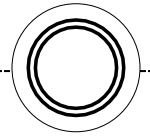
GPS Web Time Entry Training

EXEMPT EMPLOYEES

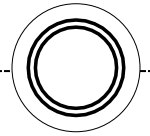
REED COLLEGE

Helpful Definitions



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

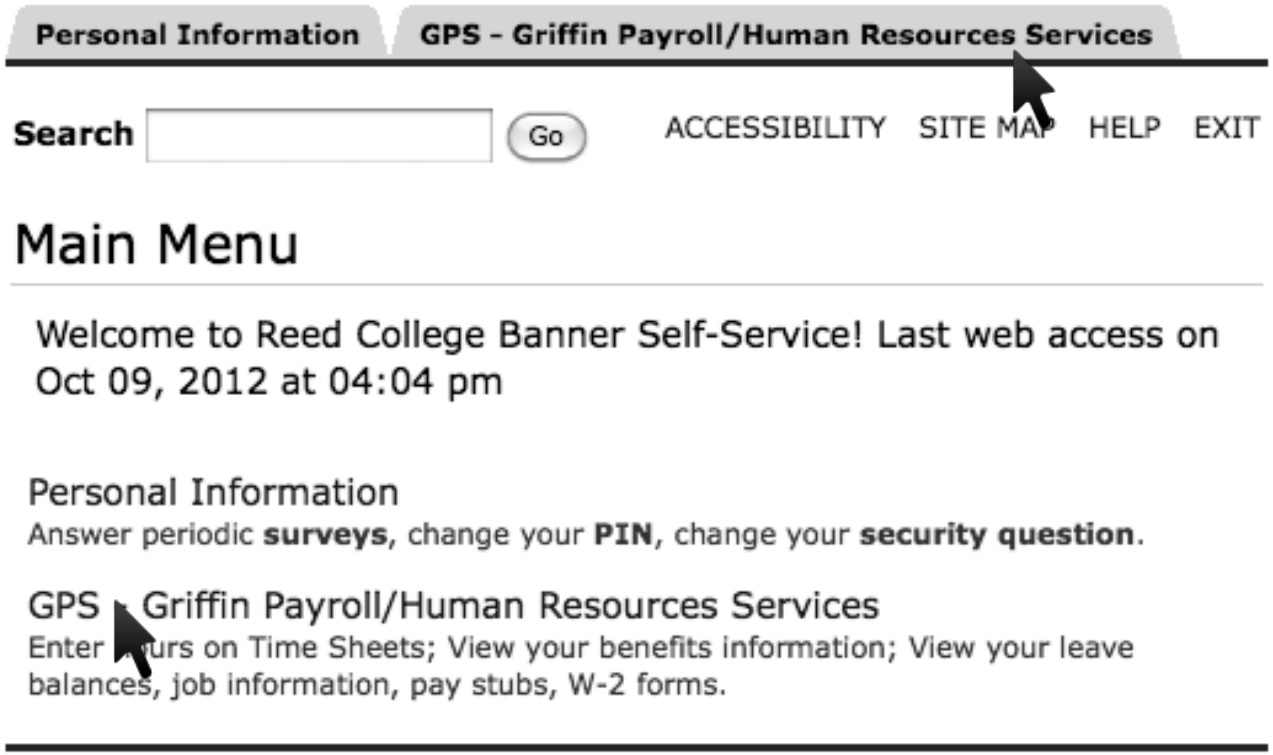
Welcome



- 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.

