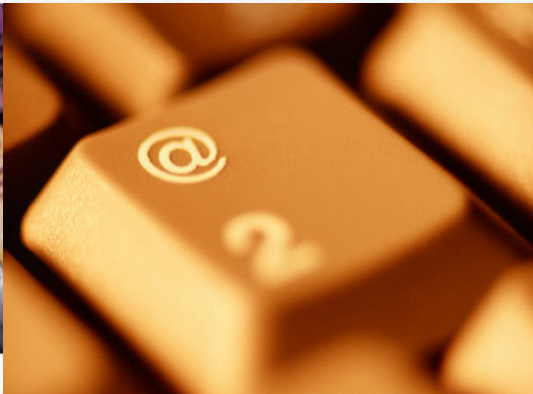


BANNER WEB TIME ENTRY



TRAINING MANUAL

Web Time Entry for Employees

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Introduction

Welcome to Southern University, **“imagine what you can do”**. This document is provided by the Office of Human Resources to assist employees with Entering Time via the Web in Banner Employee Self-Service. Banner Web is the university’s self-service system in which employees can view benefits and deductions, pay information, tax forms, current and past jobs held, leave balances and history. The information contained within this document will allow employees to enter hours worked, leave taken and to submit timesheets electronically.

Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in processing paper timesheets. The Web Time Entry system will allow employees to individually log onto a secure website and enter and submit their own time and attendance from any computer with Internet access. Full time unclassified and faculty employees are only required to **enter exception time**. Classified non-exempt employees, students (graduate assistants, undergraduate students and college work study) and part-time employees can only enter **regular hours**. Exception time is leave taken during the pay period which includes annual leave, sick leave, compensatory used, if applicable, etc. Regular hours and college holiday closures do not have to be entered by full time unclassified and faculty employees; the system will automatically post them. The time must be approved online by the designated supervisor/approver and sent electronically to the Payroll Office for processing.

In order to access Web Time Entry a Banner Web User Identification (S# ID) and Personal Identification Number (PIN) **are required**.

Timeframes and Deadlines:

In order to be paid each pay period, it is critical that electronic timesheets and approvals are submitted by the established deadline. Employees are responsible for submitting their electronic timesheets to their supervisor/approver. If time is not submitted by the designated deadline, this could cause the employee not to be paid. Without a timesheet, the supervisor/approver is unable to approve time and/or leave and without the approver or proxy’s approval an employee CANNOT be paid. Deadline dates will be adjusted as needed for holiday classes. Updates will be posted on the HR Website and sent via email blast.

NOTE: Employees may begin inputting time, online via banner web based on the enclosed schedules. Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5pm. Approvers/proxy’s must approve timesheets by 12pm on the due date and submit to the Payroll Office. Schedules will be posted on the HR website.

2013 – 2014 UNDERGRADUATE PAYROLL CALENDAR FOR WEB TIME ENTRY

Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
3	January 13, 2013	January 26, 2013	January 24, 2013	January 25, 2013	February 1, 2013
4	January 27, 2013	February 9, 2013	February 7, 2013	February 8, 2013	February 15, 2013
5	February 10, 2013	February 23, 2013	February 21, 2013	February 22, 2013	March 1, 2013
6	February 24, 2013	March 9, 2013	March 7, 2013	March 8, 2013	March 12, 2013
7	March 10, 2013	March 23, 2013	March 21, 2013	March 22, 2013	March 29, 2013
8	March 24, 2013	April 6, 2013	April 4, 2013	April 5, 2013	April 12, 2013
9	April 7, 2013	April 20, 2013	April 18, 2013	April 19, 2013	April 26, 2013
10	April 21, 2013	May 4, 2013	May 2, 2013	May 3, 2013	May 10, 2013
11	May 5, 2013	May 18, 2013	May 16, 2013	May 17, 2013	May 24, 2013
12	May 19, 2013	June 1, 2013	May 30, 2013	May 31, 2013	June 7, 2013
13	June 2, 2013	June 15, 2013	June 13, 2013	June 14, 2013	June 21, 2013
14	June 16, 2013	June 29, 2013	June 27, 2013	June 28, 2013	July 5, 2013
15	June 30, 2013	July 13, 2013	July 11, 2013	July 12, 2013	July 19, 2013
16	July 14, 2013	July 27, 2013	July 25, 2013	July 26, 2013	August 2, 2013
17	July 28, 2013	August 10, 2013	August 8, 2013	August 9, 2013	August 16, 2013
18	August 11, 2013	August 24, 2013	August 22, 2013	August 23, 2013	August 30, 2013
19	August 25, 2013	September 7, 2013	September 05, 2013	September 06, 2013	September 13, 2013
20	September 8, 2013	September 21, 2013	September 19, 2013	September 20, 2013	September 27, 2013
21	September 22, 2013	October 5, 2013	October 3, 2013	October 4, 2013	October 11, 2013
22	October 6, 2013	October 19, 2013	October 17, 2013	October 18, 2013	October 25, 2013
23	October 20, 2013	November 2, 2013	October 31, 2013	November 1, 2013	November 8, 2013
24	November 3, 2013	November 16, 2013	November 14, 2013	November 15, 2013	November 22, 2013
25	November 17, 2013	November 30, 2013	November 28, 2013	November 29, 2013	December 6, 2013
26	December 1, 2013	December 14, 2013	December 12, 2013	December 13, 2013	December 20, 2013
1	December 15, 2013	December 28, 2014	December 26, 2014	December 27, 2013	January 3, 2014

2013 - 2014 COLLEGE WORK STUDY PAYROLL CALENDAR FOR WEB TIME ENTRY

Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
1	January 1, 2013	January 31, 2013	January 31, 2013	February 1, 2013	February 15, 2013
2	February 1, 2013	February 28, 2013	February 28, 2013	March 1, 2013	March 15, 2013
3	March 1, 2013	March 31, 2013	March 31, 2013	April 1, 2013	April 15, 2013
4	April 1, 2013	April 30, 2013	April 30, 2013	May 1, 2013	May 15, 2013
5	May 1, 2013	May 31, 2013	May 31, 2013	June 1, 2013	June 14, 2013
6	June 1, 2013	June 30, 2013	June 30, 2013	July 1, 2013	July 15, 2013
7	July 1, 2013	July 31, 2013	July 31, 2013	August 1, 2013	August 15, 2013
8	August 1, 2013	August 31, 2013	August 31, 2013	September 1, 2013	September 13, 2013
9	September 1, 2013	September 30, 2013	September 30, 2013	October 1, 2013	October 15, 2013
10	October 1, 2013	October 31, 2013	October 31, 2013	November 1, 2013	November 15, 2013
11	November 1, 2013	November 30, 2013	November 30, 2013	December 1, 2013	December 13, 2013
12	December 1, 2013	December 31, 2013	December 31, 2013	January 1, 2014	January 15, 2014
1	January 1, 2014	January 31, 2014	January 31, 2013	February 1, 2014	February 14, 2014
2	February 1, 2014	February 28, 2014	February 28, 2014	March 1, 2014	March 14, 2014
3	March 1, 2014	March 31, 2014	March 31, 2014	April 1, 2014	April 15, 2014
4	April 1, 2014	April 30, 2014	April 30, 2014	May 1, 2014	May 15, 2014
5	May 1, 2014	May 31, 2014	May 31, 2014	June 1, 2014	June 13, 2014
6	June 1, 2014	June 30, 2014	June 30, 2014	July 1, 2014	July 15, 2014
7	July 1, 2014	July 31, 2014	July 31, 2014	August 1, 2014	August 15, 2014
8	August 1, 2014	August 31, 2014	August 31, 2014	September 1, 2014	September 15, 2014

