



## Banner Web Time Entry Frequently Asked Questions

# FAQ S (frequently asked questions)

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### Whoops! I submitted my time sheet too soon and need to make changes.

If your supervisor has not approved your timesheet yet, you may ask him/her to “return for correction.” However, if the timesheet has already been approved, your supervisor must submit a written request to Payroll for a revision to the timesheet.

### What if I hold multiple jobs?

You will submit a separate timesheet for hours charged to each job. Each timesheet will be directed to the appropriate approver.

### Comments

When adding comments, please ensure that the comments are professional in nature.

### How do I find my Titan Connect ID and Titan Connect Password?

If you do not have a Titan Connect log in and password, please contact your supervisor to complete an application for an ID and Password.

### What is my pin?

Your pin, by default, is your birthdate; mmddyy. You can change your pin on self service to a 6 digit combination of your choice.

### Print a hard copy for my records

When printing a hard copy for your records, select FILE/PRINT from top menu. You will need to change your printer preferences to landscape; and possibly reduce the margins.

## Definitions

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**APPROVAL QUEUE.** This function is set-up through Human Resources and Payroll to authorize required approvals to each timesheet that gets transmitted to the Payroll office. Timesheets begin with an Originator, move to an Approver, and then finally to Payroll.

**APPROVER.** The individual who has the ability to update, change, return, or approve the timesheet submitted by the originator. The approver may select a Proxy to approve on his/her behalf when out of the office.

**ORIGINATOR.** The creator of the timesheet in Employee Self-Service or the person who enters information. In most cases, this is the Employee.



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### Transaction Status

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**NOT STARTED.** This is where we begin. You have not opened the timesheet or leave report.

**IN PROGRESS.** The timesheet has been opened and entries have begun.

**ERROR.** Time entry must be corrected. Possibly, no hours were entered; or insufficient leave balances available.

**PENDING.** Timesheet has been submitted; and is awaiting approval.

**RETURNED FOR CORRECTION.** Approver has returned the timesheet to Originator for correction and resubmittance.

**APPROVED.** Timesheet has been approved and will continue through the payroll process.

**COMPLETED** - Timesheet has been received and processed by the Payroll office.



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