

Frequently Asked Questions about Employee Self Service 9 – Timesheet and Leave Reporting

Timesheets

Q. How do I access my Timesheet?

A. Timesheets are located in the Banner Employee Self-Service portal. Go to Wings, click on the “Employee and Human Resources”, and then click on “Employee Dashboard”. Please note that enrollment in Duo Two-Factor Authentication is required to access the Employee Dashboard.

Q. Do I need to submit a Timesheet?

A. Yes, all non-exempt (hourly) staff and student employees are required to submit Timesheets.

Q. What if I cannot log into Banner Self-Service?

A. Contact CaTS at 937-775-4827 or helpdesk@wright.edu.

Q. What if my Timesheet approver is not listed or is incorrect?

A. For non-exempt staff, contact your assigned HR Associate and provide the name of the appropriate Timesheet approver. The HR Associate will update the records accordingly and inform you once the correction has been completed. For student employees, please contact Student Employment.

Q. Do I need to submit the hours worked or leave taken for holidays?

A. For hourly employees, all hours worked and all applicable paid leave (vacation, sick, holiday, winter leave, comp, etc.) must be recorded on your Timesheet. For student employees, all shifts/hours worked must be recorded on your Timesheet.

Q. What if there is an error message when I am completing my Timesheet?

A. Please email time-entry@wright.edu.

Q. What if I have more than one position?

A. Enter the appropriate hours for each position and submit your Timesheets for approval when complete.

Q. Can I submit my Timesheet early?

A. Yes, Timesheets can be submitted any time prior to the deadline.

Q. What if I accidentally submitted my Timesheet before I finished entering hours/leave for the pay period?

A. If your Timesheet was submitted before it was completed, or if you need to make a change after it was submitted, request your approver to return it for the necessary corrections. If the Timesheet has already been approved by your supervisor, you are advised to contact your assigned HR Associate for further guidance. Student employees should contact Student Employment for assistance.

Q. What is the deadline to submit my Timesheet?

A. Typically, Timesheets are due by 5:00 PM on the last day of the pay period. Check your email for updated timelines throughout the year.

Q. What should I do if I missed the deadline to submit my Timesheet?

A. Please contact the payroll office at 937 (775-2383) or via email at payroll@wright.edu.

Leave Reports

Q. How do I access my Leave Report?

A. Leave Reports are located in the Banner Employee Self-Service portal. Go to Wings, click on the “Employee and Human Resources”, and then click on “Employee Dashboard”. Please note that enrollment in Duo Two-Factor Authentication is required to access the Employee Dashboard.

Q. Do I need to submit a Leave Report?

A. A Leave Report is required when leave is taken during the pay period. Departmental policies may differ when no leave is used for the pay period – confirm with your supervisor for guidance.

Q. What if I cannot log into Banner Self-Service?

A. Contact CaTS at 937-775-4827 or helpdesk@wright.edu.

Q. What if my Leave Report approver is not listed or is incorrect?

A. Please contact your assigned HR Associate and provide the name of the appropriate Leave Report approver. The HR Associate will update the records accordingly and inform you once the correction has been completed.

Q. Do I need to submit leave taken for holidays?

A. You are not required to submit holiday leave. However, you are required to submit vacation, sick and winter leave on your Leave Report. Please note: Academic Faculty do not accrue vacation or winter leave and are only required to submit sick leave.

Q. What if there is an error message when I am completing my Leave Report?

A. Please email time-entry@wright.edu.

Q. Can I submit my Leave Report early?

A. Yes, Leave Reports can be submitted any time prior to the deadline.

Q. What if I accidentally submitted my Leave Report before I finished entering leave for the pay period?

A. If your Leave Report was submitted before it was completed, or if you need to make a change after it was submitted, request your approver to return it for the necessary corrections. If the Leave Report has already been approved by your supervisor, you are advised to contact your assigned HR Associate for further guidance.

Q. What is the deadline to submit my Leave Report?

A. Leave Reports must be submitted no later than the 5th of the month following the month the leave was used.

Q. What should I do if I missed the deadline to submit my Leave Report?

A. Please contact your assigned HR Associate.

Approvers/Proxies

Q. Where do I access the Timesheets/Leave Reports I need to approve?

A. Timesheets/Leave Reports are located in the Banner Employee Self-Service portal. Go to Wings, click on the “Employee and Human Resources”, and then click on “Employee Dashboard”. Please note that enrollment in Duo Two-Factor Authentication is required to access the Employee Dashboard.

Q. Can someone else approve on my behalf?

A. Yes, you can set up a proxy to approve Timesheets/Leave Reports on your behalf. Please note: An employee cannot be assigned as a proxy to approve their own Timesheet or Leave Report.

Q. What if I cannot log into Banner Self-Service?

A. Contact CaTS at 937-775-4827 or helpdesk@wright.edu.

Q. What if there is an error message when I am approving Timesheets or Leave reports?

A. Please email time-entry@wright.edu.

Q. An employee that I supervise is missing from my list or I need to change an approver. How do I add them or make a change?

A. Contact your assigned HR Associate.

Resources

- [Payroll](#)
- [Bi-weekly pay schedule](#)
- [Monthly pay schedule](#)
- [Holiday schedule](#)
- [Leave programs](#)
- [Human Resources Associates](#)