2013 - 2014 GRADUATE ASSISTANT (FACULTY) PAYROLL CALENDAR FOR WEB TIME ENTRY

**Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.**

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
1	January 1, 2013	January 31, 2013	January 23, 2013	January 24, 2013	January 31, 2013
2	February 1, 2013	February 28, 2013	February 20, 2013	February 21, 2013	February 28, 2013
3	March 1, 2013	March 31, 2013	March 23, 2013	March 24, 2013	March 28, 2013
4	April 1, 2013	April 30, 2013	April 22, 2013	April 23, 2013	April 30, 2013
5	May 1, 2013	May 31, 2013	May 9, 2013	May 10, 2013	May 17, 2013
6	June 1, 2013	June 30, 2013	June 22, 2013	June 23, 2013	June 28, 2013
7	July 1, 2013	July 31, 2013	July 23, 2013	July 24, 2013	July 26, 2013
8	August 1, 2013	August 31, 2013	August 23, 2013	August 24, 2013	August 30, 2013
9	September 1, 2013	September 30, 2013	September 22, 2013	September 23, 2013	September 30, 2013
10	October 1, 2013	October 31, 2013	October 23, 2013	October 24, 2013	October 31, 2013
11	November 1, 2013	November 30, 2013	November 22, 2013	November 23, 2013	November 27, 2013
12	December 1, 2013	December 31, 2013	December 5, 2013	December 6, 2013	December 13, 2013
1	January 1, 2014	January 31, 2014	January 23, 2014	January 24, 2014	January 31, 2014
2	February 1, 2014	February 28, 2014	February 21, 2014	February 21, 2014	February 28, 2014
3	March 1, 2014	March 31, 2014	March 23, 2014	March 24, 2014	March 31, 2014
4	April 1, 2014	April 30, 2014	April 22, 2014	April 23, 2014	April 30, 2014
5	May 1, 2014	May 31, 2014	May 8, 2014	May 9, 2014	May 16, 2014
6	June 1, 2014	June 30, 2014	June 22, 2014	June 23, 2014	June 30, 2014
7	July 1, 2014	July 31, 2014	July 23, 2014	July 24, 2014	July 25, 2014

2013 GRADUATE ASSISTANT (MONTHLY) PAYROLL CALENDAR FOR WEB TIME ENTRY

Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
1	January 1, 2013	January 31, 2013	January 23, 2013	January 24, 2013	January 31, 2013
2	February 1, 2013	February 28, 2013	February 20, 2013	February 21, 2013	February 28, 2013
3	March 1, 2013	March 31, 2013	March 23, 2013	March 24, 2013	March 29, 2013
4	April 1, 2013	April 30, 2013	April 22, 2013	April 23, 2013	April 30, 2013
5	May 1, 2013	May 31, 2013	May 23, 2013	May 24, 2013	May 31, 2013
6	June 1, 2013	June 30, 2013	June 22, 2013	June 23, 2013	June 28, 2013
7	July 1, 2013	July 31, 2013	July 23, 2013	July 24, 2013	July 31, 2013
8	August 1, 2013	August 31, 2013	August 23, 2013	August 24, 2013	August 30, 2013
9	September 1, 2013	September 30, 2013	September 22, 2013	September 23, 2013	September 30, 2013
10	October 1, 2013	October 31, 2013	October 23, 2013	October 24, 2013	October 31, 2013
11	November 1, 2013	November 30, 2013	November 22, 2013	November 23, 2013	November 27, 2013
12	December 1, 2013	December 31, 2013	December 23, 2013	December 24, 2013	December 20, 2013
1	January 1, 2014	January 31, 2014	January 23, 2014	January 24, 2014	January 31, 2014
2	February 1, 2014	February 28, 2014	February 20, 2014	February 21, 2014	February 28, 2014
3	March 1, 2014	March 31, 2014	March 23, 2014	March 24, 2014	March 31, 2014
4	April 1, 2014	April 30, 2014	April 22, 2014	April 23, 2014	April 30, 2014
5	May 1, 2014	May 31, 2014	May 23, 2014	May 24, 2014	May 30, 2014
6	June 1, 2014	June 30, 2014	June 22, 2014	June 23, 2014	June 30, 2014
7	July 1, 2014	July 31, 2014	July 23, 2014	July 24, 2014	July 31, 2014

