



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

DSU Receives \$1.4M Grant for West Africa Project

Delaware State University
Making our mark on the world

West Africa

Events
DSU June 3, 2014

Thu, 06/12/2014 - 5:00pm
President's Banquet for...

Sun, 06/15/2014 - 4:30pm
Applications & Audits Due...

Tue, 06/17/2014 - 7:30am
New Student Orientation

Thu, 06/19/2014 - 4:30pm
Last Day of Classes (Summer...

Thu, 06/19/2014 - 4:30pm
Residence Halls Close

Athletics

News
DSU Announces 2014 Faculty Excellence Award Recipients

Majors
Optics

#DSU

Features
Gov. Markell Appoints DSU's Dr. Heckscher to Natural Areas Council

Early College High School @ Delaware State University

INQUIRE VISIT APPLY GIVE

Contact Information
Delaware State University
1200 N. DuPont Highway
Dover, DE 19901
Daytime: 302.857.6060
Evening: 302.857.6290
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Map
Delaware State University was founded in 1891 and is accredited by the Middle States Commission on Higher Education. Its main location is in Dover, yet DSU offers courses throughout the state of Delaware!

About DSU
Academic Calendar
Policies
Disclaimer
Privacy Statement
Website Feedback
Contact Us

Resources
MyDESU
Pay Your Bill
Library
Employment
Directory
Sitemap

Social Hub
f, Twitter, YouTube, Instagram, LinkedIn, RSS, Facebook

CollegePortrait
Bb

3. Click login (If you already have a PIN)

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myDESU

Account Information

- Login**
- Create/Reset PIN
- Enable/Unlock PIN

Academic Calendars

- UG Spring 2014 Calendar
- GR Spring 2014 Calendar
- Summer 2014 Calendar
- Fall 2014 Calendar
- Final Exam Schedule

Financial Aid

- Financial Aid Homepage
- Important Dates
- Enrollment Process
- Questions and Answers

General Information

- Computer Information
- Computer Policies
- Course Information
- DSU Events Calendar
- Exit Interview
- FAQs
- Help
- Make a Payment - QuikPAY

Welcome to myDESU!

At Delaware State University, we have designed the myDESU site to be your One Stop Service Center.

ANNOUNCEMENTS

Summer 2014 Dates and Deadlines

Registration


- Pre-registration dates for Summer I and II: **February 11 (Tuesday) - March 21 (Friday)**
- Open Registration for Summer I and II to non-DSU students: **March 22** until last day to add
- Web registration for summer I will end **Thursday, May 8, 2014**. Signed add slips will be required after **May 8** until the last day to add classes for Summer I (**Friday, May 16**).
- Web registration for Summer II will end **Thursday, June 26, 2014**. Signed add slips will be required after June 26 until the last day to add classes for Summer II (**Monday, July 7**).

From this page, you can:

- Create or reset your student PIN
- Get Forms and Vouchers
 - Book Voucher
 - Commuter Meal Plan
 - Funds Release Forms for Courtyard Apartments (CYA) & Village
 - Laundry Voucher
 - Print Voucher
 - Registration Form for Non-degree seeking students
 - Request a Transcript
 - Student Academic Progress Forms
- Get help

Quick Links: Login, EMAIL, QuikPAY, Blackboard, DSU Event Manager, DSU Events Calendar, Online Book Adoptions, Academic Early Alert System, Emergency Alerts, Academic Services for Student Athletes

4. Enter your User ID (University D #) and PIN then click login

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[HELP](#) [EXIT](#)

User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

Remember to login and monitor your DESU email address for all university announcements.

Student and parent refunds are issued every Friday. Please review your student account for any updates.

Registration is now available for Summer and Fall 2014 semesters. Register today!

User ID:

