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Accessing the UA eTime Electronic Approver/TimeKeeper Change Request

There are 3 options for accessing the Change Request Form.


1. Access the form directly through the following link.
<https://everest-sf.fa.ua.edu/Runtime/Runtime/Form/PayrollApproverSubmission/>
 - a. The Everest log-in screen will appear.
 - b. Log in to Everest by following the log in instructions on the screen.
 - c. The Change Request Form should appear.

2. Navigate to the Payroll website, www.payroll.ua.edu.
 - a. Click on the Payroll Services Forms & Guides link on the left-hand side of the page.
 - b. Click on e-Time.
 - c. Click on UA e-Time Electronic Approver/TimeKeeper Change Request.
 - d. The Everest log-in screen will appear.
 - e. Log in to Everest by following the log in instructions on the screen.
 - f. The Change Request Form should appear.

3. Log in to myBama, <https://mybama.ua.edu/cp/home/displaylogin>.
 - a. Click on the Employee tab.
 - b. Scroll down to the Administrative Systems Training section.
 - c. Under Payroll, click on the UA eTime Electronic Approver/TimeKeeper Change Request link.
 - d. The Everest log-in screen will appear.
 - e. Log in to Everest by following the log in instructions on the screen.
 - f. The Change Request Form should appear.

Approver Submission Section

This form is **Approver** driven, meaning the CWID of the person in the TimeApprover (TA) or TimeKeeper (TK) role must be entered, not the employee whose time is being kept or approved. This allows the originator to view all Organizations, Positions and Pooled Positions assigned to that TA/TK at once. **Multiple changes may be submitted on one form, but only one approver type and one approver may be selected at a time (i.e. changes cannot be submitted for TimeKeepers and TimeApprovers via a single form).**

1. Enter the **Approver's** Campus Wide Identification Number (CWID) and press  on the keyboard.
 - a. The Approver's name will automatically populate in the next cell. If not, double-check the CWID entered.

2. Select the Approver Type (TimeKeeper or TimeApprover) from the drop-down menu. This will populate the Orgs, Positions and Pooled Positions that are currently assigned to that approver.
 - a. TimeKeepers may view and make changes in eTime but cannot approve time.
 - b. TimeApprovers may view, make changes and approve time in eTime.
 - c. Delegates can only be changed within eTime.

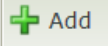

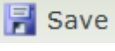
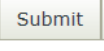
Note: *A person cannot serve as a TimeKeeper and TimeApprover. eTime does not support dual roles.*

Organization Approval Section


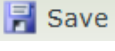
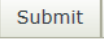
The Organization Approval section is automatically collapsed on the form. Changes at the Org level are rare and should only be made if the Org(s) fall under the originator's domain. Orgs should only be changed if the intent is to affect all employees in the Org (i.e. the default approver is changing). The approver for the default Org will not see a list of employees that fall under that Org. To make changes to an Org, click the down arrow in the upper right-hand corner of the Organization Approval section to expand the view.

Note: Org number 506100 will default for all monthly employees who are TimeApprovers or TimeKeepers in eTime. This Org may not be added, edited or deleted.

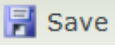
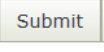
Adding an Org

- a. To add an Org, click  and a new row will appear.
- b. Click in the first cell on that row, enter the new Org number and press  on the keyboard.
 - i. The Org description should appear in the next cell. If not, double-check the Org number entered.
- c. In the Delete, Add, Edit column, click the down arrow and select "Add."
- d. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

Editing an Org (i.e. assigning a new approver)

- e. To assign a new approver to an Org, double-click in the row of that Org.
- f. In the Delete, Add, Edit column, click the down arrow and select "Edit."
- g. Enter the new TimeApprover/Keeper's CWID in the next cell and press  on the keyboard.
 - i. The new TimeApprover/Keeper's name should appear in the next cell. If not, double-check the CWID entered.
- h. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

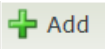


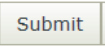
Deleting an Org

- i. To delete an Org, double-click in the row of that Org.
- j. In the Delete, Add, Edit column, click the down arrow and select "Delete."
- k. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.


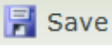
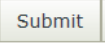
Position Approval Section

This section lists the positions for which a TimeApprover/Keeper has access to approve if the approvee (person whose time is being approved or kept) is not in the default Org.