2013 SPECIAL HIRE PAYROLL CALENDAR FOR WEB TIME ENTRY

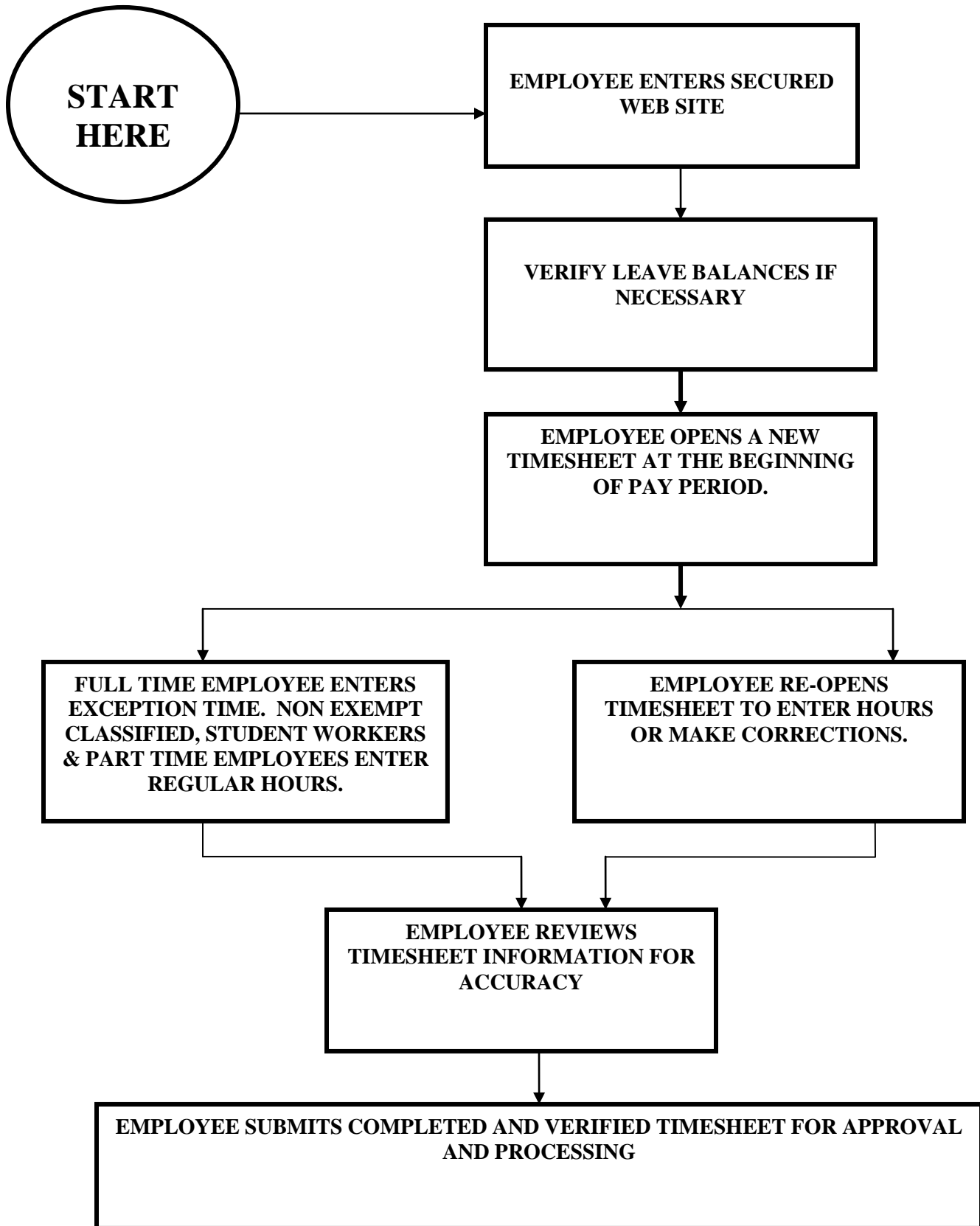
Employees must submit electronic timesheets to approvers for approval ^{at least} one day before the due date of timesheets by 5:00 PM
Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
2	December 30, 2012	January 12, 2013	January 10, 2013	January 11, 2013	January 18, 2013
3	January 13, 2013	January 26, 2013	January 24, 2013	January 25, 2013	February 1, 2013
4	January 27, 2013	February 9, 2013	February 7, 2013	February 8, 2013	February 15, 2013
5	February 10, 2013	February 23, 2013	February 21, 2013	February 22, 2013	March 1, 2013
6	February 24, 2013	March 9, 2013	March 7, 2013	March 8, 2013	March 15, 2013
7	March 10, 2013	March 23, 2013	March 21, 2013	March 22, 2013	March 28, 2013
8	March 24, 2013	April 6, 2013	April 4, 2013	April 5, 2013	April 12, 2013
9	April 7, 2013	April 20, 2013	April 18, 2013	April 19, 2013	April 26, 2013
10	April 21, 2013	May 4, 2013	May 2, 2013	May 3, 2013	May 10, 2013
11	May 5, 2013	May 18, 2013	May 16, 2013	May 17, 2013	May 24, 2013
12	May 19, 2013	June 1, 2013	May 30, 2013	May 31, 2013	June 7, 2013
13	June 2, 2013	June 15, 2013	June 13, 2013	June 14, 2013	June 21, 2013
14	June 16, 2013	June 29, 2013	June 27, 2013	June 28, 2013	July 3, 2013
15	June 30, 2013	July, 13, 2013	July 11, 2013	July 12, 2013	July 19, 2013
16	July 14, 2013	July 27, 2013	July 25, 2013	July 26, 2013	August 2, 2013
17	July 28, 2013	August 10, 2013	August 8, 2013	August 9, 2013	August 16, 2013
18	August 11, 2013	August 24, 2013	August 22, 2013	August 23, 2013	August 30, 2013
19	August 25, 2013	September 7, 2013	September 5, 2013	September 6, 2013	September 13, 2013
20	September 8, 2013	September 21, 2013	September 19, 2013	September 20, 2013	September 27, 2013
21	September 22, 2013	October 5, 2013	October 3, 2013	October 4, 2013	October 11, 2013
22	October 6, 2013	October 19, 2013	October 17, 2013	October 18, 2013	October 25, 2013
23	October 20, 2013	November 2, 2013	October 31, 2013	November 1, 2013	November 8, 2013
24	November 3, 2013	November 16, 2013	November 14, 2013	November 15, 2013	November 22, 2013
25	November 17, 2013	November 30, 2013	November 28, 2013	November 29, 2013	December 6, 2013
26	December 1, 2013	December 14, 2013	December 12, 2013	December 13, 2013	December 20, 2013
1	December 15, 2014	December 28, 2014	December 26, 2014	December 27, 2013	January 3, 2014

2013 – 2014 Holiday/ College Closure

MLK Birthday	January 21, 2013
Mardi Gras	February 12, 2013
Good Friday	March 29, 2013
Memorial Day	May 27, 2013
Independence Day	July 4, 2013
Labor Day	September 3, 2013
Thanksgiving Day	November 22, 2013 – November 23, 2013
Christmas Holidays	December 24, 2013– January 1, 2014

Time Sheet Process Flow



PLEASE LOG-IN TO SANDBOX

1. ACCESS SU BANNER WEBSITE [BANNER.SUBR.EDU]
2. CLICK ON “SANDBOX”
3. CLICK ON “SELF-SERVICE BANNER SANDBOX [SSB]”

Southern University Banner Links Page



PRODUCTION LINKS

[Internet Native Banner \[PROD-INB\]](#)

[Self Service Banner \[PROD-SSB\]](#)

[Evisions Server Production](#)
(Intellicheck/FormFusion/Argos)

SANDBOX LINKS (TESTING 11g)

[Internet Native Banner \[SANDBOX-INB\]^{11g}](#)

[Self Service Banner \[SANDBOX-SSB\]](#)

[Evisions Server Sandbox](#)
(Intellicheck, Formfusion, Argos)

CLICK
HERE



(PLEASE NOTE SANDBOX IS THE TRAINING ENVIRONMENT FOR BANNER,
ANY TIME ENTERED & SUBMITTED WILL NOT BE RECORDED)

Entering Time Via the Web (Undergraduate Work Study)

Note: Idle time out on the web is 15 minutes. This means if 15 minutes pass without any input or navigation within the form, you will be locked out and lose any information not saved.

