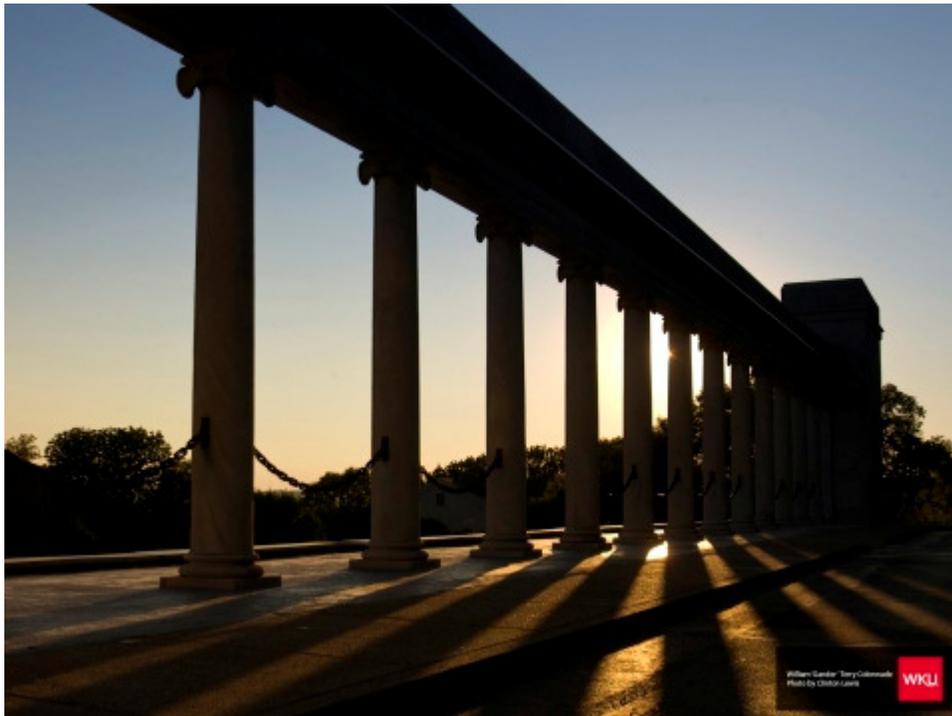


WEB TIME ENTRY
Approver's Manual

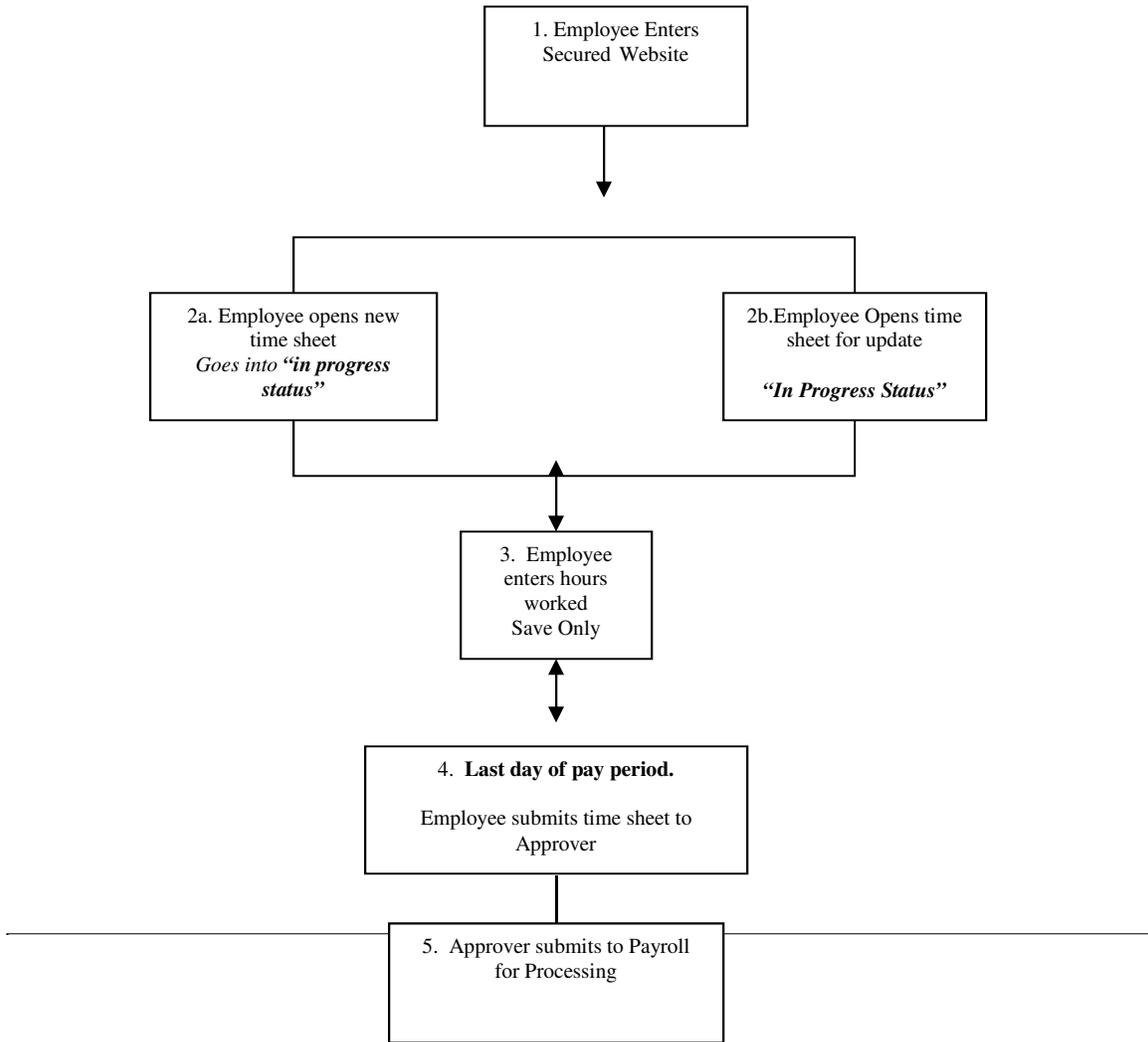


Western Kentucky University
Payroll Department

Table of Contents

Web Time Entry Flow Chart.....	3
Introduction.....	4
Time Sheet Status Explanations.....	5
Logging into TOPNET.....	6
To approve time sheets.....	11
Departmental summary.....	13
Viewing detailed time sheet.....	16
Approving Time.....	19
Returning Time Sheets.....	20
Proxy Set Up.....	21
Frequently Asked Questions.....	22

Web Time Entry Flow Chart



1. Employees enter TOPNET Self Service Website. See Link below.

https://acsapps.wku.edu/pls/prod/twbkwbis.P_WKULogin?ret_code=5

2a. Employee opens the timesheet for the first time for current pay period.

2b. Employee opens a timesheet in progress to update hours.

3. Employee enters actual hours worked and saves time sheet.

4. Last day of pay period employee submits time sheet to his approver.

5. Approver reviews, modifies if necessary and approves the timesheet, which will submit it to payroll for processing.

Introduction

Web Time Entry is a web-based time keeping method for student employees at Western Kentucky University. Student employees will be responsible for entering and submitting their hours worked each pay period. Supervisors will be responsible for approving the hours worked. Once the supervisor has approved the hours, the time transaction continues through the normal payroll process. This function results in efficient administration of both the time entry process and overall payroll processing procedures.

Definition of terms:

Approver: The primary approver is the WKU employee who is responsible for checking the accuracy of student employee time records and then approving them so that they are submitted to Payroll for processing.

