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# Student Employee Web Time Entry

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Version 1.2

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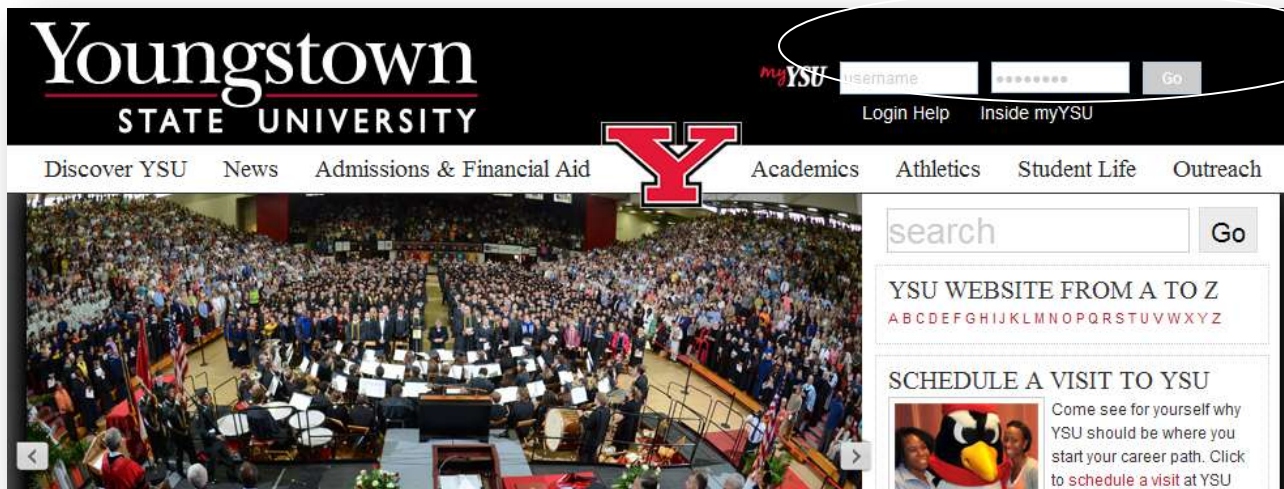
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## Web Time Entry Instructions

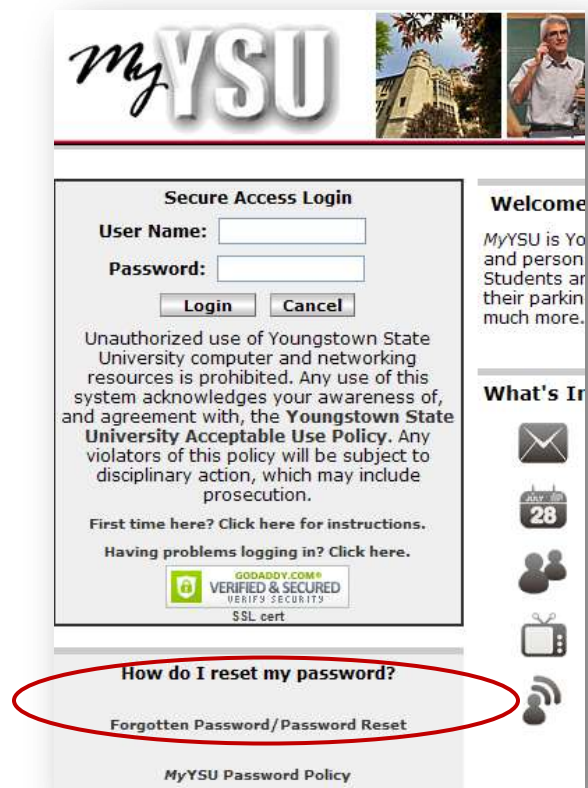
Your electronic timesheet is found in your Self-Service option in your portal account. Access Self-Service Banner through the MyYSU Portal. ([www.yzu.edu](http://www.yzu.edu))

## Self-Service through Portal

- Access the My YSU Portal from the YSU home page, [www.yzu.edu](http://www.yzu.edu).
- Enter your username and password to login into the portal.



