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.

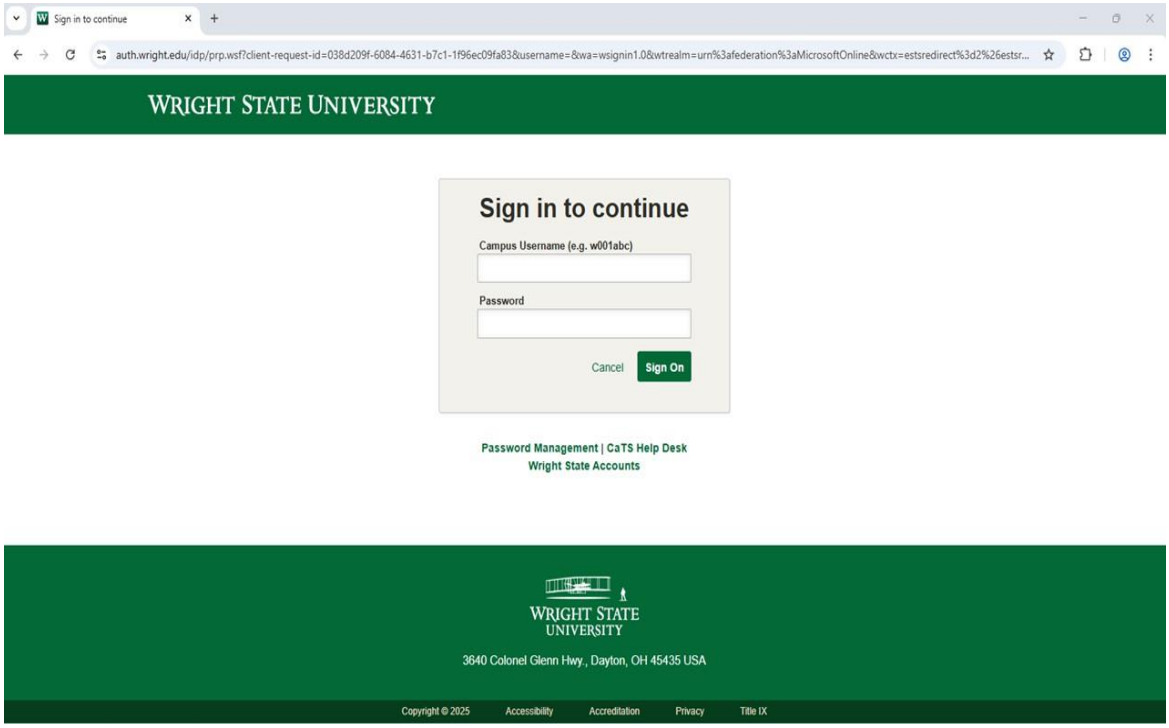
Timeframes and Deadlines

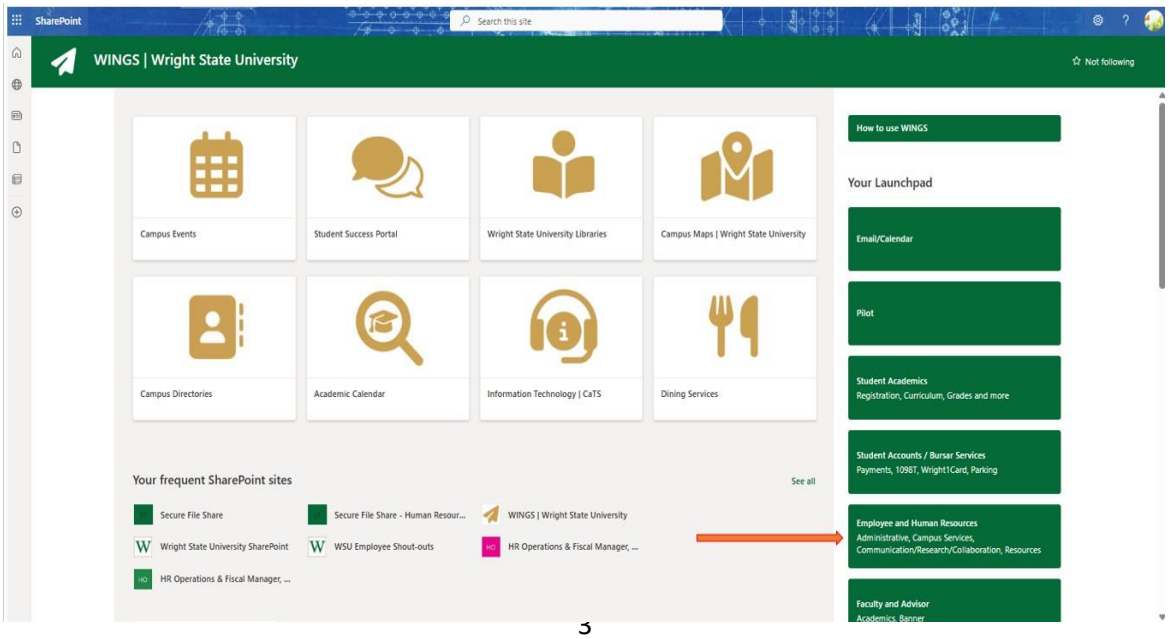
Payroll Schedules:
https://www.wright.edu/human-resources/payroll-schedules

Logging on to ESS for Time Entry
Access to the Time Entry system is through the wingsexpress portal.

