Employee Web Time Entry

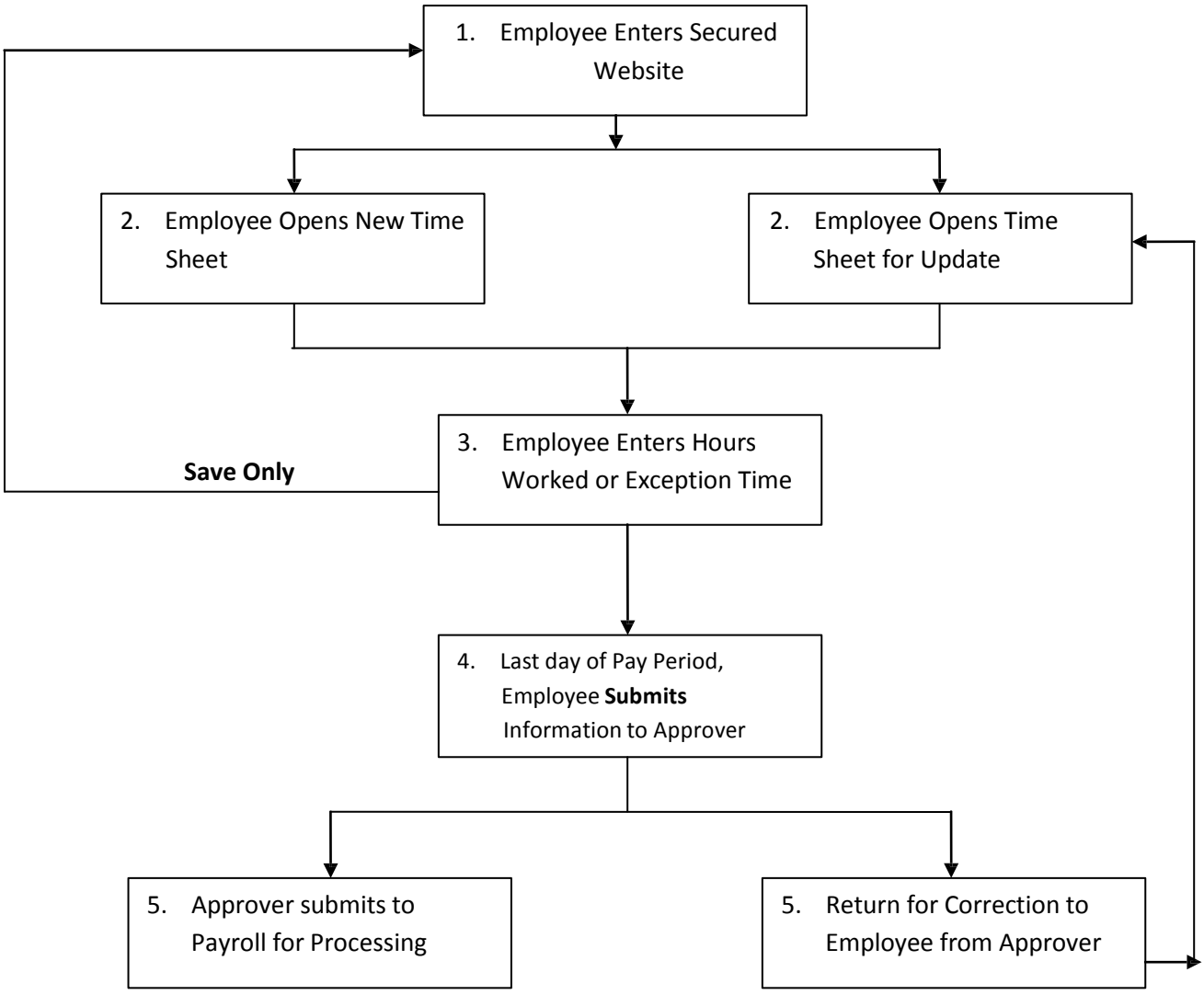
Self-Service Banner

Rosalyn Donaldson, Technology and Training Coordinator

Web Time Entry Flow Chart 3
Web Time Entry Instructions 4
Logging On to Self-Service 4
Self-Service through Portal 4
Set Your PIN 6
Change Your Security Question 7
Forgot Your PIN? 7
Time Sheet Selection 8
Logistics of a Web Time Sheet 9
Enter Time into Time Sheet 10
Time In and Out (Entering Student Time) 11
Copy Time to Multiple Dates 13
Insert Comments 14
Submit for Approval 15
Return Time (to correct errors) 16
Correct, Remove , or Restart a Time Sheet 17
Exit Self-Service 18

Web Time Entry Flow Chart

Web Time Entry is one time keeping method for employees at YSU found in your Banner Self-Service menu. Employees will be responsible for entering and submitting their time every pay period. From that point, the approver will be responsible for approving the hours. Once the approver has approved the hours, they will be processed by Payroll.



Web Time Entry Instructions

Logging On to Self-Service

Access Self-Service Banner through the MyYSU Portal. (www.ysu.edu)

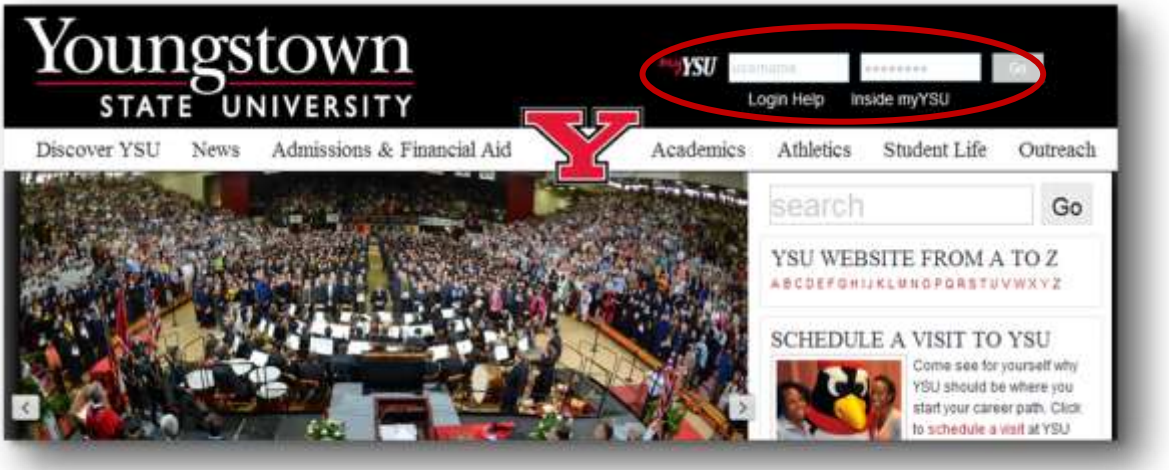


Figure 1

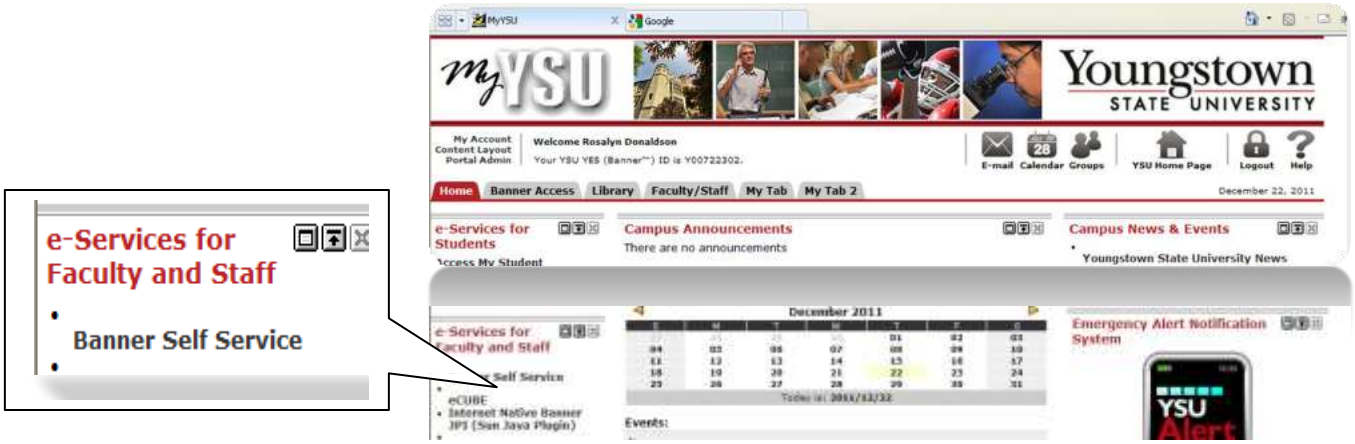
a. Access the My YSU Portal on the YSU home page.

b. Enter your username and password to login into the portal.

c. If you have forgotten your password, please use the Logon Help option (Figure 1). found below “How do I reset my password?”