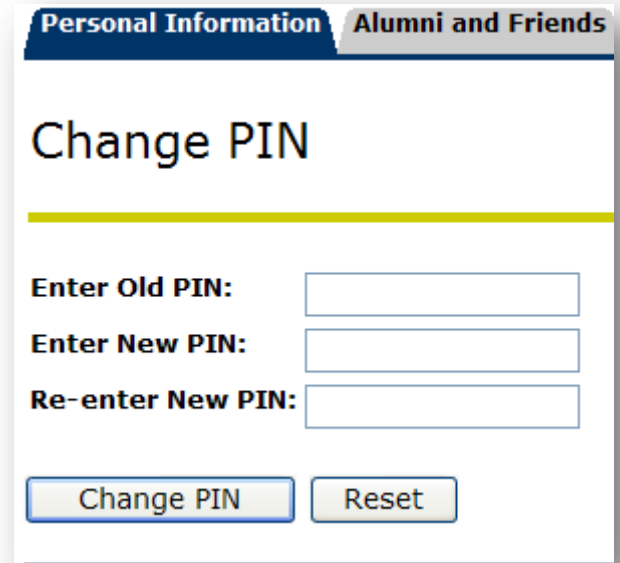
- If you have forgotten your password or it is your first time accessing the portal, go to [my.yzu.edu](http://my.yzu.edu) and click Forgotten Password/ Password Reset.



## Set Your PIN

You must set a 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.**

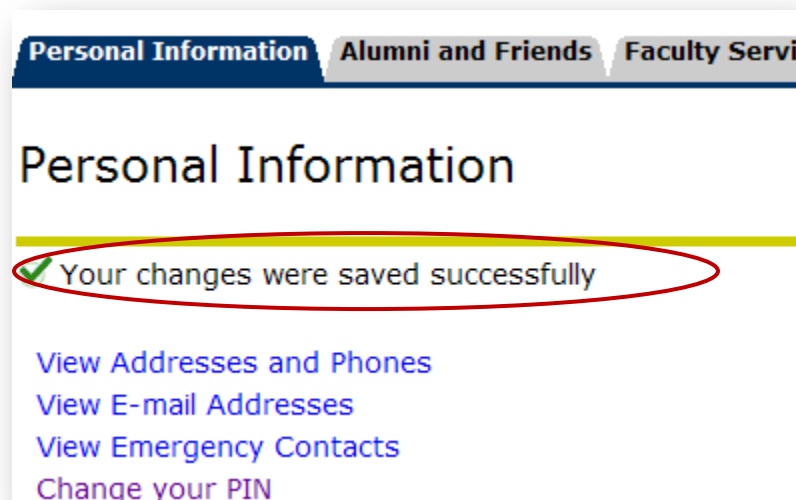
1. On the Main Menu or tabs click **Personal Information.**
2. Click **Change your PIN** to select a new PIN on the Change PIN page.
3. Enter your Old PIN. The Old PIN for first time users is **yynnnn** (where **yy** is your birth year and **nnnn** is the last 4 digits of your SSN). If you have ever 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.



The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information', 'Alumni and Friends', and 'Faculty Servi'. Below the navigation bar, the page title is 'Change PIN'. There are three input fields: 'Enter Old PIN:', 'Enter New PIN:', and 'Re-enter New PIN:'. Below the input fields are two buttons: 'Change PIN' and 'Reset'.

\*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.



The screenshot shows the 'Personal Information' page with a navigation bar at the top containing 'Personal Information', 'Alumni and Friends', and 'Faculty Servi'. The page title is 'Personal Information'. A green checkmark icon is followed by the text 'Your changes were saved successfully', which is circled in red. Below this message are four links: 'View Addresses and Phones', 'View E-mail Addresses', 'View Emergency Contacts', and 'Change your PIN'.

## 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.

## Personal Information

✔ Your changes were saved successfully

[View Addresses and Phones](#)

[View E-mail Addresses](#)

[View Emergency Contacts](#)

[Change your PIN](#)

Need to update your PIN? Change it here.

