

# Web Time Entry for Students –Supervisor Approval

**Time Sheets must be approved by 10am Monday of pay week. Holidays could cause this deadline to be moved up.**

## 1) Employee Tab ->Select *More Employee Options...*

myUT - Mozilla Firefox  
utoledo.edu https://myut.utoledo.edu/render.userLayoutRootNode.u?PUP\_root=root  
myUT Employee  
Welcome Stephanie Tinsley  
You are currently logged in.  
E-mail Groups Logout Help  
Employee UT Community Library July 27, 2011

**My Toolkit**

- Personal Information**
  - Name Change Information
  - SSN Change Information
  - Update Addresses & Phones
  - Update Emergency Contacts
  - Update Marital Status
  - View E-mail Addresses
- Pay Details & Leave Balances**
  - View Pay Stubs
  - Earnings History
  - Direct Deposit Information
  - Leave Balances
  - Tax Forms
  - Payroll Schedule FY2011
  - Payroll Schedule FY2012
  - [More Employee Options...](#)
- ID's**
  - Request New/Replacement Rocket Card
- Benefits Information**
  - Benefit Summary
  - Domestic Partners
  - Educational Fee Waivers
  - Employee Assistance Program
  - Healthcare Benefits

**Email and UTAD Account**

- Outlook Web Access**
  - Access your Toledo Exchange email through this link.  
[My UT Account](#)
  - Maintain your UTAD account information through this link.  
[Access your junk mail](#)
- NOTE** - If you get an access denied message, you may have an expired password. Please reset your password at [myutaccount@utoledo.edu](mailto:myutaccount@utoledo.edu) and try again with the new password.

**Personal Announcements**  
There are no announcements

**My Banner**

- Banner INB Production Login (PROD)**  
Use this link to access Banner Production.
- Banner ODS Self Service Reporting**  
Use this link to access Self-Service Reporting (SSR). SSR provides simple, ad hoc access to information within the Banner ODS.
- Self Service Reporting SSO test**  
This is for single sign on to ODS self service. If it does not work, use the link above.

**Systems Access Forms**

- [Banner DEVL Instance Access Request](#)
- [Banner/Lawson Finance Access Request](#)

## 2) Select Time Sheet

Employee - Mozilla Firefox  
utoledo.edu https://selfservice.utoledo.edu/prod/tvblkwbs.P\_GenMenu?name=pmenu.P\_MainMnu  
myUT Employee  
Employee  
RETURN TO MENU SITE MAP HELP