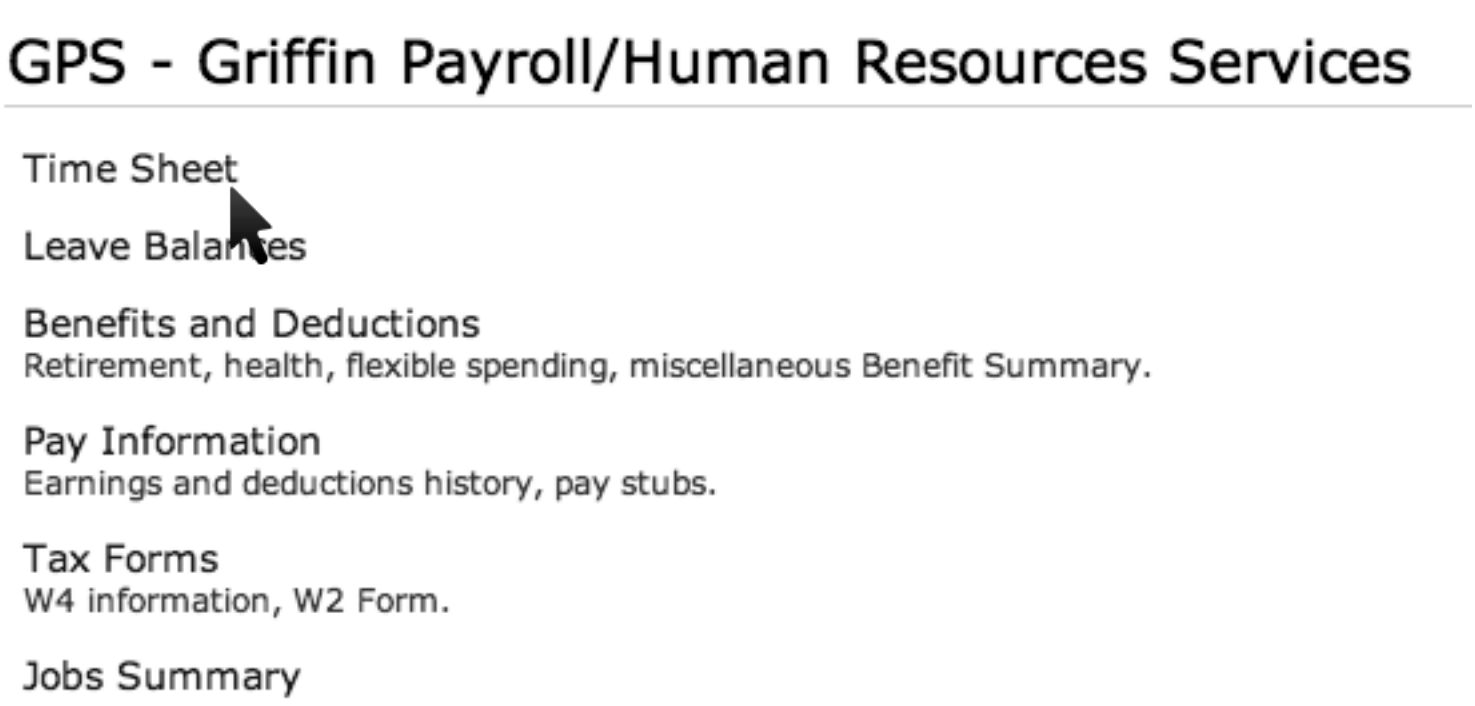
Navigating to GPS

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



GPS Menu

- Click on “Time Sheet”.



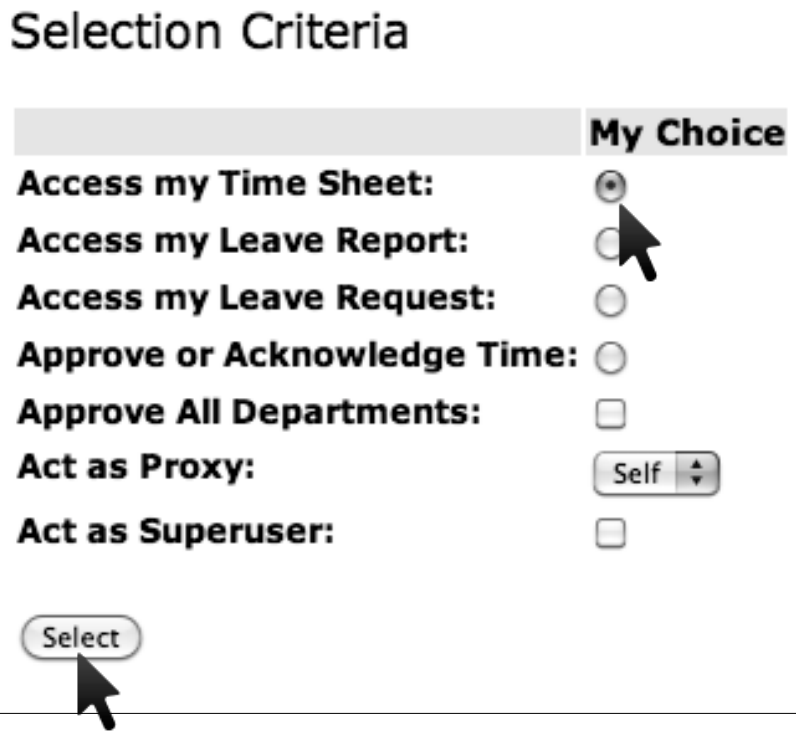
Time Sheet Statuses

Status	Explanation	Action Needed by Employee
Not Started	You have not entered any hours.	If you have no exception time to report, nothing needs to be done.
In Progress	Time Sheet was started but not submitted	You need to submit your time sheet for approval.
Pending	Time Sheet is Submitted & Awaiting Supervisor Approval	Nothing
Error	There is an unresolved error	Contact Payroll
Returned for Correction	Time Sheet was returned to you for correction	Correct time and resubmit for approval
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