[Change Security Question](#)

[Forgot your PIN?](#)

Reset your PIN using your security question

## Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

## 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.

## Security Answer

**User ID:** Y00722302

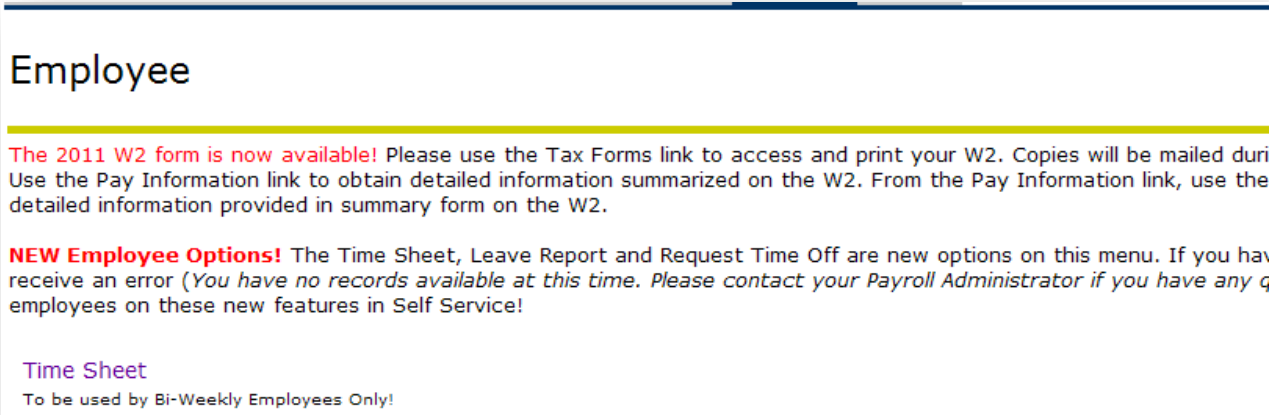
**Question:** Your favorite team?

**Answer:**

## 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).



The screenshot shows the 'Employee' menu in a self-service system. At the top, there is a yellow horizontal line. Below it, there are two paragraphs of text. The first paragraph is in red and black, mentioning the 2011 W2 form. The second paragraph is in red and black, mentioning new options like Time Sheet and Leave Report. Below the text, there is a purple link for 'Time Sheet' and a note that it is for Bi-Weekly Employees Only.

**Employee**

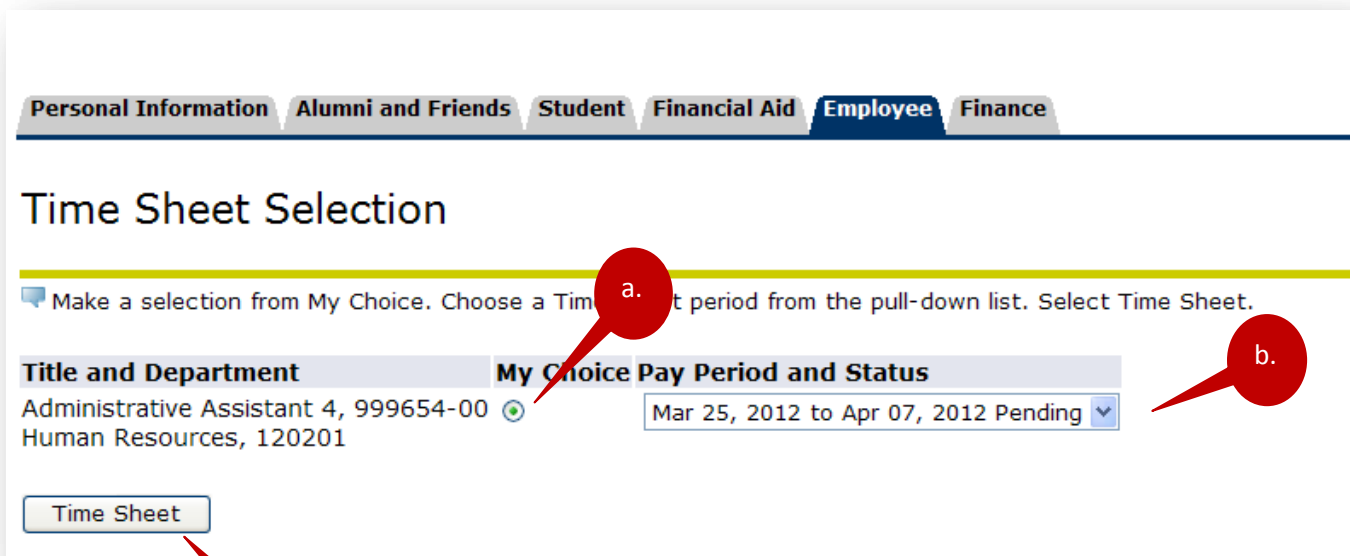
**The 2011 W2 form is now available!** Please use the Tax Forms link to access and print your W2. Copies will be mailed during the pay period. Use the Pay Information link to obtain detailed information summarized on the W2. From the Pay Information link, use the detailed information provided in summary form on the W2.

