Banner Web Time Entry

User Guide

Students
Introduction to Web Time Entry

Delaware State University is now pleased to provide its employees with online services via Banner Employee Self Service. The new online services will allow employees to enter hours worked via Delaware State University’s new Web Time Entry Process.

Entering Time on the web allows you to enter and submit hours worked on a web time sheet.

All of these features are available to you, anytime, through any computer with an Internet connection

About This Guide

The purpose of this guide is to introduce Banner Web Time Entry and give instructions on how to enter hours worked. It is not meant to explain any Payroll or Human Resources policies and/or procedures.

Logging into Employee Self Service

Overview

This section demonstrates how to log into Banner Employee Self Service and demonstrates the navigation tools you will need to get started.

Objective

After completing this section, you will be able to:

- Log into Banner Employee Self Service
- Navigate the Banner Employee Self Service interface
- Locate the menu options available on the Employee Self Service menu
Banner Employee Self Service Log In

1. Log onto http://desu.edu
2. Click on MyDESU
3. Click login (If you already have a PIN)
4. Enter your User ID (University D #) and PIN then click login
Employee Self Service Main Menu

1. The Main Menu will display a welcome message and it will display the date and time you last accessed Employee Self Service.

2. Click on “Employee” to move to the Employee Menu to begin entering time worked.
Entering Web Time

Overview
This section explains who is required to submit web time sheets, the responsibilities of employees and supervisors in this on-line process, how to enter hours worked on the web time sheet, and how to save and submit a web time sheet for approval.

Web Time Sheets
Web time entry and approval are required for all Student Employment jobs at Delaware State University.

- **Hourly employees** are responsible for reporting time worked on a daily basis via web time entry. You must submit a web time sheet for every pay period worked. *(Not Available at this time)*

- **Student employees** are responsible for reporting time worked on a daily basis via web time entry. You must submit a web time sheet for every pay period worked.
Completing a Web Time Sheet

1. After logging into Banner Employee Self Service, employees will select **Time Sheet** from the Employee menu to begin the Web Time Sheet Process.
1. Select “**Access my Time Sheet**” by clicking on the corresponding radio button under Selection Criteria – My Choice.
2. Click **Select** and proceed to the **Time Sheet Selection** screen.
All of the positions held by the employee will be displayed on the Time Sheet Selection Screen.

2. Choose the appropriate position and pay period for which you wish to enter time.

   **NOTE:** Choose only one position to begin entering time. If you are employed in more than one position, you will need to enter time for each position. Therefore, you will have more than one Web Time Sheet to complete.

3. Verify that the status and date are correct.
   The Status must be one of the following to open the Time Sheet:
   - Not Started
   - In Progress
   - Pending
   - Returned for Correction
<table>
<thead>
<tr>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT STARTED</td>
<td>You have not started your time sheet. It can be opened/started.</td>
</tr>
<tr>
<td>IN PROGRESS</td>
<td>You are in the process of entering your time for the pay period. It can be opened/edited.</td>
</tr>
<tr>
<td>PENDING</td>
<td>You submitted your time sheet and it is awaiting approval from your supervisor. It cannot be edited by you.</td>
</tr>
<tr>
<td>RETURNED FOR CORRECTION</td>
<td>Your timesheet is being returned to you for correction. You are required to make corrections and to resubmit.</td>
</tr>
<tr>
<td>APPROVED</td>
<td>Your time sheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver.</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>Payroll received and processed your timesheet.</td>
</tr>
</tbody>
</table>
4. Click Time Sheet as indicated on the Time Sheet Selection Screen.

The Time Reporting Screen will appear. The top area of the Time Reporting screen displays information about the time sheet for the position, including the Submit By Date.

![Time Reporting Screen]

**Entering Time Worked**

1. Verify that the following information is correct before proceeding:
   - Title and Position Number
   - Department Number
   - Time Sheet Period
   - Submit By Date

**NOTE:** Take special notice of the “Submit By Date”. This is the date that your time sheet must be submitted and approved. Verify that the “Submit By Date” has not passed. If it has, contact your Supervisor immediately.
2. Click **Enter Hours** for a desired Day and Earning Type. (i.e. Regular)

![Time and Leave Reporting](image)

3. Enter the correct start and end time for hours worked.

![Time In and Out](image)
4. Click Next Day to proceed to next day or time sheet to return to time sheet.

5. Click **Save** to save entries.

6. Repeat the steps above for each day that you need hours entered.

7. View the total hours entered at the bottom of the screen to ensure you have accurately entered your time.

![Summary of Reported Time](image)

**NOTE:** You may enter time worked daily if you prefer.
Entering Comments
Comments may be entered on the timesheet to communicate with your supervisor regarding your time entry (i.e. explanation for extra or less hours worked).

1. Click Comments on the Time sheet.

2. Enter your comments.
3. Click **Save** after you have finished entering your comments.

4. Click **Previous Menu** to return to your time sheet.
Previewing the Time Sheet

You can preview your time sheet as well as print it.

1. Click **Preview** on the Time Sheet.

![Time and Leave Reporting]

Time Sheet
Title and Number: ISSP-PRE COLLEGE PROGRAM -- WS1050-00
Department and Number: PAYROLL -- 4004
Time Sheet Period: Jun 15, 2014 to Jun 28, 2014
Submit By Date: Jul 01, 2014 by 05:00 PM

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>15</td>
<td>Enter Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sunday</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jun 15, 2014</td>
<td>Jun 16, 2014</td>
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<td>3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Hours: 15
Total Units: 0

Submitted for Approval By: Waiting for Approval From:
RELEASE: 0.8
2. You can print a copy of the time sheet by selecting File in the menu bar and then Print. **Make sure the Page Setup is set to Landscape.**

3. Click the **Previous Menu** button to return to your time sheet.

**Changing Hours Entered and Saved but NOT Submitted**

You may edit hours entered on any “In Progress” time sheet.

1. Click the desired “Pay Period” and “Position” from the Time Sheet Selection menu that needs editing
2. Click on the number of hours entered for the date and earnings you wish to change
3. Enter the new value, and click **Save**.
4. To remove the value completely, highlight the existing value and press “Backspace” the click **Save**.
Returned for Correction

If a time sheet needs correction, your supervisor will return it to you electronically using the Returned for Correction feature. Your supervisor should verbally tell you the time sheet is being returned; there is no online notification with Employee Self Service at the present time.

Your time sheet will be in the Returned for Correction status.

To select the time sheet, click Time Sheet. The Time Sheet page displays.

1. Make the correction to your time sheet as discussed with your supervisor.
2. Click Submit for Approval to submit your time sheet to your supervisor.

NOTE: Your time sheet corrections must be completed and approved prior to the Submit by Date.
Submitting Your Time Sheet for Approval

Once your time sheet is completed and you are satisfied you have entered all hours correctly, your time sheet is ready to be submitted for approval.

**NOTE:** Only submit the time sheet for approval at the end of the pay period.

Click on **Submit for Approval** at the bottom of the Time Sheet Screen. Insert

Next you will be prompted to enter your PIN number on the Certification Screen to certify time.
After you enter your PIN click **Submit**. This is your electronic signature.

A message stating **“Your time sheet was submitted successfully”** displays. This places your timesheet in the “Pending” status for approver to review and approve.