FYI: A FYI person should take a cursory look at the time transaction. A FYI cannot make changes or create comments.

Proxy: A Proxy approver is a WKU employee that is identified by the primary approver to approve employee time sheets in the event of the primary approver's absence.

Pay Number: The pay number is the number assigned to the pay period for which employees may submit time.

Pay Calendar: The pay calendar clearly defines the days included in each pay period, and the days for which each pay period is open to accept web time updates and approvals.

Pay ID: The Pay ID identifies what payroll the Employee is on. Currently, the only ID available for Web time entry is ST.

Time Sheet Organization (TSO): The TSO is a code that has been created to identify specific departments. It will be used when submitting and approving all employee hours.

Student employee: Student employees are paid on an hourly basis and will be required to electronically submit their hours by the end of each pay period for the approval of their supervisor.

Certification Page: This is your electronic signature. It certifies that the hours submitted were an accurate representation of the hours that were worked. This process is legally binding.

Time Sheet Status Explanation:

In progress – Time entry has begun but has not been submitted to approver.

Pending – Time entry has been completed and is awaiting approval.

Approved – Time entry has been approved by all approvers in routing queue and is waiting mass time entry processing.

Error – Error exists on transaction.

Completed – Time entry has been loaded into payroll system.

Overridden – Circumstances required this time transaction to be approved by a supervisor.

Logging into TOPNET:

You can access TOPNET by going to Western's website and click on TOPNET.

