

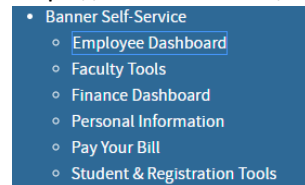
Web Time Entry 9 Overview – Classified Salaried (REG Monthly)

Please submit time for Approval by 2 days after the last workday of the month.

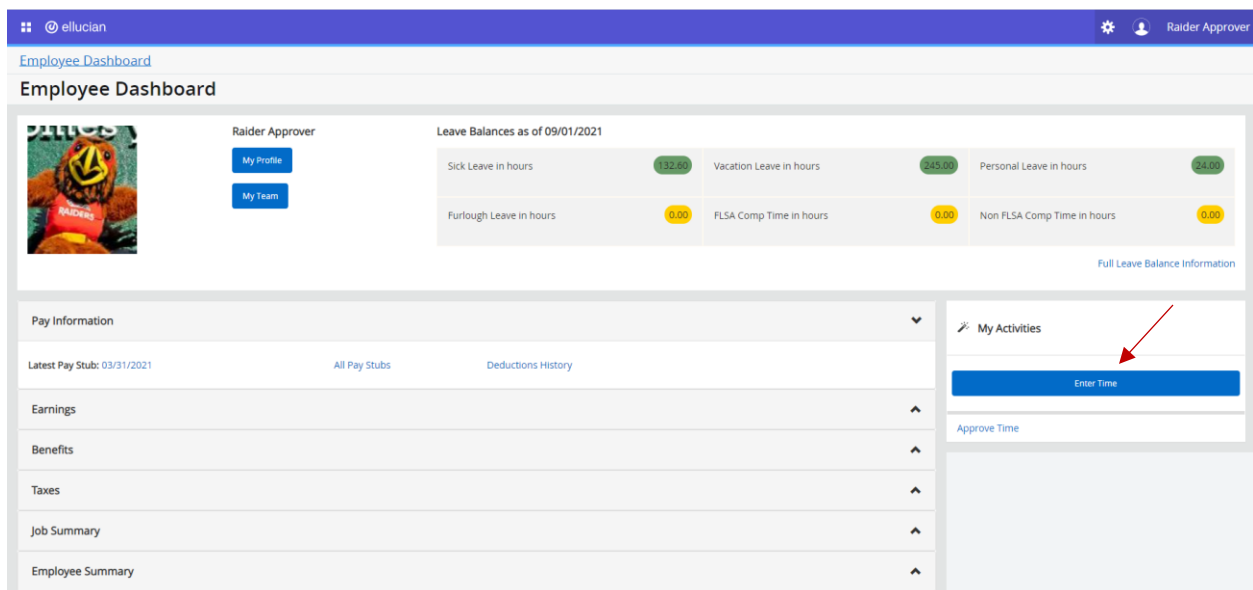
For Banner 9 Self Service we start from the Employee Dashboard.

You will need to log into Inside.SOU before you can get into the Employee Dashboard.

<https://inside.sou.edu/>

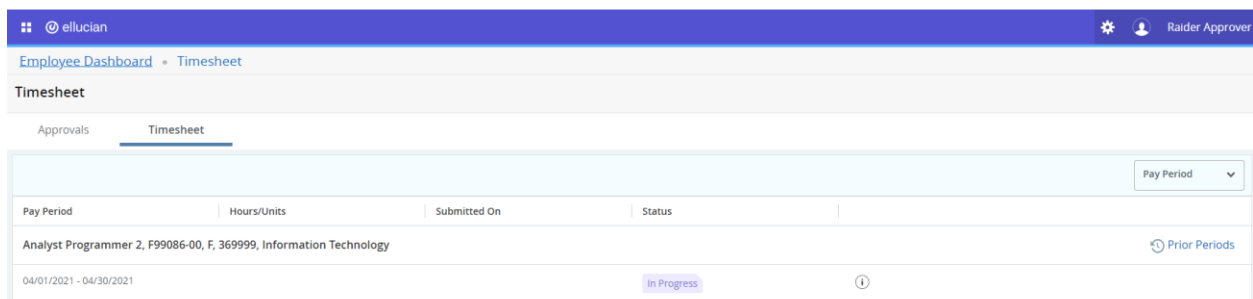


When you log in, you will see a page that looks like the following example. It can be slow the first time it comes up, but responds quickly after that.




