
Banner HR/Payroll

Web Time Entry

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Purpose

This document is provided as a resource to assist the reader with completing a timesheet in Banner. Hourly employees are responsible for completing a timesheet each pay period to accurately report the hours worked. The steps within this document will guide the reader through this process. If at any time assistance is needed, feel free to contact one of the individuals listed in the References section.



Clock in and out online each time you work. At the end of the pay period, submit your timesheet to your supervisor.

Your supervisor will review your timesheet. If it is correct, your supervisor will approve it. Incorrect timesheets will be returned to you.

Payroll will calculate your pay based on the timesheet.

Your pay is delivered on time.

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Glossary

Following is a list of terms, abbreviations and acronyms used in this manual.

Term	Description
INB	Internet Native Banner - a resource system used by SHSU for administrative tasks
My Sam	Web portal common to SHSU
Sam ID	Identification number assigned by SHSU. Previously 7 digits but preceded by two 0s for use in Banner.
SSB	Self Serve Banner - a resource system used by SHSU for self-service tasks

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Web Time Entry

Accessing Your Timesheet

Before clocking in or out, editing a timesheet, or submitting a timesheet to your supervisor for approval, you will need to follow the steps below to access your timesheet. If your timesheet is not accessible, you should contact the Payroll Office using the contact information listed in the References section.

1. Log onto My Sam (may require input of your Sam ID and password).
2. Click the Employee tab.
3. Your Time Entry Channel should display the timesheets you currently have available.



If you have more than one job assignment, you will see separate timesheets for each job. Be sure you are selecting the correct timesheet before proceeding.

4. Click on the desired timesheet.
5. If you are a time sheet approver, you will see the **Selection Criteria** form shown in Fig. 1. Select **Access my Time Sheet** from the list by clicking the radio button in the **My Choice** column, and then clicking the **Select** button. If you are not a timesheet approver, you will skip this step.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

Fig. 1

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6. Select the radio button in the **My Choice** column (Fig. 2) for the job assignment for which you are entering time.
7. Select the pay period from the **Pay Period and Status** column (Fig. 2). The current pay period will always be the default value, but alternative Pay Periods can be selected from the dropdown menu.

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
Student Assistant - Biology, C10004-00 Dept of Biological Sciences, 11004	<input checked="" type="radio"/>	Sep 16, 2010 to Sep 30, 2010 In Progress ▼
Student Assistant, Library, C10005-00 General Library, 11601	<input type="radio"/>	Sep 16, 2010 to Sep 30, 2010 In Progress ▼


Time Sheet

Fig. 2

8. Click the **Timesheet** button to access the selected timesheet.

Clocking In

At the start of each work period you will need to clock in to record the time you arrived to work. The steps below will guide you in clocking in at the beginning of a work period.

1. Access your timesheet using the instructions in the Accessing Your Timesheet section.
2. Click the clock icon  next to the timesheet. If you are not clocked in, My Sam will clock you in for the current date and time.
3. The time you clocked in will be displayed in the **System Time In** column. The **Clock Time In** column will display the time that will be used to calculate your pay on your timesheet. Time is recorded in 15 minute increments, and always rounds to the closest 15 minute interval. For example, referencing the image in Fig. 3, the employee clocked in at 2:56 PM, but the payroll system uses 3:00 PM as the time in for payroll calculation purposes.

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Clock In							Clock Out	
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out
1	02:56 PM	03:00	PM ▼	<input type="checkbox"/>				
Total:								

Fig. 3

- Exit your timesheet.

Clocking Out

At the end of each work period you will need to clock out to record the time you left work. To clock out, follow the steps below.

- Access your timesheet using the instructions in the Accessing Your Timesheet section.
- Click the clock icon  next to the timesheet. The system will then clock you out.
- The time you clocked out will be displayed in the **System Time Out** column, and the time out that will be used to calculate your pay will be displayed in the **Clock Time Out** column. Just as when you clocked in, the time will be recorded in 15 minute increments (see Fig. 4), and My Sam will always round to the closest 15 minute interval.

