all of your time sheets are approved, continue to step 12.



Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: 154032165 Bugs M Bunny Department and Description: D 3221 F
 Title: M00085-00 Carrot Farmer Transaction Status: Pending

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, May 12, 2007	Sunday, May 13, 2007	Monday, May 14, 2007	Tuesday, May 15, 2007	Wednesday, May 16, 2007	Thursday, May 17, 2007	Friday, May 18, 2007	Saturday, May 19, 2007	Sunday, May 20, 2007	Monday, May 21, 2007
Regular	1		76					9	9	9	9			
Overtime	1		2											
1.5 Pay														
Sick Leave	1		8									8		
Total Hours:			86					9	9	9	9	8		
Total Units:				0										

Comments

Date	Made by	Confidential	Comments
May 17, 2007 02:46 pm	Bugs M Bunny	No	OT on Friday to finish fertilizing

Web*Time Entry Approvals

Step 12. Confirm all Time Sheets are Approved

On the Summary screen, confirm that time sheets for all of your employees who have worked during the pay period have been processed. Once you approve a time sheet, the status will change to “Approved”.

You will see summary information in the Pay Events Transactions section which will confirm the number of time sheets approved and the number that still require action. Follow up with any employees who have a time sheet in a “Not Started”, “In Progress” or “Returned for Correction” status and make sure they are approved before the deadline.

***Note:** Employees’ hours cannot be paid until their time sheet is approved! Unapproved time sheets will not be included for payment on the regularly scheduled pay day. To avoid any delay in your employees receiving their wages, please make sure that all time sheets are submitted and approved by the deadline.*

When all of your employees’ time sheets are “Approved”, log out of Drexel One using the “Exit” link in the upper-right of the screen. Remember to disconnect and close out of your browser when you are finished.

The screenshot shows the Drexel University BannerWeb Information System interface. At the top, there is a navigation bar with "Personal Information" and "Employee Services" tabs. The "Employee Services" tab is active. In the top right corner, there are "HELP" and "EXIT" links, with "EXIT" circled in red. Below the navigation bar, the "Summary" section is displayed. A yellow banner contains a warning: "Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name. ***NOTE: Please do not use your browser's 'Back', 'Forward' or 'Refresh' buttons. Use the navigational buttons within the site." Below this, there is a summary of the current session: COA: D, Drexel University; Department: 3221, Fantasy Island; Pay Period: May 12, 2007 to May 25, 2007; Act as Proxy: Not Applicable; Pay Period Time Entry Status: Open until May 29, 2007, 09:00 A.M. A "Change Selection" button is located below the summary. The main content area is divided into two sections: "Approved" and "Not Started". The "Approved" section contains a table with columns: ID, Name and Position, Required Action, Total Hours, Total Units, Queue Status, Approve or FYI, and Return for Correction. One entry is shown for Bugs M Bunny with a Total Hours of 87.00 and Total Units of .00. The "Not Started" section contains a table with columns: ID, Name and Position, and Other Information. One entry is shown for Ann Raggedy with a Total Hours of 87.00 and Total Units of .00. Below these tables is the "Pay Event Transactions" section, which is circled in red. It contains a table with columns: Action required by all approvers, Time or Leave Transactions Approved or FYI, Time or Leave Transactions Awaiting Approval or FYI, Total, Total Hours, and Total Units. The values are: 0, 1, 0, 1, 87.00, and .00 respectively. A "Change Selection" button is located at the bottom of the page. At the very bottom, the text "RELEASE: 8.14" is displayed.