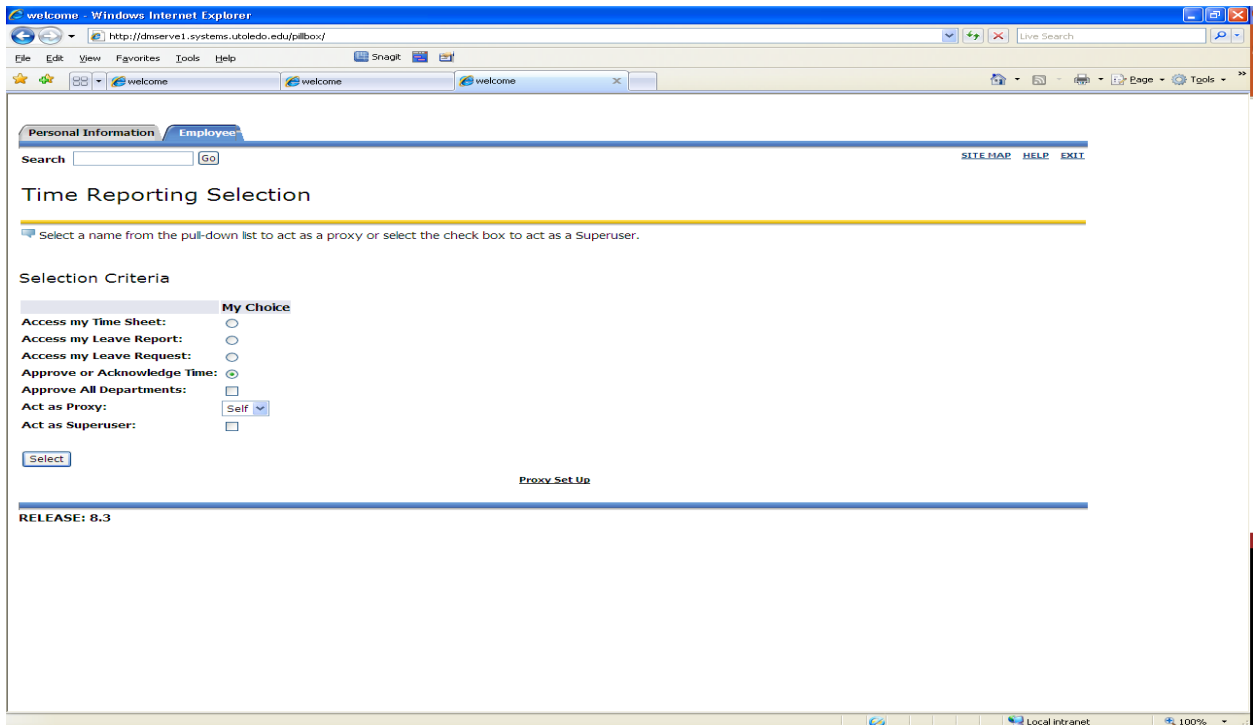
**Employee**

- [Pay Stubs](#)
- [Benefit Summary](#)
- [Earnings History](#)
- [Direct Deposit Information](#)
- [Leave Balances](#)
- [Electronic Personnel Action Forms](#)
- [Tax Forms](#)
- [Time Sheet](#)
- [Leave Report](#)

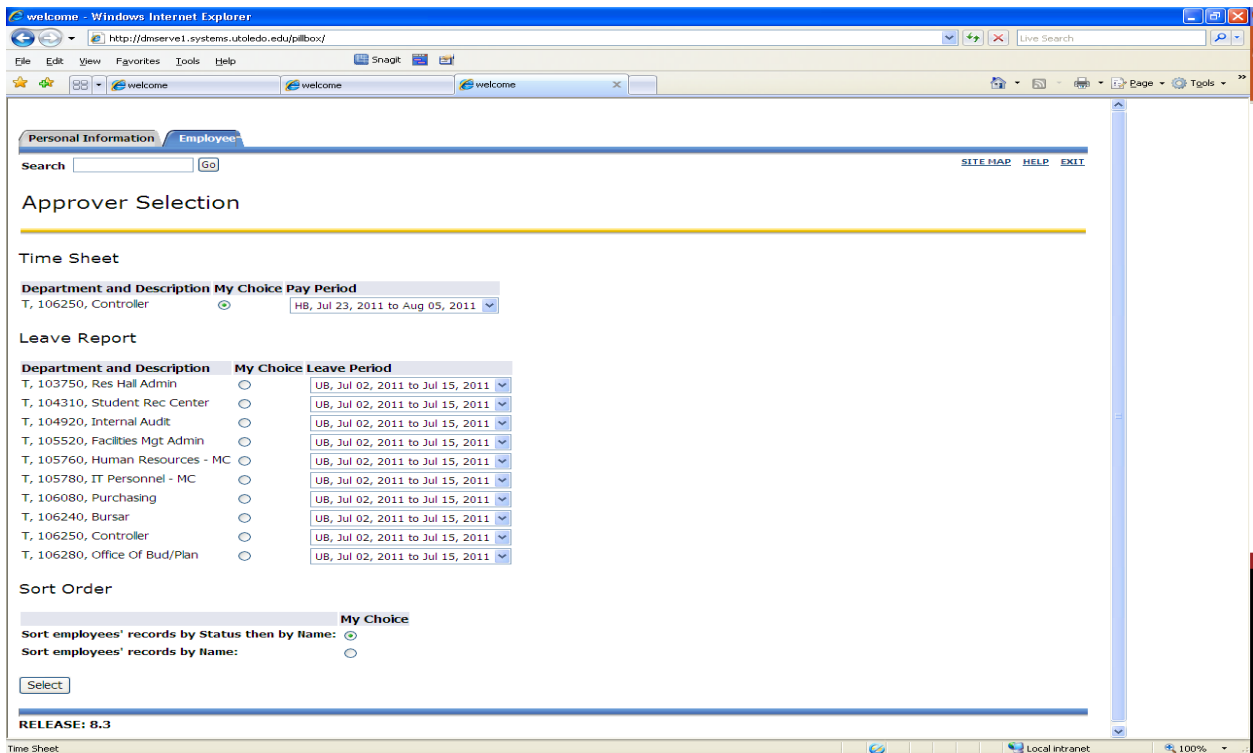
RELEASE: 8.4.1

### 3) Select Approve or Acknowledge Time

If acting as a proxy, use the drop down arrow to select the person for whom you are approving time.



