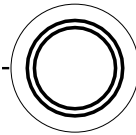# GPS Web Time Entry Training

APPROVERS

REED COLLEGE

Helpful Definitions

1

- **Exception Time:** Identifies the type of leave an exempt employee will receive, such as Vacation Pay, Sick Pay, etc. Exempt employees only submit a time sheet when they have exception time to report.

- **Earning Type:** Identifies the type of compensation a non-exempt employee will receive, such as regular pay, vacation pay, holiday pay, jury duty, etc.
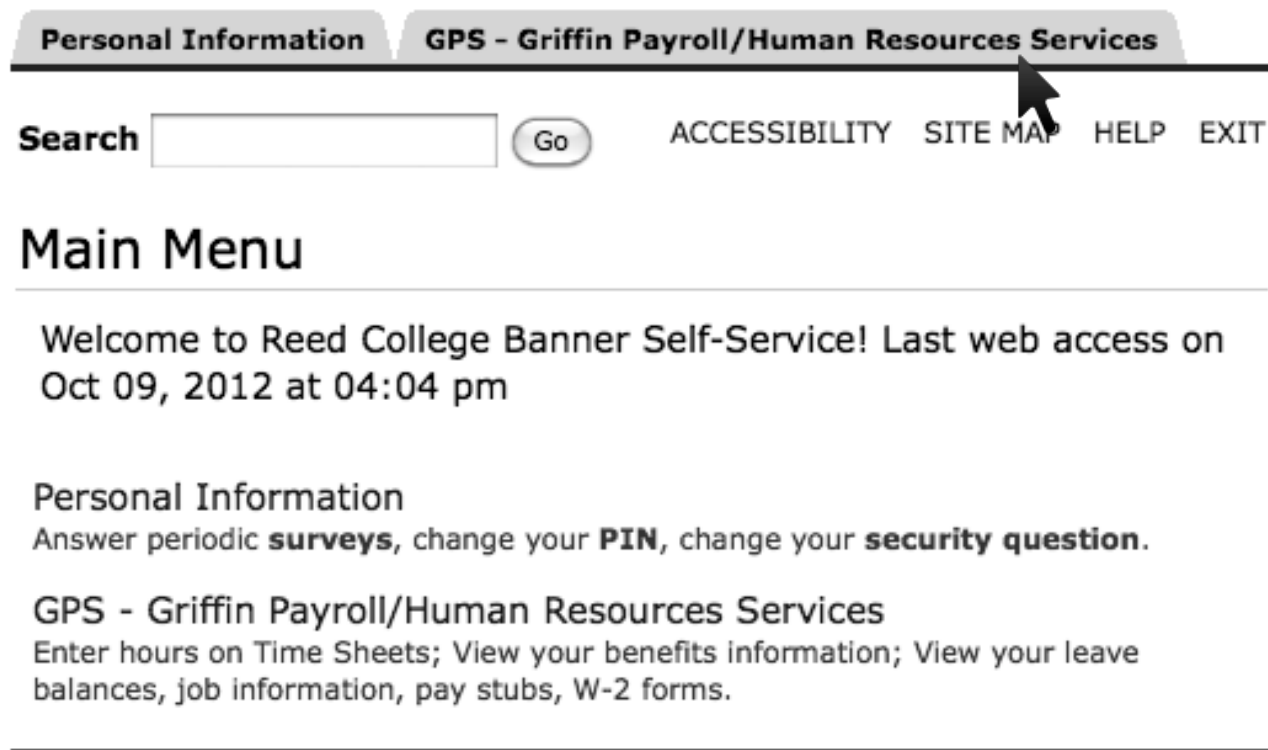
Welcome
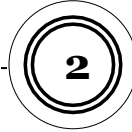
- Log onto your GPS Web Time Entry account at
  https://bannerweb.reed.edu

- User ID is your Reed ID. The leading letter is case-sensitive.

- Send an e-mail to hr@reed.edu if you need to reset your pin. Be sure to include your Reed ID number.

Navigating to GPS

- Click on 'GPS – Griffin Payroll/Human Resources Services'

GPS Menu

- Click on 'Time Sheet'.