Time Sheet Selection for Approvers

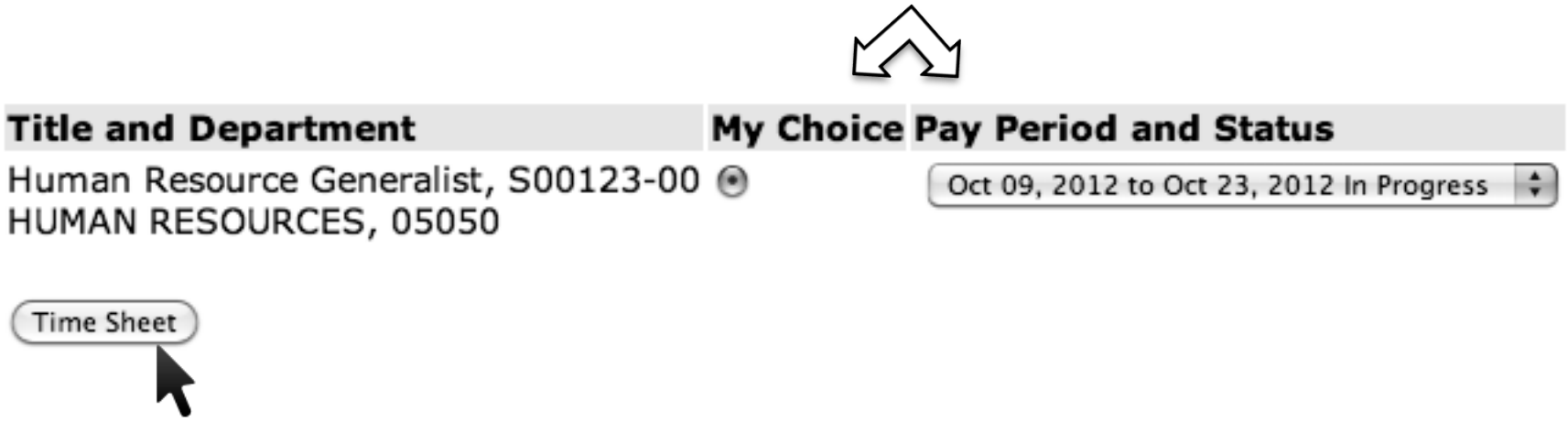
- If you are an approver, click the radio button next to "Access my Time Sheet". Click Select.

