

Using Your Online Timesheet

Last updated 08/25/2014

1. After logging onto your Banner account, open the Timesheet and Approvals Menu.



2. On the next page is "Selection Criteria", select the button next to Access My Time Sheet and click *Select*.

Selection Criteria

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

Select

3. The "Position Selection" page will list all positions that you currently hold as a Student Employee at SPU.
 - a. Title and Department lists each position's title and position number.
 - b. Under My Choice, select the button for the timesheet that you want to open.
 - c. The Pay Period and Status box lists the date range (beginning and end dates) for the pay period being viewed. Next it shows the status of your timesheet for that pay period. This example shows that the timesheet is "In Progress" which means hours have been added to the timesheet but it has not yet been submitted to the supervisor for approval.

Title and Department	My Choice	Pay Period and Status
Student Employment, 170043-00 Web Entry Posn 150676, W50676	<input checked="" type="radio"/> ★	Aug 24, 2014 to Sep 06, 2014 In Progress ▾

Time Sheet

- d. Use the arrow on the right side of the Pay Period box to move to a previous pay period (future ones are not available until after their begin date). You have until noon on the Tuesday after the end of a pay period to enter your hours and/or submit your timesheet to your Supervisor. After this deadline, you will no longer have access to this timesheet and will need to contact your Supervisor's if changes need to be made.

Title and Department	My Choice	Pay Period and Status
Student Employment, 170043-00 Web Entry Posn 150676, W50676	<input checked="" type="radio"/>	Aug 24, 2014 to Sep 06, 2014 In Progress Aug 10, 2014 to Aug 23, 2014 Not Started
Time Sheet		

e. Once you have selected the correct position and pay period, use the *Time Sheet* button to move to the next page.

4. The "Time Sheet/Leave Report/Proxy" page is where your hours will be entered. Again, notice that the Title and Number of your position; the Department; and Period are shown at the top of this page. It also gives you the deadline for submitting this timesheet.

Time Sheet/Leave Report/Proxy

[Home](#) > [Time Sheet/Leave Report/Proxy](#)

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet


Title and Number: Student Employment -- 170043-00
Department and Number: Web Entry Posn 150676 -- W50676
Time Sheet Period: Aug 24, 2014 to Sep 06, 2014
Submit By Date: Sep 09, 2014 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 24, 2014	Monday Aug 25, 2014	Tuesday Aug 26, 2014	Wednesday Aug 27, 2014	Thursday Aug 28, 2014	Friday Aug 29, 2014	Saturday Aug 30, 2014
College Work Study-Posn 270xxx	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
NonWrkStdy Earnings-Posn 170xxx	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay (Time and a half)	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

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

5. In order to find the correct line for entering your hours, look at your position number at the top of the page. If this position number starts with 27xxxx, you should add your hours to the top line of the timesheet. If your position number started with 17xxxx (or 37xxxx) you should enter your hours on the second line of the timesheet. Only enter hours on the third, Overtime, line of the timesheet if you have worked over 40 hours in one week (Sunday to Saturday). This would only happen during a break between quarters or during the Summer.

Title and Number:	Student Employment -- 170043-00
Department and Number:	Web Entry Posn 150676 -- W50676
Time Sheet Period:	Aug 24, 2014 to Sep 06, 2014
Submit By Date:	Sep 09, 2014 by 12:00 PM



Earning	Shift
College Work Study-Posn 270xxx	1
NonWrkStdy Earnings-Posn 170xxx	1
Overtime Pay (Time and a half)	1
Total Hours:	
Total Units:	

6. Click on the blue "Enter Hours" words in the box for the date that you worked to enter your hours.

7. This takes you to a page that allows you to enter your start time (Time In) and end time (Time Out) for each shift that you worked on a particular date. Your time must be rounded to the nearest 15 minute interval. See further explanation at the end of these instructions to determine how you should round. After you have entered all shifts for that day, hit "Save." The Total Hours to the right will then update accordingly.

Date: Monday, Aug 25, 2014
Earnings Code: NonWrkStdy Earnings-Posn 170xxx

Shift	Time In		Time Out		Total Hours
1	11:00	AM ▾	12:45	PM ▾	0
1	3:15	PM ▾	4:30	PM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

Time Sheet Previous Day Next Day

Add New Line Save Copy Delete

8. Click on "Time Sheet" to go back to the previous screen. Repeat step 7 for each day you worked. Ideally, you should complete this after each work day and so not need to log multiple days at once.
9. Once you have entered all of your hours for the pay period, you can use the *Submit for Approval* button to submit your timesheet. If you need to make any adjustments after this point, contact your supervisor since you will no longer have access to this timesheet.

Position Selection Comments Preview Submit for Approval Restart Next

QUARTER-HOUR ROUNDING FOR TIME ENTRY

The number of hours worked are calculated using the quarter-hour rounding method. This means that arrival and departure times are rounded to the closest quarter of the hour when reporting hours on a timesheet.

If an employee arrives or leaves between:

:00 to :07 minutes after the hour, enter as the top of the hour

:08 to :22 minutes after the hours, enter as a quarter after the hour

:23 to :37 minutes after the hour, enter as the half hour

:38 to :52 minutes after the hour, enter as three quarters past the hour

:53 to :60 minutes after the hour, enter as the top of the hour

Examples:

Arriving at 8:07 am would be entered as 8:00 am

Arriving at 8:08 am would be entered as 8:15 am

Arriving at 8:23 am would be entered as 8:30 am

Arriving at 8:38 am would be entered as 8:45 am

Arriving at 8:53 am would be entered as 9:00 am