

## Exempt staff Timesheet submission instructions for Banner 9 Self Service:

You will click “Enter Time” (blue box) under the My Activities section on the right side of your screen.

The screenshot shows a sidebar menu on the left with the following items: Pay Information (expanded), Latest Pay Stub: 02/28/2019, All Pay Stubs, Direct Deposit Information, Deductions History, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. On the right, under the 'My Activities' section, there is a blue 'Enter Time' button, a 'Time Sheet' link, and an 'Employee Menu' link.

Once you click “Enter Time” you should see the next timesheet that needs submitted. You will click on the “Not Started” button to start your timesheet.

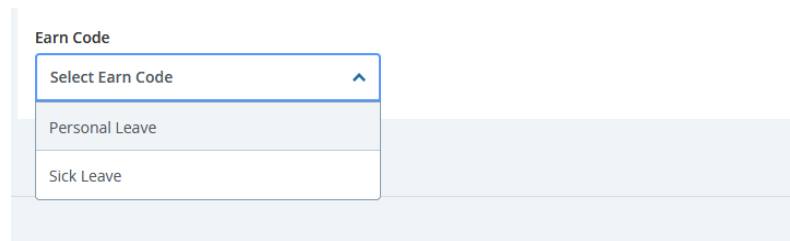
The screenshot shows a table with the following columns: Pay Period, Hours/Units, Submitted On, and Status. The data row shows: February 2019, 02/01/2019 - 02/28/2019, and a 'Not Started' button.

Pay Period	Hours/Units	Submitted On	Status
February 2019			
02/01/2019 - 02/28/2019			Not Started

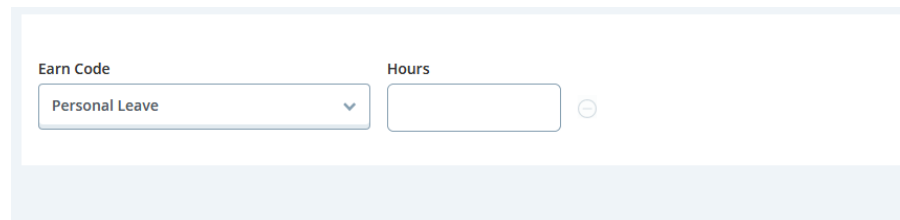
Once into your timesheet you will scroll to the right to see all the days in the pay period. If you need to record time used 1) click on the day 2) use the drop down to select the correct Earn Code

The screenshot shows a calendar view for the pay period 03/01/2019 - 03/31/2019. The days are labeled SUNDAY through SATURDAY. The numbers 3 through 9 are visible under the days. A blue box highlights the number 6 under WEDNESDAY. Below the calendar is an 'Add Earn Code' button and a dropdown menu labeled 'Earn Code' with the text 'Select Earn Code'.

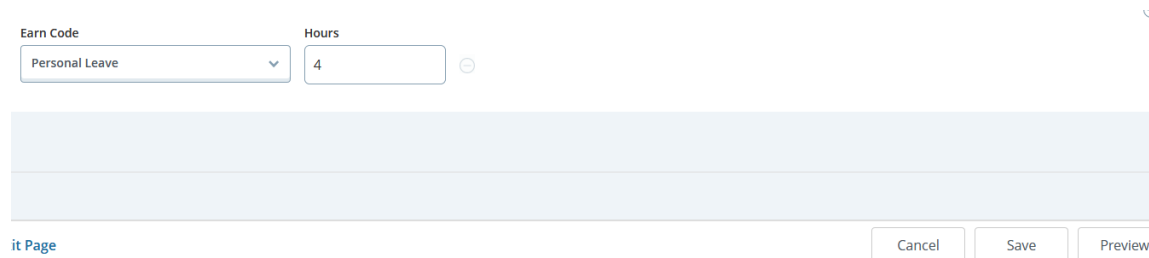
Earn Code drop down options (for Exempt staff):