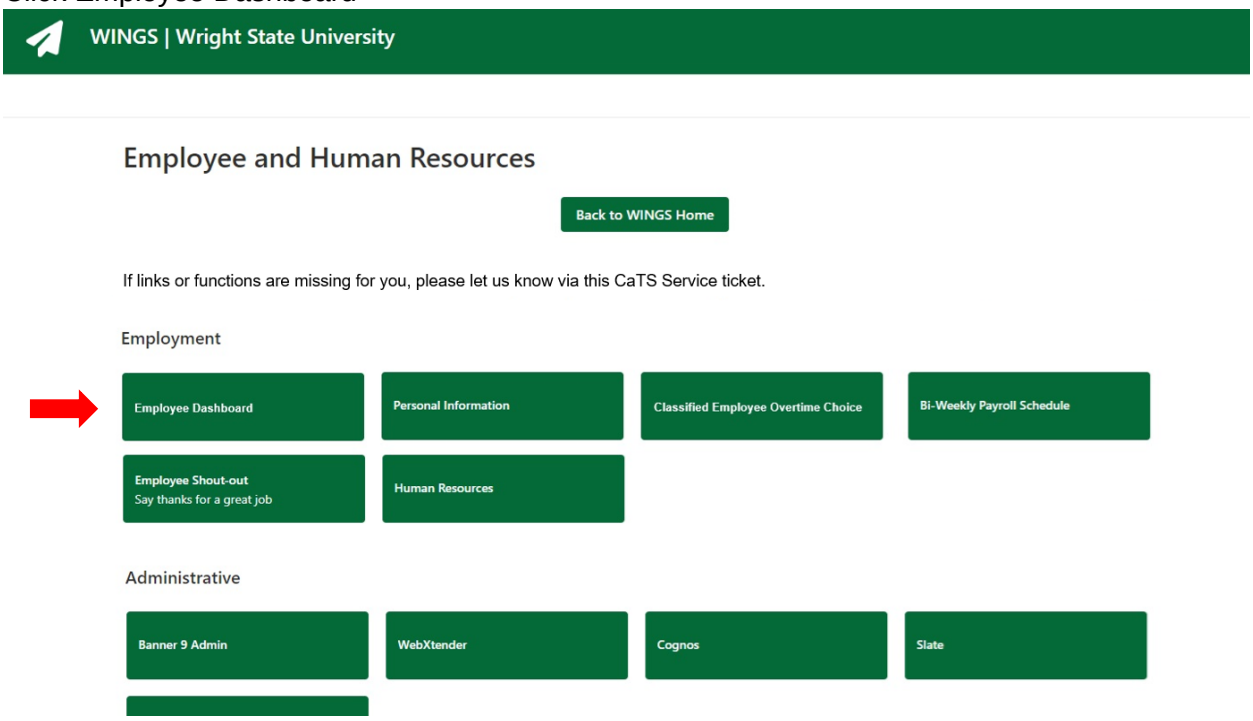
1. **Access the Employee Dashboard** in Banner Employee Self-Service (wingsexpress).
    - Access the Wings Express portal through wings.wright.edu
    - Enter your network username and password. This is the same username and password that you use to access your email
    - **NOTE:** You will be required 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

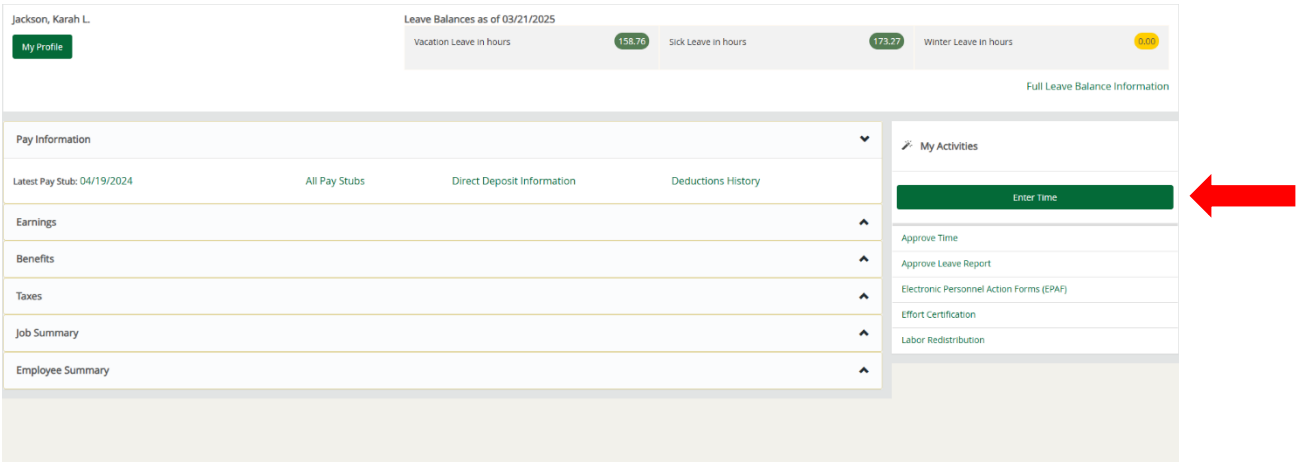




Click Employee Dashboard



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.