**NEW Employee Options!** The Time Sheet, Leave Report and Request Time Off are new options on this menu. If you have received an error (You have no records available at this time. Please contact your Payroll Administrator if you have any questions) please contact your Payroll Administrator for more information on these new features in Self Service!

[Time Sheet](#)  
To be used by Bi-Weekly Employees Only!

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.



The screenshot shows the 'Time Sheet Selection' page in a self-service system. At the top, there is a navigation bar with tabs for Personal Information, Alumni and Friends, Student, Financial Aid, Employee, and Finance. Below the navigation bar, there is a yellow horizontal line. Below the line, there is a blue header for 'Time Sheet Selection'. Below the header, there is a blue box with a speech bubble icon and text: 'Make a selection from My Choice. Choose a Time Sheet for the pay period from the pull-down list. Select Time Sheet.' Below this, there is a form with two main sections: 'Title and Department' and 'My Choice Pay Period and Status'. The 'Title and Department' section has a radio button selected next to 'Administrative Assistant 4, 999654-00 Human Resources, 120201'. The 'My Choice Pay Period and Status' section has a dropdown menu showing 'Mar 25, 2012 to Apr 07, 2012 Pending'. Below the form, there is a button labeled 'Time Sheet'.

**Personal Information** **Alumni and Friends** **Student** **Financial Aid** **Employee** **Finance**

## Time Sheet Selection

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

**Title and Department** **My Choice** **Pay Period and Status**

Administrative Assistant 4, 999654-00  Human Resources, 120201

Mar 25, 2012 to Apr 07, 2012 Pending

## 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:

Student Wages -- STUDNT-10

Department and Number:

Chief Technology Officer -- 160100

Time Sheet Period:

Apr 08, 2012 to Apr 21, 2012

Submit By Date:

Apr 25, 2012 by 11:59 PM

Earning	Shift Default	Total		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		Hours or Units	Total Sunday	Apr 08, 2012	Apr 09, 2012	Apr 10, 2012	Apr 11, 2012	Apr 12, 2012	Apr 13, 2012	Apr 14, 2012
Regular Hour Input	1	0	3	Enter Hours	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked Students	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			3	0	3	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

1. Click **Enter Hours** to record time on days you work. This will open the Time In and Out page to record your In and Out time.

## Time In and Out (Entering Student Time)

You are required to complete the Time In and Out option to demonstrate that your time worked does not conflict with your time scheduled for class. The Time IN/OUT feature calculates the total hours for you.

2. Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Do not modify the **SHIFT** entry. Your shift is always 1. This does not represent the number of entries made per day. You can enter up to five In/Out combinations in one day.
3. Select **Save** to display Total Hours.
4. To return to the time sheet, click **Time Sheet**.

