

# REED COLLEGE

## Web Time Entry

*Quick Reference Guide  
For Employees & Approvers*

### Employees

#### TIPS & REMINDERS

- Employee time sheets must be submitted by 11:59 PM the day after the pay period ends. Student time sheets must be submitted by noon.
- Your time sheet only shows earning types that apply to your job.
- Check your vacation balance before requesting time off!
- More training is available at [reed.edu/gps](https://reed.edu/gps)
- Send us feedback and questions here:  
[HR-Payroll-feedback@reed.edu](mailto:HR-Payroll-feedback@reed.edu)
- Click Forgot Password to reset your pin by answering your Security Questions. Don't have Security Questions set up? E-mail [HR@reed.edu](mailto:HR@reed.edu) to reset your pin.

#### OPENING YOUR TIME SHEET

1. Type <https://bannerweb.reed.edu> into your web browser.
2. Type your Reed ID in the User ID field. Remember to capitalize the leading letter if you have one.
3. Type in your pin and click Login.
4. Click the **GPS tab** and then the **Time Sheet** link.
5. Select the **Position and Pay Period** and click the Time Sheet button.

#### ENTERING HOURS FOR ONE DAY

1. Click the **Enter Hours** link under the date worked, and in the row for the *earning type*. (Ex: Regular Pay, Vacation) Do not change the shift number unless you worked a different shift.
2. In the **Hours** box, type the number of hours worked. Students will enter time in/time out.
3. Click the **Save** button.

#### ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a time period, you can fill out your time sheet just once by copying those hours through the end of the pay period.

1. Click the **Enter Hours** link under the date worked, and in the row for the *earning type*. (Ex: Regular Pay, Vacation)
2. In the **Hours** box, type the number of hours you worked for each day this pay period. Students: Enter your time in/out.
3. Click the **Copy** button.

4. Click in the “**Copy from date displayed to end of pay period**” checkbox.
5. If your workweek includes Saturday or Sunday, click those checkboxes, too.
6. Click the **Copy** button.
7. Look the verification message that says the hours were successfully copied.
8. Click the **Time Sheet** button.

The hours have now been copied for all days in the pay period.

#### ENTERING HOURS FOR SPECIFIC DAYS

When you enter hours for one day, you can copy the same number of hours or time in/time out to one or more additional days in the pay period.

1. Click the **Enter Hours** link under the date worked, and in the row for the *earning type*. (Ex: Regular Pay, Vacation)
2. In the **Hours** box, type the number of hours you worked for each day this pay period. Students: Enter your time in/out.
3. Click the **Copy** button.
4. Click the **checkbox** for each day you want these hours/time-in, time-out copied to.
5. Click the **Copy** button.
6. Look for the verification message that says the hours were successfully copied.
7. Click the **Time Sheet** button.
8. Look to see that the hours were copied to the dates you selected.

#### ADJUSTING YOUR HOURS

Changing hours you've entered for a particular day is no problem as long as you haven't submitted your time sheet for approval.

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** box, type the correct number.
3. Click the **Save** button.



## LEAVING A COMMENT ON YOUR TIME SHEET

Comments are viewable by you, your approver, and payroll. There is only one comment box per pay period.

1. Click the **Comments** button at the bottom of the Time Sheet page.
2. Type your message in the **Comments** box.
3. Click **Save**.
4. Click the **Previous Menu** button to return to your time sheet.

*Note:* Comments on your time sheet are only visible to you in **Preview** mode.

## PRINTING YOUR TIME SHEET

*Printing your time sheet is not required.*

1. Click the **Preview** button.
2. In Safari, click **File, Print**.  
Change the orientation to **Landscape**, and click **Print**.
3. In Firefox, click **File, Page Setup**.  
Change the orientation to **Landscape**. Click **OK**.  
Click **File, Print**.

# Approvers & Proxies

## TIPS & REMINDERS

- Be on the lookout for **misapplication of earning types**, such as Regular Pay vs. Vacation Pay.
- The **deadline** for approving time sheets is 11:59 PM the day after the pay period ends.
- **Return for Correction** should only be used when sufficient time exists to meet the deadline.

## TIME SHEET SUMMARY

1. Log into <https://bannerweb.reed.edu>.
2. Click the **GPS** tab then the **Time Sheet** link.
3. Click the radio button for **Approve or Acknowledge Time**. *Note: If you are acting on behalf of another approver, select the appropriate choice from the **Act as Proxy** drop-down.*
4. Click the **Select** button.
5. From the **Pay Period and Status** dropdown box, select the pay period.
6. Select the **Sort Order** type.
7. Click the **Select** button.

## REVIEWING & APPROVING A TIME SHEET

1. In the **Name and Position** column, click the employee's name.
2. Review the time sheet, making sure to scroll down to view all the information.
3. Click the **Approve** button. The page will refresh and display a message that the time sheet was approved.
4. Click the **Previous Menu** button.

## OVERRIDING A TIME ENTRY

1. Click the **Change Record** button on the time sheet or the **Change Time** link in the **Other Information** column.
2. Click the **link** for the hours or entry to be changed.
3. Click the **Save** button.
4. Type a **comment** indicating the changes you made. Verbally communicate the change to employee and document in a follow-up email to the employee.
5. Click the **Previous Menu** button to return to the time sheet.
6. Click the **Approve** button. The page will refresh and display a message that the time sheet was approved.
7. Click the **Previous Menu** button to return to the *Summary* page.

## DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you're not available.

Contact Payroll to designate a proxy.

## ACCESSING INCOMPLETE TIME SHEETS

Time sheets that have a status of "Not Started" or "In Progress" cannot be approved in GPS WTE until the employee has submitted their time sheet for approval.

If you have employees who have not yet submitted their time sheet, and it is beyond their deadline to do so, you will need to contact payroll.