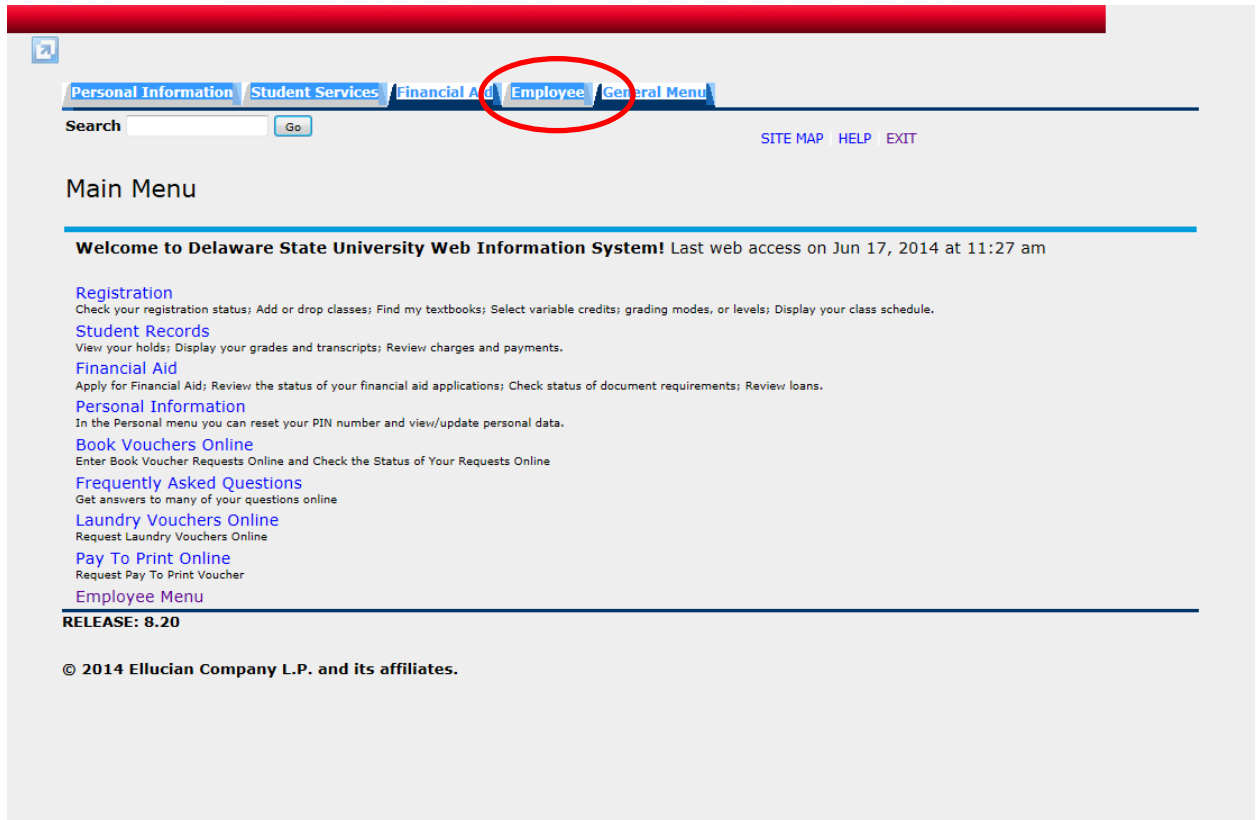
PIN:

RELEASE: 8.5.2

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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.



The screenshot shows the main menu of the Delaware State University Web Information System. At the top, there is a navigation bar with tabs for Personal Information, Student Services, Financial Aid, Employee, and General Menu. The 'Employee' tab is highlighted with a red circle. Below the navigation bar is a search box with a 'Go' button and links for SITE MAP, HELP, and EXIT. The main content area is titled 'Main Menu' and contains a welcome message: 'Welcome to Delaware State University Web Information System! Last web access on Jun 17, 2014 at 11:27 am'. Below the welcome message are several menu items with descriptions: Registration, Student Records, Financial Aid, Personal Information, Book Vouchers Online, Frequently Asked Questions, Laundry Vouchers Online, Pay To Print Online, and Employee Menu. At the bottom, there is a 'RELEASE: 8.20' notice and a copyright notice for 2014 Ellucian Company L.P. and its affiliates.

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.