Step 1: Log into Banner Web

- Click on the link “Enter Secure Area”
- Click in the **User ID** box
- Type your **User ID (9 digit S-Number)**
- Click in the **PIN** box or Press the Tab key
- Type your **PIN**
- Click on “**Login**” or Press Enter

The screenshot shows a login form with the following fields and buttons:

- User ID:** A text box containing "000000000".
- PIN:** A text box containing ".....".
- Login** button: A blue button with the text "Login".
- Forgot PIN?** button: A grey button with the text "Forgot PIN?".

Arrows from the instructions point to the "User ID" box, the "PIN" box, and the "Login" button.

Step 2: Access the Employee Information Menu

- Click on the link “Employee” tab on the Main Menu

Main Menu

Welcome, to the Southern University Self-Service System! Last web access on Jun 12, 2012 at 02:03 pm

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN;

Student

Apply for Admission, Register, View your academic records.

Financial Aid

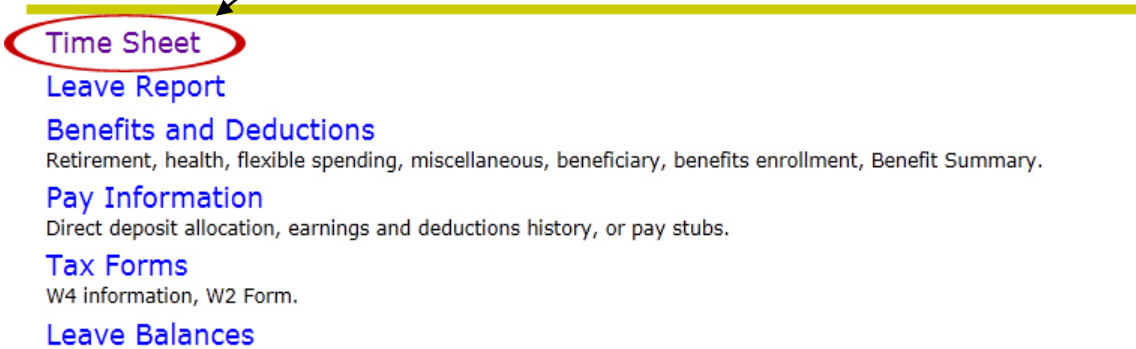
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Step 3: Access the timesheet

- Click on the link **"Time Sheet"**

Employee**Time Sheet**

Leave Report

Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form.



Leave Balances


Step 4: Selecting the Timesheet

- Click the down arrow to view all available timesheets
- Click the appropriate timesheet
- Click the **Time Sheet** button
(This selection is shown for employees who do not approve the timesheets.)

Time Sheet Selection

☐ Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
College Work Study, 2S9979-00 Reed Hall, 7463		Jan 13, 2013 to Jan 26, 2013 In Progress 

**Time Sheet****CLICK HERE**

Step 5: Enter hours worked

➤ Click on the link Enter Hours for day you need to enter time worked.

Note: This will take you to a screen that will allow you to enter your time in and out.

Note: If you do not see the day you need to access, *click* the next button at the bottom of the screen to access additional days for the month.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

CLICK HERE

College Work Study -- 2S9979-00

Reed Hall -- 7463

Jan 13, 2013 to Jan 26, 2013

Jan 25, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 13, 2013	Monday Jan 14, 2013	Tuesday Jan 15, 2013	Wednesday Jan 16, 2013	Thursday Jan 17, 2013	Friday Jan 18, 2013	Saturday Jan 19, 2013
Undergraduate Student Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

➤ Click save

Note: You must enter the time as HH:MM rounded to the nearest 15 minutes. Example: reporting to work at 9:11 would be entered as 9:15.

Note: Ensure that you enter the correct time of day as AM or PM.

Note: For students: by law, you are not allowed to work during your scheduled class time. Any time entered that conflicts with your class schedule may result in non-payment of those hours and suspension from the work-study program or undergraduate assistantship.

Time In and Out

☐ Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45

Date: Monday, Jan 14, 2013

Earnings Code: Undergraduate Student Pay

Shift	Time In		Time Out		Total Hours
1	01:00	PM ▼	05:00	PM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
					0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

CLICK HERE

Step 6: Submitting your timesheet for approval

- Once you have entered all hours worked for the pay period, do the following:
 - Click **the submit for approval** button at the bottom of the screen
 - **Note:** This will take you to a certification screen.
 - Type your **pin** to certify that all information entered is accurate and correct.
 - Press **Enter**

Note: Your timesheet has now been submitted to your supervisor for approval. You can review your time after submission, but no changes can be made on the timesheet. If you entered time incorrectly, please

contact your supervisor and request your timesheet is returned for correction.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

College Work Study -- 2S9979-00

Department and Number:

Reed Hall -- 7463

Time Sheet Period:

Jan 13, 2013 to Jan 26, 2013

Submit By Date:

Jan 25, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 13, 2013	Monday Jan 14, 2013	Tuesday Jan 15, 2013	Wednesday Jan 16, 2013	Thursday Jan 17, 2013	Friday Jan 18, 2013	Saturday Jan 19, 2013
Undergraduate Student Pay	1	0	40		Enter Hours	4	4	4	4	4	Enter Hours
Total Hours:			40		0	4	4	4	4	4	0
Total Units:				0	0	0	0	0	0	0	0

CLICK HERE

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Entering Time Via the Web (College Work Study)

Note: Idle time out on the web is 15 minutes. This means if 15 minutes pass without any input or navigation within the form, you will be locked out and lose any information not saved.

Step 1: Log into Banner Web

- Click on the link “Enter Secure Area”
- Click in the **User ID** box
- Type your **User ID (9 digit S-Number)**
- Click in the **PIN** box or Press the Tab key
- Type your **PIN**
- Click on “**Login**” or Press Enter

The screenshot shows a login form with the following fields and buttons:

- User ID:** A text box containing "000000000".
- PIN:** A text box containing "••••••" with a cursor at the end.
- Login:** A blue button.
- Forgot PIN?:** A grey button.

Arrows from the instructions point to the corresponding fields: from "Click in the User ID box" to the User ID field, from "Click in the PIN box or Press the Tab key" to the PIN field, and from "Click on 'Login' or Press Enter" to the Login button.