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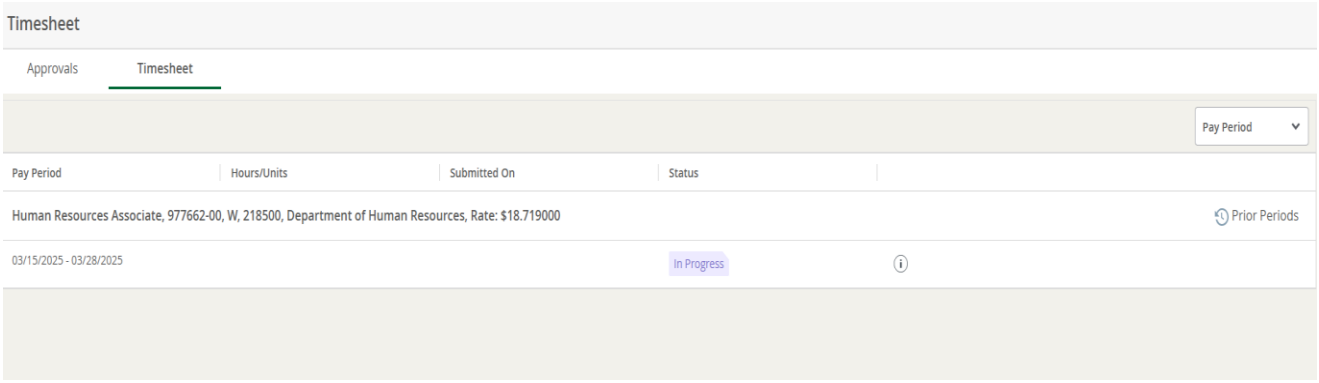
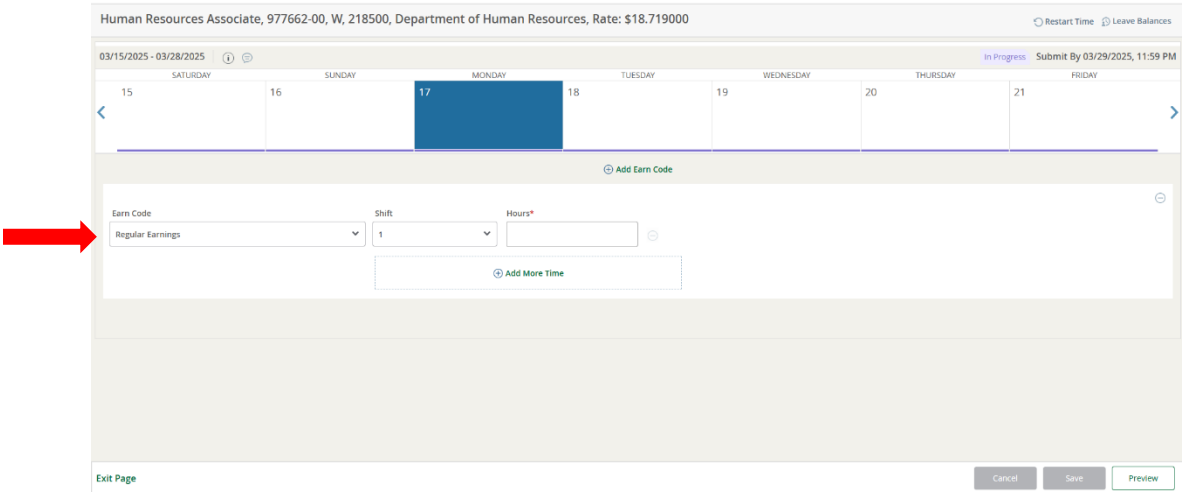
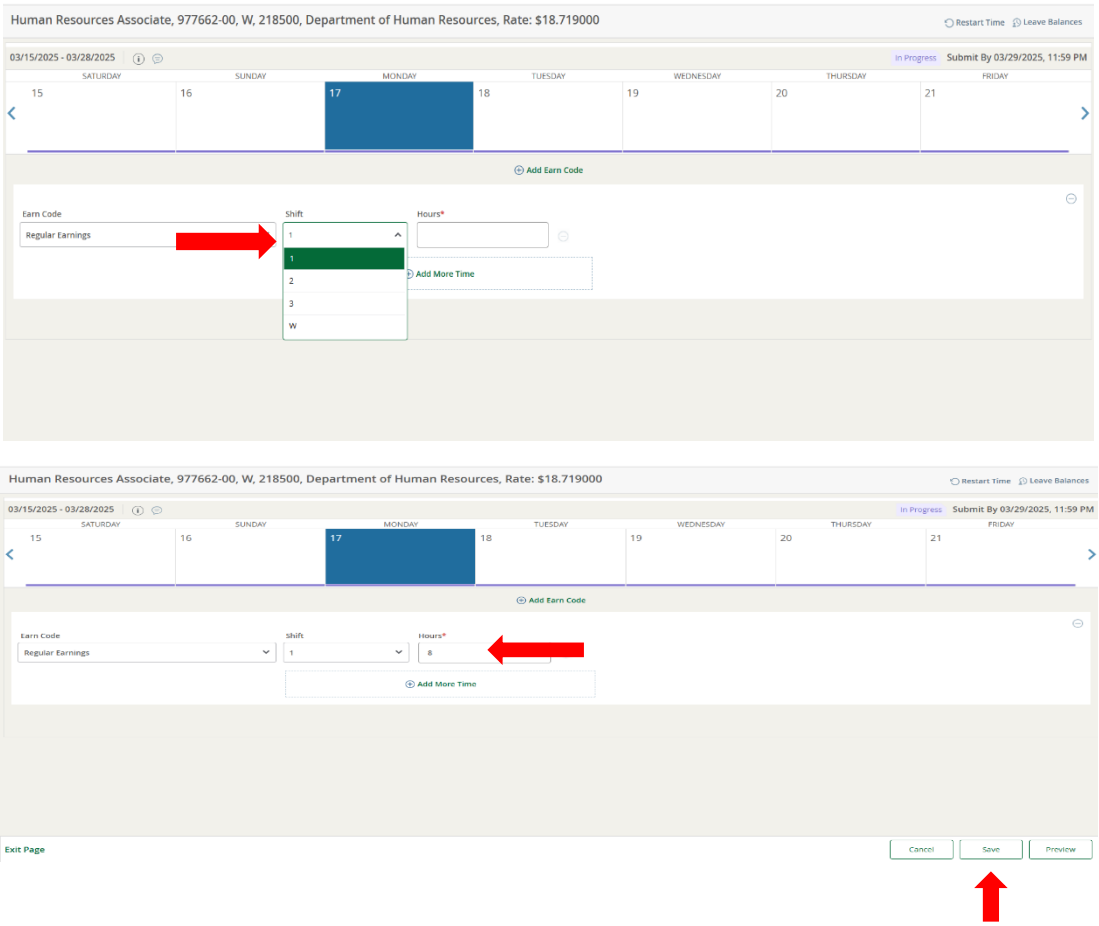