Self-Service through Portal

Under **e-Services for Faculty and Staff,** click **Banner Self-Service.**.

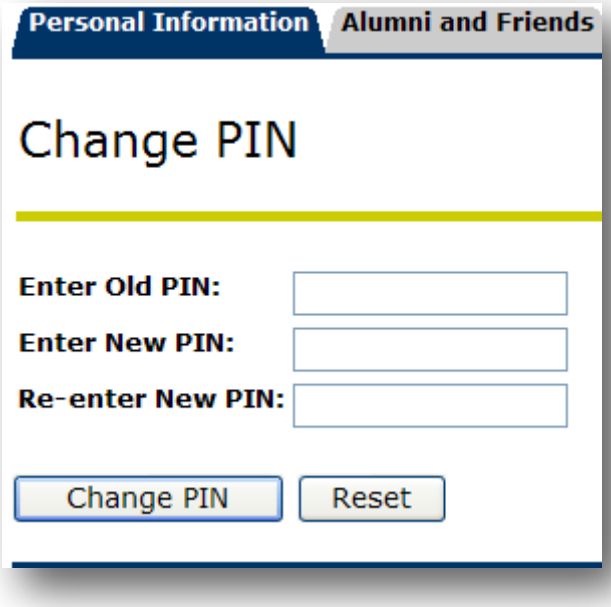


Click **Personal Information –OR --** the **Personal Information tab** to establish a PIN, add a security question or reset your PIN if you have forgotten. See **Set Your PIN** section (p. 6) for instruction on your on-time set up of your time sheet PIN.

Click **Employee –OR --** the **Employee tab** to view your Time Sheet or Leave options.
See **Time Sheet Selection** section (p. 8) for instructions to enter time on the Web.

Set Your PIN

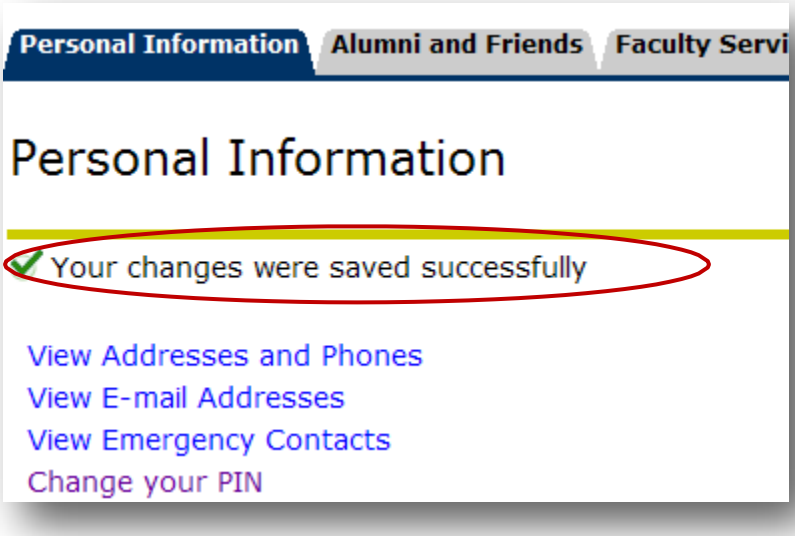
You must set your PIN (Personal Identification Number) when you first use Web Time Entry. **It is a onetime setup unless you forget your PIN.** The PIN is a unique six-digit number for certifying your identity when submitting or approving time. It is not the registration PIN used by students.



1. On the Main Menu or tabs click **Personal Information.**
2. Click **Change your PIN** to select a new PIN on the Change PIN page.
3. Enter your Old PIN. The Old PIN for first time users is **yynnnn** (where **yy** is your birth year and **nnnn** is the last 4 digits of your SSN). If you have ever changed this PIN but cannot remember it, you must be reset.
4. Enter New PIN. Choose a six digit number you can remember. Be selective in your choice here as your identity is verified by the use of your PIN when submitting your time sheets and approvals.
5. Re-enter new PIN.
6. Click **Change PIN** after completing your entries. The Reset button clears all entry fields.

If your old PIN is incorrect you will see: "Old PIN number verification error!" Please contact the Tech Desk at X1595 for a PIN reset. Whenever you are reset, Self-Service returns you to the option to **Change PIN.**

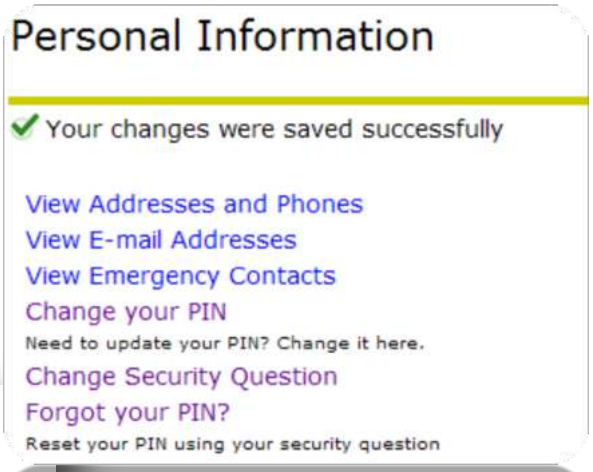
If your PIN changes are accepted, you will be returned to the Personal Information page and receive the following message.

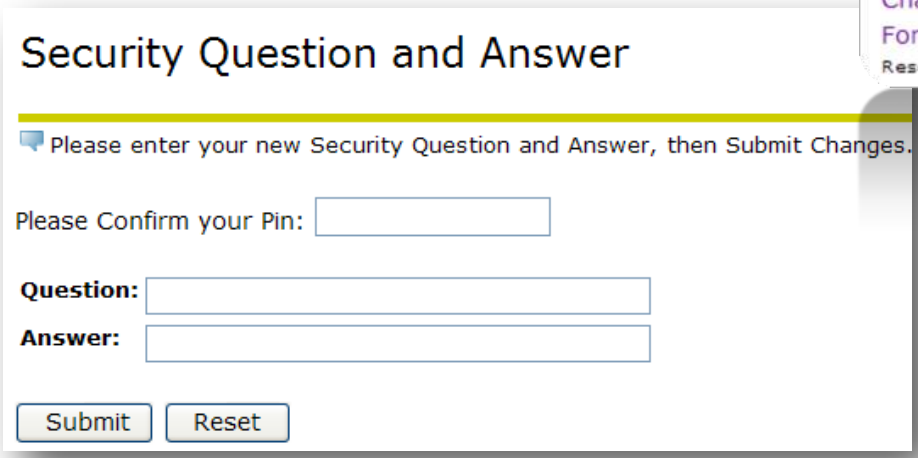


Change Your Security Question

To reset your own PIN at a future time, please establish a security questions. **(One time set-up)**

1. Click **Change Security Questions** on the Personal Information page.
2. Enter your current PIN to **Confirm your PIN**
3. Enter a **Question** and **Answer** in the designated boxes.
4. Click **Submit** when you are finished. Click **Reset** to clear the Question and Answer boxes if you are making corrections.