Step 2: Access the Employee Information Menu

- Click on the link “**Employee**” tab on the Main Menu

Main Menu

Welcome, to the Southern University Self-Service System! Last web access on Jun 12, 2012 at 02:03 pm

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN;

Student

Apply for Admission, Register, View your academic records.

Financial Aid

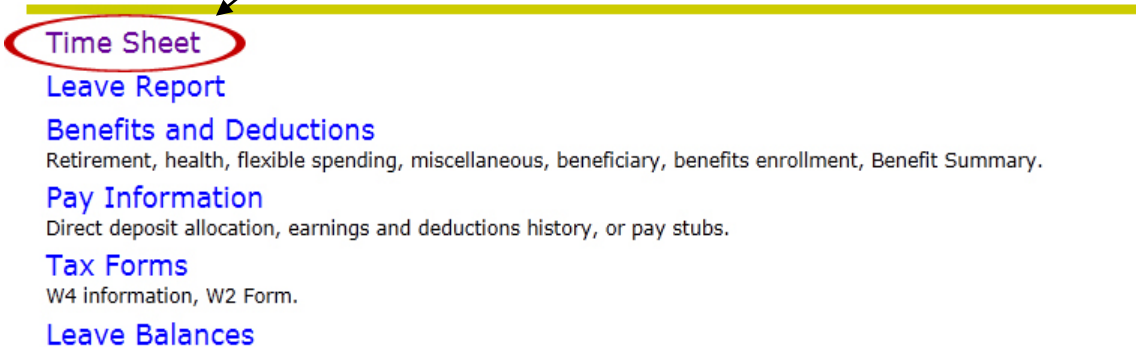
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Step 3: Access the timesheet

- Click on the link **“Time Sheet”**

Employee**Time Sheet**

Leave Report

Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form.



Leave Balances

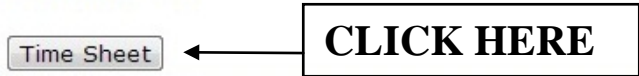
Step 4: Selecting the Timesheet

- Click the down arrow to view all available timesheets
- Click the appropriate timesheet
- Click the **Time Sheet** button
(This selection is shown for employees who do not approve the timesheets.)

Time Sheet Selection

☐ Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
College Work Study, 2S9979-00 Reed Hall, 7463		Jan 13, 2013 to Jan 26, 2013 In Progress 

Time Sheet**CLICK HERE**

Step 5: Enter hours worked

➤ Click on the link Enter Hours for day you need to enter time worked.

Note: This will take you to a screen that will allow you to enter your time in and out.

Note: If you do not see the day you need to access, *click* the next button at the bottom of the screen to access additional days for the month.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

CLICK HERE

College Work Study -- 2S9979-00

Reed Hall -- 7463

Jan 13, 2013 to Jan 26, 2013

Jan 25, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 13, 2013	Monday Jan 14, 2013	Tuesday Jan 15, 2013	Wednesday Jan 16, 2013	Thursday Jan 17, 2013	Friday Jan 18, 2013	Saturday Jan 19, 2013
Undergraduate Student Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

➤ Click save

Note: You must enter the time as HH:MM rounded to the nearest 15 minutes. Example: reporting to work at 9:11 would be entered as 9:15.

Note: Ensure that you enter the correct time of day as AM or PM.

Note: For students: by law, you are not allowed to work during your scheduled class time. Any time entered that conflicts with your class schedule may result in non-payment of those hours and suspension from the work-study program or undergraduate assistantship.

Time In and Out

☐ Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45

Date: Monday, Jan 14, 2013

Earnings Code: Undergraduate Student Pay

Shift	Time In		Time Out		Total Hours
1	01:00	PM ▼	05:00	PM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
					0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

CLICK HERE

Step 6: Submitting your timesheet for approval

- Once you have entered all hours worked for the pay period, do the following:
 - Click **the submit for approval** button at the bottom of the screen
 - **Note:** This will take you to a certification screen.
 - Type your **pin** to certify that all information entered is accurate and correct.
 - Press **Enter**

Note: Your timesheet has now been submitted to your supervisor for approval. You can review your time after submission, but no changes can be made on the timesheet. If you entered time incorrectly, please

contact your supervisor and request your timesheet is returned for correction.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

College Work Study -- 2S9979-00

Department and Number:

Reed Hall -- 7463

Time Sheet Period:

Jan 13, 2013 to Jan 26, 2013

Submit By Date:

Jan 25, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 13, 2013	Monday Jan 14, 2013	Tuesday Jan 15, 2013	Wednesday Jan 16, 2013	Thursday Jan 17, 2013	Friday Jan 18, 2013	Saturday Jan 19, 2013
Undergraduate Student Pay	1	0	40		Enter Hours	4	4	4	4	4	Enter Hours
Total Hours:			40		0	4	4	4	4	4	0
Total Units:				0	0	0	0	0	0	0	0

CLICK HERE

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Entering Time Via the Web (Faculty - Graduate Assistants)

Note: Idle time out on the web is 15 minutes. This means if 15 minutes pass without any input or navigation within the form, you will be locked out and lose any information not saved.

Step 1: Log into Banner Web

- Click on the link “Enter Secure Area”
- Click in the **User ID** box
- Type your **User ID (9 digit S-Number)**
- Click in the **PIN** box or Press the Tab key
- Type your **PIN**
- Click on “**Login**” or Press Enter

User ID: 000000000

PIN:

Login Forgot PIN?

Step 2: Access the Employee Information Menu

- Click on the link “Employee” tab on the Main Menu

Main Menu

Welcome, to the Southern University Self-Service System! Last web access on Jun 12, 2012 at 02:03 pm

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN;

Student

Apply for Admission, Register, View your academic records.

Financial Aid

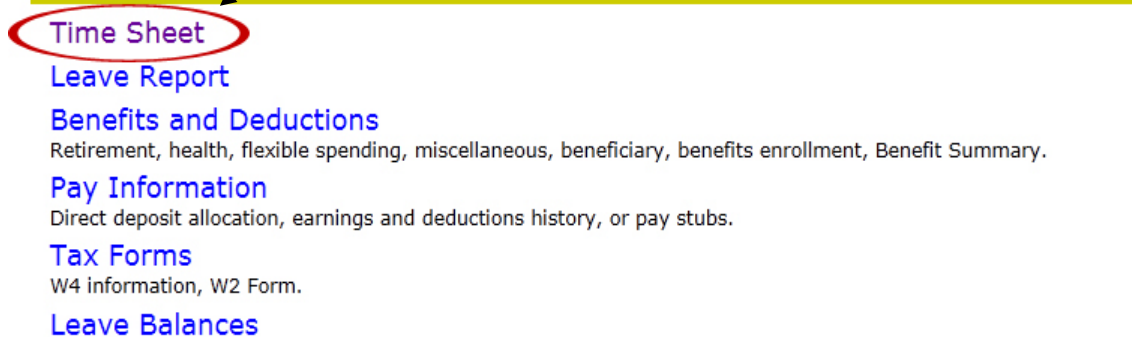
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Step 3: Access the timesheet

- Click on the link **"Time Sheet"**

Employee**Step 4: Selecting the Timesheet**

- Click the down arrow to view all available timesheets
- Click the appropriate timesheet
- Click the **Time Sheet** button
(This selection is shown for employees who do not approve the timesheets.)