See link below:

https://acsapps.wku.edu/pls/prod/twbkwbis.P_WKULogin?ret_code=5

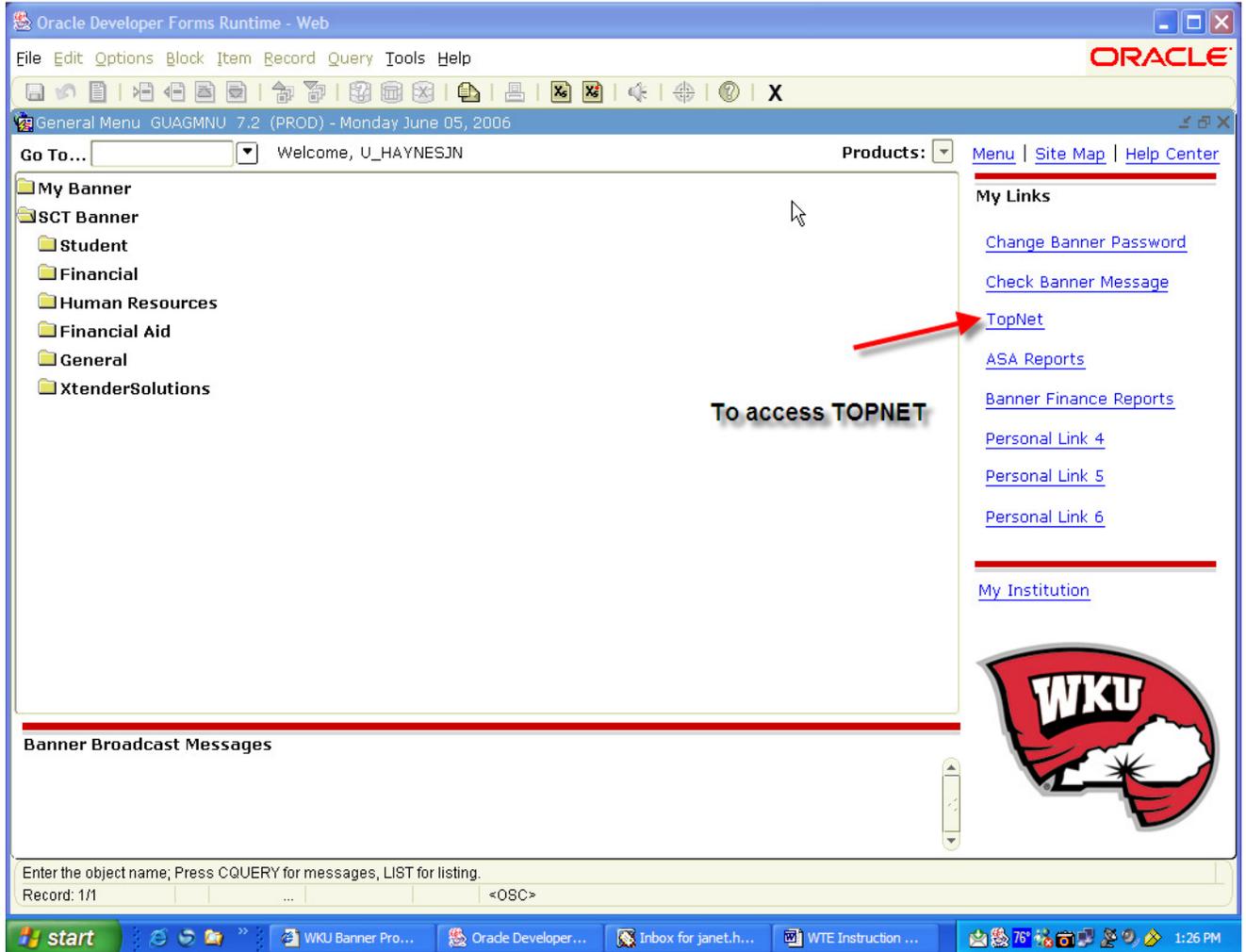
WESTERN KENTUCKY UNIVERSITY

FUTURE STUDENTS CURRENT STUDENTS FACULTY/STAFF ALUMNI PARENTS VISITORS

The Spirit Makes the Master

Featured Links <ul style="list-style-type: none">AcademicsAdmissionsAthleticsBookstoreCalendar of EventsCampus DirectoryCampus TourInfo TechJobs at WKU	More Links <ul style="list-style-type: none">BlackboardDELODistance LearningFinancial AidInternational StudiesSchedule of ClassesTopNetTuition & FeesWKU Q & A	About WKU <p>The year 2006 is a very special one for Hilltoppers everywhere. One hundred years ago Western Kentucky State Normal School was established and throughout 2006 you will be hearing a great deal about our Centennial. Visit our Centennial website.....</p> <p>Located in Bowling Green, Western Kentucky University offers excellent undergraduate and graduate educational opportunities and is a leader in relevant research and public service. Learn More....</p>	Latest Headlines <ul style="list-style-type: none">Department Of Accounting's Honorary Awarded Superior StatusWKU Students Examine Wolf Reintroduction At YellowstoneWKU Regents Elect Fischer Chair, Honor Cornelius MartinThis Week @ WKU Thursday, June 22 4:30 pm - Family Fun at REDZ High School Media Workshops
--	--	--	---

Or you can access TOPNET directly from Banner as below:



Logging In:

- 1 Enter your WKU ID, which is the 9-digit number that has been assigned to you by the University.
- 2 Enter your PIN. The employee PIN is a personal and confidential number that should not be shared with anyone at the University under any circumstances.