3. After you've clicked "Enter Time", the periods that are open for time reporting are displayed under the bar with your title. Click the pay period that's "In Progress"

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"

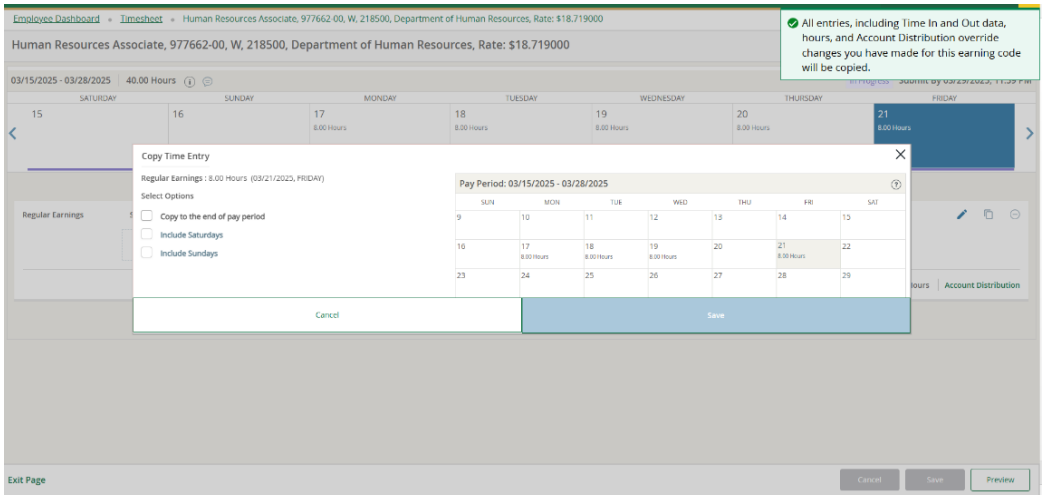


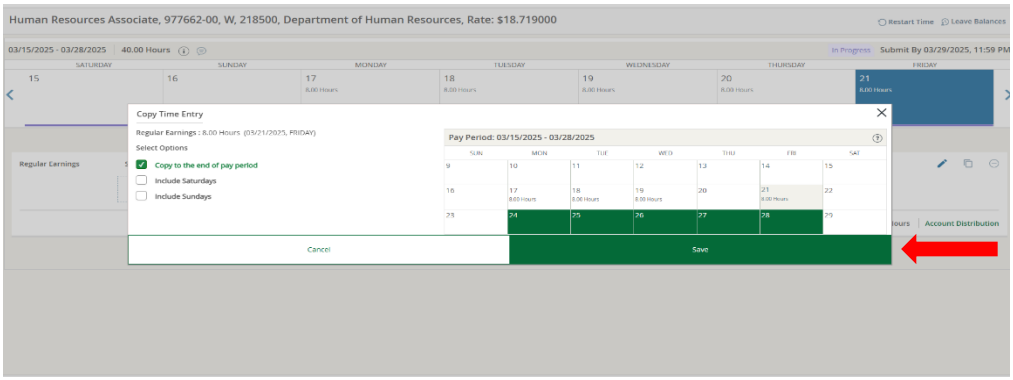


5. After you click “Save”, the hours of leave time are displayed on the date selected. Please note: you must click “Save” after each entry.

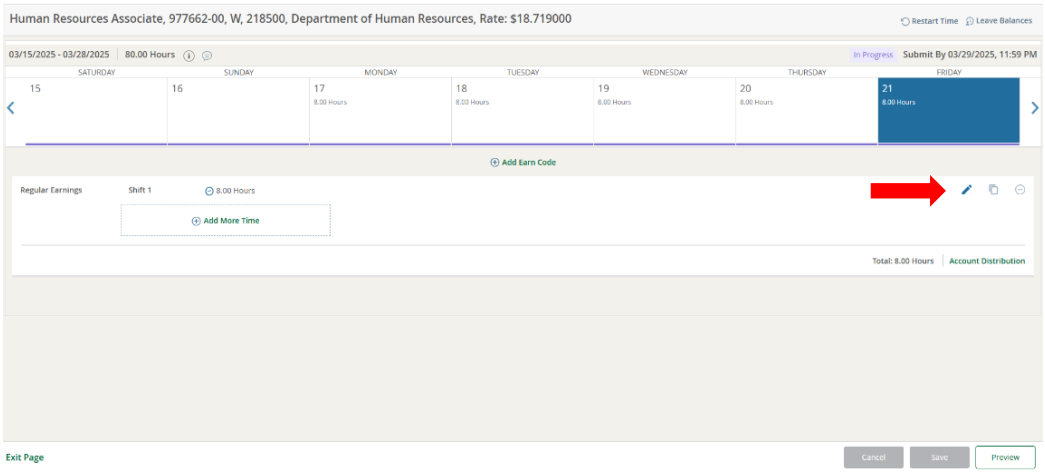
6. To copy the leave time (e.g., to copy one day, in order to record a week of vacation),

- 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”