Date: Tuesday, Sep 21, 2010									
Earnings Code: Regular Gross Hourly									
Clock In							Clock Out		
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	
1	02:56 PM	03:00	PM ▼	<input type="checkbox"/>			03:32 PM	03:45	PM ▼
Total:									
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> Timesheet Previous Day </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Add New Line Save Delete </div>									


Fig. 4

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- After clocking out exit your timesheet.

Clocking In/Out Multiple Times on the Same Day

You may have days where you work more than one period at a job on the same day. For example, if you worked from 8:00 AM to 10:00 AM, then again from 1:00 PM to 3:00 PM on the same day, you would need to clock in and out more than once on the same day. This procedure should also be followed if you take a break during the work period. To clock in and out of the same job multiple times on the same day, follow the steps below.

- Access your timesheet using the instructions in the Accessing Your Timesheet section.
- Click the clock icon  next to the timesheet. If you are not clocked in, My Sam will clock you in for the current date and time.
- Your timesheet for the current date will be displayed. You will now see more than one line. Each line on the timesheet represents a period of work. The current clock in/out period will always be listed on the last line for the day. In Fig. 5, the employee worked from 11:15 AM to 12:15 PM, and then took a break. After the break, the employee returned to work at 1:00 PM. The top line on the timesheet displays the first period of work on the day, and the second line displays the later work period.

Date: Thursday, Oct 14, 2010									
Earnings Code: Regular Gross Hourly									
Clock In					Clock Out				
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	
1	11:10 AM	11:15	AM	<input type="checkbox"/>			12:10 PM	12:15	PM
1	12:59 PM	01:00	PM	<input type="checkbox"/>					AM
Total:									
Timesheet		Previous Day							
Add New Line		Save		Delete					

Fig. 5

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- At the end of the second work period, clock out by accessing your timesheet, and then clicking the clock icon again. The time out will then be displayed in the **Clock Time Out** column. The **Total Hours** column will display the hours worked in each work period. The bottom of the **Total Hours** column will also indicate the total hours worked for the day.

Date: Thursday, Oct 14, 2010														
Earnings Code: Regular Gross Hourly														
Clock In							Clock Out							
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out		Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	11:10 AM	11:15	AM	<input type="checkbox"/>		Oct 14, 2010 02:11 PM	12:10 PM	12:15	PM	<input type="checkbox"/>		Oct 14, 2010 02:11 PM	Oct 14, 2010 02:11 PM	1
1	12:59 PM	01:00	PM	<input type="checkbox"/>			02:10 PM	02:15	PM	<input type="checkbox"/>			Oct 14, 2010 02:11 PM	1.25
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
Total:													2.25	

Fig. 6

- After clocking out, you may exit your timesheet, or return to your pay period timesheet by clicking the button.

Working Overnight

You may be in a department that requires you to work overnight.

At the end of the work period you will need to clock out following the **Clocking Out** instructions. As soon as you click the clock icon, the system will give a pop up window that requires a **YES** or **NO** (Fig. 6a). When answered **YES**, the system will populate the clock in day as out at midnight, mark it as **“system generated”**, populate the clock out day as having started at midnight, mark it as **“system generated”** and calculate the appropriate hours worked from the beginning of your shift until the end of your shift.