**Disregard if you are not an approver.



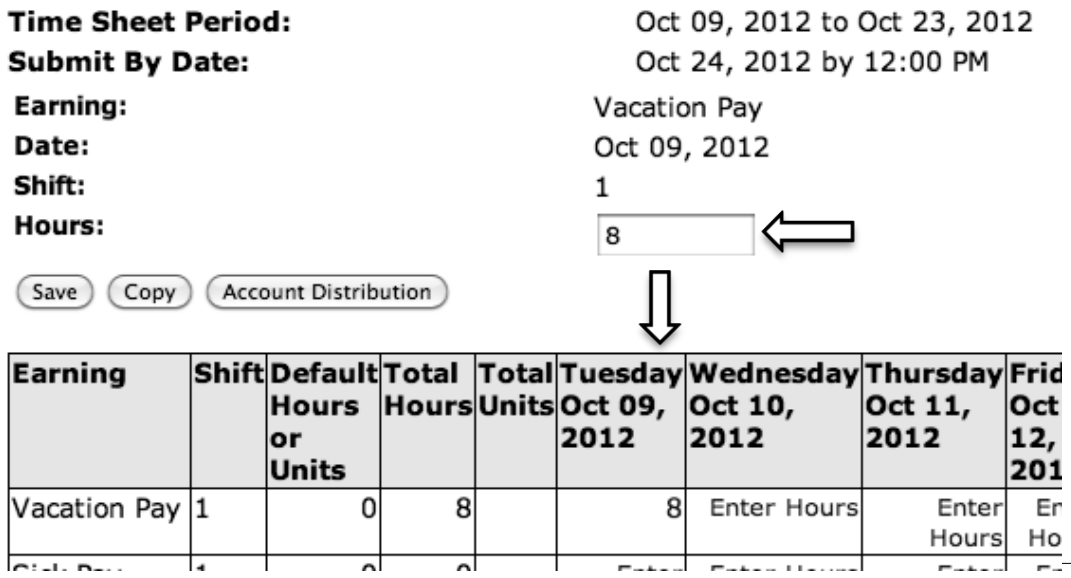
Time Sheet Selection for Non-Approvers

- Choose the radio button next to your position and pay period. (If you only have one position, you won't have an option to choose another position.)
- Click the Time Sheet button



Entering Exception Time

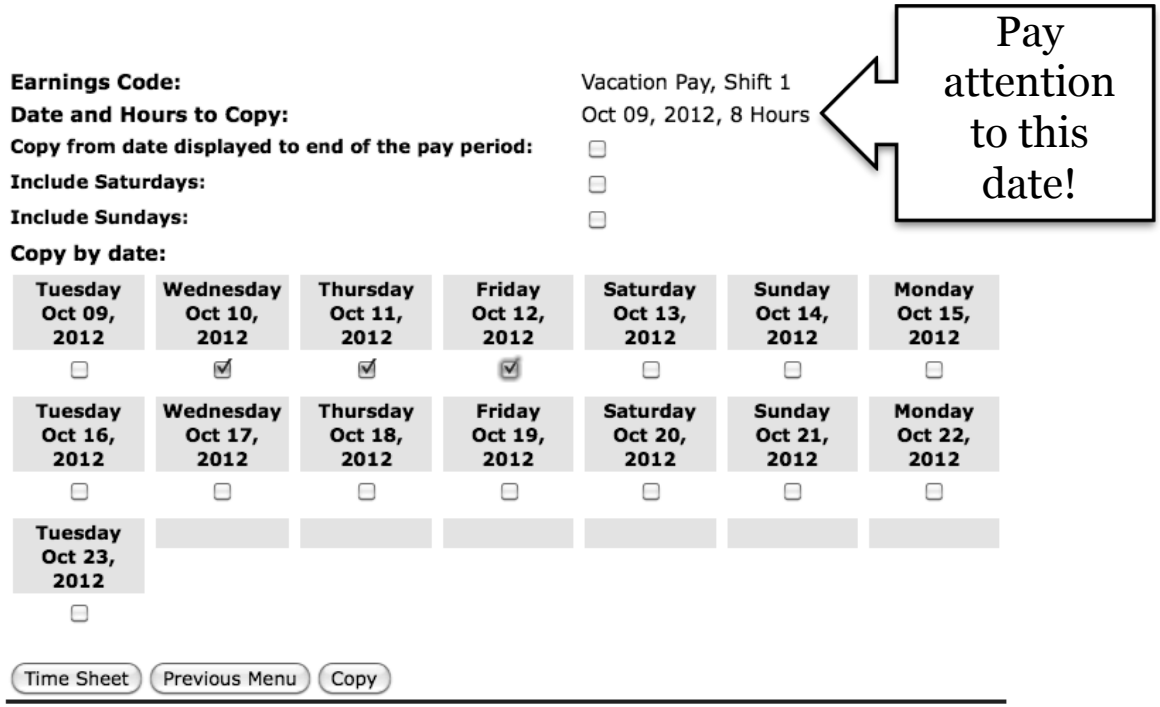
- Click the “Enter Hours” link that corresponds to the day and type of exception time you are reporting. (To go to the next week, click the “Next” button.)
- Enter the number of hours, and click “Save”.
- You will now see the number of hours you entered for that day.



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 09, 2012	Wednesday Oct 10, 2012	Thursday Oct 11, 2012	Frid Oct 12, 201
Vacation Pay	1	0	8		8	Enter Hours	Enter Hours	Er Ho

Copying Hours

- Hint: If you want to report the same number of hours and the same type of exception for more than one day, click the “copy” button.
- Check the box(es) next to the day(s) for which you wish to enter exception time, making sure NOT to check the box for the day you are copying FROM.



Copying Hours, cont.