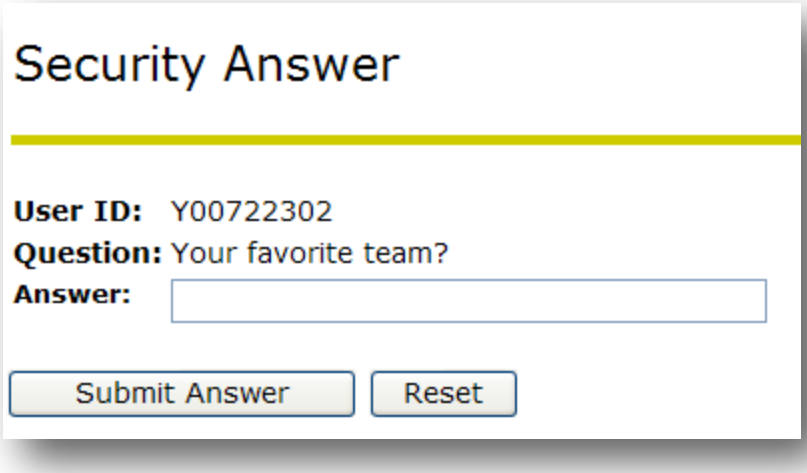




Forgot Your PIN?

When you do not remember the PIN and you have a security question established, Click **Forgot your PIN?** to respond to the security question. **Submit Answer**, then you can reset your PIN to a new six digit number.

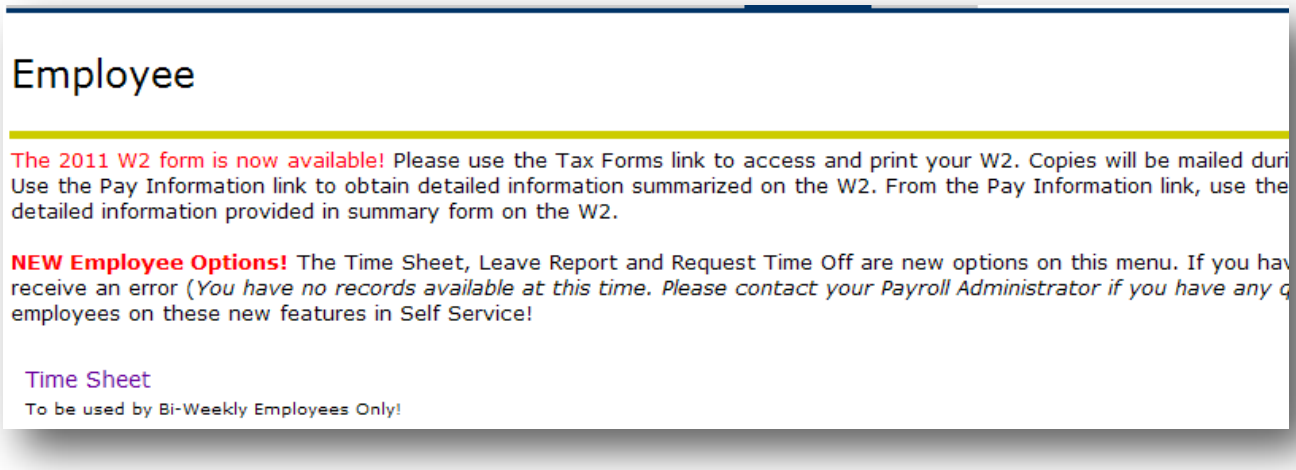
Contact the Tech Desk at X1595 to reset your PIN if you do not have a security question.



Time Sheet Selection

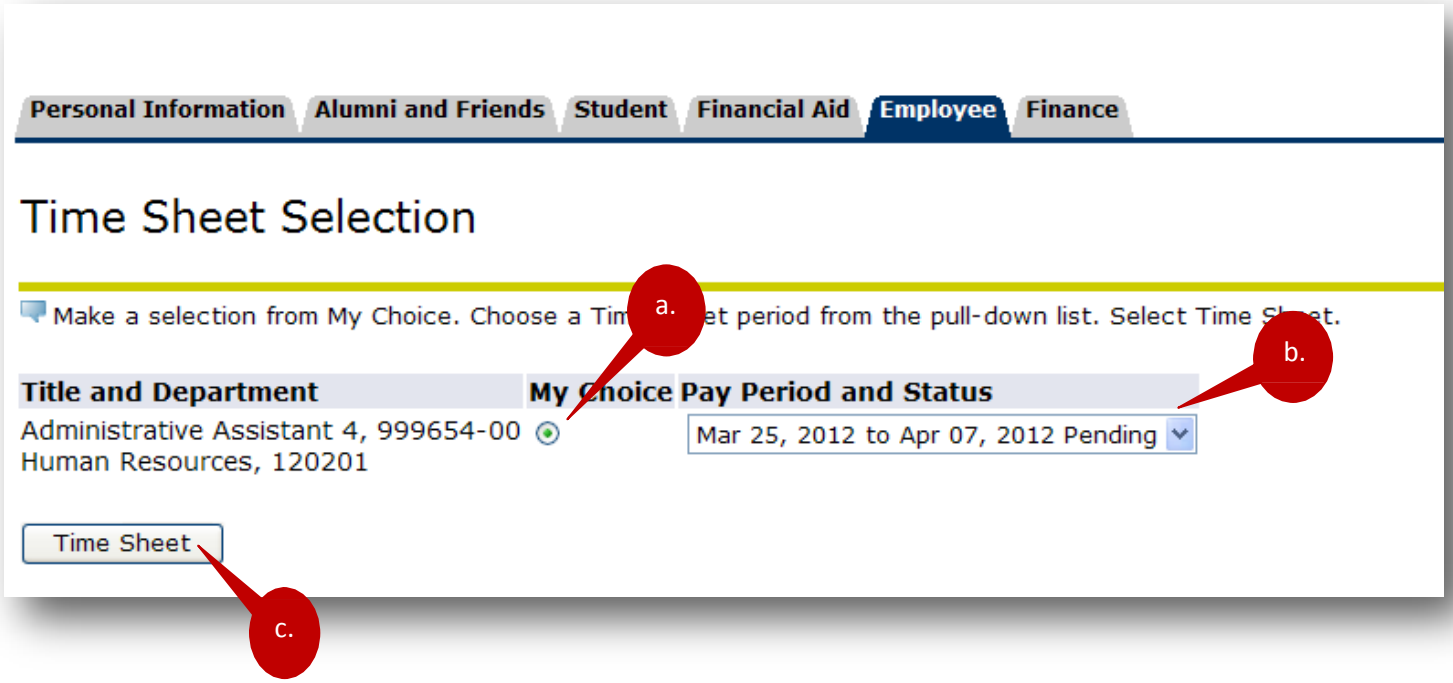
Open your time sheet on the first day of each pay period.

Choose **Time Sheet** from the Employee list of options to view and select your time sheet(s).

