

Banner Web Time Entry for Non-Exempt Staff

Employee Self Service (wingsexpress) is upgrading! Timesheets will continue to be submitted via Employee Self-Service. The Timesheet submission deadline is 5 p.m. on Friday. Supervisors will review Timesheets and have the option to return the Timesheets for correction. Please check your email regularly for notifications.

Policies

<https://policy.wright.edu/policy/8420-sick-leave>

<https://policy.wright.edu/policy/8410-vacation>

<https://www.wright.edu/human-resources/winter-break-and-leave>

Roles

Non-Exempt Employees

Non-exempt staff will utilize this system to report time on a bi-weekly basis. Timesheets must be submitted by 5:00 p.m. at the end of the pay period. Paper Timesheets must be submitted no later than 4:00 p.m. at the end of the pay period. They must be signed by the supervisor.

Approver

The approver is responsible for ensuring that all of their employees submit their Timesheets no later than 2:00 p.m. on the Monday following the end of the pay period. Each Timesheet should be reviewed, in detail, making sure that the time submitted is correct. The Timesheet needs to be approved (and if necessary, corrections made and communicated) prior to the payroll deadlines. Employees cannot approve their own Timesheets.

Proxy

A proxy is an individual designated by the approver in the Employee Self Service system to act on the approver's behalf to update, change, return, or approve the Timesheet submitted by their employee. If you have been designated as a proxy for an approver, you will be able to modify, return, and approve Timesheets on behalf of that approver. An employee cannot be assigned as a proxy to approve their own Timesheet.

Responsibilities

Employee Responsibilities

1. Record accurate hours and days on your Timesheet, submitting no later than 5:00 p.m. on the day the pay period ends. (allowing time for supervisor review/correction).
2. Add comments to your Timesheet to document special circumstances, and changes to your normal work schedule, or any other important information.
3. Review your Timesheet for accuracy before submitting it for approval.
4. Ensure the Timesheet reflects the total hours due to be paid. All hours worked **MUST** be entered. A 100% full-time employee who worked all scheduled hours for a pay period would report 80 hours.
5. Check your leave balances to verify availability of hours before requesting/recording the leave. **Leave cannot be taken before it is accrued.**
6. Generally, the Timesheet submission deadline is 5 p.m. on Friday. Supervisors will review Timesheets and have the option to return the Timesheets for correction. Please check your email regularly for notifications.

Approver Responsibilities

1. Verify timely submission of **all** your employees', including student employees, Timesheets.
2. Notify employees that they need to submit the Timesheet when they have not done so.
3. Review all submitted Timesheets, in detail. It is the responsibility of the approver to verify the employee has accurately entered the hours in accordance with University policy.
4. When corrections are necessary:
 - a. Prior to 2:00 p.m. of the applicable Monday, return the Timesheet with errors to the employee for correction. *Employees will receive an email generated by Banner Workflow Notifications.*
 - b. If an error is discovered after 2:00 p.m. of the applicable Monday, contact the Payroll department for instructions on correcting the error.
5. If desired, add comments on the Preview screen of an employee's Timesheet before approving.
6. Approve all Timesheets individually, prior to 2:00 p.m. of the applicable Monday.
7. If you will be unable to approve the Timesheet, designate a proxy to perform your responsibility in your absence. Multiple proxies can be designated; an employee may never be designated as their own proxy.
8. Proxy functionality is dependent upon security settings. Please have the proxy confirm they can see Timesheets in ESS. If the proxy cannot see your employees' Timesheets, contact Human Resources.
9. Notify your proxy to review and approve Timesheets on your behalf when you are not going to be available to perform this responsibility.

Proxy Responsibilities

1. Understand the required steps to approving Timesheets and related policies.
2. Assume the role and responsibilities of 'acting as approver' when designated by the approver.

Timeframes and Deadlines

Payroll Schedules:

<https://www.wright.edu/human-resources/payroll-schedules>

Logging on to ESS for Time Entry

Access to the Time Entry system is through the wingsexpress portal.