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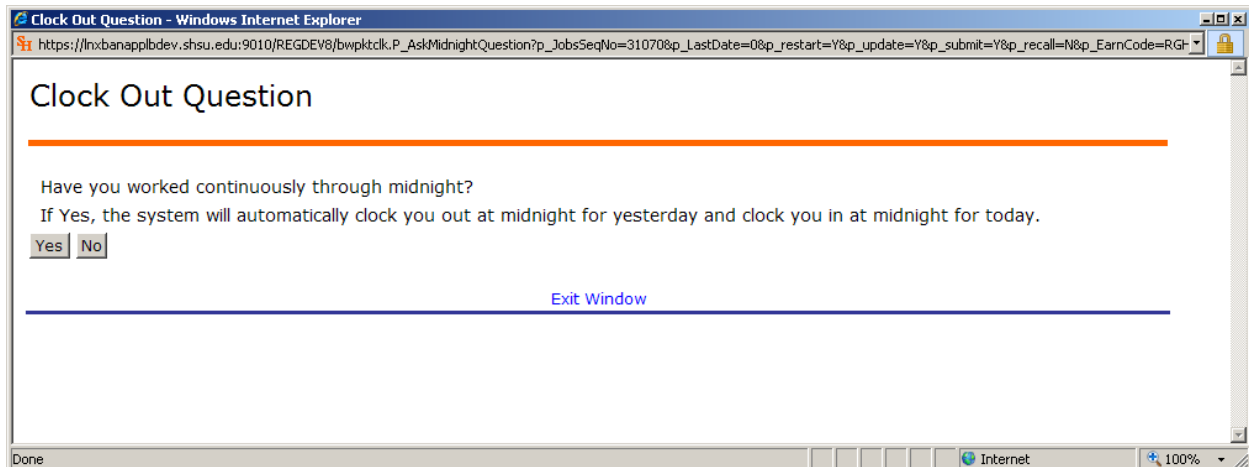


Fig. 6a

Making Adjustments & Corrections to Your Timesheet

Adjusting and Manually Entering Time

There may be times when you need to adjust the time recorded on your timesheet by the clock in/clock out function. You may manually adjust your clock in or out time, but you will be required to provide a justification for the adjustment on your timesheet. It is your responsibility to use the time clock function as the primary method for recording the times you arrived and left your job. The manual adjustment feature should only be used in limited circumstances. Your supervisor will review any manual adjustments and will return your timesheet to you for correction if an adjustment is not accurate.

To adjust the time recorded on your timesheet, follow the steps below.

1. Access your timesheet using the instructions in the Accessing Your Timesheet section.
2. The timesheet will load. You will see a table like Fig. 7 with each day listed in a column. Below the column for each day will be the total number of hours worked that day. The current date, and any previous days, will display **No Time Entry** if no hours were recorded on that day. If hours were recorded, the actual hours will be displayed. Future days in the pay period will display **Future Time Entry**.

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Time Sheet

Title and Number: Student Assistant - Biology -- C10004-00
Department and Number: Dept of Biological Sciences -- 11004
Time Sheet Period: Sep 16, 2010 to Sep 30, 2010
Submit By Date: Oct 02, 2010 by 12:00 P.M.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Sep 16, 2010	Friday Sep 17, 2010	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010
<input checked="" type="checkbox"/>	Regular Gross Hourly	1	0	.75		No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	.75
Total Hours:				.75		0	0	0	0	0	.75
Total Units:					0	0	0	0	0	0	0

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

Fig. 7

- Navigate to the day that you need to adjust. If this date is not already displayed, use the and buttons on the bottom of the timesheet to navigate backward and forward within the pay period until the desired date is displayed.
- Click the link under the date you need to adjust. This link will display either **No Time Entry** (Fig. 8) if no hours have been entered on that date or a number (Fig. 9) if hours have been entered. Future dates will display **Future Time Entry**.

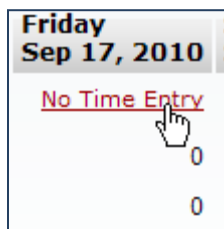


Fig. 8

or

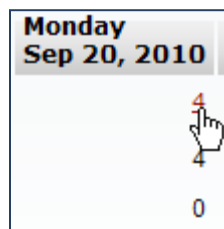


Fig. 9

- Your timesheet for the date selected will load (Fig. 10).