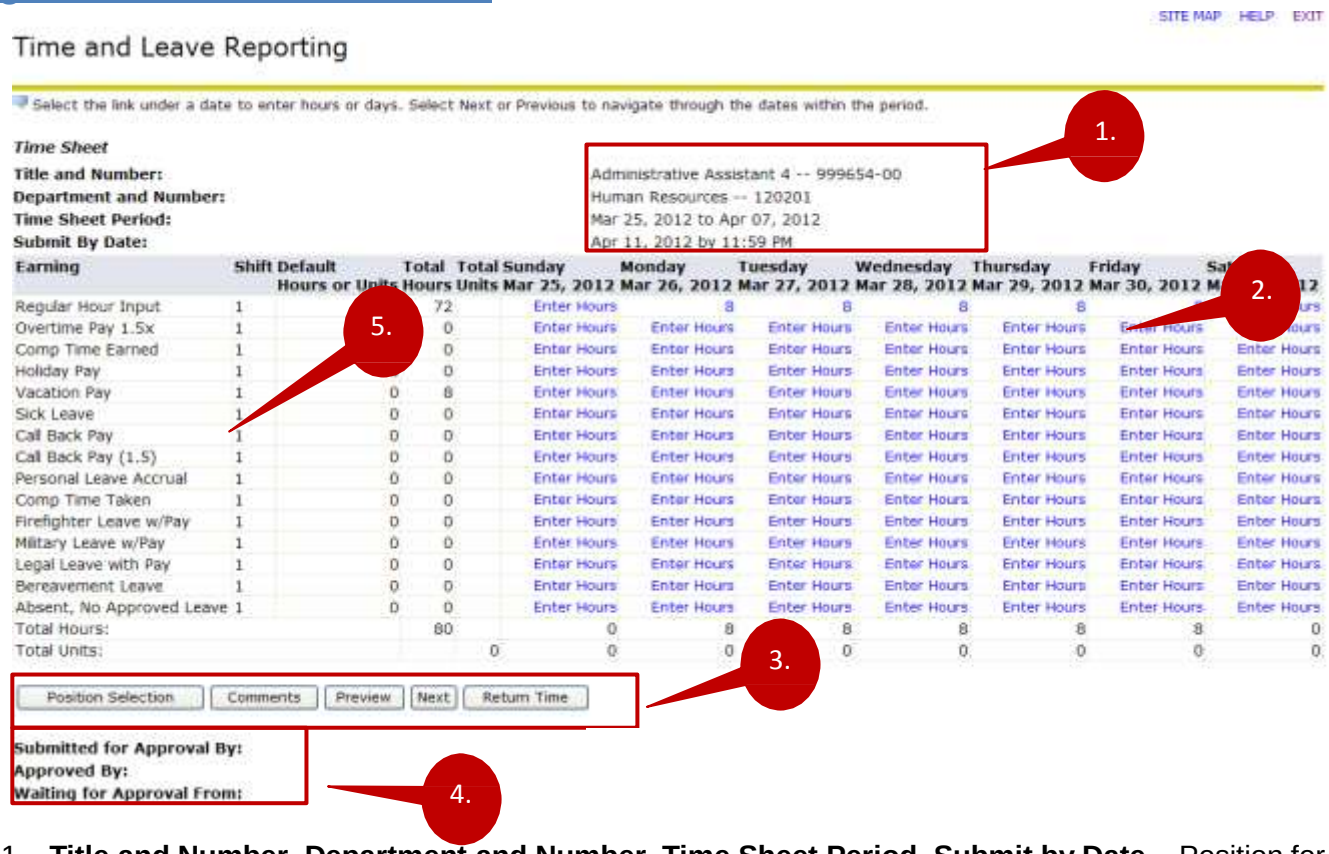


If you have more than one position for which time entry is required, a time sheet for each position will be displayed on the **Time Sheet Selection** page.

1. Choose the time sheet to record your hours worked in a pay period.
    a. Click the **My Choice** radio button to select the position. If you only have one position, it will be checked for you.
    b. Click on the drop down arrow to display list of the available Pay Periods.
    c. Click **Time Sheet** to view and enter time into the time sheet.



Logistics of a Web Time Sheet



1. **Title and Number, Department and Number, Time Sheet Period, Submit by Date –** Position for which you are reporting the department and fund code responsible for the position, pay period reporting and deadline to submit the timesheet for approval.
2. Daily time entry fields (***Enter Hours***), seven days per page (Sunday through Saturday) by earning code, choose the **Next** button to see the second week of dates.

3. Selection buttons
    a. **Position Selection** – returns to the Time Sheet Selection page.
    b. **Comments -** opens a free form text box to type details for the approver to see.
    c. **Preview** - shows all entered data for all days reported on the time sheet.
    d. **Submit for Approval -** submits time sheet to the approver.
    e. **Restart -** Clears the fields for entry.
    f. **Next/Previous -** shows next week or last week's entry fields.

4. **Submitted for Approval by, Approved By and Waiting for Approval From** – allows you to see where your Time Sheet is in the approval process. **PLEASE…** Watch the status of your time sheet after it is submitted and check with your supervisor if your approval status is "Waiting for Approval by: name" and is not being updated!

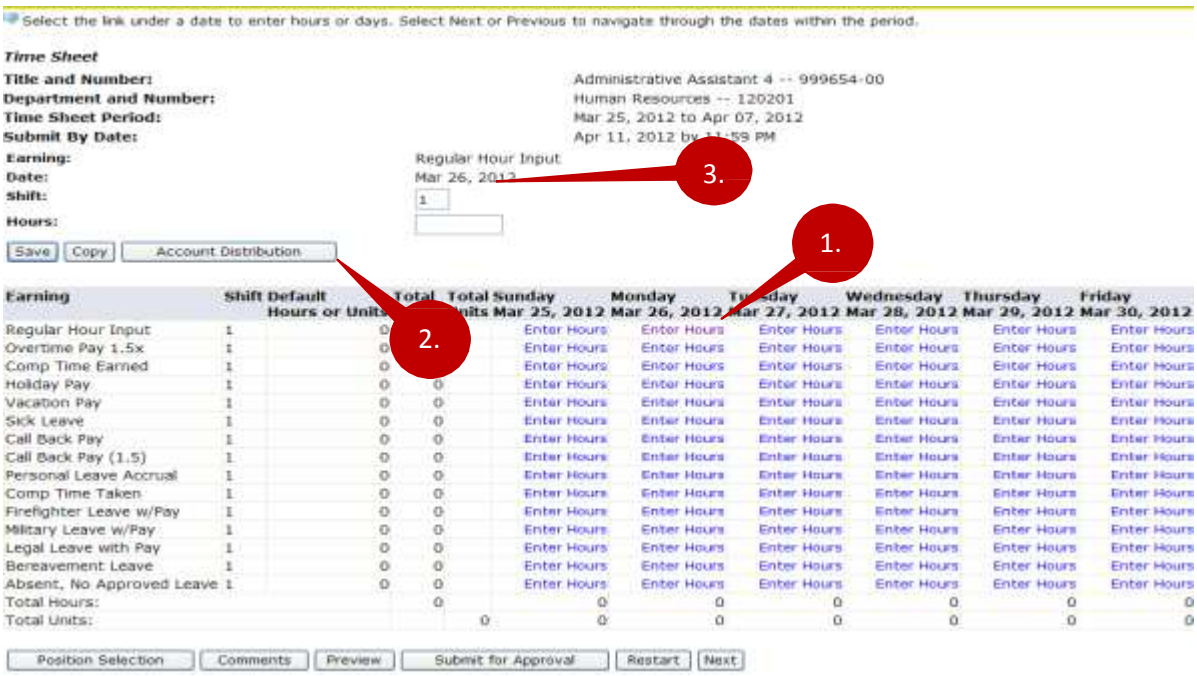
WARNING: If you do not submit your time sheet it cannot be approved. If it is not approved, Payroll will not automatically pull the time sheet into the Payroll Processing. If the time sheet is not pulled into Payroll, there may be a delay in your pay!

5. **Earning Codes**: Please report your time on the appropriate line for each earning code. Example: If you are out on earned vacation hours, then report the vacation time on the line for earning code "Vacation Pay". All regular hours are entered on the "Regular Hour Input" line.

