## Staff Web Time Entry

### Staff Handbook

Office of Human Resources

Go Live Date: July 8, 2012

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Getting Started

Sign in to the Banner Web for Employees. Click on the “Employee Tab”.

Before You Open Your Time Sheet

If you are going to enter time other than regular hours, check your leave balances.
A quick glance at your balances will show you where you stand. If you attempt to enter time in excess of your remaining hours, the system will give you a warning of insufficient leave balance. If you do not change your entry the excess will shift to Unpaid.

After checking your leave balances, arrow back to the Employee screen.

**Good Habit:** every other Monday after the deadline, check to see that it has been approved by your supervisor.

### Entering Time

Click “Time Sheet”

---

**Employee**

- **Time Sheet**
- **Benefits, Deductions, and Beneficiaries**
  - This link allows you to view your benefits information (e.g. health, dental, retirement, etc.) and update your beneficiaries.
- **Pay Information**
  - Direct deposit allocation, earnings and deductions history, or pay stubs.
- **Tax Forms**
  - W4 information, W2 Form or T4 Form.
- **Leave Balances**
  - View your beginning, taken and available leave balances for vacation, personal, sick, etc.
Click the Button. Next you’ll see your title and position number, department name and org code number, the pay period for which you are entering time, and your “Submit By Date” or deadline. Note the vast number of earn codes to choose from—choose carefully! In our example 8 hours of holiday time was prefilled as a total for that day. You’ll still need to enter in-and-out hours.
## Time Sheet

To begin, click a link under the data where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

### Time Sheet

**Title and Number:** Lead Payroll Specialist -- 509488-00  
**Department and Number:** Human Resources -- 430  
**Time Sheet Period:** Apr 15, 2012 to Apr 28, 2012  
**Submit By Date:** Apr 27, 2012

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Sunday Units Apr 15, 2012</th>
<th>Monday Apr 16, 2012</th>
<th>Tuesday Apr 17, 2012</th>
<th>Wednesday Apr 18, 2012</th>
<th>Thursday Apr 19, 2012</th>
<th>Friday Apr 20, 2012</th>
<th>Saturday Apr 21, 2012</th>
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</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>72 0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Overtime @ Straight time</td>
<td>1</td>
<td>0 0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Overtime</td>
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<tr>
<td>Vacation</td>
<td>1</td>
<td>0 0</td>
<td>Enter Hours</td>
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<td>Holiday</td>
<td>1</td>
<td>8 8</td>
<td>Enter Hours</td>
<td>8 Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Sick Time</td>
<td>1</td>
<td>0 0</td>
<td>Enter Hours</td>
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<tr>
<td>Personal</td>
<td>1</td>
<td>0 0</td>
<td>Enter Hours</td>
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<td>Unpaid Time</td>
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<td>0 0</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<td>Personal Exchange</td>
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<tr>
<td>Doctor Visit</td>
<td>1</td>
<td>0 0</td>
<td>Enter Hours</td>
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<td>Bereavement</td>
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<td>0 0</td>
<td>Enter Hours</td>
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<tr>
<td>Jury Duty</td>
<td>1</td>
<td>0 0</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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</tbody>
</table>

**Total Hours:** 0 0 8 0 0 0 0 0 0 0

**Total Units:** 0 0 0 0 0 0 0 0 0 0
Time Categories

Earning

**Regular pay** – Straight time - These are your normal work hours in a day.

**Overtime @ Straight time** - Any hours worked over your normal hours per day that are fewer than 40 hours physically worked, Paid at hourly rate.

**Overtime** - For any hours physically worked in excess of 40 per week: paid at time and one-half.

For the following categories, enter time in and out with a lunch break according to your normal schedule:

- **Vacation**
- **Sick Time**
- **Personal**
- **Unpaid Time**
- **Personal Exchange**
- **Doctor Visit** - You will likely have three entries of time in and out for the actual hours out of office.
- **Bereavement** - Click “Add Comment” to note the relationship of the relative.
- **Jury Duty** – As with paper time sheets, send the court documentation to the Payroll office.

You have complete flexibility to enter your time daily, weekly or bi-weekly. Don’t submit for approval until you are completely finished; then you can make changes as needed.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Sunday</th>
<th>Monday Apr 16, 2012</th>
<th>Tuesday Apr 17, 2012</th>
<th>Wednesday Apr 18, 2012</th>
<th>Thursday Apr 19, 2012</th>
<th>Friday Apr 20, 2012</th>
<th>Saturday Apr 21, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>72</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Overtime @ Straight time</td>
<td>1</td>
<td>0</td>
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<td>Enter Hours</td>
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<tr>
<td>Overtime</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<tr>
<td>Vacation</td>
<td>1</td>
<td>0</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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</tr>
<tr>
<td>Holiday</td>
<td>1</td>
<td>8</td>
<td>8</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Sick Time</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<tr>
<td>Personal Exchange</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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</table>

*Beginning with Monday, Click "Enter Hours" on the Holiday line.*

[Position Selection, Comments, Preview, Submit for Approval, Restart, Next]
Once you’ve entered the holiday time, click “Time Sheet” to get back to the pay period.