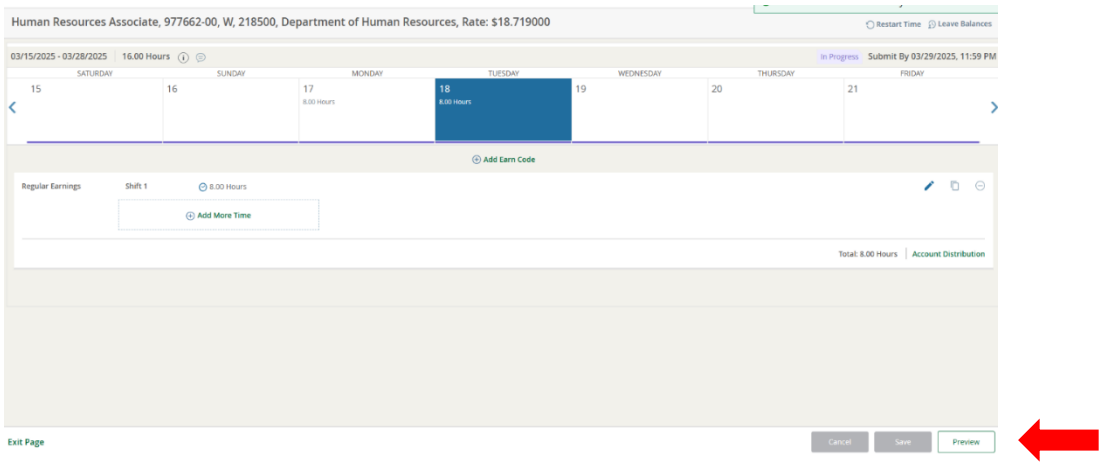




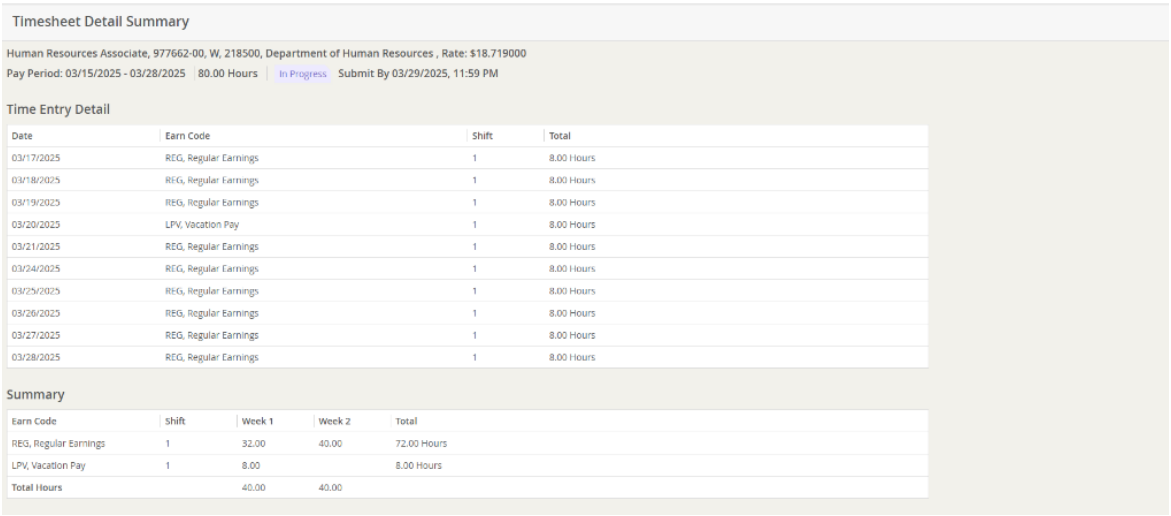
- If you need to edit your submission after you've clicked Save, **Click** the "**pencil**" **icon** to **edit** your submission, and then click **"Save"**.
- If you need to delete any entries after you've clicked Save, Click the "remove" icon to delete any entries, and then click "Save".
- Click (or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



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



- 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

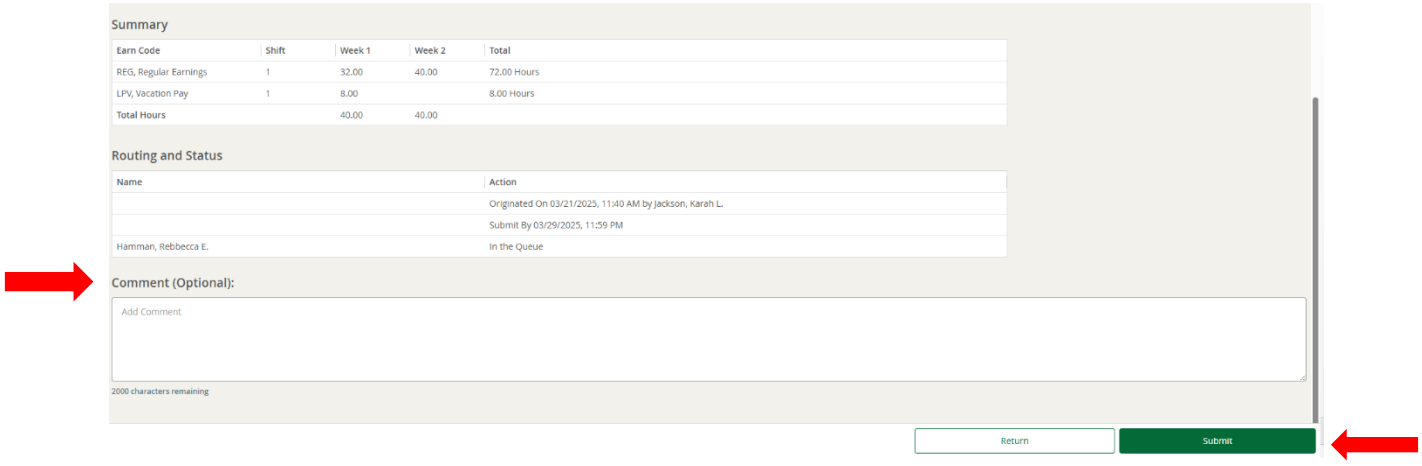
Date	Earn Code	Shift	Total
03/17/2025	REG, Regular Earnings	1	8.00 Hours
03/18/2025	REG, Regular Earnings	1	8.00 Hours
03/19/2025	REG, Regular Earnings	1	8.00 Hours
03/20/2025	LPV, Vacation Pay	1	8.00 Hours
03/21/2025	REG, Regular Earnings	1	8.00 Hours
03/24/2025	REG, Regular Earnings	1	8.00 Hours
03/25/2025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