The screenshot shows a Microsoft Internet Explorer browser window displaying the WKU TopNet login page. The browser's address bar shows the URL: https://acsapps.wku.edu/pls/prod/twbkwbis.P_WKULogin?ret_code=5. The page features the Western Kentucky University logo and navigation links for Future Students, Current Students, Faculty/Staff, Alumni, Parents, and Visitors. The main content area is titled "TOPNET" and includes a login form with fields for "WKU ID" and "PIN". Red arrows point to these fields with the labels "Enter Employee's ID #" and "Employee's pin #". Below the fields are "Login" and "Forgot PIN?" buttons. A "Welcome to TopNet @ Western Kentucky University" message instructs users to use their assigned WKU ID and PIN. To the right of the login form are three links: "wkuID lookup", "frequently ASKED questions", and "need MORE help?". The footer contains the copyright notice: "© 2006 Western Kentucky University, 1906 College Heights Blvd., Bowling Green, Ky. 42101. All rights reserved." The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Mozilla, Microsoft Excel, WTE Instruction), and the system tray with the time 1:32 PM.

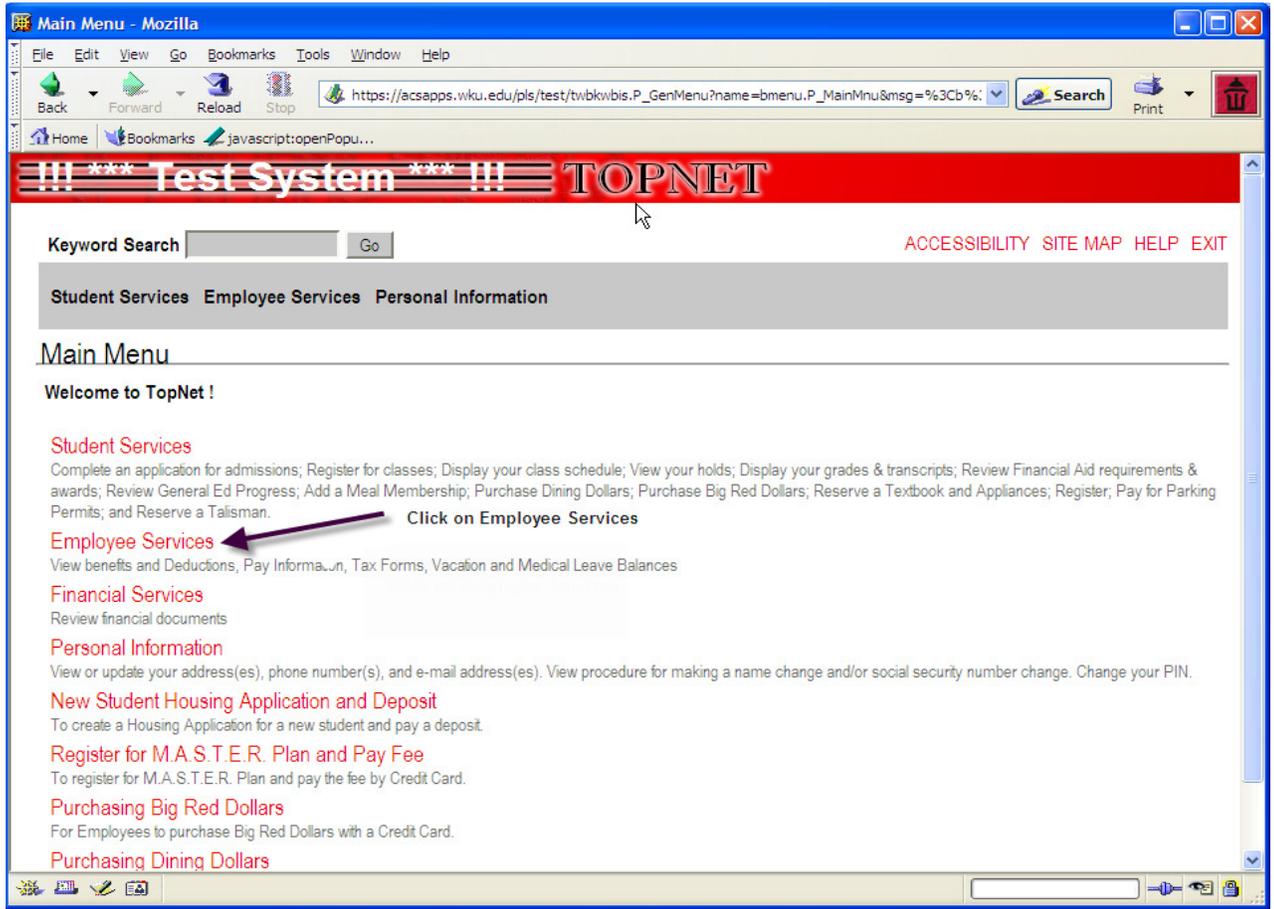
Once in Topnet, click onto **Continue login**

