# Table of Contents

- **Purpose** ................................................................. 3
- **Glossary** ............................................................... 4
- **Web Time Entry** ..................................................... 5
  - Accessing Your Time sheet ........................................ 5
  - Clocking In ............................................................. 6
  - Clocking Out .......................................................... 7
  - Clocking In/Out Multiple Times on the Same Day ........ 8
  - Working Overnight .................................................. 9
- **Making Adjustments & Corrections to Your Time sheet** .... 10
  - Adjusting and Manually Entering Time ....................... 10
  - Adding Comments to Your Time sheet ....................... 13
- **Submittal Process** .................................................. 15
  - Submitting Your Time sheet ..................................... 15
  - Correcting a Submitted Time sheet ......................... 16
- **References** ............................................................ 18
- **Revisions** .............................................................. 19
Purpose

This document is provided as a resource to assist the reader with completing a time sheet in Banner. Hourly employees are responsible for completing a time sheet 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 time sheet to your supervisor.

Your supervisor will review your time sheet. If it is correct, your supervisor will approve it. Incorrect time sheets will be returned to you.

Payroll will calculate your pay based on the time sheet.

Your pay is delivered on time.
Glossary

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>INB</td>
<td>Internet Native Banner - a resource system used by SHSU for administrative tasks</td>
</tr>
<tr>
<td>My Sam</td>
<td>Web portal common to SHSU</td>
</tr>
<tr>
<td>Sam ID</td>
<td>Identification number assigned by SHSU. Previously 7 digits but proceeded by two 0s for use in Banner.</td>
</tr>
<tr>
<td>SSB</td>
<td>Self-Service Banner - a resource system used by SHSU for self-service tasks</td>
</tr>
</tbody>
</table>
Web Time Entry

Accessing Your Time sheet

Before clocking in or out, editing a time sheet, or submitting a time sheet to your supervisor for approval, you will need to follow the steps below to access your time sheet. If your time sheet 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 time sheets you currently have available.

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

4. Click on the desired time sheet.
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 time sheet approver, you will skip this step.

![Fig. 1](Click radio button then Select button)
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.

![Fig. 2](image)

8. Click the **Time sheet** button to access the selected time sheet.

**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 time sheet using the instructions in the Accessing Your Time sheet section.
2. Click the clock icon next to the time sheet. 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 time sheet. 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.
Exit your time sheet.

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.

1. Access your time sheet using the instructions in the Accessing Your Time sheet section.
2. Click the clock icon next to the time sheet. The system will then clock you out.
3. 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.
4. After clocking out exit your time sheet.

**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.

1. Access your time sheet using the instructions in the Accessing Your Time sheet section.
2. Click the clock icon next to the time sheet. If you are not clocked in, My Sam will clock you in for the current date and time.
3. Your time sheet for the current date will be displayed. You will now see more than one line. Each line on the time sheet 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 time sheet displays the first period of work on the day, and the second line displays the later work period.

![Fig. 5](image-url)
4. At the end of the second work period, clock out by accessing your time sheet, 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.

![Figure 6](image.png)

5. After clocking out, you may exit your time sheet, or return to your pay period time sheet by clicking the **Timesheet** 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.
Making Adjustments & Corrections to Your Time sheet

Adjusting and Manually Entering Time

There may be times when you need to adjust the time recorded on your time sheet 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 time sheet. 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 time sheet to you for correction if an adjustment is not accurate.

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

1. Access your time sheet using the instructions in the Accessing Your Time sheet section.
2. The time sheet 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**.
Fig. 7

3. 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 time sheet to navigate backward and forward within the pay period until the desired date is displayed.

4. 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

5. Your time sheet for the date selected will load (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).
11. Repeat the steps above for each work period on the date you have selected, entering each work period on a separate line.

12. Once you have completed your manual time entry, click the Save button at the bottom of the time sheet.

13. To return to your pay period time sheet, click the Timesheet 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 Time sheet

Your time sheet has a comments section that allows you and your supervisor to add notes to the time sheet. You may add comments to your time sheet if you need to include a note to your supervisor on the time sheet. Additionally, if your supervisor returns a time sheet 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 time sheet.

1. Access your time sheet using the instructions in the Accessing Your Time sheet section.
2. At the bottom of your time sheet, look for a block of navigation buttons like the ones in Fig. 12.
3. Click the **Comments** button.

4. The Comments section of your time sheet will load, as in Fig. 13.

5. Add your comments in the **Enter or Edit Comment** field, and then click the **Save** button.
6. After you have completed editing or viewing the comments on your time sheet, click the button to return to your time sheet.

### Submittal Process

#### Submitting Your Time sheet

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

1. Access your time sheet using the instructions in the Accessing Your Time sheet 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 Time sheet.
3. If your time is correct, and you are ready to submit your time sheet, 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](image-url)
If you see this message, you will need to enter the Clock Out time for the specific day.

4. You will be returned to your time sheet. The time sheet will display a confirmation that it was successfully submitted for approval. Additionally, if you look at the bottom of your time sheet, 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 time sheet has been submitted, you may exit the time sheet.

**Correcting a Submitted Time sheet**

If you notice that a time sheet 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 time sheet that has not yet been processed by the Payroll Office. If the Payroll Office has already processed your time sheet, then you and your supervisor will need to contact Payroll regarding the adjustment.

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

![Fig. 16](image)

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

![Time transaction successfully returned.](image)
5. Make the corrections to your time sheet by using the steps for Adjusting and Manually Entering Time.
6. Submit your time sheet again for approval by your supervisor by following the steps for Submitting Your Time sheet. Even if your supervisor had previously approved the time sheet, your corrections will require a new approval before the Payroll Office can process your time sheet for payment.
References

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

<table>
<thead>
<tr>
<th>If type of problem occurs</th>
<th>Contact</th>
</tr>
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<tbody>
<tr>
<td>You cannot log onto My Sam</td>
<td>Information Resources (936) 294-1950 <a href="mailto:helpdesk@shsu.edu">helpdesk@shsu.edu</a></td>
</tr>
<tr>
<td>My Sam displays an error stating you have no time sheet</td>
<td>Payroll (936) 294-3248 <a href="mailto:pmm006@shsu.edu">pmm006@shsu.edu</a></td>
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<tr>
<td>Time sheet displays incorrect supervisor</td>
<td>Payroll (936) 294-3248 <a href="mailto:pmm006@shsu.edu">pmm006@shsu.edu</a></td>
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<tr>
<td>Problems completing time sheet</td>
<td>Payroll (936) 294-3248 <a href="mailto:pmm006@shsu.edu">pmm006@shsu.edu</a></td>
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## Revisions

<table>
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<tr>
<td>1-0</td>
<td>12/8/10</td>
<td>Elizabeth Scott</td>
<td>Applied standards and minor modifications</td>
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<td>2-0</td>
<td>1/4/11</td>
<td>Banner PM</td>
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<tr>
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<td>Karyl Horn</td>
<td>Minor formatting changes</td>
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<td>Updating clock in/out features</td>
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