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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, Karah L.
	Submit By 03/29/2025, 11:59 PM
Hamman, Rebbecca E.	In the Queue

Comment (Optional):

Add Comment

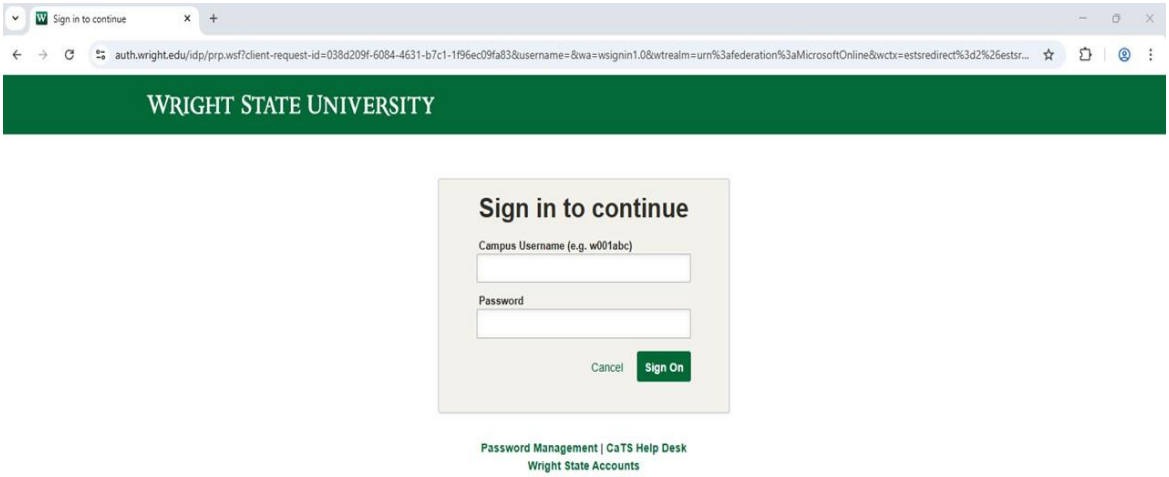
2000 characters remaining

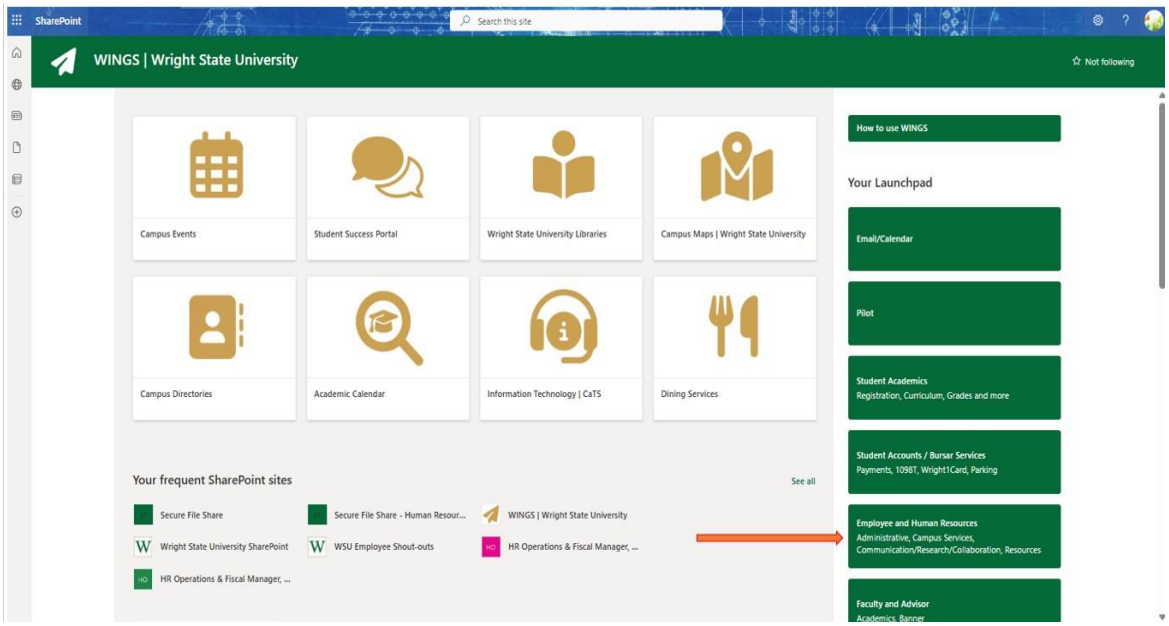
Return | Submit

SUPERVISOR APPROVAL – BY THE MONDAY FOLLOWING THE PAYROLL DEADLINE.
Logging On to ESS for Timesheet Approval Access