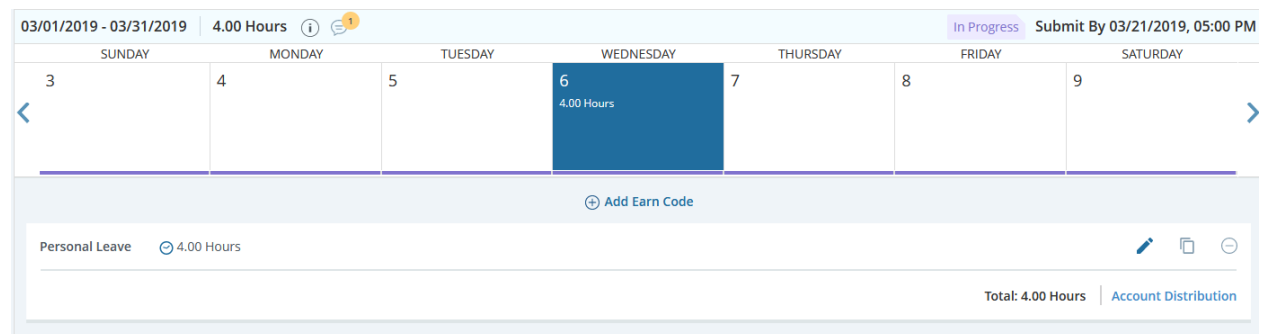
Once you make your selection (Earn Code selection) the Hours box will pop up for you to record your hours used.




Enter the appropriate hours you are claiming then hit the “Save” button in the bottom right corner.





Once you save that day’s time used it will appear in the daily box.



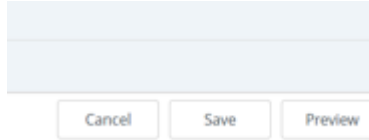
Enter other days’ time used as needed and save after each day’s entry.

NOTE:  click here if you need to edit your hours after you have saved them

NOTE:  click here to copy to another day

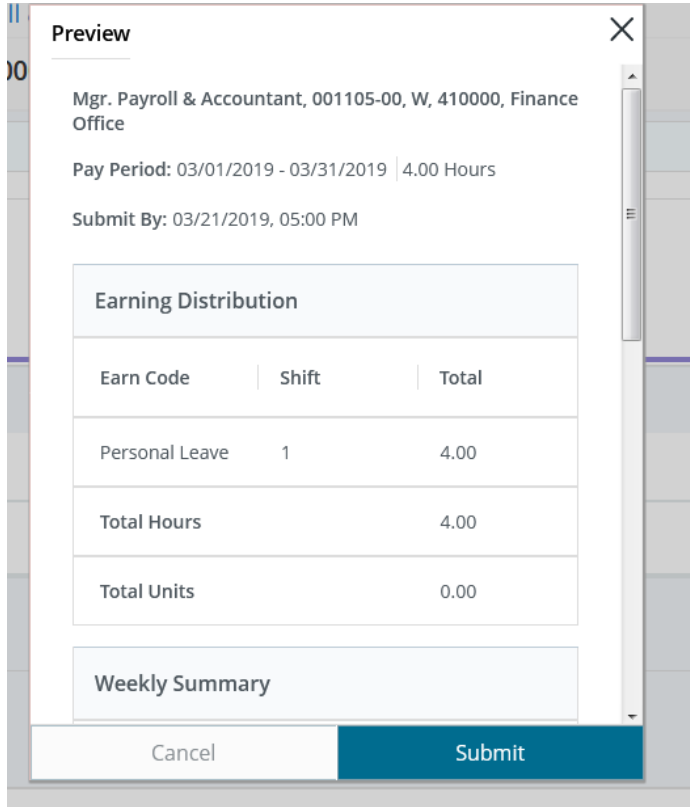
NOTE:  click here to delete the entry from that day (it will warn you and ask you to confirm this action)

Once you have entered all days needed and are ready to submit you will click on the "Preview" button



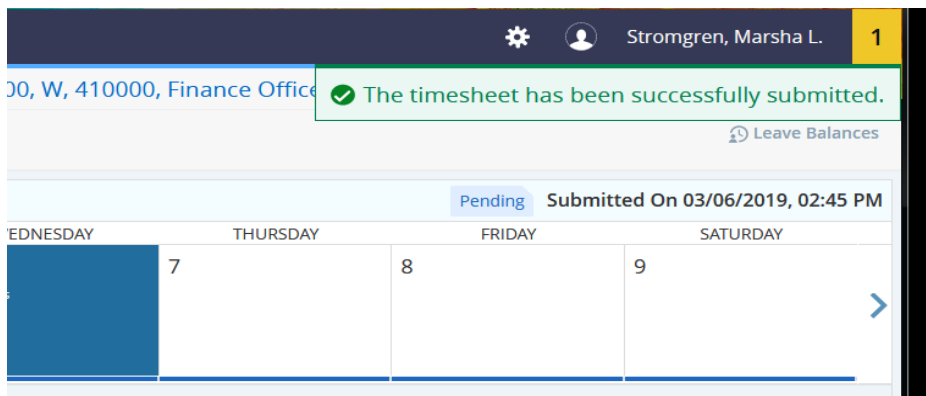
on the bottom right

to see the recap of hours:



