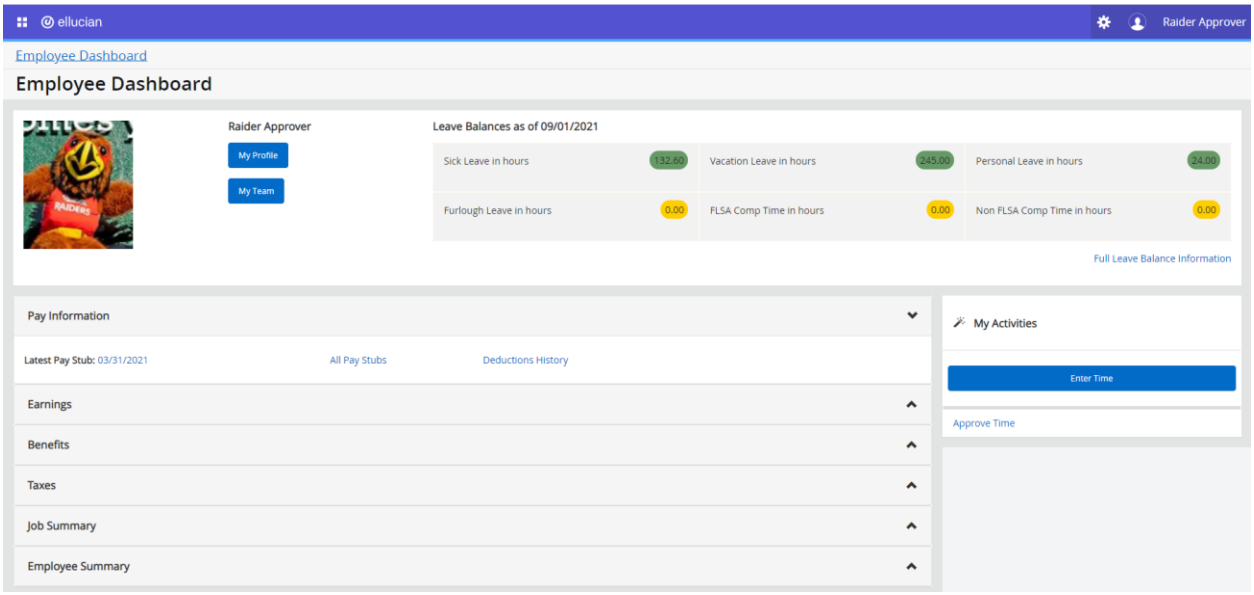
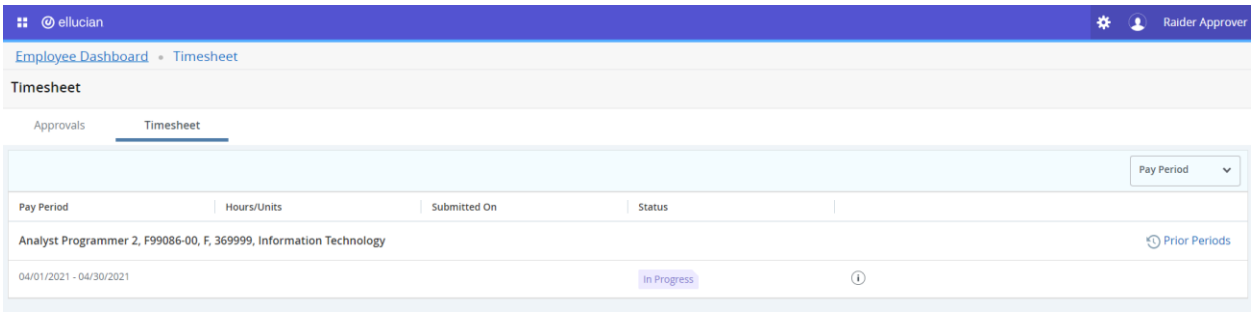
For Banner 9 Self Service we start from the Employee Dashboard. The following is the link to the pre-production version (PPRD). You will need to log into Inside.SOU before you can get into the Employee Dashboard.: https://employeessb-pprd.ec.sou.edu:8102/EmployeeSelfService

