

UIC POLICIES AND PROCEDURES

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Web Time Entry and Approval (Banner Employee Self Service)		03/06/2011
		REVISED
		09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To define the policy regarding the use of Banner Employee Self Service (Web Time Entry and Approval) as a mechanism for submitting and approving hours for employees paid on a biweekly basis for the University of Illinois - Chicago.

SOURCES AND BACKGROUND

A FY09 Federal A-133 audit finding stated that the University does not have adequate documentation to substantiate payroll expenditures for certain non-academic and hourly employees. As a result of this finding, the Office of Grants and Contracts, University Payroll, and the UIC Office of Human Resources collectively agreed that a mechanism was needed to ensure that adequate documentation is available for approved hours worked and activities performed. While the findings were specific to employees paid on a bi-weekly basis via sponsored project awards, it was determined that many units may uniformly apply this procedure when approving all bi-weekly employee time records.

The existing OBFS Policy <http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=924032> should also be referenced.

APPLICABILITY

- UIC employees paid on a bi-weekly basis should submit their hours worked using the Web Time Entry (Banner Employee Self-Service Time Entry) application.
- All UIC supervisors and/or responsible officials approving timesheets for employees paid on a bi-weekly basis from sponsored funds must approve using Web Time Entry. It is strongly encouraged that timesheets for bi-weekly employees paid from non-sponsored funds are also approved using Web Time Entry.

POLICY

All bi-weekly paid employees are highly encouraged to use the Web Time Entry (Banner Employee Self-Service Time Entry) application to report hours worked.

If an employee is paid on sponsored funds (i.e, "soft funds" or "grant or contract dollars"), the individual approving the time must use the Web Time Entry application which denotes the hours worked and the account(s) charged. In addition, the employee time records must be approved by the person most knowledgeable of the employee's hours and work activities. These time records should be approved individually and never en masse.

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If the number of hours worked or the activity (CFOPAL) indicated require modification, make the necessary change(s) in the system before approving the time or process the required documentation (i.e. labor redistribution) to indicate the appropriate number of hours or change in funding source.

PROCEDURES

These policies and procedures ensure adherence to the required compliance elements for processing bi-weekly payroll for the applicable employees. Any other process or system is considered an exception. All exceptions to the policy must be approved by the Office of Grants and Contracts to assure there is a- clearly defined, auditable after- the-fact attestation of the hours worked and account charged by a person knowledgeable of how the employee's time is spent.

RESPONSIBILITY

ACTION

Department	If unit does not have a timesheet org already established, contact University Payroll to create appropriate timesheet orgs.
Department	Work with the Unit Security Contact (USC) to set up appropriate access to timesheet orgs for the applicable employees approving timesheets. Training for both users and approvers of Web Time Entry is available in the Web Time Entry section of the OBFS Payroll & Earnings Training Materials website.
Department	For units that are converting from Department Time Entry to Web Time Entry, submit HRFE transactions to change the time entry method for the unit's employees.
Employee	Use Web Time Entry (Banner Employee Self-Service Time Entry), whenever feasible, to report hours worked.
Supervisor or Individual in Authority to Approve Time	If the applicable employee is paid using sponsored funds, the time must be approved via Web Time Entry. If the employee is paid from non-sponsored funds, the use of Web Time Entry for approvals is still highly encouraged.
Designated Approver	Set up proxy users to enable appropriate approvers to approve time in Web Time Entry. A job aid for Proxy Setup is available in the OBFS Payroll & Earnings Training Materials website.
Grants and Contracts Office	Approve all department processes that do not have the applicable employee and supervisor approval in Web Time Entry (Banner Employee Self-Service Time Entry).

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Payroll

Establish timesheet org to enable units to approve time in Web Time Entry (Banner Employee Self-Service Time Entry).