The screenshot shows a Mozilla browser window titled "TopNet Bulletin Board - Mozilla". The address bar contains the URL "https://acsapps.wku.edu/pls/prod/wku_announce.P_BuildAnnounce". The page content is divided into two main sections:

- TopNet Bulletin Board For Students (Updated February 27, 2006)**
 - Talisman Yearbook Reservation**: Click "Reserve a 2006 Talisman Yearbook" on the Student Services page to reserve your free copy of the Talisman Yearbook. Books will be available early fall 2006.
 - Change of Major or Advisor**: Students are advised to review their personal information as displayed in the "View Student Information" link under the Registration option. If the advisor and/or items listed under Curriculum (primary or secondary majors or minors) are incorrect, you should immediately obtain a Change of Major/Minor/Advisor Form from the Academic Advising Center in Student Success Center BUC 4220 or from the departmental office that
- WKU Employee Bulletin Board**
 - Last updated: February 20, 2006
 - Workers' Compensation is everyone's concern. Please visit the new link on the HR web page that spotlights Workers' Compensation. You can learn more about Workers' Comp at WKU, review our Workers' Compensation policies and find forms needed when you have a Workers' Comp claim.
 - *** Use of TOPNET *****
TOPNET is available seven days a week, 5:00 a.m. to 1:30 a.m. Availability may be limited periodically due to scheduled system maintenance. **Continue login**
 - It is your responsibility to keep the University informed of your current personal information. After login, please access Personal Information and view/update your address(es), phone(s), directory options and

A red arrow points from the "Continue login" text in the employee bulletin board to a "Continue Login" button located at the bottom center of the page.

Then click on **Employee Services** . . .



To Approve time sheets. . .

Click on Time Sheet

Employee Services - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop https://acsapps.wku.edu/pls/test/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu Search Print

!!! **Test System** !!! **TOPNET**

Keyword Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Services **Employee Services** Personal Information

Employee Services

Time Sheet ← Click on Time Sheet
Time Entry and Approvals - Student Payroll

Benefits and Deductions
Retirement, health, flexible spending, and miscellaneous deductions.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information and W2 Form.

Leave Balances

Departmental Applicant Data Entry
For use ONLY by Applicant Recruiters as designated in Banner

RELEASE: 6.1 powered by **acs**

start Window... SCT Ba... Mozilla WTE In... Novell-d... 73° 3:37 PM

Continued...

1. Click Approve or Acknowledge time.
2. Then click on the **Select** button.

Note:

You will be shown how to act and set up a proxy later in this manual.

TOPNET

Keyword Search [SITE MAP](#) [HELP](#) [EXIT](#)

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Request Form:	<input type="radio"/>
Approve or Acknowledge Time Sheet or Leave Request:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

2. Click on Select Button

[Proxy Set Up](#)

Departmental Summary:

Approver Selection - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop https://acsapps.wku.edu/pls/test/bwpktais.P_ProcSelectTimeSheetRoll Search Print

Home Bookmarks javascript:openPopu...

!!! Test System !!! TOPNET

Keyword Search Go SITE MAP HELP EXIT

Student Services Employee Services Personal Information

Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

Time Sheet

Department and Description My Choice Pay Period

W, 103101, Controller ST, Mar 20, 2006 to Apr 02, 2006

1. Select current pay period (Prior payperiod time sheets can be viewed as well)

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

2. Click the radio button to sort by time sheet status and name or by name only.

Select

3. Then click select button, this will take you to departmental summary

RELEASE: 6.1.0.1 powered by acs

Each department that you have approval responsibility for will be displayed.

1. Begin by selecting current pay period. *Prior pay period time sheets can be viewed as well.*
2. Click the radio button to sort by time sheet status and name or by name only.
3. Click the **Select** button. This will take you to the Department Summary.

Departmental Summary Cont.

Department:	103101, Controller
Pay Period:	Jun 12, 2006 to Jun 25, 2006
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Aug 31, 2006, 05:00 P.M.

Note one student is waiting on approval and one student has not started their time sheet

Select New Department

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
800275245	Big Red SI9964 - 00, \$8.50	64.00	.00	Comments

Not Started		
ID	Name and Position	Other Information
800229582	Lawrence Wetherby SI9964 - 00, \$5.15	

Pay Event Transactions

Action required by all approvers:	1
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	1
Total Hours:	64.00
Total Units:	.00

Student's position and salary

Click here to view time sheet

The Department Summary screen will list employees either alphabetically by name or by status. You can approve only the timesheets in "Pending" status. (A time sheet is in "Pending" status when the student employee has submitted his/her time sheet for approval.)

