

## **Town Hall Meeting – Questions on 6/15/17**

### **When are we going to be paid next? When will the new pay cycle start?**

For non-exempt (hourly) employees, your pay cycle is not changing, you will remain on a bi-weekly schedule.

For exempt faculty and staff, you will be paid for the two weeks ended 6/25 on 6/30. Your next check will be 7/14 for work performed through 7/14. This check will also include payment for the last week in June.

### **1. Will the approver be able to access timesheets after sign off?**

Yes

### **2. Will staff and students use the same time entry method as previous?**

If they were swiping, they will continue to swipe, if they were doing Web Time Entry, they will continue to do Web Time Entry. EPAF approvers will need to note the time entry method in the comments section of the EPAF.

### **3. Is there a Kronos Mobile app?**

Yes, there is an app that will be introduced after our 7/1 “go live” date.

### **4. Will there be proxies for approvals?**

Yes. Approvers can set up proxies in Banner Self-Service. Proxies will see time sheets to be approved in a drop down menu.

### **5. If working multiple jobs, will they all show in Banner Self-Service Web Time Entry?**

Yes

### **6. How will students differentiate between two or more jobs on the time clock?**

We are working with Kronos on this

### **7. Can an employee recall a timesheet before it is approved by their supervisor?**

Yes.

### **8. Can Supervisors change timesheets?**

Yes. Once a timesheet has been submitted by the employee, supervisors can either change a timesheet and send the employee a comment, or send a timesheet back to the employee for correction.

### **9. If a staff member/student forgets to submit their own timesheet, will they be paid?**

Yes, but not necessarily in that week’s direct deposit. Payroll will follow up with employees who have started, but not completed time sheets, but payment may be in the form of a manual check or next direct deposit.

### **10. If the staff member/student can’t submit their timesheet (i.e. sickness, away, etc.) can they still be paid?**

Yes. The supervisor is encouraged to communicate with the Payroll Office to get the timesheet processed.

**11. Will the staff member/student be notified if their supervisor didn't approve their timecard?**

The time sheet will show "pending approval" in Banner Self-Service until it is approved.

**12. If a timesheet was not submitted by the employee, can the supervisor submit it?**

No. Banner does not allow the supervisor to add hours or submit a timesheet that has not been submitted by the employee. We recommend the supervisor contact the Payroll Office to complete and approve the timesheet. Note: If the hours are not reported before the 4:00 pm deadline on Monday, the employee will receive a manual check.

**13. If vacation time is donated and the Donor leaves, is that donated time still available to use?**

No. If the donor is no longer employed, there are no earnings to tax, so the donation cannot be completed.

**14. Can Off Campus Students access Banner Self Service?**

Yes.

**15. Can supervisors see remaining hours for Federal Work Study Students?**

Not at this time. We will be working on a Workflow to accommodate this request after our "go live" date.

**16. How do I enter overtime hours in Banner Web Time Entry?**

The University's policy is to pay overtime for any hours worked over 40 hours in a week. You will need to report hours worked over 40 hours on the OT line of the job on which you worked overtime on your time sheet.

**17. Are there reports supervisors can run and export that show wage expense by employee?**

Currently, no. Baseline Banner security does not allow for this type of report, however, we are exploring a solution with Ellucian.

**18. When will the first training be?**

Because we do not have a training platform that is available to all staff, we will schedule training as soon as the new system is placed in Production. We will distribute training materials on Banner Web Time Entry shortly. HRD will continue to enter Personnel Action Forms until the EPAF training is done.

**19. How will stipends work?**

There is no change on how they are processed for now. However, stipends may look different on your pay stub and the tax withholding may be impacted.

**20. How will non-exempt staff report their time during the transition?**

Time will be reported on paper timesheets, which have been distributed to all of the supervisors. Please reach out to us if you do not have one. Web time entry staff can key the hours into Banner retroactively as soon as the system is available. We will work with time clock supervisors on entering time clock time.

**21. Do I have to use my personal and vacation days before being unpaid?**

University policy is to use personal and vacation days before a day is unpaid. It is the supervisor's responsibility to ensure staff log time appropriately.

**22. How do I enter my hours if I am on disability?**

Your hours will be defaulted by HRD until you return.

**23. Will there be any changes to the taxes on my educational benefits?**

Once the new system is implemented, the Payroll Office will follow a regular schedule of withholding so employees can plan accordingly.

**24. Can I access paystubs in the old Banner Self-Service?**

No. WE HIGHLY RECOMMEND YOU PRINT A COPY OF YOUR LAST PAYSTUB FROM BANNER SELF-SERVICE AS SOON AS THE LAST PAYROLL IS RUN. Old W-2's will be available upon request in Payroll.

**25. Will I see my leave balance in Banner Self-Service on 7/1?**

No. Leave balances (vacation and personal time) will not be populated in Banner Self-Service until the first payroll is run. Please check your balances at that time.

**26. Will I have access to my old payroll data after 7/1?**

No. Payroll will run and mail the last paystub from the old system (dated 6/30/17) for your records.

**27. Do you have to resubmit for vacation after 7/1?**

Yes. EmpCenter will no longer be used for recording leave time. New requests can be made in Banner Self-Service.

**28. How are people taxed on Donor Time?**

The donor will be taxed at their effective rate based on their donated salary.

**29. Can employees and supervisors access Web Time Entry off of campus?**

Yes

**30. Can employees submit prior to the pay period?**

You can submit prior to the end of the pay period if you are using paid leave on the timesheet due date.

**31. What if your proxy is out?**

You can reassign your proxy or approve off campus. If neither of those is an option, contact Payroll to complete the time sheet(s).

**32. Will the leave request load into the timecard?**

No, unlike EmpCenter, employees will have to enter their leave amounts on their timesheets.