GPS - Griffin Payroll/Human Resources Services

Time Sheet

Leave Balances

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous Benefit Summary.

Pay Information
Earnings and deductions history, pay stubs.

Tax Forms
W4 information, W2 Form.

Jobs Summary

Selecting Time Sheets to Approve

5

- Click 'Approve or Acknowledge Time'.
- DO NOT check the box for 'Approve All Departments'.
- If you have been designated a proxy for another approver, click the drop-down and choose the person you will act as proxy for, then click Select. Proxies approve time the same way regular approvers approve time. If there is nothing in the Proxy drop-down, you have not been set up as a proxy and will need to contact Payroll.
- Click 'Select'.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Approve or Acknowledge Time:	⊙
Approve All Departments:	☐
Act as Proxy:	Self
Act as Superuser:	☐

(Select)

RELEASE: 8.7

Approver Sort Selection

- Select the current pay period. If you approve semi-monthly (SM) and bi-weekly (BW) employees, you will need to approve each pay period separately.

- We recommend you view records by status, then by name.

- Click 'Select'.

Type of Records: Time Sheet

Pay Periods: BW, Sep 24, 2012 to Oct 07, 2012

Chart of Accounts: 1, REED COLLEGE

Sort Order

	My Choice
Sort employees' records by Status then by Name:	⊙
Sort employees' records by Name:	○

Select

Time Sheet Statuses

Status	Explanation	Action Needed by Approver
Not Started	Employee has not entered any hours.	Contact non-exempt employee to enter their hours worked. If exempt employees have no exception time to report, nothing needs to be done.
In Progress	Time Sheet was started but not submitted	Contact Employee if it's before their deadline to submit their timesheet for approval. If it's after the employee's time sheet submission deadline, approvers can access the time sheet to edit and approve time.
Pending	Time Sheet is Submitted & Awaiting Approval	Ready to be approved
Error	There is an unresolved error	Contact Payroll
Returned for Correction	Time Sheet was returned to Employee for correction	None – Awaiting Employee Correction
Approved	The time sheet has been submitted to Payroll	None
Complete (or OVERRIDDEN)	Time Sheet is for a previous payroll period and has been paid	None

Rounding Hours

- Employees must report time worked in 15-minute increments, making sure to round up or down accordingly.

- Rounding Example:
    - 7 Hours and 7 minutes = 7.00 Total Hours
    - 7 Hours and 8 minutes = 7.25 Total Hours

- Increment Example:
    - 7 Hours and 0 minutes = 7.00 Total Hours
    - 7 Hours and 15 minutes = 7.25 Total Hours
    - 7 Hours and 30 minutes = 7.50 Total Hours
    - 7 Hours and 45 minutes = 7.75 Total Hours

Reviewing Time Sheets

- Only time sheets that are 'Pending' can be approved.
- Click on the employee's name to review and approve their time.
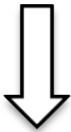
Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
V56699	Tuxedo Kitten SC0002 - 00 Custodian Dor	Approve	80.00	.00		☐	☐		Change Time Record Leave Balance

Approving Time

- If no corrections need to be made, click 'Approve'...

Employee ID and Name: V56699 Tuxedo Kitten

Title: SC0002-00 Custodian Dorms

(Previous Menu) (Approve) (Return for Correction) (Change Record) (Delete) (Add Comment)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , Oct 22, 2012	Tuesday , Oct 23, 2012	Wednesday, Oct 24, 2012	
Regular	1		80			8	8	8

- Click 'Next' or 'Previous Menu' if you have additional time sheets to approve.

Approving Time, cont.

- After approving time, you should receive a message[1] stating the number of time sheets that were approved.
- The Queue Status[2] for each employee's time sheet that was successfully approved should now read, 'Approved'.

[1] ⚠ **1 record(s) have been Approved/Acknowledged.**

COA:	1, REED COLLEGE
Department:	All
Pay Period:	Oct 22, 2012 to Nov 04, 2012
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Nov 05, 2012, 12:00 PM

(Change Selection)

[2]

Approved						
ID	**Name, Position, Title and Department**	**Required Action**	**Total Hours**	**Total Units**	**Queue Status**	**A**
V56699	Tuxedo Kitten SC0002 - 00 Custodian Dorms 83000, DORMITORY OPERATIONS		80.00	.00	Approved	

In Progress Time Sheets

If an employee has not submitted their time sheet, and it is beyond their deadline to do so, approvers will need to submit the time sheet for the employee. These time sheets will have a status of "In Progress".