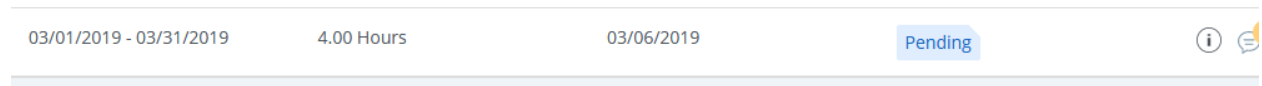
If you are done and ready to submit hit the "Submit" button. If you still need to make changes hit the "Cancel" button to go back to the timesheet to make corrections.


Once you hit the submit button you will see a message similar to this:

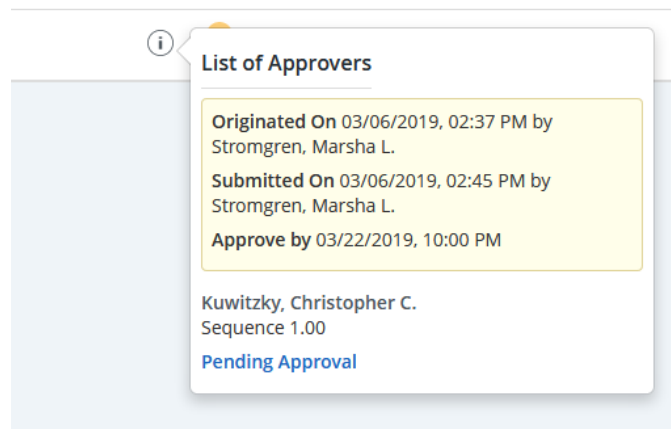


It will now be pending for your supervisor to approve.

Once you submit and are back on the original “Timesheet” screen listing each pay period you will see that it now says “Pending”:

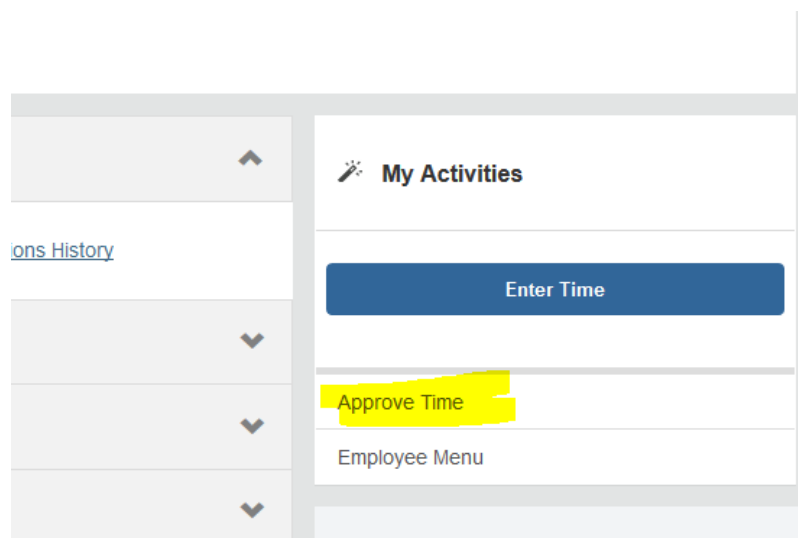


You can also click on the info button  to see dates and times that you originated, submitted, and when approved or if it is pending approval as well as when the approval needs to be completed by.