1. Access the Employee Dashboard in Banner Employee Self-Service (wingsexpress).

- Access the Wings Express portal through wings.wright.edu
- Enter your network username and password. This is the same username and password that you use to access your email
- **NOTE:** You will be required to enroll in Duo two-factor authentication to use the Employee Dashboard. Visit the CaTS website for more information or to enroll: <https://www.wright.edu/information-technology/two-factor-authentication>

Navigate to Employee and Human Resources

The image shows two screenshots from a web browser. The top screenshot is the Wright State University login page. It features a green header with 'WRIGHT STATE UNIVERSITY' and a central white box titled 'Sign in to continue'. Inside the box are fields for 'Campus Username (e.g. w001abc)' and 'Password', with 'Cancel' and 'Sign On' buttons below. Below the box is a link for 'Password Management | CaTS Help Desk Wright State Accounts'. The bottom screenshot is the WINGS dashboard for Wright State University. It has a green header with the WINGS logo and a search bar. The main area contains a grid of icons for various services: Campus Events, Student Success Portal, Wright State University Libraries, Campus Maps, Campus Directories, Academic Calendar, Information Technology | CaTS, and Dining Services. On the right, there's a 'Your Launchpad' section with links to 'How to use WINGS', 'Email/Calendar', 'Pilot', 'Student Academics', 'Student Accounts / Banner Services', 'Employee and Human Resources', and 'Faculty and Advisor'. At the bottom, 'Your frequent SharePoint sites' are listed, including 'Secure File Share', 'Wright State University SharePoint', 'WSU Employee Shout-outs', and 'HR Operations & Fiscal Manager'. An orange arrow points from the 'HR Operations & Fiscal Manager' link to the 'Employee and Human Resources' link in the launchpad.

WRIGHT STATE UNIVERSITY

Sign in to continue

Campus Username (e.g. w001abc)

Password

Cancel Sign On

Password Management | CaTS Help Desk
Wright State Accounts

WRIGHT STATE UNIVERSITY
3640 Colonel Glenn Hwy., Dayton, OH 45435 USA

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SharePoint WINGS | Wright State University

How to use WINGS

Your Launchpad

Email/Calendar

Pilot

Student Academics
Registration, Curriculum, Grades and more

Student Accounts / Banner Services
Payments, 1080T, Wright1Card, Parking

Employee and Human Resources
Administrative, Campus Services,
Communication/Research/Collaboration, Resources

Faculty and Advisor
Academic's, Banner

Your frequent SharePoint sites

Secure File Share

Secure File Share - Human Resour...

WINGS | Wright State University

Wright State University SharePoint

WSU Employee Shout-outs

HR Operations & Fiscal Manager, ...

Click Employee Dashboard

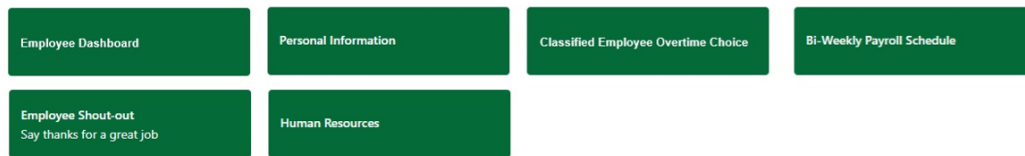


Employee and Human Resources

[Back to WINGS Home](#)

If links or functions are missing for you, please let us know via this [CaTS Service ticket](#).

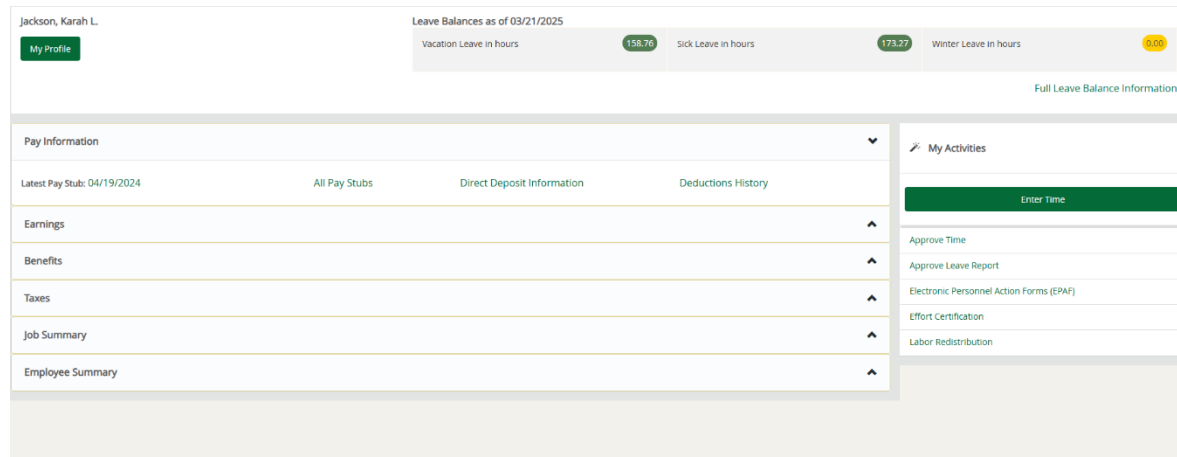
Employment



Administrative



2. Your current leave balances (effective as of the most recent pay date) are displayed at the top. Under "My Activities" click "Enter Time" to enter new Timesheet information.