- Click “Copy”, and you should see:

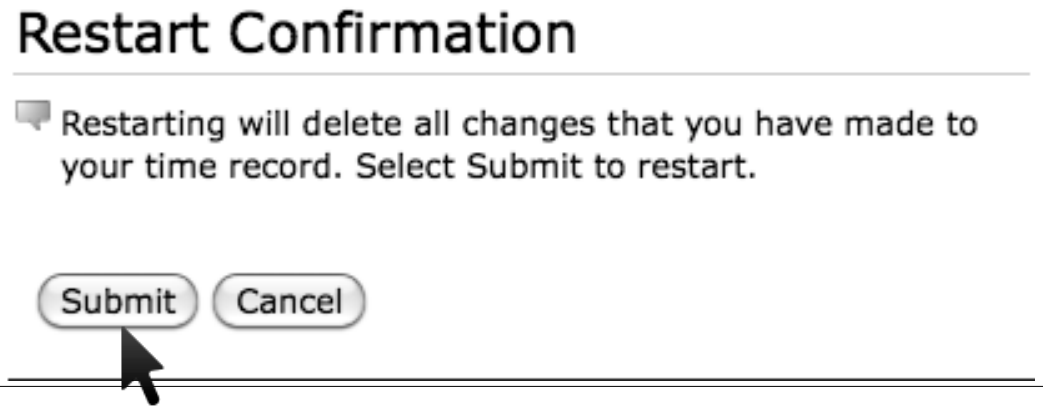
- Click on the Time Sheet button to review your entries and make any other changes.

Erasing Time Sheet / Do-Over

- If you want to completely erase your time sheet and start over, click the “Restart” button…

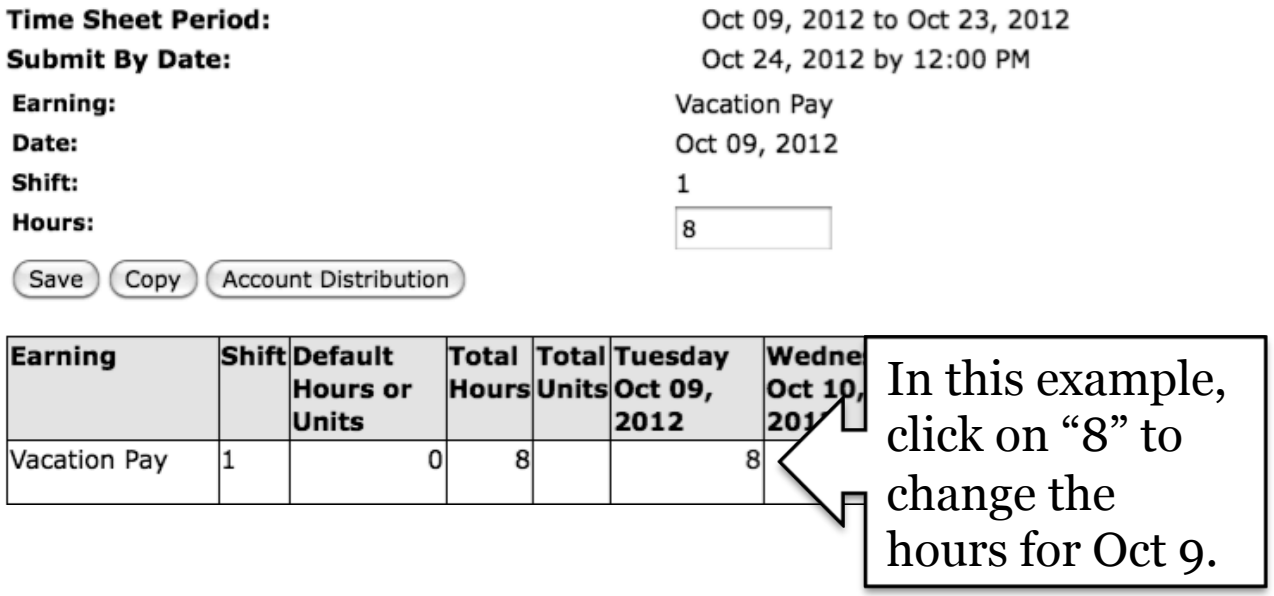
			Hours	Hours		Hours	Hours	Hc
Total Hours:	74.5		10	12	6	7.5	7.5	
Total Units:		0	0	0	0	0	0	

…Then confirm by clicking “Submit”.