### 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. Select Save to display Total Hours.

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

Shift	Time In	Time Out	Total Hours
1	09:00	12:00	3
1			0
1			0
1			0
1			0
1			3

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

#### Account Distribution

Earnings Code	Shift	Hours	Account Distribution
Regular Hour Input	1	3	

**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

**Copy:** Allows you to copy your time report to each date checked

**Delete:** Deletes your entry.

Account Distribution displays the account for which the wages are recorded.

**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. When you return to the time sheet you will see the total number of hours populated.

## 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:** Student Wages -- STUDNT-10  
**Department and Number:** Chief Technology Officer -- 160100  
**Time Sheet Period:** Apr 08, 2012 to Apr 21, 2012  
**Submit By Date:** Apr 25, 2012 by 11:59 PM

Earning	Shift Default	Total		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		Hours	Units	Apr 08, 2012	Apr 09, 2012	Apr 10, 2012	Apr 11, 2012	Apr 12, 2012	Apr 13, 2012	Apr 14, 2012
Regular Hour Input	1	0	3	Enter Hours	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked Students	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		3	0	0	3	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

The time sheet will automatically populate the amount of hours from the time intervals entered in Time In and Out page.

Repeat these steps for each date you worked. If the Time In and Out is the same, use the **Copy** option discussed on page 9.



## Copy Time to Multiple Dates

To speed the time entry process, copy your time entered into multiple dates. *Use this feature only if your Time In and Out is the same for each date you plan to copy.*

After entering time for one day:

- Save the time entry, then click **Copy** to display the Copy Time page.
- 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.
- Click **Copy** to copy time entered into the selected or all dates.
- Click **Time Sheet** after copying time to return to the Time Sheet.

### 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. Select Save to display Total Hours.

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

Shift	Time In	Time Out	Total Hours
1	09:00 AM	12:00 PM	3
1			0
1			0
1			0
1			0
1			3

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

Account Distribution

Earnings Code	Shift	Hours
Regular Hour Input	1	3

Account Distribution

SITE MAP HELP EXIT

### Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Regular Hour Input, Shift 1  
Date and Hours to Copy: Mar 26, 2012, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday Mar 25, 2012	Monday Mar 26, 2012	Tuesday Mar 27, 2012	Wednesday Mar 28, 2012	Thursday Mar 29, 2012	Friday Mar 30, 2012	Saturday Mar 31, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Apr 01, 2012	Monday Apr 02, 2012	Tuesday Apr 03, 2012	Wednesday Apr 04, 2012	Thursday Apr 05, 2012	Friday Apr 06, 2012	Saturday Apr 07, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

## Insert Comments

When it is necessary to leave comments for your approver, use the comment field. Write comments in instances where you will have written on a paper time sheet or given an explanation for exception time.

- 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.

Personal Information Alumni and Friends Student Financial Aid **Employee** Finance

### Comments

Enter or edit comments until you submit the record for approval.

**Made By:** You  
**Comment Date:** Apr 06, 2012  
**Enter or Edit Comment:**

**Made By:** You  
**Comment Date:** Apr 06, 2012  
**Comment:** Time Sheet Returned

## Preview Time Sheet

Preview the time sheet to verify that the dates and times are accurately recorded. Check totals per day and Time In/Out were necessary. Click **Previous Menu** to return to the time sheet.

Earning Shift Total	Total Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Code	Hours	Units	Mar 25, 2012	Mar 26, 2012	Mar 27, 2012	Mar 28, 2012	Mar 29, 2012	Mar 30, 2012	Mar 31, 2012	Apr 01, 2012	Apr 02, 2012	Apr 03, 2012	Apr 04, 2012	Apr 05, 2012	Apr 06, 2012	Apr 07, 2012
Regular 1	80		8	8	8	8	8	8		8	8	8	8	8	8	
Hour Input																
Total Hours:	80		8	8	8	8	8	8		8	8	8	8	8	8	
Total Units:		0														

**Comments**

Date	Made by	Comments
Apr 06, 2012 01:38 pm	hjansky	This is a comment about any date.
Apr 06, 2012 01:22 pm	You	Time Sheet Returned