- Click on the employee's name.
- Click the "Submit" button.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: V56795 Tabitha Kitten
Title: SP0003-00 WTE Demo Exempt Staff

(Previous Menu) (Submit) (Previous)

In Progress Time Sheets, cont.

- The employee's time sheet will now be in your queue.
- If the employee had not entered any hours, you will see a "No hours entered" message.
- Click "Change Record" to add hours to this time sheet.

⚠ **No hours entered.**

Employee ID and Name: V56795 Tabitha Kitten
Title: SP0003-00 WTE Demo Exempt Staff

(Previous Menu) (Approve) (Return for Correction) (Change Record) (Delete) (Add

Error or Warning Mes

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday , Oct 09, 2012	Wednesday, Oct 10, 2012	Thursday , Oct 11, 2012	Friday , Oct 12, 2012	Satu Oct 1 2012
Total Hours:			0						
Total Units:				0					

In Progress Time Sheets, cont.

- Click "Enter Hours", then enter the hours.
- Click "Save".
- Make sure to add a comment.
- Click "Approve" to send the time sheet to payroll for processing.

Department and Number:					CONTROLLER'S	
Time Sheet Period:					Oct 09, 2012 to	
Submit By Date:					Jan 31, 2013 by	

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 09, 2012	Wednesday Oct 10, 2012
Vacation Pay	1	0	0		Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours
Weather Day	1	0	0		Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours
Court Leave	1	0	0		Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours
Total Hours:			0		0	0
Total Units:				0	0	0

(Previous Menu) (Preview) (Comments) (Approve) (Next)

Returning Time

- If you approved a time sheet, then discovered that an error was made, AND it's before the deadline, you can return the time sheet to your queue by clicking on the employee's name, then clicking 'Return Time'.

Employee ID and Name:	V56699 Tuxedo Kitten	**Department and Description:**	1 83000 DORMITORY OPERATIONS
Title:	SC0002-00 Custodian Dorms	**Transaction Status:**	Approved

Previous Menu   Return Time

Routing Queue | Account Distribution

Changing Time Sheet Record

- You should receive a 'successfully returned' message. You can now click 'Change Record' to correct the time sheet.

- *See next section for protocol on correcting time sheets.*

⚠ **Time transaction successfully returned.** ⬅

Employee ID and Name:	V56699 Tuxedo Kitten	**Department and Description:**	1 83000 DORMITORY OPERATIONS
Title:	SC0002-00 Custodian Dorms	**Transaction Status:**	Pending

(Previous Menu) (Approve) (Return for Correction) (Change Record) (Delete) (Add Comment)

Prior to Making Corrections

(17)

- Before making any change(s) to an employee's time sheet, you MUST:

  - (1) Talk to the employee about the change(s)
  - (2) Document the change in the Time Sheet Comments
  - (3) Document the change in an e-mail to the employee

Making Corrections

- In the Time Sheet menu, click on the employee's name.

- Click 'Change Record' to open the employee's timesheet for editing.

Return for Correction	Cancel	Other Information
☐		Change Time Record Comments Leave Balance

Making Corrections, cont.

- Click on the corresponding link where the date and earning code meet.

- Type in the correct total hours for Semi-Monthly (SM) or correct time in/out for Bi-Weekly (BW) and hit 'Save'.

- Click 'Previous Menu' and make sure you enter a comment by clicking the 'Comments' button.

| Total Hours: | 80 |
| Total Units: | |

(Previous Menu) (Preview) (Comments) (Approve) (Next)

Entering Comments

- There is only one comment box per employee, per pay period. You can enter multiple comments for the same employee as in this example:

Made By:	Thomas Katt
Comment Date:	Oct 25, 2012
Confidential Indicator:	☐
Enter or Edit Comment:	We spoke today about the following corrections to your time sheet: 10/23: You did not work this day. 10/24: You forgot to change "AM" to "PM" so your hours were incorrect.

