

Frequently Asked Questions

Banner HR Implementation

Training

1. When will Banner HR Training be available?

Banner HR Payroll Forums – June 14th, 15th, 16th, 17th

Supervisors will be required to attend one session in this group. Each department should send, at minimum, one bi-weekly and one monthly paid employee to help train in your area. We will be checking O-Key and access into my.okstate.edu.

Banner HR Payroll Training – June 22nd, 23rd, 24th, 27th

Supervisors will be required to attend one session in this group. Each department should send, at minimum, one bi-weekly and one monthly paid employee to help train in your area. We will be working in the live Banner HR product to ensure that everyone has appropriate access to the Banner products.

Web Time Entry – Biweekly Employees

1. What is Banner HR Web Time Entry?

Banner HR Web Time Entry (WTE) is a web-based pay period time entry system. The WTE is used by nonexempt biweekly (hourly-paid) employees to collect time worked and leave taken and is used in the biweekly payroll calculations.

2. Who is expected to use the Banner HR Web Time Entry system?

All biweekly employees are expected to use the Banner HR Web Time Entry system including temporary and student employment. Monthly employees will be using the Leave Report.

3. Is any special preparation or equipment needed to use the Banner HR Web Time Entry system?

There is configuration for the approval routing that must be completed, but that is completed by HR staff as part of the Banner HR implementation process. To enter time, employees will need access to an updated web browser that is compliant with current web standards to access Banner Self Service as WTE is part of Banner Self Service. Any of the current popular web browsers, such as Internet Explorer, Firefox, Chrome, and Safari, should work.

4. Will TimePro still be available for departments that use TimePro?

TimePro will not be used after June 18th, 2016.

5. Do bi-weekly employees use the “Timesheet” function and are required to clock in and out?

Biweekly employees will use Banner Time Sheet to clock in and out.

Leave Reporting – Monthly Paid Employees

1. How will Leave Taken be reported in Banner HR?

Banner HR includes a Leave Reporting system. Like the WTE system, the Leave Reporting system is part

of Banner Self Service and can be used with any of the current, popular web browsers that are compliant with web standards.

2. Who will use the Leave Reporting system?

All monthly paid employees will report leave taken using the Banner HR Leave Reporting system.

3. What is the Leave Reporting period?

For monthly exempt employees, the Leave Reporting period will be from the 16th of a month to the 15th of the following month. This schedule will allow any leave issues from the leave reports to be included in the current monthly payroll calculation.

4. How is the Banner HR Leave Reporting system different from the current Leave Reporting and calculations?

With the current system, leave taken and accrual calculations were both processed through the payroll calculation. As a result of that, the leave taken was included on an employee's payroll advice.

With the Banner HR Leave Reporting system, the leave accrual calculations continue to be part of the payroll calculation; however, the leave taken is not. Once a leave report in Banner HR is approved, the leave taken is immediately subtracted from the current leave balances and is not included as part of the next payroll calculation. Since the leave taken is not included in a payroll calculation, the leave used does not show on an employee's payroll advice. Leave balances will continue to be available for employees to view as part of Banner Self Service.

5. Since we all start using the new Banner HR Web Time Entry on June 19 – for exempt monthly, what happens to leave taken from June 1 – 18? How will it get reported/taken off?

The monthly exempt leave reporting period runs from the 16th of one month to the 15th of the following month. June 19th is when the biweekly pay period and the monthly nonexempt leave reporting period opens. For leave taken from June 1 through June 15 for monthly exempt, there will be additional leave reporting periods opened to collect leave for those periods. These will be opened at the same time the current leave reporting period is opened, so employees will need to be sure they are entering leave in the correct period on the correct date.