Enter Time into Time Sheet

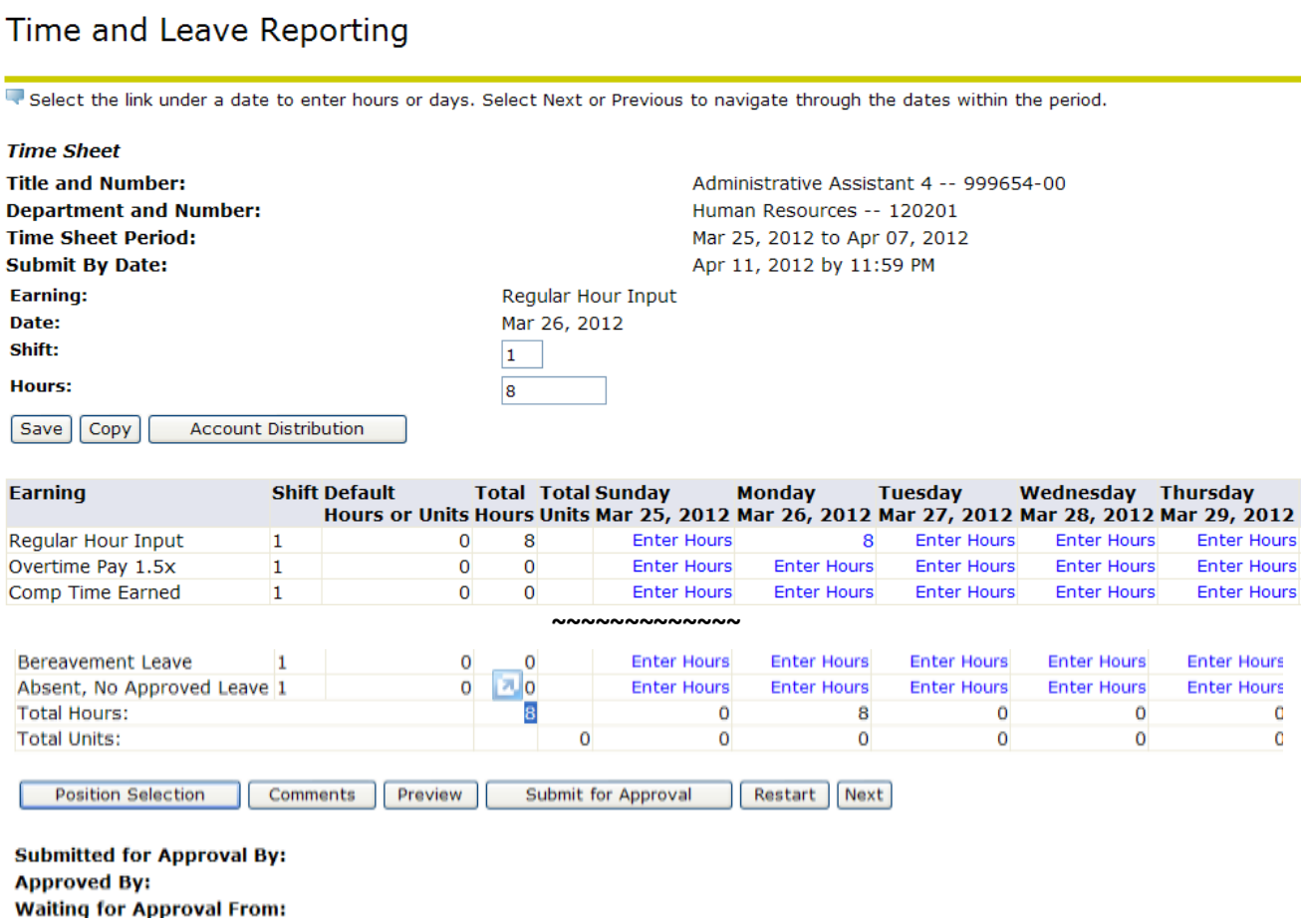
To enter time into the time sheet:

1. Click ***"Enter Hours"*** under the date and on the row of the earning code associated with the time work or leave taken.
2. A new set of buttons becomes available when entering hours. These buttons allow you to **Save** your input, **Copy** your entry to multiple dates or change accounts when your hours are charged to more than one fund code **(Account Distribution).**
3. The **Shift** and **Hours** box appears below the **Submit by Date.** The **Earnings** code and **Date** of entry is displayed.
    a. Enter the shift you worked and the number of hours worked. Time can be entered in quarter increments.
    b. If your hours extend over a shift, enter the shift for which the majority of hours are worked.
    c. Click **Save** after each entry.



Note: It is your responsibility to manage your leave bank; therefore, using more time than you have may result in docked pay.

4. After the time is entered the number of hours is displayed below the date and on the earning code row as entered. Totals are accumulated by the system.



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: Administrative Assistant 4 -- 999654-00
Department and Number: Human Resources -- 120201
Time Sheet Period: Mar 25, 2012 to Apr 07, 2012
Submit By Date: Apr 11, 2012 by 11:59 PM

Earning: Regular Hour Input
Date: Mar 26, 2012
Shift: 1
Hours: 8

Save | Copy | Account Distribution

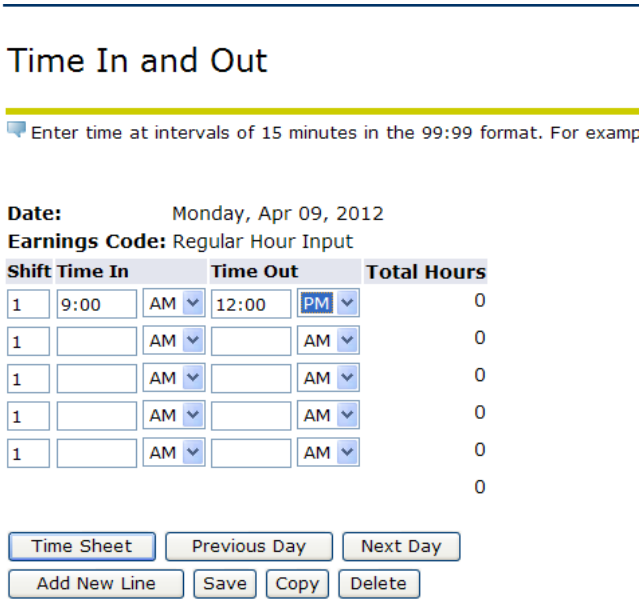
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 25, 2012	Monday Mar 26, 2012	Tuesday Mar 27, 2012	Wednesday Mar 28, 2012	Thursday Mar 29, 2012
Regular Hour Input	1	0	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Overtime Pay 1.5x	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Absent, No Approved Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8		0	8	0	0	0
Total Units:				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:

Time In and Out (Entering Student Time)

Students are required to complete the Time In and Out option to demonstrate that their time worked does not conflict with their time scheduled for class.



Time In and Out

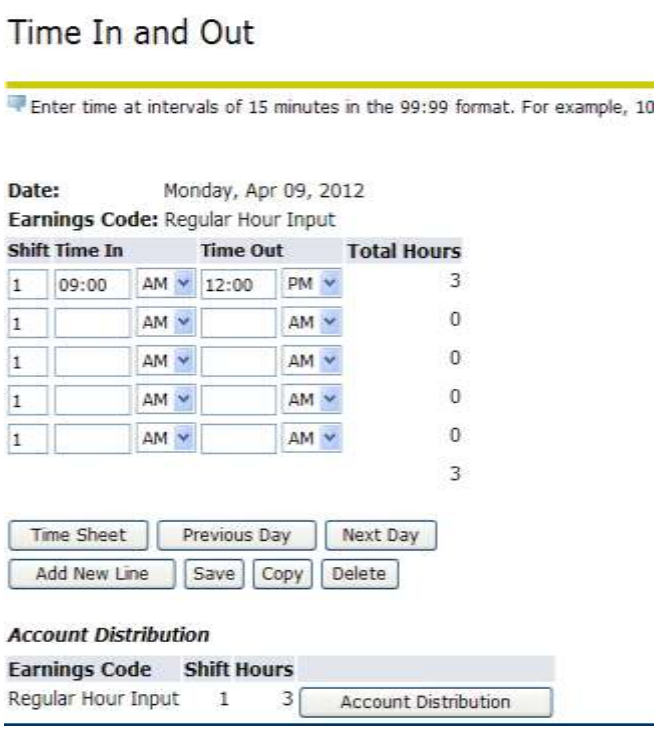
Enter time at intervals of 15 minutes in the 99:99 format. For examp

Date: Monday, Apr 09, 2012
Earnings Code: Regular Hour Input

Shift	Time In		Time Out		Total Hours
1	9:00	AM	12:00	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

1. Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45.
2. Select **Save** to display Total Hours.



Button Descriptions:

Time Sheet: Returns to the Time and Leave Reporting page shown below.

Previous Day / Next Day: Moves to the respective day and allows Time In and Out reporting.

Add New Line: Recalculates the time if more than one In/Out time is entered.

Save: Saves time to the time sheet. Save after every entry.

