**STUDENT EMPLOYEE WEB TIME ENTRY**

**FREQUENTLY ASKED QUESTIONS**

**When are Web Time Sheets due?**
Your time sheet must be submitted and approved by 12 pm (Noon) on Wednesday, the day after the pay period ends. This general rule will sometimes vary due to holidays. You should submit the time sheet for approval on the last day in the pay period that you work. The pay period ends on a Tuesday but if your last work day is Friday, you should submit it for approval on that Friday. The student payroll calendar is available at the Banner Online home page or at our website http://studentemployment.vassar.edu

**Do I need to enter my hours every day?**
You don’t need to but you may want to and your supervisor may want you to. Ask. Regardless of whether you record it in Banner Online each day you work or at the end of the week, we encourage you to keep track personally, on your own calendar or log book, so you can review and verify your time. Your department may also want you to log your hours in their office, those entries are not transferred over to your Banner Web time sheet, they will need to be entered separately.

**What if I have more than one job?**
Each job will have its own time sheet. When you sign into Banner Online you will need to carefully select the correct position in order to properly record your hours. Each position has its own routing queue so it will be sent to the correct supervisor when you submit it for approval. If you have two jobs, then you will submit two time sheets. You will receive one check.

**What if my supervisor is not available to approve my time?**
The system is designed with a back-up person, called the “proxy”. He or she will be able to approve your time if the primary supervisor is not available. It is important to submit your time sheet for approval once you have completed work in the period to avoid last minute conflicts.

**How do I enter hours and partial hours?**
Time sheets are legal documents so it is especially important to record the work on the day it took place. You should record the time you actually worked rounded to the nearest quarter hour, 2 hours and 15 minutes is recorded as 2.25; 2 hours and 20 minutes is also 2.25, 2 hours and 45 minutes is 2.75. The time sheet will add the hours automatically.

**What if I didn’t actually work in a period? Should I submit?**
No, do not enter hours and do not submit your time sheet; unfortunately, you will receive those mildly annoying e-mail reminders to start your time sheet, just ignore for that pay cycle.

**What if I forget to submit my time sheet for approval?**
The system will remind you right up until the deadline, but if you completely forget and the Wednesday 12 p.m. deadline passes, the time sheet will no longer be accessible. **Timely and accurate submission is critical.** Go to the Student Employment Office (SEO) and request a paper time sheet. This will require signatures from your supervisor and will be submitted on the next pay cycle.

**What if I need to change a prior time sheet?**
Contact the SEO. Your previous time sheets will need to be reviewed to determine that you weren’t already paid so this will take some time. A manual time sheet documenting the dates and hours missed (or overpaid) will need to be produced by the SEO and signed off by the supervisor once it is verified.

**Can I still see the time sheet after it is submitted?**
Yes, you can view the last two time sheets at Banner Online, you can’t change them though. You can also see your pay stubs, W2 and other important employee information.