(Save) (Previous Menu)

- After entering the comment, click 'Save', then 'Previous Menu' to return to the time sheet.

- Note: The 'Confidential Indicator' box is not functional.

Changing Reported Earning Code

- Example: On Oct 24, the employee entered hours in Regular Pay but should have entered the hours in Vacation Pay. To correct:

  (1) Click the link for the hours that are incorrect

Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	T
	8	8	8

Changing Reported Earning Code, cont.

- (2) Delete the hours and click 'Save', then 'Previous Menu'.

BW, students, Clock in/Out

Custodians, SM, non-exempt or exempt
Reporting Total Hours Worked

Changing Reported Earning Code, cont.

(3) Click on the correct 'Enter Hours' link.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	T
Regular Pay	1	0	64		8	Enter Hours	Enter Hours	
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	

Changing Reported Earning Code, cont.

(4) Enter the correct hours and click 'Save'.

BW, Students, Clock in/Out

Custodians, SM, non-exempt or exempt
Reporting Total Hours Worked

Date: Wednesday, Oct 24, 2012
Earnings Code: Vacation Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM	04:00	PM	8
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					8

(Previous Menu) (Previous Day) (Next Day)
(Add New Line) (Save) (Copy) (Delete)

Name: Ginger Kitten
Title and Number: Administrativ
Department and Number: CONTROLLER
Time Sheet Period: Oct 24, 2012
Submit By Date: Nov 09, 2012
Earning: Vacation Pay
Date: Oct 24, 2012
Shift: 1
Hours: 8

(Save) (Copy) (Account Distribution)

Verifying Leave Balance

- It is very important that you verify the employee has enough leave before granting paid time off. Negative accruals are not allowed, and the employee's pay will be docked accordingly.

- To check the balance, click on 'Leave Balance'.

Cancel	Other Information
	Change Time Record Comments Leave Balance

Verifying Leave Balance, cont.

- Available Sick and Vacation Pay will display. All Sick and Vacation hours available as of 12/31/12 will be imported into GPS and will show under 'Available Beginning Balance'.

Leave Balances as of Oct 25, 2012

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Sick Pay	Hours	0	Jul 01, 2012	0	0	0	0
Vacation Pay	Hours	0	Jul 01, 2012	0	0	0	0

Timeline for Approving BW Time Sheets

- Approvers will have until 11:59 PM the day after the pay period ends to approve timesheets. Employees have to submit timesheets by noon that same day. Please refer to the Google BW Payroll Calendar. Example:

Pay ID Description	Pay Period Start Date	Pay Period End Date	Time Sheet Submission Deadline	Time Sheet Approval Deadline
Feb 2013 Bi-Weekly	01/28/13	02/10/13	02/11/13 12:00 PM	02/11/13 11:59 PM

- Be sure to approve your time sheets on your last working day of the pay period. Remember, you can approve time from anywhere if you have internet access.

Timeline for Approving SM Time Sheets

- Approvers will have two days to approve time sheets. Please refer to the Google SM Payroll Calendar. Example:

Pay ID Description	Pay Period Start Date	Pay Period End Date	Time Sheet Submission Deadline	Time Sheet Approval Deadline
Feb 2013 Semi-Monthly	02/07/13	02/21/13	02/22/13 11:59 PM	02/24/13 11:59 PM

- Be sure to approve your time sheets before the deadline if the pay period ends on a Saturday, Sunday, or any holiday.

Exiting GPS

- Now that you are done, click 'Exit' in the upper right-hand corner, and close your browser window.

Troubleshooting & FAQ

- ## Help! I cannot approve a time sheet.

  (1) Check the transaction status of the time sheet. Only time sheets that have a status of 'Pending' can be approved. Refer to 'Time Sheet Status' for transaction status definitions.

  (2) Verify you have selected the correct pay period. You will not be able to approve time sheets if the approval deadline has passed.

Additional Help & Resources

- http://www.reed.edu/gps
  - Contains training and other informational links/resources.

- Feedback, questions or concerns:
  - HR-Payroll-feedback@reed.edu