Where is my timesheet?

Your electronic timesheet is found in your My YSU Portal in the Banner Self-Service option. (www.ysu.edu)

You must set a PIN prior to your first time entering time in Web Time Entry.

Please see the *Change PIN and Security Question* sheet for details.

Self-Service through Portal

a. Access the My YSU Portal from the YSU home page, www.ysu.edu.
b. Enter your username and password to login into the portal.
c. In the portal, click **Banner Self-Service**

If you have forgotten your password or it is your first time accessing the portal, go to my.ysu.edu and click Forgotten Password/ Password Reset.
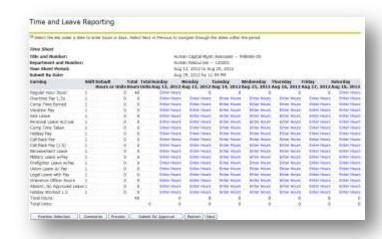

Time Sheet Selection -- Must be opened on the first working day of the pay period.

Click the **Employee Tab** or **Employee** option from the Main Menu in Self-Service. Choose **Time Sheet** from the Employee list of options to view and select your time sheet(s).

a. Choose the time sheet to record your hours worked in a pay period.

b. Click the **My Choice** radio button to select the position. If you only have one position, it will be checked for you.
c. Click on the drop down arrow to display list of the available Pay Periods.
d. Click **Time Sheet** to view and enter time into the time sheet.
e. Click **Enter Hours** to record time/hours on days you work.
f. Enter the number of hours in the Hours Box.
g. Select **Save** to display Total Hours.
h. Repeat these steps for each date you worked or use the Copy option.

> **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!

Copy Time to Multiple Dates

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

a. **Save** the time entry, then click **Copy** to display the Copy Time 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.

Preview Time Sheet

Click **Preview** in time sheet to verify that the dates and times are accurate.

Click **Previous Menu** to return to the time sheet.

<mark>WARNING:</mark> 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!

Submit for Approval

After you preview your time for errors:

    a. Click **Submit for Approval** button on the timesheet

    b. Enter your **PIN.**

    c. Click **Submit** to send the time sheet for approval

Correct Errors

Corrections can be made before you submit your timesheet or it is **approved** by your supervisor.

Click the time entry to correct or Click **Return Time** to pull your time sheet back for corrections if you have submitted it, then Click the time entry to correct it. Submit your timesheet for approval.

Corrections must be made prior to the **Submit By Date** shown at the top of the 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 space or 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 by closing the window or tab.