The “Copy” button is a great feature. If you work the same hours you can copy them to all the hours in the pay period. The steps are illustrated below. If you need to make a change, you can do that before submitting your time at the end of the pay period. For example, you planned to be here each day but had an unexpected sick day.
Time In and Out

Date: Tuesday, Apr 17, 2012

Earnings Code: Regular Pay

Shift | Time In | Time Out | Total Hours
-----|---------|----------|-------------
1     | 800 AM  | 1200 PM  | D           
1     | 100 PM  | 230 PM   | D           
1     | AM      | AM       | D           
1     | AM      | AM       | D           
1     | AM      | AM       | D           

Enter Time in and Time Out for the morning and then after lunch break. If you worked the same hours for some or all of the other days in the pay period, you can copy to the other days.

Click on "Copy"...

 RELEASE: 8.5

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check Include Saturday(s) or Include Sunday(s). To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:
Date and Hours to Copy:
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

Click here for the entire pay period.

Check the individual days you wish to copy, then click "Copy".
Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check Include Saturday(s) or Include Sunday(s). To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Your hours have been copied successfully. Look for this message!

Earnings Code:
Date and Hours to Copy:
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Lead Payroll Specialist -- 994080-00
Department and Numbers: Human Resources -- 430
Time Sheet Period: Apr 15, 2012 to Apr 21, 2012
Submit By Date: Apr 27, 2012 by

<table>
<thead>
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<td>Unpaid Time</td>
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<tr>
<td>Jury Duty</td>
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<td>0</td>
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</tr>
</tbody>
</table>

Total Hours:

Total Units:

Click the "Next" button to enter time for the second week in the pay period.
So many buttons along the bottom...

Position Selection – This will take you back to the list of your jobs. Most people have only one position

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you’ve entered

Next – Takes you to week two of the time period

Return Time - Takes a submitted time sheet and puts it back in your queue for editing, provided the deadline has not occurred.

Once you’ve entered time for both weeks, you will see more options:

You may also click:

Position Selection – This will take you back to the list of your jobs. Most people have only one position

Comments – Leave notes for your supervisor/approver or Payroll

Preview – Get a visual of the time you’ve entered

Submit for Approval – Sends your completed time sheet to your approver’s queue

Restart – Clears the hours you entered so you may start again

Next – Second week of time period
If the preview looks correct, click:

Submit for Approval

⚠️ Your time sheet was submitted successfully.

This is the message you want to see...

It also gives a time and date stamp and shows the routing:

<table>
<thead>
<tr>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originated Apr 24, 2012 11:07 am</td>
</tr>
<tr>
<td>Submitted Apr 24, 2012 11:16 am</td>
</tr>
<tr>
<td>Pending</td>
</tr>
</tbody>
</table>

You are finished!
Mistakes Happen!

If you have already submitted your time and realize there was an error:

**Before your office’s deadline:**
You may click on your time sheet, Return Time, edit, and resubmit.

**After your office’s deadline but before Payroll’s deadline:**
Ask your approver to return your time sheet to you.

**If Payroll’s deadline has passed:**
You will need to submit a paper time sheet. You may print your original and make corrections. It is best to give the Payroll Office a call at x5304.

**Your supervisor may return your time sheet to you.**
In the Approver trainings, we are notifying supervisors that there is no automatic mechanism to let you know, so they should email, call, walk to your desk to let you know. On your side, just check your time sheet each Monday after the deadline to ensure that your supervisor has approved it.
Frequently Asked Questions

What if I hold multiple jobs?
You will submit a separate time sheet for hours charged to each job. Each timesheet will be directed to the appropriate approver.

Can I enter time for future dates?
You can enter time and use the “Save” button without submitting it for approval up to the end of the current pay period.

What if I am out of the office? How will my hours be entered?
The beauty of self-service is that you can access it from anywhere! Home, vacation site, anywhere with internet access! You may enter and submit your time in accordance with the deadlines. If for some reason you do not have access, ask your supervisor to contact Payroll to have your hours entered.

Can I see my past time sheets?
Once you begin entering time online, you will have access to your current and all past time sheets that were entered via web time entry.

How do I print a hard copy for my records?
When printing a hard copy for your records, select FILE/PRINT from top menu. You will need to change your printer preferences to landscape; and possibly reduce the margins.

When is the deadline?
The Payroll Office’s deadline is Friday at noon. You supervisor will need time to review all the staff submissions and approve or return them, so you internal office deadline will be prior to Friday at noon. Check with your supervisor. Staff deadlines are posted on the HR website.

Whoops! I submitted my time sheet too soon and need to make changes.
If you submitted before your departmental deadline, you may Return Time. If your supervisor has not approved your timesheet yet, you may ask him/her to “return for correction.” However, if the timesheet has already been approved, your supervisor must contact Payroll for a revision to the timesheet.