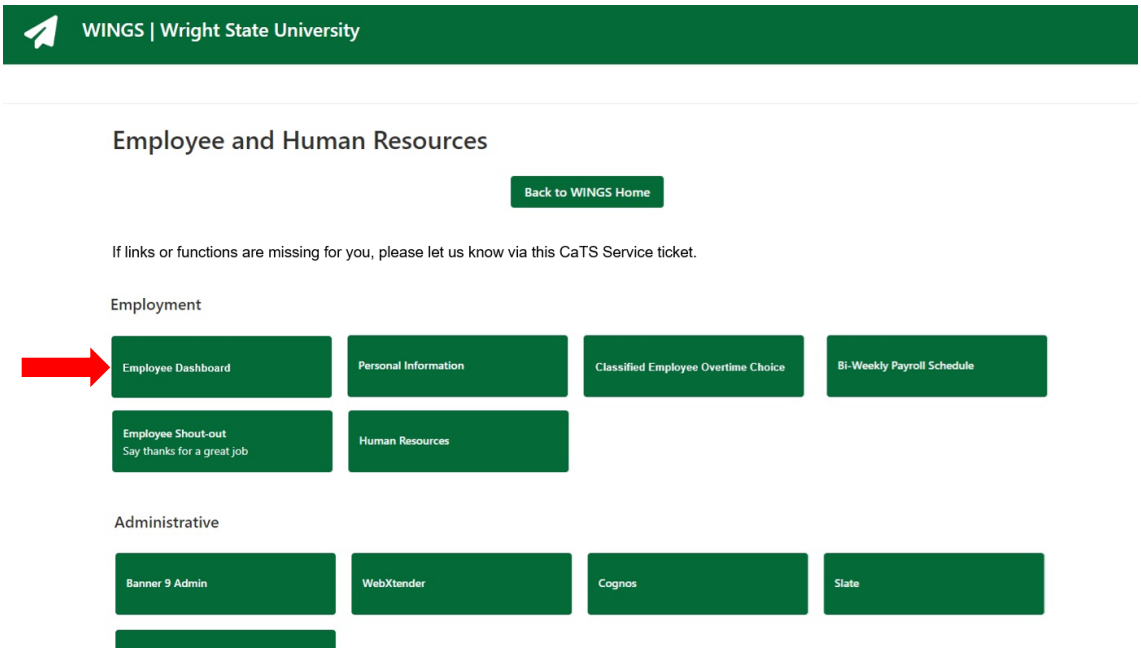
1. **Access the Employee Dashboard** in Banner Employee Self-Service (wingsexpress).
    - Access the Wings Express portal through wings.wright.edu
    - Enter your network username and password. This is the same username and password that you use to access your email
    - **NOTE:** You will be required 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

