

Step-by-Step Procedure
Pursuant to TBR Guideline B-095

I. Web Time Entry Transactions

A. The official portal web site for the University of Memphis is <http://my.memphis.edu> . Employees log into the portal using their personal Universal User ID (UUID) and password. The SCT Banner software captures electronic signatures using secure methods where each signature is provided a user name and password, uniquely identifying them to the system

1. Upon entering the portal, the employee will work through a series of “tabs.” These tabs are generated based on the roles/security the employee holds at the university.

B. Employees will enter time and leave through the Web Time Entry of the Employee Banner Self Service application. Bi-weekly paid employees will use time sheets; monthly paid employees will use leave reports (sample attached). Only the employee can complete and submit their record for approval. This is accomplished by selecting the “submit for approval” tab. At this point, the employee is certifying that the time and/or leave entered represents a true and accurate record of time and/or leave and they are the responsible party for any change made to the record using their UUID/password combination. This is the employee’s electronic signature.

C. The approver is responsible for reviewing, approving, and if necessary, modifying the employees’ submitted time. The approver’s access is based on the roles/security the approver holds at the university. The approver will view the employee’s record; if the time is accurate, the approver selects the “approve” checkbox to approve the record. This is the approver’s electronic signature.

D. SCT Banner uses Secure Sockets Layer (SSL) (cryptographic protocols that provide security and data integrity for communications over networks) (no PKI [Public Key Inscription]) and sends messages via https.

1. The SCT Banner system provides for:
a. auditing of time entry (system files)
b. the utilization of individual user accounts

E. Web Time Entry Records are maintain per TBR Guideline G-070 Subject: Disposal of Records - RDA 2161