Time Sheet Selection

☐ Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
College Work Study, 2S9979-00 Reed Hall, 7463		Jan 13, 2013 to Jan 26, 2013 In Progress ▼



Step 5: Enter hours worked

➤ Click on the link Enter Hours for day you need to enter time worked.

Note: This will take you to a screen that will allow you to enter your time in and out.

Note: If you do not see the day you need to access, *click* the next button at the bottom of the screen to access additional days for the month.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

CLICK HERE

College Work Study -- 2S9979-00

Reed Hall -- 7463

Jan 13, 2013 to Jan 26, 2013

Jan 25, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 13, 2013	Monday Jan 14, 2013	Tuesday Jan 15, 2013	Wednesday Jan 16, 2013	Thursday Jan 17, 2013	Friday Jan 18, 2013	Saturday Jan 19, 2013
Undergraduate Student Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

➤ Click save

Note: You must enter the time as HH:MM rounded to the nearest 15 minutes. Example: reporting to work at 9:11 would be entered as 9:15.

Note: Ensure that you enter the correct time of day as AM or PM.

Note: For students: by law, you are not allowed to work during your scheduled class time. Any time entered that conflicts with your class schedule may result in non-payment of those hours and suspension from the work-study program or undergraduate assistantship.

Time In and Out

☐ Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45

Date: Monday, Jan 14, 2013

Earnings Code: Undergraduate Student Pay

Shift	Time In		Time Out		Total Hours
1	01:00	PM ▼	05:00	PM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
1		AM ▼		AM ▼	0
					0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

CLICK HERE

Step 6: Submitting your timesheet for approval

- Once you have entered all hours worked for the pay period, do the following:
 - Click **the submit for approval** button at the bottom of the screen
 - **Note:** This will take you to a certification screen.
 - Type your **pin** to certify that all information entered is accurate and correct.
 - Press **Enter**

Note: Your timesheet has now been submitted to your supervisor for approval. You can review your time after submission, but no changes can be made on the timesheet. If you entered time incorrectly, please

contact your supervisor and request your timesheet is returned for correction.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

College Work Study -- 2S9979-00

Department and Number:

Reed Hall -- 7463

Time Sheet Period:

Jan 13, 2013 to Jan 26, 2013

Submit By Date:

Jan 25, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 13, 2013	Monday Jan 14, 2013	Tuesday Jan 15, 2013	Wednesday Jan 16, 2013	Thursday Jan 17, 2013	Friday Jan 18, 2013	Saturday Jan 19, 2013
Undergraduate Student Pay	1	0	40		Enter Hours	4	4	4	4	4	Enter Hours
Total Hours:			40		0	4	4	4	4	4	0
Total Units:				0	0	0	0	0	0	0	0

CLICK HERE

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Entering Time Via the Web (Faculty - Graduate Assistants)

Note: Idle time out on the web is 15 minutes. This means if 15 minutes pass without any input or navigation within the form, you will be locked out and lose any information not saved.

Step 1: Log into Banner Web

- Click on the link “Enter Secure Area”
- Click in the **User ID** box
- Type your **User ID (9 digit S-Number)**
- Click in the **PIN** box or Press the Tab key
- Type your **PIN**
- Click on “**Login**” or Press Enter

User ID: 000000000
PIN:

Step 2: Access the Employee Information Menu

- Click on the link “Employee” tab on the Main Menu

Main Menu

Welcome, to the Southern University Self-Service System! Last web access on Jun 12, 2012 at 02:03 pm

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN;

Student

Apply for Admission, Register, View your academic records.

Financial Aid

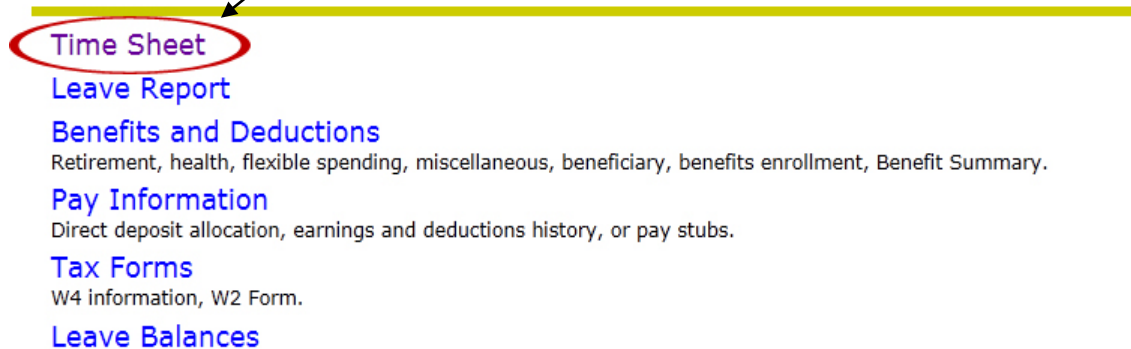
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Step 3: Access the timesheet

- Click on the link **“Time Sheet”**

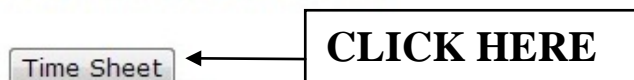
Employee**Step 4: Selecting the Timesheet**

- Click the down arrow to view all available timesheets
- Click the appropriate timesheet
- Click the **Time Sheet** button
(This selection is shown for employees who do not approve the timesheets.)

Time Sheet Selection

☐ Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Graduate Asst-Faculty, 2G9999-00 Graduate School Office, 2302		Jan 01, 2013 to Jan 31, 2013 Not Started ▼



Step 5: Enter hours worked

➤ Click on the link Enter Hours for day you need to enter time worked.

Note: This will take you to a screen that will allow you to enter your time in and out.