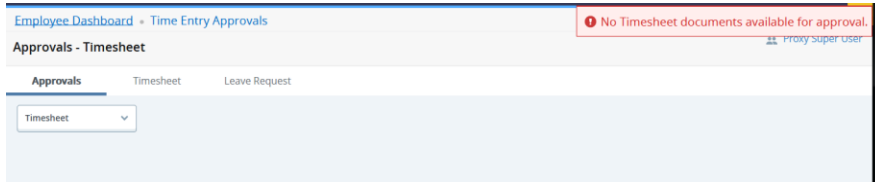


### Approving your staff's timesheets in Banner 9 Self Service:

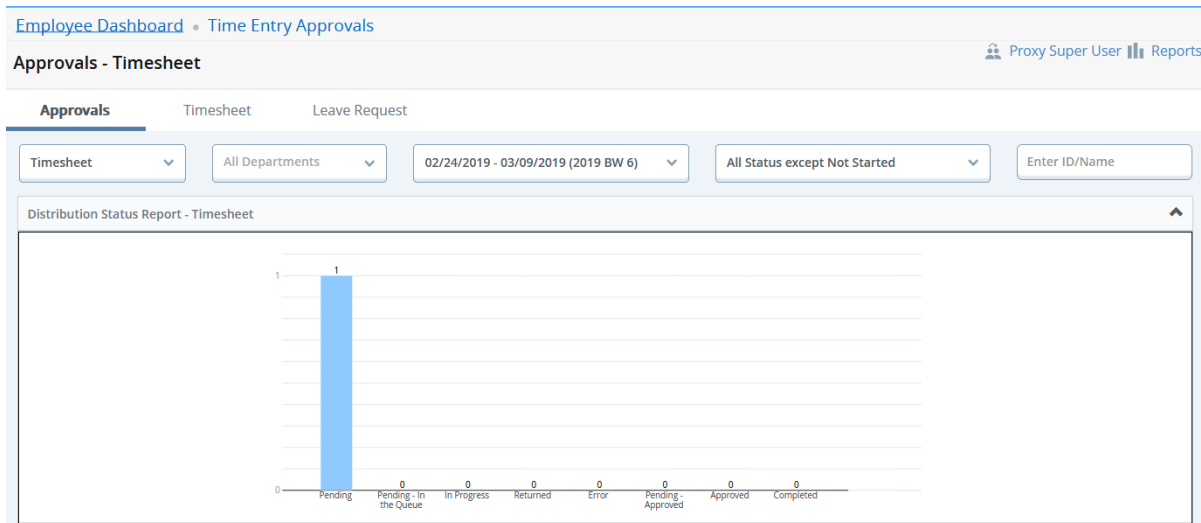
To approve time you will click on the “Approve Time” link on the right side of your Dashboard screen.



If no one in your staff has submitted a timesheet you will see a red message that says “No Timesheet documents available for approval”.



If your staff has submitted timesheets you will see some selection boxes and a Distribution Report that will show you how many are in each status (Pending, In Progress, Approved, Complete, etc.) and each name below that:

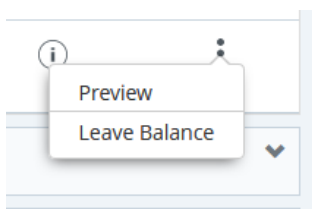


Employee Name	ID	Organization	Hours/Units	
Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	W-410000, Finance Office	80.00 Hours	<span>i</span> <span>⋮</span>

Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

You will go to each person you need to approve and click on the action menu for each one to Preview the time submitted and/or look at leave balances:



When you select the preview you will see the staff's information with a breakdown of each type of leave submitted and at the bottom your choices are "return for correction" or "Approve".

**Preview** ✕

W22356914 - Oshel, Debi G.

Payroll Specialist, 000604-00, W, 410000, Finance Office

Pay Period: 02/24/2019 - 03/09/2019 | 80.00 Hours

Submitted On: 03/08/2019, 08:51 AM

**Earning Distribution**

Earn Code	Shift	Total
Regular Pay	1	69.50
Sick Leave	1	2.50
Holiday	1	8.00
<b>Total Hours</b>		<b>80.00</b>

Details

Return for correction Approve

If you do not agree with the hours submitted you will "Return for Correction" or if you agree click "Approve". You will do this for each employee. If they are absent and you need to change anything for them you can click on the "Details" button to open the timesheet and make corrections/changes. After making changes you will click "preview" then "Approve" if you agree.

Once you have approved you will see that staff members move over to the Approved column.

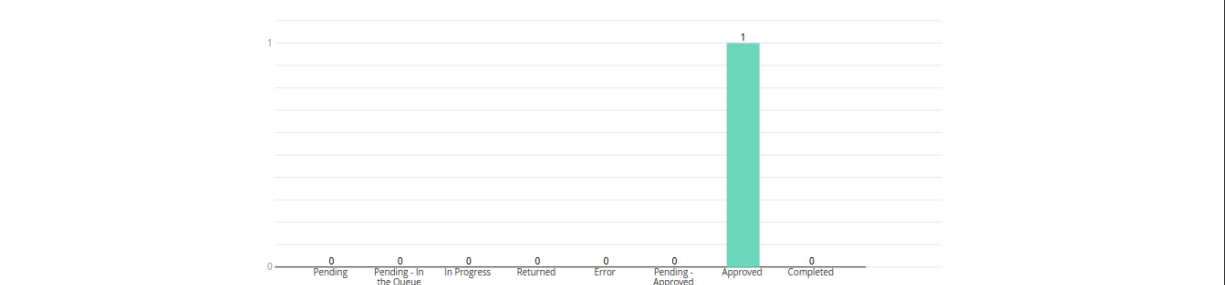
[Employee Dashboard](#) • [Time Entry Approvals](#) ✔ Timesheet successfully approved.