Generally, the Timesheet submission deadline is 5 p.m. on Friday. Supervisors will review Timesheets and have the option to return the Timesheets for correction. Please check your email regularly for notifications.

Timesheet

Approvals Timesheet

Pay Period

Hours/Units Submitted On Status

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

03/15/2025 - 03/28/2025 In Progress

3. After you've clicked "Enter Time", the periods that are open for time reporting are displayed under the bar with your title. Click the pay period that's "In Progress"

4. On the next screen,

- navigate to the day you need to report hours for, and click on that day.
- click the drop-down for "Earn Code" to choose the type of leave you are reporting. Options are sick, vacation, comp, etc.
- Click the Shift Box, please make sure to indicate the correct shift. Other shifts can be selected (Shift 2, 3, W (for weekends) and others based on your employee classification.
- An "Hours" box will open - Enter the number of hours in the box (Consistent with exempt employees, leave may be reported in ¼ hour increments. Absence of a full day is recorded as 8 hours).
- Click "Save"

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

03/15/2025 - 03/28/2025 In Progress Submit By 03/29/2025, 11:59 PM

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

15 16 17 18 19 20 21

Add Earn Code

Earn Code Shift Hours*

Regular Earnings 1

Add More Time

Exit Page Cancel Save Preview

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

03/15/2025 - 03/28/2025 Restart Time Leave Balances

15 16 17 18 19 20 21

Shift: 1 Hours: 8


Regular Earnings

Submit By 03/29/2025, 11:59 PM

Cancel Save Preview

5. After you click “Save”, the hours of leave time are displayed on the date selected. Please note: you must click “Save” after each entry.

6. To copy the leave time (e.g., to copy one day, in order to record a week of vacation),

- Click on the day you are copying from
- Click the “pages” icon  (found on the right side of the screen, near the middle) to copy.
- A new window will open displaying the full pay period.
- Click the box for each of the days you want to copy to, and then click “Save”

Employee Dashboard • Timesheet • Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

03/15/2025 - 03/28/2025 40.00 Hours Restart Time Leave Balances

15 16 17 18 19 20 21

Regular Earnings: 8.00 Hours (03/21/2025, FRIDAY)

Copy Time Entry

Pay Period: 03/15/2025 - 03/28/2025

Cancel Save

Exit Page

Cancel Save Preview

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

03/15/2025 - 03/28/2025 40.00 Hours

Copy Time Entry

Regular Earnings: 8.00 Hours (03/21/2025, FRIDAY)

Select Options

- ☒ Copy to the end of pay period
- ☐ Include Saturdays
- ☐ Include Sundays

Pay Period: 03/15/2025 - 03/28/2025

Cancel Save

- If you need to edit your submission after you've clicked Save, **Click the "pencil" icon** to **edit** your submission, and then click **"Save"**.
- If you need to delete any entries after you've clicked Save, Click the "remove" icon to delete any entries, and then click "Save".
- Click (or select/confirm?) the prompt, "Are you sure you want to delete the earning record description?"

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

03/15/2025 - 03/28/2025 8.00 Hours

Add Earn Code

Regular Earnings Shift 1 8.00 Hours

Add More Time

Total: 8.00 Hours Account Distribution

Exit Page Cancel Save Preview

7. When ready to submit your timesheet for the pay period, you must first click the "Preview" button

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources, Rate: \$18.719000

03/15/2025 - 03/28/2025 16.00 Hours

Add Earn Code

Regular Earnings Shift 1 8.00 Hours

Add More Time

Total: 8.00 Hours Account Distribution

Exit Page Cancel Save Preview

- The first section, titled “Timesheet Detail”, displays a summary of all the leave types reported for the month.
- The second section, “Summary”, displays all leave reported by week.

