Banner HR/ Payroll Web Time Entry Testing Evaluation Form

Thank you for participating in the Web Time Entry (WTE) and Approval testing exercise and taking the time to complete this evaluation form. Your feedback is an integral part of the testing process. It will help us address any problems or issues with the system and/or the process to ensure we deliver a complete and easy-to-use time entry system.

You may submit your evaluation either by one of 3 methods:

1. **Complete the form on-line, then clicking on the "Print" button at the top of the form and return it to your Area representative, OR**

2. **Complete the form on-line then attach a copy of the PDF file to an email and send to your Area Representative**, **OR**

3. **Print a copy of the form, complete it, then return to your Area Representative**

Participant Information:

Please note, providing your name and email address will assist us with any required follow up. Also, it will ensure your name is entered in the WTE Participants drawing to win one of the prizes from the Banner HR/Payroll project team.

Name:

Email address:

Instructions for completing Evaluation form:

Please answer, or rate (from "Strongly Agree" to "Strongly Disagree"), the questions in each section for the test activity/ies, (i.e. Timesheet Entry and/or Timesheet Approval), that you participated in.

Note: If you were unable to complete the time entry and/or the approval test, for ANY reason, please answer "No" to the question in the first section, and provide an explanation in the "Comments" section. You do not need to complete the balance of the form in this case.

Please provide additional feedback (constructive and/or positive) regarding this testing exercise in the "Comments" section.

I. Test Completion:

I was able to complete the required testing.

☐ ☐

YES **NO**

(If "Yes", please complete the balance of the evaluation form. If "No", please move to the "Comments" section and provide an explanation.

II. Timesheet Entry Testing:

1. I was able to easily access and log in to EagleNET:

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

2. I was able to easily access the "Employee" tab in EagleNET:

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

3. I was able to easily navigate to the Time and Leave Reporting page and access my timesheet:

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

4. I was able to easily enter my hours worked and/ or leave taken information.

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

5. I was able to easily review my time entry information.

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

6. **I was able to easily correct (if necessary) my time information, <u>prior to submitting</u> for approval:**

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

7. **[FOR TIMESHEETS RETURNED FOR CORRECTION ONLY]: I was able to easily access, correct, and resubmit my timesheet for approval, after it had been returned by my approver.**

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

8. **I was able to easily review my timesheet status, and verify that it had been approved, (after 10 a.m. Dec. 5)**

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

III.   Timesheet Approval Testing (to be completed by Approvers and Proxies ONLY

1. **I was able to easily access and log in to EagleNET:**

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

2. **I was able to easily access the "Employee" tab in EagleNET:**

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

3. **I received an email notifying me that a timesheet had been submitted and required my approval, for each of my assigned test population employees.**

☐	☐
YES	**NO**

4. **I was able to easily navigate to the Department Summary page and access the timesheets requiring my approval.**

☐	☐	☐	☐
Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**

5. I received all timesheets for my assigned test population. (If "No", please list anomalies in the Comments section below).

☐
YES

☐
NO

6. I received timesheets from test population members that were NOT assigned to me (If "Yes", please list anomalies in the Comments section below).

☐
YES

☐
NO

7. I was able to easily review and approve the timesheets.

☐
Strongly Agree

☐
Agree

☐
Disagree

☐
Strongly Disagree

8. I was able to easily review, add comments, and return to the timesheet to the employee for correction, if required:

☐
Strongly Agree

☐
Agree

☐
Disagree

☐
Strongly Disagree

9. **[FOR TIMESHEET "Approvers" ONLY]: I was able to easily set up a Proxy to approve timesheets in my absence.**

☐
Strongly Agree

☐
Agree

☐
Disagree

☐
Strongly Disagree

IV. Comments