Approvals - Timesheet Proxy Super User Reports

Approvals Timesheet Leave Request

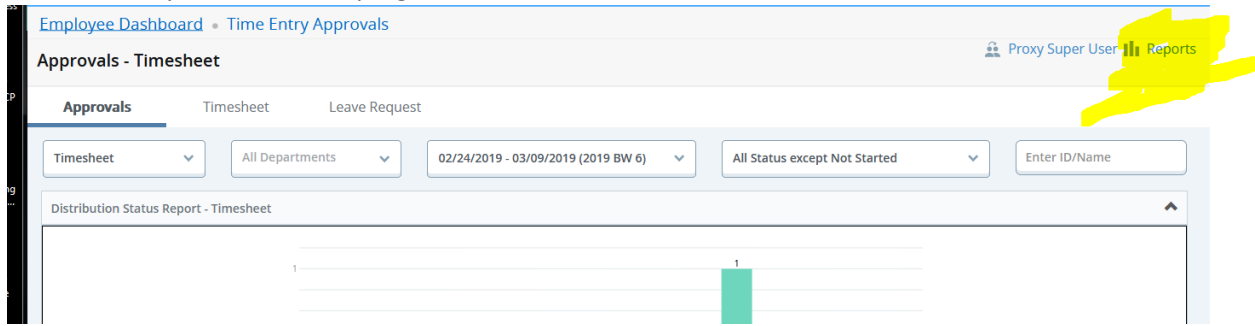
Timesheet All Departments 02/24/2019 - 03/09/2019 (2019 BW 6) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

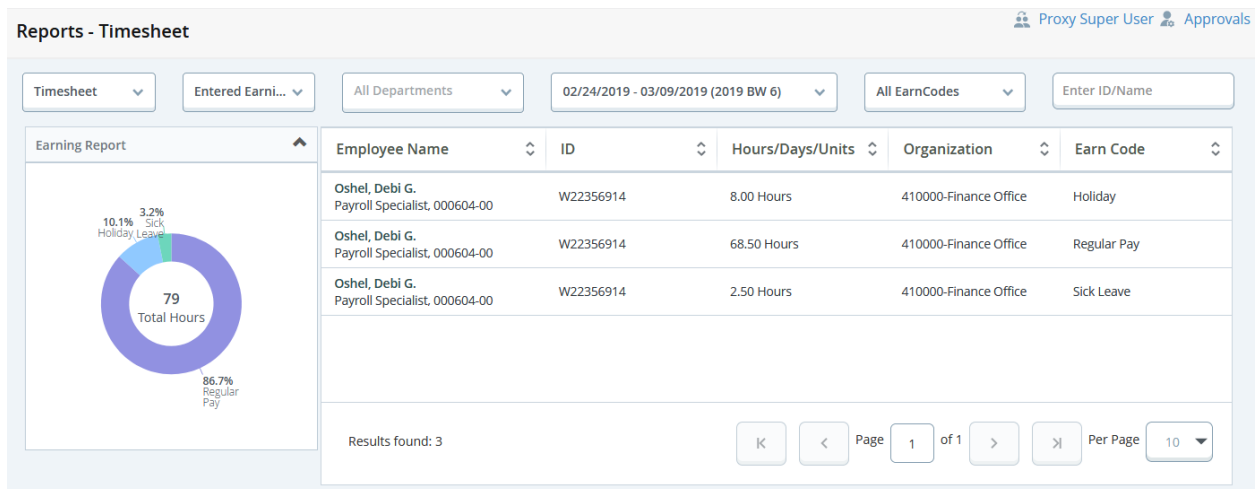


Status	Count
Pending	0
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	1
Completed	0

You also have a "Reports" option now to view that will show you more information about your staff and the SL/PL they have used. Top right corner.



When you click the Reports you will see a break down for that pay period for hours reported like below:



To get back you can click the Approvals button that now shows up where the Reports button was, or click back on your menu ribbon to go back to Time Entry Approvals or clear back to your Dashboard:

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Reports](#)