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For Immediate
Release

New Policy: Web Time Entry and Approval (Employee Self Service)

A new HR policy is now in effect. [HR Policy #408 Web Time Entry and Approval \(Employee Self Service\)](#) is available on the HR website. All individuals who approve time for bi-weekly employees need to review this policy.

The existing OBFS policy concerning [payroll policies](#) should also be referenced.

The need for a new policy for Web Time Entry and Approval arose due to an FY09 Federal A-133 audit finding. This finding revealed that the University does not have adequate documentation to substantiate payroll expenditures for certain hourly employees paid on a bi-weekly basis.

The policy states (in part):

“All bi-weekly paid employees are highly encouraged to use the Web Time Entry (Banner Employee Self-Service Time Entry) application to report hours worked.

If an employee is paid on sponsored funds (i.e., “soft funds” or “grant or contract dollars”), the individual approving the time **must** use the Web Time Entry application which denotes the hours worked and the account (s) charged. In addition, the employee time records must be approved by the person most knowledgeable of the employee’s hours and work activities. These time records should be approved individually and never en masse.

If the number of hours worked or the activity (CFOPAL) indicated require modification, make the necessary change(s) in the system before approving the time or process the required documentation (i.e. labor redistribution) to indicate the appropriate number of hours or change in funding source.”

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continued

Please consult the policy in its entirety to get additional information including the action steps suggested for those employees and units impacted. The “feeder” systems are not impacted by this policy change.

If you have employees for who you must change the manner of time entry, please complete the attached excel spreadsheet and forward it to Roseanda Police Hall at rpolice@uic.edu. This spreadsheet will take the place of an HR front end transaction.

Finally, OBFS will be conducting training sessions to assure that the transition to the use and approval in web-time entry is smooth. Additional information will be posted on the [OBFS website](#) when it becomes available.

If you have questions about the new policy please contact one of the individuals listed below:

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