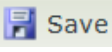
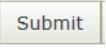
Adding a Position

- a. To add a Position, click  and a new row will appear.
- b. Click in the first cell on that row, enter the new Position number and press  on the keyboard.
 - i. The employee's name should appear in the next cell. If not, double-check the Position number entered.
- c. In the Delete, Add, Edit column, click the down arrow and select "Add."
- d. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

Editing a Position (i.e. assigning a new approver)

- e. To assign a new approver to the Position, double-click in the row of that Position.
- f. In the Delete, Add, Edit column, click the down arrow and select "Edit."
- g. Enter the new TimeApprover/Keeper's CWID in the next cell and press  on the keyboard.
 - i. The new TimeApprover/Keeper's name should appear in the next cell. If not, double-check the CWID entered.
- h. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

Deleting a Position

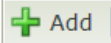



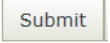
- i. To delete a Position, double-click in the row of that Position.
- j. In the Delete, Add, Edit column, click the down arrow and select "Delete."
- k. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

Pooled Position Approval Section



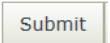
This section lists the pooled positions for which a TimeApprover/Keeper has access to approve if the approvee (person whose time is being approved or kept) is not in the default Org. A pooled position is a single position number that is shared by multiple employees. Pooled positions are typically used for student, temporary part-time and contingent-on-call positions. The position suffix is not always required. It is generally used when an employee has multiple jobs in the same pooled position number.

Note: The default suffix is “00” and it will automatically populate unless another suffix (e.g. 01, 02, etc.) is entered when applicable.


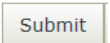
Adding a Pooled Position

- a. To add a Pooled Position, click  and a new row will appear.
- b. Click in the first cell on that row, enter the new Pooled Position number and Suffix, if applicable, and press  on the keyboard.
 - i. Remember the Suffix will default to “00,” and there is no need to change it unless there is another suffix to enter.
- c. Enter the CWID of the employee in the pooled position and press  on the keyboard.
 - i. The employee’s name should appear in the next cell. If not, double-check the Position number and CWID entered.
- d. In the Delete, Add, Edit column, click the down arrow and select “Add.”
- e. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

Editing a Pooled Position (i.e. assigning a new approver)

- f. To assign a new approver to the Pooled Position, double-click in the row of that Pooled Position.
- g. In the Delete, Add, Edit column, click the down arrow and select “Edit.”
- h. Enter the new TimeApprover/Keeper’s CWID in the next cell and press  on the keyboard.
 - i. The new TimeApprover/Keeper’s name should appear in the next cell. If not, double-check the CWID entered.
- i. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

Deleting a Pooled Position

- j. To delete a Pooled Position, double-click in the row of that Pooled Position.
- k. In the Delete, Add, Edit column, click the down arrow and select “Delete.”
- l. Click  in this section to save changes. **Note:** When form is complete, click  at the bottom of the page to send changes to Payroll for approval.

Multiple Changes on One Form

Multiple changes can be submitted on one form, but only one Approver Type may be actioned at a time (i.e. changes cannot be submitted for TimeKeepers and TimeApprovers via a single form).

Multiple changes can be made within each Approval Section level (i.e. Organizations, Positions and Pooled Positions). For example, the originator may add a position, delete a position and edit a position all on one form. Furthermore, the originator may add 2 pooled positions, delete 4 and edit 5 and so on.

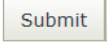
Also, multiple changes can be made at more than one Approval Section level at once. For example, the originator may add an organization, delete a position and edit a pooled position on one form.

To prepare multiple changes on one form, simply follow the appropriate instructions for each Approval Section as detailed in this document.

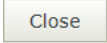
Submit, Close & Reset Functions

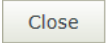
Submit:

If the originator forgets to click  in any of the Approval Sections, all changes will be saved upon Submit.

Once  has been clicked, the form will be routed to Payroll Services for approval or rejection. The originator will receive a confirmation email upon submission and Payroll's approval/rejection. If Payroll approves the form, changes will be loaded into the Banner system. Changes to TimeApprovers/Keepers will not take effect in eTime until the day after the changes are approved by Payroll.

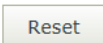
Close:

If the originator clicks  without saving in the Approval Sections, no changes will be saved or submitted to Payroll Services. TimeApprovers/Keepers will maintain the same approver permissions as when the originator began working on the form.

If the originator clicks  and has saved changes in the Approval Sections, he/she will be able to close the form and reopen it with the saved changes.

Note: *Changes will not be sent to Payroll for final approval until they have been submitted.*

Reset:

To start over or delete any saved changes in the Approval Sections, click . The Reset function reverts the form to its original state showing only the information that displayed upon opening the form (i.e. it deletes any changes made and displays the information that is currently in the Banner system). The form may be reset after it has been saved or even saved and closed, but changes may not be reset once the form has been submitted to Payroll Services.