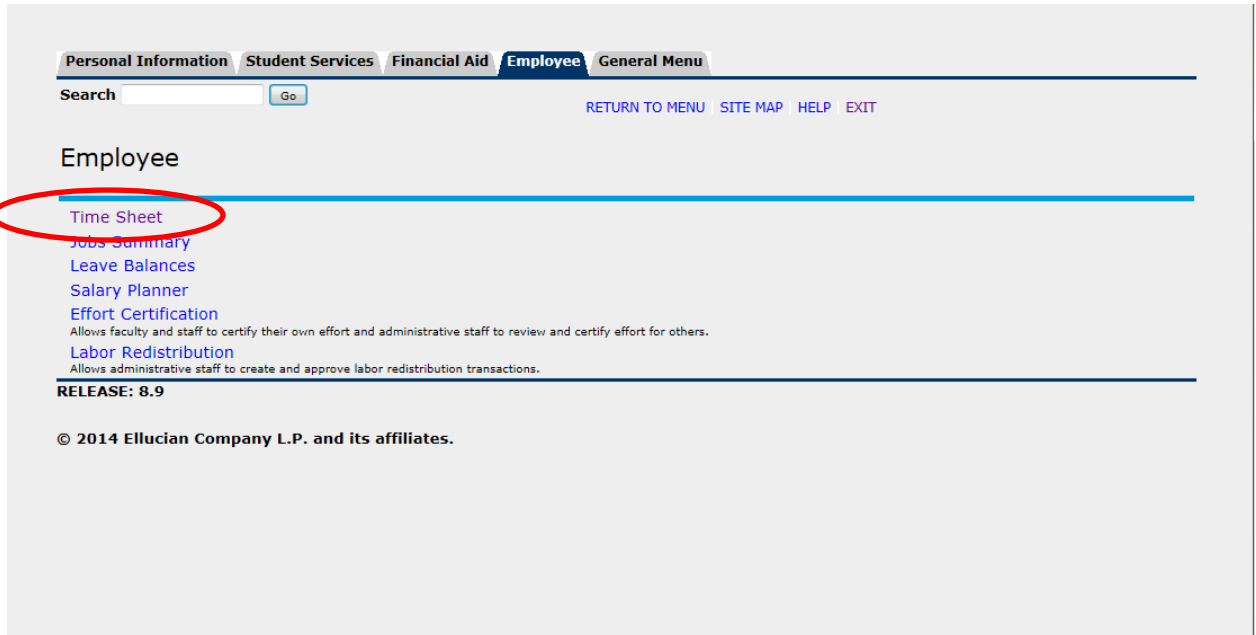
Web Time Sheets

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.



The screenshot displays the Banner Employee Self Service web interface. At the top, there is a navigation bar with tabs for "Personal Information", "Student Services", "Financial Aid", "Employee", and "General Menu". Below the navigation bar is a search field with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The "Employee" menu is expanded, showing a list of options: "Time Sheet", "Jobs Summary", "Leave Balances", "Salary Planner", "Effort Certification", and "Labor Redistribution". The "Time Sheet" option is circled in red. Below the menu items, there is a "RELEASE: 8.9" notice and a copyright notice: "© 2014 Ellucian Company L.P. and its affiliates."

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.

Personal Information Student Services Financial Aid **Employee** General Menu

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

[Proxy Set Up](#)

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Personal Information Student Services Financial Aid **Employee** General Menu

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet Selection

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

Title and Department	My Choice	Pay Period and Status
Vice President, AD4004-00 PAYROLL, 4004	<input checked="" type="radio"/>	Jun 15, 2014 to Jun 28, 2014 In Progress
Professor, FA0011-00 PAYROLL, 4004	<input type="radio"/>	Jun 15, 2014 to Jun 28, 2014 Not Started
Driver, FF1010-00 PAYROLL, 4004	<input type="radio"/>	Jan 26, 2014 to Feb 08, 2014 Approved
Graphic Artist, FT2014-00 PAYROLL, 4004	<input type="radio"/>	Jun 15, 2014 to Jun 28, 2014 Not Started
Part-time Nurse, PP3010-00 PAYROLL, 4004	<input type="radio"/>	Jun 15, 2014 to Jun 28, 2014 Not Started
Temporary Workers, TW1010-00 PAYROLL, 4004	<input type="radio"/>	Jun 15, 2014 to Jun 28, 2014 Not Started
ISSP-PRE COLLEGE PROGRAM, WS1050-00 PAYROLL, 4004	<input type="radio"/>	Jun 15, 2014 to Jun 28, 2014 Approved

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All of the positions held by the employee will be displayed on the Time Sheet Selection Screen.

- 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.

- 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

TIME SHEET STATUSES

STATUS	DESCRIPTION
NOT STARTED	You have not started your time sheet. It can be opened/started.
IN PROGRESS	You are in the process of entering your time for the pay period. It can be opened/edited.
PENDING	You submitted your time sheet and it is awaiting approval from your supervisor. It cannot be edited by you.
RETURNED FOR CORRECTION	Your timesheet is being returned to you for correction. You are required to make corrections and to resubmit .
APPROVED	Your time sheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver.
COMPLETED	Payroll received and processed your timesheet.

- 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**.

Personal Information Student Services Financial Aid **Employee** General Menu

Search [SITE MAP](#) [HELP](#) [EXIT](#)

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 transaction already exists.