Note: If you do not see the day you need to access, *click* the next button at the bottom of the screen to access additional days for the month.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

CLICK HERE

Graduate Asst-Faculty -- 2G9999-00

Graduate School Office -- 2302

Jan 01, 2013 to Jan 31, 2013

Jan 24, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2013	Wednesday Jan 02, 2013	Thursday Jan 03, 2013	Friday Jan 04, 2013	Saturday Jan 05, 2013	Sunday Jan 06, 2013	Monday Jan 07, 2013
Graduate Assistant Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

➤ Click save

Note: You must enter the time as HH:MM rounded to the nearest 15 minutes. Example: reporting to work at 9:11 would be entered as 9:15.

Note: Ensure that you enter the correct time of day as AM or PM.

Note: For students: by law, you are not allowed to work during your scheduled class time. Any time entered that conflicts with your class schedule may result in non-payment of those hours and suspension from the work-study program or undergraduate assistantship.

Time In and Out

☐ Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45

Date: Tuesday, Jan 01, 2013

Earnings Code: Graduate Assistant Pay

Shift	Time In		Time Out		Total Hours
1	02:00	PM	05:00	PM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0

Time Sheet Next Day
Add New Line Save Copy Delete

CLICK HERE

Step 6: Submitting your timesheet for approval

- Once you have entered all hours worked for the pay period, do the following:
 - Click the **submit for approval** button at the bottom of the screen
 - **Note:** This will take you to a certification screen.
 - Type your **pin** to certify that all information entered is accurate and correct.
 - Press **Enter**

Note: Your timesheet has now been submitted to your supervisor for approval. You can review your time after submission, but no changes can be made on the timesheet. If you entered time incorrectly, please

contact your supervisor and request your timesheet is returned for correction.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Graduate Asst-Faculty -- 2G9999-00
Department and Number: Graduate School Office -- 2302
Time Sheet Period: Jan 01, 2013 to Jan 31, 2013
Submit By Date: Jan 24, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2013	Wednesday Jan 02, 2013	Thursday Jan 03, 2013	Friday Jan 04, 2013	Saturday Jan 05, 2013	Sunday Jan 06, 2013	Monday Jan 07, 2013
Graduate Assistant Pay	1	0	69		3	3	3	3	Enter Hours	Enter Hours	3
Total Hours:			69		3	3	3	3	0	0	3
Total Units:				0	0	0	0	0	0	0	0

CLICK HERE

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.6

Entering Time Via the Web (Monthly - Graduate Assistants)

Note: Idle time out on the web is 15 minutes. This means if 15 minutes pass without any input or navigation within the form, you will be locked out and lose any information not saved.

Step 1: Log into Banner Web

- Click on the link “Enter Secure Area”
- Click in the **User ID** box
- Type your **User ID (9 digit S-Number)**
- Click in the **PIN** box or Press the Tab key
- Type your **PIN**
- Click on “**Login**” or Press Enter

User ID: 000000000

PIN:

Login Forgot PIN?

Step 2: Access the Employee Information Menu

- Click on the link “Employee” tab on the Main Menu

Main Menu

Welcome, to the Southern University Self-Service System! Last web access on Jun 12, 2012 at 02:03 pm

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN;

Student

Apply for Admission, Register, View your academic records.

Financial Aid

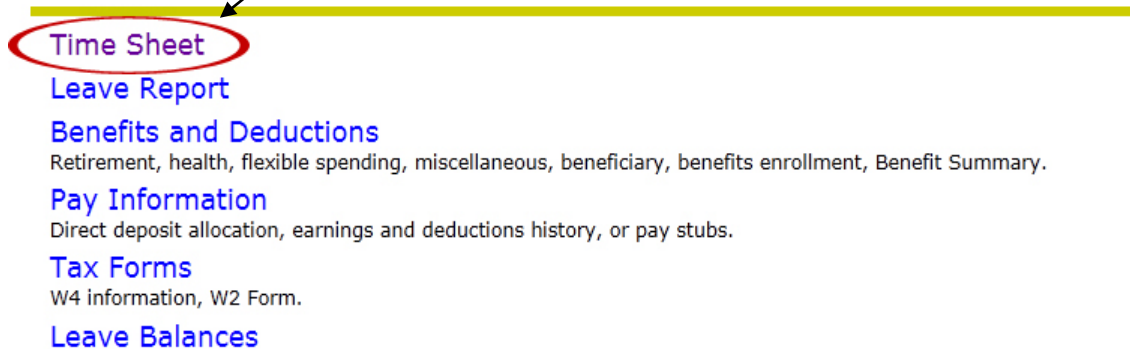
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Step 3: Access the timesheet

- Click on the link **“Time Sheet”**

Employee**Step 4: Selecting the Timesheet**

- Click the down arrow to view all available timesheets
- Click the appropriate timesheet
- Click the **Time Sheet** button
(This selection is shown for employees who do not approve the timesheets.)

Time Sheet Selection

☐ Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Graduate Asst-Mthly, 2G9906-00 Technology and Network Services, 1091		Jan 01, 2013 to Jan 31, 2013 Not Started ▼

Time Sheet ← **CLICK HERE**

Step 5: Enter hours worked

➤ Click on the link Enter Hours for day you need to enter time worked.

Note: This will take you to a screen that will allow you to enter your time in and out.

Note: If you do not see the day you need to access, *click* the next button at the bottom of the screen to access additional days for the month.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

CLICK HERE

Graduate Asst-Mthly -- 2G9906-00

Technology and Network Services -- 1091

Jan 01, 2013 to Jan 31, 2013

Jan 24, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2013	Wednesday Jan 02, 2013	Thursday Jan 03, 2013	Friday Jan 04, 2013	Saturday Jan 05, 2013	Sunday Jan 06, 2013	Monday Jan 07, 2013
Graduate Assistant Pay	1	86.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.6

➤ Click save

Note: You must enter the time as HH:MM rounded to the nearest 15 minutes. Example: reporting to work at 9:11 would be entered as 9:15.

Note: Ensure that you enter the correct time of day as AM or PM.

Note: For students: by law, you are not allowed to work during your scheduled class time. Any time entered that conflicts with your class schedule may result in non-payment of those hours and suspension from the work-study program or undergraduate assistantship.

Time In and Out

☐ Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45

Date: Tuesday, Jan 01, 2013

Earnings Code: Graduate Assistant Pay

Shift	Time In		Time Out		Total Hours
1	02:00	PM	05:00	PM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0

Time Sheet Next Day
Add New Line Save Copy Delete

CLICK HERE

Step 6: Submitting your timesheet for approval

- Once you have entered all hours worked for the pay period, do the following:
 - Click the **submit for approval** button at the bottom of the screen
 - **Note:** This will take you to a certification screen.
 - Type your **pin** to certify that all information entered is accurate and correct.
 - Press **Enter**

Note: Your timesheet has now been submitted to your supervisor for approval. You can review your time after submission, but no changes can be made on the timesheet. If you entered time incorrectly, please

contact your supervisor and request your timesheet is returned for correction.

