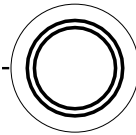# GPS Web Time Entry Training
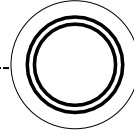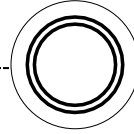
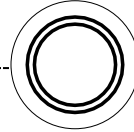## EXEMPT EMPLOYEES

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
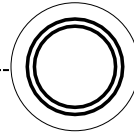
- Click on "Time Sheet".

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

Time Sheet Statuses

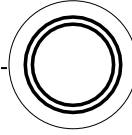| Status	Explanation	Action Needed by Employee
Not Started	You have not entered any hours.	If you have no exception time to report, nothing needs to be done.
In Progress	Time Sheet was started but not submitted	You need to submit your time sheet for approval.
Pending	Time Sheet is Submitted & Awaiting 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.

Selection Criteria

	My Choice
Access my Time Sheet:	⦿
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	○
Approve All Departments:	☐
Act as Proxy:	Self ▼
Act as Superuser:	☐

Select

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.)
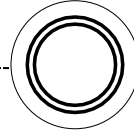- Click the Time Sheet button

Title and Department	My Choice	Pay Period and Status
Human Resource Generalist, S00123-00 HUMAN RESOURCES, 05050	⦿	Oct 09, 2012 to Oct 23, 2012 In Progress

Time Sheet

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.

Time Sheet Period: Oct 09, 2012 to Oct 23, 2012

Submit By Date: Oct 24, 2012 by 12:00 PM

Earning: Vacation Pay

Date: Oct 09, 2012

Shift: 1

Hours: 8

(Save) (Copy) (Account Distribution)

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	En Ho
Sick Pay	1	0	0		Enter	Enter Hours	Enter	E

Copying Hours
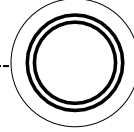
- Hint: If you want to report the same number of hours and the same type of exception for more than one day, click the "copy" button.

- 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.

Earnings Code: Vacation Pay, Shift 1

Date and Hours to Copy: Oct 09, 2012, 8 Hours

Pay attention to this date!

Copy from date displayed to end of the pay period: ☐

Include Saturdays: ☐

Include Sundays: ☐

Copy by date:

Tuesday Oct 09, 2012	Wednesday Oct 10, 2012	Thursday Oct 11, 2012	Friday Oct 12, 2012	Saturday Oct 13, 2012	Sunday Oct 14, 2012	Monday Oct 15, 2012
☐	☑	☑	☑	☐	☐	☐
Tuesday Oct 16, 2012	Wednesday Oct 17, 2012	Thursday Oct 18, 2012	Friday Oct 19, 2012	Saturday Oct 20, 2012	Sunday Oct 21, 2012	Monday Oct 22, 2012
☐	☐	☐	☐	☐	☐	☐
Tuesday Oct 23, 2012						
☐						

(Time Sheet) (Previous Menu) (Copy)
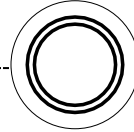
Copying Hours, cont.

- Click "Copy", and you should see:

  ⚠ **Your hours have been copied successfully.**

- 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	Ho
Total Hours:		74.5		10	12		6	7.5	7.5	
Total Units:			0	0	0		0	0	0	

(Position Selection) (Comments) (Preview) (Submit for Approval) (Restart) (Next)
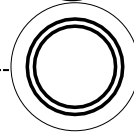
…Then confirm by clicking "Submit".

Restart Confirmation

Restarting will delete all changes that you have made to your time record. Select Submit to restart.

(Submit) (Cancel)
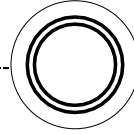
Correcting Mistakes

- 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.

Time Sheet Period: Oct 09, 2012 to Oct 23, 2012

Submit By Date: Oct 24, 2012 by 12:00 PM

Earning: Vacation Pay

Date: Oct 09, 2012

Shift: 1

Hours: 8

(Save) (Copy) (Account Distribution)

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 09, 2012	Wedne Oct 10, 201
Vacation Pay	1	0	8			8

In this example, click on "8" to change the hours for Oct 9.

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.

⚠ **Possible Insufficient Leave Balance.** ⇐

Time Sheet

Title and Number: Maintenance Special

Department and Number: BLDG MAINTENANC

Time Sheet Period: Oct 09, 2012 to Oct

Submit By Date: Oct 24, 2012 by 12:

Earning: Vacation Pay

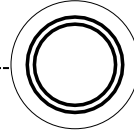**Date:** Oct 09, 2012

Shift: 1
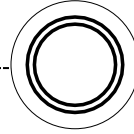
Hours: 8

(Save) (Copy) (Account Distribution)

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.

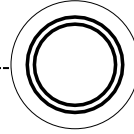| Jury Duty	3	0	0
Weather Day	3	0	0
Holiday Pay	3	0	0
Total Hours:		100.5	
Total Units:			

(Position Selection) (Comments) (Preview)

Adding a Comment, cont.

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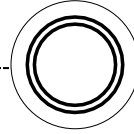- Click "Previous Menu" to return to the timesheet.

Made By: You

Comment Date: Oct 25, 2012

Enter or Edit Comment: 10/23: Comment

(Save) (Previous Menu)

RELEASE: 8.6

Previiewing 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.
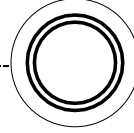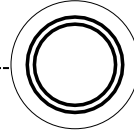

- Click "Previous Menu" to return to the timesheet.

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!

Time Sheet

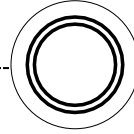|	
Title and Number:	Payroll Specialist -- SP0016-00
Department and Number:	CONTROLLER'S OFFICE -- 05040
Time Sheet Period:	Oct 09, 2012 to Oct 23, 2012
Submit By Date:	Oct 24, 2012 by 12:00 PM
Earning:	Regular Pay
Date:	Oct 09, 2012
Shift:	
Hours:	

(Save) (Copy) (Account Distribution)

Submitting for Approval, cont.

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

| Total Units: | | 0 | 0 | 0 | 0 |

(Position Selection) (Comments) (Preview) (Submit for Approval) (Restart) (Next)
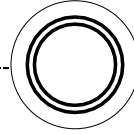
- You should receive the message:

⚠ **Your time sheet was submitted successfully.**

- If you encounter an error, please contact Payroll.
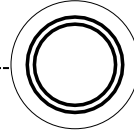
Timeline for Submitting Time Sheets

- 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.
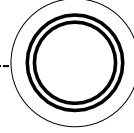
Exiting GPS

- 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