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

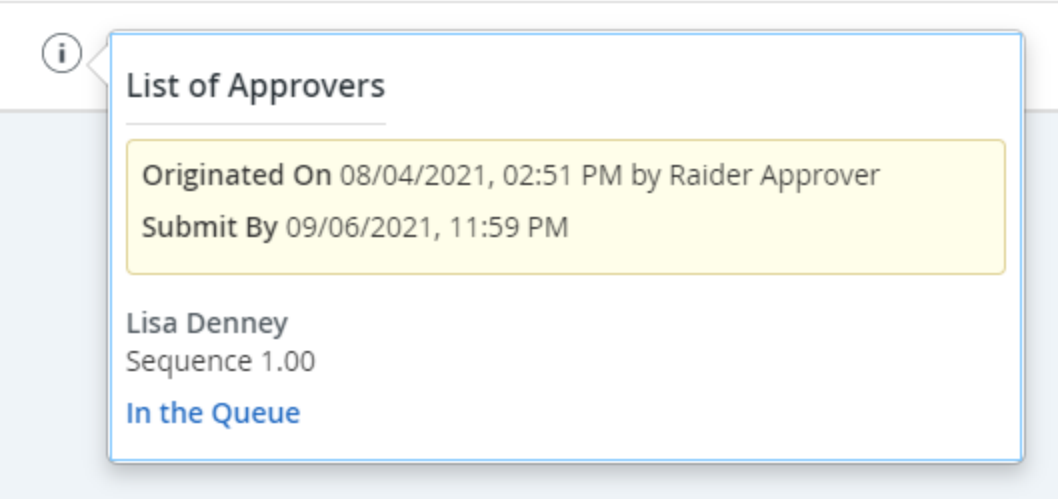


From the Employee Dashboard, you can see your leave balances, pay stubs, earnings, benefits, tax withholdings and job summaries. The testing we are doing is Enter Time that is under the My Activities box.

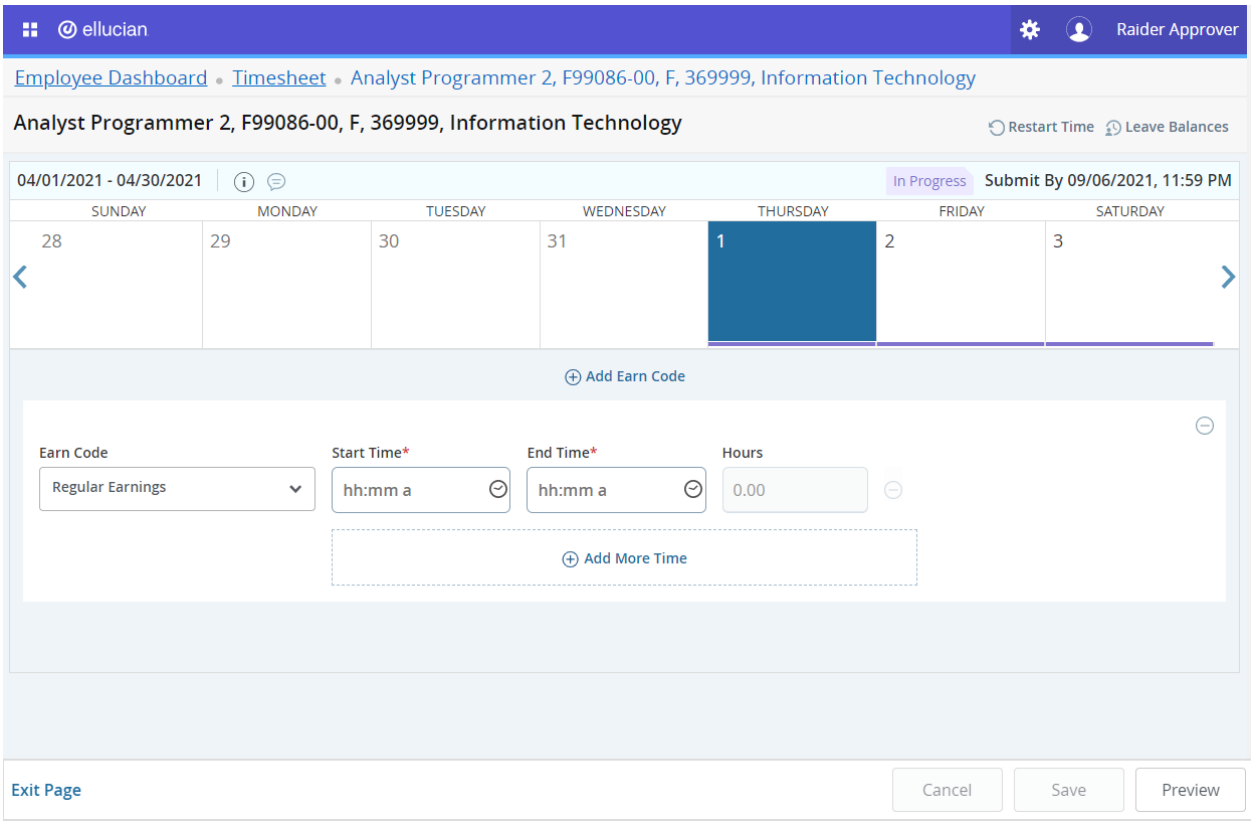
I already started my timesheet so I don't see the start timesheet button, but you will see the timesheets available.