### 4) Select Department and Pay Period to Approve



Time appears in several sections.

Pending – Awaiting supervisor approval.

Returned for Correction – Time Sheet was returned to the student for further entry or adjustments.

Approved – Waiting to be brought into payroll.

In Progress – Student has opened Time Sheet.

Not Started – Student has not opened Time Sheet.

Completed – Time Sheet has been brought into the payroll system.

5) Confirm the pay period is correct.

Review Time Submitted.

Click the box to approve time for selected employees.

Click Save.

Personal Information Student Financial Aid **Employee**

Search  Go

## Department Summary

Select the employee's name to access additional details.

COA:	T, University of Toledo
Department:	106250, Controller
Pay Period:	Oct 01, 2011 to Oct 14, 2011
Act as Proxy:	Stephanie M Tinsley, STINSLE
Pay Period Time Entry Status:	Closed as of Oct 17, 2011, 10:00 A.M.

Change Selection Select All, Approve or FYI Reset Save ←

Pending							
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Corre
R00684686	<a href="#">Eric Joseph Broz</a> P97543 - 01 Student Employee - Pooled	Approve	15.50	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
R00863873	<a href="#">Lauren Elizabeth Burgin</a> P97543 - 01 Student Employee - Pooled	Approve	27.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
R00332351	<a href="#">Juana Shaunte Calloway</a> P97543 - 00 Student Employee - Pooled	Approve	26.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the time appears to be incorrect or if more information is needed, click on the student's name.

Search   [SITE](#)

## Employee Details

Select Next or Previous to access another employee.

**Employee ID and Name:** R00225232 Candiss Renee Schneider   
 **Department and Description:** T 105760 Human Resources & Talent Devel.  
**Title:** P99408-00 Student Employee - Pooled   
 **Transaction Status:** Pending

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

### Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Saturday , Oct 01, 2011	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thursday , Oct 13, 2011	Friday , Oct 14, 2011
Student Regular Earnings	1	37.75				5.5	4	5.5	4				5	4.25	5.25	4.25	
<b>Total Hours:</b>		37.75				5.5	4	5.5	4				5	4.25	5.25	4.25	
<b>Total Units:</b>			0														

### Time In and Out

Earnings Shift	Saturday , Oct 01, 2011	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thursday , Oct 13, 2011	Friday , Oct 14, 2011
Student Regular Earnings			09:00 AM 02:30 PM	09:00 AM 01:00 PM	09:00 AM 02:30 PM	09:00 AM 01:00 PM				09:00 AM 02:00 PM	09:00 AM 01:15 PM	08:45 AM 02:00 PM	09:00 AM 01:15 PM	

If the information viewed is accurate, click approve.

If the information viewed is not accurate and the period is not closed to students, add comments to the Time Sheet telling the student what needs to be changed. Then, click Return for Correction. Inform the student the Time Sheet has been returned for correction. Let the student know how much time they have to correct the Time Sheet. Time Sheets must be submitted for approval by students by the end of the day on the last day of the pay period.

If the information viewed is not accurate and the period is closed to students, click change record. Follow the instructions for Web Time Entry for Students to make the necessary changes. Then click approve.

# Approved timesheets will move to Approved section and show a Queue Status of Approved

Personal Information / Student / Financial Aid / **Employee\***

Search

[SITE MAP](#)

## Department Summary

Select the employee's name to access additional details.

<b>COA:</b>	T, University of Toledo
<b>Department:</b>	106250, Controller
<b>Pay Period:</b>	Oct 01, 2011 to Oct 14, 2011
<b>Act as Proxy:</b>	Stephanie M Tinsley, STINSLE
<b>Pay Period Time Entry Status:</b>	Closed as of Oct 17, 2011, 10:00 A.M.

Approved ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
R00789470	<a href="#">Kaitlyn N Alexander</a> P97543 - 00 Student Employee - Pooled		19.75	.00	Approved				<a href="#">Leave Balances</a>
R00346243	<a href="#">Tiera Latrice Austin</a> P97543 - 01 Student Employee - Pooled		39.25	.00	Approved				<a href="#">Leave Balances</a>
R00684686	<a href="#">Eric Joseph Broz</a> P97543 - 01 Student Employee - Pooled		15.50	.00	Approved				<a href="#">Leave Balances</a>