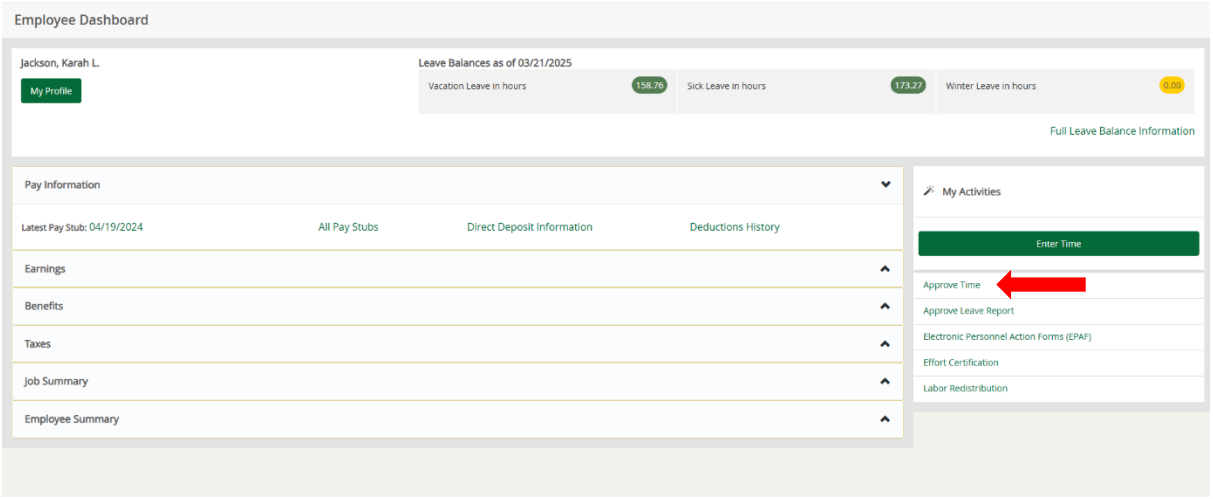




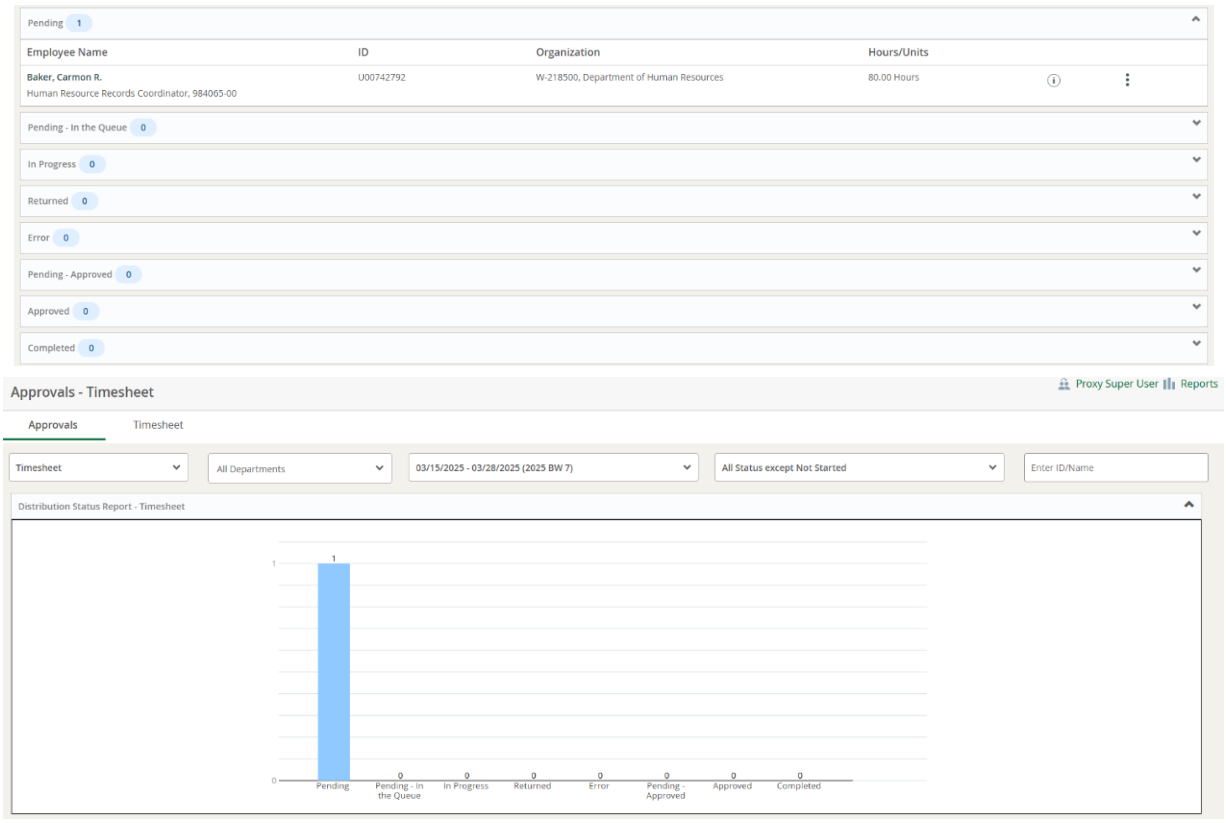
Click Employee Dashboard



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

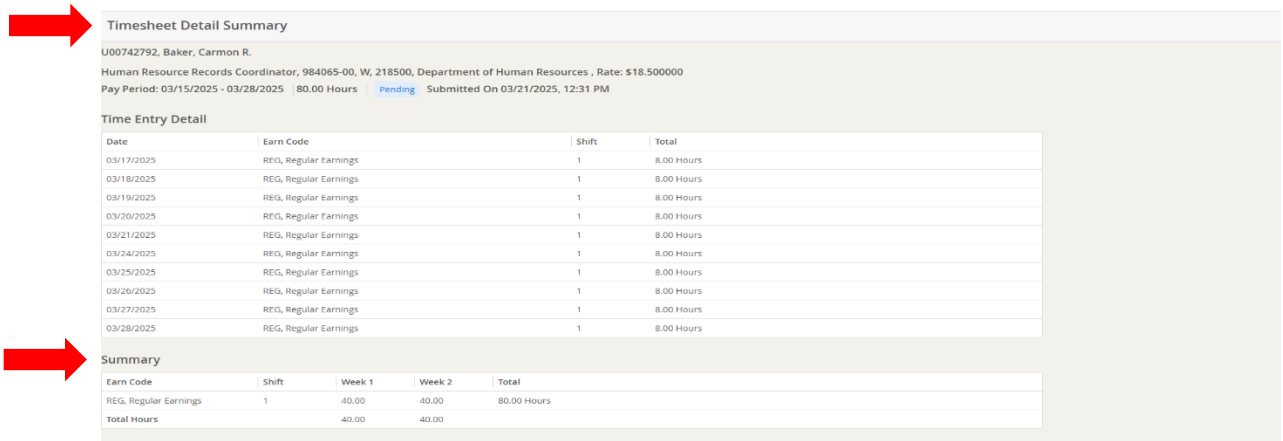


3. This screen will show the status of Timesheets for your team. There are drop-downs that allow you to filter results. You can either click on the bar graph to pull up the list of Timesheets ready for you to approve, or scroll down until you see the name(s) of employees who have Timesheets in process.



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

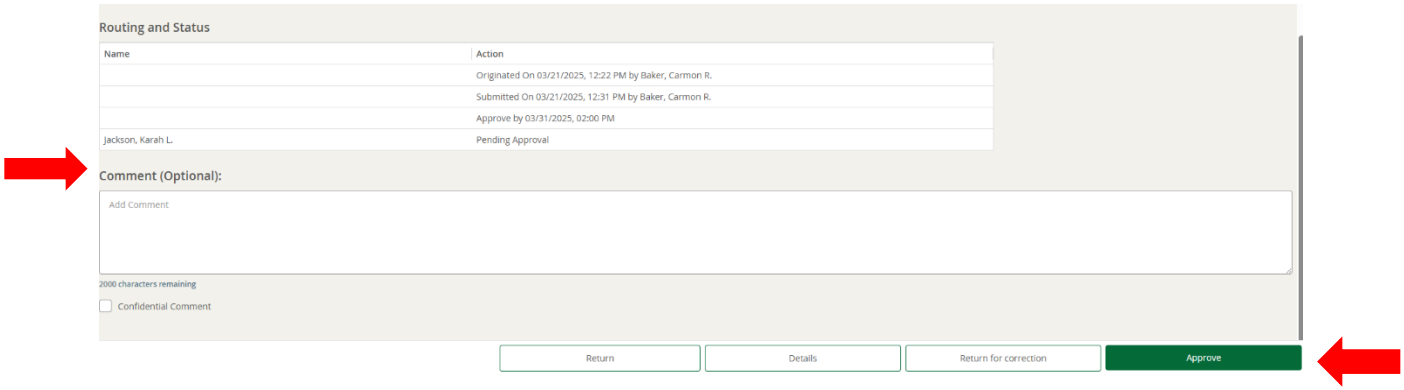
- The first section, titled “Timesheet Detail”, displays a summary of all time reported for the pay period.
- The second section, “Summary”, displays all time reported for the pay period.



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.



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”