Timesheet Detail Summary

Human Resources Associate, 977662-00, W, 218500, Department of Human Resources , Rate: \$18.719000
 Pay Period: 03/15/2025 - 03/28/2025 80.00 Hours [In Progress](#) Submit By 03/29/2025, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
03/17/2025	REG, Regular Earnings	1	8.00 Hours
03/18/2025	REG, Regular Earnings	1	8.00 Hours
03/19/2025	REG, Regular Earnings	1	8.00 Hours
03/20/2025	LPV, Vacation Pay	1	8.00 Hours
03/21/2025	REG, Regular Earnings	1	8.00 Hours
03/24/2025	REG, Regular Earnings	1	8.00 Hours
03/25/2025	REG, Regular Earnings	1	8.00 Hours
03/26/2025	REG, Regular Earnings	1	8.00 Hours
03/27/2025	REG, Regular Earnings	1	8.00 Hours
03/28/2025	REG, Regular Earnings	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
REG, Regular Earnings	1	32.00	40.00	72.00 Hours
LPV, Vacation Pay	1	8.00		8.00 Hours
Total Hours		40.00	40.00	

- Continue scrolling down to display the “Comment” box, where you can add comments to your supervisor. NOTE: All comments are subject to public records request.

8. Click the Submit to submit your Timesheet to your supervisor for approval.

Summary

Earn Code	Shift	Week 1	Week 2	Total
REG, Regular Earnings	1	32.00	40.00	72.00 Hours
LPV, Vacation Pay	1	8.00		8.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action
	Originated On 03/21/2025, 11:40 AM by Jackson, Kara L.
	Submit By 03/29/2025, 11:59 PM
Hamman, Rebecca E.	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

[Return](#) [Submit](#)

SUPERVISOR APPROVAL – BY THE MONDAY FOLLOWING THE PAYROLL DEADLINE.

Logging On to ESS for Timesheet Approval Access

1. Access the Employee Dashboard in Banner Employee Self-Service (wingsexpress).


- Access the Wings Express portal through wings.wright.edu
- Enter your network username and password. This is the same username and password that you use to access your email
- **NOTE:** You will be required to enroll in Duo two-factor authentication to use the Employee Dashboard. Visit the CaTS website for more information or to enroll: <https://www.wright.edu/information-technology/two-factor-authentication>

Navigate to Employee and Human Resources

The image shows a sequence of steps for logging into the Wright State University Employee Self-Service (ESS) portal. It begins with a browser window displaying the login page at <https://www.wright.edu/information-technology/two-factor-authentication>. The page features a green header with 'WRIGHT STATE UNIVERSITY' and a central 'Sign in to continue' form. The form includes fields for 'Campus Username (e.g. w001abc)' and 'Password', with 'Cancel' and 'Sign On' buttons below. Links for 'Password Management', 'CaTS Help Desk', and 'Wright State Accounts' are provided. Below the login form is a green banner with the Wright State University logo and address: '3640 Colonel Glenn Hwy., Dayton, OH 45435 USA'. The footer contains links for 'Copyright © 2025', 'Accessibility', 'Accreditation', 'Privacy', and 'Title IX'.

The second part of the image shows the 'WINGS | Wright State University' dashboard. The dashboard has a green header with the 'WINGS | Wright State University' logo and a 'Not following' status. The main content area is divided into two columns. The left column contains a grid of eight tiles: 'Campus Events', 'Student Success Portal', 'Wright State University Libraries', 'Campus Maps | Wright State University', 'Campus Directories', 'Academic Calendar', 'Information Technology | CaTS', and 'Dining Services'. The right column contains a 'Your Launchpad' section with several green buttons: 'How to use WINGS', 'Email/Calendar', 'Plot', 'Student Academics (Registration, Curriculum, Grades and more)', 'Student Accounts / Bursar Services (Payments, 1098T, WrightCard, Parking)', 'Employee and Human Resources (Administrative, Campus Services, Communication/Research/Collaboration, Resources)', and 'Faculty and Advisor (Academic Advisor)'. At the bottom, there is a 'Your frequent SharePoint sites' section with a grid of tiles: 'Secure File Share', 'Secure File Share - Human Resour...', 'WINGS | Wright State University', 'Wright State University SharePoint', 'WSU Employee Shout-outs', 'HR Operations & Fiscal Manager, ...', and 'HR Operations & Fiscal Manager, ...'. An orange arrow points from the 'WINGS | Wright State University' tile to the 'Employee and Human Resources' tile in the 'Your Launchpad' section.

Click Employee Dashboard


 WINGS | Wright State University

Employee and Human Resources

Back to WINGS Home

If links or functions are missing for you, please let us know via this [CaTS Service ticket](#).