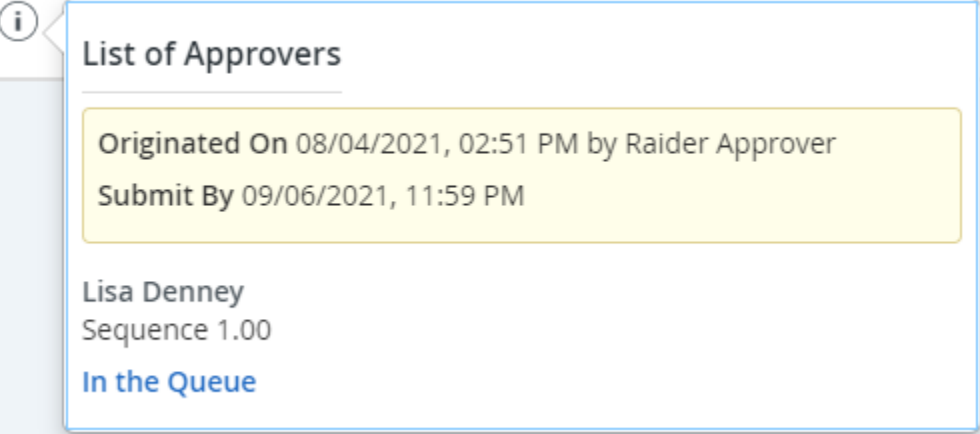
From the Employee Dashboard, you can see your leave balances, pay stubs, earnings, benefits, tax withholdings and job summaries. You will go to “Enter Time” that is located under the My Activities box.

You will see the timesheets available.



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If you click on the *little i*  icon you can see when you started your timesheet, when it is due, and who it is going to when you submit it.



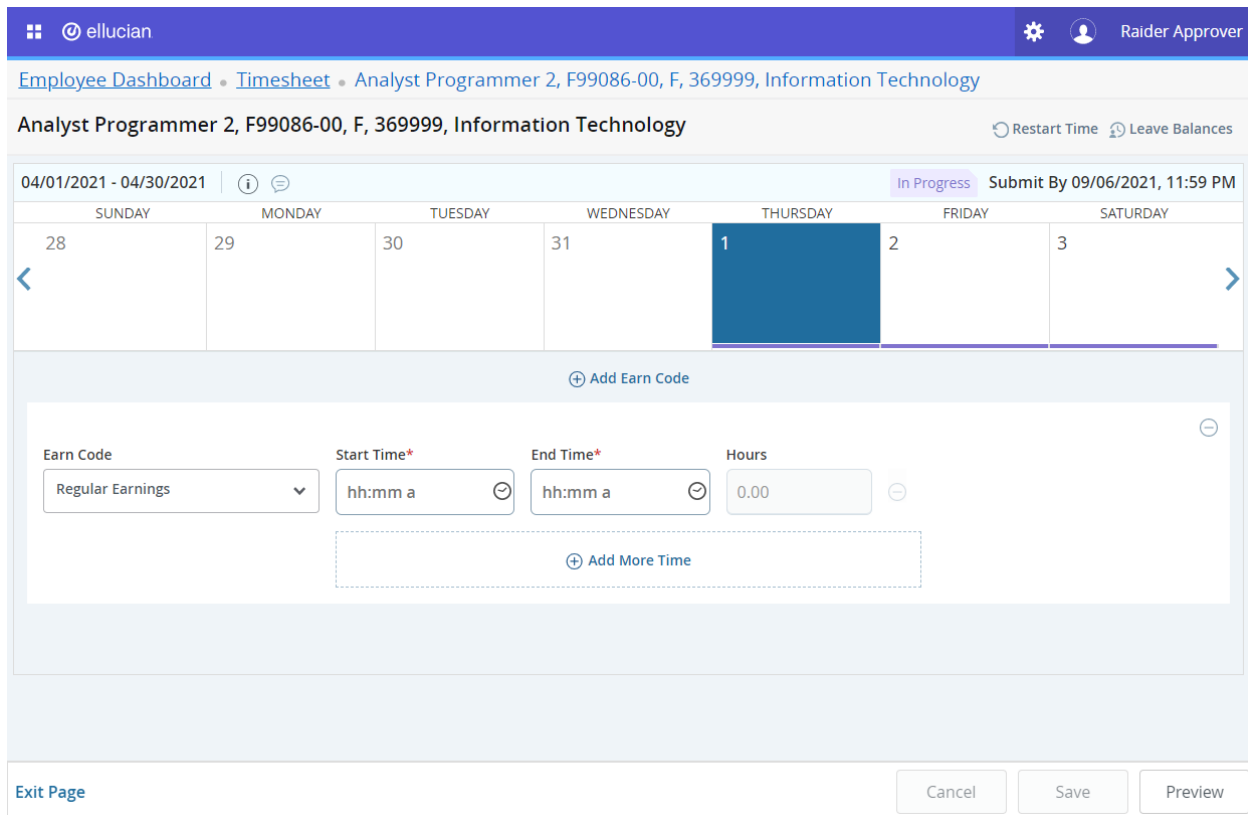
List of Approvers



Originated On 08/04/2021, 02:51 PM by Raider Approver
Submit By 09/06/2021, 11:59 PM

Lisa Denney
Sequence 1.00
[In the Queue](#)

To open your timesheet for the first time, click on the **Start Timesheet button**.