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Date: Monday, Sep 20, 2010
Earnings Code: Regular Gross Hourly

Clock In							Clock Out							
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out		Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
Total:														0

Fig. 10

6. Enter the time you arrived for the first work period in the **Clock Time In** column. Remember that time must be entered in 15 minute intervals.
7. Enter the reason you are manually adjusting your arrival time in the first **Comment** column.
8. Enter the time you left the first work period in the **Clock Time Out** column.
9. Enter the reason you are manually adjusting your clock time out in the second **Comment** column.
10. The system will record the date and time you actually made the adjustment in the **Date and Time** and **Activity Date and Time** columns (Fig. 11).

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Date: Monday, Sep 20, 2010
Earnings Code: Regular Gross Hourly

Clock In						Clock Out								
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out		Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1		08:00	AM	<input checked="" type="checkbox"/>	Computer system was down.	Sep 21, 2010 04:09 PM		12:00	PM	<input checked="" type="checkbox"/>	Computer system was down.	Sep 21, 2010 04:09 PM	Sep 21, 2010 04:09 PM	4
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
1			AM	<input type="checkbox"/>					AM	<input type="checkbox"/>				0
Total:													4	

Fig. 11

- Repeat the steps above for each work period on the date you have selected, entering each work period on a separate line.
- Once you have completed your manual time entry, click the button at the bottom of the timesheet.
- To return to your pay period timesheet, click the button.



Avoid using your browser's back button to navigate within the Web Time Entry application. To move back, stick to using the navigation buttons on the actual web pages.

Adding Comments to Your Timesheet

Your timesheet has a comments section that allows you and your supervisor to add notes to the timesheet. You may add comments to your timesheet if you need to include a note to your supervisor on the timesheet. Additionally, if your supervisor returns a timesheet to you for correction, you should check the comments section for notes on what you need to correct. Follow this procedure to view or update the comments on your timesheet.

- Access your timesheet using the instructions in the Accessing Your Timesheet section.
- At the bottom of your timesheet, look for a block of navigation buttons like the ones in Fig. 12.

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Time Sheet


Title and Number: Student Assistant - Biology -- C10004-00
Department and Number: Dept of Biological Sciences -- 11004
Time Sheet Period: Sep 16, 2010 to Sep 30, 2010
Submit By Date: Oct 02, 2010 by 12:00 P.M.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Sep 16, 2010	Friday Sep 17, 2010	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010	Wednesday Sep 22, 2010
☺	Regular Gross Hourly	1	0	.75		No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	.75	Future Time Entry
Total Hours:				.75		0	0	0	0	0	.75	0
Total Units:					0	0	0	0	0	0	0	0

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

Fig. 12

3. Click the button.
4. The Comments section of your timesheet will load, as in Fig. 13.

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

Made By: You
Comment Date: Sep 21, 2010
Enter or Edit Comment:

Fig. 13

5. Add your comments in the **Enter or Edit Comment** field, and then click the button.

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

Made By: You
Comment Date: Sep 21, 2010
Enter or Edit Comment: Computer system was down on September 20. Time was manually entered for that day.

Fig. 14

6. After you have completed editing or viewing the comments on your timesheet, click the button to return to your timesheet.

Submittal Process


Submitting Your Timesheet

At the end of the pay period you will need to submit your timesheet to your supervisor for approval. This must be done in advance of the timesheet submission deadline for the pay period. This deadline is displayed at the top of each pay period's timesheet. Follow these steps to submit your timesheet for approval.

1. Access your timesheet using the instructions in the Accessing Your Timesheet section.
2. Review your time to ensure that it is accurate. If corrections need to be made, follow the steps for Making Adjustments & Corrections to Your Timesheet.
3. If your time is correct, and you are ready to submit your timesheet, click the button.



If work periods exist where you clocked in, but did not clock out, the following error message will be displayed.

 **Incomplete Time Records Exist**

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If you see this message, you will need to enter the Clock Out time for the specific day.