Employment

 [Employee Dashboard](#) [Personal Information](#) [Classified Employee Overtime Choice](#) [Bi-Weekly Payroll Schedule](#)

[Employee Shout-out
Say thanks for a great job](#) [Human Resources](#)

Administrative

[Banner 9 Admin](#) [WebXtender](#) [Cognos](#) [Slate](#)

2. Under “My Activities” click “Approve Time” to access the leave reports that you need to approve

Employee Dashboard

Jackson, Karah L.

My Profile

Leave Balances as of 03/21/2025

Vacation Leave in hours158.76

Sick Leave in hours173.27

Winter Leave in hours0.00

Full Leave Balance Information

Pay Information

▼

Latest Pay Stub: 04/19/2024

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Approve Time

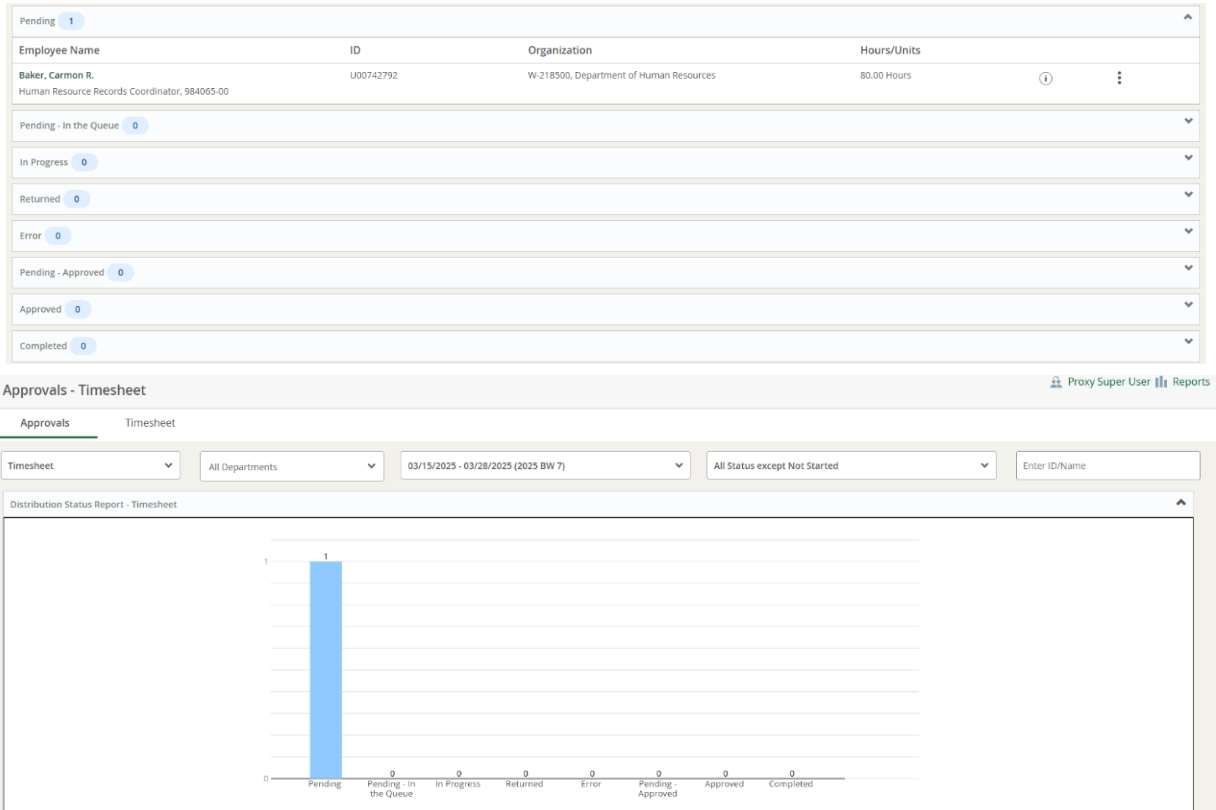
Approve Leave Report

Electronic Personnel Action Forms (EPAF)

