Employee Quick Reference Guide

TIPS & REMINDERS

- Time sheet practices and processes have not changed. They are the same as those in place for paper time sheets.
- Time Sheet Submission Deadline: *11:59 pm one business day after the end of the pay period. A list of actual deadline dates can be found at inside.sou.edu/bus-serv/payroll/index.html#web-time-entry.*
- Campus and System Holidays impact time sheet submission deadlines. Be sure to review the schedule to meet early time sheet submission deadlines.
- Your time sheet can be submitted after your last day of work in the pay period, even if it is prior to the deadline.
- Your time sheet shows earning types that may not apply to your job. You should enter time for only those earnings types that are applicable.
- Earned Time, Sick Leave, Vacation, etc.: Always check your balances before entering leave to ensure your balance is sufficient!

A. OPENING YOUR TIME SHEET

1. Log into **inside.sou.edu**.
2. Under **Banner Self Service** in the Online Services menu, select **Employee Dashboard**.
3. From My Activities on the right, select **Enter Time**.
4. Time sheets that are available will be listed under your position. Click on it to open.

B. ENTERING HOURS

1. The hours are selected in the box below the calendar for the date selected. Make sure the *Earn Code* [ex: Regular Earnings, Regular Student Pay, Sick Leave, Vacation, Personal Leave*].
2. Enter **Start Time** and **End Time** for the day in 15 minute increments (ex: at the hour, at quarter past, at half past, and quarter till the hour). Format must be in hh:mm am. Hour needs to be 2 digits (ex 08:00 am or 12:00 pm)
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click on **Add More Time** to put more time for same day and same Earn Code.

C. ADJUSTING YOUR HOURS

Prior to submitting the Time Sheet, Time information already entered for a particular day can be changed. See Return Time if the Time Sheet has already been submitted.

1. Click the edit button on the line of the hours listed needs to be changed.
2. Update the **Start Time** and **End Time** values.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Select a different date to enter hours for another day.

D. DELETING YOUR HOURS

Prior to submitting the Time Sheet, Time already entered for a particular day can be deleted. See Return Time if the Time Sheet has already been submitted.

1. Click the delete button on the line of the hours that needs to be deleted.
2. Click **Yes** to confirm you want to delete the earnings record.
3. Click Add More Time to add new hours for the same earn code. Click **Add Earn Code** to enter hours for a different earn code.
4. Click **Save**. Confirm the Total Hours for the day are correct.

E. ENTERING HOURS FOR SPECIFIC DAYS

When you enter Start Time and End Time for one day, you can use it to copy the same info to one or more additional days in the pay period.

1. Select the Earn Code [ex: Regular Earnings, Regular Student Pay, Sick Leave, Vacation, Personal Leave*].
2. Enter Start Time and End Time for the day in 15 minute increments
3. Click **Save**. Confirm the T**otal Hours** for the day are correct.
4. Click the **Copy** button.
5. Click each day you want to copy the Start Time and End Time to.
6. Click the **Copy** button. Look for the verification message that says **your hours were copied successfully**.
7. Click Preview to verify the time was copied to the dates you selected.

F. ENTERING HOURS FOR A PAY PERIOD

If you work the same schedule of hours each day during a pay period, you can copy the hours from one day through to the end of the pay period.

1. Select the Earn Code [ex: Regular Earnings, Regular Student Pay, Sick Leave, Vacation, Personal Leave*].
2. Enter Start Time and End Time for the day in 15 minute increments Be sure the **Shift** correctly represents the shift in which the hours were worked.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Copy** button.
5. Choose the **Copy to the end of the pay period** checkbox., Choose **Include Saturdays**: and/or **Include Sundays:** if your work week includes Saturday and/or Sunday
6. Click the **Save** button. Look for the verification message that says **your hours were copied successfully**.
7. Click the Preview button to review your hours. The Start Time and End Time have been copied for all days in the pay period.

* VERIFYING LEAVE AVAILABLE

Before using leave, check your balance (provided no additional leave has been used after date listed in leave balance):

1. Within the **Employee Dashboard,** look at the Leave Balances section or click on Full Leave Balance Information.
2. On any times heet select Leave Balance in the upper right corner, select **Leave Balances**.

G. **ADDING** A COMMENT **TO** YOUR TIME **SHEET**

You can add a comment to your time sheet notifying your approver of any special circumstances regarding the pay period time. Your Approver will see the comments when they review your time sheet prior to assigning approval.

1. Click the **Comments** button at the top of the Time Sheet.
2. In the **Comments** box, type your message.
3. Click the **Save** button.

*Note: You can only view Comments on your time sheet in **Preview** mode.*

H. RESTART YOUR TIME SHEET

You can clear all Time already entered for a Time Sheet as long as the Time Sheet has not been submitted for approval.

1. Click the **Restart Time** at the top right of the Time Sheet page.
2. Click **Restart Time** again to delete all changes that you have made to your time sheet.

Note: Comments will not be removed.

I. SUBMITTING YOUR TIME SHEET

When your time sheet is ready to submit for approval, it's important for you to **Preview** it first. Check your hours to make sure the days, numbers, and Earnings are all correct. Then, submit as follows:

1. Under Preview, click the **Submit** button at the bottom.

*Note: This is equivalent to signing your time sheet; it certifies that you approve the time sheet information as accurate. The status of your time sheet will now have changed to **pending**. Your time sheet must be listed as **Pending** in order for it to be **Approved.***

J. RETURN TIME

AFTER an employee Submits their Time Sheet for Approval and BEFORE it's completed or the end of the employee entry period, they can use the Return function to retrieve their time sheet, make corrections then re-submit it for Approval

K. OPENING TIME SHEET FOR ANOTHER JOB

If you have more than one job, you must submit separate time sheets.

1. Click **Timesheet** at the top of the time sheet page to take you to the list of time sheets available for entry..
2. Click the time period for the **Title and Department** which you want to enter time. This will open the time sheet.

Pay Period

Employee Responsibilities

1. Record your time accurately.
2. Select the correct pay period before opening your time sheet.
3. Use appropriate Earn Codes to ensure payment is appropriate per Campus policy.
4. Check your leave balances to verify availability of hours claimed.
   Note: Entry of leave balances in excess of available balance will result in reduction of payment amount.
5. Add Comments to your time sheet to document any special circumstances, variations and/or changes to your normal work schedule.
6. Review your time sheet for accuracy BEFORE submitting it for approval.
7. Submit your time sheet prior to the DEADLINE . *
8. It is expected that changes should be rare. As the employee originating the entry your approver/ supervisor should have knowledge of your work schedule and time actually worked. If changes are needed prior to the time sheet being Completed, you can use Return to correct your time sheet. If it is after the time sheet has been Completed, your approver must communicate with the Campus Payroll Office providing an explanation of the change needed and why. In all cases your approver/supervisor should notify you via email of the actions they have taken.

**Note: Time sheet entry deadlines are often impacted by Campus and System Holidays. To determine the correct deadline for your time sheet submission check sou.edu/sc/ wte.html.*

For more information or assistance contact your supervisor or visit inside.sou.edu/bus-serv/payroll/index.html#web-time-entry. You may also contact Payroll Services at: payroll-services@sou.edu

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