Student time sheets that have not been submitted for approval will appear either as

- 1 In Progress (time sheet has been started by the student)

Effective 8/15/07
Timesheets with the NOT STARTED status will no longer appear.

Any “In Progress”, or “Pending” time sheets will not feed into payroll. Only hours with Approved Status will be processed by payroll.

If the department has any students with an “**In Progress**” timesheet, you should print the timesheet and give to the student to report as back pay on the next time period.

For timesheets with a “**Pending**” status, the approver has failed to meet the deadline. The approver should print the timesheet and contact the student to report as backpay on the next pay period.

These paper timesheets should be kept in the department files for 5 years.

Changing Timesheets

Click on the students name to view time sheet. If the student has incorrectly reported his or her hours, click on the **change record** button on the employee details screen. For the day on which reported time must be modified, click on the hours listed. The timesheet will appear. Make changes as needed. Click **Save**. Repeat for any other day for which corrections need to be made. Click **Next** to update hours for the second week in the pay period. See also Entering comments.

Entering Comments

You must create a comment whenever you make a change to a time sheet for any reason. On the Time Sheet screen (and on the Employee Detail screen), click the **Comments** button to advance to the comments screen. Type a message explaining the changes. Click **Save**. **Any comment you type will be viewable by your employee.**

Viewing the detailed time sheet

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday, Jul 24, 2006	Tuesday, Jul 25, 2006	Wednesday, Jul 26, 2006	Thursday, Jul 27, 2006	Friday, Jul 28, 2006	Saturday, Jul 29, 2006	Sunday, Jul 30, 2006	Monday, Jul 31, 2006	Tuesday, Aug 01, 2006	Wednesday, Aug 02, 2006	Thursday, Aug 03, 2006	Friday, Aug 04, 2006	Saturday, Aug 05, 2006	Sunday, Aug 06, 2006
Student Institutional FT	1		6.25		1.25							5						
Back Pay Students FICA Taxable	1		2		2													
Total Hours:			8.25		3.25							5						
Total Units:				0														

Comments

Date	Made by	Confidential	Comments
Jun 07, 2006 02:56 pm	Student's Name		Back pay hours are for hours worked on 5/25/06

Routing Queue

Name	Action and Date
student's name	Originated Jun 07, 2006 02:54 pm

Annotations:

- Click to approve as is (points to Approve button)
- Click to change record (points to Change Record button)
- To view labor distribution (points to Account Distribution link)
- All hours must be reported in quarter hours (points to Total Hours column)
- 1 to 6 min=00 (top of current hour)
- 7 to 21 min=.25 hour
- 22 to 36 min=.50 hour
- 37 to 52 min=.75 hour
- 53 to 59 min=count as a hour
- Back pay hours are entered in the first block and must have the "actual" day worked in the comment field (points to comment)

General Viewing Instructions

When viewing the detailed time sheet, you can see when hours were worked and what the labor account distribution is for that student. Click on the **Account Distribution** button to view where this student's wages will be charged. To change this account distribution for future payrolls, contact Cathy Cook by email Cathy.Cook@wku.edu.

Please keep in mind, all hours are reported in quarter hours such as .00 .25, .50 and .75.

Overtime (example)



SITE MAP HELP EXIT

Keyword Search

[Student Services](#)
[Employee Services](#)
[Personal Information](#)
[Finance Self-Service](#)

Summary of Reported Time

 Set your printer layout to Landscape before printing.

Zachary Gentry Controller, 103101
 SI - Student Institutional, SI9964-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Jun 12, 2006	Tuesday , Jun 13, 2006	Wednesday , Jun 14, 2006	Thursday , Jun 15, 2006	Friday , Jun 16, 2006	Saturday , Jun 17, 2006	Sunday , Jun 18, 2006	Monday , Jun 19, 2006	Tuesday , Jun 20, 2006	Wednesday , Jun 21, 2006	Thursday , Jun 22, 2006	Friday , Jun 23, 2006	Saturday , Jun 24, 2006	Sunday , Jun 25, 2006
Student Institutional FT	1	40		10	2	9	8	4	7								
Overtime Pay	1	4							3	1							
Back Pay Students (FICA Txble)	1	20		20													
Total Hours:		64		30	2	9	8	4	10								
Total Units:			0														


 The total number of hours is now over 40, once 40 hours is accumulated in each week of the pay period , begin reporting any further hrs as overtime.

Comments

Date	Made by	Comments
Jun 20, 2006 08:22 am	You	May 1 thru May 8


 Dates Pay was actually worked

Approving Time

To approve, click on the **Approve** button. After you have approved the time sheet, you will see a **“Time transaction successfully approved message”**. Once approved, you will not be able to change time.

Continue approving all the department’s employees’ time sheets that you are responsible for until all have approved statuses.