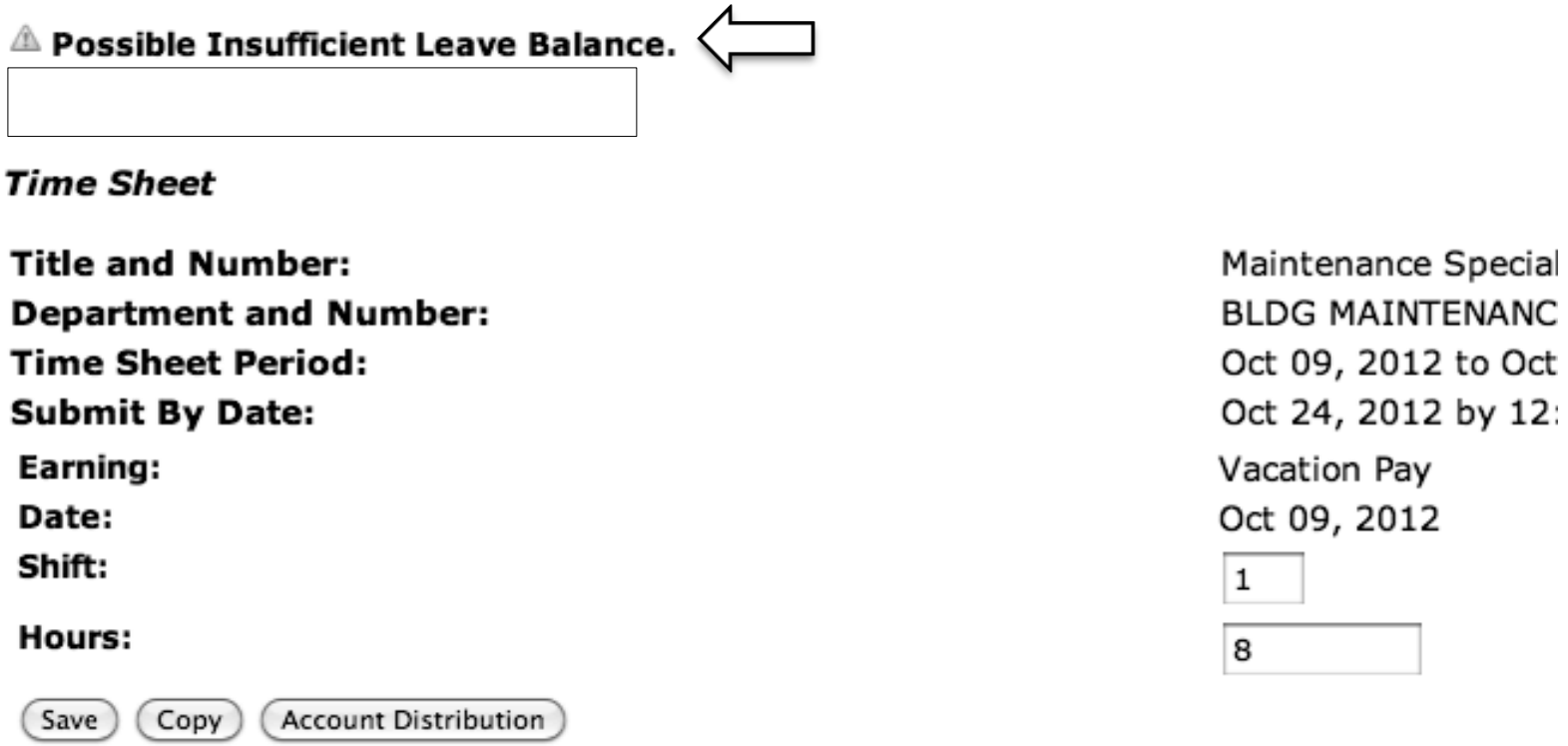
Correcting Mistakes

- To change the number of hours you reported, click the corresponding day/exception time that you entered, and change it. To delete the hours, clear the box and click save.

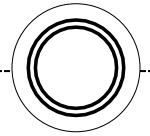


Reporting Time Off

- If you report time off that you have not accrued, you will receive the following message, and your pay will be docked accordingly. Negative vacation accrual balances are not allowed.