Copy: Allows you to copy your time report (In/Out and total hours) to each date checked.

Delete: Deletes your entry.

Account Distribution displays the account for which the wages are recorded after there is an entry of time.

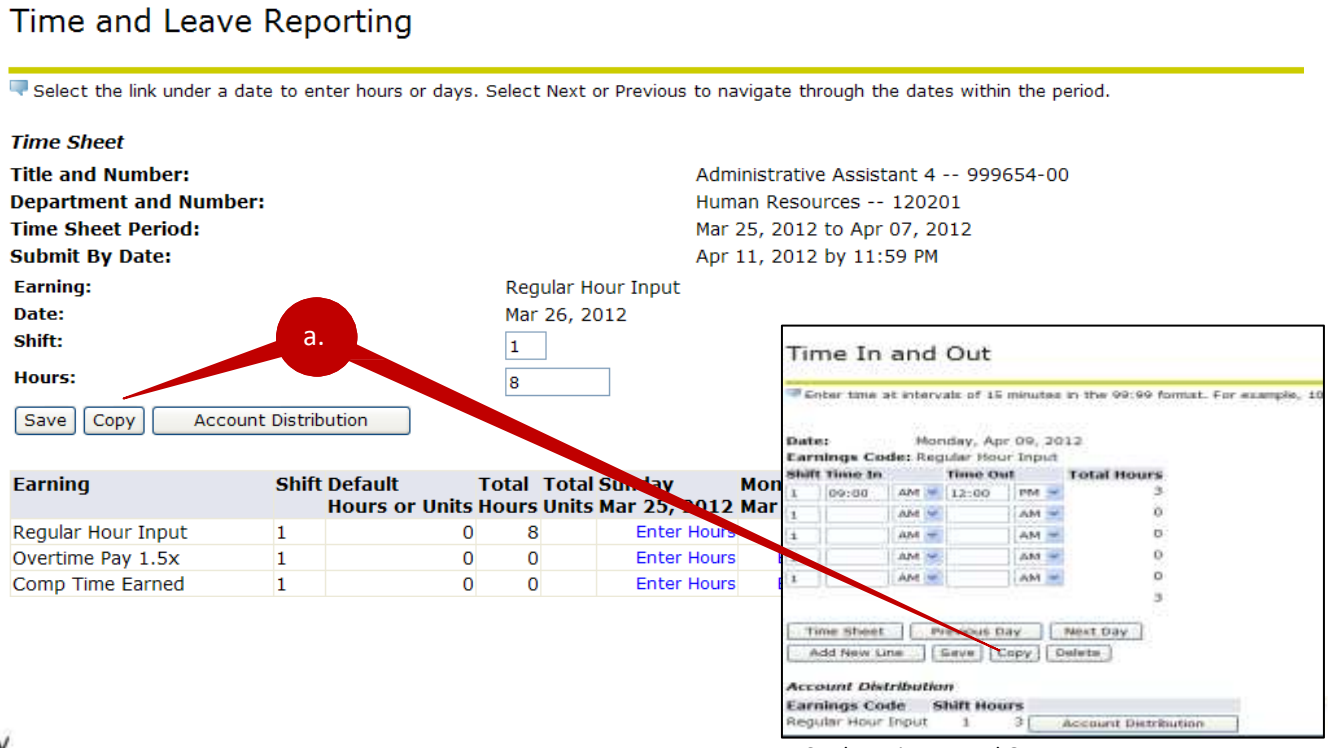
The time sheet will automatically populate the amount of hours reported by a student. Time is taken from the Time In and Out page.

Copy Time to Multiple Dates

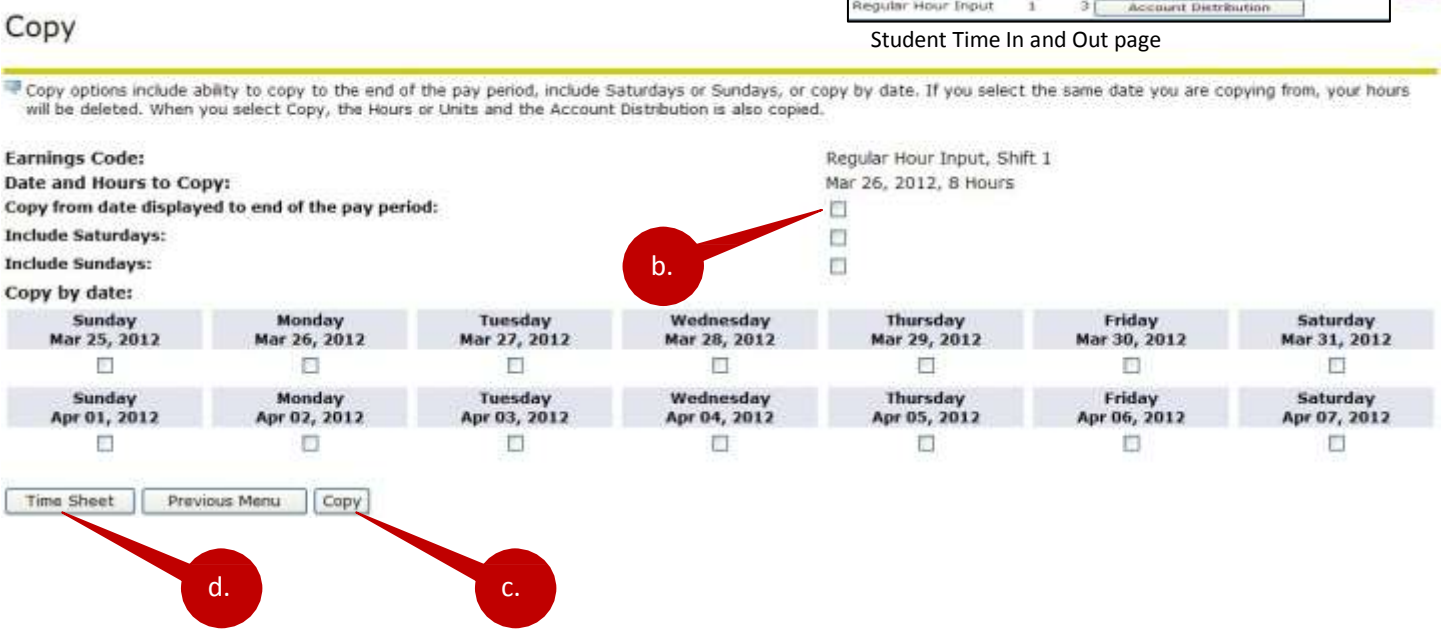
To speed the time entry process, copy your time entered into multiple dates.

After entering time for one day

a) Click **Copy** to display the Copy Time page. For Student Time sheets (see insert), **Copy** is found on the Time In and Out page.
b) To copy from one date to the entire pay period, Click the check box to "**Copy from date displayed to the end of the pay period**:" Include Saturday or Sunday only if this applies. –OR- click each date to copy time into.
c) Click **Copy** to copy time entered into the selected or all dates.
d) Click **Time Sheet** after copying time to return to the Time Sheet.