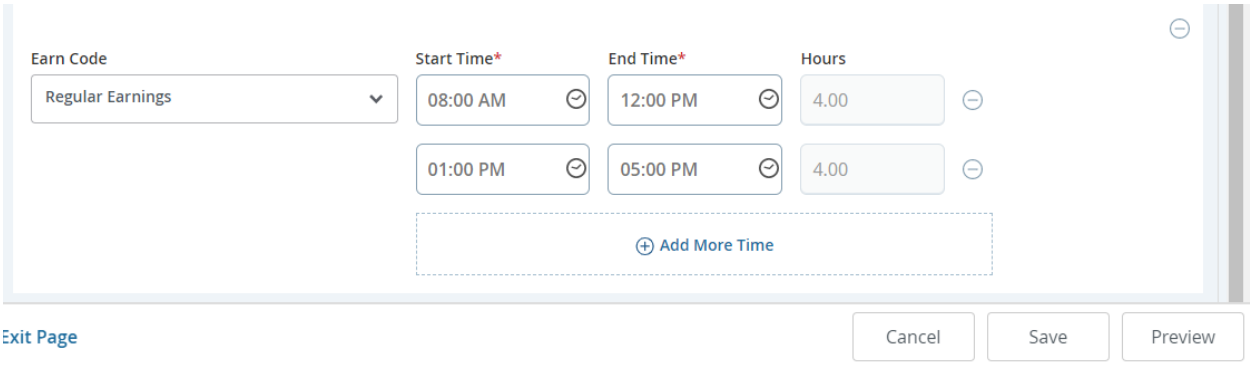
If you click on the little I icon you can see when you started your timesheet, when it is due and who it is going to when you submit it.



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.

