

Web Time Entry (Non-Exempt Employees)

Employee Tab on Wingspan

The screenshot shows the 'Employee' tab in the Wingspan system. At the top, a navigation bar includes 'Home' and 'Employee' tabs. The main content area is divided into several panels:

- Faculty / Employee Profile Information:** Displays fields for CWID (W), Department (Data Unavailable), Division (Data Unavailable), Office (Data Unavailable), and Phone No (Data Unavailable).
- Time Approval:** Includes a link to 'Update Approval Proxies'.
- Time Reporting:** (Highlighted with a red box) Contains a 'Time Sheet' section with details for 'Temporary Staff, 626005- 00 - Computing and Info Technology, 6215', and lists 'Hourly Employees - 16, Due Date : Aug 02, 2011' and 'Hourly Employees - 15, Due Date : Jul 18, 2011'.
- Employee Quick Links:** Lists various services such as 'Winthrop Home Page', 'Benefits', 'Employee Forms', 'F.Y.I. News Bulletin', 'Human Resources', 'Online 19 Inquiry', 'PAF System', 'Payroll', and 'Sponsored Programs & Research'.
- Café Cash:** Shows 'Café Cash' status as 'Currently unavailable as of 6/6/2011 3:52 PM' and provides links to purchase meal plans and use credit cards.
- Employee Detail Information:** Offers links to 'Sitemap', 'Employee Detail Menu', 'Personal Information Menu', 'Direct Deposit', 'Job Details', 'Leave Details', and 'Pay Stub'.

The top right corner features utility icons for 'E-mail', 'Logout', and 'Help', along with the date 'June 6, 2011'.

Employee Detail and Personal Information Tabs (Self-Service Banner)

This screenshot displays the 'Employee Detail' tab within the Self-Service Banner. It features a search bar at the top and a list of available services:

- Time Sheet
- Leave Report
- Pay Information
- Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
- W4 information, W2 Form.
- Jobs Summary
- Leave Balances
- Effort Certification
- Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

The version number 'RELEASE: 8.4.1' is displayed at the bottom left.

This screenshot displays the 'Personal Information' tab within the Self-Service Banner. It includes a search bar and a list of services for updating personal data:

- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses
- View Emergency Contacts
- Update Emergency Contacts
- View Ethnicity and Race
- Update Ethnicity and Race
- Name Change Information
- Social Security Number Change Information

A notice at the top states: 'Winthrop University employees MUST also change their address information with the Human Resources Office. Changing addresses using Self Service Banner WILL NOT update your information with Human Resources, Retirement programs, or with the State Employee Insurance Program. To change your address with Human Resources, please email HRHelp@winthrop.edu.' The version number 'RELEASE: 8.3' is shown at the bottom left.

Time and Leave Reporting



- **Reporting Hours Worked:** When entering hours worked (non-exempt employees), the actual time entered must be rounded to the **nearest 15 minute increment**. For example an employee who reports to work between:
 - 7:53 a.m. and 8:07 will indicate 8:00 a.m. on the timesheet
 - 8:08 a.m. and 8:22 a.m. will indicate 8:15 a.m. on the timesheet
- **Reporting Leave:**
 - Non-exempt employees must enter leave in **intervals of 15 minutes** (Ex. 10:00, 10:15, 10:30, 10:45), and leave must be entered using the time in and time out format.
 - Exempt employees must enter leave in total hours of leave taken per day rounded to the nearest quarter hour.
 - Employees who work a regular 37.5 hour work week should report an entire day of leave as 7.5 hours; employees who work a regular 40 hour work week should report an entire day of leave as 8 hours.

Time Sheet

Title and Number: Temporary Staff -- 626005-00
Department and Number: Computing and Info Technology -- 6215
Time Sheet Period: Jul 01, 2011 to Jul 15, 2011
Submit By Date: Jul 18, 2011 by 04:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Jul 01, 2011	Saturday Jul 02, 2011	Sunday Jul 03, 2011	Monday Jul 04, 2011	Tuesday Jul 05, 2011	Wednesday Jul 06, 2011	Thursday Jul 07, 2011
Temporary - Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.4

Time Sheet Status:

- Not Started: Time sheet not opened yet
- In Progress: Time sheet open, may or may not have time entered. Status for when employee returns their own time.
- Pending: Submitted for approval
- Approved: Approved by supervisor
- Complete: Run through payroll
- Returned for Correction: Returned by approver for corrections, needs to be changed and resubmitted

Expectations

- Open time sheet on first day of pay period. This establishes the routing of your time sheet to your supervisor.
- Enter time and leave on a daily basis on time sheet
- Submit time sheet by deadline, as close to last day of pay period as possible (a payroll calendar will be available on the Payroll website)
- Verify name of approver after submitting time sheet. If it is incorrect, contact the correct approver/supervisor immediately.