# Frequently Asked Questions
Banner HR Web Time Entry

1. **What is Banner HR Web Time Entry?**
Banner HR Web Time Entry (WTE) is a web-based pay period time entry system. The WTE is used by nonexempt biweekly employees to collect time worked and leave taken and is used in the biweekly payroll calculations.

2. **Who is expected to use the Banner HR Web Time Entry system?**
All biweekly employees, except for those in departments with a previously approved timekeeping system that can interface with Banner HR, are expected to use the Banner HR Web Time Entry system. Monthly employees are using the Leave Report.

3. **Is any special preparation or equipment needed to use the Banner HR Web Time Entry system?**
There is configuration for the approval routing that must be completed, but that is completed by HR staff as part of the Banner HR implementation process. To enter time, employees will need access to an updated web browser that is compliant with current web standards to access Banner Self Service as WTE is part of Banner Self Service. Any of the current popular web browsers, such as Internet Explorer, Firefox, Chrome, and Safari, should work.

4. **Will TimePro still be available for departments that use TimePro?**
TimePro is a time entry system used by many departments. Banner HR includes a native web time entry (WTE) function. The current implementation plan is that all positive time entry (biweekly) employees, except for specific areas with time entry systems or rely on TimePro card swipe time-in and time-out, will use the Banner HR WTE application. If TimePro is currently being used for monthly nonexempt people, it can continue to be used going forward into Banner for timekeeping. However, there is no plan to have an interface for monthly nonexempt employee leave reports to a third party system – such as TimePro. So, the employee will still be required to enter Hours Worked and Leave Taken in their Banner Leave Report.

5. **Will nonexempt employees on the monthly pay schedule be required to use WTE?**
No, nonexempt employees, employees eligible to receive overtime compensation ~~pay~~, on the monthly pay schedule will be required to report time worked as part of the Leave Reporting system. The Banner HR Leave reporting system is similar to, yet different, from the biweekly Web Time Entry.

The Leave Reporting period for monthly nonexempt employees will be the same biweekly

period as the biweekly time entry period for employees paid on a biweekly basis.

6. **Do bi-weekly and monthly non-exempt employees use the "Timesheet" function and are they required to clock in and out, as well as report leave on this timesheet function of the Web Time Entry?**
Biweekly employees are using the Banner Time Sheet. Monthly employees are using the Leave Report. The Monthly Nonexempt Leave Report is on the biweekly schedule, but it is a leave report, not a time sheet. As a leave report, the clock in/out function is not supported and the monthly nonexempt employees are only reporting hours worked. Reporting only hours worked for monthly nonexempt does not meet the FLSA regulatory requirements, so they are required to also keep an actual time sheet.

7. **Are monthly exempt employees to use the "Leave Report" function to report leave only and maintain a "paper" timesheet?**
Monthly exempt employees do not have a FLSA time sheet requirement, so no additional paperwork is required for those employees.

8. **Do GTAs and GRAs utilize the Banner Web Time Entry?**
GRA/GTAs do not complete time sheets because they are exempt employees under FLSA regulations. GRA/GTAs also do not complete a leave report since they are not leave eligible employees. So, GRA/GTAs will not be using Banner Web Time Entry. This is also true for temporary professionals and temporary faculty for the same reasons.

9. **How do I access Banner Web Time Entry?**
Go to my.okstate.edu. Log in using your O-Key credentials. Select Self-Service Banner on the home tab. Select the Employee tab in Self-Service Banner. Click the time sheet link, select the specific time sheet, and clock in/out. Step-by-step instructions can be found on http://hr.okstate.edu/BannerHR.

10. **When will time sheets be available in Banner Web Time Entry?**
Sunday, June 18, 2016.

**Training**

1. **When will Banner HR Training be available?**
Banner EPAF (Electronic Personnel Action Form) training is scheduled for June 7, 8, 9, 13, 14 and 16.