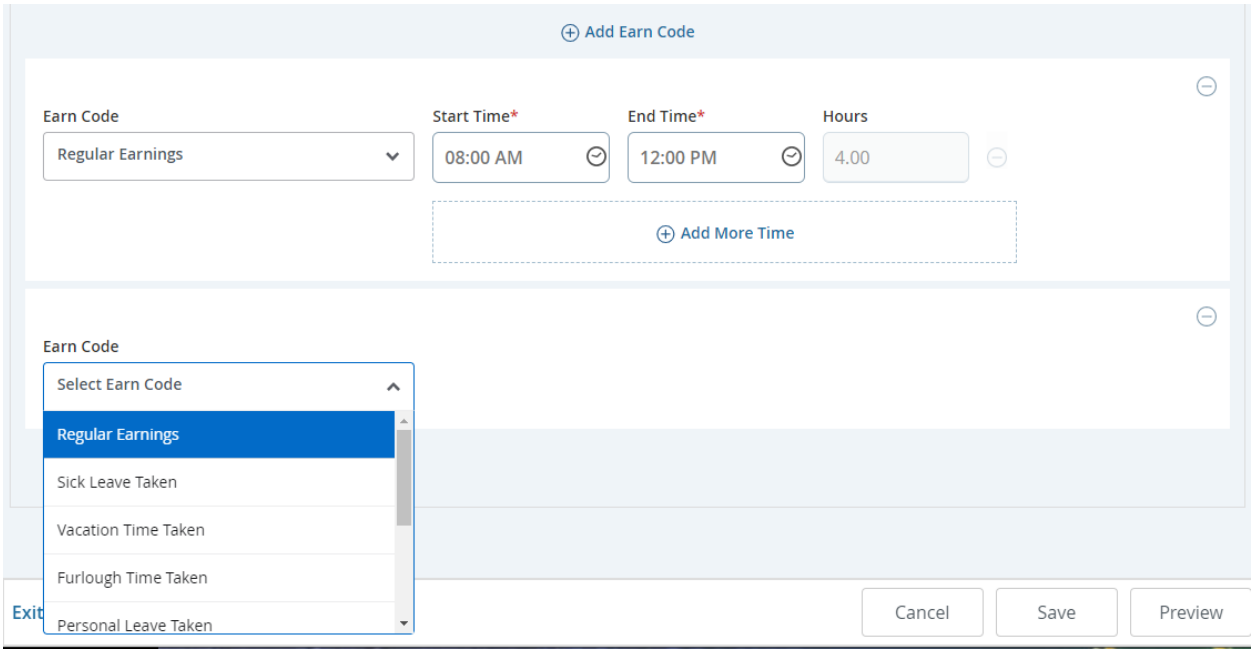


You click on the day you want to enter and, in the section, below enter the start and end time. If you type it in you have to put in HH:MM AM (or PM). The am / pm can be uppercase or lower case. If you click on the clock icon with the mouse you can use the arrow keys to scroll through the values. The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



Once you enter the time, click on the save button. It will then show like the following. If you need to update. Click on the pencil icon.

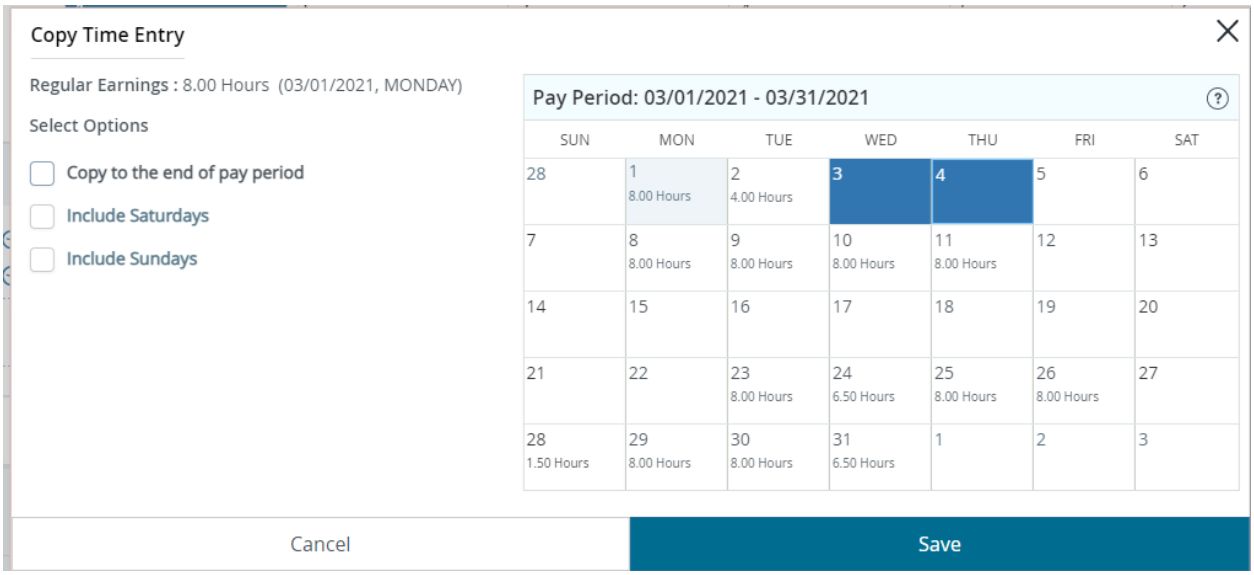
If you need to put in different earn codes (like sick leave or vacation) along with working part of the day, click on the Add Earn Code button and it will open up another section where you can select a different earn code. After you select the earn code the start time and end time will show. Make sure you save after you enter all of the time.