The screenshot shows the TOPNET system interface. At the top, there is a red header with the word "TOPNET" in white. Below the header, there is a search bar with the text "Keyword Search" and a "Go" button. To the right of the search bar, there are links for "SITE MAP", "HELP", and "EXIT". Below the search bar, there are several tabs: "Student Services", "Employee Services", "Personal Information", and "Finance Self-Service". The "Employee Services" tab is selected.

The main content area is titled "Employee Details". Below this title, there is a message that says "Select Next or Previous to access another employee." Below this message, there is a yellow warning icon with a triangle and the text "Time transaction successfully approved." A red arrow points from this message to a red-bordered box that contains the text "After you approve the student's timesheet, you will see this message." Below this box, there is a table with the following data:

Employee ID and Name:	[REDACTED]	Department and Description:	W 103101 Controller
Title:	SI9964-00 SI - Student Institutional	Transaction Status:	Approved

Below the table, there is a "Previous Menu" button. Below the button, there are two links: "Routing Queue" and "Account Distribution".

At the bottom of the screenshot, there is a section titled "Time Sheet" with a table that has the following columns: Earnings, Shift, Special Rate, Total Hours, Total Units, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. The rows contain dates: Jun 26, Jun 27, Jun 28, 2006, Jun 29, Jun, Jul 01, Jul 02, Jul 03, Jul 04, Jul 05, 2006, Jul 06, Jul, Jul 08, J.

Returning Time Sheets Steps for Approvers/Proxies

This function is available for the approval of time. If an Approver approves a timesheet, he/she can recall the transaction by the following steps below.

1. In the Summary screen, click on the employee's name/timesheet to open the Approved timesheet.
2. Click the **Return Time** button.
3. To make modifications to the timesheet, click on **Change Record** button.
4. Enter the corrections to the timesheet and click the **Approve** button when finished.

 **Transaction successfully approved.**

Employee ID and Name:	800530878 Karisha Shanele Biggers	Department and Description:	
Title:	SI9317-00 SI - Bemis Lawrence	Transaction Status:	

Previous Menu Return Time

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , Oct 11, 2010	Tuesday , Oct 12, 2010	Wednesday, Oct 13, 2010	Thursday , Oct 14, 2010	Friday , Oct 15, 2010	Saturday , Oct 16, 2010	Sunday , Oct 17, 2010	Monday , Oct 18, 2010
Student Institutional PT	1		24			4		4				
Total Hours:			24			4		4				
Total Units:				0								

Comments

Date	Made by	Confidential
Nov 09, 2010 03:47 pm	Karisha Shanele Biggers	No
Nov 09, 2010 03:35 pm	Karisha Shanele Biggers	No

Routing Queue

Name	Action and Date
Karisha Shanele Biggers	Originated Nov 09, 2010 03:31 pm
Karisha Shanele Biggers	Submitted Nov 09, 2010 03:48 pm
Michele Beth Mastin	Approved Nov 09, 2010 03:56 pm
Janice Marie Hicks	Pending

Setting up a proxy

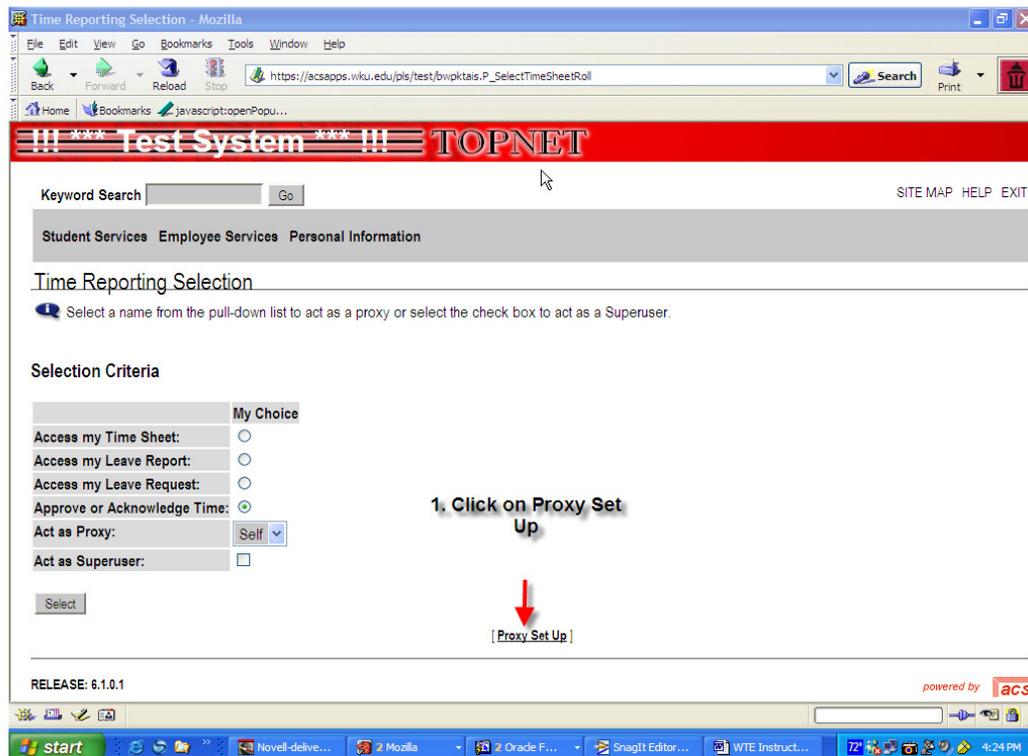
Before setting up a Proxy, the Approver should have the Department Head email robby.hammock@wku.edu with the following details: This email will serve as documentation for the Payroll Department.