**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!

## 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.

**Banner Self-Service** Youngstown STATE UNIVERSITY

Personal Information | Alumni and Friends | Student | Financial Aid | **Employee** | WebTailor Administration | Finance

**Certification**

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

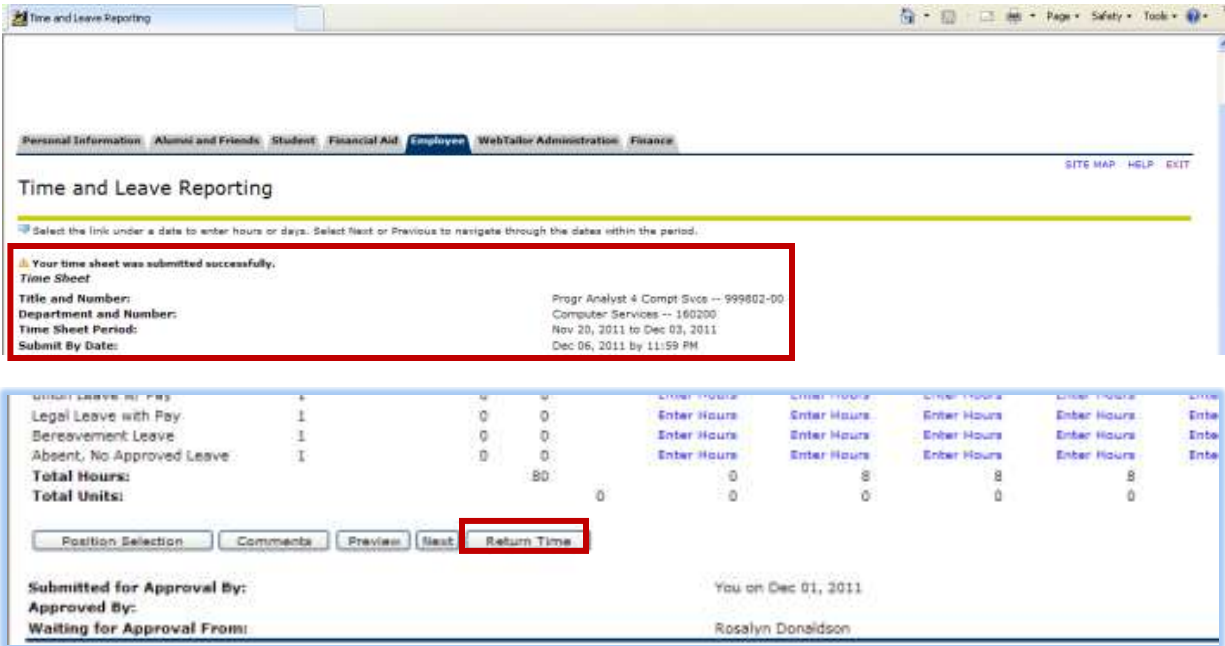
PIN:

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 your supervisor.

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.

- Correct the time by entering the new hours in the **Hours** block – or --  
Remove time by placing a zero in the **Hours** block.
- 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.

Firefighter Leave w/Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave w/Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Leave w/ Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Legal Leave with Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Servicemembers Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	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	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			64	0	0	0	0	0	0	0	0
<b>Total Units:</b>			0	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:

Restart Confirmation

**Banner Self-Service** Youngstown STATE UNIVERSITY

Personal Information   Alumni and Friends   Student   Financial Aid   **Employee**   WebTailor Administration   Finance

**Restart Confirmation**

Restarting will delete all changes that you have made to your time record. Select Submit to restart.

Submit   Cancel

**Exit Self-Service**

Please close your Self-Service by closing the window or tab.

Time and Leave Reporting

**Banner Self-Service** Youngstown STATE UNIVERSITY

Personal Information   Alumni and Friends   Student   Financial Aid   **Employee**   WebTailor Administration   Finance

**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.

Your leave request was submitted successfully.

SITE MAP   HELP   EXIT