After that, you can click on the line that describes the timesheet and it will open it up.



ellucian   Raider Approver

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Analyst Programmer 2, F99086-00, F, 369999, Information Technology [Restart Time](#) [Leave Balances](#)

04/01/2021 - 04/30/2021   In Progress Submit By 09/06/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3

[Add Earn Code](#)

Earn Code: Regular Earnings

Start Time*: hh:mm a

End Time*: hh:mm a

Hours: 0.00

[Add More Time](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

Web Time Entry 9 Overview – Classified Salaried (REG Monthly)

You click on the day you want to enter and, in the section, below enter the start and end time. If you type it in you have to put in HH:MM AM (or PM). The am / pm can be uppercase or lower case. If you click on the clock icon with the mouse, you can use the arrow keys to scroll through the values. The minutes have to be on the quarter hour (08:00, 08:15, 08:30, 08:45).

The screenshot shows the 'Web Time Entry' form. It has a header bar with a minus icon on the right. Below the header, there are four main sections: 'Earn Code' with a dropdown menu showing 'Regular Earnings', 'Start Time*' with a clock icon, 'End Time*' with a clock icon, and 'Hours' with a text input field showing '4.00' and a minus icon. Below these, there is a second row of the same fields: 'Start Time*' showing '01:00 PM', 'End Time*' showing '05:00 PM', and 'Hours' showing '4.00'. At the bottom of this section is a dashed box with a plus icon and the text 'Add More Time'. At the bottom of the form are three buttons: 'Exit Page', 'Cancel', 'Save', and 'Preview'.

Once you enter the time, click on the Save button (in lower right corner).

A close-up of the bottom right corner of the form, showing three buttons: 'Cancel', 'Save', and 'Preview'. A red arrow points to the 'Save' button.

It will then show like the following: If you need to edit what you have entered, click on the pencil icon.

The screenshot shows the 'Web Time Entry' form after saving. It displays the saved entries: 'Regular Earnin' with a clock icon, '08:00 AM - 12:00 PM', '4.00 Hours', and 'gs'. Below this is another entry: '01:00 PM - 05:00 PM', '4.00 Hours'. At the bottom right, it says 'Total: 8.00 Hours' and 'Account Distribution'. There is a pencil icon, a copy icon, and a minus icon in the top right corner. At the bottom is a dashed box with a plus icon and the text 'Add More Time'.

If you need to put in different Earn Codes (for example, sick leave taken or vacation taken) along with working part of the day, click on the Add Earn Code button and it will open up another section where you can select a different Earn Code. Make sure you Save after you enter all of the time

A close-up of the 'Add Earn Code' button, which is a blue button with a plus icon and the text 'Add Earn Code'.

After you select the earn code, the start time and end time will show.

The screenshot shows the 'Web Time Entry' form with the 'Add Earn Code' button highlighted by a red arrow. The dropdown menu is open, showing a list of Earn Codes: 'Regular Earnings', 'Sick Leave Taken', 'Vacation Time Taken', 'Purloign Time Taken', and 'Personal Leave Taken'. The 'Regular Earnings' option is selected. The form also shows the 'Start Time*' and 'End Time*' fields with clock icons, and the 'Hours' field with a text input field showing '4.00'. At the bottom are three buttons: 'Exit', 'Cancel', 'Save', and 'Preview'.

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Earn Codes:

- **Regular Earnings**
- **Holidays** fill in automatically. IF you WORK the Holiday, then fill in hours earned that day.
- **Overtime Pay**– Pay out OT
- **Overtime Comp** – Compensatory Time Earned
- **Sick Leave Taken**
- **Vacation Leave Taken**
- **Personal Leave Taken**
- **Other**
 - **Bereavement Leave Taken**
 - **Jury Duty**
 - **Special Day – Governor’s Day**
 - **Weather**
- **Leave Without Pay – LWOP**

Note: Any back up detail, please send to payroll-services@sou.edu

Tips:

Entering Overtime:

Entering Other


LWOP

Comments can be made on Preview tab about time you have entered. Your supervisor will review and return time to you if changes need to be made. This is usually within a 2 days so watch for that so you can make change and return time before submittal deadline (and you are locked out of the wte screen).

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If you have hours in a day that you want to copy to other days (like 8-12PM or 1-5PM), do the following:

Click on the day you want to copy. In this example I'm copying the 1st.

Click on the  icon (on the right side of the section that shows the hours).

