BANWEB Time Sheet Approval Instructions

You can approve student hourly web time entry through the PSU Information System (Banweb). Banweb is an internet based program that is very easy to use. The following is a set of easy instructions to help you get started:

1) Logging in to the PSU Information System (www.banweb.pdx.edu):
   a) There is a link to Banweb conveniently located on the Human Resources home page at www.hrc.pdx.edu. Just click on the PSU Information System link to log in.
   b) Enter your "PSU ID". This is either your social security number or your new PSU ID number. If you do not yet know your new PSU ID number, you will find it displayed on the first page after you log in.
   c) Enter your "PIN" (your password). If you have never logged in before your PIN will be your 6-digit birth date (e.g. 062154 if you were born on June 21st 1954). If you have logged in before then the password is what you selected.
      (1) Forgot your password?
         (a) Try the "Forgot PIN?" button. The system will ask you your special question and then allow you to log in.
         (b) Call Human Resources at 5-4926 and ask to have your PIN reset.

2) Accessing time sheets after you have logged in to Banweb:
   a) Select the "Employee" section.
   b) Next select the "Time Sheet" section.
   c) The next page will make a default choice of "Approve or Acknowledge Time". If you are the primary approver then go in as "self". If you are a proxy, use the drop down menu next to "Act as Proxy" to select the proper person you act as proxy for.
   d) At the bottom of this page there is a place to click titled "Proxy Set-up." If you ever need to know who is authorized to proxy for you, this is the place to check.
   e) Click on the "Select" button at the bottom.
   f) If you approve for more than one organization number then choose which one you want to approve now and select the proper pay period using the drop down menu on the right. You can sort your employee list either alphabetically or by time sheet status (Pending, Approved, etc.). Then click on the "Select" button.
   g) Welcome to your employee list. Please take a moment each month to scan the list and verify that all employees are still active in your department. If not, then please complete a Hire/Change form, found on the HR web site at http://www.hrc.pdx.edu/documents/forms/StudentHireChange.pdf, to terminate inactive employees and forward the form to Human Resources.

3) Changing a Pay Rate – there are two methods:
   a) Method 1 - from the list of all employees
      i) Once the student has submitted the time sheet (Pending status) there will be a choice at the far right labeled "Change Special Rate" in blue letters. Click on that choice.
      ii) Enter the pay rate in the box and select "Save."
   b) Method 2 - from the individual time sheet view

   i) From the list of all employees you can click on any employee's name if it's in blue and the system will show you the time entry for that employee.
   ii) If the time sheet status is pending, there will be an option at the top of the time sheet view to "Change Special Rate." Click on that button, enter the pay rate and "Save."

4) Approving Time – two methods:
   a) Method 1 – from the list of all employees
      i) On a pending time sheet there will be a check box to the right of the hours total of the time sheet under the "Approve" column.
      ii) Click on the box to place a check mark inside.
      iii) At the top of the page select "Apply Transactions."
   b) Method 2 – from the individual time sheet view
      i) There is a button at the top labeled "Approve." Click on that and you are done.

5) Returning a time sheet for correction – two methods:
   a) Method 1 – from the list of all employees
      i) On a pending time sheet there will be a check box to the right of the hours total of the time sheet under the "Return for Correction" column.
      ii) Click on the box the place a check mark inside.
      iii) At the top of the page select "Apply Transactions."
   b) Method 2 – from the individual time sheet view
      i) There is a button at the top labeled "Return for Correction." Click on that and you are done.

6) Printing a time sheet
   a) From the list of all employees you can click on any employee's name if it's in blue and the system will show you the time entry for that employee.
   b) Click on the print icon at the top of your internet browser.

7) Routing a time sheet for grant account overrides
   a) Print a copy of the employee's time entry as listed in #6.
   b) Ensure that the timesheet has all required signatures: employee and approver.
      i) If the status of the time sheet is "Pending", "Approved" or "Completed" then the employee's signature has been captured electronically and they do not need to sign the printed version.
      ii) If the status of the time sheet is "In Progress" then they have not signed electronically and they WILL need to sign the printed version.
   c) At the top of the printed time sheet is a section that shows total hours and pay rate. To the right of the total hours box is a blank box labeled "Index to Charge", use this box to indicate the grant you want to charge. Sign in the blank box one column over ("Authorized Signature").
   d) Send the time sheet to Research Accounting. They will review, approve and forward that to Human Resources.

<u>Please contact Student Payroll at 503-725-5091 if you have any questions or concerns.</u>