Time and Leave Reporting

☐ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Graduate Asst-Mthly -- 2G9906-00
Department and Number: Technology and Network Services -- 1091
Time Sheet Period: Jan 01, 2013 to Jan 31, 2013
Submit By Date: Jan 24, 2013 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2013	Wednesday Jan 02, 2013	Thursday Jan 03, 2013	Friday Jan 04, 2013	Saturday Jan 05, 2013	Sunday Jan 06, 2013	Monday Jan 07, 2013
Graduate Assistant Pay	1	0	115		5	5	5	5	Enter Hours	Enter Hours	5
Total Hours:			115		5	5	5	5	0	0	5
Total Units:				0	0	0	0	0	0	0	0

CLICK HERE

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.6

Definitions of Timesheet Period Status

Not Started	The employee has not viewed or entered hours/leave for this pay period.
In Progress	The employee has viewed or entered hours, but has not submitted the hours/leave.
Pending	The employee has viewed or entered hours and the timesheet is awaiting approval from the approver/supervisor.
Approved	Approver has approved the hours submitted on the timesheet
Completed	The hours have been extracted into the PAYROLL PROCESS.
Return for Correction	The Approver/Supervisor found an error on the employee's timesheet. Employee needs to make changes and re-submit timesheet.
Error	The timesheet contains one or more errors. Contact Payroll.

***IMPORTANT REMINDERS FOR UNDERGRADUATE WORK STUDY,
COLLEGE WORK STUDY, GRADUATE ASSISTANTS, AND SPECIAL
HIRES***

- Students **ARE NOT** allowed to work during his or her scheduled class times.
- Any hours entered on your timesheet that conflicts with your class schedule may result in non-payment of those hours and suspension from the Work-Study Program or Assistantship Program.
- Submission of your timesheet should only be done on the specified **DUE DATE** and **NOT** any time before or after unless directed to do so.
- If you find an error on your timesheet after you have submitted it, Please contact your supervisor and request for your timesheet to be **“RETURNED FOR CORRECTION”**.
-

Frequently Asked Questions

- 1. Why are we implementing Web Time Entry?** The implementation of Web Time Entry will result in increased accuracy, accountability, accessibility, efficiency, and cost savings.
- 2. Who uses Web time entry?** All full-time and part-time unclassified, faculty, classified and student employees will enter their time via the Web.
- 3. What information do I need to enter my time via the Web?** You need to know your Banner identification number (S# ID) and your PIN number. *Please note the initial PIN for 1st time users is the number 1, six times (111111).* When you log in for the first time, you will be prompt to change your PIN for your protection. **IMPORTANT: THE “S” IN YOUR USER ID MUST ALWAYS BE CAPITALIZED)**

4. **Can I change my Banner PIN to something I'll remember better?** Yes, once you've logged into the system, click on the Personal Information link and then click on Change PIN.
5. **I forgot my Banner PIN. What should I do?** On the Banner Self-Service login page, enter your Banner ID number and then click the "Forgot PIN" button. If you correctly answer your security question, you can create or reset your PIN (Please Note: You can setup your Security Question by clicking on the "Personal Information" menu). You must enter your Banner ID number before clicking the "forgot PIN" button. If you do not know your security question you will need to have your pin reset. All students must contact the Registrars Office to have their PIN reset; Employees should contact the Office of Human Resources to have their PIN reset.
6. **Am I required to enter hours each day?** Non-exempt classified employees are required to clock in, clock out at lunch, clock in from lunch and clock out at the end of the work day. Unclassified and faculty, entering hours each day is not required. However, it is strongly recommended that employees enter exception time on a daily basis. By doing so, the time reporting procedure will not be overlooked or forgotten. The timesheet must be submitted by the employee as shown in the schedule, even if the employee has no exception time to report for the period.
7. **I don't have a place to report my Regular or holiday hours – how do I enter them?** For exception employees only, Regular hours and holidays closures do not have to be reported, the system will automatically post them for all unclassified and faculty employees.
8. **What do employees record on their timesheets?** Unclassified and faculty employees enter exception time only. Exception time is leave, taken, or during the pay period; this includes annual leave, sick leave, compensatory time earned (if applicable), jury duty, funeral leave (according to state guidelines), etc. Non-exempt classified employees enter hours worked for each day.
9. **What if I need to make a change to the timesheet?** Employees can make changes until the timesheet is submitted to the Approver. If you have already submitted your timesheet, your Approver can make the change for you or the approver can return it to you for corrections. If the Approver has already approved the incorrect timesheet, Payroll must be contacted.
10. **What if I have more than one position? More than one supervisor?** Employees must submit a separate timesheet for each position held. If you have two positions with two different supervisors, you will have two

timesheets, and each timesheet will be routed to the Approver identified for that position.

11. What if an employee will be on vacation or out sick at the end of a period?

If you know in advance that you will not be available on the day the timesheet is due, submit it early. Timesheets can be submitted at any time within the pay period. It must be submitted. If you are out on approved sick leave (contacted your department) and have submitted the required documentation, your supervisor/approver can complete and submit your timesheet.

12. What happens if an employee is sick on the last day of the period and the timesheet has been submitted? The Approver will need to submit a Change in Payroll form immediately for processing to Human Resources.

13. I only see one week of time on my timesheet. How do I get to another week to Enter time? Click the “Next” button at the bottom of the page.

14. What does the “Copy” button do? The “Copy” button is used if you are using the same amount of hours each day and need to enter it several times; you can copy your most recent entry into other days. When done selecting the days, click “Copy” at the bottom of the timesheet.

15. What is the “Comments” button for? This area is used by the employee and/or approver to enter information regarding hours entered or corrections, if necessary.

16. After I enter my hours, what should I do? Click the “Save” button.

17. What if I enter the wrong information on the timesheet? If the timesheet has not been submitted, click on the incorrect hours within the calendar. In the hour’s entry box, delete the old hours and enter the correct ones. Click the “Save” button. If the timesheet has been submitted for approval, contact the approver who will return the timesheet to you for correction. If the Approver has already approved the incorrect timesheet, Payroll must be contacted.

18. When and how do I submit my time to my approver? The non-exempt classified employees should submit the timesheet one day before the due date of the timesheet by 5pm. The unclassified and faculty should submit the timesheet according to the schedule provided. Once you submit your timesheet it is locked and you cannot make further changes.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING BANNER WEB TIME ENTRY PLEASE SEND THEM TO HR@SUBR.EDU & INCLUDE **WEB TIME ENTRY INQUIRY** IN THE SUBJECT HEADING.