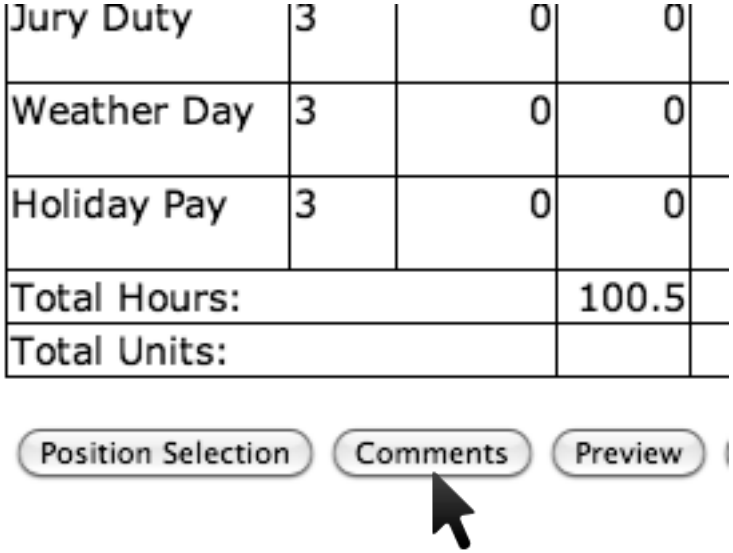
Reporting Time Off, cont.



- If you receive a “Possible Insufficient Leave Balance” message, it is important you speak with your supervisor before submitting your time sheet for approval.
- If you both believe there might be an error, contact Payroll.
- Vacation Pay accrues automatically on a pay period basis.

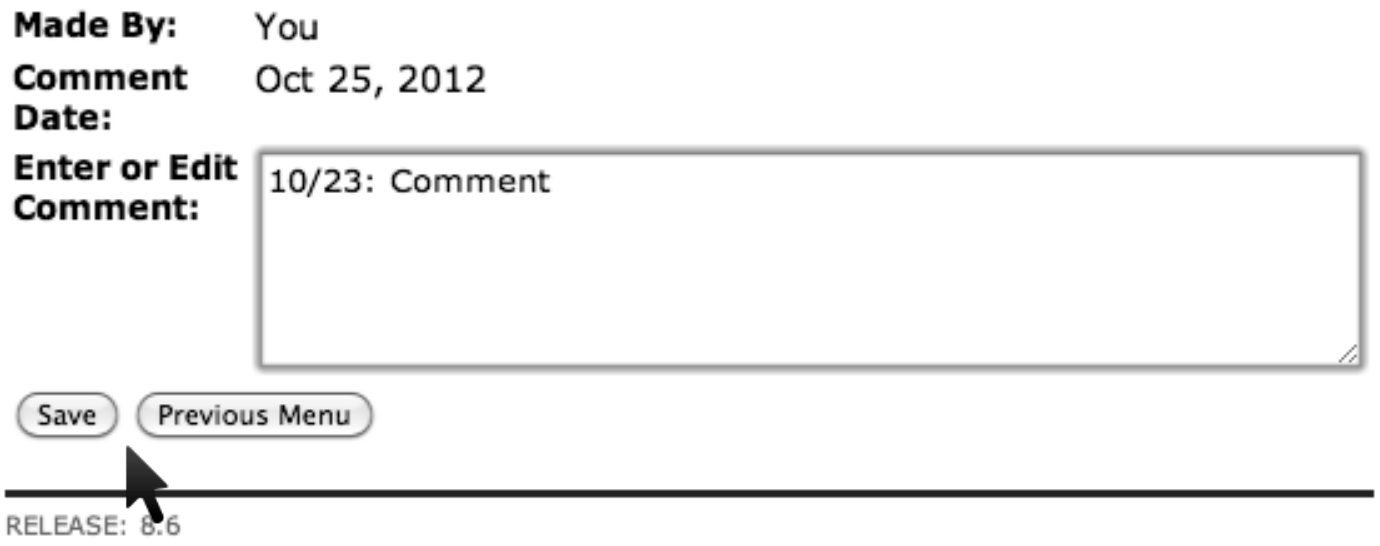
Adding a Comment

- There is one comment box for the entire pay period. To enter a comment, click on the “Comments” button at the bottom of the “Time and Leave Reporting” page.
- Add a comment when you need to explain something about your exception time to your supervisor or to Payroll.