Student Time In and Out page



Insert Comments

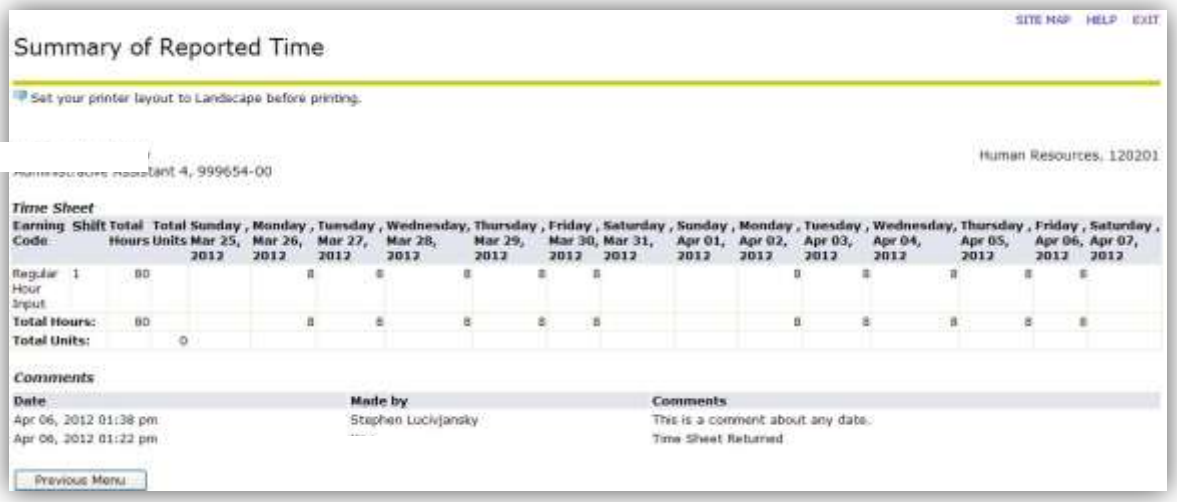
Whenever your time is not the standard work day (Regular Hour Input), or leaves are reported, please record a comment. On your time sheet in the comment box please clarify by indicating date taken, earn code description, number of hours. When you are reporting bereavement, sick (self or others) or FMLA, please indicate the name of the person and relationship in the comments.

All comments should include: **Date Taken, Earn Code, and Number of Hours**.

a. Click **Comments**. A free form text box will appear for your typed details.
b. Click **Save** after typing a comment.
c. Click **Previous Menu** to return to the time sheet.

Preview Time Sheet

Always preview the time sheet to verify that the dates and times are accurately recorded. Check totals per day and earning codes were necessary. Click **Previous Menu** to return to the time sheet.



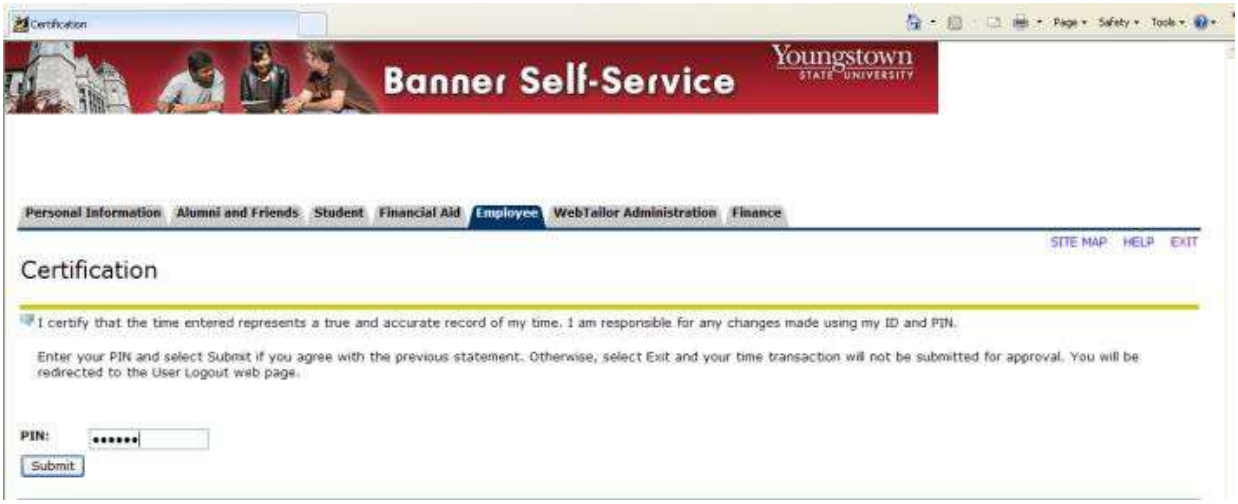
Submit for Approval

Certification/PIN

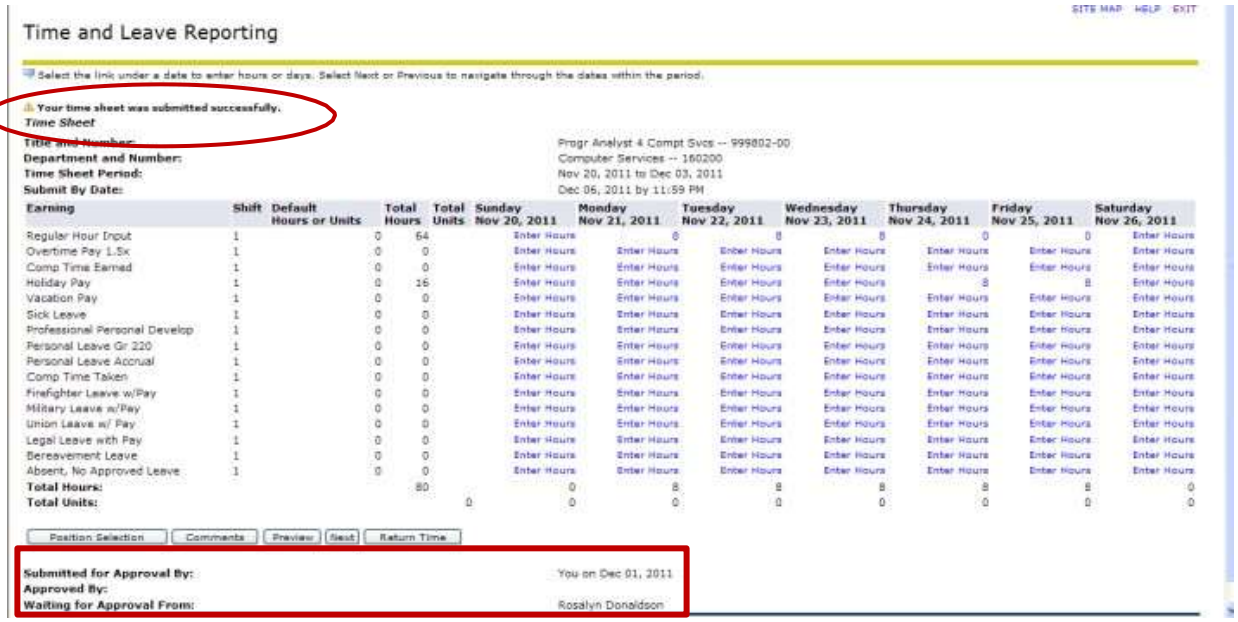
By certifying your time sheet, you agree that the time entered is a true and accurate record of the time worked. To certify your time, you must enter your six-digit **PIN.** See **Set Your PIN** (p. 6) for details.

WARNING: Do not share your **PIN** with others it is used to validate your identity.