- You will be returned to your time sheet. The timesheet will display a confirmation that it was successfully submitted for approval. Additionally, if you look at the bottom of your timesheet, you will see your name and a date stamp in the **Submitted for Approval By** field. Your supervisor's name will also appear in the **Waiting for Approval From** field. Now that your timesheet has been submitted, you may exit the timesheet.

Correcting a Submitted Timesheet

If you notice that a timesheet you have submitted for approval needs to be corrected, you may follow the steps below to correct it. Keep in mind that you can only adjust a timesheet that has not yet been processed by the Payroll Office. If the Payroll Office has already processed your timesheet, then you and your supervisor will need to contact Payroll regarding the adjustment.

- Access your timesheet using the instructions in the Accessing Your Timesheet section.
- If your timesheet has not been processed by the Payroll Office, you will see a **Return Time** button on the bottom of your timesheet (Fig. 16). If this button is not present, contact your supervisor or the Payroll Office for further assistance in amending your timesheet.

Title and Number:		Student Assistant - Biology -- C10004-00										
Department and Number:		Dept of Biological Sciences -- 11004										
Time Sheet Period:		Oct 01, 2010 to Oct 15, 2010										
Submit By Date:		Oct 17, 2010 by 12:00 P.M.										
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010	
Regular Gross Hourly	1	0	14		2	Enter Hours	Enter Hours	2	Enter Hours	0	2	Enter Hours
Total Hours:			14		2	0	0	2	0	0	2	0
Total Units:			0		0	0	0	0	0	0	0	0
Position Selection		Comments		Preview		Next		Return Time				
Submitted for Approval By:		Patricia De Vita on Sep 22, 2010										
Approved By:		Patricia De Vita on Sep 22, 2010										
Waiting for Approval From:												


Fig. 16

- Click the **Return Time** button to return your timesheet.
- Your timesheet will open for you to edit (Fig. 17). You will see the following confirmation that the timesheet was returned near the top of the timesheet.

⚠ Time transaction successfully returned.

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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 successfully returned. 

Time Sheet

Title and Number: Student Assistant - Biology -- C10004-00
Department and Number: Dept of Biological Sciences -- 11004
Time Sheet Period: Oct 01, 2010 to Oct 15, 2010
Submit By Date: Oct 17, 2010 by 12:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Regular Gross Hourly	1	0	14		2	Enter Hours	Enter Hours	2	Enter Hours	2	Enter Hours
Total Hours:			14		2	0	0	2	0	2	0
Total Units:			0		0	0	0	0	0	0	0

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

Fig. 17

5. Make the corrections to your timesheet by using the steps for Adjusting and Manually Entering Time.
6. Submit your timesheet again for approval by your supervisor by following the steps for Submitting Your Timesheet. Even if your supervisor had previously approved the timesheet, your corrections will require a new approval before the Payroll Office can process your timesheet for payment.

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References

Should you encounter difficulty in completing your online timesheet, contact one of the following individuals for assistance.

<u>If type of problem occurs</u>	<u>Contact</u>
You cannot log onto My Sam	Information Resources (936) 294-1950 helpdesk@shsu.edu
My Sam displays an error stating you have no timesheet	Payroll (936) 294-1094 cml018@shsu.edu
Timesheet displays incorrect supervisor	Payroll (936) 294-3248 pmm006@shsu.edu
Problems completing timesheet	Payroll (936) 294-3248 pmm006@shsu.edu

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Revisions

Version	Date	Author	Notes
1-0	12/8/10	Elizabeth Scott	Applied standards and minor modifications
2-0	1/4/11	Banner PM	Minor formatting modifications and corrections
2.0	02/07/11	Karyl Horn	Minor formatting changes
2.0	08/10/11	Phyllis Highland	Updating new features
2.0	09/29/11	Phyllis Highland	Updating clock in/out features
2.0	10/25/11	Phyllis Highland	Correcting contact number for Information Resources