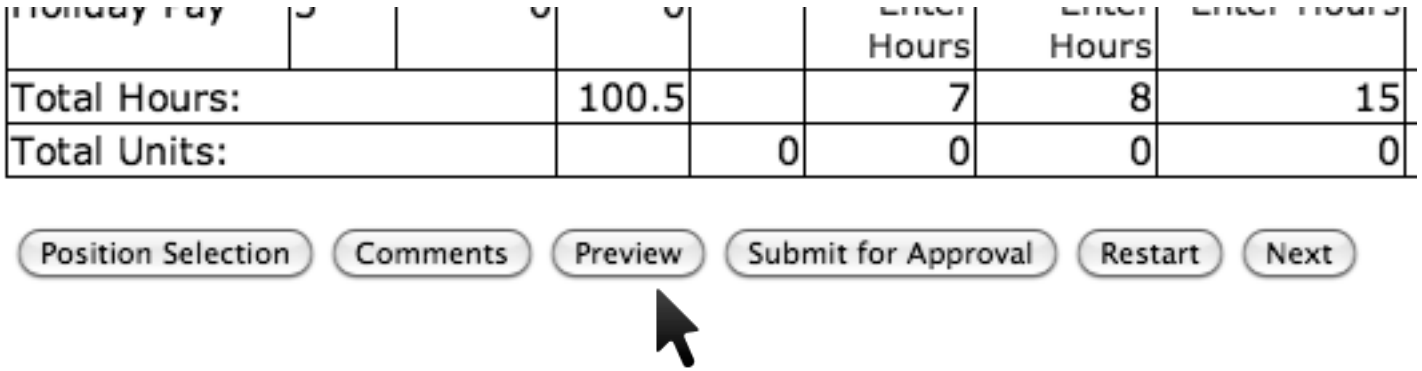
Adding a Comment, cont.

- Enter your comment and hit “Save”. This comment is viewable by you, your supervisor, and Payroll.
- Click “Previous Menu” to return to the timesheet.



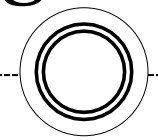
Previewing Your Time Sheet

- Before submitting your time sheet, click on the “Preview” button to ensure the hours are correct and that any comment you created was successfully saved.



- Click “Previous Menu” to return to the timesheet.

Submitting for Approval



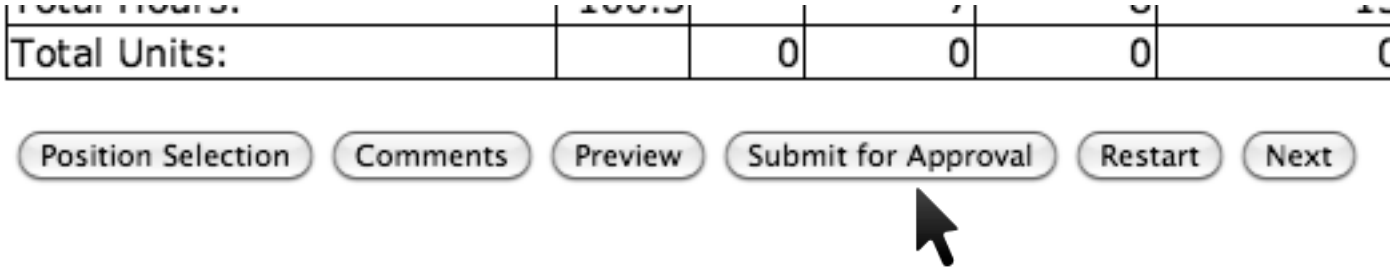
- As an Exempt-level employee, you only need to submit your time sheet for approval if you have exception time to report. Do not submit a blank time sheet for approval.

Submitting for Approval, cont.

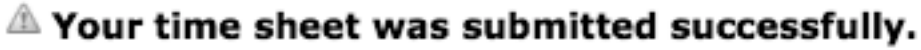
- Pay attention to the "Submit by Date" to ensure you are submitting on time!

Submitting for Approval, cont.

- Click the "Submit for Approval" button at the bottom of the time sheet.



- You should receive the message:



- If you encounter an error, please contact Payroll.

Timeline for Submitting Time Sheets

- You will need to submit your time sheet for approval by noon the day after the pay period ends. Example:

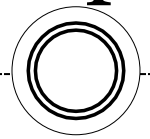
Pay ID Description	Pay Period Start Date	Pay Period End Date	Time Sheet Submission Deadline
Feb 2013 Semi-Monthly	02/07/13	02/21/13	02/22/13 11:59 PM

- Be sure to submit your time sheet before the deadline if the pay period ends on a Saturday, Sunday, or any holiday.
- Remember, you can enter your time from anywhere if you have internet access.

Exiting GPS

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

Additional Help & Resources



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

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