Effort Certification

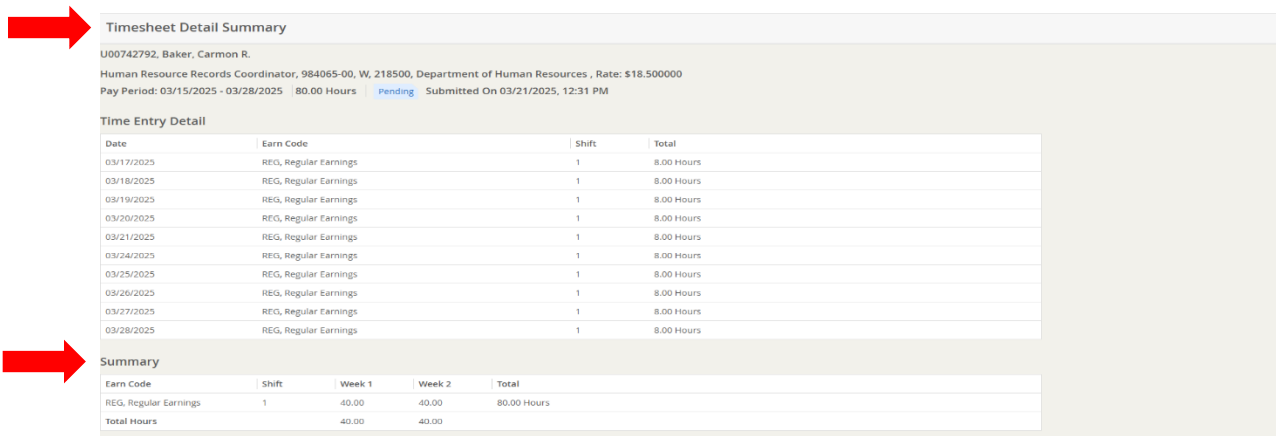
Labor Redistribution

3. This screen will show the status of Timesheets for your team. There are drop-downs that allow you to filter results. You can either click on the bar graph to pull up the list of Timesheets ready for you to approve, or scroll down until you see the name(s) of employees who have Timesheets in process.



4. Navigate to an employee's name and click to open the Timesheet.

- The first section, titled “Timesheet Detail”, displays a summary of all time reported for the pay period.
- The second section, “Summary”, displays all time reported for the pay period.



5. Continue to scroll down, to see the following:

- Comment (Optional) – if your employee entered a comment, it will appear here.

If you want to enter a confidential comment (that the employee will not be able to see), check that box. NOTE: All comments are subject to public records request.

The screenshot shows the 'Routing and Status' section of a Timesheet interface. It includes a table with columns 'Name' and 'Action'. Below the table is a 'Comment (Optional):' section with a text area and a 'Confidential Comment' checkbox. At the bottom are four buttons: 'Return', 'Details', 'Return for correction', and 'Approve'. A red arrow points to the 'Comment (Optional):' section, and another red arrow points to the 'Approve' button.

Name	Action
	Originated On 03/21/2025, 12:22 PM by Baker, Carmon R.
	Submitted On 03/21/2025, 12:31 PM by Baker, Carmon R.
	Approve by 03/31/2025, 02:00 PM
Jackson, Karah L.	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Return Details Return for correction Approve

6. Review the Timesheet for accuracy, ensuring all leave taken is recorded.

7. If you notice an error on the Timesheet, enter a comment and click Return for correction. The Timesheet will then be returned to the employee for correction.

8. To approve the Timesheet, click Approve.

Quick Guide

Employees

Enter & submit time. Generally, the Timesheet submission deadline is 5 p.m. on Friday. Supervisors will review Timesheets and have the option to return the Timesheets for correction. Please check your email regularly for notifications.

1. Access Employee Self Service (wingsexpress)
2. Click "Enter Time"
3. Select the appropriate bi-weekly reporting period
4. Complete report to:
 - a. report all time worked:
 - i. Navigate to and click on dates to report time worked
 - ii. Select earn code from drop-down
 - iii. Select the correct Shift Code
 - iv. Record number of hours in "Hours" box (consistent with exempt reporting, leave time can be recorded in ¼ hour increments)
 - v. Click "Save"
 - vi. After all time worked is entered:
5. Click "Preview"
6. Scroll to the bottom of "Preview" window
7. (Optional) Add comments you want your supervisor to read
8. Click Submit

Approvers

Return for Correction, if necessary, and Approve Timesheet (generally, by 2 p.m. on the Monday following the end of the pay period)

1. Access Employee Self Service (wingsexpress)
2. Click "Approve Time"
3. Navigate to the employees to be reviewed.
4. Click employee's name. Review for accuracy.
 - a. If you find errors on the employee submission:
 - i. Add comments (i.e. you forgot to record leave time on "x" date)
 - ii. Click "Return for correction"
 - iii. To approve the time as submitted:
 - iv. Add comments, if desired
 - v. Click "Approve"