Note: This will also let you view the entire month at a glance (for hours entered by day). Some people save or print this screen for record keeping.

This will bring up a calendar that you can then select the specific days you want to copy to by clicking on those days, or check copy to the end of pay period but don't check include Saturdays or include Sundays.

In this example I'm just going to copy it to the 3rd and 4th. Click on Save to do the copy. Cancel if you change your mind.

Copy Time Entry

Regular Earnings : 8.00 Hours (03/01/2021, MONDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 03/01/2021 - 03/31/2021

SUN	MON	TUE	WED	THU	FRI	SAT
28	1 8.00 Hours	2 4.00 Hours	3	4	5	6
7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11 8.00 Hours	12	13
14	15	16	17	18	19	20
21	22	23 8.00 Hours	24 6.50 Hours	25 8.00 Hours	26 8.00 Hours	27
28 1.50 Hours	29 8.00 Hours	30 8.00 Hours	31 6.50 Hours	1	2	3

Cancel

Save


PREVIEW tab:

To view (and save/print) entire month of time entered, Go to Preview

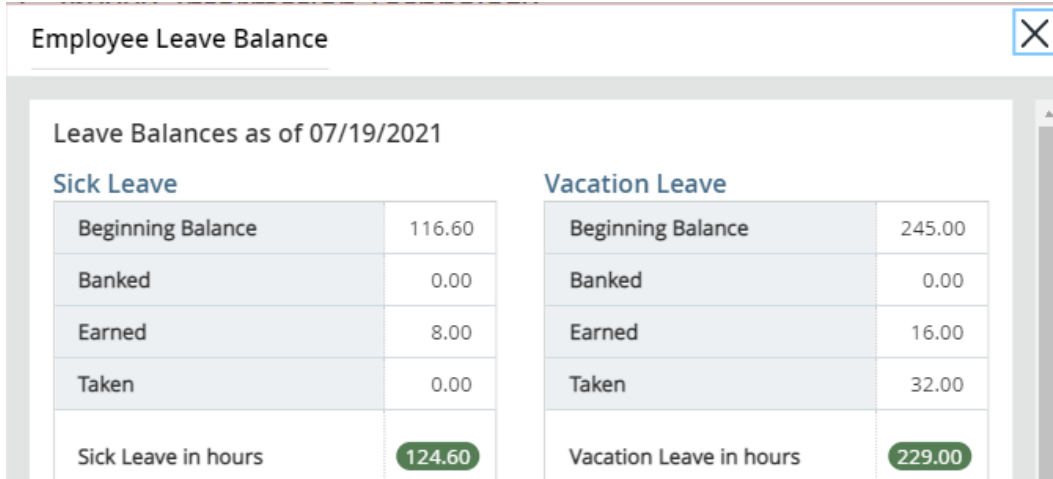
Preview is where you can add Notes or Comments for your supervisor to review.

If you hit "Return" your changes will not be saved (Comments).

Web Time Entry 9 Overview – Classified Salaried (REG Monthly)

Toggle to Leave Balances: At any time while you are filling out your timesheet, you can click on the Leave Balances link  **Leave Balances** (in the upper right corner) to see what your current leave balances are.

It opens up a pop-up box with leave information.



The pop-up box is titled "Employee Leave Balance" and contains two tables side-by-side. The left table is for "Sick Leave" and the right table is for "Vacation Leave". Both tables show "Beginning Balance", "Banked", "Earned", and "Taken" amounts, along with a total "Leave in hours" at the bottom.

Sick Leave	
Beginning Balance	116.60
Banked	0.00
Earned	8.00
Taken	0.00
Sick Leave in hours: 124.60	

Vacation Leave	
Beginning Balance	245.00
Banked	0.00
Earned	16.00
Taken	32.00
Vacation Leave in hours: 229.00	

To see all of your time for the pay period, click on the Preview button at the bottom right corner. The Preview will display a report that will show your timesheet in a variety of detail. If you have corrections to make, go back to the pencil edit icon for that day and make the change.

As part of the Preview, you will be able to view:

- *Total hours for each day and earn code
- *Time in-and-out for each day
- *Weekly totals for each earn code

If you need to communicate something to your supervisor/approver, there is a **Note** section at the bottom of the **Preview** screen where you can add information that you think is important to your supervisor.

Once your time sheet is done, click the Submit button. Your Approver will be sent an email that you have submitted your timesheet. If there is any issue with the timesheet, they can return it to you for correction. If that happens, you will get an email that it has been returned. Please make the needed corrections and re-submit immediately before the deadline.

If you want to get back to the Employee Dashboard, you can click on the Employee Dashboard link at the top.

Clicking on Timesheet will take you back to the Timesheet selection page.

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Clicking **Exit Page** (at the bottom left of the page) will also take you back to the timesheet selection page.