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

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Hours or Units	Hours	Units	Jun 15, 2014	Jun 16, 2014	Jun 17, 2014	Jun 18, 2014	Jun 19, 2014	Jun 20, 2014	Jun 21, 2014
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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Entering Time Worked

- 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)

Personal Information Student Services Financial Aid **Employee** General Menu

Search SITE MAP HELP EXIT

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 transaction already exists.

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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 15, 2014	Monday Jun 16, 2014	Tuesday Jun 17, 2014	Wednesday Jun 18, 2014	Thursday Jun 19, 2014	Friday Jun 20, 2014	Saturday Jun 21, 2014
Regular Pay 1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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

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, Jun 16, 2014
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	0800 AM	1100 AM	0
1			0
1			0
1			0
1			0
1			0

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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.

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Search
[SITE MAP](#) | [HELP](#) | [EXIT](#)

Summary of Reported Time

Set your printer layout to Landscape before printing.

Crystal Canon PAYROLL, 4004
 ISSP-PRE COLLEGE PROGRAM, WS1050-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday, Jun 15, 2014	Monday, Jun 16, 2014	Tuesday, Jun 17, 2014	Wednesday, Jun 18, 2014	Thursday, Jun 19, 2014	Friday, Jun 20, 2014	Saturday, Jun 21, 2014	Sunday, Jun 22, 2014	Monday, Jun 23, 2014	Tuesday, Jun 24, 2014	Wednesday, Jun 25, 2014	Thursday, Jun 26, 2014
Regular Pay	1	15			3	4	2	3	3						
Total Hours:		15			3	4	2	3	3						
Total Units:			0												

Time In and Out, Regular Pay

Sunday, Jun 15, 2014	Monday, Jun 16, 2014	Tuesday, Jun 17, 2014	Wednesday, Jun 18, 2014	Thursday, Jun 19, 2014	Friday, Jun 20, 2014	Saturday, Jun 21, 2014	Sunday, Jun 22, 2014	Monday, Jun 23, 2014	Tuesday, Jun 24, 2014	Wednesday, Jun 25, 2014	Thursday, Jun 26, 2014	Friday, Jun 27, 2014	Saturday, Jun 28, 2014
	08:00 AM 11:00 AM	03:00 PM 05:00 PM 07:00 PM 09:00 PM	10:00 AM 12:00 PM	01:00 PM 04:00 PM	02:00 PM 05:00 PM								

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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.

The screenshot shows the Banner Web Entry interface for Time and Leave Reporting. At the top, there are navigation tabs: Personal Information, Student Services, Financial Aid, Employee (selected), and General Menu. Below the tabs is a search bar with a 'Go' button and links for SITE MAP, HELP, and EXIT. The main heading is 'Time and Leave Reporting'. A checkbox is present with the text: 'Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.' Below this is a red error message: 'Time transaction already exists.' The 'Time Sheet' section displays the following information: 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. A table follows with columns for Earning, Shift, Default Hours or Units, Total Hours, Total Units, and days from Sunday to Saturday. The 'Regular Pay 1' row shows 0 units and 15 hours on Sunday, with 'Enter Hours' links for other days. Summary rows for 'Total Hours' and 'Total Units' are also present. At the bottom, a row of buttons includes 'Position Selection', 'Comments' (circled in red), 'Preview', 'Submit for Approval', 'Restart', and 'Next'. Below the buttons are fields for 'Submitted for Approval By:', 'Approved By:', and 'Waiting for Approval From:'. The footer indicates 'RELEASE: 8.8'.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 15, 2014	Monday Jun 16, 2014	Tuesday Jun 17, 2014	Wednesday Jun 18, 2014	Thursday Jun 19, 2014	Friday Jun 20, 2014	Saturday Jun 21, 2014
Regular Pay 1		0	15		Enter Hours	3	4	2	3	3	Enter Hours
Total Hours:			15		0	3	4	2	3	3	0
Total Units:				0	0	0	0	0	0	0	0

2. Enter your comments.

Personal Information Student Services Financial Aid **Employee** General Menu

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Comments

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

Made By: You
Comment Date: Jun 19, 2014
Enter or Edit Comment:

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NOTE: Your comments may be entered/edited up to the time the record is submitted for approval.

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

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time transaction already exists.

