

## **Banner HR/Payroll FAQs - General**

### ✓ **What is Banner Web Time Entry/Leave Reporting?**

Banner Web Time Entry and Leave Reporting, available via Porches, is the primary electronic timekeeping system used by nonexempt hourly employees and the leave reporting system used by exempt employees, faculty excluded. Most student employees also use this system to report time worked.

### ✓ **How do I access Web Time Entry/Leave Reporting?**

You may access Web Time Entry/Leave reporting through the UD portal, Porches at <http://porches.udayton.edu>. Go to the Human Resources page, scroll down to the HR Self-Service section to access Time Reporting or Time Approval.

### ✓ **How often will I submit a time sheet/leave report?**

Every pay period.

### ✓ **How do I exit Web Time Entry/Leave Reporting without submitting the time sheet/leave report?**

Click on the Save button.

### ✓ **Can I fill in my time sheet/leave report in advance, or does each day become available only on the actual day?**

You may fill in your time sheet in advance; this is especially encouraged if you are taking vacation. Your Approver will have the ability to edit or return the time sheet/leave report to you for correction. Each day of the pay period is displayed at the beginning of the pay period. Banner only shows 7 days on a screen and there is a button at the bottom of the page that takes you to the next week.

### ✓ **What if I have more than one position? More than one Approver?**

All employees have a primary position at UD, while some employees also have a secondary role. Employees must submit a separate time sheet for each position held at UD. If you have two positions with two different supervisors, you will have two time sheets (unless you are on another system, e.g. at UDRI, Dining Services, Facilities, Parking or UD Arena), and each time sheet will be routed to the Approver identified for that position.

### ✓ **Definitions:**

**Exempt employees** are salaried staff members who are administrative, professional or library faculty.

**Nonexempt employees** are hourly staff members who are technical or administrative support, as well as the majority of student employees.

An **Approver** is your supervisor or other person designated to approve the hours you have worked during the pay period.

A **Proxy** is an individual designated by the Approver to approve time sheets in the Approver's absence.

• **What if I have more questions or need clarification on something?**

For technical problems, contact the UDiT Help Desk at 9-3888. For HR questions, email us at [hr@udayton.edu](mailto:hr@udayton.edu) or call 9-2541. For Payroll questions, please email [payroll@udayton.edu](mailto:payroll@udayton.edu) or call 9-2949.