1. Enter your **PIN.**
2. Click **Submit** to send the time sheet to your approver (supervisor) after entering your PIN.



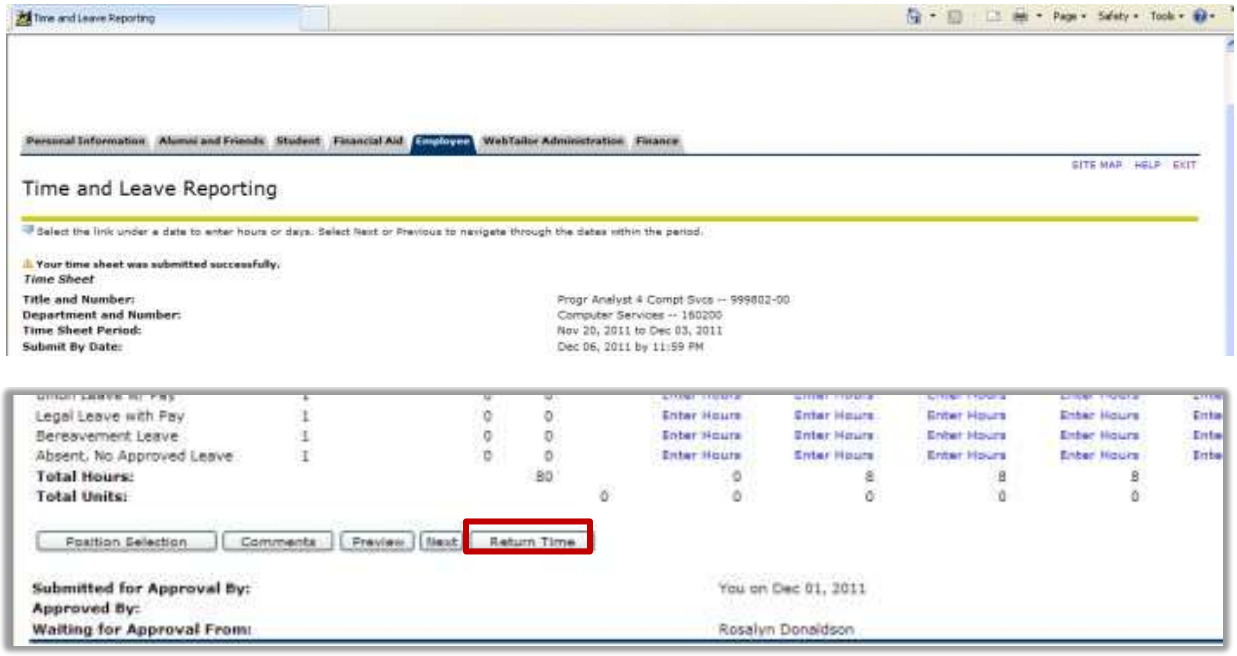
A reply message indicating your timesheet has been submitted successfully is displayed. You will also notice the **Submitted for Approval By** date indicated and the name of the individual in the routing queue who is your approver in the **Waiting for Approval From** area.



Return Time (to correct errors)

When your time has been submitted and you realize you should change your entries you can return your time sheet for corrections. This must be done prior to the **Submit by Date** and before your time is approved by the Approver.

Click **Return Time** to pull your time sheet back for corrections.



You will receive a notice of your transactions being returned when *you request to have them returned*. Correct your errors and re-submit your time sheet for approval.

Warning: If your time is returned by your supervisor you *will not receive a notice*.

Correct, Remove, or Restart a Time Sheet

On the Time Sheet Selection page, open the time sheet to make corrections. **The time sheet must not be in Approved status.**

Correct or Remove Time Entries

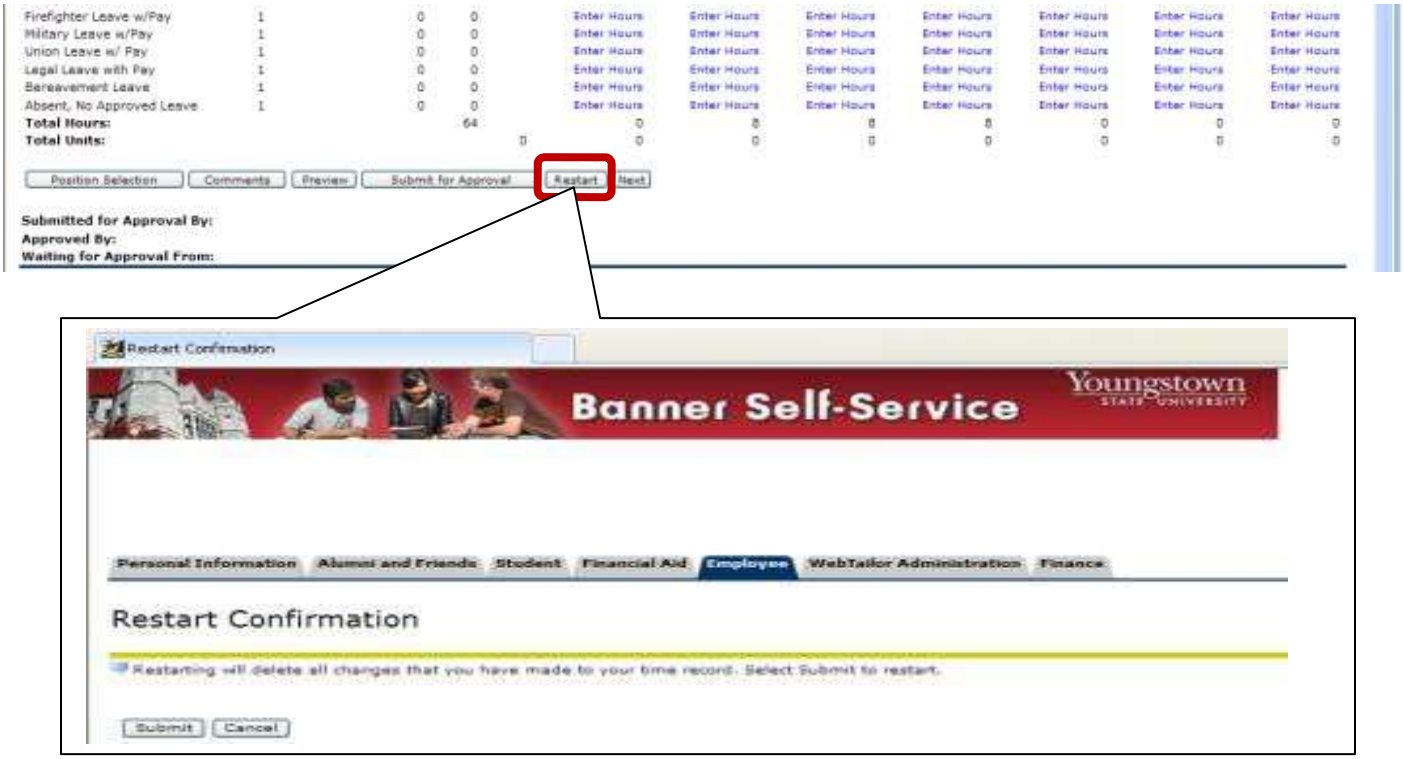
Click on the number displayed in the columns to open the **Hours** block.

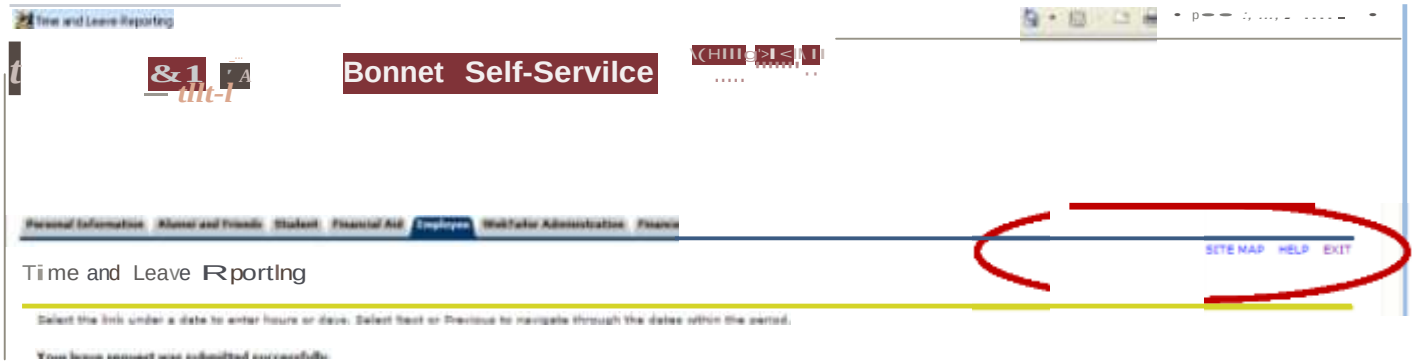
a. Correct the time by entering the new hours in the **Hours** block – or --
   Remove time by placing a zero in the **Hours** block.
b. Click **Save** after your changes have been made.

Restart Time Entries

Note: Choosing **Restart** will eliminate every time entry.

a. Click **Restart** *to remove all time entered* and reset every entry field to "Enter Hours". The Restart Confirmation page is displayed prior to the restart.
b. Click **Submit** to clear your time sheet or **Cancel** to return without removing all of the time entered.



Exit Self-Service

Please close your Self-Service sign on by choosing Exit, closing the window or tab in your internet browser.