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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 15, 2014	Monday Jun 16, 2014	Tuesday Jun 17, 2014	Wednesday Jun 18, 2014	Thursday Jun 19, 2014	Friday Jun 20, 2014	Saturday Jun 21, 2014
Regular Pay 1		0	15		Enter Hours	3	4	2	3	3	Enter Hours
Total Hours:			15		0	3	4	2	3	3	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval by:
Approved By:
Waiting for Approval From:

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- 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.**

Summary of Reported Time

Page 1 of 1

Summary of Reported Time

Set your printer layout to Landscape before printing.

Crystal Canon
ISSP-PRE COLLEGE PROGRAM, WS1050-00

PAYROLL, 4004

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday Jun 15, 2014	Monday Jun 16, 2014	Tuesday Jun 17, 2014	Wednesday Jun 18, 2014	Thursday Jun 19, 2014	Friday Jun 20, 2014	Saturday Jun 21, 2014	Sunday Jun 22, 2014	Monday Jun 23, 2014	Tuesday Jun 24, 2014	Wednesday Jun 25, 2014	Thursday Jun 26, 2014	Friday Jun 27, 2014	Saturday Jun 28, 2014
Regular Pay	1	15			3	4	2	3	3								
Total Hours:		15			3	4	2	3	3								
Total Units:			0														

Time In and Out, Regular Pay

Sunday Jun 15, 2014	Monday Jun 16, 2014	Tuesday Jun 17, 2014	Wednesday Jun 18, 2014	Thursday Jun 19, 2014	Friday Jun 20, 2014	Saturday Jun 21, 2014	Sunday Jun 22, 2014	Monday Jun 23, 2014	Tuesday Jun 24, 2014	Wednesday Jun 25, 2014	Thursday Jun 26, 2014	Friday Jun 27, 2014	Saturday Jun 28, 2014
	08:00 AM 11:00 AM	03:00 PM 05:00 PM 07:00 PM 09:00 PM	10:00 AM 12:00 PM	01:00 PM 04:00 PM	02:00 PM 05:00 PM								

[Previous Menu](#)

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- 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.

- Click the desired “Pay Period” and “Position” from the Time Sheet Selection menu that needs editing
- Click on the number of hours entered for the date and earnings you wish to change
- Enter the new value, and click **Save**.
- 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.

Personal Information Student Services Financial Aid **Employee** General Menu

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Time Sheet Selection

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

Title and Department	My Choice Pay Period and Status
Vice President, AD4004-00 PAYROLL, 4004	<input type="radio"/> Jun 15, 2014 to Jun 28, 2014 In Progress ▼
Professor, FA0011-00 PAYROLL, 4004	<input type="radio"/> Jun 15, 2014 to Jun 28, 2014 Not Started ▼
Driver, FF1010-00 PAYROLL, 4004	<input type="radio"/> Jan 26, 2014 to Feb 08, 2014 Approved ▼
Graphic Artist, FT2014-00 PAYROLL, 4004	<input type="radio"/> Jun 15, 2014 to Jun 28, 2014 Not Started ▼
Part-time Nurse, PP3010-00 PAYROLL, 4004	<input type="radio"/> Jun 15, 2014 to Jun 28, 2014 Not Started ▼
Temporary Workers, TW1010-00 PAYROLL, 4004	<input type="radio"/> Jun 15, 2014 to Jun 28, 2014 Not Started ▼
ISSP-PRE COLLEGE PROGRAM, WS1050-00 PAYROLL, 4004	<input checked="" type="radio"/> Jun 15, 2014 to Jun 28, 2014 Return for Correction ▼

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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**

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: ISSSP-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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 15, 2014	Monday Jun 16, 2014	Tuesday Jun 17, 2014	Wednesday Jun 18, 2014	Thursday Jun 19, 2014	Friday Jun 20, 2014	Saturday Jun 21, 2014
Regular Pay	1	0	15		Enter Hours	3	4	2	3	3	Enter Hours
Total Hours:			15		0	3	4	2	3	3	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jun 19, 2014
Approved By:
Waiting for Approval From:

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Next you will be prompted to enter your PIN number on the Certification Screen to certify time.

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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:

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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.

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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: 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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 15, 2014	Monday Jun 16, 2014	Tuesday Jun 17, 2014	Wednesday Jun 18, 2014	Thursday Jun 19, 2014	Friday Jun 20, 2014	Saturday Jun 21, 2014
Regular Pay 1	1	0	15		Enter Hours	3	4	2	3	3	Enter Hours
Total Hours:			15		0	3	4	2	3	3	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jun 19, 2014
Approved By:
Waiting for Approval From: Beverley Brown

RELEASE: 8.8

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