- 1 Employee' name
- 2 Employee's Banner User ID (U_Last Namexxx)
- 3 Employee's email address
- 4 Organization Code(s) for which they need access

This email will serve as documentation for the Payroll Department.

After receiving an email of confirmation from the Payroll Office accepting the proxy information, follow these procedures to set up a Proxy.

1. Click on **[Proxy Set up]**.



Proxy Set Up Page

1. On the proxy set up page, go to the scroll down bar and select the employee's Banner User ID you want to be your proxy
2. Choose to add this employee as your proxy by clicking in the Add check box or remove this person by clicking on the Remove check box by the proxy's name.
3. Click on the Save button.

The screenshot shows the TOPNET web interface. At the top is a red header with the TOPNET logo. Below the header is a navigation bar with tabs for Student Services, Employee Services, Personal Information, and Finance Self-Service. A search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT are also visible. The main content area is titled 'Proxy Set Up' and contains a table with the following structure:

Name	Add	Remove
Colin David Abernethy, U_ABERNETHYCD	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a 'Save' button and a link for 'Time/Leave Reporting Selection'. Three red arrows point to specific elements with the following instructions:

- Arrow 1 points to the dropdown menu in the table row: "1. Scroll down to select the Banner User ID of employee you have selected to be your proxy"
- Arrow 2 points to the 'Add' checkbox: "2. Click to add or remove person"
- Arrow 3 points to the 'Save' button: "3. Click on Save"

At the bottom left of the page, it says "RELEASE: 7.0".

Act as a Proxy



Keyword Search SITE MAP HELP EXIT

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Time Reporting Selection

 Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Request Form:	<input type="radio"/>
Approve or Acknowledge Time Sheet or Leave Request:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

2. Click on Select Button

[Proxy Set Up](#)

On the Time Reporting Selection Page, select the name of the person for whom you are acting as proxy from the “Act as Proxy” drop down list. Click the Select button and proceed following the instructions for being an approver.

Frequently Asked Questions

What does a student do if his/her time sheet does not appear online for a new job?

Perhaps the department has not submitted all the required job information to student employment for processing or the student hasn't completed all the necessary paperwork.

Please email Cathy Cook at Cathy.Cook@wku.edu for assistance.

To track their hours the student should enter his/her time on a paper time sheet. When his/her timesheet is available online, he/she should submit the hours as backpay then give the approver a copy of the paper timesheet to be kept as a support document. The department should keep this in their files for 5 years.

Click on Link below to access the time sheet:

http://www.wku.edu/Dept/Support/HR/AAAweb/Forms_timesheets.htm

Who do I need to contact to remove a student from payroll?

Please contact Cathy.Cook@wku.edu in student employment by email.

What if the employee doesn't submit the time record for approval?

Contact the student as soon as possible, reminding him/her to update the record on TOPNET and to submit for approval. If the student cannot be reached, print the time sheet and request that he/she report it as back pay on the next pay period.

Can the student view his time sheet once the current pay period has passed?

Yes, the student, approver, proxy and FYI can access time sheets for 90 days after the pay period has ended.

Can a department have multiple approvers?

If a department has two approvers, one is approver number 1 and the other is approver number 2. Number 1 has to approve the timesheets first, and then Approver number 2 has to also approve them. However, if you want either of two people (or more) to be able to approve timesheets, one should be the approver and the other (s) a proxy.

What is the difference between an approver and a proxy?

The proxy is a substitute for an approver. The approvers and proxies can view the student's entries online and either the approver or the designated proxy can approve the timesheet, enter comments or make changes to the time sheet that has been submitted for approval.

Can we change approvers at any time?

Approvers need to be in place at the beginning of a pay period. Proxies, however, can be set up or changed or deleted at any time. If the approver needs to be changed and it is in the middle of the pay period, the new approver would be set up as a proxy for that pay period only by approver. He would then have access and could approve the time sheets. For the following pay period, he would be in place as the approver.

What is the procedure for adding, changing, or deleting approver's and/or proxies?

Please have the Department Head email Wanda.Duke@wku.edu with the following details: Name of employee, employee's email address and the employee's Banner User ID and Organization Code(s) for which they need access. This email will serve as documentation for the payroll department.