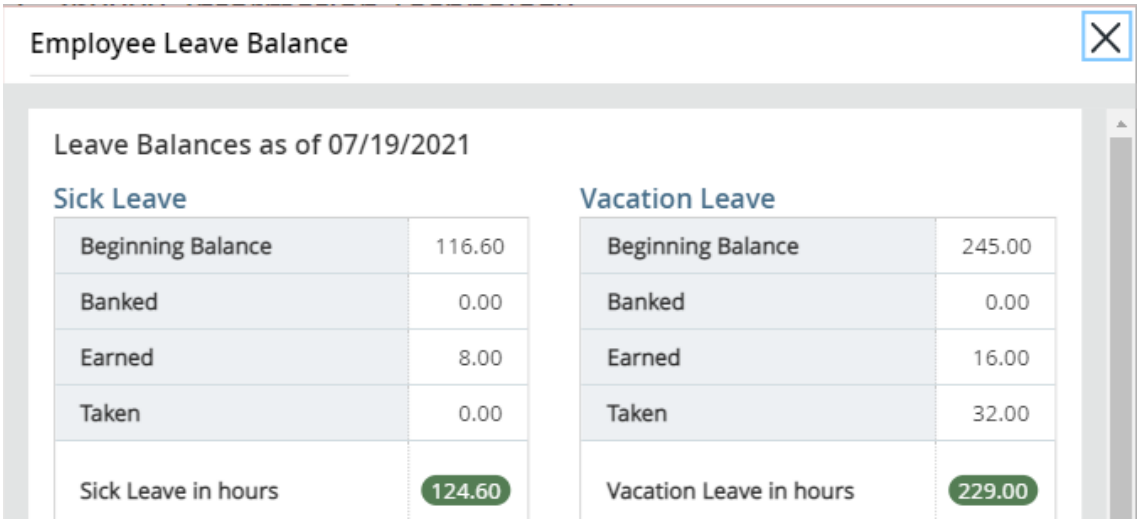
If you have hours in a day that you want to copy to other days (like 8-12, 1-5), do the following:

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). 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. Probably don't want to do that until the end of furloughs. In this example I'm just going to copy it to the 3rd and 4th since I've filled out other days. Click on Save to do the copy. Cancel if you change your mind.



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. Remember this is currently as of February 2021. Possibly January 2021 depending on when leave what updated versus when we did this refresh. It opens up a pop-up box with leave information.

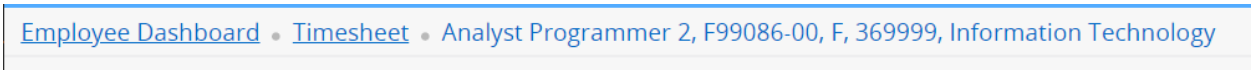


To see all of your time for the pay period clock on the Preview button at the bottom right corner.

This will create a report that will shows your timesheet in a variety of detail. First total hours for each day and earn code. Then the time in and out. Then weekly totals for each earn code. There is also a spot at the bottom that you can put in notes if you need to communicate something to your supervisor/approver. You can see who that is in the routing list.

If your time sheet is done click on the submit button. Your approver will be sent an email that you 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.

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.



Clicking

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